



# REQUEST FOR QUOTATION

**MARK A ATKINS**

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

## TEMPORARY STAFFING SERVICES

STATE OF WEST VIRGINIA

PRICE PROPOSAL

CRFQ# SWC1600000009



**VTECH SOLUTION**  
*You Seek. We Deliver.*

05/18/16 14:54:32  
WV Purchasing Division

1025 Connecticut Ave. NW, Suite 511 Washington, DC 20036  
202.241.0167 (O) | 866.733.4974 (F)  
Email: [rfp.vtech@vtechsolution.com](mailto:rfp.vtech@vtechsolution.com)

**DUE DATE: MAY 19, 2016 | 1:30PM EST**

# Contents

**PRICE SCHEDULE..... 3**

- **Region 1..... 3**
- **Region 2..... 4**
- **Region 3..... 5**
- **Region 4..... 6**

**PRICE SCHEDULE**

**Region 1**

<b>Braxton</b>	<b>Clay</b>	<b>Nicholas</b>	<b>Fayette</b>	<b>Raleigh</b>	<b>Wyoming</b>	<b>McDowell</b>
<b>Mercer</b>	<b>Summers</b>	<b>Greenbrier</b>	<b>Pocahontas</b>	<b>Webster</b>	<b>Monroe</b>	

<b>CLASSIFICATION</b>	<b>WORKER PAY RATE</b>	<b>WITHHOLDING RATE</b>	<b>OVERHEAD RATE</b>	<b>TOTAL RATE*</b>
<b>Accounting Technician 2</b>	\$14.00	\$2.10	\$3.50	\$19.60
<b>Administrative Services Assistant 1</b>	\$16.00	\$2.40	\$4.00	\$22.40
<b>Administrative Services Assistant 2</b>	\$18.00	\$2.70	\$4.50	\$25.20
<b>Cook</b>				
<b>Custodian</b>				
<b>Data Entry Operator2</b>	\$13.50	\$2.03	\$3.38	\$18.90
<b>Executive Secretary</b>	\$16.00	\$2.40	\$4.00	\$22.40
<b>Groundskeeper</b>				
<b>Health Service Worker</b>				
<b>Laboratory Assistant 3</b>	\$17.00	\$2.55	\$4.25	\$23.80
<b>Laborer</b>				
<b>Mail Runner</b>	\$13.00	\$1.95	\$3.25	\$18.20
<b>Office Assistant 2</b>	\$14.50	\$2.18	\$3.63	\$20.30
<b>Office Assistant 3</b>	\$16.00	\$2.40	\$4.00	\$22.40
<b>Painter</b>				
<b>Paralegal</b>	\$18.00	\$2.70	\$4.50	\$25.20
<b>Parking Attendant</b>				
<b>Word Processor</b>	\$18.00	\$2.70	\$4.50	\$25.20

\* Vendor should add their Worker Rate + Withholding Rate + Overhead Rate and enter that number into the Total Rate box.

**Vendor Name: vTech Solution Inc**  
**Contact Person: Haresh Vataliya**  
**Phone #: 202.241 .0167**  
**Fax#: 866.733.4974**  
**Email: rfp.vtech@vtechsolution.com**



**Signature:**

**Date:5/15/2016**

**Region 2**

<b>Mason</b>	<b>Cabell</b>	<b>Wayne</b>	<b>Mingo</b>	<b>Logan</b>	<b>Boone</b>	<b>Lincoln</b>
<b>Kanawha</b>	<b>Putnam</b>	<b>Roane</b>	<b>Jackson</b>			

<b>CLASSIFICATION</b>	<b>WORKER PAY RATE</b>	<b>WITHHOLDING RATE</b>	<b>OVERHEAD RATE</b>	<b>TOTAL RATE*</b>
<b>Accounting Technician 2</b>	\$14.25	\$2.14	\$3.56	\$19.95
<b>Administrative Services Assistant 1</b>	\$16.50	\$2.48	\$4.13	\$23.10
<b>Administrative Services Assistant 2</b>	\$18.50	\$2.78	\$4.63	\$25.90
<b>Cook</b>				
<b>Custodian</b>				
<b>Data Entry Operator2</b>	\$13.75	\$2.06	\$3.44	\$19.25
<b>Executive Secretary</b>	\$16.50	\$2.48	\$4.13	\$23.10
<b>Groundskeeper</b>				
<b>Health Service Worker</b>				
<b>Laboratory Assistant 3</b>	\$17.50	\$2.63	\$4.38	\$24.50
<b>Laborer</b>				
<b>Mail Runner</b>	\$13.25	\$1.99	\$3.31	\$18.55
<b>Office Assistant 2</b>	\$15.00	\$2.25	\$3.75	\$21.00
<b>Office Assistant 3</b>	\$16.50	\$2.48	\$4.13	\$23.10
<b>Painter</b>				
<b>Paralegal</b>	\$18.50	\$2.78	\$4.63	\$25.90
<b>Parking Attendant</b>				
<b>Word Processor</b>	\$18.50	\$2.78	\$4.63	\$25.90

