



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 1

List View

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

Procurement Folder: 1475603	SO Doc Code: CRFQ
Procurement Type: Central Master Agreement	SO Dept: 0511
Vendor ID: VS0000029949	SO Doc ID: MIS2500000001
Legal Name: COMPU VISION CONSULTING INC	Published Date: 10/16/24
Alias/DBA:	Close Date: 10/31/24
Total Bid: \$5,145,920.00	Close Time: 13:30
Response Date: 10/30/2024	Status: Closed
Response Time: 21:01	Solicitation Description: TECHNICAL TEMPORARY STAFFING SERVICES
Responded By User ID: compuvision123	Total of Header Attachments: 1
First Name: Shaloo	Total of All Attachments: 1
Last Name: Mital	
Email: certs@compuvis.com	
Phone: 7324221500	



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:**

**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	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	90.000000	187200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	90.000000	187200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	90.000000	187200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	90.000000	187200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	95.000000	197600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	95.000000	197600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	95.000000	197600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	95.000000	197600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	65.000000	135200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	65.000000	135200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	65.000000	135200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	65.000000	135200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	35.000000	72800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	35.000000	72800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	35.000000	72800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	35.000000	72800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	45.000000	93600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	45.000000	93600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	45.000000	93600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	45.000000	93600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	33.500000	69680.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	33.500000	69680.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	33.500000	69680.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	33.500000	69680.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	70.000000	145600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	70.000000	145600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	70.000000	145600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	70.000000	145600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**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	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

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

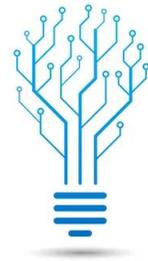
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
40	Mainframe Application Analyst Renewal Yr 3	2080.0000	HOUR	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

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



# **RESPONSE to RFQ**

## **Technical Temporary Staffing Services**

**Proposed to:**

**State of West Virginia**

**Solicitation Number: CRFQ 0511 MIS2500000001**

**Submitted By:**

**Compu-Vision Consulting Inc**

**Address: 2050 Route 27, Suite 202, North Brunswick, NJ 08902**

**Date of Submission: 10/31/2024**

**Point of Contact:**

**Shaloo Mital, President**

**rfp@compuvis.com**

**732-422-1500**



## 1 COVER LETTER

**Date:** October 31, 2024

**Attn:** Crystal Hustead  
2019 Washington Street, East  
Charleston, WV 25305

**Subject:** Response to “CRFQ 0511 MIS250000001, Technical Temporary Staffing Services”

Compu-Vision Consulting Inc. (CVC), is pleased to present to the State of West Virginia (State of WV) our response to RFQ CRFQ 0511 MIS250000001, Technical Temporary Staffing Services. CVC is a **certified small, minority, woman-owned business**, headquartered in New Jersey, established in 1998 under the Common Wealth of Pennsylvania as a dynamic consulting and workforce solutions company. With 24 years of experience, we specialize in providing technical temporary staffing services, advisory services, and professional consulting services to various **Federal, State, Local, Commercial, Healthcare, and Education** sector clients across the United States. Our diversity certifications span from **MBE, SBE, MWBE, WBE, WOSB**, and diversity in various States. Over several years, CVC has built strong relationships with State and Local government entities. We have been awarded \$600+ million in potential awards from RFP solicitations, all with a focus on Contract/Contingent Staffing and workforce solutions. Recently, CVC has been granted a **GSA Contract #47QTCA23D004L SIN 54151S** and **#47QTCA23D004M SIN 561320SBSA**.

CVC is a global technology services firm specializing in sourcing, recruiting, and staffing highly skilled IT professionals. With a virtual talent database built over the past 24 years, we have successfully placed thousands of professionals across various labor verticals, including Senior Web Application Analysts, 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, and more. Our clients include state governments such as **GA, WV, MA, NJ, FL, VA**, and others, as well as commercial clients like **Dell, VMWare, and Kyndryl**, and leading higher education institutions such as **NYU, the University of OK, and the University of WA**. We are proud to have been awarded a contract from the **State of West Virginia**, with **Contract #CRFQ 0511 MIS210000001** which further demonstrates our ability to meet and exceed the State of WV’s expectations with high-quality service delivery.

CVC understands the unique staffing needs outlined by the State of West Virginia and we assure that our solution will cover the following position classifications as part of this contract:

- 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



We are well-positioned to support the state's IT modernization efforts, including system modifications, enhancements, technical training, and mentorship for State analysts. Our team of over 250 dedicated recruiters is ready to deliver responsive, high-impact staffing solutions best suited to the specific needs of the State of West Virginia. We are committed to partnering with you to ensure that the right technical resources are seamlessly integrated into your organization, helping you meet your business objectives.

We welcome the opportunity to discuss our proposal in more detail and look forward to demonstrating our commitment to supporting the State of WV's IT initiatives. If you have any questions, please feel free to reach out to the undersigned.

Sincerely,

Shaloo Mital

A handwritten signature in blue ink that reads 'Shaloo'.

President - Compu-Vision Consulting, Inc.

[rfp@compuvis.com](mailto:rfp@compuvis.com)

732-422-1500



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**2 COMPU VISION CONSULTING INC. INFORMATION**

**2.1 OVERVIEW**

Compu-Vision Consulting, Inc. (CVC) is a small, minority, woman-owned business, headquartered in NJ, incorporated in 1998 under the Commonwealth of Pennsylvania as a dynamic consulting and workforce solutions company. Shaloo Garg (51% Woman Owner) and Bharat Mital, along with Vishal Kumar built CVC based on their experience working in the public and private sector within the staffing consulting services arena, and serve as the executive team of the organization. Our leadership team relies on their own job experience implementing and managing tactical and strategic professional services staff to provide successfully placed resources within the United States and Canada, in public, commercial, and through MSP programs. Our employees consist of a management team, corporate and administrative support, and recruiting and delivery team members adding up to 225 employees on staff.

Compu-Vision Consulting, Inc (CVC) provides temporary, contract, contingent, T&M, and SOW Project-based technical temporary staffing services for our clients. We’ve been connecting companies nationwide with customized technology solutions that exceed objectives; we bring together the world’s best technology and a human approach to help clients optimize their business processes. Our superior workforce is the most important determinant of business success and has a direct influence on organizations’ competitiveness both today and in the future. Keeping up with the ever-changing technology landscape, we have invested heavily in navigating challenges and gearing up for the fluctuations in future services. As a global consulting and recruiting firm, our business processes for our clients are multi-fold, as we have to meet the expectations of both the candidates and our clients.

As a certified Diversity-led minority and woman-owned entity, we are committed to compliance and excellence, aligning seamlessly with governmental diversity requirements. Our niche focus, backed by rigorous screening processes, enables precise targeting of both clients and candidates, ensuring the highest quality of service. CVC's commitment to ongoing training underscores our dedication to excellence, ensuring our workforce remains at the forefront of industry advancements. Our holistic understanding of government agencies, collaborative approach, and proven track record position us as the preferred "go-to" partner.

Featuring a comprehensive mix of 250 full-time employees and a balanced contractor ratio of 400+ placed people annually, we offer the flexibility and diversity essential for fulfilling the unique staffing needs of government entities. Choose CVC for an esteemed partnership that transcends traditional staffing solutions, facilitating sustained success in the dynamic workforce landscape of government agencies.

<b>COMPANY INFORMATION</b>		
<b>Firm Name:</b>	Compu-Vision Consulting, Inc.	
<b>Type of Organization:</b>	Corporation	
<b>State and Date of Incorporation:</b>	State of Pennsylvania September 25, 1998	
<b>Contact Information:</b>	<b>Corporate Headquarters</b> 2050 Route 27, Suite 202 North Brunswick, NJ 08902 (732) 422-1500	<b>Local office address</b> 2600 Middletown Commons, White Hall, WV, 26554



With a diversified portfolio spanning 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, and beyond, we cater to a broad spectrum of industry verticals. Behind the formidable facade of Compu-Vision Consulting Inc. stands a cohort of exceptionally skilled and motivated candidates, driven by a staunch commitment to prioritizing client satisfaction above all else.

**Key Management**

Following are the names of our management group and all the principals.

<b>Name</b>	<b>Title</b>	<b>Percent of Ownership</b>
<b>Shaloo Mital</b>	President	51%
<b>Bharat Mital</b>	CEO	49%
<b>Vishal Mital</b>	COO	0%
<b>Michael Bavaro</b>	Corporate Vice-President	0%

**Company Designations**

<b>Tax ID information</b>	23-2977235
<b>NAICS</b>	541511, 541512, 541513, 541519, 541611, 541612, 561311, 541690, 561320, 518210, 811212
<b>SAM Registration Status</b>	Active
<b>Cage</b>	5SM88
<b>D-U-N-S</b>	12-327-7993
<b>GSA Schedule</b>	GSA Contract #47QTCA23D004L SIN 54151S and #47QTCA23D004M SIN 561320SBSA.
<b>UIEN</b>	NV8HELUGNM83

**Office Locations**

Our locations across the US and a snapshot of our company are listed as follows:

<b>Office Locations:</b>	<p><b><u>Headquarters</u></b> – 2050 Route 27, Suite 202, North Brunswick, NJ 08902;</p> <p><b><u>Canada</u></b> – 398-2416 Main Street Unit, Vancouver, BC, V5T 3E2;            Delivery Centre Mohali – C-184, Industrial Area, Phase VIIIA, Sector 75, Punjab 160071</p> <ul style="list-style-type: none"> <li>● Delivery Centre Vadodara - 4th Floor, Corner Heights, Vadodara, Gujarat 390012</li> </ul>	
<b>Local Office</b>	<ul style="list-style-type: none"> <li>● 4th Floor, Corner Heights, Vadodara, Gujarat 390012</li> </ul>	<ul style="list-style-type: none"> <li>● C-184, Industrial Area, Phase VIIIA, Sector 75, Punjab 160071</li> </ul>
<b>Our Sales and Account Management Offices:</b>	<ul style="list-style-type: none"> <li>● Anaheim, CA</li> <li>● Buckeye, AZ</li> <li>● Abilene, TX</li> <li>● Carthage, MO</li> <li>● Jonesboro, AR</li> </ul>	<ul style="list-style-type: none"> <li>● Chicago, IL</li> <li>● Silver Spring, MD</li> <li>● Wilmington, DE</li> <li>● Allentown, PA</li> <li>● New York, NY</li> </ul>

	<ul style="list-style-type: none"> <li>Atlanta, GA</li> <li>Altamonte Springs, FL</li> <li>Vancouver, BC Canada</li> </ul>	<ul style="list-style-type: none"> <li>Avon, CT</li> <li>Boston, MA</li> <li>Mohali / Vadodara, India</li> </ul>
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**Certifications**

<b>State/Local Govt Certifications</b>	MD – member of Small Business Reserve, MBE Certification-Approved by SDDD WV – State SWAM certified OH - AAPV-Affirmative Action Program Verification, AAA-Affirmative Action Assurance (City of Dayton) NJ – MWBE and SBE certified NYC – MBE certified NYS – MWBE certified NY/NJ – NMSDC certified NY/NJ – Port Authority MWBE and SBE certified PA - Pennsylvania Department of General Services DE – SWAM certified WA - OMWBE (Office of Minority & Women's Business Enterprises) certified VA – SWAM certified NC - HUB North Carolina Department of Administration
<b>Federal</b>	SBA- WOSB-Woman Owned Small Business, WBENC WOSB, SAM registered

**Company Partnerships**



**CVC's Core IT Competencies**

<ul style="list-style-type: none"> <li>Web app development</li> </ul>	<ul style="list-style-type: none"> <li>Performance tuning</li> </ul>
<ul style="list-style-type: none"> <li>Security audits</li> </ul>	<ul style="list-style-type: none"> <li>Optimization</li> </ul>
<ul style="list-style-type: none"> <li>Oracle DB management</li> </ul>	<ul style="list-style-type: none"> <li>Backup</li> </ul>
<ul style="list-style-type: none"> <li>Security</li> </ul>	<ul style="list-style-type: none"> <li>DB2 database management</li> </ul>
<ul style="list-style-type: none"> <li>SQL Server administration</li> </ul>	<ul style="list-style-type: none"> <li>IT system maintenance</li> </ul>
<ul style="list-style-type: none"> <li>User support</li> </ul>	<ul style="list-style-type: none"> <li>Software development</li> </ul>

• Requirements analysis	• Mainframe development
• Mainframe coding	• Troubleshooting
• Tuning	• Process mapping
• Code optimization	• Debugging
• IT solution recommendations	• Incident management

### Key Personnel & Organization Chart

At the core of CVC, we have a robust and well-defined organizational setup that enables us to efficiently deliver our services and achieve our goals. The organizational chart given below provides a clear overview of the major divisions that form the backbone of our operations. Our well-structured organization empowers us to deliver exceptional staffing solutions and maintain our position as a leader in the industry. Each division plays a critical role in our success, and together, we strive to create a positive and impactful experience for all those we serve.

