



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 6

List View

## General Information

## Contact

## Default Values

## Discount

## Document Information

Procurement Folder: 686609

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0203

Vendor ID: VS0000021702

SO Doc ID: CFR2000000004

Legal Name: Insight Global, LLC.

Published Date: 5/7/20

Alias/DBA: Insight Global

Close Date: 5/13/20

Total Bid: \$60.00

Close Time: 13:30

Response Date: 05/13/2020

Status: Closed

Response Time: 13:26

Solicitation Description: Addendum No.1 Professional Application Developers for COMPAS

Total of Header Attachments: 6

Total of All Attachments: 6



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

State of West Virginia  
Solicitation Response

Proc Folder : 686609

Solicitation Description : Addendum No.1 Professional Application Developers for COMPAS

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-05-13 13:30:00	SR 0203 ESR05132000000006666	1

VENDOR

VS0000021702

Insight Global, LLC.

Insight Global

Solicitation Number: CRFQ 0203 CPR2000000004

Total Bid : \$60.00 Response Date: 2020-05-13 Response Time: 13:26:24

Comments:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey  
(304) 558-0094  
melissa.k.pettrey@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	Temporary information technology software developers				\$60.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description :	Temporary information technology software developers
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**Comments:** Per hour rate per contractor





# **Response to The State of West Virginia- Consolidated Public Retirement Board**

## **Request for Quotation: Professional Application Developers for Compass**

**RFP NO. 20-04**

Date: May 12, 2020

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Prepared by: Kendra Gillenwater, Account Manager  
Office: (412) 500-7950 ▪ Mobile: (412) 589-2628  
[Kendra.Gillenwater@insightglobal.com](mailto:Kendra.Gillenwater@insightglobal.com)

**Transmittal Letter**

The following individuals will be involved in the management of all aspects of this account, including contract negotiation. Please contact them if any questions regarding this proposal arise.

**Primary Point of Contact**

Kendra Gillenwater, Account Manager  
1 PPG Place, Suite 3030  
Pittsburgh, PA 15222  
Office: (412) 500-7950  
Mobile: (412) 589-2628  
[Kendra.Gillenwater@insightglobal.com](mailto:Kendra.Gillenwater@insightglobal.com)

**Secondary Point of Contact**

Lauren Charlesworth, Practice Lead  
201 North Tyron St., Suite 2150  
Charlotte, NC 28202  
Office: (704) 357-3177  
Mobile: (919) 637-7721  
[Lauren.Charlesworth@insightglobal.com](mailto:Lauren.Charlesworth@insightglobal.com)

The following individual should be contacted in the event that Insight Global is selected for an interview.

Kendra Gillenwater, Account Manager  
1 PPG Place, Suite 3030  
Pittsburgh, PA 15222  
(412) 500-7950  
[Kendra.Gillenwater@insightglobal.com](mailto:Kendra.Gillenwater@insightglobal.com)

Insight Global, LLC is a registered corporation, incorporated in the state of Delaware. Our address is listed below.

4170 Ashford Dunwoody Rd., Suite 250  
Atlanta, GA 30319  
(404) 257-7900

This Proposal, and any BAFO, shall remain in effect for and not be withdrawn for 180 days after the due date for the Proposal or the BAFO.

Insight Global acknowledges the receipt of Transmittal Memo 1.

Insight Global will be proposing 2 Temporary Consultants.

Sincerely,

Kendra Gillenwater  
Account Manager  
Insight Global, LLC

## **Table of Contents**

Section 1 Overview of Proposer

Section 2 Candidate Selection

Attached Documentation:

- Addendum Acknowledgement Form

- Exhibit A Pricing Page

- RFQ Contact Section 12.1-Contract Manager

- Designated Contact-Certification and Signature

## **Section 1. Overview of Proposer**

Insight Global is a national staffing and services company founded in 2001 that specializes in sourcing information technology, accounting, finance, and engineering professionals and delivering service-based solutions to Fortune 1000 clients across the United States and Canada. Insight Global prides itself on developing long-term collaborative partnerships with its clients so that it can anticipate staffing needs, deliver professional and thoroughly vetted candidates that exceed client expectations, and tailor enhanced staffing solutions and other value-added services that leverage Insight Global's ability to recruit, train and manage a diverse, highly skilled and increasingly mobile workforce.

