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Welcome, Christopher W Seckman | Procurement | Budgeting | Accounts Receivable | Accounts Payable |

Solicitation Response(SR) | Dept: 0511 | ID: ESR10312400000003331 | Ver.: 1 | Function: New | Phase: Final | ▼ | Modified by batch , 10/31/2024

Header 📎 1   ▭ ▬

☰ List View

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

Procurement Folder: 1475603   SO Doc Code: CRFQ

Procurement Type: Central Master Agreement   SO Dept: 0511

Vendor ID: VS0000009518 ⬆   SO Doc ID: MIS2500000001

Legal Name: VTECH SOLUTION INC   Published Date: 10/16/24

Alias/DBA: Close Date: 10/31/24

Total Bid: $8,127,912.00   Close Time: 13:30

Response Date: 10/31/2024 📅   Status: Closed

Response Time: 13:07   Solicitation Description: TECHNICAL TEMPORARY STAFFING SERVICES

Responded By User ID: vTechadmin ⬆   Total of Header Attachments: 1

First Name: Vishnu   Total of All Attachments: 1

Last Name: Naruka

Email: vtech.sled@vtechsolution.co

Phone: (202) 851-8702

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

Solicitation Closes	**Solicitation Response**	**Version**
2024-10-31 13:30	SR 0511 ESR10312400000003331	1

VENDOR
VS0000009518 VTECH SOLUTION INC

Solicitation Number:	CRFQ 0511 MIS2500000001				
Total Bid:	8127912	**Response Date:**	2024-10-31	**Response Time:**	13:07:31
Comments:					

FOR INFORMATION CONTACT THE BUYER
Crystal G Hustead
(304) 558-2402
crystal.g.hustead@wv.gov

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Web Application Analyst	2080.0000	HOUR	90.180000	187574.40

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	91.980000	191318.40

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	93.820000	195145.60

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	95.700000	199056.00

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	125.550000	261144.00

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	128.060000	266364.80

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	130.620000	271689.60

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	133.230000	277118.40

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	125.550000	261144.00

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	128.060000	266364.80

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	130.620000	271689.60

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	133.230000	277118.40

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	116.100000	241488.00

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	118.420000	246313.60

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	120.790000	251243.20

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	123.210000	256276.80

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	48.330000	100526.40

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	49.300000	102544.00

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	50.280000	104582.40

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	51.290000	106683.20

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	90.550000	188344.00

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	92.360000	192108.80

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	94.210000	195956.80

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	96.100000	199888.00

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	82.840000	172307.20

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	84.500000	175760.00

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	86.190000	179275.20

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	87.910000	182852.80

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	73.270000	152401.60

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	74.730000	155438.40

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	76.230000	158558.40

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	77.750000	161720.00

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	108.360000	225388.80

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	110.530000	229902.40

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	112.740000	234499.20

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	114.990000	239179.20

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	87.360000	181708.80

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	89.110000	185348.80

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	90.890000	189051.20

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	92.710000	192836.80

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.

CRFQ #MIS2500000001
Technical Temporary Staffing Services
State of West Virginia

Due Date: October 31st, 2024, at 1:30 PM EDT

VTECHSOLUTION™
You Seek, We Deliver.

Submitted To:

State of West Virginia ("State")
Department of Administration
Purchasing Department, 2019 Washington Street East
Post Office Box 50130, Charleston, WV 25305-0130

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

Submitted By:

vTech Solution, Inc.
1100 H Street N.W. Suite 850
Washington DC 20005

Contact Person: Anisha Vataliya
Phone: 202.644.9774
Email: rfp.vtech@vtechsolution.com

1) vTech's Overview

Established in 2006, vTech Solution, Inc. (vTech) is a privately owned corporation headquartered in Washington, DC, operating under the laws of the Commonwealth of Virginia. **Specializing in Technical Temporary Staffing Services**, we focus on professional staff augmentation and **in-house** managed IT services, including application and software development, project management, cybersecurity, cloud, digital modernization, and data management. **Over the past 18 years**, we have experienced significant growth by successfully completing Federal, State, and local government projects using our qualified in-house resources and staff augmentation.

We employ **357 professionals** deployed on various projects and have **24 office locations** across the **United States and Canada**, including a **local office in West Virginia at 555 Poca River Rd N, Poca, WV 25159-6710**. Currently **conducting business in 45 states**, vTech is well-equipped to support contracts of **diverse sizes and scopes**. Our services, solutions, and methodologies are based on leading technologies and industry best practices, ensuring superior service delivery. We excel in providing quality resources and efficiently managing staffing projects, often exceeding expectations by completing projects ahead of schedule.

OUR VISION
To Become the Most Trusted and admired Strategic Partner.

OUR MISSION
To Empower Our Customers, Employees & Partners, by Helping Them to Succeed.

Leveraging our extensive experience in similar endeavors across local, state, and federal agencies, we integrate the best practices from both government and industry to ensure high-quality service delivery. We are certified from **ISO 9001:2015, ISO/IEC 20000-1:2018, ISO 27001:2013, and CMMI SVC Level 3 standards** which demonstrates our dedication to continual improvement in all operational

aspects. Our leadership team comprises experienced and dedicated professionals who drive our company's vision and success. Each member brings a wealth of expertise in their respective fields and has the proficiency in delivering top-tier IT solutions and services to our clients. vTech ensures successful project completion through **a structured approach** that includes **comprehensive planning**, **deploying skilled teams**, and leveraging **advanced technologies**.

