| Procurement | Budgeting | Accounts Receivable | Accounts Payable |

Welcome, Christopher W Seckman

Solicitation Response(SR)   **Dept:** 0511   **ID:** ESR10182400000002744   **Ver.:** 1   **Function:** New   **Phase:** Final   ▼   Modified by batch , 10/31/2024

Header 📎 1   ▬ ▪

[☰ List View]

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

Procurement Folder: 1475603

Procurement Type: Central Master Agreement

Vendor ID: VS0000045684 [↑]

Legal Name: Net2Source Inc.

Alias/DBA:

Total Bid: $5,512,062.40

Response Date: 10/23/2024 🗓

Response Time: 13:25

Responded By User ID: Net2Source Inc [↑]

First Name: Prateek

Last Name: Srivastava

Email: rfp@net2source.com

Phone: 551-525-0395

SO Doc Code: CRFQ

SO Dept: 0511

SO Doc ID: MIS2500000001

Published Date: 10/16/24

Close Date: 10/31/24

Close Time: 13:30

Status: Closed

Solicitation Description: TECHNICAL TEMPORARY STAFFING SERVICES

Total of Header Attachments: 1

Total of All Attachments: 1

Proc Folder:	1475603
Solicitation Description:	TECHNICAL TEMPORARY STAFFING SERVICES
Proc Type:	Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-10-31 13:30	SR 0511 ESR10182400000002744	1

VENDOR
VS0000045684
Net2Source Inc.

Solicitation Number:	CRFQ 0511 MIS2500000001			
Total Bid:	5512062.40000000037252902984	**Response Date:** 2024-10-23	**Response Time:**	13:25:07
Comments:				

FOR INFORMATION CONTACT THE BUYER
Crystal G Hustead
(304) 558-2402
crystal.g.hustead@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	Senior Web Application Analyst	2080.0000	HOUR	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.1 Senior Web Application Analyst - quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Senior Web Application Analyst Optional renewal year 1	2080.0000	HOUR	76.130000	158350.40

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Web Application Analyst Optional renewal year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior Web Application Analyst Optional renewal year 2	2080.0000	HOUR	77.180000	160534.40

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Web Application Analyst Optional renewal year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Senior Web Application Analyst Optional renewal year 3	2080.0000	HOUR	78.130000	162510.40

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Web Application Analyst Optional renewal year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Senior Application Oracle Database Administrator	2080.0000	HOUR	98.000000	203840.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.2 Senior Application Oracle Database Administrator-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Senior Application Oracle Database Administrator Opt Ren Yr1	2080.0000	HOUR	99.470000	206897.60

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Senior Application Oracle Database Administrator Opt Ren Yr2	2080.0000	HOUR	100.960000	209996.80

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior Application Oracle Database Administrator Opt Ren Yr3	2080.0000	HOUR	102.470000	213137.60

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Senior Application DB2 Database Administrator	2080.0000	HOUR	85.000000	176800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.3 Senior Application DB2 Database Administrator-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Senior Application DB2 Database Administrator Opt Ren Yr1	2080.0000	HOUR	86.280000	179462.40

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Senior Application DB2 Database Administrator Opt Ren Yr2	2080.0000	HOUR	87.650000	182312.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior Application DB2 Database Administrator Opt Ren Yr3	2080.0000	HOUR	88.650000	184392.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	SQL Server Database Administrator	2080.0000	HOUR	63.000000	131040.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.4 SQL Server Database Administrator-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	SQL Server Database Administrator Opt Ren Yr 1	2080.0000	HOUR	63.950000	133016.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

SQL Server Database Administrator Opt Ren Yr 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	SQL Server Database Administrator Opt Ren Yr 2	2080.0000	HOUR	64.860000	134908.80

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

SQL Server Database Administrator Opt Ren Yr 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	SQL Server Database Administrator Opt Ren Yr 3	2080.0000	HOUR	65.820000	136905.60

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

SQL Server Database Administrator Opt Ren Yr 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Help Desk Analyst	2080.0000	HOUR	29.500000	61360.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.5 Help Desk Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Help Desk Analyst Optional Renewal Year 1	2080.0000	HOUR	29.840000	62067.20

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Help Desk Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Help Desk Analyst Optional Renewal Year 2	2080.0000	HOUR	30.340000	63107.20

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Help Desk Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Help Desk Analyst Optional Renewal Year 3	2080.0000	HOUR	30.700000	63856.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Help Desk Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Business Analyst	2080.0000	HOUR	65.000000	135200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.6 Business Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Business Analyst Optional Renewal Year 1	2080.0000	HOUR	65.980000	137238.40

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Business Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Business Analyst Optional Renewal Year 2	2080.0000	HOUR	66.970000	139297.60

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Business Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Business Analyst Optional Renewal Year 3	2080.0000	HOUR	67.980000	141398.40

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Business Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	Information Systems Assistant	2080.0000	HOUR	35.000000	72800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.7 Information Systems Assistant-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	Information Systems Assistant Optional Renewal Year 1	2080.0000 HOUR		35.530000	73902.40

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Information Systems Assistant Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
27	Information Systems Assistant Optional Renewal Year 2	2080.0000 HOUR		36.020000	74921.60

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Information Systems Assistant Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
28	Information Systems Assistant Optional Renewal Year 3	2080.0000 HOUR		36.450000	75816.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Information Systems Assistant Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
29	Programmer Analyst	2080.0000 HOUR		56.000000	116480.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.8 Programmer Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
30	Programmer Analyst Optional Renewal Year 1	2080.0000 HOUR		56.840000	118227.20

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Programmer Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
31	Programmer Analyst Optional Renewal Year 2	2080.0000	HOUR	57.690000	119995.20

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Programmer Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
32	Programmer Analyst Optional Renewal Year 3	2080.0000	HOUR	58.550000	121784.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Programmer Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
33	Senior Mainframe Application Analyst	2080.0000	HOUR	77.000000	160160.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.9 Senior Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
34	Senior Mainframe Application Analyst Optional Ren Yr 1	2080.0000	HOUR	78.160000	162572.80

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Mainframe Application Analyst Optional Ren Yr 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
35	Senior Mainframe Application Analyst Optional Ren Yr 2	2080.0000	HOUR	79.110000	164548.80

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Mainframe Application Analyst Optional Ren Yr 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
36	Senior Mainframe Application Analyst Optional Ren Yr 3	2080.0000	HOUR	80.050000	166504.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Senior Mainframe Application Analyst Optional Ren Yr 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
37	Mainframe Application Analyst	2080.0000	HOUR	64.000000	133120.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

4.1.10 Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
38	Mainframe Application Analyst Renewal Yr 1	2080.0000	HOUR	65.930000	137134.40

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Mainframe Application Analyst Renewal Yr 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
39	Mainframe Application Analyst Renewal Yr 2	2080.0000	HOUR	66.920000	139193.60

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Mainframe Application Analyst Renewal Yr 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
40	Mainframe Application Analyst Renewal Yr 3	2080.0000	HOUR	67.920000	141273.60

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: We will deliver the candidate in 4-6 hours after receiving the requirement.

Extended Description:

Mainframe Application Analyst Renewal Yr 3-quantity of hours listed is for bidding purposes only.

Presented By:

Ajeta Sinha – President

Address **HQ**: 270 Davidson Ave, Suite 704 Somerset, NJ 08873

Email: rfp@net2source.com

Ph: 551-525-0395

Fax: 201-221-8131

Presenting To

Cover Letter

October 31, 2024.

Crystal G Hustead
Department of Administration Purchasing Div.
2019 Washington ST E Charleston WV 25305
Email: crystal.g.hustead@wv.gov

Subject: Response to the CRFQ-0511-MIS2500000001: Technical Temporary Staffing Services

Dear Evaluation Team,

Net2Source Inc. (**Hereby referred to as N2S**) is pleased to submit our response to the State of West Virginia (Hereby referred to as State) for CRFQ-0511-MIS2500000001: Technical Temporary Staffing Services. The services required by the State are fully aligned with N2S and the core competencies utilized in the services we offer.

N2S is an NJ based IT services & solutions provider operating in 32 Countries and certified as Capability Maturity Model Integration (CMMI) Level 3, International Organization for Standardization ISO 14001:2015, ISO 27001:2013, ISO 27701:2019, ISO 37001& ISO 9001:2015 with over 17 of expertise in serving state and local government agencies.

Understanding of the RFP

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Shared Administration, Office of Management Information Services (OMIS), also referred to as Agency or Department hereinafter, to establish multiple open-end contracts for technical temporary staffing services.

We understand that the objective of the State through this RFP is to pre-qualify vendors for the purpose of providing Technical Staffing Services. N2S has read the SOW document and understood the IT services defined under the scope of work. We are experienced, capable, and fully confident of catering to the State's Technical staffing requirements.

Our IT project-based staffing services are made specifically to meet the staffing requirements of a specific job or project by giving the State a pool of skilled workers who can meet its short-term or long-term requirements. We have a large team of experienced IT specialists with the necessary experience that is needed for the State that is listed in the specifications.

Our Distinguishing Factors and Capabilities:

- 17 years of serving various Public and Private sector clients
- Successfully managing over 120+ Information Technology Staffing Contracts supporting federal, state, local governments, and private sector clients in over 35 states and various countries.
- We use a multi-tier delivery model spearheaded by a Client Engagement Associate (Client driven), Resource Delivery Associate (Opening Focused) and Recruiter (Candidate Focused), supplemented by senior management leadership for strategic client support and sourcing for recruitment support.
- Team of 650+ technical recruiters, data miners and sourcing executives supporting our clients.

Company Details

Company Name and Age	Net2Source Inc, in business from 17 years
Company Size	2500+
Address	**HQ:** 270 Davidson Ave, Suite 704 Somerset, NJ 08873
Net2Source Point of Contact and Title	Prateek Srivastava – Business Development Manager
Contact Details	Email: rfp@net2source.com Ph: 551-525-0395

We look forward to the possibility of working together to support your organization's success.

Warm regards

Ajeta Sinha

Ajeta Sinha – President
Net2Source Inc.

Table of Contents

Company Experience

Net2Source (Here referred to as **N2S**) has been in the business of IT services and solutions since 2007. Our first service was offering IT staffing to NJ, NY and TX, area companies. Since that time, N2S has led the market in developing innovative IT solutions as our clients' needs have changed. We have been providing Temporary Staffing Services for the last 17 years, and we understand better than anyone the types of technology challenges that companies face.

Over the years, we have evolved into national staffing services & solutions providers with a breadth of specialty businesses. With our robust portfolio of IT/Non-IT/Healthcare/Clerical/Administrative service and solution offerings, N2S is committed to supporting its clients to provide staffing services to meet the demands of their stakeholders. Headquarters in Somerset, NJ, N2S provided nearly $85M of staffing services for our clients last year as one of the largest staffing firms in the market.

Key Statistics
- ✓ Operating as S-Corp with D&B open rating 92
- ✓ Over 200 clients, including 50% of the state and local government entities.
- ✓ 22 locations throughout the nation with 3000+ W2 employees
- ✓ A proprietary database of over 15M resumes, including 60% of the domestic workforce.
- ✓ The industry experts have consistently recognized our expertise and high standards of service through a wide range of awards, such as:

We understand that every organization has a unique set of challenges and opportunities, and we leverage our unique industry insights, honed through decades of experience in the technology sector, to deliver the talent and solutions necessary to achieve each

client's specific goals. Backed by our high-impact professionals, we deliver tangible and meaningful results powered by solutions that help create, innovate, and lead change. This focus on the public sector has given N2S's recruiting, and delivery teams have a strong understanding of the unique business and contract management needs of government agencies.

N2S has a unique understanding for delivery of Staffing and Professional Services on Turnkey Basis to public sector organizations, given our continued outstanding service to government organizations across the country N2S has been awarded similar government contracts as the prime vendor by over 25 federal, state, and local government agencies.

Through our local market intelligence, we will deliver the quality staff to the State.

Domain-specific Recruitment: Unlike many staffing agencies, our recruiting team is comprised of over 650 recruiters with domain-specific experience and knowledge to ensure responsive, high-quality, and timely service. By aligning our recruiters by specialization, we leverage their shared experience, networks, and best practices to expand our reach into each specific talent community and build robust talent pipelines.

A Versatile Staffing Services and Solutions Firm: Our staffing solutions for the public sector environment are founded on longstanding relationships with more than 120 states and local agencies. A broad experience responding to a wide variety of procurements for Temporary Staffing Services, with some key lessons learned regarding the structure and planning options. The expanded scope of service lines provides consistent delivery, and a more well-rounded understanding of State needs across multiple business categories.

Strategic Partnerships: To provide our clients with the most cost-effective and innovative staffing services, N2S has worked diligently over the years to build a broad network of strategic partners. It enables us to provide premium-quality services to our clients through early access to new technologies as well as preferred access to training and technical support.

Contingent Recruiting: Our recruiting teams develop customized, targeted recruitment strategies for each client including leading-edge methods to engage and attract staff that best align the State's culture and mission. We have numerous strategies in place to handle high volume/contingency ramp-ups for clients, including our existing employees, proprietary candidate database, support from the surrounding N2S branch network, subcontracting partners, to name a few.