Insight Global placed about 40,000 people during the 2019 calendar year through a network of approximately 55 regional offices strategically located throughout the United States and Canada. Insight Global has been ranked as one of the fastest growing staffing firms for 11 consecutive years and was recently recognized by Staffing Industry Analysis as the 3rd largest IT staffing firm in the United States. With more than \$2.4 billion in annual revenue, Insight Global stands out as a stable and reliable business partner in a fragmented market, with the scale to invest in both long-term relationships with clients and the support infrastructure to meet the increasingly complicated demands of sophisticated, market-leading clients in all industries.

We attribute our growth to our core belief that we must work continuously and tirelessly to earn and validate the trust placed in us by our clients. Insight Global account managers are dedicated to understanding the needs of business leaders at the local level, but we also coordinate with our client's executive leadership, HR, and procurement teams to ensure the services we provide exceed the expectations of all stakeholders. Recruiters in each market are dedicated to continually identifying and qualifying candidates through our 5-step recruiting process, and, through tools like ATLIS (our internal, proprietary database of over 4.5 million pre-screened candidates), we are able to rapidly identify and present candidates with hard-to-find skillsets that are actively looking for new opportunities.

With our support, Insight Global clients are able to focus on growing and managing their core businesses while also achieving cost savings through the use of a highly skilled and actively managed contingent labor workforce. Insight Global employees know that we have a proven ability to place them in positions for which they are well qualified, and which provide them the opportunity to continue their career development while satisfying our clients' needs.

Insight Global has a centralized management structure with corporate headquarters in Atlanta, GA and 54 additional branch offices. Each office consists of 15-25 full-time Recruiters, 10-20 Account Managers, local Sales Managers and/or a Director of Operations. We have Regional Managers throughout the country to oversee each of our branches within their respective regions. Those Regional Managers report directly to our Vice President of Sales, President and CEO. In total, Insight Global employs over 3,000 internal workers, including a sales force of over 1,500 Recruiters, 1,000 Account Managers, 500 Operations and Administrative and over has over 21,000 resources on assignment across the country.

Insight Global, LLC is a subsidiary of IG Staffing Holdings. This entity will provide all contingent services within the United States. Insight Global Canada, Inc. is a subsidiary of Insight Global, LLC. This entity will provide all contingent labor services within Canada.

### **Personnel and Operations Policies**

The below components are what goes into Insight Global's bill rates. The amount that each of these components represent of our bill rate will vary by location, skillset, required experience/certifications, etc.

Bill Rate consists of:

- Direct labor (pay rate)
- Employer related taxes (FICA, FUTA, SUTA)
- Benefits
- Workers Comp
- Overhead
- G&A
- Profit

We will ensure that all travel expenses are either pre-approved by our client, billable to our client based on previous negotiations, or will be built into the all-inclusive bill rates for applicable contractors. Insight Global will bill all approved travel expenses in accordance with the client's policies.

## **Section 2-Candidate Selection**

**Candidate One-Evan Karmazin**

# **Evan Drew Karmazin**

**1633 Ravinia Road  
Charleston, West Virginia 25314**

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## **SUMMARY**

6 years of detailed design and application development experience. Experienced in using Microsoft technologies such as C#, ASP.Net, SQL, Umbraco and Windows 10. Managing a Globalscape EFT Express environment for the past 5 years. Thorough understanding and experience designing database tables and stored procedures in SQL Server. 5+ years of working experience in application development and maintenance processes.