Quick Fact-
- **8(a) SBA** and **MBE Certified** by National Minority Supplier Development Council (**NMSDC**), Certification No. CR17361
- Listed consecutively **8th times** in **Inc. 5000** listing
- **Ranked # 3** on the list for "WBJ - Corporate Diversity Index
- Recognized as one of **USPAACC's Fast 100 Asian American Companies**

We begin with detailed project planning to **define clear objectives, timelines, and deliverables**. Our experienced teams manage and execute each project phase, **ensuring high-quality outcomes**. By utilizing **the latest technologies and platforms**, we enhance efficiency and innovation. We maintain **open communication with stakeholders** to ensure alignment and promptly address any issues. Our robust infrastructure **and resources guarantee timely project delivery**, adhering to all specified deadlines. Our policy ensures that vTech delivers projects efficiently, meeting all scope and quality requirements.

2) Capabilities and Qualifications

vTech understands the unique demands of government staffing and is **committed to recruiting individuals** who prioritize transparency, budget compliance, and public service. Our approach ensures that our government clients can rely on experienced, **skilled personnel** available at a moment's notice to meet the needs of their constituents. We specialize in recruiting and retaining the right personnel for government contracts and have a proven track record of providing direct and indirect support to **federal and state government offices, airport authorities, transportation authorities, hospitals, universities, cities, counties, and various agencies**. Additionally, we maintain extensive relationships with large government contractors to support their project needs. We are **dedicated to staffing** the highest-skilled professionals. Our recruiters are highly trained experts in their respective markets and are committed to delivering exceptional service. We believe in building lasting partnerships with our clients and candidates, **emphasizing integrity and reliability**.

Awards and Recognitions
- Better Business Bureau (BBB) accredited company with an A+ rating.
- Consecutively 8th times in Inc. 5000 listing for the fastest growing companies in the USA.
- Recognized as one of USPAACC's Fast 100 Asian American Companies.
- Ranked # 3 on the list for "WBJ - Corporate Diversity Index - Midsize Companies in Greater D.C. list".

Our expertise with different clients such as **Maryland Department of Human Services (MDDHS), National Oceanic and Atmospheric Administration (NOAA) National Ocean Service (NOS), State of Baltimore, State of Georgia, United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS), and Railroad Retirement Board (RRB).** However, vTech partners with several agencies such as **USDA Animal and Plant Health Inspection Service (USDA APHIS), Railroad Retirement Board (RRB), and Northern Virginia Area Agency on Aging (NOAA NOS), Baltimore County Public Schools, Chicago Public Schools, and Northside Independent School District (NISD)** to provide tailored technology solutions that elevate learning experiences and streamline administrative functions.

Key Differentiator: Here are some additional points that can enhance the capabilities section:

- **Strong Foothold in West Virginia:** vTech has a strong foothold in West Virginia, providing services to numerous municipalities and government clients of similar size, complexity, and magnitude as the State.
- **Proven Track Record**: vTech has 18 years of experience in successfully fulfilling complex temporary staffing requirements across various industries.
- **Scalability and Flexibility**: Our staffing solutions are scalable to meet fluctuating demands and adaptable to evolving project needs, ensuring seamless integration into client teams and operations.
- **Comprehensive Screening Process**: We employ a rigorous screening process that includes technical evaluations, behavioral assessments, and thorough background checks to ensure candidates meet both skill and cultural fit requirements.
- **Specialized Industry Knowledge**: With deep domain expertise, vTech understands the specific regulatory and operational challenges of these sectors, providing tailored staffing solutions.

Response to RFP Section 3.1 vTech has more than 18 years of experience in providing Technical Temporary staffing Service, catering to diverse client needs across both government and commercial sectors. This extensive experience has equipped vTech with a robust understanding of industry standards, enabling us to match skilled professionals with client requirements effectively and seamlessly. Please find our certificate of incorporation below:

Commonwealth of Virginia

STATE CORPORATION COMMISSION

Richmond, December 6, 2007

This is to certify that the certificate of incorporation of

VTech Solution Inc.
(Formerly known as – Vataliya Solution Inc.)

was issued and admitted to record in this office and that the said corporation is authorized to transact its business subject to all Virginia laws applicable to the corporation and its business. Effective date: January 10, 2006

State Corporation Commission
Attest:

Joel H. Peck
Clerk of the Commission

CIS0448

Response to RFP Section 3.2 With over 18 years of expertise in Technical Temporary Staffing Services, vTech has consistently provided specialized professionals across various classifications, including the roles listed in Section 1 of the solicitation document. We maintain comprehensive documentation that verifies our capability to supply qualified individuals meeting specific classification needs, along with references to support this. We can provide evidence of successful placements with contact information for each client, demonstrating our ability to supply deserving candidates in relevant roles within the past five years. Our candidates have proven expertise and training across multiple domains, ensuring they align with the stringent requirements of hospital and healthcare environments.

Position	Clients	No Placement Done in 6 years
Senior Web Application Analyst	- Maryland Department of Human Services - DC Department of Health - USDA Animal and Plant Health Inspection Service - San Bernardino County - Arkansas Tech University - The City of Cincinnati - DC Water and Sewer Authority	22
Senior Application Oracle DBA	- State of North Dakota - State of South Dakota - Bureau of Information and Telecommunications - Vanderbilt University Medical Center - Knowledge Services State of Maine - NASPO Value Point (State of New Jersey) - George Washington University - USDA Animal and Plant Health Inspection Service	27
Senior Application DB2 DBA	- State of Oklahoma - Arkansas Tech University - DC Department of Health - Fort Worth Independent School District - The School District of Manatee County - The School Board of Broward County, Florida - New Jersey Schools Development Authority	25
SQL Server Database Administrator	- Ameri Health - The University of Arizona - Metropolitan Washington Council of Governments - Chicago Public Schools - Oklahoma State University in Tulsa - Virginia Beach City Public Schools - Northside Independent School District – San Antonio, Texas	31
Help Desk Analyst	- Arlington County, VA - New Jersey Schools Development Authority - The School District of Manatee County - George Washington University	47