Productivity Tools: We offer an electronic suite of online tools to increase the efficiency of ordering, timekeeping, and reporting processes. With these productivity tools, N2S and the States will gain access to analytics that will allow the State and us to determine areas to improve so that the contract runs more efficiently and smoothly. We utilize Office Clip for Timesheet, QuickBooks for invoicing, and JobDiva as an Applicant Tracking System.

Brand Recognition: Because of our excellent past performance and D&B rating, N2S has greatly aided building brand consciousness in the industry than other staffing firms. For the State, this means we can attract and engage talent more effectively than our competitors.

> *N2S has an Overall Performance Rating of 95% which is based on survey feedback from past customers. Hence, N2S has been successful in providing top-notch quality services to our previous clients.*

To address the essential components of the scope of services specified in the solicitation document, N2S possesses the following qualifications that make us distinctive and sets us apart from the competition:

Dedicated Account Management Team: N2S's account management approach for handling contingent staffing contracts ensures that contract requirements and goals are well supported. For the State, we are assigning a dedicated account management team to ensure the right delivery of services.

Strategic partnerships: To provide our clients with the most cost-effective and innovative IT services and solutions, N2S has worked diligently over the years to build a broad network of strategic partners. It enables us to provide premium-quality services to our clients through early access to new technologies as well as preferred access to training and technical support.

Resume Database: We have 15M+ pre-vetted candidates (35% are matching skills set required by the State) in our resume database which make us fully capable of fulfilling the State's requirements as and when required. We assure the State that there is a pipeline of qualified candidates at any given time.

Turnaround time: We take maximum 4 – 6 working hours to provide a qualified resume. N2S has 250+ domain specified recruiters who possess an average experience of five (5) years. Resource replacements, whenever required, can be provided within 24 hours of request.

Recruiting Process: We will use our ISO 9001:2015 certified recruiting process, our internal database of more than 15 million pre-vetted resumes, access to various job sites (Monster, Dice, Career Builder, etc.), internal pool of contingent contracts.

Financially Stable: N2S is a financially stable and growing company. In the year 2023, we were financially evaluated at $80M. N2S does not have any pending merger or financial liabilities which may affect this current contract. We don't have any short term or long-term debts.

24-hour support: N2S's Client Engagement and Delivery Office (CEDO) provides regular and "after-business-hours support", giving a 24 hours' support to clients and an end-to-end resource management.

Staffing Firm that Delivers the Right Employee: Our engagement process revolves around our clients and their specific business requirements. Through our consultative strategy, termed the Perfect Fit Program, we tap into a talent reservoir spanning thousands to locate the ideal candidate matching the criteria for a particular State position. Comprising five tailored phases, the Perfect Fit Program is designed to optimize service delivery for your account.

- **Customer Assessment** - Our focus is on comprehensive understanding our clients' business requirements, enabling us to identify the services that optimize their staffing procedures' efficiency and effectiveness.
- **Sourcing** - Leveraging our recruiters' industry expertise and the vast networks of our staffing agency, we swiftly pinpoint the most qualified candidates.
- **Evaluation** - At N2S, we delve deeper than resumes, getting acquainted with each candidate to discern the skills and traits that align seamlessly with your roles.
- **Selection** - Before a candidate commences employment, we meticulously verify all documentation, screenings, and certifications.
- **Performance Tracking** - Continuous evaluation of our performance and that of our personnel ensures ongoing satisfaction with our services.

Background Check: N2S works with the clients to establish business rules and customize a background check process that meets the client's requirements. N2S has trusted partnerships with companies that have the resources to perform a variety of background checks at a local, county, and state level.

E-Onboarding: We provide customized onboarding and training programs which specifically address the State's requirements. N2S automated system JobDiva added another dimension to the onboarding process, making it more specific to each client's requirements.

Services We Offer

- Contingent Staffing
- Direct Hiring
- SOW (Statement of Work)
- Contact Centre/Helpdesk
- Payroll Solutions
- EOR/PEO/VOR
- RPO
- Managed IT Service
- Nearshoring/Co Shoring & Admin/Clerical Support

Our Certifications

Our Technology Partners

As a full-service staffing enterprise, we provide the following services: contingent, temporary hire, direct hire, payroll, independent contractors, SOW, and Project labor across a spectrum of skill sets. N2S holds strong experience in providing Staffing services in the state and across USA.

N2S has been servicing the public sector entities for the last 17 years. We understand the State's interest lies in what is best for your departments. N2S leverages its team of specialists located throughout the nation to enhance our capabilities to best support the State's needs. At N2S, we build our program to support your unique needs so that the State will experience a partnership based on cooperation and focused on the goals and objectives through a professional, well designed service plan.

State Government Clients: State of New Jersey, State of Texas, State of Michigan, University of California, University of Southern California, University of Chicago, University of Kansas, Boston University, Government of Ontario, State of Texas, State of New York, State of Colorado.

Federal Clients: Federal Reserve Bank (FRB), FRB NY, FRB Philadelphia, FRB San Francisco.

Private Sector Clients: Nestle, Johnson & Johnson, BMS, Beckton Dickinson, AbbVie, Kroger, Danaher Corporation, Gilead Sciences, Johnson Controls, Cognizant,

LTIMindtree, Virtusa, IBM, Yahoo, Dolby Laboratories, Caterpillar, American Airlines, Intel, Boeing, etc.

Domain experience: With over a decade of experience in providing staffing services, N2S maintains a formal state and local government practice as one of our industry specialties. Our 17-years history of supporting top initiatives across public sector agencies positions us to help state and local governments achieve their missions. In the year 2023, we placed more than 1200 temporary consultants and currently, we have a network of over 2700 temporary employees working for 100+ government entities.

Our Similar Successful Placements

Client Names	Services Provided
Alabama State University	SQL Database Administrator, Network Engineer, ETL Developer, Secretary, Security Engineer, Administrative Assistant, System Engineer, Application Support Analyst, Enterprise Risk Manager, Business Analyst, Technical Business Analyst, Quality Assurance Analyst, System Administrator, System Analyst, Helpdesk Support, GIS Database Administrator, Litigation Technician, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Systems Administrator, IT System Design, Typist, Project Manager
Adams State University	NET Developer, Full Stack Developer, Data Scientist, Test Manager, iOS Device Management Engineer, Data Architect, Desktop Support, Helpdesk L1 and L3, Quality Assurance Analyst, UNIX/Linux Server Engineer, Desktop Network Engineer, Change Management, Labor, Administrative Assistant, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe

	Application Analyst, Network Engineer, Systems Administrator, Finance Clerk, Project Manager
Atlanta Public Schools	Project Manager, Test Manager, Software Developer, Information Security Analyst, ETL Developer, Business Analyst, Typist, AR/AP Specialist, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Network Engineer, Desktop Support, Office Clerk, System Engineer, Cloud Engineer, Quality Assurance Analyst, Finance Clerk, Administrative Assistant
Bellingham Schools	Business Analyst, Project Manager, Data Scientist, Management Consulting, Network Engineer, System Engineer, Help Desk, Identity Management Developer, Language Interpreter, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Systems Administrator, Technical Writer, Finance Clerk, Office Clerk, QA Tester, Administrative Assistant, Program Manager, IT System Design
Boston University	SQL Database Administrator, Network Engineer, ETL Developer, Project Manager, .NET Developer, Systems Administrator, Business Analyst, Technical Writer, Test Manager, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Project Manager, Executive Secretary, Office Clerk, Administrative Assistant, Senior Software Engineer,

	System Analyst, Finance Clerk, Quality Assurance Engineer, Project Manager
Bluewater College School Board	Oracle Database Administrator, ETL Developer, Oracle Supercluster Engineer, Data Scientist, Office Clerk, Typist Clerk, Software Developer, Test Manager, Project Manager, Accounting Executive, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Quality Assurance Analyst, Senior Software Developer, Desktop Support, Labor, Executive Secretary, Cloud Engineer
University of California	Software Developer, Test Manager, Project Manager, Cloud Engineer, System Engineer, Support Analyst, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Network Engineer, IT System Design, Solutions Architect, Technical Writer, Office Clerk, System Administrator, Quality Assurance Engineer, Senior Software Engineer, Program Manager
Annapolis Valley Regional School Board	Project Manager, Test Manager, Software Developer, Information Security Analyst, ETL Developer, Business Analyst, .NET Developer, Systems Administrator, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Project Manager, Administrative Assistant, Finance Clerk, System Engineer, Senior Database Administrator, Quality Engineer, Executive Secretary

University of Kansas	Technical Writer, Network Engineer, Systems Administrator, ETL Developer, Executive Secretary, Finance Clerk, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Solutions Architect, Application Support Analyst, IT System Design, Administrative Assistant, Quality Assurance Analyst, Data Scientist, Typist Clerk, Project Manager
State of Colorado	Project Manager, Technical Writer, Administrative Assistant, Office Clerk, ETL Developer, Business Analyst, .NET Developer, Systems Administrator, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Network Engineer, Systems Administrator, Senior Software Developer, Quality Assurance Analyst, Test Manager, Office Clerk, Finance Clerk
State of Texas	Accounting Manager, Data Entry Clerk, Cost Accountant, Internal Audit Project Manager, Accounts Manager, Data Centre/Systems Administrator, IT System Design, Solutions Architect, App Developer, Technicians, GIS Analyst, Business Data Analyst, Quality Assurance Engineer, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Project Manager, Office Clerk, Administrative Assistant, Finance Clerk, Senior Software Developer

State of New Jersey	Salesforce Developer, Senior SAS Programmer Analyst, Senior Software Engineer, Software Architect, Quality Engineer, Senior Software Developer, .NET Architect, Unix Developer, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Cloud Engineer, Project Manager, Executive Secretary, Finance Clerk, QA Tester, Desktop Engineer, Systems Administrator
Accenture	QA/QC Inspector, Applications Systems Specialist, Cisco Network Administrator, QA Tester, IT System Design, Business Data Analyst, Quality Assurance Engineer, Executive Secretary, Finance Clerk, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Network Engineer, Senior Software Engineer, Solutions Architect, Technicians, Desktop Support, Test Manager
NTT Data	Desktop Engineer, Specialist COOSP Support, SQL DB, Sr. Test Engineer, Business Analyst, Project Analyst, VBA Developer, Senior Database Administrator, J2EE Architect, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, IT System Design, Finance Clerk, Administrative Assistant, Quality Assurance Engineer, Executive Secretary
IBM	Project Manager, Administrative Assistant, Office Clerk, Systems Administrator, Senior Web Application

	Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Network Engineer, Solutions Architect, Application Support Analyst, Finance Clerk, Executive Secretary, Test Manager, System Engineer, Project Analyst
American Airlines	SQL Database Administrator, Network Engineer, ETL Developer, Project Manager, .NET Developer, Systems Administrator, Business Analyst, Technical Writer, Test Manager, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst

Our Commonly Filled Positions

Administrative	Professional	Technical	Clerical Staff
Office Manager	HR Manager	IT Specialist	Data Entry Clerk
Executive Assistant	Financial Analyst	Software Developer	Receptionist
Administrative Assistant	Marketing Manager	Network Administrator	Office Clerk
Facilities Manager	Project Manager	Database Administrator	Mailroom Clerk
Project Coordinator	Business Analyst	Systems Analyst	Filing Clerk
Office Coordinator	Sales Manager	Web Developer	Records Clerk
Administrative Coordinator	Operations Manager	IT Support Specialist	Customer Service Clerk
Executive Secretary	Product Manager	Security Analyst	Front Desk Clerk
Personal Assistant	Account Manager	Cloud Engineer	Data Entry Specialist
Administrative Officer	Risk Manager	IT Project Manager	Administrative Assistant
Office Supervisor	Compliance Officer	Technical Support Specialist	Receptionist Clerk

Administrative Manager	Financial Controller	DevOps Engineer	Office Support Specialist
Receptionist	Legal Advisor	Network Engineer	Clerical Supervisor
Office Clerk	Recruitment Manager	Application Developer	Data Entry Clerk
Records Manager	Healthcare Administrator	IT Consultant	Data Processor
Operations Manager	Business Development Manager	Systems Engineer	Administrative Clerk
Executive Administrator	Communications Manager	Software Engineer	Office Assistant
Office Administrator	Training Manager	Technical Architect	Filing Clerk
Program Coordinator	Strategy Consultant	Hardware Engineer	Office Clerk
Office Assistant	Corporate Trainer	IT Analyst	Clerical Assistant
Budget Analyst	Logistics Manager	Technical Project Manager	Data Entry Specialist
Administrative Associate	Public Relations Manager	Systems Administrator	Receptionist Clerk
HR Coordinator	Operations Specialist	IT Director	Records Specialist
Data Entry Specialist	Compliance Manager	Network Support Specialist	Mailroom Clerk
Scheduling Coordinator	Finance Director	Application Support Specialist	Office Assistant
Office Support Specialist	Product Development Manager	IT Support Analyst	Data Entry Specialist
Clerical Supervisor	Quality Assurance Manager	IT Systems Manager	Administrative Assistant
Administrative Specialist	Senior Consultant	Software Support Specialist	Receptionist Clerk
Travel Coordinator	Program Manager	IT Security Specialist	Office Clerk
Event Coordinator	Business Intelligence Analyst	Web Administrator	Filing Clerk
Administrative Support	Risk Analyst	IT Technician	Data Entry Clerk

