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Header @ 1

List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1341025	SO Doc Code: CRFQ
Procurement Type: Central Master Agreement	SO Dept: 0506
Vendor ID: <input type="text" value="VS0000012119"/>	SO Doc ID: HHR2400000001
Legal Name: NOOR ASSOCIATES INC	Published Date: 12/28/23
Alias/DBA:	Close Date: 1/4/24
Total Bid: \$183,892.80	Close Time: 13:30
Response Date: <input type="text" value="01/04/2024"/>	Status: Closed
Response Time: <input type="text" value="11:18"/>	Solicitation Description: <input type="text" value="ACCOUNTING TECHNICIAN IV
TEMPORARY STAFFING"/>
Responded By User ID: <input type="text" value="kburkhardt"/>	Total of Header Attachments: 1
First Name: <input type="text" value="Michael"/>	Total of All Attachments: 1
Last Name: <input type="text" value="Lombardi"/>	
Email: <input type="text" value="gov@noorinc.com"/>	
Phone: <input type="text" value="3472924750"/>	



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 1341025
Solicitation Description: ACCOUNTING TECHNICIAN IV TEMPORARY STAFFING
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-01-04 13:30	SR 0506 ESR01042400000003202	1

VENDOR
 VS0000012119
 NOOR ASSOCIATES INC

Solicitation Number: CRFQ 0506 HHR2400000001
Total Bid: 183892.79999999999883584678173 **Response Date:** 2024-01-04 **Response Time:** 11:18:24
Comments:

FOR INFORMATION CONTACT THE BUYER
 Crystal G Husted
 (304) 558-2402
 crystal.g.husted@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	Accounting Technician IV	6240.0000	HOUR	29.470000	183892.80

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments: In lieu of the provided rate, we would accept if the state wishes to dictate pay rates and charge a 36% mark up and use the example.

Extended Description:
Accounting Technician IV



Accounting Technician IV Temporary Staffing Services

West Virginia Department of Health
and Human Resources (WV DHHR)

CRFQ HHR2400000001

**Noor Associates, Inc.
Proposal Submitted in Response to
Request for Proposals Issued by the
West Virginia Purchasing Department**

Submission Date: January 4, 2024

Submitted by:

Michael Lombardi
Executive Vice President of Sales
Noor Associates, Inc.
622 Third Avenue, 7th Floor
New York, NY 10017
Phone: 347-292-4750
Fax: 717-303-3557
Email: gov@noorinc.com

Submitted to:

Crystal Husted
Department of Administration, Purchasing
Division
2019 Washington Street East
Charleston, WV 25305-0130
Fax: (304) 558-3970
Email: crystal.g.husted@wv.gov

Cover Letter

January 4, 2024

Crystal Husted]
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Subject: CRFQ HHR240000001, Accounting Technician IV Temporary Staffing Services

Dear Ms. Husted,

On behalf of Noor Associates, Inc. (Noor Associates), it is my pleasure to submit our proposal in response to CRFQ HHR240000001, Accounting Technician IV Temporary Staffing Services for the West Virginia Department of Health and Human Resources (WV DHHR). Based on the RFP solicitation documents, Noor Associates is prepared and eager to work with the WV DHHR. Noor Associates has the capacity to satisfy all the WV DHHR's recruiting and staffing needs.

Noor Associates' proposal is built on past success and strong ability to meet the demands of high work volumes. Our mission is to grow aggressively by keeping our focus simple: to relentlessly connect top talent with great organizations, such as the WV DHHR. Noor Associates services a broad set of industries and places thousands of people each year in various work roles at government agency and corporate clients. We are constantly guided by our core commitment to focus on people, culture, and the building of lasting relationships. Our proposal presents our capabilities to provide staffing and recruiting services, and our specific experience, key personnel, commitment to service, professionalism and other elements required to perform these services.

We believe that our tenacity, persistence, and boundless positivity define us and embody the value we bring to the WV DHHR. We consider this a great opportunity and we will commit the necessary corporate resources to ensure that we meet all project requirements and goals.