	- DC Water and Sewer Authority, DC - Chicago Public Schools - Beaufort County School District	
Business Analyst	- USDA Animal and Plant Health Inspection Service - Florida Department of Management Services, FL - The School Board of Broward County, Florida - Beaufort County School District - The City of Cincinnati - State of Maine - Arlington County, VA	52
Information Systems Assistant	- Fort Worth Independent School District - The School District of Manatee County - Austin Community College - Metropolitan Washington Council of Governments - The University of Arizona - Virginia Beach City Public Schools - DC Water and Sewer Authority, DC	36
Programmer Analyst	- Chicago Public Schools - NASPO Value Point (State of New Jersey) - Arlington County, VA - Florida Department of Management Services, - Arkansas Tech University - San Bernardino County - DC Department of Health	42
Senior Mainframe Application Analyst	- Knowledge Services State of Maine - Fort Worth Independent School District - The University of Arizona - New Jersey Schools Development Authority - DC Department of Health - Maryland Department of Human Services - Douglas County School District	26
Mainframe Application Analyst	- State of Oklahoma - Beaufort County School District - The School Board of Broward County, Florida - Vanderbilt University Medical Center - Florida Department of Management Services - George Washington University - Oklahoma State University in Tulsa	23

3) Experience

Over the past 18 years, vTech has successfully maintained continuous service periods exceeding one year for these clients. Our experience spans large hospital systems and integrated healthcare networks, ensuring we are well-versed in the unique challenges and requirements of such environments. We dedicatedly meet and exceed the minimum qualifications set forth by the State. Our proven expertise, specialized focus on Technical Temporary Staffing services, and adeptness in the scope of services demonstrate our ability to provide unmatched support and solutions. We have thoroughly demonstrated vTech's similar experience in providing Temporary Staffing Services.

Client	Project Title	Duration
Maryland Department of Human Services	Staff Augmentation Services	April 2018- Ongoing
DC Department of Health	Temporary staffing Services	May 2019- Ongoing
USDA Animal and Plant Health Inspection Service	Staff Augmentation	Jun 2021 – Jul 2023
Ameri Health	Staffing Services	Nov 2022 – Present
San Bernardino County	Staff Solutions	Oct 2021 – Present
State of North Dakota	On-Call Staff Augmentation Services	Jul 2021 – Jun 2024
Arkansas Tech University	Consulting Servies	May 2021 – Present
The City of Cincinnati	Personnel Accounting Service	Aug 2022 – Present
State of South Dakota -Bureau of Information and Telecommunications	Staff Augmentation Services	Jan 2021 – Present
Metropolitan Washington Council of Governments	Staff Augmentation and Consulting Services for Various UTO Supported Applications	May 2021 – Present
The University of Arizona	Consulting Services Staff Augmentation	Jul 2021 – Jul 2023
Oklahoma State University in Tulsa	Temporary Staffing (FY21 Tulsa)	Jul 2020 – Jun 2021
State of Oklahoma	Staffing and Consulting Services	Jun 2022 – Present
Vanderbilt University Medical Center	Staff Augmentation Opportunity	Nov 2022 – Present
Knowledge Services State of Maine	MSP Staffing	Nov 2021 – Present
George Washington University	HR Recruitment Services	Jun 2023 – Present
NASPO Value Point (State of New Jersey)	Temporary Staffing Services	May 2022 – Present
Austin Community College	Technology Temporary Staffing Services	Oct 2021 – Present
The School Board of Broward County, Florida	Professional Staff Augmentation Services	Nov 2020 – Present
Fort Worth Independent School District	Temporary Staffing Solutions	Apr 2021 – Present
Virginia Beach City Public Schools – Virginia	Temporary Staff Augmentation Services	Jan 1, 2022 – Dec 31, 2026

Northside Independent School District – San Antonio – Texas	Staff Augmentation	Sep 2021 – Present
The School District of Manatee County	Temporary Staffing Services	Jul 2021 – Present
Arlington County – VA	Staffing Services	Jul 2018 – Present
New Jersey Schools Development Authority	Professional Staffing Services	Jul 2018 – Present
DC Water and Sewer Authority - DC	Temporary Staffing	2017 – Present
Chicago Public Schools	Technical Services Pool	Jul 2018 – Present
Douglas County School District	Admin Staff Augmentation	May 2019 – Jun 2022
Florida Department of Management Services - FL	Technical Contract Staffing and Consulting Services	Sep 2019 – Sep 2021
Beaufort County School District	Temporary Professional Services	Sep 2019 – Sep 2024
Virginia Housing Development Authority -VA	Temporary Professional Services	Jan 2021 – Jan 2025
Staffing Services	San Bernardino County	Oct 2017-Sept 2022
Temporary Staff Augmentation Services	City of Sunnyvale	Dec 2018 - Present
Administrative Staffing Services	Solano County	Jan 2019 - Present
Contingency Staffing	The County of San Mateo	Aug 2019 - Present
On-Call Technical Recruitment Services	Santa Clara Valley Water District	Feb 2017 - Jan 2023
Temporary Technology Professionals	Los Angeles County Office of Education	March 2019-Present
Technology Professional Services	Santa Clara Valley Transportation	April 2020 - Present

vTech's Case Study

vTech has played a crucial role in supporting various governmental and educational entities through specialized IT staff augmentation services. Across partnerships with organizations such as the Maryland Department of Human Services (MD DHS), Computer Aid, Inc. (CAI), and vTech has provided skilled IT professionals proficient in categories Technical Communication, Educational, and Project Management. This collaboration ensures that our partners have access to the expertise needed to enhance operational efficiency, support critical initiatives, and implement advanced solutions effectively.

vTech's commitment to delivering tailored staffing solutions underscores our dedication to meeting the diverse needs of governmental and educational institutions, contributing to their mission success and organizational excellence.