Procurement Coordinator	Organizational Development Manager	System Architect	Customer Service Clerk
IT Administrative Assistant	Senior Financial Analyst	Network Specialist	Office Support Specialist
Billing Coordinator	Talent Acquisition Specialist	Technical Support Analyst	Clerical Assistant
Customer Service Manager	Senior Operations Manager	Cloud Solutions Architect	Receptionist
Facilities Coordinator	Healthcare Consultant	IT Manager	Data Processor
Administrative Services Manager	Corporate Strategy Manager	Technical Solutions Manager	Office Clerk
Payroll Specialist	Senior Business Analyst	IT Engineer	Clerical Supervisor
Inventory Coordinator	Digital Marketing Manager	Systems Developer	Administrative Clerk
Office Operations Manager	Brand Manager	IT Systems Specialist	Mailroom Clerk
Office Manager Assistant	Senior HR Consultant	Technical Project Lead	Data Entry Specialist
Support Specialist	Strategic Planner	IT Support Technician	Customer Service Clerk
Data Coordinator	IT Operations Manager	Database Developer	Filing Clerk
Contract Administrator	Program Assistant	IT Solutions Architect	Office Assistant
Executive Office Manager	Senior Marketing Consultant	IT Project Coordinator	Receptionist Clerk
Mailroom Supervisor	Senior Administrative Assistant	IT Infrastructure Manager	Records Clerk
Administrative Support Specialist	Office Manager	Technical Services Manager	Data Entry Specialist
HR Assistant	Senior Compliance Manager	IT Project Analyst	Office Clerk
Senior Administrative Assistant	Chief Financial Officer	Technical Operations Manager	Clerical Assistant

Executive Office Coordinator	Program Manager	IT Operations Specialist	Data Entry Clerk
Legal Administrative Assistant	Market Research Analyst	Software Support Analyst	Receptionist
Conference Coordinator	Executive Administrative Assistant	IT Manager	Filing Clerk
Administrative Services Coordinator	Business Operations Manager	Technical Support Analyst	Office Clerk
Office Management Assistant	Senior Risk Analyst	Systems Support Specialist	Data Entry Specialist
Reception Coordinator	Senior Executive Assistant	IT Security Analyst	Clerical Supervisor
Administrative Clerk	Project Coordinator	Technical Consultant	Office Assistant
Program Assistant	Financial Planner	Technical Writer	Data Entry Clerk
Senior Administrative Coordinator	IT Risk Manager	Cloud Architect	Records Clerk
Office Systems Coordinator	Franchise Manager	IT Help Desk Specialist	Filing Clerk
Executive Administration Coordinator	Administrative Operations Specialist	IT Solutions Specialist	Office Clerk
Office Support Manager	Talent Management Specialist	Technical Analyst	Customer Service Clerk
Administrative Services Analyst	Finance Manager	IT Infrastructure Engineer	Data Entry Clerk
Senior Office Administrator	Program Director	IT Project Specialist	Filing Clerk
Office Operations Analyst	Chief Commercial Officer	Systems Engineer	Clerical Assistant
Assistant Program Manager	Market Intelligence Manager	IT Architect	Office Clerk
Administrative Team Lead	Strategic Projects Manager	Technical Support Engineer	Records Clerk
Office Management Coordinator	Director of Business Development	IT Systems Architect	Data Entry Specialist

Administrative Executive Assistant	Senior Business Development Manager	IT Specialist	Receptionist
Senior Administrative Officer	Senior Risk Manager	Cloud Solutions Specialist	Filing Clerk
Office Coordination Specialist	Chief Technology Officer	Technical Support Specialist	Data Processor
Administrative Operations Lead	Director of Operations	IT Operations Specialist	Clerical Assistant
Senior Office Manager	Senior Marketing Manager	IT Solutions Consultant	Office Assistant
Executive Office Specialist	Director of Strategic Initiatives	Technical Lead	Customer Service Clerk
Office Executive	Head of Operations	Technical Program Manager	Filing Clerk
Administrative Services Officer	Senior Data Scientist	IT Solutions Engineer	Data Entry Clerk
Facilities Specialist	Senior Financial Consultant	IT Network Engineer	Clerical Supervisor
Administrative Operations Manager	Director of Technology	Systems Support Analyst	Office Clerk
Senior Office Administrator	Technical Operations Lead	IT Consultant	Data Entry Specialist
Administrative Services Manager	Head of IT Operations	Cloud Solutions Manager	Receptionist
Executive Office Manager	Senior Strategic Planner	IT Architect	Filing Clerk
Office Services Coordinator	Senior Product Manager	IT Help Desk Manager	Customer Service Clerk
Administrative Support Lead	Strategic Account Manager	Technical Support Manager	Data Entry Specialist
Operations Support Specialist	Director of Technology Strategy	IT Service Manager	Clerical Assistant
Admin Office Specialist	Director of Corporate Strategy	IT Security Manager	Office Clerk
Executive Coordinator	Senior Compliance Analyst	Technical Support Lead	Records Clerk

Office Scheduling Coordinator	Senior Public Relations Manager	IT Project Manager	Filing Clerk
Admin Services Manager	Director of Market Research	IT Technical Lead	Data Entry Clerk
Administrative Services Specialist	IT Operations Lead	Technical Project Manager	Office Assistant
Senior Office Executive	Head of Business Operations	IT Systems Consultant	Clerical Supervisor
Office Management Coordinator	Director of IT Infrastructure	Technical Solutions Lead	Filing Clerk
Administrative Operations Manager	Chief Strategy Officer	IT Support Lead	Data Entry Specialist
Senior Administrative Coordinator	IT Risk Manager	Technical Solutions Architect	Receptionist
Executive Administrative Coordinator	Director of IT Operations	Systems Consultant	Office Clerk
Office Support Specialist	Senior Operations Manager	Technical Specialist	Clerical Assistant
Administrative Lead	Director of Financial Analysis	IT Systems Manager	Data Entry Clerk
Senior Program Manager	Head of IT Security	Technical Operations Specialist	Receptionist
Office Services Manager	Director of Technical Operations	IT Project Coordinator	Filing Clerk
Administrative Operations Lead	Director of Business Strategy	Technical Project Coordinator	Data Entry Specialist
Executive Office Manager	Head of Technical Services	IT Program Manager	Customer Service Clerk
Administrative Specialist	Director of IT Strategy	Technical Support Analyst	Clerical Supervisor

Our Bench Strength (These positions are few but not limited to)

Job Title	No. of Consultants Placed (Almost Last 5 Years)	Bench Availability

Project Manager	107	Strong
Consulting Trainer	52	Strong
Scheduler	20	Strong
Business Systems Analyst	119	Strong
CRM Business Analyst	41	Strong
CRM Technical Developer	38	Strong
ERP Business Analyst	47	Strong
ERP Technical/Functional Analyst	32	Strong
ERP Technical Developer	27	Strong
Lead Applications Developer	40	Strong
Mobile Applications Developer	60	Strong
Technical Writer	28	Strong
Analyst. Systems Tech	15	Strong
Analyst. Applications Systems	35	Strong
Analyst. Oracle Database	25	Strong
Analyst. Data Warehouse Sr.	18	Strong
Engineer. Software	188	Strong
Programmer: ERP	72	Strong
Specialist Quality Assurance	62	Strong
Trainer: Technical Systems	30	Strong
Analyst Business Systems	88	Strong
QA/Testing Manager	72	Strong
QA Associate/Analyst	79	Strong
Senior Web Developer	96	Strong
Web Application Analyst	113	Strong
Web Administrator	90	Strong
Web Designer	75	Strong
Electronic Data Interchange (EDI) Specialist	35	Strong
E-Commerce Analyst	34	Strong
Network Architect	94	Strong
Network Manager	78	Strong
Network Engineer	113	Strong
Wireless Network Engineer	88	Strong
BYOD/MDM Specialist	25	Strong
Network Management Engineer	39	Strong
Project Coordinator	77	Strong
Network Administrator	38	Strong
Telecommunications Manager	25	Strong
Telecommunications Engineer	22	Strong
Telecommunications Specialist	15	Strong
Telecommunications Technician	12	Strong
Operations Manager	10	Strong
E-rate Program Consultant	8	Strong
Telecom Billing Consultant	19	Strong

Role	Count	Rating
RCDD Cabling Systems Engineer	12	Strong
Audio/Visual Engineer	44	Strong
Computer Operator	63	Strong
Data Security Analyst	80	Strong
Systems Security Administrator	85	Strong
Network Security Administrator	103	Strong
Network Security Engineer	122	Strong
Information Systems Security Manager	79	Strong
Database Manager	64	Strong
Database Developer	58	Strong
Database Administrator	93	Strong
Data Analyst/Report Writer	83	Strong
Data Architect	58	Strong
Data Modeler	36	Strong
Data Warehouse Manager	46	Strong
Data Warehouse Analyst	56	Strong
Business Intelligence Analyst	38	Strong
Systems Engineer	136	Strong
Systems Specialist	48	Strong
Solutions Architect	55	Strong
Chrome Systems Manager	42	Strong
Administrative Assistant	150	Strong
Office Clerk	120	Strong
Data Entry Clerk	95	Strong
Receptionist	110	Strong
File Clerk	80	Strong
Customer Service Representative	98	Strong
Office Manager	65	Strong
Executive Assistant	80	Strong
Human Resources Assistant	105	Strong
Administrative Coordinator	70	Strong
Financial Analyst	90	Strong
Marketing Specialist	82	Strong
Human Resources Manager	58	Strong
Accountant	110	Strong
Legal Assistant	55	Strong
Project Analyst	88	Strong
Software Tester	48	Strong
Help Desk Technician	145	Strong
Electronics Technician	37	Strong
Network Technician	113	Strong

Offeror's Organizational Chart

Below are enclosed the organizational chart detailing N2S's proposed organizational structure, including the relationships of the corporate and divisional organization. The chart illustrates our internal lines of responsibility and interface relationships with the State, on-site contractors, and any subcontractors.

At the corporate level, we have key executives overseeing strategic planning, business development, and overall operations. Our organization is divided into functional divisions, each headed by a divisional manager responsible for day-to-day operations and performance.
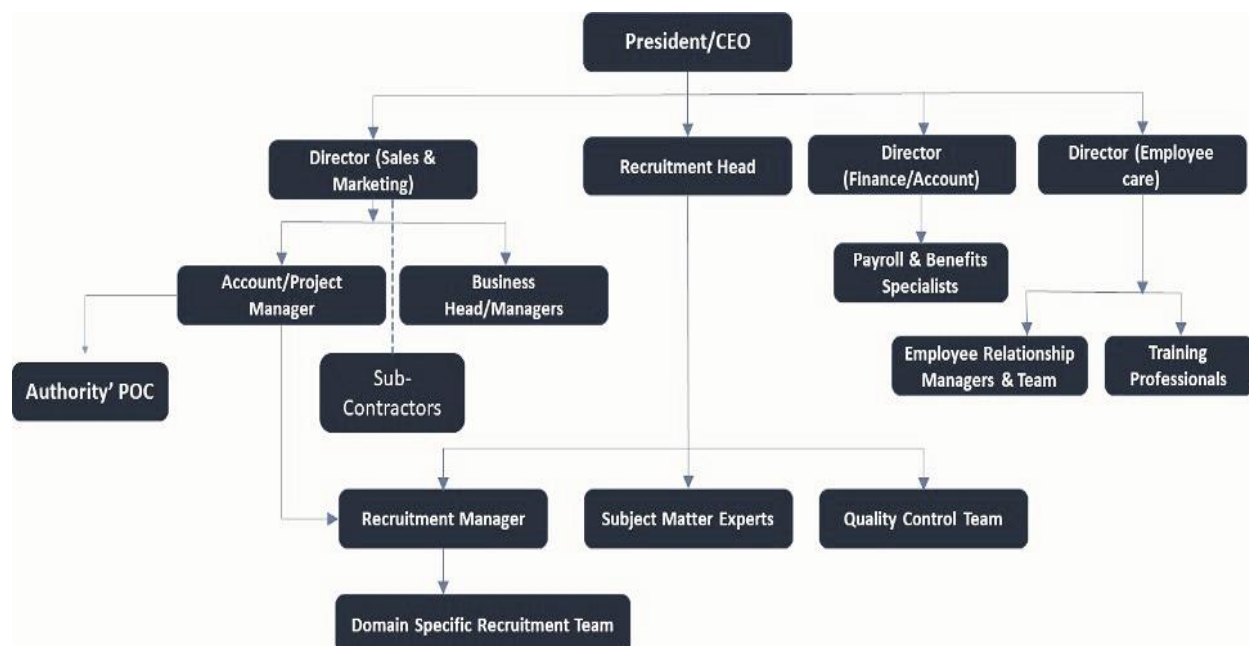
Functional divisions include recruitment, human resources, operations, finance, and client services, among others. N2S's designated account management team serves as the primary interface with the State, ensuring effective communication, collaboration, and alignment with project objectives. We maintain clear interface relationships with on- site contractors and subcontractors, facilitating seamless coordination and integration of resources to meet project requirements.