\* Vendor should add their Worker Rate + Withholding Rate + Overhead Rate and enter that number into the Total Rate box.

**Vendor Name: vTech Solution Inc**  
**Contact Person: Haresh Vataliya**  
**Phone #: 202.241 .0167**  
**Fax#: 866.733.4974**  
**Email: rfp.vtech@vtechsolution.com**

  
**Signature:**

**Date:5/15/2016**

**Region 3**

<b>Lewis</b>	<b>Upshur</b>	<b>Randolph</b>	<b>Pendelton</b>	<b>Hardy</b>	<b>Grant</b>	<b>Hampshire</b>
<b>Mineral</b>	<b>Morgan</b>	<b>Berkeley</b>	<b>Jefferson</b>	<b>Tucker</b>	<b>Barbour</b>	<b>Taylor</b>
<b>Preston</b>						

<b>CLASSIFICATION</b>	<b>WORKER PAY RATE</b>	<b>WITHHOLDING RATE</b>	<b>OVERHEAD RATE</b>	<b>TOTAL RATE*</b>
<b>Accounting Technician 2</b>	\$14.00	\$2.10	\$3.50	\$19.60
<b>Administrative Services Assistant 1</b>	\$16.00	\$2.40	\$4.00	\$22.40
<b>Administrative Services Assistant 2</b>	\$18.00	\$2.70	\$4.50	\$25.20
<b>Cook</b>				
<b>Custodian</b>				
<b>Data Entry Operator2</b>	\$13.50	\$2.03	\$3.38	\$18.90
<b>Executive Secretary</b>	\$16.00	\$2.40	\$4.00	\$22.40
<b>Groundskeeper</b>				
<b>Health Service Worker</b>				
<b>Laboratory Assistant 3</b>	\$17.00	\$2.55	\$4.25	\$23.80
<b>Laborer</b>				
<b>Mail Runner</b>	\$13.00	\$1.95	\$3.25	\$18.20
<b>Office Assistant 2</b>	\$14.50	\$2.18	\$3.63	\$20.30
<b>Office Assistant 3</b>	\$16.00	\$2.40	\$4.00	\$22.40
<b>Painter</b>				
<b>Paralegal</b>	\$18.00	\$2.70	\$4.50	\$25.20
<b>Parking Attendant</b>				
<b>Word Processor</b>	\$18.00	\$2.70	\$4.50	\$25.20

\* Vendor should add their Worker Rate + Withholding Rate + Overhead Rate and enter that number into the Total Rate box.

**Vendor Name: vTech Solution Inc**  
**Contact Person: Haresh Vataliya**  
**Phone #: 202.241 .0167**  
**Fax#: 866.733.4974**  
**Email: rfp.vtech@vtechsolution.com**

  
**Signature:**

**Date:5/15/2016**

**Region 4**

<b>Braxton</b>	<b>Clay</b>	<b>Nicholas</b>	<b>Fayette</b>	<b>Raleigh</b>	<b>Wyoming</b>	<b>McDowell</b>
<b>Mercer</b>	<b>Summers</b>	<b>Greenbrier</b>	<b>Pocahontas</b>	<b>Webster</b>	<b>Monroe</b>	