Case Study #1

Maryland Department of Human Services (MD DHS)

vTech is proud to have established a strong and trusted partnership with the Maryland Department of Human Services (MD DHS), providing exceptional temporary staffing support services. Our dedicated team has successfully sourced and placed highly qualified professionals to support various critical initiatives and programs within MD THINK, encompassing social services, healthcare, and community outreach.

Project Experience Overview (Contract Duration: May 2018 – Present)

Over the past several years, vTech Solutions has been a strategic partner to MD DHS, providing a wide range of temporary staffing solutions to support their diverse initiatives and programs. Our extensive experience in the field has enabled us to understand and address the specific staffing needs of MD DHS effectively.

Work Performed

We have supported MD THINK Our services included delivering highly skilled IT professionals across various specialties, such as information technology consulting, IT staffing for both temporary and permanent placements, network engineering, infrastructure implementation, information security consulting, and SharePoint and .Net implementation consulting. By maintaining a robust pipeline of qualified candidates with healthcare-specific experience, we ensured that MD THINK could quickly and efficiently engage the necessary resources. Our proactive recruitment and continuous training processes enabled us to meet MD THINK's needs swiftly, often within forty-eight hours, with tailored and comprehensive candidate profiles. We have placed 80+ placements under MD THINK program to support the requirements.

Business Analyst	Helpdesk Analyst	Security Analyst (Senior)
Product Administrator	Reporting Developer	Scrum Master
Full Stack Java Developer	DevOps Engineer	Senior Web Application Analyst
Product Specialist	AWS Engineer	Security Governance Consultant
UI/UX Designer	Java Full Stack Developer	Architect - Informatica MDM
ForgeRock Engineer	Qlik Developer (Senior)	DevOps Engineer
Programmer Analyst	Reporting Developer	AWS Engineer (Infrastructure)
Informatica MDM Architect	BI Administrator	Java Full Stack Developer (Senior)
SQL Developer	Qlik Developer (Mid)	Full Stack Java /JS Developer
Senior JS Developer	Solution Architect (CRM)	Application Developer - Full Stack
Qlik Developer (Junior)	Application Developer (Sr)	PMO Specialist
Tester (Junior)	Conversion ETL Developer	SQL Server Database Administrator
Change Management Consultant	Hadoop Administrator	ForgeRock Engineer
Security Governance Consultant	Application Developer (Sr)	Application Developer (Jr)

Significant Successes

Through our partnership with MD DHS, vTech Solutions has achieved numerous successes. We have supported the implementation of critical initiatives and programs, contributing to the organization's overall effectiveness and impact. Our tailored staffing solutions have enabled MD THINK to enhance its operational efficiency, improve service delivery, and better serve the Maryland community.

Case Study #2

District of Columbia on Behalf of Computer Aid, Inc.

vTech takes immense pride in its longstanding partnership with Computer Aid, Inc (CAI), serving as a trusted provider of staffing solutions. Awarded multiple contracts by CAI, vTech has been the consistent choice to fulfil their staffing needs since 2018. Our commitment to excellence and dedication to customer satisfaction are evident in our 100% satisfaction rate. Through this collaboration, vTech has showcased its expertise in comprehending and addressing the distinct staffing requirements of educational institutions effectively.

Project Experience Overview: (Contract Duration - December 2016 – Current)

Over the past 18 years, vTech has played an integral role in supporting CAI by providing a diverse range of staffing solutions. Alongside filling teaching positions and administrative roles, vTech has also supplied software development resources specializing in areas such as DevOps and cloud services, .NET, and systems/software architecture. This includes roles such as DevOps engineers, cloud architects, .NET developers, and software architects, ensuring that CAI has access to the latest expertise in software development to enhance their educational programs and administrative processes.

Work Performed:

At vTech, quality is non-negotiable. Our rigorous recruitment processes ensure that only the most qualified and dedicated professionals are placed within CAI, including those with specialized software development skills. We go above and beyond to match candidates not only based on their technical proficiency but also their alignment with CAI's educational objectives. This commitment to excellence has resulted in consistently high-quality staffing solutions that meet and exceed CAI's expectations.

.Net Developer/Consultant	Support Technician	OCTO - SIEM Integration Engineer
Senior Application DB2 Database Administrator	Senior Mainframe Application Analyst	Senior Application Oracle Database Administrator
Program Manager	IT Consultant	Data Center Support Technician
Software Engineer Consultant	SharePoint System Admin	Applications Developer Senior
Senior Anti-Virus Engineer	Sr Messaging Engineer	HBX Helpdesk Specialist Entry
SharePoint/Admin Developer	Data Center Infra Support	Helpdesk Analyst
.NET Developer	QuickBase Developer Lead	Quality Assurance Specialist Senior
Program Manager	ArcGIS Software Developer	Administrative Assistant
Oracle DBA	OCTO IT Consultant Senior	Sr. Project Manager Master
OCTO-O365 adoption specialist	OCTO-O365 specialist	OCTO System Administrator Entry
NOC Network Engineer	IBM Datacap Developer	DCPS SME-ASPEN Trainer /QA
NOC Customer Support Entry	DOES Test Engineer Senior	DHS Senior App Developer

Significant Successes:

Through our partnership with CAI, vTech has achieved numerous successes, contributing to the overall improvement of educational outcomes within the district. By providing highly skilled and motivated professionals, including those in software development roles, we have facilitated enhanced learning experiences for students and streamlined administrative processes for staff. Our collaborative approach and focus on achieving tangible results have made us a valued partner of CAI.

