



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 1

[List View](#)

General Information

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

Procurement Folder: 650342

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0506

Vendor ID: VS0000005897

SO Doc ID: HHR2000000003

Legal Name: INFOJINI INC

Published Date: 12/23/19

Alias/DBA:

Close Date: 1/2/20

Total Bid: \$174,720.00

Close Time: 13:30

Response Date: 12/30/2019

Status: Closed

Response Time: 14:12

Solicitation Description: Addendum No. 1 Accounting Technician II Temporary Staffing

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 650342

Solicitation Description : Addendum No. 1 Accounting Technician II Temporary Staffing

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-01-02 13:30:00	SR 0506 ESR12301900000003832	1

VENDOR
VS0000005897 INFOJINI INC

Solicitation Number: CRFQ 0506 HHR2000000003

Total Bid : \$174,720.00 **Response Date:** 2019-12-30 **Response Time:** 14:12:45

Comments:

FOR INFORMATION CONTACT THE BUYER
 Brittany E Ingraham
 (304) 558-2157
 brittany.e.ingraham@wv.gov

Signature on File	FEIN #	DATE
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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 II	6240.00000	HOUR	\$28.000000	\$174,720.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :	Accounting Technician II
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The STATE OF WEST VIRGINIA
The Department of Health and Human
Resources, Finance (DHHR)

Request for Quotation
CRFQ 0506 HHR2000000003
Temporary Staffing Services

“Infojini Proposal”
Date/Time: January 02, 2020



Submitted by: Infojini
Address: 10015 Old Columbia Road, Suite
B215 Columbia, MD 21046
Contact: Sandeep Harjani, Director
Phone No: 443-257-0086
Fax No: 443-283-4249

Submitted To: Bid Clerk
Department of Administration
Purchasing Division
2019 Washington ST E
Charleston 25305, WV

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Cover Letter

Attn. Brittany Ingraham , Senior Buyer

Date: - Jan 02nd, 2020

Address:- Bid Clerk
Department of Administration
Purchasing Division
2019 Washington ST E
Charleston 25305, WV

Subject:- Infojini Inc. (“Infojini”) response to the Request for Quotation Number CRFQ 0506 HHR2000000003, Temporary Staffing Services requested by The West Virginia Purchasing Division on behalf of the Department of Health and Human Resources, Finance (DHHR).

The West Virginia Department of Health and Human Resources (DHHR) provides a wide range of necessary and life-saving services to many West Virginia residents. DHHR also work to protect its youngest and most vulnerable citizens and children. Whether customer’s need a birth certificate, Medicaid coverage or temporary assistance, DHHR are ready and willing to help. DHHR is comprised of the Bureau for Behavioral Health; Bureau for Child Support Enforcement; Bureau for Children and Families; Bureau for Medical Services; Bureau for Public Health; Office of Inspector General; and West Virginia Children’s Health Insurance Program (WV CHIP).

Our Services & Expertise

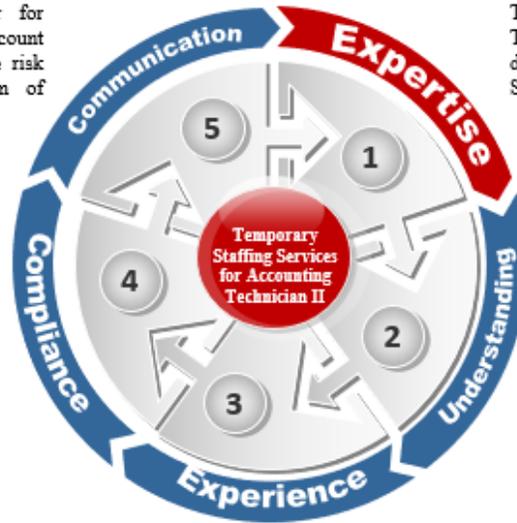
Infojini is a staffing company, delivering effective and innovative staffing solutions to the public, private and not-for-profit sectors since 2006. Following a consultative and receptive approach, Infojini has developed a reputation with customers/clients by delivering the right talent at the right time. We offer complete staffing services for meeting your staffing needs related to temporary Accounting Technician II positions using Industry Best Recruitment and Service Delivery Practices. Our recruitment team has strong expertise in recruiting and managing multiple accounts with similar scope and size to that of the DHHR.

Infojini has an experience working with the State of West Virginia clients like West Virginia University, Board of Governors (“BOG”) and Blue Ridge Community & Technical College and also has a healthy business relationship with more than 30+ states across the US and is currently holding more than 150 contracts. Infojini specializes in delivering qualified Accounting Technician II and has been adding value to its customers’ recruitment initiatives as a trusted recruitment and staffing partner for their short-term, long-term projects, contract to hire and direct hire arrangements that Infojini serves nation-wide such as *West Virginia University, Board of Governors (“BOG”) and Blue Ridge Community & Technical College*, State Of Illinois, State of Missouri, University of Wisconsin Madison, State of OK - Department of Corrections (OMES), Office of State Courts Administrator (OSCA), Cook County Bureau of Technology, The University of Oklahoma Health Sciences Center Purchasing Department, The City of Minneapolis State of Wisconsin, The State of Minnesota's Department of Administration, The State of Kansas, State of Minnesota, Metro - Bi-State Development, Board of Education of the City of Chicago, The State of Minnesota –State Court Administrator’s Office (SCAO), The Board of Regents of the University of Oklahoma (OU) for many years and has developed unmatched competencies across these verticals to provide qualified resources. We have extensive experience in executing contracts similar in scope and size as required by the DHHR.