<b>CLASSIFICATION</b>	<b>WORKER PAY RATE</b>	<b>WITHHOLDING RATE</b>	<b>OVERHEAD RATE</b>	<b>TOTAL RATE*</b>
<b>Accounting Technician 2</b>	\$14.25	\$2.14	\$3.56	\$19.95
<b>Administrative Services Assistant 1</b>	\$16.50	\$2.48	\$4.13	\$23.10
<b>Administrative Services Assistant 2</b>	\$18.50	\$2.78	\$4.63	\$25.90
<b>Cook</b>				
<b>Custodian</b>				
<b>Data Entry Operator2</b>	\$13.75	\$2.06	\$3.44	\$19.25
<b>Executive Secretary</b>	\$16.50	\$2.48	\$4.13	\$23.10
<b>Groundskeeper</b>				
<b>Health Service Worker</b>				
<b>Laboratory Assistant 3</b>	\$17.50	\$2.63	\$4.38	\$24.50
<b>Laborer</b>				
<b>Mail Runner</b>	\$13.25	\$1.99	\$3.31	\$18.55
<b>Office Assistant 2</b>	\$15.00	\$2.25	\$3.75	\$21.00
<b>Office Assistant 3</b>	\$16.50	\$2.48	\$4.13	\$23.10
<b>Painter</b>				
<b>Paralegal</b>	\$18.50	\$2.78	\$4.63	\$25.90
<b>Parking Attendant</b>				
<b>Word Processor</b>	\$18.50	\$2.78	\$4.63	\$25.90

\* Vendor should add their Worker Rate + Withholding Rate + Overhead Rate and enter that number into the Total Rate box.

**Vendor Name: vTech Solution Inc**  
**Contact Person: Haresh Vataliya**  
**Phone #: 202.241 .0167**  
**Fax#: 866.733.4974**  
**Email: rfp.vtech@vtechsolution.com**

Signature: 

**Date:5/15/2016**

## Contents

- **CRFQ FORM ..... 3**
- **FINAL CRFQ ..... 6**
- **COVER LETTER ..... 9**
- **EXECUTIVE SUMMARY ..... 10**
- **vTECH'S CAPABILITIES ..... 12**
- **VTECH'S STAFFING RESOURCE MANAGEMENT PLAN ..... 15**
  - **Staffing Approach..... 15**
- **PAST PERFORMANCE REFERENCES..... 16**
- **PURCHASING AFFIDAVIT ..... 21**
- **CERTIFICATION & SIGNATURE PAGE..... 22**
- **ADDENDUM ACKNOWLEDGE FORM ..... 23**

**CRFQ FORM**



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

State of West Virginia  
Request for Quotation  
34 - Service - Prof

Proc Folder: 211600

Req Description: STATEWIDE CONTRACT TEMPORARY STAFFING SERVICES

Proc Type: Statewide IAA (Open End)

Date Issued	Collection Dates	Substation No	Version
2016-04-22	2016-05-19 13 33 00	CRFQ 0212 SWC160000009	1

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number  
vTech Solution Inc.  
1025 Connecticut Ave. NW, Suite 511  
Washington, DC 20036  
202.241.0167 (O) | 666.733.4974 (F)

**FOR INFORMATION CONTACT THE BUYER**

Mark A. Arens  
12041 558-2303  
mark.arenas@wv.gov

  
Signature: X

204271088  
FEIN #

5/15/2016  
DATE

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



**ADDITIONAL INFORMATION:**

The West Virginia Purchasing Division is soliciting bids to establish a statewide open-end contract for 18 specific temporary job classifications commonly required by State Agencies, per the attached documents.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE SERVICES	0.00000	JOB		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description :  
TEMPORARY EMPLOYEE SERVICES

**SCHEDULE OF EVENTS**

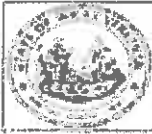
Line	Event	Event Date
1	Technical Questions due by 4:00 pm EST	2016-05-05

	<b>Document Phase</b>	<b>Document Description</b>	<b>Page 3</b>
<b>SWC1600000009</b>	Final	STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES	<b>of 3</b>

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**FINAL CRFQ**



Purchasing Division  
2018 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Request for Quotation  
34 -- Service - Prof

Proc Folder: 211500

Doc Description: ADDENDUM 1

Proc Type: Statutory AA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2016 05 11	2016 06 10 13 30 00	CRFQ 0212 SWC160000009	2

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2018 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

Vendor Name, Address and Telephone Number:

vTech Solution Inc.  
1025 Connecticut Ave. NW, Suite 511  
Washington, DC 20036  
202.241.0167 (O) / 866.733.4974 (F)

**FOR INFORMATION CONTACT THE BUYER**

Mark A Adams  
(304) 556-2367  
mark.a.adams@wv.gov



204271088  
FEIN #

5/15/2016  
DATE

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

**ADDITIONAL INFORMATION:**

ADDENDUM\_1: Is issued to publish the vendor questions with responses.