Ajeta Sinha – President

Apart from being the President of Net2Souce, she is wearing multiple hats which includes managing Business Development and Sales, Marketing, Account Management, Staffing Operations, Internal Hiring of all levels, Partner negotiations, Escalation Management, Strategic Negotiations, Global Compliance and Operations, Headhunting, Proposal Creation, D&I Strategy Planning and Implementation, RFP/RFI creation and Submission, Inside Sales Training and Team Management, Event Management and Sponsorships, Company Award Nominations, Branding, Market and Competitor Analysis, Training, and Development, Salesforce Administration and Implementation, Job Diva (ATS) Review, and Process Re-engineering, Candidate and Employee Surveys and Performance Management, Onsite and Offshore Operations, Global Recruiting and Sales operations.

Education Certification

Customer Relationship Management Course (Indian Institute of Management Ahmedabad, India)

Industry Experience

Client	Net2Source Inc.
Duration	February 2015 – Till Now

Responsibilities

- Managing a Portfolio of $250 MN worth of accounts as President
- Strategic Point of contact for all key clients (Direct, MSP, System Implementers)
- Providing SOW Engagement & Consulting Services, Staffing (Direct & Contingent), Payroll, RPO & Manage IT services.
- Managing new Client Acquisition - Direct clients and MSP's
- Strategic Decision maker for Business Development activities at Net2Source
- Revive dormant accounts and do gap analysis.
- Implement Account Management Strategies
- Provide training on Tools like LinkedIn, Salesforce, Job Diva, Major VMS
- Managing a direct team of 80+ (Inside Sales, Account Managers and Business Heads) onsite and offshore
- Face of the company for all business events and conferences
- Drive Performance Appraisals for Team
- Introducing New Performance and Process Improvement Metrics
- Conducting KPI Analysis Meetings with clients and internal teams.

- Vendor Management (working with sub vendors for sub -contracting)
- Heading all Marketing campaigns - Newsletters, Social Media campaigns
- Social Media Expert (Handle PR for Net2Source)
- Expert in Proposals, Presentations, Marketing Collaterals
- Make Strategic decisions on Top Generating accounts.
- Responding to RFP/RFI for State and Commercial clients
- Lead a team of Business Development Managers (Onsite & Offshore)
- Implemented CRM for Sales Team
- Involved in in-house Hiring for all levels (India and US)
- Involved in Contract Negotiations and Collections

Client	RateGain
Duration	April 2014 - February 2015

Responsibilities
- Establish an excellent understanding of the client's business and provide inputs to the Sales & Marketing team for tools and services required for creation, coordination and implementation of effective marketing and communication plans. Additionally, it will also be required to develop effective sales tools which can be implemented at the ground level.
- To generate revenue from the assigned set of existing customer accounts and ensure revenue growth from the assigned geography by account creation, mining, analysis, and up-selling.
- To set and achieve annual sales goals and sales growth targets, as well as ensuring all products are priced to produce corporate profit and market competitiveness.
- To be an expert in managing, directing, guiding, and motivating the assigned team
- Managed Fortune clients (Expedia, Priceline, Odigeo, Orbitz, Carlson Wagonlit, Rentalcars.com)
- Exceeded targets by 20% within 6 months of joining by upselling and new sales.
- Was able to maintain renewals at a rate of 100% for all my strategic accounts.
- Actively participated in Onsite Meetings, trade shows, conferences, and sales meetings to deliver effective campaign support outside India.

Client	Campus Consortium
Duration	February 2013 - March 2014

Responsibilities
- Enhancement of commercial value of existing contracts.
- Client communications, conflict resolution, and compliance on client deliverables and revenue.

- Project Manage major deliverables (i.e., strategic brief, function spec, tech spec, etc.) to ensure quality standards and client expectations are met.
- Manage client relationships through business review, expectation management, consultative roadmap presentations and internal alignment of resources for timely delivery.
- Manage Vendor relations and make recommendations for empanelment/ termination.
- Work closely with the project team to maintain a continuous knowledge of project status to identify potential issues and/or opportunities within or related to the project.
- Measure effective implementation of processed through self-designed CRM dashboards.
- Report to the Director of Relationship Management, providing regular input on all account activity, including status and call reports on a weekly basis.
- Interacted with C level contacts (President, CIO, CTO, CFO) at US Top Universities
- Handled Accounts worth $20 million in my portfolio.
- Managed Strategic Accounts and exceeded targets by about 60% within a year.
- Managed a team of 12 Account Managers
- Managed consistent retention/renewal rate at 98%

Heather Walsh – Account Executive

With more than six years of experience, Heather has worked in business development, operations, customer relationship management, and account management. She has a great deal of expertise making sure that our staffing solutions are successfully and on time delivered in accordance with the goals and demands of our clients, having been recognized among the top 3 Account Executives by Net2Source across the US. She has a track record of effectively updating internal stakeholders on the status of weekly, monthly, and quarterly status updates. She is adept at leading many State accounts to efficiently oversee daily operations and communicating with important State agencies to ascertain needs and comprehend the general operation of available resources.

Core Competencies
- Every aspect of the hiring process, from obtaining requirements to fulfilling them.
- Taking on the role of Accounts Lead for several staffing implementations at Federal, State, and Local contracts.
- A significant amount of expertise in examining, settling, and signing any non-disclosure agreements, teaming agreements, and subcontracts for the organization.
- Excellent scheduling skills for both company and executive-client meetings, as well as experience keeping track of the equipment used by the business.

- Skilled at drafting staffing services agreements for the organization and sending them out to the group.

Education Certification
- University of California San Diego Sociology, Law · (2018 - 2020)
- Mira Costa College Associate of Arts - AA, Sociology (August 2015 - May 2018)
- Mira Costa College Associate of Arts - AA, Criminal Justice/Law Enforcement Administration (2015 - 2018)

Industry Experience

Client	Position	Duration
Net2Source Inc.	Account Executive/ Customer Success Manager	April 2023 - Present
CD Recruitment	Executive	November 2022 - March 2023
Betts	Senior Recruiting Coordinator	January 2022 – November 2022
LPL Financial	Associate Service Consultant	June 2020 - January 2022

Andrew Hayes – Recruitment Lead/AM

As a seasoned professional with several years in IT and staffing, I understand that my customers rely on me to identify, attract, and help them hire the right talent to fuel their growth. I take pride in partnering with my customers to understand their industry nuances and their short- and long-term objectives before recommending solutions. The investment I make in my customer, coupled with my expertise in the IT workforce, enables my customers to succeed in meeting their hiring needs. Customer, coupled with my expertise in the IT workforce, enables my customers to succeed in meeting their hiring needs.

Core Competencies
- Expert in recruitment process and resource management, sourcing strategies, recruitment process improvement and upgradation and compliance management.
- Teach how to drive and manage the entire recruiting process starting with identifying the requirements, posting positions on internet/intranet, job boards, etc., sourcing resumes, finding, and screening candidates to extend the offers and closing the positions successfully to the juniors.

- Expert in handling various non-IT positions also including, but not limited to Accountants, Administrative & Clerical Staffs, Accounting Managers, Auditing Managers, Budget Managers, Data Analysts, etc.
- Expert in in-house recruitment & placing H1B candidates on Bench with different skill sets.
- Interacting with Hiring Manger of End Client and discussing the requirements with the team and the sourcing needs of them and fulfilling them.

Education Certification
- Anoka Ramsey Community College – associate's degree in accounting
- Coon Rapids High School - associate's degree in accounting and finance

Industry Experience

Client	Position	Duration
Net2Source Inc.	Account Manager/Recruitment Lead	July 2023 - Present
eTeam	Lead Client Delivery	September 2022 - July 2023
Kelly Science, Engineering, Technology & Telecom	Principal Workforce Consultant	February 2022 - September 2022
Mindlance	Sr. Account Manager	September 2012 - July 2020

Aman Kumar – Delivery Manager
As Delivery Manager at Net2Source, Aman leads the recruitment delivery for all accounts, handling 10 clients and 18 recruiters with the help of 1 account managers. Aman has built a new IT team from scratch, trained them on new technologies, and supervised their performance and metrics. Aman has also worked with direct clients and managed a strong and competent recruitment team.

Core Competencies
- Communicating with hiring managers to identify future job openings and the technical requirements for those jobs.
- They write job descriptions and post to relevant media platforms.
- Screening applicants for competency with the job requirements.
- We are arranging telephone, video, or in-person interviews.
- Performing background and reference checks.

- Developed and maintained the recruitment process, resulting in a streamlined approach to hiring.
- Provided reports for clients on their recruitment/roles, resulting in high client satisfaction.
- Shortlisted and screened candidates, resulting in a high standard of candidate experience.
- Provided guidance and support to the recruitment team, resulting in improved performance and productivity.

Education Certification

- Rajasthan Technical University Bachelor's Degree, Computer Science (2013 - 2017)
- Kendriya Vidyalaya Schooling, Mathematics and Computer Science (2001 - 2013)

Industry Experience

Client	Position	Duration
Net2Source Inc.	Delivery Manager	September 2020 - Present
Creatigrity Technologies Pvt Ltd	Recruitment Delivery, Team Lead	January 2020 - August 2020
LanceSoft Inc	Sr. Executive (Technical Recruiter)	January 2018 - January 2020

Ravi Tiwari – Finance Manager

With over 15 years of experience, Ravi is a skilled and results-oriented finance manager who specializes in developing and recording billing processes for a range of hiring and consulting assignments. With an emphasis on accuracy and efficiency, he has good expertise in cost accounting, forecasting, month-end and year-end closing procedures, budget preparation, variance analysis, and process improvements. He has a great deal of expertise handling cash receipts, collecting accounts receivable (AR), and overseeing interactions with third-party service providers like PayPal. He is adept at overseeing all aspects of accounts receivable management, including sales orders, invoices, bank deposits, and daily cash reporting.

Core Competencies

- Fully conversant with the CRM, invoicing, timesheet-tracking & payment to consultants, rate negotiations, contract writing, and negotiations.
- Supervised the preparation of monthly, quarterly, and yearly financial reports.
- Organized financial records & created accounting systems for small businesses.

- Skilled in performing routine accounting activities such as maintenance of the general ledger, preparation, and distribution of various financial reports, payroll input, reconciliation of balance sheet accounts, and journal entries.
- Resolved months of backlogged accounts, restored order, and organization to processes/records in disarray, researched and solved billing issues to correct invoicing and journal entry errors previously missed.
- Responsible for managing the billing and payroll functions including analyzing, documenting, and improving processes.
- Set up new billing processes and procedures during the new system implementation and ensure a smoother transition for the organization to deliver accurate invoicing to clients.

Education Certification
- Delhi University, India - B. Com, Commerce (2003 - 2006)

Industry Experience

Client	Position	Duration
Net2Source Inc.	Finance Manager	January 2010 – Present
VTLGlobal, Inc	Finance Analyst	January 2008 - January 2010

Our Recruiters (We will assign more recruiters as per the requirements)

Anup Tiwary - Senior Technical Recruiter

Carrier Objective:
My objective is to leverage my experience in talent acquisition to identify, attract, and retain top technical talent that aligns with the organization's strategic goals and culture. I aim to enhance recruitment processes, foster strong relationships with both candidates and hire managers, and contribute to the company's growth by sourcing and securing exceptional talent. My goal is to support the organization's mission through innovative recruitment strategies, promoting diversity and inclusion, and driving excellence in hiring practices.

Skills:
- Technical knowledge
- Sourcing
- Screening
- Interviewing
- Networking
- Negotiation
- Communication

- Relationship-building
- Analytical skills
- Adaptability

Education
- Kolhan University, West Singhbhum India
  Graduation (2011-2014)
- Vidya Bharati Chinmaya Vidyalaya
  Higher Secondary, Mathematics and Computer Science (2009-2011)

Industry Experience

Net2Source Inc. (Plano, Texas)   **March 2017 – Present**
- End to end recruitment from planning, implementation of recruitment strategy based on need. Manage onsite interviews, recruit technical and high-level management positions and proficient.
- Partner with Account/Delivery Managers to define specific roles, technology, locations, and functional areas.
- Develop and sustain strong relationships with management through proactive communication and commitment to understanding the services and needs of the assigned business lines.
- Coordinate onsite/video conference interviews and then Hires.
- Salary negotiation with candidates and close positions by coordinating offer letters and on-boarding formalities i.e., Background checks, H1B visa transfers (if required).
- Experienced using confidential including open and closed requisitions with candidates' details.
- Responsible for Full-Time hires.
- Responsible for Direct Hires
- Actively worked on niche skills.
- Managing a team of four (4) recruiters.