Below is a depiction of our organization chart:

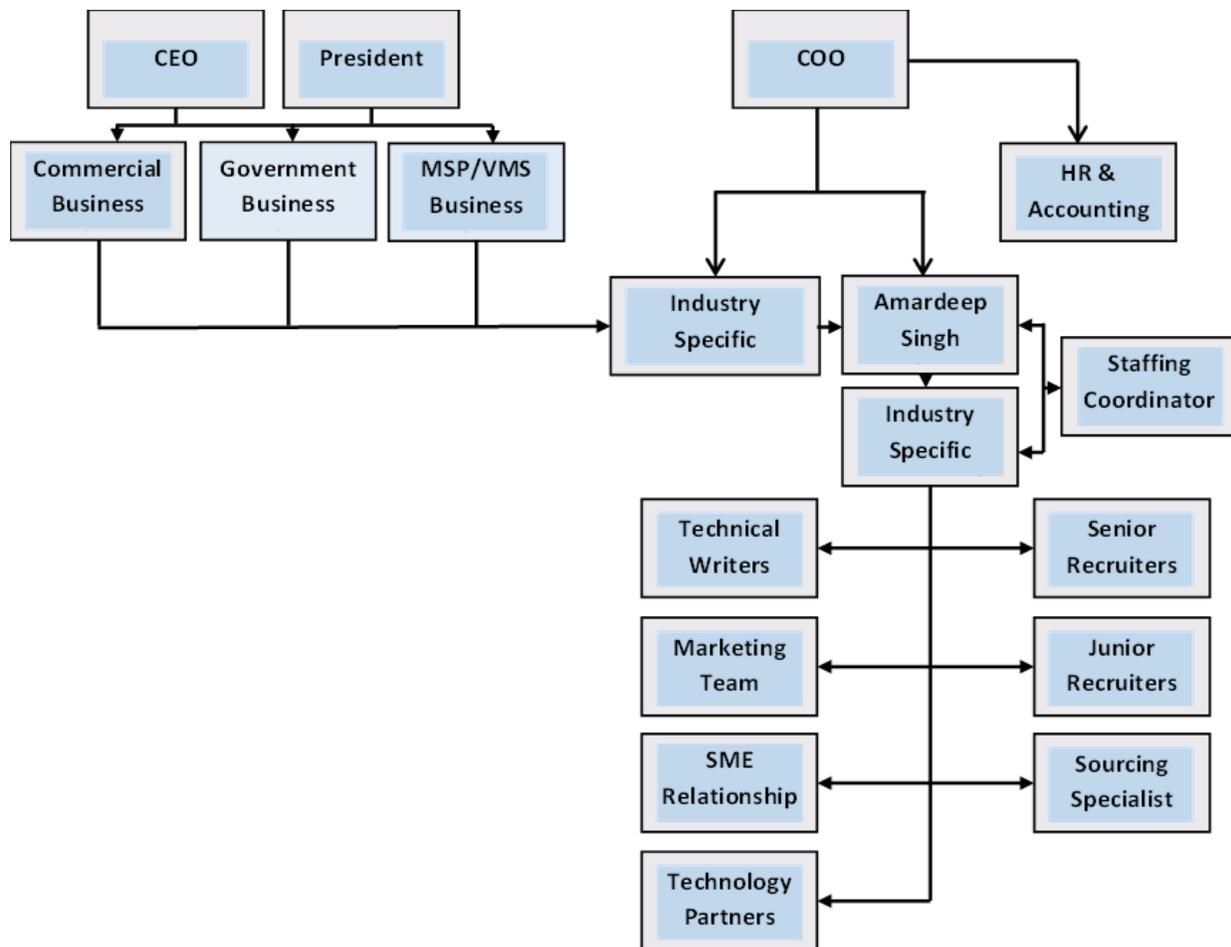
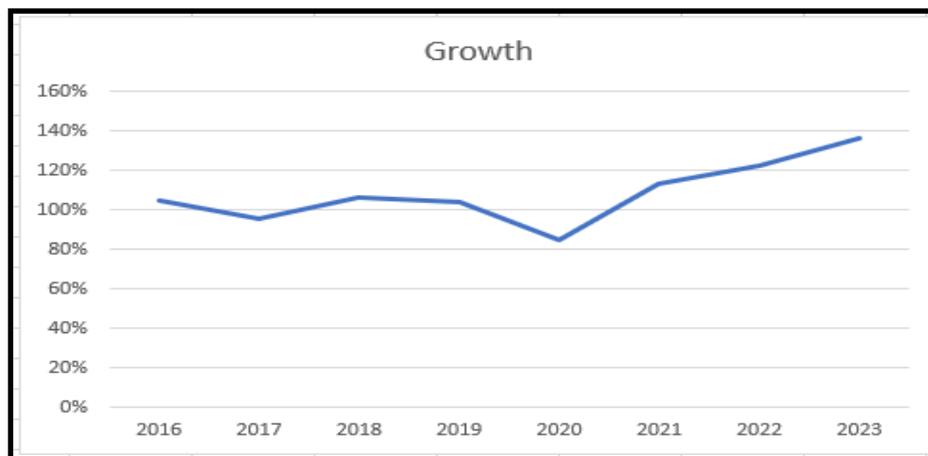
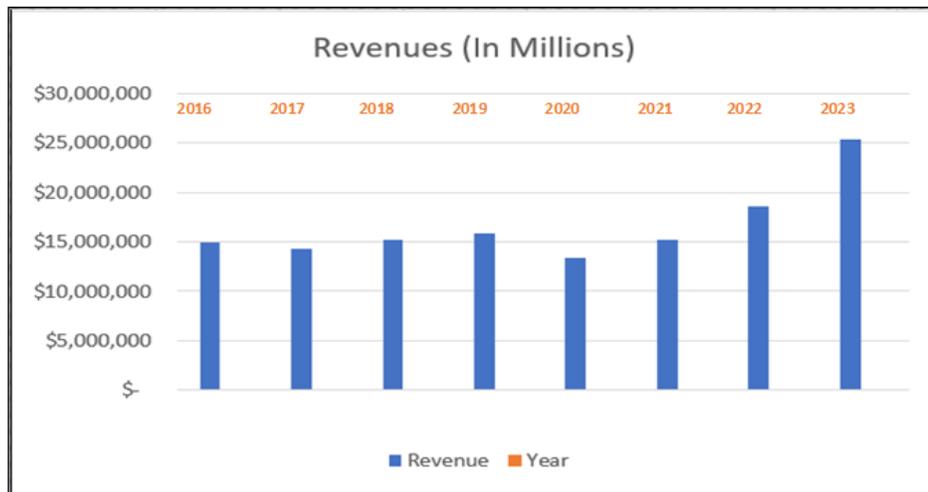


Figure 1: Organization Chart

## Financial Information

As a smaller but robust organization, CVC has witnessed year-over-year growth, maintaining financial stability with direct and remote support services across the United States, Canada, and India. Despite the challenging climate of 2020, we navigated the staffing industry's setbacks prudently, staying aligned with suppliers and experiencing only a minor revenue dip. The pandemic prompted a strategic focus shift, emphasizing relationship building, forging new partnerships, and establishing new departments for significant growth in 2022 and beyond. Throughout the past 5-6 years, our revenues have consistently increased, reflecting our resilience and determination to rebound strongly post-COVID. The pandemic presented an opportunity to fortify client relations, leading to a doubling in size, accompanied by enhanced relationship management and scaling capabilities.



### 3 ACKNOWLEDGEMENT OF PURPOSE AND SCOPE

CVC confirms that all information contained herein both informational and financial is true and accurate to the best of our knowledge. We are responding to the State of West Virginia RFQ request for Technical Temporary Staffing Services. We understand that the contract will be a progressive award with multiple vendors for technical temporary staffing services. This contract shall cover 10 technical temporary staffing roles mentioned in the RFQ solicitation as follows:

1. Senior Web Application Analyst
2. Senior Application Oracle Database Administrator
3. Senior Application DB2 Database Administrator
4. SQL Server Database Administrator
5. Help Desk Analyst
6. Business Analyst
7. Information Systems Assistant
8. Programmer Analyst
9. Senior Mainframe Application Analyst
10. Mainframe Application Analyst

CVC has a talent pool database ready to fulfill the position classifications listed above. We understand the roles are to meet the technical temporary staffing needs for all entities within the West Virginia Office of Shared Administration, and Office of Management Information Services (OMIS) and to provide technical expertise. Our subject matter experts would be used to develop modifications and enhancements to computer systems, as well as mentors and provide technical training and support and "shadowing" opportunities for State analysts, among other tasks as defined. We acknowledge the majority of the services will likely be performed work in the Metro-Charleston, WV area, during the life of the contract, however, there may be services provided in the entire State of West Virginia. CVC is ready and eager to provide services with the best quality staff and service to the State of West Virginia.

### 4 ACKNOWLEDGEMENT OF DEFINITIONS AS PER RFQ DOCUMENT

As per Section 2 of the RFQ solicitation, the State of West Virginia mentioned definitions and terms that were written throughout the solicitation and may be used in the General Terms and Conditions of the contract, if we are awarded the project. We are aware of the definitions of the terms.

- "Contract Services" means providing temporary staffing services for the list of classifications identified in Section 1 (above) and/or Section 4.1 (below) as more fully described in these specifications.
- "Pricing Page" means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
- "Solicitation" means the official notice of an opportunity to supply the State with goods or services that are published by the Purchasing Division.
- "COGNOS" means IBM's COGNOS software.
- "CRM" means Microsoft's Dynamics CRM software.
- "DB2" means IBM's DB2 database software.
- ".NET" means Microsoft's .NET or .NET Framework software.

- "SDLC" means Software or Systems Development Life Cycle, a standard term to describe the process of planning for, creating, testing, and deploying software or systems applications.

We have reviewed the background environment and understand State of West Virginia has various varying platforms to include the following:

- Mainframe Natural and DB2
- Client server PowerBuilder and Oracle
- Web applications
- Java
- Visual Studio/MVC

We understand that at times, the State of WV may require additional technical expertise and support to accomplish specific project goals for their systems and we are eager and ready to provide the services with the best quality staff and service to the State of West Virginia

## 5 QUALIFICATIONS AND REFERENCES

*QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:*

*3.1. Vendors shall be in business a minimum of five (5) years, providing similar information technology staffing services. Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this documentation with their bid.*

### 5.1 QUALIFICATIONS

CVC has been providing technical temporary staffing services for the past 20+ years, and with over 100 years of combined personnel/staffing experience, we have the resources and capabilities to handle any IT project or request. CVC has built an excellent talent pool in the areas of Project Management, Business Analysis, Help Desk Support, Engineering Support, Application Development, Enterprise Data Management, Infrastructure, Cybersecurity, backup recovery, Web Development, HTML Services, Web Design, Emerging Technologies and so much more.

Our superior workforce is the most important determinant of business success and has a direct influence on organizations' competitiveness both today and in the future. We've been connecting companies nationwide with customized technology solutions that exceed objectives; we bring together the world's best technology and a human approach to help clients optimize their business processes. Our superior workforce is the most important determinant of business success and has a direct influence on organizations' competitiveness both today and in the future. Keeping up with the ever-changing technology landscape, we have invested heavily in navigating challenges and gearing up for the fluctuations in future services. This has allowed us to build long-term partnerships with companies like Merck, New York University, and many others, as well as government clients like the States of CT, WV, NJ, GA, and multiple local and Federal agencies. As a global consulting and recruiting firm, our business processes for our clients are multi-fold, as we have to meet the expectations of both the candidates and our clients. We have provided these services to a specific client base of approximately 35 companies by placing talented candidates throughout the United States. While we would love to partner with hundreds of clients, we consider ourselves hyper-focused with our client base to deliver "best in class", high-quality support. To us, quality over quantity is our motto. Having this belief, we can concentrate on both clients and

candidates, screen more effectively, and research the particular business challenges you are faced with. Branding to our resource pool is also a big program within our company. By keeping a quality-focused clientele, we can fully understand who they are as a business, what capabilities they need, and who they are trying to hire; to generate a holistic view of each opportunity.

We have been connecting companies with customized technology solutions that exceed objectives for over two decades; we bring together the human approach and technology to help clients optimize their business processes. As a true partner, we pride ourselves on being able to consistently provide outstanding talent to every business sector we serve. Featuring a comprehensive mix of 250 full-time employees and a balanced contractor ratio of 400+ placed people annually, we offer the flexibility and diversity essential for fulfilling the unique staffing needs of government entities. We are aware that the location where contractor services are to be performed will be mostly in the Charleston, WV area with some possible throughout the entire state of WV, and having a talent pool database of 1,000,000 candidates, we are confident in delivering the recruitment and placement of candidates you need.