NO OTHER CHANGES

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE SERVICES	0.00000	JOB		

Comm Code	Manufacturer	Specification	Model #
80111600			

**Extended Description :**

TEMPORARY EMPLOYEE SERVICES

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical Questions due by 4:00 pm EST	2016-05-05

	<b>Document Phase</b>	<b>Document Description</b>	<b>Page 3</b>
<b>SWC1600000009</b>	Final	ADDENDUM_1: SWC-TEMPORARY STAFFING SERVICES	<b>of 3</b>

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**COVER LETTER**

To,

**BID CLERK**

Department of Administration  
Purchasing Division  
2019 Washington ST E  
Charleston WV 25305

**Subject: "Temporary Staffing Services" "CRFQ 0212 SWC1600000009"**

Our proposal includes all technical, business and pricing details, as instructed in solicitation document, which is due on May 19, 2016. This response is based on information in RFQ, its amendment and addendum.

The undersigned agrees that all the terms and conditions of this solicitation and offer may, at the organization's option, be made applicable in any contract issued as a result of this solicitation. The following are the offeror details:

<b>Company Name</b>	: vTech Solution Inc
<b>Primary Contact</b>	: Haresh Vataliya, Director
<b>Company Address</b>	: 1025 Connecticut Ave. NW, Suite 511 Washington, DC 20036
<b>Phone</b>	: 202.241.0167
<b>Fax</b>	: 866.733.4974
<b>E-mail</b>	: rfp.vtech@vtechsolution.com
<b>Website</b>	: www.vtechsolution.com

We are firmly committed to perform the work within the stipulated time period, if awarded with the project.

Sincerely,



**Haresh Vataliya**  
Director, vTech Solution Inc.

## EXECUTIVE SUMMARY

vTech Solution Inc (vTech) is a Managed Staffing Services firm based out of Washington DC with primary focus on Staff Augmentation and Cloud Computing Services. With stretch of extensive experience and built on a foundation of integrity, vTech endeavors to overcome the challenges and opportunities confronting private and government sectors by incorporating known latest Technological solutions with industry best practices. vTech therefore helps organizations to embrace a leadership model that will focus both on company's systems and people.



- We facilitate efficient & effective team resourcing and Project team built - ups realigning the organization's purpose, mission, process, and systems, with the needs of its most important asset - its people.
- We also build, deploy and manage enterprise applications, IT infrastructures and other IT systems

Our core competencies include, but not limited to:

- IT & Non-IT Staffing
- IT Services
- IT Consulting

vTech Solution has completed various temp staff consulting and staffing projects for federal and state government clients including:

- Providing temporary personnel support to Department of Health (DOH), DC and Portland Development Commission (PDC), OR.
- Strategic and tactical activities to support a centralized help desk for multiple DoD agencies.
- Provide customer and technical support, IT desktop infrastructure, server related issues and inventory management for Office of the Chief Technology Officer
- Implement and Maintain overall LAN/WAN network architecture with an emphasis on the Siteminder infrastructure for Pennsylvania Department of Transportation
- Develop a web-based application to maintain the resume database of Department of Labor
- Improve performance and enhance features such as online calendar system, auto alerts and legislation system for Council of the District of Columbia
- Oversees implementation of the US CDC HHL PSS lead registry and changes to the ImmPact2 immunization registry for the State of Maine

We have offered comprehensive system life cycle and operational support, including systems integration and turnkey outsourcing of project operations. vTech delivered skilled manpower, innovative technology and management solutions such as shared services; Staff Augmentation Services that help our clients streamline services and improve governance & management.

**Major Customers:**

vTech Solution's unwavering dedication to results defines our brand. Our time-tested management processes, quality control methods, and state-of-the-art work environment ensures that our clients' most complex projects are delivered on time, on budget, and on point. As a result, we enjoy enduring relationships with our existing clients, as well as a constant flow of new business. vTech Solution provides support to

- **AARP**
- **Accenture**
- **Computer Aid Inc.**
- **CPN-Network Inc.**
- **Department of Navy**
- **DC Department of Health**
- **University of Massachusetts**
- **International Monetary Fund**
- **State Government of ME**
- **State Government of AZ**
- **State Government of NC**
- **Arlington County Government**
- **Council of the District of Columbia**
- **District of Columbia Child Support**
- **Arkansas Department of Education**
- **DC office of Chief Technology Officer**
- **Credence Management Solutions**
- **Virginia Housing Development Authority**
- **DC Metropolitan Police Department**
- **Virginia Information Technology Agency**
- **Virginia Department of Housing Agency**
- **Office of Information Technology - Maine**
- **Pennsylvania Department of Transportation**
- **Maryland Department of Information Technology**
- **Portland Development Commission**
- **New Jersey Schools Development Authority**



## vTECH'S CAPABILITIES

vTech is highly experienced in providing, Staff Augmentation & Professional Services to a number of Government, State, Federal departments and private-sector organizations. vTech has decade of experience with the managed staffing services. We use our expertise, knowledge and global resources to deliver top quality resources, and tailor our Staff augmentation services as per your need to deliver substantial cost and time savings.