Nityo Infotech (Plainsboro, NJ)   **March 2016 – March 2017**
- Short listing the resumes on the basis of the requirements and sending quality resumes as per client specifications to the Business Development Executive.
- Briefing candidates about the client companies and about the relevant process
- Right follow up till candidate reports to the client.
- Coordinating and scheduling interviews for a candidate
- Maintaining database of candidates.
- Actively worked on Job Boards like Naukri, Monster, Dice.
- Negotiate Salaries, conducting walk-ins for initial Screening.

- Solid experience solely in US IT Recruitments and Staffing, Business Development and Sales, Client Servicing, Talent Acquisition.
- Understanding the client's requirements thoroughly then screening and short-listing the candidatures in accordance with the requirement.
- Sound knowledge of different tax structures of US (W2, 1099, Corp-to-Corp.)
- Maintenance of job postings of different Job Portals such as Internet Researcher, Power User, Internet Savvy, Monster, CareerBuilder, Dice.

Priya Jass **- Lead Recruiter**

Carrier Objective:
Involved Full Cycle Recruitment like sourcing, identifying, interviewing, screening, and placing personnel in quick turnaround time in contract, contract to hire and permanent Fulltime position. Understanding the client requirements, coordinating for short listing, and screening including preliminary interview of the candidates Understanding client recruitment needs and meeting requirements with good response time. Managed all the IT Technologies involving a combination of complex skill sets and rare technologies.

- Hands on experience with job sites such as Monster, Dice, Career builder, LinkedIn, and Internal databases.
- Highly organized and able to manage multiple tasks at once.
- Experience in Tax Terms – 1099/w2/ C2C
- Experience in Visas – H1B, EAD, GC & USC
- Proactively building VMS & resume database.
- Proactively building resume database for upcoming/high potential requirements.
- Worked on Recruiting H1B Consultants, Green card Holders & US Citizens for Direct Client Requirements.
- Excellent Interpersonal, Convincing, Rate Negotiation, Analytical & Problem-solving Skills.

Skills:
- Technical knowledge
- Sourcing
- Screening
- Interviewing
- Negotiation
- Communication
- Employee Relations
- Time Management

Education

- Bharathidasan University, Tiruchirappalli
  MBA Finance (2016-2018)
- Bharathidasan University, Tiruchirappalli
  BCA Finance (2012-2015)

Industry Experience

Net2Source Inc. (Somerset, NJ)   **Feb 2021 – Present**

- Gathering and understanding clients' requirements.
- Managing the recruitment cycle – Sourcing, Screening and Scheduling
- Coordinating Interviews, following up on the feedback from the client
- Coordinate recruiting activities with hiring managers.
- Maintaining well track record database of the candidates, chasing good referrals.
- Involved in the selection process for internal recruitment as well, providing training to freshers.
- Validating the profiles according to the JD
- Maintaining healthy relationships with clients and candidates.

American IT Resource Group (IL)   **July 2018 – Feb 2021**

- Short listing the resumes on the basis of the requirements and sending quality resumes as per client specifications to the Business Development Executive.
- Managed the entire recruitment cycle ranging from Sourcing, Screening, Scheduling and Following up the Short-listed candidates to make them join the company.
- Sourced profiles from various job portals, personal reference, and head-hunting
- Conduct telephonic interviews to know whether the candidates satisfy all the criteria provided by the client, partially judging a person over call.
- Conducted comparisons of candidate salaries with company's pay structure and guidelines
- Maintain Metrics and reports daily in Excel.
- Fitting the right Person for the Right Job
- Scheduled interviews for the candidates, coordinating with the clients for further action, and following up with the candidate till joining.
- Final HR discussions with the candidates, negotiating the salaries and making sure of the availability of required documents to close and release the offer.
- Negotiation billing rates on C2C,1099 & W2, for consultants and their prospective clients' companies according to applicant's skill level and job offer.
- Sourcing of relevant candidates through Jobsites, head-hunting, networking, and references
- Responsible for hiring the technical candidates required by our clients on all levels.

- Worked on Recruiting Green card Holders & US Citizens for Direct Client Requirements
- Experience with job sites such as Monster, Dice, Career builder, LinkedIn, and Internal databases

Abhishek Kumar - Lead Recruiter

Carrier Objective:
To obtain a position that will utilize my experience in Recruitment, oral and written communication. Seeking rewards and challenge as a recruiter. To pursue a career as a recruiter allows me to use my abilities and professionalism.

To grab a human resource recruiter post to participate in the development of creative strategies and ongoing cost-effective sourcing for hiring excellent candidates. Result oriented, dynamic full life cycle recruiting professional with commitment to creative recruitment and client service.

Skills:
- Sourcing
- Screening
- Interviewing
- Leadership
- Diversity
- Compliance
- Negotiation
- Communication
- Adaptability

Education
- Uttar Pradesh Technical University, India
  Engineering Computer Science (2009-2013)
- DDPS, India
  High School, Secondary School, Mathematics, Physics, Chemistry (1995-2009)

Industry Experience

Net2Source Inc. (Somerset, NJ)   **April 2016 – Present**
- Working with the direct client requirements majorly in W2 and C2C.
- Do the pre-screening of the candidates over emails and telephonically.
- Negotiated salaries, checked managerial references, presented verbal offers of employment to selected candidates.

- Submitting the resumes into client portals or directly via emails.
- Getting the paperwork done on time for contracts.
- Experienced in sourcing candidates for both contract and permanent positions.
- Completing joining formalities for new joiners.
- Placed high end professionals in IT.

Head Field Solutions Pvt. Ltd. (DE)   **Jan 2015 – April 2016**
- Collaborating on the manager's requirements allotted by my lead.
- Contact the consultant and track his work at the client's place.
- Maintaining the relation with the vendor/client who placed the consultant.
- Getting the consultants' timesheets and pay receipts from the vendor/client.
- Maintaining a record of the timesheets, pay receipts, POs of the consultants in the database.
- Updating all the payroll details to the resource manager.
- Contact the vendor if the timesheets/pay receipts are not received.
- Seek resumes by communicating requirements via advertisements, the internet, network, and internal database.
- Scheduled interviews for the candidates, coordinating with the clients for further action, and following up with the candidate till joining.
- Expertise in the entire recruitment life cycle from sourcing, short-listing profiles, candidates tracking, follow-ups, HR interviews and reference checks.
- Effectively utilizing internal/external resources for position closing.
- Recruitment, selection, and placement of the right people for the right job at the right time.
- Knowledge of 1099, Corp-to-Corp, W2 contracts and full time.
- Hands-on experience with job boards such as Dice, Monster, CB Building and maintaining database.

Tanishka Tyagi - Lead Recruiter

Carrier Objective: Around 6 years of Professional experience with IT Recruiting and comprehensive duties. Skilled in Evaluation, Sourcing, Selection, Training, Closing, Performance Management, Employee Relations, Employment Practices, Policies and Procedures. Extensive work experience in IT Consulting Services in both Staff Augmentation and Project Sales. Skilled in soliciting input and proactively evaluating Business, Client and Candidate needs. Expert in technology related Business development and Staffing services.

Technical Skills:
Programming Languages: Java, SQL, C, C++
Operating Systems: Windows NT/2000/XP, MS-Dos

Packages/Tools: MS Office – MS Word, MS Excel, MS Outlook, MS PowerPoint.

Education

- AKTU, India
  MBA, IT/Operations Management DDPS, India
- AKTU, India
  B.Tech Computer Science and Engineering

Industry Experience

Net2Source Inc. (Somerset, NJ)   **Jan 2021 – Present**

- Experienced in sourcing candidates for both contract and permanent positions.
- Placed high end professionals in IT.
- Pre-screening by reviewing resumes and credentials for appropriateness of skills, experience, and knowledge in relation to position requirements.
- Scheduling interviews for the shortlisted candidates by coordinating with the Hiring manager and the client.
- Extended offer of employment to selected candidates under the direction of the hiring managers and within the guidelines of the company's compensation policy.
- Creating a skill matrix by collaborating with the candidate.
- Posting and uploading candidates resume on job portals.
- Follow-ups with candidates and clients
- Timely collection of timesheets to avoid late invoices to customers and in turn of payments.
- Experience placing candidates in different technologies.

Head Field Solutions Pvt. Ltd. (DE)   **Jan 2015 – April 2016**

- Collaborating on the manager's requirements allotted by my lead.
- Contact the consultant and track his work at the client's place.
- Maintaining the relation with the vendor/client who placed the consultant.
- Getting the consultants' timesheets and pay receipts from the vendor/client.
- Maintaining a record of the timesheets, pay receipts, POs of the consultants in the database.
- Updating all the payroll details to the resource manager.
- Contact the vendor if the timesheets/pay receipts are not received.
- Expertise in the entire recruitment life cycle from sourcing, short-listing profiles, candidates tracking, follow-ups, HR interviews and reference checks.
- Recruitment, selection, and placement of the right people for the right job at the right time.
- Communication needs to be provided by a professional network to generate referrals/leads.

- Knowledge of 1099, Corp-to-Corp, W2 contracts and full time.
- Hands-on experience with job boards such as Dice, Monster, CB Building and maintaining database.

Vijay Singh – Senior Recruiter

Carrier Objective: Creative and pragmatic senior Recruiting and Headhunting professional with hands – on experience in both national and international organizations from startups to dynamic organizations. Developing and implementing recruiting and retention of comprehensive full cycle processes for staffing. Also, I specialize in recruiting for Biotechnology, Pharmaceuticals, Life Sciences, Medical Devices and Healthcare. If you are in one of these fields (or have experience in any of the below roles) and interested in having a conversation about what the job market is like, any potential opportunities, or how I can help you in general, don't hesitate to reach out!

Skills:
- Sourcing
- Screening
- Interviewing
- Communication
- Relationship-building
- Technical knowledge
- Market research
- Job posting
- Candidate management
- Time management
- Multi-tasking
- Adaptability
- Data analysis
- Compliance
- Onboarding
- Diversity and inclusion
- Problem-solving
- Team management

Education/Certification
- Kanpur University, India
  M.S. HR Management
- Kanpur University, India
  B.Tech Computer Science and Engineering

- Certified Professional Recruiter (CPR)
- LinkedIn Certified Professional – Recruiter

Industry Experience

Net2Source Inc. (Plano, TX)   **Aug 2017 – Present**
- Oversee end-to-end recruitment, from planning and implementing strategies based on organizational needs to managing onsite interviews.
- Collaborate with Account and Delivery Managers to define specific roles, technologies, locations, and functional areas.
- Develop and maintain strong relationships with management through proactive communication, ensuring a thorough understanding of the services and needs of assigned business lines.
- Work with the recruiting team to identify the most effective sourcing channels, such as advertisements, agencies, portals, and referrals, and monitor their effectiveness to optimize cost per hire.
- Negotiate salaries with candidates and facilitate the closing of positions, including coordinating offer letters and onboarding formalities like background checks and H1B visa transfers, if necessary.
- Experienced in handling confidential information, including managing open and closed requisitions with candidate details.
- Responsible for full-time hires, actively recruiting for niche skills.
- Manage a team of four recruiters, providing guidance and mentorship.
- Creating a skill matrix by collaborating with the candidate.
- Posting and uploading candidates resume on job portals.
- Follow-ups with candidates and clients
- Timely collection of timesheets to avoid late invoices to customers and in turn of payments.
- Experience placing candidates in different technologies.

Zodiac Solutions, Inc   **May 2016 – July 2017**
- Manage accounts – working with executives and hiring managers to write job descriptions and determine best fits (technically and culturally)
- Ensured all recruitment activities complied with company policies and legal regulations.
- Promoted the company's culture and values to attract potential candidates and enhance the employer brand.
- Expertise in the entire recruitment life cycle from sourcing, short-listing profiles, candidates tracking, follow-ups, HR interviews and reference checks.
- Effectively utilizing internal/external resources for position closing.

- Recruitment, selection, and placement of the right people for the right job at the right time.
- Communication needs to be provided by a professional network to generate referrals/leads.
- Knowledge of 1099, Corp-to-Corp, W2 contracts and full time.
- Hands-on experience with job boards such as Dice, Monster, CB Building and maintaining database.

Infotree Global Solutions   **Jan 2015 – April 2016**

- Sourced and screened candidates for various technical positions, including software developers, network engineers, and IT project managers.
- Conducted in-depth interviews to assess candidates' technical skills, experience, and cultural fit.
- Developed job descriptions and posted them on various job boards and company career pages.
- Built and maintained a pipeline of qualified candidates for current and future hiring needs.
- Partnered with hiring managers to understand specific staffing requirements and deliver qualified candidates.
- Managed candidate relationships, ensuring a positive experience throughout the recruitment process.
- Tracked and analyzed recruitment metrics to improve the efficiency and effectiveness of the recruitment process.
- Assisted with onboarding new hires, ensuring a smooth transition into the company.