**Core Skills:** Project Management, ASP.Net Development, SQL Queries and Database design, Microsoft Office and SharePoint/CRM, DotNetNuke and Umbraco

## **PROFESSIONAL EXPERIENCE**

***Programmer Analyst II, WV DHHR, Charleston, WV***

**October 2013 –**

**Present**

- Collaborate with the Web Team on development tasks for the internal and external facing websites utilizing various languages such as ASP .Net, Coldfusion, and modern HTML5 websites on multiple Windows servers.
- Lead change requests on applications for agencies and generated reports from SQL Server as needed.

- Manage a Globalscape EFT Express environment, including user management, connection troubleshooting, migration across environments, and updating the Globalscape software as needed.
- Assisted in the migration process as support for various products ended including Microsoft Windows Servers.
- Collaborate with the DBA team to regularly update a hosted MVC project developed by a vendor.
- Developed applications that streamlined the internal purchasing process and continue to refine interface and workflow process as necessary.
- Improved an outdated installation of Umbraco which included custom code to enable use of TLS 1.2 as warranted by the Treasury Department's web service.

***AmeriCorps Member, WV DEP, Charleston, WV***

**November 2012 -**

**October 2013**

- Installed, configured and managed the agency's GIS intranet and internet server using WordPress and Drupal respectively
- Worked with Dreamweaver to develop webpages containing HTML, JavaScript and CSS.
- Developed web applications for the GIS Department using the Esri JavaScript API and ArcGIS server.
- Worked with GIS coworkers to test and implement functionalities for mapping applications.
- Installed and configured a Drupal website for the purpose of replacing the department's public website.

***Information Technology Associate, Bristol Management, Jupiter, FL***

**May 2006 -**

**August 2011**

- Supported professional IT and gave direction and support services for employees.
- Recommended and implemented necessary solutions for computer optimization.
- Facilitated the maintenance of computers to ensure machines ran at optimal performance levels.
- Counseled the Controller in Adobe Form Creation for the Accounting Department.

#### **EDUCATION**

**Bachelor of Business Administration**

*Stetson University, DeLand, Florida*

**EXHIBIT B – Required Documentation Verification Form**



**EXHIBIT A - Pricing Page**

Contract Item	Description	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
S.1.1.1	Contract Services #1 - Professional Application Developers	Hourly	2080	60.00	\$ 120.00 -
S.1.1.1	Optional Renewal Year 2 for Contract Services #1 - Professional Application Developers	Hourly	2080	60.00	\$ 120.00 -
S.1.1.1	Optional Renewal Year 3 for Contract Services #1 - Professional Application Developers	Hourly	2080	60.00	\$ 120.00 -
S.1.1.1	Optional Renewal Year 4 for Contract Services #1 - Professional Application Developers	Hourly	2080	60.00	\$ 120.00 -
				Total Cost	\$ -



**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)*

- ☒ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5

- ☐ Addendum No. 6
- ☐ Addendum No. 7
- ☐ Addendum No. 8
- ☐ Addendum No. 9
- ☐ 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.

Insight Global  
Company

Umesha Sillanwater  
Authorized Signature

05/13/20  
Date

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



## **Documentation of Work Experience**

As per section 4: mandatory qualifications; the vendor must provide documentation to validate the following requirements. Exhibit B – Required Documentation Verification Form must be completed in its entirety and should be submitted with vendor's bid response, and must be submitted prior to award.

### **Skillsets**

**4.1.1** The Vendor must provide a Senior Applications Developer contractor with prior experience in the following applied knowledge and skillsets.

- Microsoft Visual Studio 2013
- VB.NET
- XML
- ASP.NET
- CSS
- HTML
- JavaScript
- SQL Server 2012
- SQL Server Reporting Services (SSRS)

### **Project and Work Experience**

**4.1.2** The Vendor must provide a Senior Applications Developer Contractor with a minimum of two (2) years of paid experience working on projects in each of the following applications:

- Debugging Code and coding for existing systems within Microsoft Visual Studio 2013.
- Documenting **in** code an explanation of the code changes made throughout the development process
- Working on a team with business analysts to define new features that the contractor must then code and integrate with existing systems
- Working on a team with developers to upgrade and configure existing Code
- Software testing, including system integration and regression testing, to ensure application changes continue to meet the business needs

Concurrent experience is acceptable and must be documented on the applicable Required Documentation Verification Forms (Exhibit B).