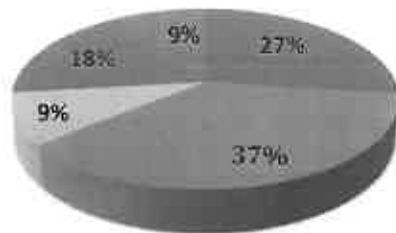
All of the previously mentioned services are configured or customized to meet the individual needs of our clients; for some clients we constructed new programs, processes and systems solutions from the ground up within very tight development timeframes. vTech is continuously looking to improve and expand the services we offer and provide maximum value and expertise to our clients.

### vTech's Resource Pool:

vTech has a strong pool of pre-screened, qualified and experienced resources specifically for labor categories like Administrative, IT & Technical Support, Project Management, Clerical & Financial and other services. The company has developed an extensive resource database across several technologies & regions for its future staffing requirements for Customers.

Our pool has more than 98,000 resources, and out of those:

### vTech's Resource Pool

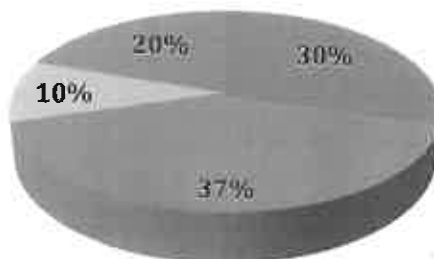


- **Administrative = 27%**
- **IT & Technical Support = 37%**
- **Project Management = 9%**
- **Clerical & Financial = 18%**
- **Other = 9%**

From 98,000 resources, 14,700 (approx 15%) are from State of West Virginia and out of those 14,700 resources:

### vTech's Resource Pool in West Virginia

- **Region 1 = 27%**
- **Region 2 = 18%**
- **Region 3 = 33%**
- **Region 4 = 22%**



**vTech's Team Experience:**

vTech Team has a combined total industry experience of more than 25 years. Over the period, vTech has built a unique expertise that is shared by all of our employees and associates.

Our team has strong policies for confidentiality and information security, labor wages and various certificates. Our team is fully aware and complies with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects. We adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution.

**Total Customer Satisfaction:**

We maintain a 97% customer retention rate due to our customers' total satisfaction with our services, people and technology. Each customer project with us has one dedicated point of contact in our Client Relations department, supported by a team of highly-trained individuals. Everyone will be familiar with your account, ensuring that your calls and emails will be answered by someone who knows your business requirements.

**Financial Strength & Capability:**

With current annual revenue exceeding \$3.8 Million, vTech has experienced consistent Y-O-Y growth with its strong emphasis on quickly applying new and emerging technology and platforms in its implementations. The company is financially strong and sound, well-funded, owns company offices in Maryland, Virginia and Washington DC and having direct & remote support services in various regions of US sub-continent to deliver and implement projects on time.

**Creative and consultative approach:**

We pride our self as the creative problem solvers for our client's business problems by providing various solutions that are tailor made for the situations and are effective to the maximum extend. Our consultants are experienced and seasoned having in-depth knowledge of various domains and industries, but what makes us unique is our dedicated account manager for each client approach that ensures your organization is handled by professionals that has complete knowledge about your organization. We take great efforts to understand clients' needs and add personal touch on every phase of project or service.

**Value Added Services:**

Our innovative and efficient solutions services give a competitive edge to our clients with unique market position. Services such as cloud assessment, optimized infrastructure support, and security solution prepare our client for next information security challenge.

**Optimized cost:**

With IT budgets tightening, costs become increasingly important criteria influencing critical Staffing projects. We are cost effective and provide unmatched services at extremely competitive prices.

**Prompt delivery:**

Timely delivery of the service is one of our utmost concerns here at vTech. We take great care to deliver right services in nick of time. We have professionals that give special attention to each client and have dedicated resources working on to give immediate response and quick turnaround.

**BBB Accredited company:**

We are Better Business Bureau (BBB) accredited company with A+ rating.

