



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

Header @ 4

List View

**General Information** [Contact](#) [Default Values](#) [Discount](#) [Document Information](#)

Procurement Folder: 244612

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0210

Vendor ID:

SO Doc ID: ISC1700000010

Legal Name: CDI CORP

Published Date: 11/28/16

Alias/DBA:

Close Date: 12/8/16

Total Bid: \$1,204,680.00

Close Time: 13:30

Response Date:

Status: Closed

Response Time:

Solicitation Description:

Total of Header Attachments: 4

Total of All Attachments: 4



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

State of West Virginia  
Solicitation Response

Proc Folder : 244612

Solicitation Description : Addendum #2 Technical Staffing Services (OT1717)

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2016-12-08 13:30:00	SR 0210 ESR12071600000002620	1

**VENDOR**

000000120214

CDI CORP

Solicitation Number: CRFQ 0210 ISC1700000010

Total Bid : \$1,204,680.00

Response Date: 2016-12-07

Response Time: 22:14:13

**Comments:**

CDI as a part of our pricing response completed a thorough analysis of compensation ranges for the profiles provided and reviewed each labor category at the 25th, 50th and 75th percentile (Low, Average, High) in the local Charleston, WV market. Given our 25 year history with the State CDI is confident in our ability to staff qualified IT professionals based on these rates. We take great pride as a partner to the State to provide rates that are "realistic" to the labor categories versus providing unrealistic rates that will produce unqualified and poor results in support of these programs. We understand that this solicitation is driven by quote and believe that a "good" quote should be one that supports the ability to find a qualified professional and does a service to the State. In the end, CDI has been a trusted partner to the State based on the quality of the people we provide, references we have supporting DEP, DHHR and Courts, and a strong local presence in touch with local talent. CDI is also willing to share with the State our detailed research of these rates, including the Mark Up used to arrive at the billing rates provided. The detail will show compensation ranges for each labor category at Low, Average and High and available talent in the local market. This level of detail will show the State that our response is both candid, results driven and consultative. We look forward to your response and our continued support of the State of West Virginia

**FOR INFORMATION CONTACT THE BUYER**

Stephanie L Gale  
(304) 558-8801  
stephanie.l.gale@wv.gov

Signature on File

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	IT Project Coordinator/Business Analyst	2000.00000	HOUR	\$46.300000	\$92,600.00

Comm Code	Manufacturer	Specification	Model #
80101604			

Extended Description : IT Project Coordinator/Business Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	IT Project Manager	2000.00000	HOUR	\$63.860000	\$127,720.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Extended Description : IT Project Manager

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior IT Project Manager	2000.00000	HOUR	\$75.800000	\$151,600.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Extended Description : Senior IT Project Manager

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Microsoft Office Specialist Trainer	2000.00000	HOUR	\$32.740000	\$65,480.00

Comm Code	Manufacturer	Specification	Model #
80101507			

Extended Description : Microsoft Office Specialist Trainer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Cyber Security Auditor	2000.00000	HOUR	\$82.800000	\$165,600.00

Comm Code	Manufacturer	Specification	Model #
80101507			

Extended Description :	Cyber Security Auditor

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Firewall Administrator	2000.00000	HOUR	\$55.200000	\$110,400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description :	Firewall Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Network Engineer	2000.00000	HOUR	\$59.340000	\$118,680.00

Comm Code	Manufacturer	Specification	Model #
80111610			

Extended Description :	Network Engineer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	VoIP Engineer	2000.00000	HOUR	\$59.340000	\$118,680.00

Comm Code	Manufacturer	Specification	Model #
80101507			

Extended Description :	VoIP Engineer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Windows Server System Administrator	2000.00000	HOUR	\$52.440000	\$104,880.00

Comm Code	Manufacturer	Specification	Model #
80111609			
Extended Description :	Windows Server System Administrator		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	RedHat Linux Server System Administrator	2000.00000	HOUR	\$74.520000	\$149,040.00

Comm Code	Manufacturer	Specification	Model #
80111609			
Extended Description :	RedHat Linux Server System Administrator		



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: 244612

Doc Description: Addendum #1 Technical Staffing Services (OT1717)

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-11-10	2016-12-01 13:30:00	CRFQ 0210 ISC1700000010	2

**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:

**FOR INFORMATION CONTACT THE BUYER**

Stephanie L Gale  
(304) 558-8801  
stephanie.l.gale@wv.gov

Signature X

FEIN #

DATE

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

**ADDITIONAL INFORMATION:**

Addendum #1 issued to:

1. Correct date of technical questions deadline in the Terms and Conditions to 11/21/2016.

End of Addendum #1

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	IT Project Coordinator/Business Analyst	2000.00000	hour		

Comm Code	Manufacturer	Specification	Model #
80101604			

**Extended Description :**

IT Project Coordinator/Business Analyst

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	IT Project Manager	2000.00000	hour		

Comm Code	Manufacturer	Specification	Model #
80101600			

**Extended Description :**

IT Project Manager

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior IT Project Manager	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80101600			

**Extended Description :**

Senior IT Project Manager

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Microsoft Office Specialist Trainer	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80101507			

**Extended Description :**

Microsoft Office Specialist Trainer

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Cyber Security Auditor	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80101507			

**Extended Description :**  
Cyber Security Auditor

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Firewall Administrator	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description :**  
Firewall Administrator

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Network Engineer	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111610			

**Extended Description :**  
Network Engineer

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	VoIP Engineer	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80101507			

Extended Description :  
VoIP Engineer

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Windows Server System Administrator	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description :  
Windows Server System Administrator

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	RedHat Linux Server System Administrator	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description :**

RedHat Linux Server System Administrator

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due	2016-11-21

ISC1700000010	<b>Document Phase</b> Draft	<b>Document Description</b> Addendum #1 Technical Staffing Services (OT1717)	<b>Page 7 of 7</b>
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#### ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: CRFQ ISC1700000010**  
**Addendum Number: 1**

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

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

1. To clarify that the vendor question deadline is November 21, 2016

No other changes at this time

Bid opening remains December 1, 2016 at 1:30 PM EST

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

**Terms and Conditions:**

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

# ATTACHMENT A

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: ISC1700000010**

**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 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.

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Company

---

Authorized Signature

---

Date

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

Revised 6/8/2012



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: 244612

Doc Description: Addendum #2 Technical Staffing Services (OT1717)

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-11-28	2016-12-08 13:30:00	CRFQ 0210 ISC1700000010	3

#### 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:

#### FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale

(304) 558-8801

stephanie.l.gale@wv.gov

Signature X

FEIN #

DATE

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

**ADDITIONAL INFORMATION:**

Addendum #2 issued to:

1. Provide responses to technical questions.
2. Move bid opening date and time to 12/8/2016 @ 1:30pm.

End of Addendum #2

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	IT Project Coordinator/Business Analyst	2000.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80101604			

**Extended Description :**

IT Project Coordinator/Business Analyst

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	IT Project Manager	2000.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80101600			

**Extended Description :**

IT Project Manager

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior IT Project Manager	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80101600			

Extended Description :  
Senior IT Project Manager

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Microsoft Office Specialist Trainer	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80101507			

Extended Description :  
Microsoft Office Specialist Trainer

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Cyber Security Auditor	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80101507			

**Extended Description :**

Cyber Security Auditor

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Firewall Administrator	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description :**

Firewall Administrator

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Network Engineer	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111610			

**Extended Description :**

Network Engineer

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	VoIP Engineer	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80101507			

**Extended Description :**

VoIP Engineer

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Windows Server System Administrator	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description :**

Windows Server System Administrator

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	RedHat Linux Server System Administrator	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description :**

RedHat Linux Server System Administrator

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due	2016-11-21

**SOLICITATION NUMBER:** CRFQ ISC17000000010

**Addendum Number: 2**

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

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

Addendum #2 issued to:

1. Provide responses to technical questions.
2. Move bid opening date and time to 12/8/2016 @ 1:30pm.

End of Addendum #2

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

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
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## OT TEMPS (OT1717) CRFQ ISC17\*10 Technical Questions and Answers