Method of Approach

Net2Source's (N2S) approach is built on a dedicated service delivery model that leverages our best resources to fully support the mission and objectives of the State. Our commitment to excellence is reflected in our assignment of a specialized Client Engagement and Delivery Department for the State contract. This department is tasked with providing both regular and after-business-hours support, ensuring that we are always available to meet your needs.

The Client Engagement and Delivery Department enables N2S to respond swiftly to all State requirements and queries, with a turnaround time as short as 4-6 hours for most staffing requirements. This rapid response capability is critical to maintaining the State's operational efficiency and addressing urgent staff needs effectively. Our delivery team is dedicated to adding value and ensuring that the staff provided are available "whenever the client needs." Through a deep understanding of the required experience, skills, and other details necessary for successful deployment and project completion, we ensure the best fit for the State's needs.

To ensure perfect match and continuity, our Client Engagement and Delivery Department employs an innovative, best-in-class 24x7x365 recruiting and deployment engine.

- **Internal Teamwork:** Ensuring seamless coordination and communication.
- **Candidate Validation:** Rigorous vetting of candidate qualifications and backgrounds.
- **Onboarding:** Streamlined onboarding processes tailored to State requirements.
- **Candidate Replacement:** Quick replacement of candidates if necessary.
- **Timesheet Management and Administration:** Efficient and accurate management of work hours and administration.

What can the State expect from our Client Engagement and Delivery department for this contract:

Program Design
- Timeline
- Roles and Responsibilities
- Program Requirements and Service Deliverables

Quality
- Performance Metrices
- Quality Control Plan
- Customer Satisfaction

Employee Acquisition

- Recruiting
- Pre-screen & Hire
- Drug/Background Screening

Employee Management
- Employee Onboarding
- Employee Relations
- Retention

Technology
- Time Keeping/Reporting
- Recruiting Infrastructure
- Implementation

Invoicing/Reporting
- Invoice Accuracy
- Consolidated Reporting
- Tailored Reports and Frequency

Our project or account management approach is based on our strong commitment to and use of process and process improvement. Our project management practices incorporate the approach of the Project Management Institute (PMI) and ensure the task will be effectively managed. Our Account Managers maintain close supervision of the ongoing process of assignment and careful selection of the personnel best suited and qualified to meet the client's mission and expectations. The success of our Project or Account Management team in providing high quality, on-schedule service delivery is borne out by our high Customer Satisfaction scores and the fact that our contracts have been renewed/extended in optional years by various clients. Our team has the capability and experience to deliver quality work on time and within budget.

The State's request of need will initiate N2S's streamlined job ordering process. N2S has a standardized Job/Work Order Response Process that provides an overview of how we will ensure the availability and qualifications of contractor personnel. The breakdown of N2S's Job/Work Order Response Process is as follows:

Step 1 - Job / Work Submitted
Job Order is submitted by the State to a N2S Account Manager, via phone, fax, or the Internet. The Account Manager will act as a single point of contact for the State.

Step 2 - Acceptance of Order and Initial Response
The N2S Account Manager accepts the order and enters it into N2S's internal Office Automation database. The Account Manager will then respond to you within 30 minutes

to confirm that they received the order as well as provide a status update. Further information may be requested at this stage from the contracting officer or department head at the college.

Step 3 - Job / Work is Sent Out

Utilizing automated software, our Account Manager maps out the job order to the appropriate team to identify the best candidates (if new recruits are required).

Step 4 - Evaluation Process

Once a qualified candidate is identified, N2S completes a customized evaluation process for the State. This includes credit, criminal and drug screening as well as an in-depth review of job requirements and expectations. N2S understands that the State requires experienced candidates, and this requirement is included in the overall evaluation process. If the candidate meets all requirements and accepts the positions, we will move onto the next step. If not, the previous step is repeated until a qualified candidate match is made.

Step 5 - Interview/Final Approval

The candidate is then interviewed or presented for final approval by the State. If approved, the candidate is confirmed for a start date. N2S will notify the associate in writing with information specific to his or her assignment if the position is accepted.

Step 6 – Orientation

Prior to the start date, N2S will provide the candidate with a full orientation on the job and the State environment, as well as information on how to complete their timecard or assign them a Badge/password for N2S's Time and Attendance Processor (TAP) or Web Time Capture software, if the State decides to use these options.

Step 7 - Quality Control

On the first day of assignment, the N2S Account Manager will conduct a quality control call to the candidate's supervisor. At the end of the first week, another quality control check will be completed. Afterwards, the N2S Account Manager will conduct ongoing quality checks to ensure that the candidate is up to, or better than, expectations for the State.

Proposed Schedule/Timelines and Key Milestones

Various methods of sourcing must be conducted when attempting to attract a diverse pool of candidates to fill positions. Normally, such methods include conducting a thorough search of our internal database; searching and utilizing internet job databases and resources; advertising in the Employee Referral Program; posting job vacancies using the internet and print advertisements; attending job fairs, trade shows, and HR/Recruiting related functions; and contacting staffing agencies. Resumes are reviewed and screened

by the Recruiting Department and/or Hiring Manager. N2S successfully completes the above processes and fulfils any open position within 1 business day.

N2S will supervise, control and shall take appropriate action to address in a timely manner through disciplinary action, performance counselling, and additional training, to rectify any performance or conduct problems identified by the client relating to the assigned employees.

If the employee is unable to fulfil his job duties or into a conduct problem we will provide a replacement within 7 business days for non-critical positions. We understand the importance of availability and will have additional staff trained and ready to back up existing resources in case of any unforeseen emergencies for mission critical programs and projects. These additional resources can also be used on an as-needed basis during peak times or for supplemental coverage as needed and to maximize flexibility and efficiency. We will provide the client with a staffing plan that includes on-call and backup resources for surge or emergency situations. We will take appropriate measures to provide 24/7/365 coverage, if required by the client.

N2S gives the quality of resource and time of turnaround much higher consideration than the profitability/margin on that one resource. N2S has a proven track record of providing the required personnel for our clients as evidenced by repeat business referrals, and our top tier or exclusive provider status with most of our clients. Over 75% of business to date has come from referral.

N2S stands out for its exceptional ability to deliver staffing services promptly, meeting the stringent demands of clients across diverse industries. At the core of our success lies a combination of strategic foresight, meticulous planning, and a deep understanding of the all-category's landscape. Firstly, our extensive network of professionals, spanning various domains and skill sets, allows us to quickly source and match candidates to client requirements. Leveraging both traditional and innovative sourcing methods, we ensure a steady influx of qualified talent.

Moreover, our proactive approach to talent acquisition ensures that we continuously engage with potential candidates, even when specific positions are not immediately available. This foresight enables us to swiftly respond to client demands, reducing lead time in the recruitment process. Our robust screening and evaluation procedures enable us to swiftly assess candidate suitability, both in terms of technical proficiency and cultural fit. By leveraging technology-driven tools and methodologies, we expedite the initial screening process, identifying top candidates promptly.

Our client-centric approach underscores the importance of clear communication and collaboration throughout the staffing process. By closely aligning with client expectations

and understanding their unique requirements and timelines, we tailor our recruitment strategies, accordingly, ensuring timely delivery.

Our flexible engagement models accommodate diverse client needs, whether they require short-term contract placements, long-term project staffing, or permanent hires. This versatility enables us to adapt to fluctuating demand while upholding our commitment to punctuality. Continuous improvement is also a cornerstone of our operations at N2S.

Our average time required to identify an appropriate resource upon receipt of a client request is following:

Recruitment Process	Responsibility	Timeline
Client Requisition		
• Analyze the State staff requisition and write synopsis of the requisition. • Submit position description and client requirements in JobDiva tools	Account Manager	2-4 hour
Requirement Allocation		
• Allocate the staffing need to the recruitment team based on skill set	Recruiting Manager	1-2 hours
Identify Consultant		
• Assigned to N2S Recruitment team lead through JobDiva. • Check if there is matching skilled consultant available "on bench." • Identify existing skill sets and candidates within N2S JobDiva database. • Share job profiles to all consultants by posting it on our website and sending mailer to approved consultants for referrals. • Post job to external job sites (N2S website, Dice, Monster, CareerBuilder)	Recruiting Manager	4-8 hour
Pre-Screening and Interview		
• Execute comprehensive prescreening that confirms previous experience, motivation, salary, skill level, and potential team fit. Pre-Screening includes online tests and internal tools. • Discuss salary requirements and relocation needs with candidates and update in JobDiva. • Evaluate attitude and aptitude by discussing team scenarios. • Provide N2S overview and explain the benefits.	Recruiting Team and SMEs	2-4 hour

Evaluation		
• Prepare the feedback form to summarize the results of the interview and update JobDiva with qualified consultants. • Relay interview results for the IT Staff • Check consultant's references	Account Manager/ Recruitment Team	2-4 hour
Submit of Interview		
• Create skill matrices matching required skills with experience of consultants to present consistent skill summary to State. • Submit resumes with a Skill summary of the selected consultants and references to State. • Discuss interview schedule with hiring manager for pre-qualified consultants. • Set face to face or telephone interview depending upon the State requirements	Account Manager	4-6 hour
Security Screening		
• Conduct criminal, credit and background check including driving records and sexual offender database search. • Conduct drug checks for selected consultants. • Verification of employment, education, certifications, and licenses	HR Team	12-24 hour
Onboarding		
• Complete paperwork and Conduct e-Verification • Conduct new hire orientation	HR Team	4-6 hour
Joining		
• Inform the joining date of the candidate to State. • Candidate joins the project on specified date	HR Team /Account Manager	6-8 hour
Ongoing Support and Training		

	HR Team/Account manager	As per Authority request
• Conduct training on a need/ project basis. • Update PDP (Personal Development Plan) of each consultant		

Recruiting Methodology

N2S approach to recruiting provides a robust model to address all the critical factors and services that are essential to the clients and employees for a successful outcome. This consultative model entails an engaged dialogue between Recruiter, Client, and Candidate to enhance the level of partnerships with all stakeholders. Our recruiters approach every recruitment effort with a broad understanding of the specific operational needs of their clients and provide a robust and competitive pool of applicants. At N2S, we work diligently to attract, recruit, and retain the most qualified and diverse candidates to support the strategic, technical, operational, and service excellence goals of our clients.

With this approach, we can provide full career lifecycle planning services that are specially designed to meet the unique needs of professionals. These services include global recruiting networks, processing of professional work visas in the US, advanced training and development, marketing and placement of consultants, comprehensive employee benefits package, collaborative partnership opportunities and career planning. With this comprehensive approach, which addresses all the needs of potential and current employees, we can attract high quality staffing personnel, which in turn gives us critically competitive advantages.

Being in the staffing services space for over eight years has helped us cultivate and mature some of the best talent in the business. Some of our key strengths are:

• The management team have extensive experience and expertise in this business of more than 17 years.
• Formidable force of highly technical recruiters to satisfy our clients' Staffing requirements
• Expert Immigration Support, to procure and retain non-immigrant workers. This is also extended to any non-immigrant workers requiring expedited Immigration support while they are continuing to deliver on the client's team.
• Proactive recruiting – Our team of recruiters are always on the look-out for highly skilled administrative professionals.

We use several recruitment techniques to identify and recruit highly qualified individuals who share our goals and vision. As a knowledge-based consultancy company, our first and most successful method of recruitment is by internal recommendation. We also recruit personnel through databases and job fairs such as TechExpo as well as through

partnerships with specialized recruitment firms. We use job boards such as Job Diva, Dice, Monster, CareerBuilder, and Clearance Jobs to recruit employees nationwide.

As part of our full cycle recruitment process, we utilize an Applicant Tracking System that allows us to track and monitor applicants on a continuous basis. Thus, we maintain an active and updated list of qualified candidates. Our resume database contains over 10M+ qualified resumes. Top candidates are interviewed and pre-screened (reference and background checks, education, and credentials verification) and placed on a preferred list for future opportunities. When a position opens, we identify the skills, experience, and security requirements for the position, and search our candidate database to identify the best suited individuals. We then contact the qualified candidates to begin the hiring process. Our President assesses all candidates based on the same criteria as detailed in the job description. The best suited individual is selected for employment based on knowledge, skills, and cultural fit. With this proactive process, we screen individuals quickly and provide them with a formal offer pending client approval.

Sourcing Strategy

N2S's proposed Account Manager (AM), will interface with the State's contract administrator and senior administration to understand the requirements through meetings and interviews to determine the skills and competencies required by the potential candidate, define the required experience in his/her field, and any other certifications or technical skills or technical training required to perform the defined tasks. Our AM will develop a recruitment strategy in conjunction with the defined requirements outlining the recruitment process and schedule for task completion adhering to the agreed service level agreements with the State's senior administration.