**Inc 5000 certified:**

We have been currently listed in the Inc. 5000 list 2015, as one of the fastest growing company with a growth rate of 371%.

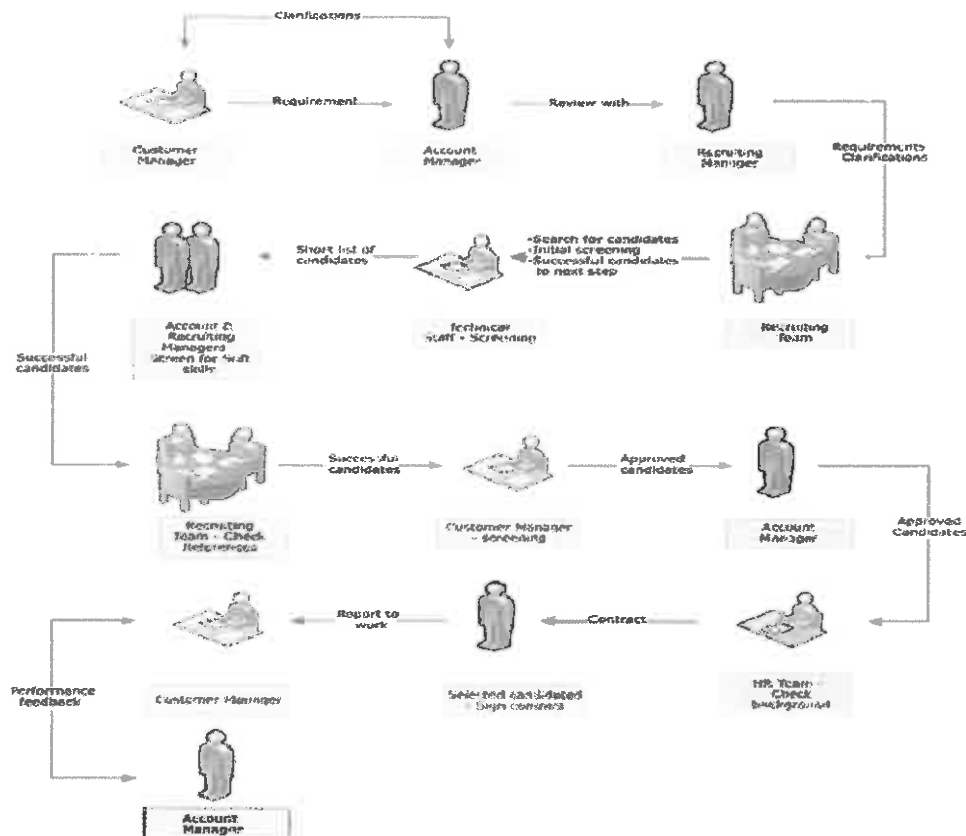
vTech is perfectly placed to respond to unforeseen events and issues and will work with you as a partner to deliver solutions which maximize the achievable benefits. vTech will carry out all contract responsibilities in highly professional and successful manner to which our clients have become accustomed. We will draw on the successful working relationships we have built with others to deliver the unparalleled service and support. We offer a truly best-in-class service model designed to meet your needs now and into the future. Our team is ready to assist you with technical innovation and unsurpassed customer service for your beneficiaries and providers

## VTECH'S STAFFING RESOURCE MANAGEMENT PLAN

We firmly believe that candidate identification is the most critical step in the talent acquisition/recruiting life cycle. The purpose of this plan is to identify the best available resources, which can fulfill the requested tasks in a manner that best meets the Client's needs. Our plan will insure that staff possesses the correct skill sets and experience to ensure a successful project completion.

### Staffing Approach

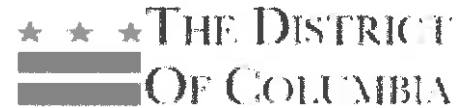
When Client's Manager releases Task Order, our dedicated account manager review the task order with recruiting manager & SMEs to create skill matrix of required skills, recruiting manager send the details of task order and skill matrix to the sourcing team; The sourcing team review the requisitions thoroughly, search for suitable candidates and send the candidate's detail to technical recruiting staff for screening. Afterwards, if the candidates are further short listed based on their technical skills, details are sent to recruiting manager. Then, they interview the selected candidates to evaluate soft skills & interpersonal skills and successful candidate's details are sent to the recruiting team for reference check and for validating education & certifications. After checking their references the successful candidate's resume is sent to client's manager and if client wants, we send our candidate for an Interview. If client decide move ahead with the candidate, account manager sends approved candidates details to the HR team for background checks, after completion of the background check process the candidate sign a contract. Then the selected candidate report to work. Last and foremost the client's manager gives performance feedback of the selected candidates to our account manager.