Case Study #3

State of Kansas

vTech has been privileged to partner with the State of Kansas Human Services, delivering essential Information Technology (IT) temporary staffing solutions since August 2017. Our collaboration with the State of Kansas has centered on providing skilled IT professionals to support critical initiatives within Human Services departments. We understand the unique challenges and requirements of governmental IT operations, and our tailored staffing solutions have consistently met the State's needs for expertise in network engineering, infrastructure management, and IT project management. This case study highlights vTech's successful engagement in supporting the State of Kansas Human Services through our comprehensive IT staffing services.

Project Experience Overview: (June 01, 2020, through May 31, 2025)

Over the past years, vTech has supported various departments within the State of Kansas by delivering skilled IT professionals across critical roles in network engineering, infrastructure management, and IT project management. Our tailored staffing solutions ensure that the State of Kansas has access to expertise necessary to enhance operational efficiency and support ongoing IT initiatives.

Work Performed

vTech is pleased to announce its collaboration with the State of Kansas Human Services to provide Staff Augmentation Services. We are committed to supporting the State of Kansas in fulfilling its staffing needs with excellence and efficiency. Our partnership with the State of Kansas reflects our dedication to delivering top-tier staffing solutions tailored to meet the unique requirements of the housing development sector. Our expertise begins with Information Technology Consulting Services, where vTech consultants bring extensive training and practical experience in developing and implementing information systems strategies tailored to diverse organizational needs. We have successfully assisted various clients, including the State of Kansas, in achieving their IT objectives through meticulous planning and application expertise specific to public sector environments. Moreover, vTech excels in providing IT Staffing Services for both temporary and permanent placements. Our proven track record includes sourcing and deploying skilled professionals across various IT disciplines crucial for effective county operations. From help desk support to IT instructors and network managers, our team ensures seamless integration within county IT infrastructures, enhancing operational efficiency and user support capabilities. This capability aligns directly with the staffing requirements specified in the RFP, ensuring that Harris Health System receives qualified and reliable IT personnel to support their critical healthcare IT initiatives.

Application Support Technician	Data Base Administrator III	Network Control Technician II
Applications Developer I	Equipment Planning Technician	Network Control Technician III
Applications Developer II	Information Systems Manager II	Information Systems Assistant
Application Developer III	Network Service Technician II	Systems Software Analyst I
Computer Operations Technician	Network Technician III	Systems Software Analyst II
Computer Operations Manager	Software Staff Consultant	Systems Software Analyst III
Senior Web Application Analyst	Systems Software Supervisor	Support Consultant I
Computer Operator II	Support Technician I	Support Consultant II
Data Base Administrator I	Support Technician II	Technology Consultant III
IT Security Engineer	Technology Support Supervisor	IT Security Analyst
IT Security Developer	Information Security Officer	Systems Analysts I
Management Systems Analysts II	Business Analyst and Tester	Systems Analysts III
Business Analyst	Data Architect	Technical Architect
Business Tester	Business Intelligence Analyst	IT Manager

| Programmer Analyst | Project Manager | Project Analyst |
| Data Analyst | Quality Assurance Analyst | Network Specialist |

Significant Success

Through our partnership with the State of Kansas Human Services, vTech Solutions has consistently delivered significant successes in enhancing their IT capabilities. We have swiftly deployed skilled IT professionals, enabling seamless integration into critical projects and operational roles. This rapid deployment has not only minimized downtime but also bolstered operational efficiency across various departments. By providing expertise in network engineering, infrastructure management, and IT project execution, vTech has contributed to the successful implementation of key IT initiatives. Our ongoing support ensures the reliability and security of IT systems crucial for delivering essential public services. This partnership underscores vTech's commitment to delivering tailored IT staffing solutions that align with the State of Kansas's strategic goals and enhance their overall service delivery capabilities.

4) Proposed Methodology

vTech has immense experience matching professionals with career opportunities at some of the world's leading Staffing firms. vTech has well established processes to deliver *Right Talent on Right Time and at Right Price* to the State. We have adapted CMMI Level 3 and PMBOK based Management approach, Recruitment Process, Screening and Selection Process, Orientation Process, Quality Assurance Plan, Retention Plan, Employee Care Programs, Training Program, Issue Resolution Process, Knowledge Transfer Process, Performance Monitoring, and Communication Plan which will help us to deliver the services exceeding the expectations of our clients. Our approach is to implement a lean, scalable solution with a proactive approach to problem-solving that keeps your systems operating at peak performance. Our staffing recruiters have been focused on finding exceptionally talented individuals and matching them with the right role at the right company.