Should the WV DHHR require any further information or clarification, please don't hesitate to contact us.

Thank you again for giving us this opportunity. We look forward to hearing from you.

Sincerely,



Michael Lombardi
Executive Vice President of Sales
Noor Associates, Inc.
622 Third Avenue, 7th Floor
New York, NY 10017
Phone: 347-292-4750
Fax: 717-303-3557
Email: gov@noorinc.com

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Experience

Company Overview

Noor Associates, Inc. (Noor) is part of the Noor family of companies which is comprised of 15 specialized staffing brands under common ownership, leadership, and operations, which generate ~78 MM in revenue annually. This family of companies includes Global Empire and Noor Staffing Group, which are nationally recognized staffing brands. Our clients include nonprofit, federal, state, and local government agencies as well as professional services and Fortune 500 firms.

Since 2005, Noor Associates has serviced an extensive governmental agency and corporate client base, which has helped us to evolve and create industry-leading compliance and governance procedures and protocols. We have more than 18 years of experience in providing staffing services. We are meticulous in our adherence to the Service Contract Act (SCA), Department of Labor (DOL), the Affordable Care Act (ACA), local Paid Sick Leave laws, and all other tax filings and legal obligations that a mid-sized employer is subject to. We have an HR and Compliance team of 10 professionals that are dedicated to ensuring our clients and employees get the best possible service while ensuring that the company stays compliant and ahead of shifting regulations that impact employers. We have a comprehensive standard onboarding process that includes customizable background checks, I-9/E-Verify, education, certification and/or license verification, and reference checks. Further, we would customize our onboarding and other processes to meet WV DHHR's needs for this contract. We process all payroll in-house and do not utilize a PEO. We have a team of 20+ professionals dedicated exclusively to the functions of payroll, HR, invoicing, A/R and technology.

Solid Management and Dedication to Results

Noor Associates has long been a trusted source of quality personnel, payroll, and employment services for some of the nation's largest corporate and governmental agencies. These long-standing relationships have allowed us the opportunity to build internal infrastructure and technology that many other staffing firms do not offer. Leveraging our infrastructure and experienced team of over 130 internal professionals, we possess the acumen and skills needed to fulfill the requirements of this contract.

Noor Associates, Inc. is a member of the Noor Inc. (Noor) family of companies, established in 2005 that provide Healthcare, IT, Professional, and Administrative staffing services. Noor has a network of 4,000 contingent employees located throughout the United States and offers one of the most robust candidate databases in the marketplace, as well as a competitive pricing policy.

Based in New York, Noor Associates has a national reach, providing staffing services to federal, state, and local government as well as corporate clients across the nation. Noor Associates has a strong resourcing and recruiting team, and with our dedicated team of professionals, we provide focused contract management solutions and accommodate all procedures and protocols required for clients in the nonprofit, government, and for-profit sectors. Our core competency of strategic recruiting and optimal customer service distinguishes us from other staffing companies.

Due to our depth and breadth of experience in servicing both government and corporate clients on long-term contracts, we offer WV DHHR a track record of delivering customized solutions. We have the resources and human capital required to be successful with a project of this size, complexity, and scope.

Demonstrated Experience

Noor has previous, demonstrated, and documented experience in managing large-scale staffing and recruiting projects. These nuanced, large projects have included transitioning thousands of Consultant workers from incumbents/other staffing firms as well as building customized technology platforms for specific client needs.