**References**

*5.1.1 Reference #1*

<b>Name of the Client</b>	<b>University of California</b>
<b>Contact Person</b>	<b>Jenn Bejaka</b>
<b>Email address</b>	<b>jenn.bejaka@ucop.edu</b>
<b>Phone Number</b>	<b>510-987-0293</b>

*5.1.2 Reference #2*

<b>Name of the Client</b>	<b>State of Massachusetts</b>
<b>Contact Person</b>	<b>Diane Szulc</b>
<b>Email address</b>	<b>diane.szulc@sao.state.ma.us</b>
<b>Phone Number</b>	<b>(617) 694-3134</b>

*5.1.3 Reference #3*

<b>Name of the Client</b>	<b>City Of Phoenix</b>
<b>Contact Person</b>	<b>Mihaela Grigore</b>
<b>Email address</b>	<b>mihaela.grigore@phoenix.gov</b>
<b>Phone Number</b>	<b>(602) 261-8179</b>

**Detailed Company Experience**

<b>State</b>	<b>Client</b>	<b>Description</b>
West Virginia	State of West Virginia, Dept of Health and Human Resources	Temporary IT staffing
Washington	Community Transit, Everett WA	Temporary Staffing Services
New Jersey	Warren County, NJ	Temp IT Staff
South Carolina	Greenville County, SC	Temporary It Professional Services
Virginia	City of Virginia Beach VA	IT Consulting Services (IT Staff Augmentation)



Texas	Texas HGAC Buys Purchasing Group	Temporary Staffing, Direct-Hire Other Employer Services
California	City of Sunnyvale, CA	Professional and Tech Support Services and Temp Staff
Missouri	Parkway School District	Dell EMC Hardware & Software Maintenance
California	The Regents of the University of California/OMNIA Partners	IT Temp Staff and Professional services
Massachusetts	State of Massachusetts	IT Staff Augmentation
Minnesota	Minnesota Judicial Branch	IT Technical Infrastructure Support
New Jersey	Rowan College at Burlington County	TEMPORARY STAFFING SERVICES
Arizona	City of Glendale AZ	Technical Recruiting for IT
Oklahoma	University of Oklahoma, Health Sciences Center	IT Staffing and Consulting Services
Arizona	City of Phoenix, IT Services Dept	Information Technology Professional Services
Louisiana	State of Louisiana	Temporary Nursing Services
Arizona	Coconino County AZ	Consultants Recruitment Services
California	SMUD	SMUD Cybersecurity Services MSA
Maryland	Maryland Health Benefit Exchange	Cisco Wireless Controllers
Texas	Buy Board Cooperative - Texas Association of School Boards	Temp Staffing and Workforce Management
California	The County of San Mateo	Professional and Technical Information Technology Contracting Services
Oklahoma	State of Oklahoma	IT Staff Augmentation Services
Missouri	State of Missouri	Statewide Temp Medical Professional Services
Florida	District School Board, Pasco County FL	Clinical Temporary services staffing
Georgia	Savannah Housing GA	Temporary Staffing Services
	Vmware (Hughs RFP)	Professional Services
Nevada	University Medical Center of Southern NV	Professional Placement Services
Florida	The State of Florida; Department of Management Services	IT Staff Augmentation



Virginia	Commonwealth of VA	Temporary Healthcare Employees
Massachusetts	Commonwealth of MA Exec Office of Health and Human Svcs	Temp Med Staffing Services
Florida	Escambia County jail, Board of County Commission Pensacola FL	Temp Health Staffing for Corrections
Washington	Washington State Dept of Corrections	Recruitment Services
California	County of Santa Clara, CA	IT Professional Services
Texas	Fort Worth Housing Solutions, FT Worth TX	Temporary Staffing Services
Arizona	Maricopa County, AZ	Temp Medical Personnel
Kentucky	Sanitation District 1, Kentucky	MSA Information Technology
New Jersey	Warren County, NJ	Temp IT Staffing
Oregon	League of Oregon Cities, OR	IT Professional services
Ohio	State of OH, Dept of Commerce	IT Infrastructure Engineer
Pennsylvania	Allegheny County Dept of Human Services	Staff Aug Services for IT Data Management Data Analysis
Washington	State of Washington, Office of Financial Management	HR Recruitment Services
Arizona	Arizona State University (ASU)	Recruiting Staffing Management Services
Missouri	State of MO, Office of Administration	Public Health Staff Augmentation Qvl
California	San Francisco Unified School District	Temporary Staffing Services SFUSD
California	Orange County Sanitation District	Temporary Employment Services
Maryland	Baltimore County Public Schools	IT STAFFING SVCS
South Carolina	State of SC ITMO	IT Temporary Staff Augmentation Services
New York	E&I Cooperative Services	E&I NY IT Staffing Services
Texas	Joshua Independent School District	Special Programs Professional Services
New Jersey	NJ Schools Development Authority (NJSDA)	Temporary Staffing Services
Wyoming	State of WY, Dept of Enterprise Technology Services	Resource Augmentation
Florida	State of FL Dept of Management Svcs	IT Staff Augmentation Services
Ohio	The Central Ohio Transit Authority (COTA)	Temporary Personnel Services
California	City and County of San Francisco	IT Commodities and Professional Services

Washington	State of Washington (WEBS) ITPS agency	Information Technology Professional Services
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**Key Differentiators**

At CVC, we use our expertise, insights, and resources to align with the required business goals, surpassing the clients’ expectations. Here are some key benefits highlighted in our response.

- **Localized Talent Procurement Proficiency:** Compu-Vision Consulting (CVC) stands as a beacon of expertise in sourcing local talent finely attuned to the distinct needs of government state agencies. With a specialized focus on understanding the intricacies of local communities, we harness our expansive network and insights to identify and place highly skilled professionals adept at navigating the unique landscape of government operations. By delving deep into the pulse of local markets, we not only meet but surpass the expectations of government entities, facilitating the seamless execution of their mandates. Our unwavering commitment to precision and understanding enables us to strategically recruit individuals who not only possess the requisite skills but also embody the ethos of the communities they serve, thereby enhancing the efficacy and impact of government initiatives at the grassroots level.
- **Resource Localization Strategy:** Post-contract award, our executive panel engages our marketing unit. They meticulously assess role distribution, seniority levels, and the requisite IT landscape. Armed with comprehensive deliverable insights, we meticulously tailor a localized acquisition plan. Our reach spans a 60-mile radius, meticulously targeting every city and town. Through targeted job descriptions, we curate a robust pipeline of diverse and qualified resumes, ensuring readiness for any task. These proactive steps, initiated months in advance, ensure proactive alignment with our client's evolving needs, fostering unparalleled responsiveness and agility.
- **Strategic Local and Regional Branding:** Following contract commencement and a thorough grasp of engagement parameters, we strategically devise an advertising blueprint to amplify brand visibility. Bolstering brand recognition facilitates seamless recruitment and role marketing within the local/regional sphere. Leveraging a nuanced understanding of the contract, our targeted outreach encompasses platforms like Facebook Groups, radio advertisements via reputable channels, college-centric campaigns tailored to pertinent institutions, and strategic newspaper placements. This multifaceted approach ensures widespread exposure, positioning our company as a prominent and trusted presence in the community, thereby enhancing recruitment efficacy and fostering enduring stakeholder relationships.
- **Unparalleled Talent Repository:** At Compu-Vision Consulting, our unwavering dedication to excellence is reflected in our expansive resume database, boasting a colossal repository of over 5 million highly qualified and experienced candidates. Meticulously categorized across various skill levels and service domains. Continuously curated and meticulously updated, this reservoir of talent serves as a cornerstone of our operational prowess, enabling us to promptly and precisely address the dynamic staffing requirements of our clients. With such an extensive and diverse talent pool at our fingertips, we stand ready to deliver unparalleled staffing solutions best suited to the unique needs of each client, ensuring swift and seamless fulfillment of even the most intricate staffing requisitions.

- **Strategic Recruitment Expertise:** Compu-Vision Consulting prides itself on its multifaceted recruitment division, comprising a dynamic cadre of more than 225 specialized recruiters. Spanning various levels and domains, our seasoned team brings a wealth of expertise and industry-specific knowledge to the table. Leveraging their distinct backgrounds and finely honed skills, they are adept at navigating the intricacies of diverse client requirements with precision and efficacy. Whether it's sourcing top-tier talent for niche roles or executing large-scale recruitment drives, our dedicated recruiters are committed to delivering the best solutions that align seamlessly with our clients' strategic objectives.
- **Dedicated Project Management:** Our project management approach is tailored for success in handling staffing contracts. For the State of WV, we will assign a local account management team, including a Project Manager who will collaborate closely with the officials and on-site staff, bringing valuable insights into the local marketplace and effective strategies for attracting top-notch temporary employees.
- **Comprehensive Account Management Approach:** Upon securing a contract, we institute a personalized account management system, appointing a dedicated Account Manager to exclusively oversee client interactions. This best approach fosters profound client relationships, affording us invaluable insights into the client's ethos, culture, and nuanced role requirements. By nurturing a deep understanding of the client's intricacies, we can meticulously match resources to projects, ensuring optimal alignment and enhanced project outcomes. This client-centric philosophy underscores our commitment to delivering bespoke solutions and nurturing enduring partnerships built on trust and mutual understanding.
- **Streamlined Response Process:** At CVC, we pride ourselves on our swift response mechanism. Upon receiving role notifications from the State of WV, we guarantee acknowledgment within a mere 30 minutes. Subsequently, our dedicated team of recruiters is promptly deployed to expedite the search process. Using a vast database, localized resumes sourced from prior marketing initiatives, and prominent electronic platforms such as Monster, Dice, Corp to Corp, LinkedIn, and CareerBuilder, we aim for a submission turnaround time of 3-6 hours per candidate. This rapid response is facilitated by our adept recruitment forecasting capabilities, ensuring agility and efficiency in delivering top-tier talent to meet our clients' pressing needs.
- **Robust Financial Foundation:** CVC stands as a paragon of financial stability within the industry, boasting a solid track record of success. In 2023 alone, our annual revenue soared to an impressive \$25 million, marking a remarkable year-over-year growth rate of 25%. Testament to our commitment to excellence, we've recently made substantial investments, injecting nearly a million dollars into expanding our delivery infrastructure. This strategic move has birthed a second delivery center, equipped with 275 dedicated seats best suited for Client Service Management, Recruiters, and Delivery Managers. This expansion not only underscores our unwavering dedication to enhancing service quality but also fortifies our capacity to meet and exceed client expectations consistently. With such a robust financial backbone, clients can trust in our steadfast ability to deliver top-notch services with unwavering reliability.
- **Cutting-Edge Technological Solutions:** Compu-Vision Consulting (CVC) offers a sophisticated array of electronic tools designed to streamline and optimize your ordering, timekeeping, and reporting workflows. With our integrated suite of platforms, including

JobDiva for timesheets, ADP for payroll, QuickBooks for invoicing, and JobDiva as an Applicant Tracking System, we empower your organization with seamless operational efficiency and invaluable insights. By harnessing these state-of-the-art tools, CVC not only facilitates smooth and transparent processes but also unlocks a treasure trove of analytics, enabling data-driven decision-making and continuous refinement to drive your business forward with unparalleled precision and efficacy.

- **Streamlined Onboarding Excellence:** Compu-Vision Consulting (CVC) takes pride in its onboarding and training initiatives, best crafted to align with the distinct needs of every client. Powered by our cutting-edge automated platform, JobDiva, our onboarding process transcends the ordinary, offering a seamless blend of efficiency and personalization. From customized training modules to intuitive workflows, CVC's onboarding expertise ensures a smooth transition for new hires, empowering them to hit the ground running and swiftly integrate into your organizational ecosystem with confidence and competence

### **Our Philosophy/Culture**

With an illustrious track record spanning over two decades in the realm of consulting and staff augmentation solutions, Compu-Vision Consulting (CVC) has established itself as a pinnacle of success in the industry. We firmly believe that delivering unparalleled human resource services necessitates a relentless pursuit of excellence, which entails surpassing conventional standards at every turn.

Our journey toward excellence begins with a deep-rooted understanding of the dynamic environments and market landscapes in which we operate. By staying attuned to the present and future needs of our clients, candidates, shareholders, and other stakeholders, we ensure that our solutions remain relevant and impactful.

At the core of our ethos lies a profound appreciation for the pivotal role that people play in driving organizational success. We recognize that our clients and candidates are our most valuable assets, and thus, we prioritize fostering meaningful relationships built on trust, transparency, and mutual respect. By immersing ourselves in understanding their unique needs and aspirations, we empower ourselves to tailor bespoke solutions that not only meet but exceed their expectations.

Embedded within our organizational DNA are core values of knowing, serving, and trusting, which serve as guiding principles in our quest to deliver excellence. This unwavering commitment to providing exceptional service is evident in every interaction our clients have with us, characterized by a blend of warmth, transparency, professionalism, and unwavering dedication. At CVC, our clients can rest assured that they're not just partners, but members of a collaborative journey towards achieving their goals.

## **5.2 PAST PERFORMANCE**

*3.2.Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years: documentation should include enough information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 1, above: the documentation should name the entity to whom the individual was supplied and provide contact information for that entity. Vendors must provide documentation to indicate that their company meets this requirement prior to award: however, bidder may include this documentation with their bid.*

CVC is providing our past performance where we have filled similar positions to those in the RFQ request. Please see below our range of experience in placing Technical Temporary staffing in the government and private sectors.

*5.2.1 Senior Web Application Analyst*

Client	State of West Virginia
<p><b>Description of work:</b> CVC provided skilled Senior Web Application Analysts to the client, specializing in the development of robust, enterprise-grade, database-driven web applications. These analysts brought expertise in the .NET framework, including ASP.Net, AJAX, Visual Studio (version 2008+), .NET Framework 2.0+, JavaScript, and C#, which they used to create responsive, user-centered applications. They applied advanced knowledge of relational database management and data modeling to ensure optimal data storage and integrity within applications. With a solid background in analysis and design, they translated client requirements into scalable, functional solutions aligned with industry best practices.</p> <p>In addition to core competencies, CVC’s analysts had experience with ASP.Net MVC, WCF, jQuery, and jQuery UI, with over three years in these frameworks, enabling the creation of interactive applications with efficient backend integration. Their skills in client-side MVVM architecture facilitated the development of flexible, modular applications that enhanced the user experience. They also designed and implemented SOAP and RESTful Web Services, allowing seamless integration with external systems. Each analyst brought at least two years of experience with Microsoft SharePoint Services/Server and Team Foundation Server (TFS), which supported effective team collaboration and project management.</p> <p>CVC’s Senior Web Application Analysts were also effective communicators, collaborating closely with project managers, business analysts, database administrators, application analysts, and business stakeholders to ensure alignment and clarity throughout project lifecycles. Through this combination of web development, data modeling, and advanced web services expertise, CVC consistently delivered high-quality, innovative solutions tailored to meet clients’ web application needs.</p>	

*5.2.2 Senior Application Oracle Database Administrator*

Client	Citco Technology Management
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided Senior Application Oracle Database Administration services in the past for the client, backed by certified professionals with strong technical expertise in Oracle database systems. The CVC team brought over a decade of experience managing Oracle databases, including versions 11g, 10g, and 9i, while establishing and enforcing industry standards to ensure data integrity and optimal performance. CVC’s experts offered consultation on Oracle database concepts, functional capabilities, and compliance, aligning with organizational standards for new installations and upgrades. Their administrators possessed advanced skills in Oracle Data Guard, RAC clusters, and Oracle GoldenGate, facilitating real-time data synchronization and high availability across enterprise systems. They also had hands-on experience with Unix and Windows OS environments, using tools like Oracle Enterprise Manager Grid Control to monitor, administer, and tune database performance effectively.</p> <p>CVC’s expertise extended to data modeling, utilizing tools like ERWIN, and implementing best practices in database design, backup, and restoration with Oracle RMAN, Data Pump, and advanced logical backup methods. Their administrators were proficient in UNIX/LINUX scripting, streamlining operational processes and automating essential tasks. They supported</p>	



Oracle database connectivity, assisted programming staff with debugging complex PL/SQL code, and optimized SQL execution to enhance application performance. Additionally, CVC focused on security by establishing a structured security framework within Oracle environments and conducting disaster recovery planning and testing. Beyond technical administration, CVC’s team provided ongoing support and training, connecting technical requirements with business functions to promote effective use of database applications across the enterprise.