## PAST PERFORMANCE REFERENCES

### REFERENCE#1: Corporate Systems Resources Inc.

Name **Glenda Taylor, President**  
Telephone Number: **(202) 829 1916**  
Email Address: **glendataylor@csri.us**



vTech solution Inc. has been providing Staff Augmentation, application development, database management and consulting Services for the District of Columbia Government on behalf of Corporate Systems Resources Inc. Through a contract that was initiated on April 2013 and is still continuing till date, we have placed more than 10 techno-functional professional for our client in various IT Professional positions including:

- Web Design Specialist
- Data Entry Operator
- Senior Application Architect
- Office Assistant
- Accountant
- Accounting Technician
- HR Manager
- Word Processor

#### **Challenge:**

The District of Columbia Government was facing the problem of lack of skilled resources and increasing financial constrain. The state government's reactionary approach was needed to be replaced by a dynamic and proactive approach towards infrastructure and systems.

#### **The objective:**

The District of Columbia Government needed to support its employees and member of the organization with a reliable Staffing solution to fulfill its working objectives and complete its Staff Augmentation, database management and consulting needs.

#### **Solution and Services provided:**

- Application development and database management services provided to our client with application development and database management team comprises of seasoned professionals who possess the business background, project management experience and technology expertise to deliver business-critical technology solutions. These solutions include a variety of platforms, devices and networks, including integration with legacy systems, development of business applications and Web-based functionality.
- Account management provided to our client by a dedicated account manager who is a dedicated single point of contact aligned with each client and a senior accounts management team having years of experience in IT consulting & services.
- Reporting and performance management provided to our client through a state of the art online reporting and management system to effectively measure the performance of the resource
- vTech solutions Inc. Also offered specific resources with a high degree of technical & specialized skill sets including:

- **Languages:** C#, ASP.NET, ASP, VB.NET, Visual Basic, Java, JSP, HTML, DHTML, JavaScript, vbScript, AJAX, XML, XHTML, CSS, Oracle, etc.
- **Database:** MS SQL, Oracle, etc.
- **Platforms:** Windows 2003 Server, MOSS 2007, SharePoint 2010, ISA Server 2004, SQL Server 2005, SQL 2008, Exchange Server
- **Software Applications:** SharePoint Server, Microsoft Office Suite, various Collaboration Software, IIS, Visual Studio, etc.

**The result:**

By outsourcing their application development, database management and staff augmentation requirements to vTech solution Inc., The District of Columbia Government was able to fulfill their staff augmentation needs and they received the support needed to maintain Smooth and Efficient flow of network operations The District of Columbia Government was able to benefit from knowledgeable, highly-effecient staff that were able to step in and begin resolving issues immediately, and also received support from vTech's senior accounts management team having years of experience in Staff consulting & services., vTech solutions Inc continues to provide these resources to ensure that the District of Columbia Government's infrastructure remains operational and dynamically respond to various devolving staffing needs.

**REFERENCE #2: LEGAL DISCOVERY LLC**

Name: **Vishal Rajpara, Executive Vice-President**  
Telephone Number: **571-297-6959, 201-233-1227**  
Email Address: **vrajpara@legaldiscoveryllc.com**



vTech solution Inc. has been providing IT and NON IT Staff Augmentation and consulting Services for the State of Pennsylvania, Arkansas, and Virginia on behalf of Legal Discovery. Through a contract that was initiated on August 2009 and is still continuing till date, we have placed more than 12 Skilled professional for our client in various Professional positions including:

- Web Architect
- Administrative Assistant
- Application developer
- Executive Secretary
- Administrative Services Assistant I & II
- Paralegal
- Payroll Clerk
- Drupal Developer
- Business Analyst
- Office Assistant III
- Mail Runner
- Word Processor

**Challenge:**

The State of Pennsylvania, Arkansas, and Virginia was facing the problem of lack of skilled resources and increasing financial constrain. The state government's reactionary approach was needed to be replaced by a dynamic and proactive approach towards IT infrastructure and systems.

**The objective:**

The State of Pennsylvania, Arkansas, and Virginia needed to support its employees and member of the organization with a reliable staffing solution to fulfill its working objectives and complete its Staff Augmentation, IT services and IT consulting needs.