We maintain an internal database of over **5,000 pre-vetted** resumes, have access to various job sites, an internal pool of employees, and a skilled recruitment staff dedicated to providing qualified personnel to fulfill the State's staffing requests promptly. Our recruitment team, consisting of **over 200 recruiters, data miners, and research analysts**, has an average of **5+ years of experience** in sourcing professionals to support the State's needs. Our strong relationships with Resource Partners grant us access to a diverse pool of consultants skilled in various platforms and technologies. Over the past year, we have maintained a **bench strength of over 900 professionals**, ensuring we can deliver exceptional staffing solutions based on our partnerships and extensive resource base.
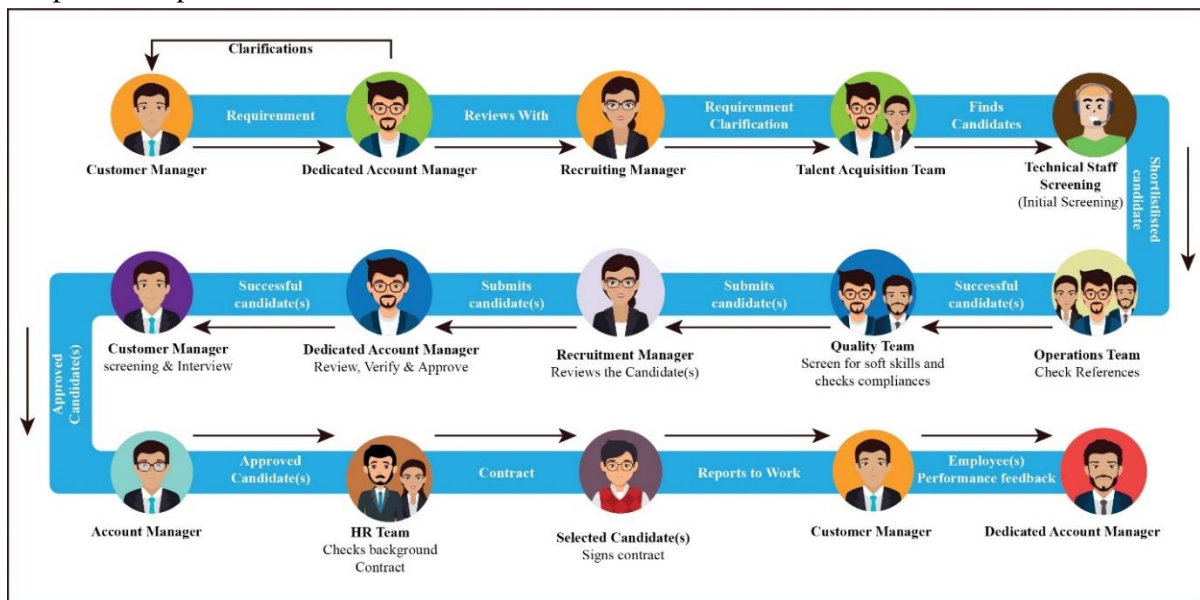
Our Sourcing Capabilities

1. Recruitment Campaign Kick-Off – Our Account Manager (AM) will implement a recruitment campaign based upon job category descriptions listed in the contract. Our AM will meet with the recruiting manager and team and assign each recruiter a job classification to focus on in evaluating candidates. **vTech recruiters will conduct an initial search within our database of over 2M candidates across the US.**

2. Mining Candidates Using Internal Resources & Talent Portals – Search efforts are enhanced by utilizing key talent portals such as Indeed, ZipRecruiter, and Craigslist, in addition to posting job offerings on our website and social media sites (Facebook and LinkedIn). We will expand search efforts using cutting-edge technological tools (i.e., Ceipal) to quickly and accurately source talent throughout the key talent portals.

3. Talent Mining Other External Resources – We will also mine community resources weekly, targeting colleges, non-profit organizations, trade groups, online communities, job boards, job fairs, and community and local charity events.

4. Network / Referrals: We have built up an extensive candidate network in our 18 years of operation. Each consultant also has a personal network of contacts from which to gauge interest and solicit referrals. In our experience, the best candidates often come from networking rather than advertisement. We therefore focus a great deal of time on networking and personal contacts.

5. On Bench Candidates: vTech would like to leverage its strong bench management capabilities to ensure only highly qualified resources dispense the duties and responsibilities accurately and efficiently and "inline" with the requirements laid down in the RFP. We assure you that vTech has the capability of submitting resumes for their Staffing needs within 4-8 hours and therefore would be the best match for their Staffing needs.

6. Social Media Platforms: We use social media Such as LinkedIn and other similar Professional networks to find more suitable Candidates. We will also initiate a Niche Referral System to find the best available candidate with niche skills. Following are the sources of our candidates and percentage allocation:

- vTech's pool of pre-screened resources / Internal database/our Applicant Tracking System: 43%
- Job boards/portals (Monster, CareerBuilder, Dice, etc.): 36%
- Industry Partners: 7%
- Social Media: 7.5%
- Google/Yahoo groups: 3.5%
- Referral Program: 7%
- Other online candidate sourcing sites: 1% (It includes but is not limited to Craigslist, Ladders)

7. Utilize The Incumbent Staff (If Applicable & Required): Many a times, our clients prefer retaining the incumbent staff because of their knowledge on clients' environment /customized applications and/or high-performance levels. We have a proactive hiring policy in place in order to cater to incumbent staff that ensures uninterrupted services to the client.

Our Screening Approach

Upon receiving the work order from the State, our dedicated Account Manager will promptly communicate the requirements to our team. Our Technical Recruiters then meticulously review, and short-list resumes to ensure alignment with the specific technologies and domains outlined by the State. We conduct rigorous HR evaluations to verify candidate qualifications and cultural fit. Following this initial screening, Recruiting Managers engage our Technical Screening Experts for in-depth technical assessments tailored to the State's exacting standards. Throughout the process, our Account Manager oversees the final evaluation, consolidating feedback from all stages to ensure only the most qualified candidates are presented. This methodical approach guarantees that vTech Solution Inc. delivers skilled professionals who not only meet but exceed the State's expectations, fostering productive and successful partnerships.
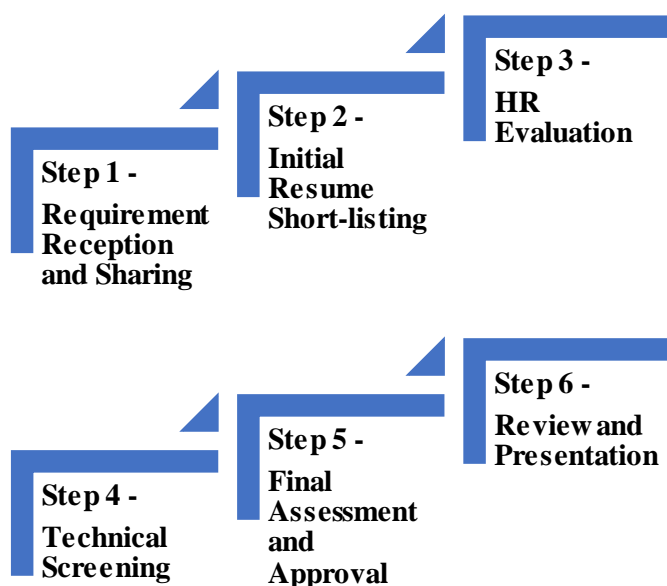
Step 1: Requirement Reception and Sharing
Upon receiving the work order from the State, vTech will assign an Account Manager to share the requirement with our team.