Client	Computer Aid Inc - State of GA
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided extensive Oracle Database Administration services for the client, with a strong emphasis on designing, managing, and optimizing complex database structures across multiple platforms. CVC’s Senior Application Oracle Database Administrators were skilled in installing, upgrading, and tuning Oracle databases, delivering optimal performance and secure configurations. They employed advanced Oracle security features, such as Database Vault, Redaction, and Fine-Grain Auditing, to protect sensitive data and regularly maintained high availability environments. Their expertise extended to supporting Oracle instances in cloud environments like AWS (EC2 and RDS), managing enterprise-wide migrations and overlays, and implementing reliable database backup and recovery strategies in line with industry standards for disaster recovery.</p> <p>CVC’s team of certified Oracle Database Administrator Professionals, each with a minimum of 10 years of experience, maintained Oracle databases, created connectivity solutions, and provided technical assistance for PL/SQL code debugging. Their experience included optimizing SQL execution for Oracle procedures, functions, and triggers, as well as writing and managing UNIX/LINUX shell scripts in HP UNIX and RedHat environments. With a strong background in data modeling and extensive use of Oracle RMAN for full and incremental backups, CVC’s Senior Database Administrators consistently met service-level agreements and client expectations. Additionally, CVC’s team demonstrated proficiency in Oracle Warehouse Builder administration and fine-grain access control, ensuring comprehensive support for clients' data management and database infrastructure needs.</p>	

*5.2.3 Senior Application DB2 Database Administrator*

Client	State of Arkansas
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided skilled Senior Application DB2 Database Administrators experienced in the full spectrum of DB2 database management and optimization for the client. CVC’s DB2 administrators excelled in maintaining and enhancing z/OS DB2 databases and effectively managing VSAM files, JCL, and TSO environments. Each administrator brought over five years of expertise in key areas, including DB2 subsystem management and permissions handling, ensuring secure and efficient database access control. CVC’s DB2 administrators also assisted programming staff with debugging complex triggers, procedures, functions, and packages, streamlining operations and reducing troubleshooting time. They prioritized SQL execution optimization, applying extensive knowledge to refine procedures, functions, packages, and triggers for peak database performance. Data modeling was a core aspect of their services, enabling robust data structuring aligned with the client's requirements and system architecture. Furthermore, they developed and executed disaster recovery procedures, ensuring business continuity with reliable data backup</p>	

and restoration processes. Committed to clear communication, CVC’s DB2 Database Administrators collaborated with project managers, business analysts, application analysts, and various stakeholders to support project goals, maintain policy compliance, and drive operational success.

Client	CWOPA
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided the client with highly skilled Senior Application DB2 Database Administrators capable of managing and optimizing DB2 environments on AIX and Windows platforms. CVC’s services encompassed thorough DB2 installation, configuration, and performance tuning, along with developing complex database procedures, views, triggers, and constraints. CVC’s team established robust backup and recovery protocols, safeguarding data integrity and enabling rapid recovery in case of data loss. Their DB2 Database Administrators maintained database performance and availability through regular reorganizations, proactive analysis of design and structure issues, and efficient problem resolution with minimal supervision. With over five years of experience managing DB2 systems and permissions, CVC’s administrators provided critical support in debugging triggers, procedures, and packages, as well as optimizing SQL execution. Additionally, CVC’s database administrators excelled in data modeling and disaster recovery planning, thoroughly documenting all work for seamless knowledge transfer. They communicated technical updates and solutions effectively to diverse stakeholders, including project managers, business analysts, and IT teams, ensuring smooth collaboration and integration. CVC delivered both technical and operational expertise, helping the client’s database environments operate at peak efficiency and fostering both team and independent work through consistent, precise communication.</p>	

#### 5.2.4 SQL Server Database Administrator

Client	UC Irvine
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided extensive expertise in SQL Server Database Administration for the client, demonstrated through a large-scale migration project that involved over 60 servers running SQL Server 2014/2016 on Windows 2012 R2/2016, which were successfully transitioned to SQL Server 2019 on Windows 2019. In this project, CVC’s team ensured high availability, reliability, and security across production, staging, and development environments, managing databases with Transparent Data Encryption and database mirroring. CVC’s SQL Server Database Administrators each had at least three years of experience in maintaining and operating Microsoft SQL Server databases (SQL Server 2008 and higher), with advanced proficiency in T-SQL and stored procedure development. Additionally, CVC designed and implemented disaster recovery strategies, particularly SQL Server Mirroring, to secure databases containing high-risk data. The administrators also addressed performance bottlenecks, optimized SQL queries, and created primary database objects to enhance functionality. CVC’s services included specialized backup and recovery processes, previous version migrations to SQL Server 2012 on Windows servers (including DTS to SSIS conversions), and extensive experience with SSIS and SSAS installations, monitoring, and DDL command line operations. This comprehensive expertise enabled CVC to meet diverse client needs with a strong emphasis on performance, security, and advanced SQL Server functionalities.</p>	

### 5.2.5 Help Desk Analyst

Client	State of Massachusetts
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided exemplary Help Desk Analyst services in the past, ensuring high levels of customer and user satisfaction with IT support. CVC's team brought a minimum of three years of technical assistance experience, adeptly handling support desk calls and managing tickets within set service level agreements to reduce end-user downtime. CVC analysts excelled in a call center environment, where they efficiently prepared, tracked, and updated support tickets from initiation to closure. They skillfully engaged with users, translating inquiries into precise technical problem statements and setting clear expectations.</p> <p>CVC analysts delivered fundamental IT support, assisting with Microsoft Office products, email, Active Directory, and general directory navigation, while troubleshooting and resolving technical issues. They adhered to strict escalation protocols and maintained timely communication with users, updating ticket statuses and escalating overdue requests when needed. Additionally, CVC's Help Desk Analysts had specialized knowledge in systems like DCF i-FamilyNet, which enabled them to provide superior support and training to colleagues. Focused on collaboration and customer service, the team worked seamlessly with internal and external groups, actively participating in meetings to improve communication and service quality. CVC's dedication to professional development was evident as analysts trained and mentored peers, sharing their expertise in IT support practices. The Help Desk Analysts embodied effective problem identification, research, and resolution principles, following established guidelines yet maintaining the flexibility needed to address diverse technical issues, ensuring a smooth and responsive IT support experience.</p>	

Client	Covendis - State of Connecticut
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided Help Desk Analyst services to the client, leveraging extensive experience in delivering technical assistance to a diverse range of users across various organizational settings. CVC's team demonstrated expertise in triaging and troubleshooting hardware issues, particularly with Dell, Client, and Lenovo systems, and supported Microsoft Windows 7/10 operating systems alongside Office 2013 and Office 365 productivity suites. With over three years of focused technical support experience, CVC's analysts responded to requests via phone, email, and in-person, providing prompt resolutions for computer-related issues.</p> <p>CVC placed a strong emphasis on maintaining positive customer relations, enabling technicians to work effectively with users at all organizational levels and fostering a collaborative environment. The Help Desk Analysts proactively escalated potential issues and risks to management, ensuring minimal impact on ROI. They documented, tracked, and monitored all technical issues diligently, ensuring up-to-date and accessible records. With strong problem-solving skills and an aptitude for abstract thinking, the team continually pursued innovative solutions to enhance monitoring and resolution processes, adding substantial value for the client. CVC's commitment to effective communication and collaboration with stakeholders allowed it to adapt swiftly to evolving needs, reinforcing its dedication to excellence in IT support services.</p>	

5.2.6 Business Analyst

Client	STATE OF LOUISIANA
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided extensive business analysis services for the client, focusing on defining and documenting business functions and processes while analyzing their integration with technology. CVC’s team held strong expertise in key areas such as accounting, procurement, finance, and contract management, which enabled them to assist clients in developing effective business cases and reengineering processes to enhance efficiency. The team worked closely with management and personnel to identify, define, and document business needs and objectives, including current operational procedures, challenges, and input/output requirements. By recommending process improvements for greater operational efficiency and conducting detailed cost-benefit analyses, they empowered organizations to optimize their operations.</p> <p>CVC’s experience included developing and supporting project work plans and timelines and drafting and reviewing ITBs, RFIs, RFRs, RFPs, and contracts. Their business analysts were well-versed in client procurement laws and procedures, proficient in creating technical specifications, and adept at vendor negotiations for IT asset acquisition. With a minimum of three years of experience in application development, CVC’s analysts operated under limited supervision, demonstrating initiative and independent judgment. They excelled in facilitating meetings and Joint Application Development (JAD) sessions to gather business requirements and identify operational constraints.</p> <p>Their work encompassed the Systems Development Life Cycle (SDLC), enabling in-depth review, analysis, and evaluation of business systems and user needs. They developed systems aligned with business strategies, formulated solution options, and identified potential risks. Analysts created detailed documentation that described user needs, program functions, and the steps required to develop or modify software applications. They participated in acceptance testing, documented results, reported issues, and conducted necessary retests to ensure compliance with project standards.</p>	

Client	Florida DMS RFP Contract
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) had extensive experience in the role of Business Analyst, demonstrating expertise in understanding business change needs and assessing the impact of those changes. Our analysts excelled in capturing, analyzing, and documenting requirements, facilitating effective communication with stakeholders to ensure successful delivery. CVC successfully led requirements definition meetings with clients and users, analyzing data to develop solutions that aligned with business objectives. We utilized tools such as Visio to create process maps, requirements traceability matrices, and use cases tailored to specific project needs.</p> <p>With a strong background in facilitating Joint Application Development (JAD) sessions, our team gathered, analyzed, documented, and validated user requirements, ensuring clarity and consensus among diverse stakeholders. We were proficient in translating high-level business requirements into functional specifications and managing changes throughout the Systems Development Life Cycle (SDLC). CVC's analysts had significant experience in preparing detailed functional and technical specifications for reporting and data warehousing projects, collaborating closely with IT and business project teams to define robust solutions. Additionally, we emphasized the importance of documentation, creating comprehensive records that outlined</p>	

user needs, program functions, and development steps. With a commitment to quality and a collaborative approach, CVC consistently delivered innovative solutions that drove operational efficiency and supported our clients' strategic goals.

Client	New York University
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided a wealth of experience in delivering comprehensive Business Analyst services tailored to meet the unique needs of our clients in the past. Our skilled team excelled at collecting and translating business goals into precise functional and technical requirements, ensuring alignment with project objectives. With a strong grasp of both current and future processes, we documented and diagrammed as-is and to-be workflows, facilitating the evaluation of proposed solutions against functional and business requirements. Our Business Analysts were adept at drafting business cases, charters, and essential project documentation, including cost and resource estimates and testing strategies. We played a pivotal role in managing project scope, acceptance, installation, and deployment while assessing the impacts on stakeholders and end-users.</p> <p>Our data gathering and analytics capabilities enabled us to create visual representations through graphs, dashboards, and reports, aiding decision-making processes. We emphasized continuous improvement by developing supporting documentation and metrics to measure the performance and success of initiatives. Our team was skilled in navigating the IT project life cycle and possessed a solid understanding of data integration and information flow between systems. With excellent communication skills, we articulated technical concepts to non-technical audiences and facilitated consensus among diverse stakeholders. Our expertise encompassed at least three years of experience in application development, Systems Development Life Cycle (SDLC), and preparing detailed functional and technical specifications for reporting and data warehousing projects. CVC's commitment to agility and adaptability ensured that we delivered high-quality results while fostering collaborative environments conducive to innovation.</p>	

5.2.7 *Information Systems Assistant*

Client	State of West Virginia
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided a wealth of experience in delivering comprehensive Business Analyst services tailored to meet the unique needs of our clients in the past. Our skilled team excelled at collecting and translating business goals into precise functional and technical requirements, ensuring alignment with project objectives. With a strong grasp of both current and future processes, we documented and diagrammed as-is and to-be workflows, facilitating the evaluation of proposed solutions against functional and business requirements. Our Business Analysts were adept at drafting business cases, charters, and essential project documentation, including cost and resource estimates and testing strategies. We played a pivotal role in managing project scope, acceptance, installation, and deployment while assessing the impacts on stakeholders and end-users.</p> <p>Our data gathering and analytics capabilities enabled us to create visual representations through graphs, dashboards, and reports, aiding decision-making processes. We emphasized continuous improvement by developing supporting documentation and metrics to measure the performance and success of initiatives. Our team was skilled in navigating the IT project life cycle and possessed a solid understanding of data integration and information flow between systems. With</p>	

excellent communication skills, we articulated technical concepts to non-technical audiences and facilitated consensus among diverse stakeholders. Our expertise encompassed at least three years of experience in application development, Systems Development Life Cycle (SDLC), and preparing detailed functional and technical specifications for reporting and data warehousing projects. CVC’s commitment to agility and adaptability ensured that we delivered high-quality results while fostering collaborative environments conducive to innovation.