- In 2015, we acquired CRD, a national staffing firm that was financially distressed. This required us to onboard approximately 1,800 temporary workers in 20+ states. We executed this acquisition and employee onboarding, absorbing approximately 20MM in payroll and all associated employer responsibilities (insurances, taxes, etc.). We also assumed and assimilated receivables/collections, clients, and various disparate technology platforms. This large project was executed smoothly with an incredibly short time window.
- In 2015, we seamlessly onboarded 200+ non-exempt employees for the NYC HRA. We seamlessly onboarded 200+ employees over a weekend in time to make payroll for the following week. Subsequently, over the course of the contract, we recruited over 200 non-exempt employees, ensuring smooth and consistent payroll, benefits, and compliance with all laws, including NYC Paid Sick Leave Act.
- From 2016 to 2021, we have seamlessly onboarded 300+ professional employees every year for Argonne National Laboratory, a Department of Energy facility in Lemont, IL. We custom-built a Web app to keep up to date to ensure set aside spend or hours limit is not exceeded.
- In 2017, for the New York Racing Association, we recruited and onboarded over 1,500 contingent employees to work at the Belmont Stakes. We also built an interactive, real-time web application for the client to follow and track the fulfillment of staffing and onboarding in real-time.
- In 2017, we acquired and integrated a Texas-based health care staffing and services company. This required the onboarding and transitioning of 350 Consultant employees representing approximately 9MM in payroll per annum. These are direct care consultants who provide OT, PT, and RN clinical care to geriatric and pediatric in Texas. It is highly regulated by the state with regard to billing, compliance, and payroll requirements. We transitioned, improved, and absorbed all A/P, A/R, and payroll functions. Further, we audited, assessed, and redesigned the compliance program to ensure that all relevant certifications and requirements are in compliance with Texas regulations.

Historical Background for Providing Temporary Personnel Services

The Noor family of companies has specialized in the provision of employer services, including payroll, temporary personnel staffing and recruiting services similar to the work and required by the WV DHHR. We have a sufficient number of capable and qualified internal employees to complete the requested services and will designate at least one corporate employee to function exclusively in the role of primary WV DHHR contact as well as a team of recruiters, HR, technical, compliance, and onboarding specialists dedicated to ensuring a seamless employment experience for all employees.

Key Project Personnel

Identification of the individual(s) who will be assigned to the project, with description of their relevant experience and duties.

Project Key Personnel	Title	Contact Number and Email	Experience & Project Duties
Michael Lombardi	Executive Vice President of Sales	Phone: (347) 292-4750 Email: gov@noorinc.com	Michael will oversee the quality, administrative, and operational execution of this project. He will serve as primary contact for this project.
Ronald Sanchez	Compliance Officer	Phone: (212) 634-3104 Ext 4096 Email: crodriguez@noorstaffing.com	Ron ensures that NSG is in compliance with all contract requirements of the project.
Shania Davis	Contracts & HR Coordinator	Phone:(212)-812-3386 Email: gov@noorinc.com	Shania will coordinate with the recruiters and EVP of Sales for scheduling. She will assist with compliance, onboarding, and benefits.
Mary Grace Buot	National Recruiter	Phone 717-900-3222 Email: mbuot@globalempirellc.com	Mary will assist with recruiting for this contract. She has experience recruiting professionals for government and commercial clients.

Clients

The table below displays federal government and commercial agencies that have awarded contracts/agreements to us for staffing, recruiting, and employment services.

Government and Commercial Clients	Contract Length	Services
NYS Office of General Services	5-year contract	Administrative and Healthcare Staffing and Recruitment services
NYC HRA	1-year contract (2015)	Employment services and staffing
Rowan University	two 1-year renewals (2017–2019)	Temporary staffing
Naval Medical Center	4-year contract (2017–2021)	Administrative Services
NYC HHC through Vizient/MedAssets	Open ended (2015–2019)	Supplemental Staffing Services
Jacob Javits New York Convention Center	3-year contract (2018–2021)	Temporary Staffing Services
USDOJ – U.S. Attorney’s Office	5 year contract	Legal temporary staffing
Argonne National Laboratory	5 year contract	Administrative and laboratory research staff
Jacksonville Naval Air Station	4 year contract	Logistics Support Services
Pepsico	2010 to present	Temporary staffing

Contract Management Capabilities

Noor Associates has extensive experience in managing contracts and understands the challenges. Our commitment to excellence in the provision of the required staffing services parallels the assessed needs and requirements of the WV DHHR. Direct access to our dedicated contract project team will be given to the WV DHHR and is designed to provide continuous, uninterrupted service. Our structure allows for rapid response in the event of request changes, modifications, or needs for additional support on short notice. We will provide hands-on, proactive management to ensure that the WV DHHR receives the support required.