**Solution and Services provided:**

- Contingent Staffing services provided to our clients to enrich their existing pool of resources through a system of Time and Material (T&M) based filling of contingent resource requirements.
- IT consulting services provided to our clients in various IT Systems including Hardware, Software, Databases, Networks, IT Security, and Procedures.
- Account management provided to our clients by a dedicated account manager who is a dedicated single point of contact aligned with each client and a senior account management team having years of experience in IT consulting & services.
- Reporting and performance management provided to our clients through a state of the art online reporting and management system to effectively measure the performance of the resource

**The result:**

By outsourcing their staffing and consulting needs to vTech Solutions Inc., The states of Pennsylvania, Arkansas, Virginia and the various departments in these states were able to benefit from the highly seasoned professionals that were able to provide their knowledge and skill for better functioning of resources in these states. received support from vTech's senior accounts management team having years of experience in recruitment consulting & services., vTech solutions Inc continues to provide these resources to ensure that the State of Pennsylvania, Arkansas, and Virginia's IT infrastructure remains operational and dynamically respond to various devolving IT needs



**REFERENCE #3: Obverse Inc.**

Name: **James Detherage, President**  
Telephone Number: **(202) 213 3422**  
Email Address: **jdetherage@obverse.net**



vTech solution Inc. Has been providing Staff Augmentation Services to the District of Columbia Government on behalf of Obverse Inc. for various IT Systems including Hardware, Software, Databases, Networks, IT Security, and Procedures. Through this contract which was initiated on April 2007 and is still continuing till date, we have placed more than 15 techno-functional professional for our client in various IT Professional positions including:

- Senior Business Analyst
- Desktop support
- Administrative Services Assistant
- Helpdesk Support
- GIS Application Developer
- Senior Project Manager
- Project Manager
- Senior Software Trainer
- Laboratory Assistant
- Support Technician
- Administrative secretary
- Field Support Tech

**Challenge:**

A rapidly growing need of Staffing services in the District of Columbia Government and increasing financial constraint, needs of its employees to operate in a stable, reliable and safe IT environment. The District of Colombia government had surpassed the point where an Ad-hoc and reactionary approach was needed to be replaced by a dynamic and proactive approach towards IT infrastructure and systems.

**The objective:**

The District of Columbia Government needs to support its employees and member of the organization with a reliable IT & Non IT staffing solution to fulfill its working objectives and to improve its IT infrastructure and systems including Hardware, Software, Databases, Networks, IT Security, and Procedures.

**Solution and Services provided:**

- Consulting and resource management provided to our client by subject matter experts (SME) with a detailed knowledge of various systems and programs, we helped in training and induction of various new systems to the employees so there can be optimum utilization of the resources and enabling employees so they can maintain the program or systems on their own. Workflow and Requisition tools were used to attract candidates and manage administration.
- Account management provided to our client by a dedicated account manager who is a dedicated single point of contact aligned with each client and a senior account management team having years of experience in IT consulting & services.
- Reporting and performance management provided to our client through a state of the art online reporting and management system to effectively measure the performance of the resource

**The result:**

By outsourcing their staff augmentation requirements to vTech solution Inc., The District of Columbia government was able to fulfill their Staffing needs and they received the support needed to maintain Smooth and Efficient flow of network operations, The District of Columbia government was able to benefit from knowledgeable, highly-efficient vTech staff.

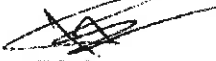
**CERTIFICATION & SIGNATURE PAGE**

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation 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 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 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.

**vTech Solution Inc.**

(Company)



**Haresh Vataliva, Director**

(Authorized Signature) (Representative Name, Title)

**C#: 202.241.0167, F#: 866.733.4974, D: 5/15/2016**

(Phone Number) (Fax Number) (Date)

Revised 10/27/2015

**ADDENDUM ACKNOWLEDGE FORM**

**ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:**

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.

**vTech Solution Inc.**  
\_\_\_\_\_

Company

  
\_\_\_\_\_

Authorized Signature

**5/15/2016**  
\_\_\_\_\_

Date

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

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: VTech Solutions Inc.

Authorized Signature: [Signature] Date: 5/5/2016

State of Virginia

County of Fairfax, to-wit:

Taken, subscribed, and sworn to before me this 5 day of May, 2016.

My Commission expires April 30, 2019.

AFFIX SEAL HERE



NOTARY PUBLIC ISRAT Fatima Shohly Shohly