### 5.2.8 Programmer Analyst

Client	University Medical Center of Southern Nevada
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided extensive experience in the role of Programmer Analyst, focusing on translating business requirements into precise program specifications for the client. The team excelled in analyzing the impact of proposed solutions on existing business applications and successfully developed, implemented, and maintained robust application systems and programs. They ensured the satisfactory functioning of these systems through rigorous testing, thorough analysis of results, and prompt correction of deficiencies in alignment with business needs. CVC’s professionals delivered critical application support to technical, operational, and support areas, fostering seamless functionality across platforms.</p> <p>CVC's Programmer Analysts held a minimum of a Bachelor’s degree in Computer Science or related fields, along with significant industry experience. With over three years of expertise in database management and data processing concepts, they were proficient in applying documentation project control techniques. The analysts had a strong track record in developing and maintaining complex systems, effectively evaluating and analyzing system requests to craft comprehensive work plans for both development and maintenance phases. Furthermore, team members demonstrated exceptional communication skills, enabling effective collaboration with diverse stakeholders, including project managers, business analysts, database administrators, and policy staff, ensuring that all technical and business objectives were met with clarity and precision.</p>	

Client	University of California-Los Angeles (UCLA)
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided extensive programming and analytical services in the past, particularly in the role of a Programmer Analyst. The team excelled in leading the development, enhancement, coding, testing, building, deploying, and debugging of critical enterprise applications, primarily utilizing Microsoft .NET and modern web frameworks. CVC took pride in its ability to support complex business projects, establishing a solid foundation for the creation of new applications within an agile development framework. The Programmer Analysts possessed a strong foundation in object-oriented analysis and design, demonstrating proficiency in Design Patterns and the ability to write highly optimized code across all tiers of a 3-tiered application architecture. With a minimum of three years of experience in database management and systems development, the team effectively evaluated and analyzed system requests, developing comprehensive work plans for both development and maintenance tasks. CVC's commitment to clear and frequent communication with business owners, IT management, project managers, and technical teams ensured alignment with stakeholder needs and project goals. The professionals at CVC held degrees in computer</p>	

science or related fields, reinforcing their expertise and dedication to providing exceptional service in enterprise application development.

### 5.2.9 Senior Mainframe Application Analyst

Client	Genpact
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided extensive experience in delivering high-quality solutions through the expertise of its Senior Mainframe Application Analysts in the past. These analysts were responsible for the analysis, design, development, and deployment of business-critical system releases within an Agile Scrum team environment. They played a crucial role in ensuring that business value was delivered according to expected outcomes while also reverse engineering legacy Mainframe components to support ongoing platform modernization efforts. Specifically, CVC's analysts had hands-on experience with CVS Health's legacy Mainframe systems, including COBOL and CICS programs, which facilitated essential functions such as order status, order refill, and prescription history, thereby enhancing web and mobile user experiences.</p> <p>CVC's Senior Mainframe Application Analysts possessed a minimum of a Bachelor's degree in Computer Science or a related field, or at least five years of equivalent work experience. With over five years of development experience in Mainframe Application environments, they were proficient in COBOL, CICS, and JCL, as well as relational database management. Their strong analytical skills enabled them to conduct thorough requirement analyses and application designs for complex mainframe applications supporting mission-critical processes. Additionally, they excelled in championing DevSecOps and Agile principles, promoting best practices and continuous improvement in a fast-paced, dynamic setting. CVC's analysts were adept communicators, capable of collaborating effectively with various stakeholders, including project managers, business analysts, and technical teams, ensuring alignment with business and functional requirements across diverse applications and interfaces.</p>	

### 5.2.10 Mainframe Application Analyst

Client	State of West Virginia
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided comprehensive Mainframe Application Analyst services in the past, particularly for the enhancement and modernization of critical systems like the West Virginia Department of Motor Vehicles (WV DMV) Drivers' License System. Our skilled analysts successfully implemented modifications to align the system with the American Association of Motor Vehicle Administrators (AAMVA) Commercial Driver's License Information System (CDLIS) modernization federal requirements, facilitating the creation of a clean Commercial Driver License (CD31) file. CVC's team expertly performed enhancements to incorporate new ACD codes mandated by the agency and established essential interfaces with the West Virginia Court System to ensure compliance with federal law regarding the timely updating of driver records following convictions involving commercial drivers.</p> <p>Our analysts were adept at addressing the evolving requirements set forth by both federal and state regulations, ensuring that the DMV Driver's License System remained fully compliant with legal standards. We provided ongoing operational support, including troubleshooting, training, and system enhancements to meet new programming requests and operational demands resulting</p>	



from mainframe upgrades. With a minimum of three years of experience in COBOL, CICS, and JCL, along with expertise in relational databases and analysis and design, our professionals were well-equipped to develop state-to-state interfaces and fulfill all mandated requirements. Additionally, CVC emphasized effective communication, ensuring that our analysts collaborated seamlessly with stakeholders such as project managers, business analysts, and policy staff to deliver solutions that met the diverse needs of the organization.

Client	UCLA Health
<p><b>Description of work:</b> Compu-Vision Consulting, Inc. (CVC) provided extensive experience in delivering high-quality Mainframe Application Analyst services for the client. The team successfully supported the client’s Information Technology Services organization by supplying a Senior Application Developer who demonstrated exceptional commitment to service excellence. This role involved collaborating with a diverse team to design, program, test, and implement complex web-based purchasing and financial applications used across the campus. The Senior Application Developer utilized structured development methods and tools, managing the full application lifecycle, which included developing formal project plans and applying advanced service-oriented architecture design concepts. CVC emphasized collaboration, working closely with subject matter experts, stakeholders, and users to elicit functional and technical requirements for purchasing and accounts payable applications. The analyst played a key role in comprehensive system testing and documentation, effectively addressing issues and bugs to enhance application functionality and stability. In addition to resolving configuration, software, hardware, and production challenges alongside IT Services staff, CVC ensured compliance with security standards and policies while researching emerging technologies and managing data integrity for ongoing application support. With over three years of specialized experience in Mainframe Application development using COBOL, CICS, and JCL, as well as relational database management, analysis, and design, the team was equipped with the expertise and communication skills necessary to engage effectively with various stakeholders, including project managers, business analysts, and database administrators.</p>	

## 6 OUR METHODOLOGY FOR RECRUITING

At CVC, our approach to recruitment is a well-oiled machine, meticulously designed to ensure precision, efficiency, and, above all, client satisfaction. It all begins with our Recruitment Head and dedicated Account Managers who spearhead the strategic identification and matching process. Every phase, from prescreening to final security screenings, is flawlessly orchestrated by our collaborative Recruitment and Screening Teams. We leave no stone unturned, conducting in-depth candidate evaluations and implementing comprehensive interview steps that prioritize professional skills assessment.

Our commitment to excellence culminates in presenting only the most qualified candidates to our esteemed clients. We manage every aspect of the recruitment journey, from setting up interviews to navigating the offer process. Throughout, our emphasis remains on quality, transparency, and effective communication. By aligning top-tier talent with our client's unique requirements, we ensure that every placement is not just a match but a perfect fit for success.

### Overview of Our Work Methodology

### **Step 1 - Identifying and Matching Candidate Profile**

#### **Team Responsible - Recruitment Head and Account Manager**

- Collaboration between the Recruitment Head and Account Manager to appoint an account manager to oversee the project.
- Conducting candidate skill matching and availability checks within the internal pool and bench.
- Posting job requirements across multiple internal and external databases and websites.
- Identifying existing skill sets, distributing job profiles, and interacting with potential candidates.

### **Step 2 - Prescreening and Background Checking**

#### **Team Responsible - Account Manager, Recruitment Team, and Screening Team**

- Collaboration among Account Manager, Recruitment Team, and Screening Team to conduct thorough prescreening.
- Assessing candidate skills, motivation, previous experience, and qualifications.
- Engaging in discussions with the candidate regarding salary, benefits, and job requirements.
- Offering the candidate an overview of the company and client, as well as basic information on benefits, compensation, and leave policies.
- Conducting background screening, including basic checks, clearance checks, and reference checks.

### **Step 3 - Interview**

#### **Team Responsible - Account Manager and Recruitment Team**

- The Account Manager and Recruitment Team conduct thorough candidate interviews aligned with requirements.
- Evaluation of professional skills, including organizational, communication, leadership, and time management abilities, through comprehensive discussions.

### **Step 4 – Evaluation**

#### **Team Responsible - Recruitment Head, Account Manager, and Recruitment Team**

- Collaboration among Recruitment Head, Account Manager, and Recruitment Team to create skills assessment and feedback forms for summarizing interviewed and shortlisted candidates.
- Updating JobDiva with information on the shortlisted candidate.
- Conducting thorough reference checks to gather comprehensive insights.

### **Step 5 - Presenting the Candidate to the Client and Setting up the Interview**

#### **Team Responsible - Recruitment Head and Account Manager**

- Presentation of shortlisted candidate profiles to the client by the Recruitment Head and Account Manager.
- Providing clients with candidate skills assessment forms, resumes, and reference information.
- Facilitating interviews between shortlisted candidates and the hiring manager.

### **Step 6 - Final Security Screening**

Team Responsible - Account Manager and Screening Team

- Criminal, credit, background, drug, and driving record checks conducted by the Account Manager and Screening Team.

**Step 7 - Verification of education qualifications, experience, certifications, and licenses**

Team Responsible - Account Manager and Screening Team

Ensuring the credibility of candidates' credentials is a pivotal aspect of our recruitment protocol. To meticulously authenticate education qualifications, past experience, certifications, and licenses, we execute the following procedures:

- **Data, Certificates and Educational Documents Collection:**  
Request and gather copies of pertinent educational certificates, degrees, and transcripts, ensuring their completeness and accuracy.
- **Job History Verification:**  
Conduct comprehensive checks on candidates' employment history, reaching out to former employers to validate positions held, duration, and job responsibilities.
- **Certification and Qualification Verification:**  
Verify the legitimacy of any professional certifications asserted by candidates through direct communication with certifying bodies or online verification platforms.
- **License Verification:**  
Confirm the validity of candidates' licenses by directly contacting issuing authorities or utilizing online verification resources.
- **Background Verification:**  
Collaborate with reputable background check agencies to conduct thorough screenings, encompassing criminal history, credit checks, and other pertinent verifications.
- **Reference Checks:**  
Contact-provided references to validate candidates' qualifications, performance, and suitability for the position.
- **Credential verification:**  
Utilize online databases and platforms specialized in credential verification, cross-referencing the information provided by candidates.

By integrating these steps into our verification process, we uphold the highest standards of accuracy and integrity in validating candidates' education, experience, certifications, and licenses. This ensures our clients receive the assurance of hiring qualified and credible professionals.

**Step 8 – Offer**

Team Responsible - Recruitment Head and Account Manager

- The Recruitment Head and Account Manager extend offers to candidates based on client feedback.
- Coordinate with candidates, inform them of the job requirements, and submit candidate documents and security forms/clearances to the client.

**Timeline of Hiring**

Our Recruitment Head, Recruitment Manager, Delivery Manager, and Account Manager are able to respond to a client's needs and communicate immediately. Quick response and action are intended to maintain in class level of performance and to ensure the project is moving forward as scheduled. When filling in positions, our account manager creates skills requirements for the

positions. Generally, we present qualified resumes to clients one business day as our recruitment team covers all hours of US time zones. Our lead times to qualify, fill, and hire quality candidates are as follows:

<b>Process/Steps</b>	<b>Responsible Team</b>	<b>Timeline</b>
<b>Acknowledge and clarification of Client's request.</b>	Recruitment Head and Account Manager	Immediate
<b>Identifying and Matching Candidate Profile</b>	Recruitment Head and Account Manager	1-2 hours
<b>Prescreening and Background Checking</b>	Account Manager, Recruitment Team, and Screening Team	12-24 hours
<b>Initial resumes submitted</b>	Account Manager	12-24 hours
<b>Screening and follow-up of resumes</b>	Account Manager	24-48 hours
<b>Reference Check of qualified candidates</b>	Recruitment Manager	2-4 hours
<b>Scheduling of interviews</b>	Account Manager and Recruitment Team	Within 1 week
<b>Background Checks (if required by the client)</b>	Account Manager, Recruitment Team, and Screening Team	The time frame varies depending on the depth of background checks.
<b>Candidate placement at clients' facility</b>	Recruitment Head and Account Manager	Within 2 weeks

**Urgent Requests:**

For urgent requests we have the capability to have positions filled in as little as (8) hours turnaround, our target goal would be to provide the LOC job requestors a status update on the recruiting strategies implemented, and the results of those strategies within that (8-72) hour window. Turnaround times for urgent requests will also depend upon obtaining the results of any required drug tests and/or background checks of our candidates. Results typically take 1-3 days for both drug tests and background checks.

**Candidate sourcing**

***Internal Talent Pool***

Our stringent and effective talent search has enabled us to minimize the fallout from offer acceptance to starting with our clients. Our talent management expertise ensures we attract, cultivate, and retain the talented professionals required to achieve our client's business goals better,

faster, and more efficiently. CVC is client and solutions-focused and provides the best talent to each of our respective clients.