We are equipped to meet the staffing and recruitment needs of the WV DHHR. We will ensure that a qualified individual is submitted within five to seven business days after receipt of the staffing request. Once the staffing request is received from the WV DHHR, our Recruiting Manager will simultaneously engage the human capital and technology resources we have at our disposal to procure and submit the requested resumes. The process is:

- Engage an internal team of recruiters to present pre-vetted candidates
- Utilize internal database to target, identify and contact pre-recruited candidates
- Leverage external fee for service resources such as Monster, Indeed, LinkedIn, CareerBuilder, ZipRecruiter

Pool of Candidates

Noor Associates takes great pride in its unique and unmatched recruiting methods that have been developed internally. These methods are proprietary in nature. Our recruiting approach typically begins recruiting applicants within a 20- to 30-mile radius of the work location, and then extends to larger state and national areas when necessary. Additionally, we communicate with any incumbents to determine their specific position requirements and acquire firsthand knowledge of their career needs as well as the facility's provider requirements.

For the purpose of providing staffing and recruitment services to the WV DHHR under the requirements of this solicitation, Noor Associates will employ a recruiting strategy made up of four primary components:

- 1. Incumbent Professionals Recruiting**
- 2. Internal Pool Recruiting**
- 3. Innovative Mass Recruiting Methods**
- 4. Traditional Recruiting Methods**

These four recruiting methods will ensure that proper personnel are recruited and placed to work in a timely fashion.

1. Incumbent Recruiting – Noor Associates respects the existing professionals (if available) on current contract for continuity of service to clients. We also understand the reduced training/orientation efforts and expeditions turn-around achieved by staffing the same employees. Therefore, Noor Associates will offer employment to incumbents presently working with our agency who are interested in continuing the existing relationship. Our attractive compensation, benefits and friendly management team have drawn the loyalty of new and incumbent employees for over three years. Noor Associates will direct its initial efforts to transitioning as many incumbent employees as possible, subject to acceptance of the employee by the client.

2. Internal Pool Recruiting – Noor Associates has developed a large internal pool of candidates over last 9 years. We have more than 300,000 professionals available in our internal proprietary database which can be reached out for various assignments at any given time. This pool will be managed by the Recruiting and Project Manager assigned to this project.

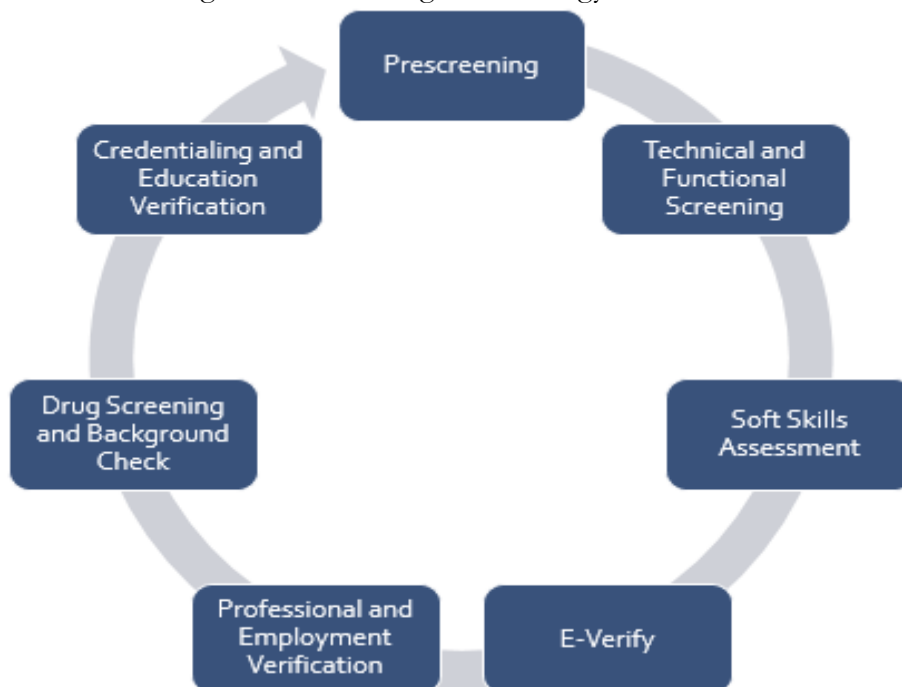
3. Innovative Mass Recruiting Method – Noor Associates maintains a distinct competitive advantage in the staffing industry through its use of highly creative and innovative recruiting methods to grow its operations. These proprietary mass recruiting techniques allow our company to quickly ramp up a large pool of in-bound applicants by professional category and can be focused as specifically as the client’s zip code.