1. What is the total budget limitation of this RFQ?  
**Answer:** This is an open-ended contract that will provide temporary services as needed. No specific budget has been established.
2. Please confirm about the start & end dates of this project?  
**Answer:** N/A. The various positions described in this solicitation are not for a single project. They are to be provided as needed as outlined in the specifications.
3. Please share the details of the incumbent or vendor currently providing the same services along with last year's expenditure?  
**Answer:** N/A. This is a new contract.
4. How many consultants or personnel are currently employed under this contract?  
**Answer:** N/A. This is a new contract.
5. Can you please provide the approximate spend for each labor category covered in last contract?  
**Answer:** N/A. This is a new contract.
6. My question for this bid is that since we are based out of Houston Texas is there any license requirements with the state of WV to bid on this opportunity? If so what are ?  
**Answer:** Before award, all vendors must be registered with the WV Secretary of State and complete Vendor Registration in wvOASIS, apart from that, it is the vendor's responsibility to determine any particular licensing requirements for staffing services in the State of WV.
7. Is this a new requirement? If not, can you please provide the name of the incumbent?  
**Answer:** Yes, this is a new solicitation/contract.
8. When the contract for the current vendor is expiring?  
**Answer:** N/A. This is a new contract.
9. How many vendors would be awarded contract as a part of this opportunity?  
**Answer:** Per 5.1 Contract Award, of the specifications, each classification will be evaluated and awarded separately; up to six (6) vendors can be awarded a single classification.
10. What is the number of positions available for each job title?  
**Answer:** The number of positions for each job title will vary as needed.
11. Can work be performed on-site / off-site?  
**Answer:** All work is to be performed on-site unless off-site work is negotiated during the course of the delivery order or SOW if such is deemed necessary. Please see section 4.3.1 Ordering Procedure of the specifications.
12. Does this opportunity contain Local preference? If yes, please provide the details.  
**Answer:** Yes, in accordance with West Virginia Code §5A-3-37, resident vendor preference will be granted. The Vendor Preference Certificate was included in this solicitation advertisement.

**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 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.

\_\_\_\_\_  
Company

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

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

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 exceeds 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: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_

### CDI Requested Changes / Addition to terms and Conditions

THIS PARAGRAPH WILL TAKE PRECEDENCE OVER ANY OTHER TERMS OF THIS AGREEMENT: IN SOME CASES, CONTRACTOR MAY BE REQUESTED TO RECRUIT, SCREEN, HIRE, COMPENSATE AND/OR ASSIGN PERSONNEL (THE "STAFFING SERVICES") TO PERFORM WORK UNDER THE TECHNICAL DIRECTION OF A CUSTOMER EMPLOYEE. IN PERFORMING THESE STAFFING SERVICES, CONTRACTOR WILL NOT ITSELF MANAGE THE WORK BEING PERFORMED BY ITS PERSONNEL ON ASSIGNMENT AND THUS, NOTWITHSTANDING ANY REFERENCES WITHIN THIS AGREEMENT TO DELIVERABLES OR WORK PRODUCT (WHETHER EXPLICITLY OR IMPLICITLY) CONTRACTOR WILL NOT BE RESPONSIBLE FOR THE TECHNICAL CONTENT OF ANY SUCH ASSIGNED PERSON'S WORK PRODUCT AND WILL NOT BE RESPONSIBLE FOR ERRORS OR OMISSIONS CONNECTED WITH SUCH WORK PRODUCT, WORKSITE SAFETY OR OTHER MATTERS OUTSIDE OF CONTRACTOR'S REASONABLE CONTROL. NOTWITHSTANDING CUSTOMER'S APPROVAL OF ALL PERSONNEL ASSIGNED TO IT, IN THE EVENT THAT CUSTOMER IS DISSATISFIED WITH THE PERFORMANCE OF ANY SUCH ASSIGNED PERSONNEL FOR ANY LAWFUL REASON, CUSTOMER MAY CANCEL THEIR ASSIGNMENT AT ANY TIME BY NOTIFYING CONTRACTOR THAT IT IS DISSATISFIED. IF SUCH NOTICE IS GIVEN DURING THE FIRST FORTY (40) HOURS OF A PERSON'S ASSIGNMENT, CUSTOMER WILL NOT BE REQUIRED TO PAY FOR THE HOURS WORKED BY THE ASSIGNED PERSON AND CONTRACTOR WILL IMMEDIATELY SEEK TO SUPPLY CUSTOMER WITH A REPLACEMENT. AS TO ANY PERSONNEL THAT ARE KEPT ON ASSIGNMENT FOR MORE THAN FORTY (40) HOURS OR THAT COMPLETE THEIR ASSIGNMENT IN LESS THAN FORTY (40) HOURS, THEIR PERFORMANCE WILL BE DEEMED SATISFACTORY THROUGH THE DATE OF ANY REPLACEMENT AND CUSTOMER WILL BE REQUIRED TO PAY FOR ALL HOURS ACTUALLY WORKED BY SUCH PERSONNEL. CUSTOMER WILL NOT DIRECTLY OR INDIRECTLY HIRE OR ACCEPT SERVICES FROM ANY CONTRACTOR PERSONNEL OUTSIDE OF THIS AGREEMENT FOR A PERIOD OF SIX AFTER THE EMPLOYEES ASSIGNMENT BEGINS.