We have continued to develop and maintain a vast database of the active talent pool of contingent workers to supply to each of our valued customers. With this high-touch database, it allows us to deliver faster and more accurately than our competition. Our skilled team researches its clientele when we start a working relationship together to fully understand who they are as a business, what capabilities they deliver in all departments, who they are trying to hire, and what employees say about the business. We do this so we generate a holistic view of each opportunity. Our recruiting professionals of delivery managers, team leaders, and junior and senior recruiters support all client needs and are responsible for handling the company's end-to-end operations.

Our direct candidate pool has more than 1,000,000 resources we can leverage at any given point. We gather the skill assessments for each role, pull resume searches, and build pipelines of matched candidates for each recruiter's role. Out of our database, we have approx. 30% for government roles.

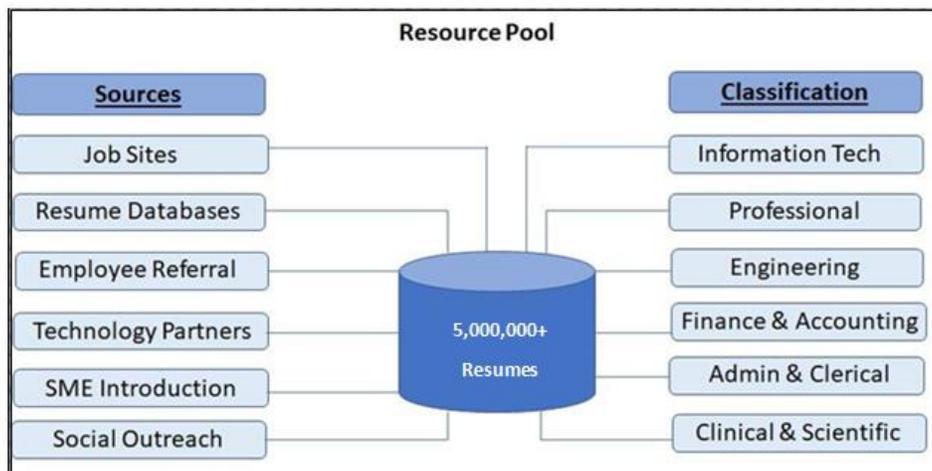


Figure 2: CVC's Resource Pool

### Sourcing Initiatives

Understanding that candidates are tech-savvy and versatile, we have launched several sourcing initiatives to increase our company's visibility across a variety of mediums. This provides us with the resources we need to effectively market our clients' jobs and recruit the best technology talent. Our recruiting methods fall into several categories, as outlined in the following.

- **Priority Green-Lite Candidate Pool:** At CVC, we maintain a distinguished roster of contractors known as our Priority Green-Lite Candidate Pool. These individuals have demonstrated exceptional performance and reliability through their consistent collaboration with our firm, positioning us at a significant advantage in swiftly filling positions with top-tier talent. Leveraging this esteemed pool of proven professionals, we prioritize their deployment to client projects, ensuring unparalleled quality, efficiency, and customer satisfaction. Our steadfast confidence in the capabilities of these qualified experts allows us to expedite the staffing process and swiftly meet our client's evolving needs. As a testament to our commitment to excellence, we prioritize tapping into this exclusive talent

pool as our primary source for fulfilling staffing requirements, setting the stage for seamless project execution and optimal outcomes for our valued clients.

- **Internal Database:** At CVC, our internal database serves as a robust repository of talent, meticulously curated within our Applicant Tracking System (ATS). Boasting a vast pool of over 5,000,000 highly qualified professionals spanning various industries and hierarchical levels, our ATS stands as a cornerstone of our recruitment strategy. Structured with advanced filtering capabilities, our talent management systems enable granular segmentation based on target markets, specific criteria, skill sets, experience levels, certifications, and geographical locations. This intricate categorization empowers our recruitment team to swiftly identify and engage with candidates precisely tailored to the unique requirements of each client. By harnessing the rich insights and comprehensive functionality of our ATS, we streamline the recruitment process, expedite candidate sourcing, and deliver unparalleled value to our clients through the strategic deployment of top-tier talent.
- **Headhunting:** At CVC, our Senior Recruiters are seasoned professionals equipped with an extensive network of industry contacts. With years of experience and specialization in various domains, they possess an in-depth understanding of the job market dynamics and specific industry landscapes. Leveraging their vast network and industry insights, our Senior Recruiters excel in sourcing top-tier candidates with precise expertise and experience tailored to our clients' unique requirements. Their adeptness in navigating the complexities of talent acquisition enables them to expedite the candidate search process while maintaining exceptional accuracy and quality standards. By harnessing their unparalleled expertise and strategic approach, our Senior Recruiters play a pivotal role in identifying and engaging with the best-fit candidates swiftly and effectively, ensuring optimal outcomes for our clients.
- **Contractor/Employee Referrals:** At CVC, we prioritize maintaining a robust and dynamic talent pool to meet the evolving needs of our clients. Our comprehensive referral program serves as a cornerstone of our recruitment strategy, fostering continuous engagement with both existing and prospective candidates. We actively encourage every candidate we interact with to refer individuals who are seeking employment opportunities or considering career transitions. This proactive approach ensures that our network remains vibrant and current, enabling us to tap into a diverse range of skilled professionals across various industries and disciplines.

Furthermore, our contractors play a pivotal role as advocates for our referral program. As they engage in project assignments, they become firsthand witnesses to our commitment to excellence and quality service delivery. Their positive experiences motivate them to refer other talented individuals to our network, thereby amplifying the reach and impact of our referral initiatives. These referrals not only contribute to the expansion of our talent pool but also result in candidates who demonstrate superior performance and exhibit greater longevity in their roles.

By leveraging the collective efforts of our contractors and employees, we continuously enhance the effectiveness and success of our referral program, ultimately enabling us to connect our clients with the best-fit candidates who are primed for success in their respective roles.

- **International Pool of Resources:** CVC boasts a robust international presence, with strategically located offices in Mohali, India, enabling us to tap into a vast and diverse

talent pool spanning global markets. Our extensive experience in the recruitment industry overseas underscores our proficiency in navigating the complexities of international talent acquisition and management.

At CVC, we adopt a strategic approach to hiring, ensuring that our recruitment processes align with the unique requirements and dynamics of each project. Our recruitment team meticulously selects and onboard qualified professionals, who are retained for extended periods, typically averaging 3-4 years per project. This extended retention period fosters continuity and stability and enhances productivity and project outcomes.

Furthermore, our international operations provide us with invaluable insights into local markets, cultural nuances, and regulatory frameworks, enabling us to effectively navigate cross-border recruitment challenges and deliver tailored solutions to our clients worldwide. By leveraging our international pool of resources, we offer our clients access to top-tier talent with diverse skill sets and cultural backgrounds, ensuring the seamless execution of projects on a global scale.

- **Building a Robust Bench of Candidates:** At CVC, we believe in proactive workforce management, which is why we meticulously cultivate a bench of highly skilled and qualified candidates well in advance. This strategic approach involves identifying talent with the requisite skills and expertise and bringing them on board as employees of CVC ahead of time. By doing so, we ensure that when projects or assignments arise, we have a readily available pool of talent poised to step in and deliver exceptional results.

Our process begins with a comprehensive assessment of our clients' anticipated needs and project timelines. Leveraging our deep industry insights and market intelligence, we identify the key skill sets and expertise required for upcoming projects. Armed with this information, we proactively recruit and onboard candidates who align with our client's requirements, thereby building a robust bench of employees.

This proactive approach offers several advantages. Firstly, it allows us to minimize downtime and accelerate project timelines by having a pool of pre-screened and qualified candidates ready for deployment. Secondly, it enables us to maintain continuity and consistency in service delivery, ensuring uninterrupted support for our clients' business operations. Additionally, by nurturing long-term relationships with our bench candidates, we foster a sense of loyalty and commitment, resulting in higher retention rates and enhanced employee engagement.

In essence, our strategy of building a bench of candidates underscores our commitment to delivering agile, responsive, and scalable workforce solutions that meet the evolving needs of our clients while driving sustainable business growth.

- **Expansive Utilization of Job Boards:** In addition to our tailored recruitment strategies, our Recruiters leverage a wide array of external job boards to further augment our candidate sourcing efforts. This multifaceted approach sets us apart from other firms that often rely solely on subscription-based databases. We employ a diverse range of job boards to cast a wider net and reach candidates across various platforms.

By tapping into these platforms, we ensure comprehensive coverage and access to a diverse pool of talent, enabling us to identify and engage with candidates who may not be reachable through traditional channels. This proactive approach underscores our commitment to thoroughness and ensures that we leave no stone unturned in our quest to find the best-fit candidates for our client's staffing needs.

Some of the prominent job boards we regularly utilize include:

- Monster
- CareerBuilder
- LinkedIn
- Dice
- Zip Recruiter
- Facebook
- Indeed
- Aggregate Boards

### **Candidate Screening**

At CVC, our foremost objective is to consistently deliver top-tier talent to our clients, ensuring that our reputation for excellence remains untarnished. We prioritize precision and thoroughness in our candidate selection process, aiming to identify and present only the most qualified individuals to fulfill our clients' staffing needs. Furthermore, our commitment to timeliness is unwavering. We recognize the critical importance of prompt service delivery, and as such, we prioritize timely response and efficient turnaround times in all our operations.

To uphold these standards, we have dedicated professionals who meticulously attend to each client engagement, ensuring personalized attention and tailored solutions. Our team is equipped with the necessary expertise and resources to provide immediate responses and expedite the placement process, both in the Commercial and Government sectors. With specialized sourcing teams that possess in-depth knowledge and experience in candidate acquisition and placement, we stand prepared to meet the unique demands of each client swiftly and effectively.

Our Screening and Talent Acquisition Team is a comprehensive unit comprising various roles, each meticulously designed to ensure precision and efficiency in candidate selection:

- **Team Lead:** This pivotal role is entrusted with spearheading the team's operations, from developing and implementing timelines to overseeing tool usage. They evaluate final candidates and present them to the Director of Delivery for approval.
- **Technical Recruiters (Junior and Senior):** Equipped with a diverse mix of IT and resourcing backgrounds, these recruiters collaborate closely with internal Account Managers and client hiring managers. They conduct initial phone interviews, assess candidates, and make hiring recommendations to their Team Leads. Additionally, they handle job ad postings, screenings, assessments, interview scheduling, and reference/background checks.
- **Resourcing Managers:** With a blend of Talent Acquisition, IT, and managerial expertise, these professionals are responsible for leveraging all available resources to generate qualified resumes for recruiters. They oversee the company's end-to-end sourcing operations, including generating resumes, conducting skill assessments through tools like JobDiva, and building pipelines of matched candidates for each recruiter's roles.
- **HR Managers:** Drawing from a wealth of HR, Talent Acquisition, IT, and managerial knowledge, HR Managers play a crucial role in the screening process. They ensure compliance with HR standards, oversee assessments and contribute valuable insights to the hiring process.
- **Account Managers:** Combining expertise in IT, Account Management, and Service Delivery, these professionals bridge the gap between clients and the recruitment team. They understand client needs, manage expectations, and ensure seamless service delivery.

Our rigorous screening process involves multiple assessments before submitting candidates, ensuring that only the most qualified individuals are presented to our clients. This comprehensive team structure enables us to deliver exceptional talent solutions tailored to our client's specific requirements with unmatched precision and reliability.

Upon identifying the most suitable candidate for our clients, our meticulous screening process kicks into gear. Our team initiates the job screening phase and requests candidates to submit a signed copy of the "Resume Self-Certification Form." This form serves as an initial verification step for technology knowledge, past experience relevant to client applications, educational background, behavioral/personality traits, and communication skills.

Following a positive response from the screening team, the recruitment manager conducts an in-depth interview with the candidate. This interview assesses job suitability, soft skills, interpersonal skills, analytical abilities, and intellectual acumen.

If the candidate successfully clears both the overall interview and the soft skills/interpersonal skills assessment, their reference details are forwarded to the team for review. At this stage, we meticulously evaluate the quality of the candidate's past work performance to ensure alignment with our client's expectations.

Once the candidate's suitability is confirmed, their resume is promptly sent to the client's lead contact for further consideration.

In cases where a candidate possesses similar experience to the client's requirements, our recruiting team conducts a telephonic screening round. This discussion delves into prior relevant experience, validating the candidate's abilities and skills against the client's needs. Additionally, we request candidates to provide documentation and examples of their past work to substantiate their claims. Throughout the reference checking process, we diligently confirm the candidate's past experience and performance, ensuring thorough vetting and alignment with our client's expectations. This comprehensive methodology ensures that only the most qualified and suitable candidates are presented to our clients, fostering successful placements and long-term partnerships.

### **Candidate Behavior Interview**

We recognize the value of a thorough interview process. A trained member of our team conducts a behavioral interview, a method to gather and evaluate information about what applicants have done in the past to provide an indicator of how they would perform in future situations.

- Initial Interview – We assess the basic capabilities and character of the candidate, as well as the nature of our assignment profiles and the culture of our client base. Previous employment history is reviewed, and references are comprehensively checked.
- Technical Interview (for executive, technical, and professional positions) – A team member with expertise in the same domain assesses the candidate's level of technical proficiency. Candidates are rated based on an understanding of the client's required skill set, as well as on oral and written communications.

### **Detailed Background Checking**

The minimum background check includes investigation of criminal history and reference checks. Depending on the nature of the position, and our clients' requirements for which the candidate is being considered, other, additional checks could be conducted.

**Agency for background check:** Typically, CVC uses USA Smart Hire, however, as stated above, some clients may have their own portals and require us to use their agencies. Examples of common types of checks are:

- Verification of educational degrees
- Verification of licenses and certifications
- Driving record
- Credit record
- Drug Screening

We are e-verified company. We adhere to federal, state and privacy protection laws when conducting background checks and provide the required waivers, authorizations, notices, disclosures and releases. We also follow state and federal laws with respect to discrimination and adhere to our Equal Employment Opportunity rules.