Our trained recruiting personnel will develop an accurate description of tasks to be performed by the potential candidate and lists of salient points of job nature in line with the contract requirements. N2S's resource coordination team will identify the available talent pool of resources on our bench who would meet the customer requirement and will provide feedback to the AM on the resource as appropriate. When we don't have the required resources on our bench, we will use our comprehensive database, which houses a collection of more than 15M (database size) resumes. With it, we narrow down the pool of candidates skilled in leading-edge technologies and Microsoft Office Suite. We source the highest quality resources using the following sourcing methodologies:

- Referral Program
- Internal Resume Database
- Local Newspapers
- Job Boards
- Walk-in Drives

Our AM and her recruitment team will develop an interview schedule after confirming with the State's senior administration to conduct rigorous interview process, reference-checking, and hiring process to finalize the best candidate to suit their requirements. Whenever there is a requirement for confidential personal recruitment, N2S will support such needs through a confidential recruitment model. We will establish our proven methodologies for testing the candidate's skills in support of pre-screening the candidates, and further support the State with the first and second round of interview processes. We will conduct in-depth reference checks, as explained in the below sections, for the finalized candidates. Our AM will provide final selection and negotiation information to the State through our status reports.

Approach to filling "difficult to fill" Positions

Sourcing "difficult to fill" requires an integrated approach. N2S offers a diverse range of candidate sourcing options to create the widest reach possible of scarcely available candidates.

To fill difficult positions effectively and rapidly, we go above and beyond the sourcing techniques as listed below:

- Enhanced Job Board and Web Advertising
- Active Partnerships with technology and non-technology specific vendors
- Direct Recruiting of similar technologies
- Local Newspaper Advertisements
- Local Media Advertisements

Employee Screening and Selection

Resume Validation

After identifying the resumes of the potential candidates, N2S recruiters go through a stringent validation process which includes the following checks:

Recruiter Interview

N2S performs mandatory interviews in person or video conferences. During the interview, we talk to the candidates about their experience, technical expertise, level of knowledge, ability to communicate and ability to work in a team. These screenings usually provide good insight into a candidate's background and work experience. During this process, the recruiter addresses the following:

- Job description, with a summary of the responsibilities of the role, and the required level of education, work experience and industry knowledge

- Performance requirements, training/skills enhancement and corporate culture/working environment of Expected pay rates and benefits, work culture, environment, and work hours.
- Employment type, depending on the type of role: contract, contract-to-hire, full-time positions.
- Comfort level of the candidate for the listed position, aspects of the role with which he/she does not feel confident, restrictions regarding work schedules and other factors which could inhibit the candidate from taking on the role.
- Insights into the technical aspects of the role, and concerns about the methodology or technology being used.
- They obtain written acknowledgement/approval from the candidate that he/she agrees with all the aspects of the role with respect to compensation, benefits, job description, responsibilities, and type of employment.

Behavior-Based Interview

Behavior-based interviewing allows N2S's recruiters to identify each candidate's current and Past accomplishments and their capabilities for future success. Recruiters conduct interviews as in-depth and strategic conversations to gain a thorough understanding of the candidate's knowledge, skills, and abilities. Behavior-based interviewing supports the premise that past behavior is a predictor of future performance and has been found to have the highest predictive validity of any screening methodology. Research indicates that behavior-based interviewing is two to five times more reliable than traditional interviewing methods. This not only helps to confirm the requisite skills, but the motivation and organizational fit to be successful in the State.

Reference Check

N2S verifies every candidate's three recent, relevant references from a supervisor or a manager for the past five years. We crosscheck the references in LinkedIn and use internal tools to validate their legitimacy.

Pre-Screen Test/Interview

We use online skill measurement tools to assess the level of technical skills for every candidate. With technology evolving and clients requiring a combination of technical skills for a single role, we use a flexible testing mechanism that allows us to combine both skills in a single test and rate the skills. We ensure that every candidate goes through an online test for their skills through Brain Bench certification, then review their scores prior to submitting them to the customer. In the case of skills which cannot be adequately tested in an online test scenario, we perform technical screening and rate candidates on their skills, using a matrix.

Our interviewers will assess the candidate's communication skills both verbal and written as part of our skills assessment. Our team will assess how the candidate understands the questions put to him/her and the way they are answered by analyzing the telephone skills and also the attentiveness, enthusiasm, and courtesy displayed during the call.

Client Interview/Introduction

We ensure all our employees are introduced to the client for a discussion, for clients to fully understand the candidate's strengths and weaknesses. Our recruiting report is presented on every candidate, helping the client to narrow the selection from multiple candidates to the one who would be the best, both technically and culturally.

Retention Strategy

Our retention strategies revolve around three principles: best compensation, right environment and skill enhancement and training, as described in the table below. Our compensation is amongst the best available in the industry along with the incentives to perform for the key technical and managerial staff. The compensation plan includes 401k and health care plans including FSA. This plan is constantly reviewed by the HR personnel and updated annually to ensure high retention and job satisfaction among contract personnel. The company promotes work hard and plays hard philosophy. With our corporate sponsored events and workplace specific events, we ensure that employees are motivated for continual performance. Our training plan supports career goals and customer goals to ensure higher employee satisfaction.

Retention Element	N2S Approach to Retention
Staff Training	• Our team follows formal training processes that continuously improved through implementation of ISO based practices. • Training needs are identified at the individual contract level and sent to the AM and HR Manager for action. • For certifications, employees are reimbursed after sending a copy of the certification and necessary justification and approval by a supervisor. • For formal trainings required to meet customer objectives, the AM obtains the necessary approval from N2S's President and implements the training in close coordination with the HR. • When training is mandated by the organization, a formal training calendar is sent out to all employees along with the plan to meet the organizational objectives.

	• At least 1% of the Task Order revenue is set aside for training and performance improvement
Performance Management	• The performance management is primarily done through job definition, modelling right behavior at the customer place and customer feedback. • Superior performance is immediately rewarded through the target incentive program. • Long term performance is rewarded through promotions and recognition at the higher levels. Corrections to the performance are achieved through formal and informal counselling sessions

N2S offers a Total Compensation package that includes a competitive salary, comprehensive benefits, an excellent working environment, and opportunities for professional growth, for example, employer-paid, job-related training, and certification programs. Our Total Compensation package helps us to retain some of the best trained employees in the industry.

We have a greater than 97% retention rate, as against the industry standard of 83%, as indicated in the table below. Our low turnover rate guarantees continuity of the highest quality of services to our customers.

Ability to Attract Qualified Personnel/Ability to Provide Services

With our ISO-certified process, N2S ensures exceptional candidate sourcing and screening. N2S's Employer Branding is a collection of ideas and beliefs that influence the way current and potential employees view an organization and the employment experience that the organization is offering. We actively communicate the State's culture and values, ensuring that employees not only align with them but also feel passionate about their roles within the organization. This alignment with organizational culture is crucial in propelling the State forward. By highlighting these aspects, we successfully recruit highly skilled and promising new employees who are not only qualified but also deeply committed to their roles. This strategy also enhances employee loyalty, as it fosters a strong sense of identification with the State's mission and values.

N2S's HR Manager will conduct research to develop an Employer Value Proposition to convey it across to all the potential hires. We will convey the potential for growth, benefits, work culture, and flexibility at State with clear and factual proof points. We will convey the retention rates, conversion rates, employee satisfaction surveys, and create State brand awareness and attractiveness among the potential hires.

Background Checks

All employment offers at N2S are subject to the successful completion of our comprehensive background check. Background checks will be carried out on all prospective hires and on any employees being promoted, as necessary and as mandated.

Background checks will include:

- **Social Security Verification:** Validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** Confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employees or the previous five years, whichever comes first.
- **Personal and Professional References:** Calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** Confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** Review of criminal convictions and probation including local, county, state, and federal records for a period of at least seven years. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

Final candidates must complete a background check authorization form and return it to Human Resources. Human Resources will order the background check upon receipt of the signed release form, and our internal HR staff will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

Our Drug Screening Policy

All candidates who have received a written offer of employment will be required to undergo testing for commonly abused controlled substances in accordance with this policy.

Candidates will be tested for use of the following:

- Benzodiazepines
- Opiates
- Cocaine
- Amphetamines (Amphetamine & Methamphetamine)
- Marijuana
- Phencyclidine (PCP)
- Propoxyphene
- Methadone
- Chemical derivatives of these
- Barbiturates

Testing Methods and Procedure

Upon receiving an offer of employment, candidates are required to undergo drug testing within 24 hours. All testing will be administered by a licensed independent medical laboratory, adhering to testing standards as per state regulations. Candidates will provide a urine sample for testing, following procedures established by the laboratory to ensure privacy while preventing tampering with test results.

N2S will cover the cost of testing, including confirmation of any positive results via gas chromatography. The testing laboratory will retain samples in compliance with state laws, allowing candidates to request a retest at their own expense if they dispute the initial result.

Candidates who decline to undergo a drug test or fail to attend the test within 24 hours of receiving an employment offer will be disqualified from consideration, and the offer of employment will be revoked.

In the event of a positive result from the initial screening test, confirmation will be conducted through gas chromatography. Upon receipt of a second positive confirmation test, the offer of employment will be officially withdrawn. The candidate will be furnished with a copy of the test results and the rationale for not proceeding with their employment.

Right to Explain Test Results

All candidates are entitled to meet with the testing laboratory staff and N2S to discuss their test results. These discussions will be treated as confidential, except for sharing relevant information with N2S personnel or laboratory staff members involved in decision-making processes concerning the test results or the individual's employment status.

Candidates may request a retest of the original urine sample within five working days after notification of a positive test result. This retest is at the expense of the candidate unless the original test result is called into question by the retest.

In the United States, prior to presenting candidates to clients, N2S verifies their status, which may fall into one of three categories: Citizen, Green Card holder, or Requires Work Authorization. Citizens and Green Card holders are automatically deemed eligible to work for N2S in the United States.

For candidates requiring work authorization, N2S first ensures that they have maintained proper status in the past and are eligible, as defined by the Immigration & Naturalization Service of the United States, to obtain a work permit. Our Legal & Immigration department then initiates and maintains a non-immigrant work permit petition, ensuring full compliance with all Department of Labor and INS guidelines and requirements, including prevailing wages, eligibility criteria, and Public Access Files. Our Legal & Immigration department meticulously tracks the work authorization status of all employees and submits necessary renewals promptly.

Once we receive the green flag from the client, we perform multiple other checks as requested by the client, which may include but are not limited to following:

- E-verification
- Drug Test
- Finger Printing
- Background Verification (i.e., SSN validation, federal criminal, criminal felony & misdemeanor, employee credit, national Sex offender registry & Widescreen Plus)

Placement and Onboarding – Final Recommendation

Once a candidate has been interviewed and selected by the State, we begin the onboarding and orientation process. Net2Source can also offer the State, options for onboarding and orientation, including a standard version as well as programs adapted to State's specific location, or business environment. Net2Source's standard orientation for new employees includes an overview of our Employee Handbook, which is received and acknowledged by every employee to indicate their review and understanding of our policies and procedures. Examples of content include information on Net2Source's Commitment to Safety and Quality, Equal Employment Opportunity, Drug Free Workplace

and policies on Harassment, Weapons, and Workplace Violence. In addition, Net2Source will ensure that the temporary staff has read and understood the orientation material provided by the State if any. Upon completion of the orientation, all our consultants will be "ready" (according to the State's standards) to start their assignments.

Or say, based on the evaluation and assessment results, we present our clients with a shortlist of recommended candidates. Each candidate is carefully vetted and presented with a comprehensive profile detailing their qualifications, experience, technical skills, and cultural fit. We collaborate closely with the client to facilitate interviews, gather feedback, and address any concerns or preferences they may have. Reference checks are conducted for final candidates to provide additional assurance to the client.

Ongoing Support and Training

Our hiring process has always been tailored to the specific requirements of each of our clients. As a result, rarely much training is typically needed for our team. But we also know that for clients and employees to succeed in the quickly evolving market of today, we must always go above and beyond what is expected of us. Our staff base has access to both on-the-job and off-job training options in case a temporary employee needs it. Each year at the beginning, our e-Care department prepares a training schedule for every one of our current employees and keeps a close eye on its successful execution.

- **On the job training** are those which are given to the staff based upon every day's job work responsibilities with word processing, databases, and spreadsheet software. It is a simple and cost-effective training method. Using such a method, proficient as well as semi-proficient staff are well trained. We train the staff in the actual working scenario. The motto of such training is "learning by doing".

- **Off the job, training methods** are those in which training is provided away from the actual working condition. It is used in the case of new staff joining the company and, depending upon the training level, involves workshops, seminars, conferences, etc. We conduct such training if a group of staff is to be trained and is less time.

Billing, Reporting and Accounting Capabilities and Resources

Timesheet Retrieval and Pay Checks:

N2S uses an automated time collection that provides a wide array of functionality to reduce payroll and billing processing costs, reduce employee administrative time, and help us comply with Government regulations. Our tool's time and attendance tracking feature help us manage our employees' hours and productivity. It also includes a timesheet review and approval program to save time and maximize efficiency. Our automated system uses a smart, rules-based configuration that allows employees to do

very little to assist with their own attendance tracking, basically just clocking in and clocking out. This rules-based configuration is developed automatically detecting when employees have a paid holiday and alerts employees when they are coming close to using the last of their vacation days, half days, or sick days.

