



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 3

List View

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

Procurement Folder: 696647

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0511

Vendor ID: VS0000020538

SO Doc ID: BCF2000000002

Legal Name: PHENOM LLC

Published Date: 4/3/20

Alias/DBA: CRYSTAL JAMES

Close Date: 4/23/20

Total Bid: \$137,280.00

Close Time: 13:30

Response Date: 04/18/2020

Status: Closed

Response Time: 15:53

Solicitation Description: Addendum 2 - Accounting Technician II Temporary Staffing

Total of Header Attachments: 3

Total of All Attachments: 3

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--------------------------|------------|------------|-------------|-----------------------------|
| 1 | Accounting Technician II | 4160.00000 | HOUR | \$33.000000 | \$137,280.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111605 | | | |

| | |
|-------------------------------|--------------------------|
| Extended Description : | Accounting Technician II |
|-------------------------------|--------------------------|

Comments: Unit Price is per employee x 2080 hours each.

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.

Crystal James, President / CEO
(Name, Title)

Crystal James President / CEO
(Printed Name and Title)

238 Northwinds DR. Charles Town WV 25414
(Address)

202-739-1946 / 1-888-920-9065
(Phone Number) / (Fax Number)

crystal.james@phenomllc.org
(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.

Phenom, LLC
(Company)

Crystal James President / CEO
(Authorized Signature) (Representative Name, Title)

Crystal James President / CEO
(Printed Name and Title of Authorized Representative)

4/18/20
(Date)

202-739-1946 / 1-888-920-9065
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ BCF2000000002

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 checked="" 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.

Phenom, LLC

Company
Ciptal James

Authorized Signature
4/18/20

Date

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



CRFQ

Division of Health &
Human Services –
Accounting Technician II

Department of
Administration

Buyer:

Brittany E. Ingraham

brittany.e.ingraham@wv.gov

304-558-0067

Phenom, LLC

Address:

238 Northwinds Dr. Charles Town, West
Virginia 25414

Business Type:

Minority Woman Owned Small Business

DUNS:

117196545

Fax Number: 1 - 888 - 920 - 9065

Phone Number: 202 - 739 - 1946

Date:

April 18, 2020



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Introduction

Phenom, LLC is responding to this centralized request for quote (CRFQ) notice as a Minority Woman Owned Small Business. Our competencies in program management, administrative support, and staffing solutions; positions our firm to meet and exceed the requirements as identified in the statement of work. Being a small business will ensure the customer; West Virginia Division of Health & Human Services will receive a hands-on personable experience with a streamlined operational workflow. Phenom, LLC is results driven not cost driven focusing on transparency, innovation, measurable metrics, delivering customer satisfaction and customer success.

Company Data

SBA certified and West Virginia (SWaM) certified Minority Woman Owned Small Business, headquartered in Charles Town, WV – outside of the Washington National Capitol Region. Established in 2019 Phenom, LLCs core competencies are in Management Consulting & Labor Consulting, uniquely we provide two functional components giving our clients a broad range of capabilities and expertise in a variety of management and labor fields.

Business Size and NAICS Codes

| Business Type and Size | SBA Certified – Woman Owned Small Business |
|------------------------|--|
| CAGE (federal) | 8EE00 |
| DUNS | 117196545 |
| SWaM (state) | West Virginia Certified |

Technical and Administrative Point of Contact (POC)

| Technical and Administration POC | Contact Information |
|----------------------------------|--|
| Name | Ms. Crystal James |
| Title | President/CEO |
| Address | 238 Northwinds Dr. Charles Town WV 25414 |
| Telephone | 202-739-1946 |
| Fax | 1-888-920-9065 |
| Email | Crystal.James@phenomllc.org |
| Website | https://phenomllc.org |

Capability Statement & Mission

Phenom, LLC is a comprehensive management & programmatic consulting firm that partners with government and private entities to provide phenomenal results with added value. Phenom, LLC has two operational support components; Management Consulting Services and Labor Consulting Services. Phenom, LLC works to improve quality, address gaps, reduce cost and improve efficiency. **Our Mission -** to deliver phenomenal results by; identifying & evaluating service need, implementing best practices and managing solutions by simplifying the workload with added value.

Temporary Support Services

Phenom, LLC will provide two Accounting Technicians to render support services to West Virginia Division of Health & Human Services; 350 Capitol Street, Charleston, WV 25301. Our Accounting Technicians will perform accounting and administrative functions as outlined; processing of claims and invoices, preparation of bank deposits, ledger maintenance, reconciliation of reports, document and account reviews, customer service communications, and code classifications. Our Accounting Technicians are skilled professionals, knowledgeable on current accounting trends with proven work experience. <Resumes available upon request>

Monthly Status Report (MSR) Requirements

To meet the requirement of producing monthly status reports to the customer; Phenom, LLC will prepare reports to be delivered within 5 business days of the closing of the previous month (*i.e. May 2020 report will be delivered by June 5, 2020*). These reports will highlight personnel accomplishments, activities completed, action items, procurements and any outstanding issues that occurred within the month. *Phenom, LLC is open to reporting on any additional items that West Virginia Division of Health & Human Services deems necessary.*

Project Management Oversight

Phenom, LLC at no cost to West Virginia Division of Health & Human Services will provide project management oversight for the duration of the contract. This will allow continuous operational workflow, ensuring services are being rendered adequately and on time, mitigate any potential issues that may arise, and provide a direct point of contact in the event the customers questions or concerns are addressed. Phenom, LLCs Project Manager will serve as the reporting manager for the Accounting Technicians.

Communications Plan

Phenom, LLC internal communications plan provides guidance and procedures that our employees must adhere to; ensuring the most effective communication and professionalism is delivered to our customers.

Key Personnel

Experience & Capabilities Table

| | Education | Accounting Experience Combined | Personnel Management Experience | Contract Management Experience | Resource Available |
|------------------------------|-------------------|--------------------------------|---------------------------------|--------------------------------|--------------------|
| Accounting Technician II (2) | Varying Degrees | 12+ years | N/A | N/A | <i>Available</i> |
| Project Manager | Bachelor’s Degree | N/A | 12 years | 10 years | <i>Available</i> |

Conclusion

Phenom, LLC will be the best in class option for West Virginia Division of Health & Human Services temporary staff support for Accounting Technician. As a minority woman owned small business our goal is to provide phenomenal results with added value, project driven not cost driven. Our project cost to our customers is measured by the value and results we provide, not monetary value received.

1. Diagram dictates communication & operational workflow