Once a candidate is identified, approved for hire, and an offer is extended, CVC conducts comprehensive background checks to ensure the integrity and suitability of potential employees. By meticulously conducting these background checks, we help our clients mitigate risks associated with hiring, safeguarding their reputation, and fostering a secure work environment. These checks include:



<b>Residence Check</b>	Our team verifies the candidate's residency by confirming the period of stay at the provided address, either through direct contact with the candidate or their family member. Documentary evidence may be requested if necessary.
<b>Academic Record Check</b>	Verification of academic qualifications is conducted to ensure the candidate has legitimately completed the required courses from recognized educational institutions.
<b>Employment Check</b>	CVC ensures the legitimacy of past employment by cross-referencing with databases to identify any instances of fake or unverifiable employers. If necessary, web analysis and physical visits to the company's premises are conducted for further validation.
<b>Reference Check</b>	Through telephonic interviews with referees, CVC confirms details provided by the candidate, checks for any disciplinary issues, gathers additional insights, and assesses the candidate's potential performance and integrity.
<b>Criminal Record Check</b>	Our team investigates the candidate's criminal history by liaising with local police stations and accessing records from the Department of Justice. This includes verifying if the candidate's name appears adversely in police records for the past seven years.
<b>Database Check</b>	Our team conducts thorough searches across various databases to identify any adverse information related to the candidate, including involvement in illegal activities such as money laundering or terrorism.



<b>Drug Test</b>	Our team conducts electronic drug screening and 10-panel drug. Electronic drug screening and a 10-panel drug test are conducted to ensure the candidate is free from substances such as cocaine, marijuana, and amphetamines.
<b>Emerging Background Checks</b>	CVC remains vigilant against evolving threats by assessing social media activity for any indications of aggressive behavior, unlawful activity, discrimination, or sexually explicit content.
<b>Driving Records Check</b>	Our team examines driving records through motor vehicle checks to assess the candidate's driving history, including any accidents or violations. Third-party vendors may also be engaged for additional verification

**Candidate Assessment**

Once a candidate is selected, we undertake a comprehensive background check encompassing their education, work experience, skill set/certifications, and criminal record. This meticulous process ensures that we present a thorough candidate profile to our clients. We compile all the candidate information on the below candidate assessment form to present the candidate profile to the client. By utilizing this assessment form and conducting thorough background checks, we ensure that the candidates we present to our clients are well-suited for the role, contributing to successful placements and long-term organizational success.

<b><u>Job Title:</u></b>								
<b><u>Applicant Name:</u></b>								
<b><u>Location:</u></b>								
<b>Rating Scale:</b>								
1. Exceptional: Exceeds expectations and demonstrates exceptional proficiency.								
2. Above Average: Performs exceptionally well and exceeds most requirements.								
3. Competent: Meets the qualifications and skill set required for the position.								
4. Below Average: Falls short of some expectations and may require additional development.								
5. Unsatisfactory: Does not meet the minimum qualifications and skills required for the position.								
<b>Account Manager Name:</b>				<b>Rating</b>				
				<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Candidate's capability to comprehend the demands of this role.								
Candidate's alignment with the qualifications and skill set required for the position.								
Professional skills:								
Demonstration of organizational skills								
Ability of candidate to work on their own								
Communication Skills:								
Demonstration of communication and interpersonal skills								
Organizational Fit:								
Match of the candidate's skills and qualification to the requirements of the position								

Overall Evaluation:					
<b>Comments</b>					

**Client Interview Process**

Upon successfully clearing Technical Interviews, candidates progress to the Client Interview stage, a pivotal step in our recruitment process. At the client's request, we facilitate scheduled interviews between qualified candidates and the hiring manager. This phase serves as a crucial interface where candidates can showcase their skills, experience, and suitability for the role directly to the hiring decision-maker. Client Interviews provide an opportunity for both parties to engage in meaningful discussions, ensuring alignment with the client's expectations and requirements. This collaborative step enhances the overall transparency and effectiveness of our recruitment process, enabling clients to make informed decisions about potential candidates who have demonstrated technical proficiency and suitability for the desired position.

**Onboarding**

CVC's HR Department has established a guideline towards the on-boarding process of new employees. CVC has a written personnel handbook/policy (over 100 pages) that is regularly reviewed and updated:

- (a) to describe the recruitment, hiring, termination and standard work rules for all staff
- (b) to maintain compliance with government regulations including Client Confidentiality Information, Conflict of Interest Policy, Fair Labor Standards Act, Equal Employment Opportunity Act, Americans with Disabilities Act, Family Leave Act, etc.

The HR Department follows the following steps to ensure compliance. As soon as a new hire is confirmed for a project, we initiate a notification to the new hire about the confirmation of engagement. Upon acceptance from the employee of our intent to extend an offer of employment, we initiate the on-boarding process as follows:

1. Extend a formal offer of employment clearly outlining the Job Title, Start Date, Pay Rate, Location of Work, Remote policy, Duration of Service, Employee Benefits, along with the employee handbook that contains company policies, agreement, and verification documents required for on-boarding new hires.
  - a. I-9 Employment Eligibility Form
  - b. W-4 Tax Withholding Form
  - c. Emergency Contact Form
  - d. ADP Direct Deposit Form
  - e. Health, Dental and Vision Insurance Enrolment Form & Plan Choices
  - f. Pay Calendar and Holiday Schedule
  - g. We understand that on site work could be required at the request of clients, but we recognize in this digital age, most tasks can be completed virtually. In this reality of a COVID-19 world, we leverage video conferencing and online collaboration tools such as WebEx, Zoom, Slack, and operating in a Cloud environment to reduce the need to travel to offices.

Apart from the above documents, we also send over client specific documents to be acknowledged and signed by new hires such as:

- a. Arbitration Agreement

- b. Non-Disclosure Agreement
  - c. Time Entry & Expenses Guide
  - d. Supplier Integrity
  - e. Noncompete Agreement
2. Initiate background check. Upon receiving the background release and authorization forms from the new hire, we initiate the background check process. Depending on individual client requests, we add client-specific searches to the background check. The following documents are sent to the new hire.
    - a. Background Release and Authorization Form
    - b. Background Information Form
  3. Track the completion and return of all policy forms and onboarding documents from the new hire. We ensure the new hire has signed all necessary documents in the correct fields.
  4. Upon receiving all documents from the new hire, we save the signed copies in the new hire/ personnel files/folder and initiate the new hire E- E-verification process.
    - a. Ensure supporting documents are the candidates & match what is written on the I9 provided.
    - b. E Verify the employee.
    - c. Save E Verify approval into the employee folder.
  5. Familiarize employees with company/clients' rules and standards. While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:
    - a. Theft or inappropriate removal/possession of property.
    - b. Falsification of timekeeping records.
    - c. Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace.
    - d. Fighting or threatening violence in the workplace.
    - e. Gossiping or spreading rumors about co-workers.
    - f. Boisterous or disruptive activity in the workplace.
    - g. Negligence or improper conduct leading to damage of company-owned or customer-owned property.
    - h. Insubordination or other disrespectful conduct.
    - i. Violation of safety or health rules.
    - j. Smoking in the workplace.
    - k. Sexual or other unlawful or unwelcome harassment.
    - l. Excessive absenteeism or any absence without notice.
    - m. Unauthorized use of telephones, computers, or other company-owned Equipment.
    - n. Unauthorized disclosure of any confidential information.
    - o. Familiarizing the Employees with issues related to Conflict of Interest and its repercussions.

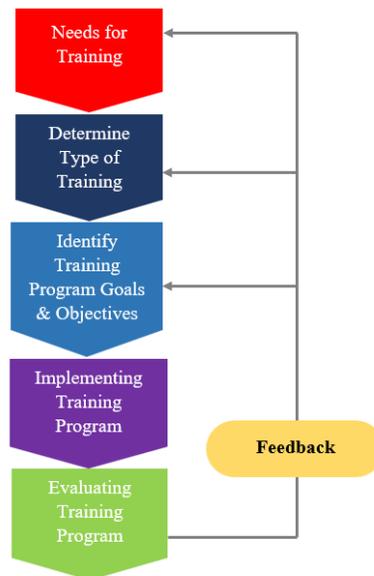
We update the employee handbook as needed to ensure compliance with employment laws and current company practices. We also ensure all employees sign an acknowledgment of policy change form whenever there is a change in any policy.

## **Candidate Training**

At CVC, our management team brings over 20 years of firsthand experience from the business consulting and technology sectors, giving us a unique perspective on our clients' challenges. Having been on the other side of the table, we understand the critical need for the right resources in the right roles. To address this, we've made significant investments in our recruitment team and processes, ensuring dedicated support tailored to each client's specific requirements. Our approach emphasizes employee retention, comprehensive training programs, and subject matter expertise. We've established ongoing training initiatives for our candidates, providing them with continuous education and assessment in the latest technologies. This proactive approach benefits both the candidate, who remains updated in their field, and the client, who receives well-prepared professionals ready to tackle tasks efficiently.

Our revamped training methodology involves subjecting our recruiters to a rigorous 30-day training period before they commence their roles, particularly for freshers. Additionally, our team of seasoned recruiters actively contributes to knowledge transfer, enriching the training experience for newcomers. Recognizing the significance of training, we've appointed a full-time trainer who collaborates with our teams daily to enhance turnaround times and ensure purposeful placements with our clients.

While our recruitment strategy prioritizes identifying talent aligned with our client's unique needs, we recognize the importance of ongoing training in today's rapidly evolving technology landscape. Our testing and training procedures cater to both our internal staff and candidates, ensuring that everyone involved is equipped to excel in their respective roles. At CVC, our commitment to exceeding expectations drives our continuous improvement efforts, ensuring that our clients and talent thrive in dynamic market environments.



*Figure 3: CVC's Feedback Process*

**Our testing and training procedures cater to both our internal staff as well as our candidates.**

### ***Internal training:***

We've built a flexible "online university" with learning formats catered specifically to our internal

HR team. The innovative, intentionally designed competency-based education format, enables our newly hired team to keep up with our contingent hiring needs of our client's goals. Along the way we measure and report back on the competencies they are demonstrating, to show how they are building skills over time.

We have several layers of management training for different departments of the company. We are a small, dedicated team that always has a hands-on approach to coaching our external contractors as well as our internal full-time employees.

***Candidate training:***

Our strategy has always been to recruit talent based on the unique needs of our clients and to find candidates who are experts in those skill sets. Accordingly, our talent usually requires limited training. However, we are committed to continually exceeding high expectations and recognize that ongoing training is essential both for clients and talent who want to thrive in today's rapidly changing technology marketplace.

In the event a talent requires training, we offer recommendations on free and discounted training opportunities and direct the talent to complete their assessments based on the skill sets needed for the job. Courses we recommend to the candidate can include a mixture of static conceptual content, interactive "knowledge builders" to reinforce skills, quiz questions to verify comprehension and hands-on exercises, refreshers on technical abilities, and knowledge of new emerging technologies. For client-specific training, we would direct talent to attend and or complete virtual training for any type of training needed on the applications mentioned but not limited to Desktop Operating systems Windows 10, MS Office Suite programs, Adobe Acrobat, Procurement, Mechanics, and other software skills needed.

**Strategic Workforce Management and Rapid Hiring Capacity:**

At CVC, we excel in strategically managing our clients' evolving job requisitions, ensuring the timely fulfillment of staffing needs with top-tier resources, particularly during seasonal and busy periods. Our robust approach encompasses several key elements aimed at optimizing workforce management and rapid hiring capacity.

First and foremost, we maintain a conducive work environment that fosters collaboration and innovation, empowering our recruitment team to navigate dynamic hiring landscapes with agility and precision. Leveraging the power of social media, we conduct targeted candidate outreach campaigns, cultivating valuable networking opportunities with vendors and industry professionals. This proactive approach not only expands our talent pool but also reduces recruitment costs and time, enabling us to swiftly identify and engage with qualified candidates.

Diversity is at the heart of our talent acquisition strategy, and we utilize a diverse array of sourcing avenues to meet our clients' needs effectively. Our pre-screened green-lite candidates constitute a significant portion of our resources, comprising 50% of our staffing solutions. Additionally, we leverage cutting-edge tools such as JobDiva and LinkedIn, as well as strategic partnerships with industry collaborators, to streamline our recruitment process and deliver exceptional results.

Our strategic restructuring efforts over the past two years have further fortified our rapid hiring capacity. By expanding our team, intensifying targeted marketing efforts, and enhancing partnerships, we've successfully responded to a sevenfold increase in monthly demand. This concerted effort has led to a remarkable 700% surge in the submission process and tripled our monthly hires, demonstrating our unwavering commitment to delivering unparalleled staffing

solutions tailored to our client's evolving needs.

### **Retention/Turnover**

With 24 years' experience of in consulting and staff augmentation solutions employing qualified candidates, CVC has consistently maintained a high level of success. People are the most important asset and we couldn't agree more. From the top in management to our newest employee, our "DNA" invokes core values of knowing, serving, and trusting to provide excellent service. Our management team continually encourages our teams to bring new ideas to clients, to present new thresholds of performance expectations we do business with and to spare no expense in acquiring whatever resources are necessary to bring the best solution to each specific client in each unique circumstance. The better we know our clients and candidates; the better our rapport with them is, and the better we are at matching their needs and exceeding their expectations.