Step 2: Initial Resume Short-listing
vTech's Technical Recruiters will review resumes using our Question Bank, covering relevant technologies and domains.

Step 3: HR Evaluation
We will conduct thorough HR evaluations to assess the candidate's suitability.

Step 4: Technical Screening
Recruiting managers will assess candidates and engage Technical Screening Experts for detailed technical interviews.

Step 5: Final Assessment and Approval
After technical clearance, Recruiting Managers will evaluate overall fit for the State.

Step 6: Review and Presentation
The Account Manager will review feedback

Step 1 - Requirement Reception and Sharing

Step 2 - Initial Resume Short-listing

Step 3 - HR Evaluation

Step 4 - Technical Screening

Step 5 - Final Assessment and Approval

Step 6 - Review and Presentation

and present top candidates (4-5 candidates for each position) to the State.
.

Background Check Process

vTech has a well-defined and documented Background Check Policy to perform as pre-employment medical exam. Under this policy, depending upon the State's requirement, candidates are subjected to compulsory pre-employment background checks.

The candidate is notified and is required to sign a consent and authorization form as to the procedures set forth in our Background Check Policy. We notify the State in writing regarding the result of the background checking conducted for a candidate. The candidates successfully clearing the background check proceed to join the project.

Candidates can be screened pre-hire, pre-offer, pre joining, post-offer or post joining. In addition to our thorough screening, sometimes we also rely upon third party vendors like Hire Right to perform checks against public databases.

It starts when the candidate submits the duly filled background verification (BGV) form along with supporting documents to us and either we do BGV or share with BGV agency.

The BGV form also contains the self-declaration, binding the candidate's employment in that organization subject to clearance of all the checks positively.

- The candidate signs the Letter of the State empowering the vTech to carry out all the relevant checks. In turn vTech itself or gives the LOA to BGV agency to carry out verification process.
- The coverage of each check depends on the criteria's decided at the time of signing the contractual obligation.
- Also, it is not necessary that all the checks be done to the candidates. It varies on the State's requirement, the industry it pertains to, candidate's profile, nature of work etc.

Based on the contractual obligation, the vTech/BGV agency shall proceed for verification of any or all below listed background checks.

Academic Record Check	Criminal Record Check	Identity &Residence Check
Database Check	Drug Test	Reference Check
Emerging Background Checks	Employment Check	Civil Litigation Check

Onboarding Process

We are dedicated to not only attracting but also retaining top talent through a comprehensive benefits package and a structured onboarding process tailored to meet the unique needs of State. Our approach emphasizes competitive wages, robust medical coverage, and extensive professional development opportunities to empower our employees. By fostering a culture of respect, collaboration, and continuous learning, we aim to cultivate a loyal workforce that is aligned with our clients' objectives and prepared to deliver exceptional service. We pride ourselves on being more than just a staffing provider; we are strategic partners committed to supporting our clients' missions and fostering sustainable growth together. Our approach is designed to not only facilitate a smooth transition but also to set the stage for long-term success and satisfaction:

1. Pre-boarding Preparation: Before employees begin their assignments, we initiate pre-boarding activities to familiarize them with vTech's culture, policies, and expectations.

2. Welcome and Orientation: On the first day, new hires receive a warm welcome and comprehensive orientation. They are introduced to key team members and stakeholders, including their immediate supervisors and project leads.

3. Ongoing Support and Feedback: Throughout the onboarding period, vTech provides ongoing support to address any questions or concerns that may arise. We conduct regular check-ins with new hires to gather feedback, assess their progress, and ensure they have the resources needed to succeed.

4. Performance Expectations and Goal Setting: We work closely with employees and State to establish measurable objectives and milestones, fostering accountability and driving performance.

5. Feedback and Continuous Improvement: vTech values feedback as a catalyst for continuous improvement. We gather insights from both employees and State stakeholders to refine our onboarding process continuously, adapting to evolving needs and expectations.

Retention Strategy

Our workforce plays a pivotal role in our operational success and client satisfaction. We are dedicated to reducing turnover through a robust benefits package that underscores our commitment to supporting and retaining vTech employees. Our competitive wages are meticulously benchmarked against local labor markets to ensure fair compensation that values their skills and dedication. Comprehensive medical coverage plans provide peace of mind for employees and their families, while sick pay eligibility after 90 days demonstrates our support for their health and financial security. Paid holidays and a year-end cash bonus celebrate dedication, promoting work-life balance and boosting morale. Employees benefit from 401(k) retirement options, referral bonuses, and a convenient employee portal for efficient management. Family medical leave and flexible payment methods further enhance employee well-being and satisfaction. vTech's every employee is treated with the utmost respect and support, ensuring a positive and fulfilling work experience. This personalized approach cultivates lasting relationships and a loyal workforce, enhancing both employee satisfaction and client success. Further, we invest in the professional growth of our temporary employees through a robust training platform. our extensive library of training resources—including hundreds of videos and PowerPoints—equips employees with the knowledge and skills needed to excel in their roles. Our commitment to expanding this training library ensures that our workforce remains agile and well-prepared to meet the State's requirements. Our commitment to continuous coaching and training ensures that vTech employees thrive professionally, fostering a loyal workforce dedicated to excellence.:

- **Competitive Wages:** Carefully benchmarked against local labor markets to ensure fairness and attractiveness.
- **Comprehensive Medical Coverage:** Providing essential healthcare benefits to safeguard employees' health and peace of mind.
- **Sick Pay:** Available after 90 days of employment, demonstrating our commitment to supporting employees during health-related absences.