4. Traditional Recruiting Method – In addition to unique and internally developed methods of recruiting, Noor Associates also employs traditional methods including newspaper advertising, magazine advertising, direct mail and employee referral programs to attract the best talent to work with Noor Associates. Noor Associates also employs online sourcing efforts dedicated to recruiting professionals who pro-actively submit their resumes to job board websites such as Monster.com, CareerBuilder.com, HotJobs.com, Dice.com, Indeed.com and America’s job bank.

Noor Associates is well equipped to successfully address the staffing and recruitment needs of the WV DHHR and has a team of full time recruiters with experience in the recruitment of temporary and direct-hire staff. Our recruiters have sufficient subject matter knowledge to understand the exact nature of the client requirements and conduct preliminary technical interviews with the candidates.

Screening

Noor Associates has an established pre-qualification and screening process that can help us efficiently and effectively identify the most suited candidates for roles with the County. As such, we have employed an intense screening and credentialing methodology.



a) Pre-Screening Methodology: The pre-screening methodology starts with Noor Associates getting the requirements and the job description from the client, including technical and other information.

b) Understanding the Requirements: Once Noor Associates receives the requirements, our sales and recruiting staff make concerted endeavors to thoroughly understand the job description and requirements. If there are any doubts, clarifications are sought from the client promptly. This step is mandatory as it enables us to identify candidates who are a perfect fit for the position.

c) Identification of Potential Fits: Once the recruiters understand the requirements, they immediately go to work. As a first step, our recruiters go over the skills of our employees from our database and try to determine if any of our employees will be a good fit for the job in question and whether he/she is currently available to take up the job assignment. If none of the employees meet the requirement in terms of skills, licensure, and availability, then our recruiters go through the database of our consultants and try to determine whether they meet the job requirements and identify their availability. Finally, the recruiters compile a list of potential fits that are available and make arrangements for the proper screening of the candidates.

d) Screening Methodology: One of the reasons for our success has been Noor Associates' intense screening methodology. Once the potential fits have been identified, they are interviewed by telephone or in person to assess their past experiences, communication skills, and present ability. The shortlisted candidates have to undergo a written technical test prepared by our professionals and based on their field experience. The shortlisted candidates have to undergo reference checks for past performance, tests for drug usage, and background checks for any criminal records. After the three staged screening process, the resumes of the qualified candidates are presented to the client. This screening methodology has ensured the selection of quality candidates, who are the right fit for the requirements of the role and has resulted in satisfied clients over the last three years.

e) Candidate Selection and Submission to Client: Once proper screening of the candidates has been done as detailed above, in most cases, the top three candidates are selected and presented to the client for client interviews.

Staffing Requests

Upon receiving a staffing request from the WV DHHR, Noor Associates will place staff based on the information provided in the requisition. Noor Associates will email a resume or application to the Department prior to placement. Noor Associates will email a copy of the final requisition with the selected employee's name to the designated Human Resources Department staff contact upon placement to the requesting Department.