## **EXHIBIT B – Required Documentation Verification Form**

**The Applications Developer Contractor must provide project information, their role, the utilized skillsets from section 4.1.1 and experience as described in section 4.1.2.**

**Please complete your information. Do not handwrite the information below.**

Project 1:	
Duration:	
Role performed on Project:	
Explanation of work performed using Skillsets in 4.1.1	
Project 2:	
Duration:	
Role performed on Project:	
Explanation of work performed using Skillsets in 4.1.1	
Project 3:	
Duration:	
Role performed on Project:	
Explanation of work performed using Skillsets in 4.1.1	
Project 4:	
Duration:	
Role performed on Project:	
Explanation of work performed using Skillsets in 4.1.1	

*Note: If more room is needed then attach remaining information on a separate sheet.*

## **EXHIBIT B – Required Documentation Verification Form**

### **Section 4.1.2 - Debugging Code for existing systems within Microsoft Visual Studio 2013. Documenting code changes consistently throughout the development process**

Previous Project:

Project Start Date:

Date Completed:

Project Description:

Contractor's Role:

Skillsets Utilized:

Location:

Project URL:

(if applicable)

Project Manager / Supervisor:

Phone Number:

Email Address:

## **EXHIBIT B – Required Documentation Verification Form**

*Note: If more room is needed then attach remaining information on a separate sheet.*

## **EXHIBIT B – Required Documentation Verification Form**

### **Section 4.1.2 -Working on a team with business analysts to define new features that the contractor must then code and integrate for existing systems**

Previous Project:

Project Start Date:

Date Completed:

Project Description:

Contractor's Role:

Skillsets Utilized:

Location:

Project URL:

(if applicable)

Project Manager / Supervisor:

Phone Number:

Email Address:

**EXHIBIT B – Required Documentation Verification Form**



## **EXHIBIT B – Required Documentation Verification Form**

### **Section 4.1.2 -Working on a team with developers to upgrade and configure existing code**

Previous Project:

Project Start Date:

Date Completed:

Project Description:

Contractor's Role:

Skillsets Utilized:

Location:

Project URL:

(if applicable)

Project Manager / Supervisor:

Phone Number:

Email Address:

## **EXHIBIT B – Required Documentation Verification Form**

### **Section 4.1.2 -Software testing, including system integration and regression testing, to ensure application changes continue to meet the business needs**

Previous Project:

Project Start Date:

Date Completed:

Project Description:

Contractor's Role:

Skillsets Utilized:

Location:

Project URL:

(if applicable)

Project Manager / Supervisor:

Phone Number:

Email Address:

## **EXHIBIT B – Required Documentation Verification Form**

*Note: If more room is needed then attach remaining information on a separate sheet.*



**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.

Kendra Gillenwater, Account Manager  
(Name, Title)

1 PPG Place, Suite 3030 Pittsburgh, PA 15222  
(Printed Name and Title)  
(Address)

412-589-2628  
(Phone Number) / (Fax Number)

kendra.gillenwater@insightglobal.com  
(email address)

**CERTIFICATION AND SIGNATURE:** 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.

Insight Global  
(Company)

Kendra Gillenwater (Kendra Gillenwater, Account Manager)  
(Authorized Signature) (Representative Name, Title)

Kendra Gillenwater Account Manager  
(Printed Name and Title of Authorized Representative)

05/13/20  
(Date)

412-589-2628  
(Phone Number) (Fax Number)



**REQUEST FOR QUOTATION**  
**Professional Application Developers for COMPASS**

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**12. MISCELLANEOUS:**

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

**Contract Manager:** Kendra Gillenwater

**Telephone Number:** 412-589-2628

**Fax Number:** \_\_\_\_\_

**Email Address:** kendra.gillenwater@insightglobal.com