- **Paid Holidays:** Granted after meeting a reasonable eligibility threshold, promoting work-life balance and employee satisfaction.
- **Year-end Cash (Vacation) Bonus:** Rewarding dedication and hard work with additional financial incentives.
- **401(k) Retirement Benefits:** Offering long-term financial security through retirement savings plans.
- **Referral Bonuses:** Encouraging employee engagement and growth through our "snowball" referral program, where successful referrals are rewarded with $100.
- **Employee Personal Portal:** Providing convenient 24/7 access for managing time, attendance, and personal information.
- **Family Medical Leave:** Supporting employees during significant life events with necessary time off.
- **Complimentary Coaching and Training:** Providing ongoing support with employee coaching, assignment reviews, and comprehensive computer training to foster continuous professional development.

Replacement of Project Resource

We prioritize a streamlined and proactive approach to managing the replacement of project resources for the State. We will begin by proactively monitoring project timelines and resource performance to anticipate any potential gaps or upcoming needs for replacement. When the need for replacement arises, we will promptly assess the situation, considering critical factors such as skill requirements, project goals, and client expectations. Our focus on skill alignment ensures that the replacement resource possesses the necessary expertise to seamlessly integrate into the project team and fulfill project requirements. We are committed to fulfilling positions and project resources within 3 business days, ensuring minimal disruption to project activities. We facilitate a smooth transition through a comprehensive handover process that prioritizes knowledge transfer and documentation, minimizing downtime and ensuring continuity. Throughout the process, we maintain open communication with State stakeholders to align on expectations, address concerns promptly, and ensure a seamless transition. Post-replacement, we closely monitor the performance of the new resource to ensure they meet project objectives effectively. Our commitment to continuous improvement drives our efforts in refining resource management and deployment strategies based on feedback from both clients and our internal team, ensuring ongoing operational excellence and client satisfaction.

Proactive Resource Management	We will proactively monitor project timelines and resource performance to identify potential gaps or upcoming needs for resource replacement.
Timely Identification	When a need arises for replacing a project resource, we will promptly assess the situation, considering factors such as skill requirements, project goals, and client expectations.
Skill Alignment	We will ensure that the replacement resource possesses the necessary skills and expertise to seamlessly integrate into the project team and fulfill project requirements.
Smooth Transition	Our transition plan will include a comprehensive handover process, where knowledge transfer and documentation are prioritized to minimize downtime and ensure continuity of project activities.
Client Collaboration	Throughout the replacement process, we will maintain open communication with State stakeholders to align on expectations, address concerns, and ensure a smooth transition.
Performance Monitoring	Post-replacement, we will closely monitor the performance of the new resource to ensure they meet project objectives and deliverables effectively.
Continuous Improvement	Feedback gathered from both the client and our internal team informs our continuous improvement efforts in resource management and deployment strategies.

Recruitment Schedule

vTech has prepared the project plan/schedule for State:

Task	Days 1-2	Days 3-5	Days 6-10	Days 11 - 15	Days 16 - 20	Days 21 - 25	Days 26 - 30	Days 31 - 40	Days 41 - 45	Ongoing	Assignment End
State Submit Requisitions	■										
Candidate Identification	■										
Candidate Screening	■										
vTech Submits Qualified candidates to State	■										
State Schedules/conducts Interviews		■	■	■							
State Shortlisted Candidates			■	■	■	■					
State Schedules/conducts Second Round Interviews					■	■	■				
State Selects Candidate							■				
Candidate On-Boarding								■			
vTech conducts first week candidate follow-up									■		
vTech conducts ongoing follow-up with State										■	
vTech conducts ongoing follow-up with Candidate										■	
Candidate Off-Boarding											■

5) Required Forms
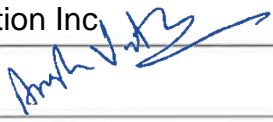
Please find attached the required forms below:

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) _____Vishnu Naruka_____

(Address) _____1100 H Street NW Suite 750 Washington DC 20005_____

(Phone Number) / (Fax Number) _____(202) 644-9774 | Fax: (866) 733-4974_____

(email address) _____rfp.vtech@vtechsolution.com_____

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, 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.

vTech Solution Inc
_____
(Company)

_____
(Signature of Authorized Representative)
        Anisha Vataliya, President
_____
(Printed Name and Title of Authorized Representative) (Date)
        Phone: (202) 644-9774 | Fax: (866) 733-4974
_____
(Phone Number) (Fax Number)
        rfp.vtech@vtechsolution.com
_____
(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ MIS2500000001

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

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

Addendum Numbers Received:
(Check the box next to each addendum received)

☑	Addendum No. 1	☐	Addendum No. 6
☐	Addendum No. 2	☐	Addendum No. 7
☐	Addendum No. 3	☐	Addendum No. 8
☐	Addendum No. 4	☐	Addendum No. 9
☐	Addendum No. 5	☐	Addendum No. 10

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

vTech Solution Inc
_____
Company

_____
Authorized Signature

10/31/2024
_____
Date

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

11. MISCELLANEOUS:

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

Contract Manager: Vishnu Naruka
Telephone Number: (202) 644-9774
Fax Number: (866) 733-4974
Email Address: rfp.vtech@vtechsolution.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: MIS2500000001

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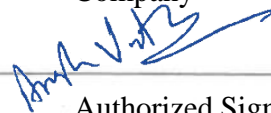
Addendum Numbers Received:
(Check the box next to each addendum received)

[X] Addendum No. 1   [   ] Addendum No. 6

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

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

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[   ] Addendum No. 5   [   ] Addendum No. 10

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_____
vTech Solution Inc
Company

_____
Authorized Signature

10/31/2024
_____
Date

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Revised 6/8/2012