Noor Associates will be available to receive the WV DHHR's verbal or email requests to provide temporary staff Monday through Friday, 8:00 am to 5:00 pm local time, excluding the WV DHHR's holidays. All verbal requests for placement by the requesting department will be confirmed via email and will include a Requisition as attachment. Noor Associates will provide qualified temporary staff who has cleared a criminal background and reference check within a maximum fulfillment time of 72 hours (three business days) of receipt of a verbal or written email request from the WV DHHR.

Substitute and Replacement Plan

In the unlikely event of dissatisfaction, attrition or a candidate not being available for any other reason, Noor Associates has firm contingency plans in place for each contested position. Typically after our rigorous screening process, we select three candidates per position. In case one of the selected candidates does not perform in accordance with expectations, leaves the position or becomes unavailable, we typically have at least two other candidates with similar level of skills whom we can expeditiously present to the client agencies. This substantially mitigates the client's risk.

Filling Requests and Turnaround

Noor Associates makes sure that qualified talent isn't left on the table. We hire at high volume, and use a robust Applicant Tracking System (ATS) to ensure seamless access to the largest possible pool of talent. We build up our talent pipeline through candidate-facing social media channels such as LinkedIn, Twitter and Facebook. This solid system allows us to maintain relationships with existing talent while pursuing new talent to add to our pipeline.

By increasing our one-on-one candidate interactions, utilizing tracking and analytics, and employing social media, Noor Associates is able to build our engagement with a broad talent pool. In turn, this affords us a readily available network right at our fingertips. By maintaining a standard and speedy interview process, we are able to move through the screening process efficiently and effectively, allowing us to bring a selection of qualified and available candidates to our clients within a shorter frame of time.

Orientation

Noor Associates believes in welcoming each new employee as a valued member of the company. All new hires will go through an orientation. Our Team will provide communication to invite incumbent staff members, as well as newly recruited staff, to our team by providing a summary of company information and benefits. A full orientation will be conducted for each new employee. Familiarization with job requirements as outlined in the position requirements will be assessed at that time. Each individual will receive a copy of the current requirements so they fully understand job expectations.

In addition to standard new employee materials such as employee handbook review and benefits, we provide specific information related to employee schedules, working hours, dress code, training, security measures, and other matters of special importance required by the WV DHHR. Communication of company policies and procedures, expectations, benefits, and other pertinent information will be provided by means of print and/or via a company website for new staff orientation.

Conduct of Personnel

To ensure that all individuals perform in a responsive and high quality manner certain business "rules of conduct" must be applied. Noor Associates has plans (e.g., Code of Conduct, Business Ethics) that their employees must adhere to and we provide employee training on appropriate behavior to further reinforce the positive and professional conduct of our employees. If required, we will implement as a part of project personnel orientation training, site specific Employee Behavior briefings that address the following areas:

Ethics

- Customer relations
- Dress/Appearance
- Courtesy
- Alcohol and drug use

- Sexual Harassment
- Smoking
- Personnel removal

Retention

Noor Associates understands that hiring and retaining quality personnel in a competitive work environment is crucial to program success, we strive to exceed customer expectations by providing the following incentives:

- Competitive Salaries through ongoing research and market salary surveys related to the applicable clinical service category, geographic region, and available labor pool;
- Competitive Benefits, which include medical, dental, vision, short-term disability, long-term disability, life insurance, and a 401(k) retirement plan;
- A New Employee Orientation for all newly hired employees with senior members of the organization;
- Employee Recognition, Award for Performance, awards to recognize those employees who have exceeded our expectations; Spot Awards for exceptional work beyond the call of duty.
- Annual reassessment of the competitiveness of compensation (salary and benefits) as compared to the local job market.

These incentives have proved highly effective with no additional cost to our customers. We will leverage these techniques as necessary to ensure full coverage.

The Noor Associates team focuses on retaining employees to reduce turnover and provide continuous service. Our employees receive competitive pay, fringe benefits, a 401(k) plan, employee satisfaction surveys, loyalty bonuses, and employee recognition programs. Our pay scales are based on current and directly pertinent local market research and are competitive as well as compliant with the Department of Labor wage determinations.