N2S uses a weekly payroll schedule to help with employee cash flow and to assist with on-time payments. The pay period begins on Monday and ends on Sunday of the following week, with Friday being payday. We use ADP, a third-party payroll company, to pay our employees. Using ADP helps us avoid errors or delays in direct deposits or tax filings. Employees can view their pay statements online, to verify their hours and earnings.

Invoicing Process:

N2S has a very advanced and agile accounting process that ensures efficient and effective invoicing, timekeeping, and expense handling. With each client, N2S understands through the contract what the client's expense policies are. N2S maintains complete and accurate records to support and document all Temporary Worker's Time and N2S Expenses under this Agreement and each Job Order in accordance with generally accepted accounting principles consistently applied. We will provide our invoice reports on a weekly basis with customized billing of all electronic invoices sent to the State.

Reporting:

N2S will develop and deliver monthly reports to the contract administrator no later than the 10th business day after the reporting performance period. We will brief the key stakeholders of the State on the monthly reports to solicit their feedback and maintain open lines of communication. N2S will identify and track prior and projected progress and activities, anticipated difficulties, issues, task order funds expended, recommended improvements/solution options, earned value management (EVM) metrics, and financial reporting to provide the State with a complete understanding of our activities and contributions. Our monthly reports will also include an issue log that defines potential risks, dates identified, responsible parties, recommendations for correction, and current statuses.

A Performance Measurement Baseline (PMB) will be prepared by N2S's AM monthly. Once the PMB is prepared, the information is used to calculate the Budgeted Cost of Work Performed (BCWP). N2S will adapt the status reporting process from the contract PMP framework for task orders and provide monthly status reports (MSRs). These MSRs will include ordering activity (the total number of tasks completed, in progress during the month), strategic sourcing (shall include synopsis of the data that supports consideration of the initiative with anticipated savings and benefits identified), personnel information and milestones accomplished, deliverables provided, staffing issues/vacancies, performance against agreed-to SLAs, and other relevant management action items. A

detailed monthly financial report (MFRs) will also be included for the portions of work under this task order.

Quality Assurance Methods

N2S's QCP (Quality Control Plan)is designed to ensure that management and service delivery either meets or exceeds the requirements of the State's QASP (QA Surveillance Plan). N2S's QAP, QCP, and PMP work breakdown provide an interconnected response to accomplish the State's staffing objectives, track, and control the work to achieve consistent delivery of operational tasks and meet the scope of services desired outcomes to agreed quality performance levels. The tasks define the work to be performed, and SLAs are used in developing quality performance metrics.

Our AM will perform in-progress or conformance inspections as part of our QA and QC procedures. Our methods of inspection and performance thresholds will reflect the requirements outlined in the State's QAP. Formal audits for compliance verification will be coordinated with the State's corporate management. The State's inspection results will be provided to the State's senior management.

The AM is responsible for planning quality into all deliverables, designs, plans, engineering solutions, reports, and reviews and ensuring quality staff performance in work areas by matching skills with job requirements and the technology architecture supported. Our AM will monitor the defined quality standards and metrics with respect to the State's Objectives based on the QCP.

Our QAP will have an efficient and proven process improvement, outlining correction action plan to prevent the problem from recurring. We will utilize the existing incident logging/management system and integrate with a service management toolset to provide integrated support for all the defined processes. We achieve the deficiency detection through our process improvement approach outlining deficiencies detected in the process including, but not limited to:

- Detection of quality-related problems
- Identification of responsibility
- Evaluation of importance
- Investigation of possible causes
- Analysis of problem
- Prevention action
- Process controls
- Disposition of nonconforming items
- Permanent damage

Our AM will work with the State stakeholders to identify indicators, and the associated measures (Metrics) needed to control performance and predict future status of processes. The metrics below will help determine the incidents occurrence, impact on the service functions, and be used to monitor deficiencies and effectiveness of QA processes and procedures:

- Number of reviews (QA activities) conducted.
- Status of non-conformance incidents identified.
- Status of action items open/closed/on-hold.
- Number of days to correct and close a non-conformance incident.
- Customer satisfaction levels relating to service quality.
- Trends for process improvement
- Lessons learned.

Our policy regarding replacing a temporary employee

When a request for replacement is received, our Client Engagement and Delivery department promptly acknowledges it and initiates the process. We conduct an assessment to understand the reasons for the replacement and any specific requirements for the new candidate, consulting with the client to gather necessary feedback.

Our extensive database of pre-vetted candidates and a network of over 350 domain-specific recruiters enable us to quickly identify suitable replacements. Within 24 hours, we aim to provide a shortlist of qualified candidates. Each potential replacement undergoes thorough screening and verification processes, including background checks, skills assessments, and reference checks to ensure they meet both our standards and the client's requirements.

Once we have a shortlist, we present the candidates to the client for review and facilitate any necessary interviews or assessments. Upon the client's selection of the replacement, we coordinate the transition process, including onboarding and any required training, to ensure a smooth handover. Our Client Engagement and Delivery department continues to provide support and monitor the performance of the replacement employee to ensure they meet the client's expectations and contribute effectively to the project.

Our policy emphasizes prompt response times, quality assurance, and client satisfaction. We strive to provide a qualified replacement within 24 hours, maintain rigorous quality assurance processes, and address any concerns swiftly to ensure the client receives reliable and high-quality temporary staffing solutions. Net2Source is committed to delivering excellence in service and ensuring that our clients' operations continue smoothly, even in the event of a temporary employee replacement.

Clients/References

Client 1

Client Name	University of Kansas
Contact Name and Title	**Madeline Lasater – MSP POC**
Email	madeline.lasater@favoritestaffing.com
Phone	**913-871-6272**
Brief description of goods and/or services provided	**We have provided:** Technical Writer, Network Engineer, Systems Administrator, ETL Developer, Executive Secretary, Finance Clerk, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Solutions Architect, Application Support Analyst, IT System Design, Administrative Assistant, Quality Assurance Analyst, Data Scientist, Typist Clerk, Project Manager

Client 2

Client Name	University of California
Contact Name and Title	**Lisa Collins – MSP POC**
Email	Lisa.Collins@kellyocg.com
Phone	**510-987-9600**
Brief description of goods and/or services provided	**We have provided:** Software Developer, Test Manager, Project Manager, Cloud Engineer, System Engineer, Support Analyst, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Network Engineer, IT System Design, Solutions Architect, Technical Writer, Office Clerk, System Administrator, Quality Assurance Engineer, Senior Software Engineer, Program Manager

Client 3

Client Name	**Boston University**

Contact Name and Title	Kristin Casey – MSP POC
Email	Kristin.Casey@kellyocg.com
Phone	508-277-2556
Brief description of goods and/or services provided	**We have provided:** SQL Database Administrator, Network Engineer, ETL Developer, Project Manager, .NET Developer, Systems Administrator, Business Analyst, Technical Writer, Test Manager, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Project Manager, Executive Secretary, Office Clerk, Administrative Assistant, Senior Software Engineer, System Analyst, Finance Clerk, Quality Assurance Engineer, Project Manager

Client 4

Client Name	Danaher Corporation NY USA
Contact Name and Title	Allen Chilson – Talent Acquisition Leader, Vendor Management
Email	allen.chilson@danaher.com
Phone	202-384-5950
Brief description of goods and/or services provided	**We have Provided:** Project Manager, Administrative Assistant, Office Clerk, Systems Administrator, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Network Engineer

Client 5

Client Name	Kelly Services NJ USA
Contact Name and Title	Jim Wehner – Vice President and General Manager
Email	jimw758@kellyservices.com
Phone	210-232-3646
Brief description of goods and/or services provided	**We have provided:** QA/QC Inspector, Applications Systems Specialist, Cisco Network Administrator,

	QA Tester, IT System Design, Business Data Analyst, Quality Assurance Engineer, Executive Secretary, Finance Clerk, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, Network Engineer, Senior Software Engineer, Solutions Architect, Technicians, Desktop Support, Test Manager

Client 6

Client Name	**Agile1**
Contact Name and Title	**Katie Kortman - Manager**
Email	kkortman@agile1.com
Phone	206-818-6444
Brief description of goods and/or services provided	Desktop Engineer, Specialist COOSP Support, SQL DB, Sr. Test Engineer, Business Analyst, Project Analyst, VBA Developer, Senior Database Administrator, J2EE Architect, Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, Mainframe Application Analyst, IT System Design, Finance Clerk, Administrative Assistant, Quality Assurance Engineer

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)   Ajeta Sinha - President

(Address)   270 Davidson Ave, Suite 704 Somerset, NJ 08873

(Phone Number) / (Fax Number)   551-525-0395 / 201-221-8131

(email address)   rfp@net2source.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.

Net2Source Inc.
_____
(Company)

Ajeta Sinha
_____
(Signature of Authorized Representative)

Ajeta Sinha - President
_____
(Printed Name and Title of Authorized Representative) (Date)

551-525-0395 / 201-221-8131
_____
(Phone Number) (Fax Number)

rfp@net2source.com
_____
(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ MIS2500000001

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.

Net2Source Inc
_____
Company

Ajeta Sinha
_____
Authorized Signature

10/31/2024
_____
Date

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

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: Ajeta Sinha

Telephone Number: 201-333-5020

Fax Number: 201-221-8131

Email Address: ajeta@net2source.com

FEDERAL FUNDS ADDENDUM

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):

The State of West Virginia Department of Administration, Purchasing Division, and the Vendor awarded this Contract intend that this Contract be compliant with the requirements of the Procurement Standards contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 C.F.R. § 200.317, et seq. for procurements conducted by a Non-Federal Entity. Accordingly, the Parties agree that the following provisions are included in the Contract.

1. **MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS:** (2 C.F.R. § 200.321)

   a. The State confirms that it has taken all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Those affirmative steps include:

   > (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
   > (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
   > (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
   > (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
   > (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
   > (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.

   b. Vendor confirms that if it utilizes subcontractors, it will take the same affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

2. **DOMESTIC PREFERENCES:** (2 C.F.R. § 200.322)

   a. The State confirms that as appropriate and to the extent consistent with law, it has, to the greatest extent practicable under a Federal award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United

States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

b. Vendor confirms that will include the requirements of this Section 2. Domestic Preference in all subawards including all contracts and purchase orders for work or products under this award.

c. Definitions: For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

3. **BREACH OF CONTRACT REMEDIES AND PENALTIES:**
(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 provide for breach of contract remedies, and penalties. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

4. **TERMINATION FOR CAUSE AND CONVENIENCE:**
(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 govern Contract termination. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

5. **EQUAL EMPLOYMENT OPPORTUNITY:**
(2 C.F.R. § 200.327 and Appendix II)

Except as otherwise provided under 41 CFR Part 60, and if this contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3, this contract includes the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

6. **DAVIS-BACON WAGE RATES:**
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this Contract includes construction, all construction work in excess of $2,000 will be completed and paid for in compliance with the Davis–Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must:

(a) pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
(b) pay wages not less than once a week.

A copy of the current prevailing wage determination issued by the Department of Labor is attached hereto as Exhibit B. The decision to award a contract or subcontract is conditioned upon the acceptance of the wage determination. The State will report all suspected or reported violations to the Federal awarding agency.

7. **ANTI-KICKBACK ACT:**
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that it will comply with the Copeland Anti-KickBack Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). Accordingly, Vendor, Subcontractors, and anyone performing under this contract are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The State must report all suspected or reported violations to the Federal awarding agency.

8. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**
(2 C.F.R. § 200.327 and Appendix II)

Where applicable, and only for contracts awarded by the State in excess of $100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

9. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.**
(2 C.F.R. § 200.327 and Appendix II)

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

10. **CLEAN AIR ACT**
    (2 C.F.R. § 200.327 and Appendix II)

    Vendor agrees that if this contract exceeds $150,000, Vendor is to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

11. **DEBARMENT AND SUSPENSION**
    (2 C.F.R. § 200.327 and Appendix II)

    The State will not award to any vendor that is listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

12. **BYRD ANTI–LOBBYING AMENDMENT**
    (2 C.F.R. § 200.327 and Appendix II)

    Vendors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non–Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non–Federal award.

13. **PROCUREMENT OF RECOVERED MATERIALS**
    (2 C.F.R. § 200.327 and Appendix II; 2 C.F.R. § 200.323)

    Vendor agrees that it and the State must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the

Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

14. **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.**
(2 C.F.R. § 200.327 and Appendix II; 2 CFR § 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

(1) Procure or obtain;
(2) Extend or renew a contract to procure or obtain; or
(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

State of West Virginia   Vendor Name:

By: _____   By: _____*Ajeta Sinha*_____

Printed Name:_____   Printed Name: ___Ajeta Sinha___

Title: _____   Title: ___President___

Date: _____   Date: ___10/31/2024___