In order to provide stellar performance as per the CRFQ, Infojini, Inc. (Infojini) brings five key success components shown in the figure below:

Dedicated Contract Manager for The DHHR coordination & account management team to mitigate risk and ensure proper execution of contract

Certified diverse supplier for maintaining the DHHR requirement



The right expertise in providing Temporary Accounting Technician II due to our expertise of serving 30+ States and 150 + similar contracts

Understanding the DHHR current requirement for Accounting Technician II to meet their goals, objective policies. Delivering the most qualified candidate in the fastest turnaround time

Over 13 years of experience in Temporary Staffing Services for Accounting Technician II in United States

Figure 1: Infojini's Key Success Factors

Primary contract manager responsible for overseeing Infojini's responsibilities under this Contract

Contract Manager:- Sandeep Harjani

Telephone Number:- 443-257-0086

Fax Number:- 443-283-4249

Email Address:- statebids@infojiniconsulting.com

This proposal accepts and meets all the general instructions, and requirements in the solicitation. We agree to all terms and conditions as specified in the solicitation without any exceptions. Infojini will meet and exceed the mandatory requirements listed on 4.1 Mandatory Contract Services Requirements and Deliveries. If you have any questions regarding this proposal or need more information, please don't hesitate to contact me. As the Director of Infojini, Inc., I will be the Single Point of Contact and I'm the authorized individual to bind the firm to all statements, proposed services, and prices offered. Thank you for your time and consideration and we look forward to working with you.

Yours Sincerely,

Sandeep Harjani



Director-Infojini, Inc.

HQ - 10015 Old Columbia Rd, Suite B215 Columbia, MD 21046

Phone: 443-257-0086 | Email ID: statebids@infojiniconsulting.com

Purchasing Affidavit

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Tejasvi Sista

Authorized Signature: S. Tejasvi Date: 12/23/19

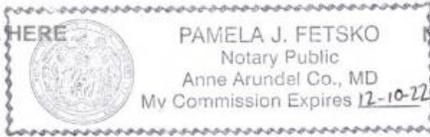
State of Maryland

County of Anne Arundel, to-wit:

Taken, subscribed, and sworn to before me this 23rd day of December, 2019.

My Commission expires Dec 10, 2022.

AFFIX SEAL HERE



NOTARY PUBLIC

Pamela J Fetsko

Purchasing Affidavit (Revised 01/19/2018)

Exhibit A, Cost Sheet

**Exhibit A
 Cost Sheet for Accounting Technician II**

Contract Item	Description	Number of Employees	Estimated Hours per Employee	Price per Hour	Extended Price
Section 4	Temporary Services – Accounting Technician II	3	2,080	\$ 28.00	\$ 174,720.00
Estimated Total					\$ 174,720.00

- Estimated Hours per Employee are for estimation purposes only for the cost proposal.
- To calculate the Extended Price Vendor will multiply Number of Employees by Estimated Hours Per Employee by Price per Hour. Vendor should carry this amount down to the Estimated Total.
- The per hour rate is an all- of withholding, overhead rates, and any other associated costs necessary to provide the services required in this solicitation.

Acknowledgment of Addendum 1

	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 27 — Miscellaneous
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Proc Folder: 650342			
Doc Description: Addendum No. 1 Accounting Technician II Temporary Staffing			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2019-12-23	2020-01-02 13:30:00	CRFQ 0506 HHR2000000003	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: Vendor Name:- Infojini, Inc. Address - 10015 Old Columbia Rd, Suite B215 Columbia, MD 21046 Phone: 443-257-0086

FOR INFORMATION CONTACT THE BUYER
Brittany E Ingraham (304) 558-2157 brittany.e.ingraham@wv.gov

Signature X 	FEIN # 20-4624920	DATE Jan 01, 2020
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**CRFQ 0506 HHR2000000003
Temporary Staffing Services**

ADDITIONAL INFORMATION:

Addendum No. 1 - issued to change the buyer and contact information for this CRFQ.

Contact Information: Brittany Ingraham, Senior Buyer
 Email: Brittany.E.Ingraham@wv.gov
 Phone number: 304-558-0067

No other changes.

INVOICE TO		SHIP TO	
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV25301 US		BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Accounting Technician II	6240.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :
Accounting Technician II

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Questions Due	2019-12-17

	Document Phase	Document Description	Page 3 of 3
HHR2000000003	Draft	Addendum No. 1 Accounting Technician II Temporary Staffing	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ HHR2000000003
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ HHR2000000003 (“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

Additional Documentation:

1. To change the buyer and contact information on the CRFQ.

Brittany Ingraham, Senior Buyer, will now be the assigned buyer to the CRFQ.
Email: Brittany.E.Ingraham@wv.gov
Phone number: 304-558-0067

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ HHR2000000003

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 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.

Infojini, Inc.

Company



Authorized Signature

Jan 01, 2020

Date

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