Our local management puts tremendous emphasis on making CVC a great place to work. We believe that employees who enjoy their work environment will reflect that enjoyment in the interactions they have with their clients, in turn resulting in an enhanced client experience. Here are some ways we value retention:

- We put a premium on retaining employees, allowing our clients to enjoy years of consistent service and strategy execution from the same individuals.
- We value creativity and do not discourage innovative ideas.
- We implore that each of our employees cares about the other, and contributes meaningfully to our strong team-based environment internally.
- We receive regular compliments from our competitors, our clients, MSPs, and Staffing partners as to the caliber of talent and the character of the employees we can recruit and retain and share this information with each employee
- We have fun working together and working with our clients.
- We continue to create processes with strong employee retention agendas, training programs, and subject matter expertise.

We also project our retention philosophy down to our temp candidates and consultants. The following is an overview of the processes that will continue to be used to measure and track our performance for our recruitment and working relationship with temporary workers and communication with our clients:

- **Contractor Satisfaction:** We keep a strong focus on the recruiter's contractor satisfaction with standardized surveys about communication, approach, likeability, and recruitment process. We try and make the surveys straightforward and quick, to get optimal responses back.
- **Source-of-Hire:** One of the biggest ways to see how comfortable or complacent a recruiter is, truly is based on Source-to-Hire. We track the source of hire to allocate the recruiter's budget towards each placement and what methods they used to obtain the contractor. In this day and age, it is very important to be creative when sourcing. We hold our recruiters to a higher level and we want them to seek out candidates outside of the normal sources.
- **Days-to-Hire:** We evaluate very closely how many days to hire each candidate goes through. This metric strips out the waiting and just looks at how long a specific applicant is in the funnel between when they first apply to when they accept an offer. This gives us a better understanding of specific candidate experience.
- **Hiring Manager Satisfaction:** We use this "Satisfaction Metric" to help measure the overall quality of hire. We combine this metric with days to hire and hit ratio to get a better perspective on what the recruiters' success has been and how personalized they are with each contractor.

- Time-to-Fill: We identify and resolve any time-to-fill slowdowns that our organization has and try and turn the HR department into a value generator. The recruiters and Account Managers do everything in their scope to ensure the candidate has a good experience and to cut the time to fill when they can.
- Gauge quality of hire through hiring manager surveys, then fine-tune recruiting & screening processes to meet needs.

Acceptance Rate: Like most companies, we measure the offer acceptance rate to find out how strong the relationship is between the contractor and the recruiter. If we see any inconsistencies, then we can re-examine the pay rates, candidate experiences, or offer letter delivery process.

With 25 years of experience in consulting and staff augmentation solutions, CVC has consistently achieved remarkable success. We firmly believe that people are our most valuable asset, and this belief resonates throughout our organization, from top management to our newest team members. Our organizational "DNA" is built on core values of knowing, serving, and trusting, which drives us to provide excellent service. We understand the importance of retaining temporary employees throughout their assignments, and thus, we put in place strong and effective retention strategies. Our management team continually encourages our employees to bring fresh ideas to clients, pushing the boundaries of performance expectations and sparing no effort in acquiring the necessary resources to deliver the best solutions to each unique client circumstance. The stronger our relationship with clients and candidates, the more effectively we can match their needs and exceed their expectations. Knowing them well enables us to serve them better and ensure exceptional outcomes in every engagement.

Our local management puts tremendous emphasis on making CVC a great place to work. We believe that employees who enjoy their work environment will reflect that enjoyment in the interactions they have with their clients, in turn resulting in an enhanced client experience. Here are some ways we value retention:

- We put a premium on retaining employees, allowing our clients to enjoy years of consistent service and strategy execution from the same individuals.
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- We have fun working together and working with our clients.
- We continue to create processes with strong employee retention agendas, and training programs to improve their skills, and advance in their careers and subject matter expertise.

<b>The central point of CVC's retention strategy is directed towards:</b>	
Employee Engagement	CVC maintains regular communication with temporary employees to understand their needs and concerns. We ensure that temporary staff feel valued and included in the client's team, fostering a sense of belonging.
Performance Recognition	Acknowledging the contributions of temporary employees is a key aspect of the retention strategy. We at CVC regularly recognize outstanding performance and offer incentives for exceptional work.

Training and Skill Development	We provide opportunities for skill development and training to temporary employees, enhancing their expertise and making their assignments more fulfilling.
Performance Monitoring	CVC actively monitors the performance of temporary employees and provides constructive feedback to both the employee and the client. This approach ensures that any performance-related issues are addressed promptly.

CVC effectively meets the temporary staffing requirements of several clients, providing skilled and reliable temporary employees for various roles and ensuring client satisfaction and repeat business.

**Quality Control (QC) and Quality Assurance (QA)**

**Quality Control (QC)**

**Process Control:**

- CVC defines and documents the entire staffing process, from recruitment to placement.
- Standard operating procedures (SOPs) are established for each step in the process, and regular reviews and updates ensure alignment with regulations and best practices.

**Training and Competency:**

- Comprehensive training is provided for CVC staff involved in the staffing process.
- Recruiters and other personnel are knowledgeable about relevant laws, regulations, and government requirements, verified through regular competency assessments.

**Candidate Screening and Vetting:**

- CVC implements thorough background checks for all candidates, in compliance with government standards.
- Qualifications and certifications of candidates are rigorously verified through a consistent screening process.

**Documentation and Record Keeping:**

- CVC maintains detailed records of all interactions with candidates and clients.
- Compliance with record-keeping requirements set forth by government agencies is ensured through regular audits of records for accuracy and completeness.

**Client Feedback Mechanisms:**

- CVC establishes mechanisms for obtaining feedback from government agencies regarding the quality of provided staff.
- Feedback is actively used to identify areas for improvement in the staffing process.

**Quality Assurance (QA)**

**Performance Metrics and Key Performance Indicators (KPIs):**

- CVC defines and tracks performance metrics and KPIs to measure the effectiveness of staffing services.

- Metrics such as time-to-fill, candidate retention, and client satisfaction are monitored for continuous improvement.

**Audits and Inspections:**

- Regular internal audits are conducted at CVC to assess compliance with established processes and procedures.
- External audits by government agencies are allowed to ensure adherence to contractual requirements.

**Continuous Improvement:**

- A continuous improvement process is implemented at CVC to identify and address areas for enhancement.
- CVC staff is encouraged to provide suggestions for improvement based on their experiences.

**Risk Management:**

- CVC develops a risk management plan to identify potential risks in the staffing process.
- Mitigation strategies are established to address and minimize risks.

**Compliance Monitoring:**

- CVC stays updated on changes in laws and regulations affecting staffing services.
- A robust compliance monitoring program is in place to ensure ongoing adherence to all relevant standards.

**Client Communication:**

- Open communication channels are maintained with government clients at CVC to understand their evolving needs.
- Any concerns or issues raised by clients are proactively addressed.

**Issue management**

CVC will collaborate with the Authority team to systematically identify, assess, prioritize, assign, and resolve issues in an ongoing manner, ensuring minimal disruption to the progress and outcomes of the Authority project. Issues are recognized as potential obstacles, either through proactive risk management processes or when unexpected challenges arise during project execution. In essence, these issues represent impediments that must be promptly addressed by project leadership to enable the seamless delivery of a successful solution. Our approach tightly integrates issue management with risk management, utilizing a unified tracking and reporting tool to provide Authority Project leadership with a comprehensive overview of both risks and issues on a regular basis. We emphasize the importance of continuous cross-team engagement to swiftly address any potential roadblocks, as proactive involvement from various stakeholders is essential for effectively mitigating potential disruptions.

**Status reporting**

Throughout the project duration, CVC conducts regular status meetings to discuss items such as project progress, milestones, deliverable status, risks, issues, and overall work plan execution. These meetings are an excellent method for CVC to communicate and discuss project status. CVC's status reporting includes:

- Immediate reporting of staff changes to ensure up-to-date project resource allocation.
- Attending weekly project update meetings to provide real-time progress updates and address any emerging issues or concerns.

- Providing ad hoc status updates as needed to promptly communicate critical developments or changes.
- Providing bi-weekly status reports to offer a comprehensive overview of project activities and performance metrics.

**The topics included in CVC's weekly status report are:**

- A list of tasks completed since the last report to track progress and accomplishments.
- Planned activities for the upcoming period to outline the project trajectory and upcoming milestones.
- Summary of major concerns or issues encountered, along with proposed and actual resolutions to ensure transparency and accountability.
- Identification of tasks that have been delayed, including reasons for the delay and expected revised completion dates, to facilitate proactive mitigation strategies.
- Listing of significant departures from the project work plan, accompanied by an explanation of the causes and proposed strategies to realign the project trajectory.
- Any other pertinent topics that require attention from the Authority Project Director to ensure comprehensive project oversight and decision-making.

By adhering to this structured status reporting process, CVC can effectively monitor project activities, identify potential delays or challenges, and implement timely interventions to ensure successful project outcomes.

**Performance reporting**

Our performance reporting system stands as a robust mechanism meticulously designed to track and communicate the progress of our candidates and projects to our esteemed clients.

Through regular and comprehensive reporting, we furnish insights into key performance indicators, milestones achieved, challenges addressed, and areas ripe for improvement. Harnessing data-driven insights and fostering clear communication channels, we ensure our clients gain a thorough understanding of project performance, empowering them to make informed decisions to enhance outcomes.

Our performance reporting process equips clients to confidently monitor progress, identify emerging trends, and seamlessly collaborate with us to drive continuous improvement and success.

Key features encompass:

- **Transparent Communication:** Facilitating open communication channels for candid discussion of candidate performance and project progress.
- **Key Performance Indicators (KPIs):** Diligently tracking and reporting on relevant KPIs tailored to project objectives.
- **Milestone Achievement:** Highlighting significant milestones attained to provide a comprehensive view of progress.
- **Challenges and Solutions:** Identifying encountered challenges and presenting innovative solutions to reinforce transparency and accountability.
- **Data-driven Insights:** Delivering actionable insights derived from data analysis to inform strategic decision-making.
- **Continuous Improvement:** Pinpointing areas for enhancement to drive ongoing refinement of strategies and processes.

- Collaborative Partnership: Nurturing collaborative dialogues between CVC and clients, fostering alignment and shared objectives.
- Actionable Recommendations: Offering actionable recommendations based on performance data to empower clients in driving project success.

## **7 CONTRACT AWARD/PRICING**

To summarize our approach to pricing, having the ideal methodology in place is imperative to CVC in achieving cost efficiency and having the ability to attract high-quality staff for every one of our clients. As a minority, a women-owned organization looking to generate new business as we are going through a growth period, we can offer the pricing models that establish long-term relationships while keeping with the cost-conscious needs of the State of WV.

We have submitted our pricing on the Public Purchase portal as requested in the RFQ requirements.

## **8 ADDITIONAL INFORMATION FROM RFQ SOLICITATION:**

As per the RFQ document "Instructions to Vendors submitting bids", Section 16 - Small, Women-Owned or Minority Owned Businesses, CVC is supplying the certifications we have, as we are classified as a small business, minority women-owned entity.

**Attached below**

**8.1 COMPU-VISION SMALL BUSINESS CERTIFICATIONS**



MARK D. SCOTT  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

W. MICHAEL SHEETS  
DIRECTOR

JULY 22, 2022

COMPU VISION CONSULTING INC  
2050 ROUTE 27 STE 202  
NORTH BRUNSWICK, NJ 08902

JOHNN ROHRBAUGH:

This is to notify you that your Small, Women-, and Minority-Owned Businesses (SWAM) Certification Application has been approved based on your representations that the vendor named above meets the definition of a Small, Women-, and Minority-Owned Businesses as set forth in the *West Virginia Code of State Rules* 148-22-1 et seq. This certification becomes effective:

07/22/2022

And shall automatically expire without notice two years after the effective date unless revoked by the Purchasing Director or upon expiration pursuant to the *West Virginia Code of State Rules* 148-22-8. The type(s) of Small, Women-, and Minority-Owned Businesses (SWAM) Certification approved for your entity:

Small Business / Minority-Owned Business / Women-Owned Business

At the end of your two-year certification period, if you wish to reapply, please complete a WV-1 form or apply for re-certification through the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). Complete renewal instructions, application forms, and a list of all SWAM-Certified entities are available online at [www.state.wv.us/admin/purchase/VendorReg.html](http://www.state.wv.us/admin/purchase/VendorReg.html).

If you have questions, please contact the West Virginia Purchasing Division at 304-558-2306.

Sincerely,



Terra Oliver  
Vendor Registration Coordinator

**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) Shaloo Mital, President

(Address) 2050 Route 27, Suite 202, North Brunswick, NJ 08902

(Phone Number) / (Fax Number) 732-422-1500

(email address) rfp@compuvis.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through W/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.*

Compu-Vision Consulting Inc.

(Company)

Shaloo

(Signature of Authorized Representative)

Shaloo Mital, President (10/31/2024)

(Printed Name and Title of Authorized Representative) (Date)

(732-422-1500 )

(Phone Number) (Fax Number)

rfp@compuvis.com

(Email Address)

**REQUEST FOR QUOTATION  
CRFQ MIS250000001  
Technical Temporary Staffing Services**

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**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:** Jennifer Milano  
**Telephone Number:** 732- 422-1500  
**Fax Number:** \_\_\_\_\_  
**Email Address:** rfp@compuvis.com

**SOLICITATION NUMBER:** CRFQ MIS2500000001

**Addendum Number:** 1

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. To provide answers to vendor questions
2. To modify Section 5 Contract Award

No other changes

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: MIS250000001**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Compu-Vision Consulting Inc.

\_\_\_\_\_  
Company

*Shaloo*

\_\_\_\_\_  
Authorized Signature

10/31/2024

\_\_\_\_\_  
Date

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

Revised 6/8/2012

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)

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

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Compu-Vision Consulting Inc.  
\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

10/31/2024  
\_\_\_\_\_  
Date

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