Work Hours and Breaks

Noor Associates will ensure that the minimum wage and overtime provisions of the Fair Labor Standards Act is followed for all its Temporary and Full time Employees. Noor Associates, will compensate every Temporary worker for the actual hours worked, not to exceed eight (8) hours per day, unless overtime is specifically authorized by the WV DHHR supervisor.

Timekeeping and Time Approval

Noor Associates will collect weekly timesheets from temporary employees. The timesheets will accurately reflect actual hours worked per week by each temporary employee and will provide the temporary employee and the WV DHHR with documentation of the hours worked.

Monthly Reporting

Noor Associates will provide monthly tracking reports which include, but are not limited to (subject to agreement by the WV DHHR):

- Employee name
- Job Classification worked during the month
- Name of department(s) and division(s) assigned during the month
- Billing rate and total amount paid (regular time and overtime)

This reports will track each assignment worked by the temporary employee and provide totals of all assignments by that employee. The reports will track and identify the total number of hours that remain before reaching the maximum number of temporary help hours worked by each employee, if applicable. Each monthly report shall include the prior month's totals and fiscal year-to-date (YTD) totals, including a summary by department.

Noor Associates Executive Summary and Reports will include the following:

- **Fill Analysis:** Detailed analysis of the total number of orders received, total orders filled, and length of time to fill orders.
- **Total Active Assignments/Duration:** Detailed list of all active temporaries by department or cost center, position, assignment start date, including hourly rates.
- **Weekly Labor Expenditures:** Detailed summary of weekly invoices by department or cost center.

Billing and Invoices

Our accounting system is Microsoft Dynamics, and we use Avionté staffing and accounting software which integrates front and back-office systems necessary in the staffing industry today. Using Avionté has produced measurable improvements in client/employee satisfaction and retention. Key features of the payroll and billing tools include time tracking, payroll, billing and accounts receivables, accounts payable, payment processing, reporting, and general ledger. An integrated financial system means that Avionté is automatically updated as transactions occur, allowing us to produce accurate financial statements and other reports on demand.

Avionté's billing software automatically creates and emails invoices each week, ending the hassle of manual processes. It automatically emails the invoices segregated by project codes (i.e., task order numbers). We use purchase order numbers to display task order numbers (project codes) and to segregate invoices. Job titles reflect both the job description and employer sourcing. It has a flexible invoice styling that addresses all our unique client invoicing needs.

Noor Associates will submit monthly invoices to the WV DHHR for staffing services utilized, to the designated staff member. Noor Associates will send invoices via US Mail or send electronic copies via email upon approval of the form and format by the WV DHHR.

Noor Associates will collect weekly timesheets from temporary employees. The timesheets will accurately reflect actual hours worked per week by each temporary employee and will provide the temporary employee and the WV DHHR with documentation of the hours worked.

Conclusion

In a nutshell, our qualified staff, an abundant database of potential professionals, stringent recruitment methodology, strong past performance record, industry-leading compensation plan, fringe benefits, complete cost, and ability to provide qualified and thoroughly screened professionals constitutes our unique selling proposition.

Forms

Designated Contact Form

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) Michael Lombardi, Executive Vice President of Sales

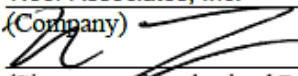
(Address) 622 Third Avenue, 7th Floor, New York, NY 10017

(Phone Number) / (Fax Number) 347-292-4750 | 717-303-3557

(email address) gov@noorinc.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.

Noor Associates, Inc.
 (Company) 
 (Signature of Authorized Representative)
 Michael Lombardi, Executive Vice President of Sales
 (Printed Name and Title of Authorized Representative) (Date)
 (347) 292-4750 | 717-303-3557
 (Phone Number) (Fax Number)
 gov@noorinc.com
 (Email Address)

Revised 8/24/2023

Acknowledgement of Addendum

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: CRFQ HHR240000001

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.

Noor Associates, Inc.

Company



Authorized Signature

January 2, 2024

Date

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

Revised 8/24/2023