



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: VS0000021034



SO Doc ID: BCF2000000002

Legal Name: PERMEATE LLC

Published Date: 4/3/20

Alias/DBA:

Close Date: 4/23/20

Total Bid: \$69,888.00

Close Time: 13:30

Response Date: 04/21/2020



Status: Closed

Response Time: 12:34

Solicitation Description: Addendum 2 - Accounting  
Technician II Temporary Staffing


Total of Header Attachments: 3

Total of All Attachments: 3



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

**State of West Virginia**  
**Solicitation Response**

**Proc Folder :** 696647

**Solicitation Description :** Addendum 2 - Accounting Technician II Temporary Staffing

**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-04-23 13:30:00	SR 0511 ESR04212000000006109	1

**VENDOR**

VS0000021034  
PERMEATE LLC

**Solicitation Number:** CRFQ 0511 BCF2000000002

**Total Bid :** \$69,888.00

**Response Date:** 2020-04-21

**Response Time:** 12:34:19

**Comments:** Hi, Permeate LLC is excited to submit our response to the BID CRFQ 0511 BCF2000000002. For your reference, we have also attached candidate's resume with the bid response. Looking forward to hearing back from you. Thanks for the opportunity!

**FOR INFORMATION CONTACT THE BUYER**

Brittany E Ingraham  
(304) 558-0067  
brittany.e.ingraham@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	Accounting Technician II	4160.00000	HOUR	\$16.800000	\$69,888.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :	Accounting Technician II



**COMPANY NAME:** PERMEATE LLC

**CAGE CODE:** 8CUA5

**POC:** Soundar Natarajan

**DUNS:** 117040896

**CONTACT:** [soundar@permeate.llc](mailto:soundar@permeate.llc) / 903 390 1882

**WEB:** [www.permeate.llc](http://www.permeate.llc)

**BUSINESS TYPE:** Certified Disadvantaged Business Enterprise, Certified Minority Owned Business, Small Business

**Solicitation:** CRFQ 0511 BCF2000000002

**Solicitation Type:** Accounting Technician II Temporary Staffing Solicitation

**Introduction:**

Permeate LLC is a technology service and staff augmentation company. We are a Certified DBE and Certified Minority Company. For the last three years, we have provided our staffing services to various organizations and at different levels. We have also provided recruitment services for some of our clients. We are looking forward to working with the State of West Virginia.

**West Virginia issued Minority Owned Certification**

The certification is on the next page. Please continue.



ALLAN L. MCVEY  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS  
DIRECTOR

January 22, 2020

Permeate LLC  
2705 Montauk RD  
Hoover, AL 35226-6501

Mr. Natarajan:

This is to notify you that your Small, Women-, and Minority-Owned Businesses (SWAM) Certification Application has been approved on the basis of your representations that the vendor named above meets the definition of a Small, Women-, and Minority-Owned Businesses as set forth in the *West Virginia Code of State Rules* 148-22-1 et seq. This certification becomes effective:

1/22/2020

And shall automatically expire without notice two years after the effective date unless revoked by the Purchasing Director or upon expiration pursuant to the *West Virginia Code of State Rules* 148-22-8. The type(s) of Small, Women-, and Minority-Owned Businesses (SWAM) Certification approved for your entity:

Minority Owned Business    Small Business

To maintain certification without lapse, a certified business shall apply to renew its certification at least 60 days prior to the end of the two-year certification period. Complete renewal instructions, recertification forms, and a list of all SWAM Certified entities are available online at [www.state.wv.us/admin/purchase/VendorReg.html](http://www.state.wv.us/admin/purchase/VendorReg.html).

If you have questions, please contact the West Virginia Purchasing Division at 304-558-2306.

Sincerely,

LuAnne Cottrill  
Assisting Registration Coordinator

PHONE: (304) 558-2306  
FAX: (304) 558-4115

[WVPurchasing.gov](http://WVPurchasing.gov)

E.E.O./AFFIRMATIVE ACTION EMPLOYER



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

State of West Virginia  
Request for Quotation  
27 — Miscellaneous

Proc Folder: 696647

Doc Description: Addendum 2 - Accounting Technician II Temporary Staffing

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-04-03	2020-04-23 13:30:00	CRFQ 0511 BCF2000000002	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:

PERMEATE LLC  
2705 MONTAUK RD HOOVER AL 35226  
903 390 1882

**FOR INFORMATION CONTACT THE BUYER**

Brittany E Ingraham  
(304) 558-0067  
brittany.e.ingraham@wv.gov

Signature X 

FEIN # 82-3120084

DATE 04/17/2020

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

**ADDITIONAL INFORMATION:**

Addendum No.02 - the purpose of this addendum is to:

1. Modify the bid opening date as follows:

Bid opening WAS 04/09/2020 at 1:30 PM ET  
Bid opening IS NOW 04/23/2020 at 1:30 PM ET

No other changes.

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730  CHARLESTON WV25301-3711  US	ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONERS OFFICE 350 CAPITOL ST, RM 730  CHARLESTON WV 25301-3711  US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :  
Accounting Technician II

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Q&A Deadline (10:00 AM ET)	2020-03-19

**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.

PERMEATE LLC

(Name, Title)

BEN HOFFMAN - ACCOUNT EXECUTIVE

(Printed Name and Title)

2705 MONTAUK RD HOOVER AL 35226

(Address)

903 390 1882 / 833 946 0451

(Phone Number) / (Fax Number)

BEN.HOFFMAN@PERMEATE.LLC

(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.

PERMEATE LLC

(Company)



(Authorized Signature) (Representative Name, Title)

Soundar Natarajan - Founder & CEO

(Printed Name and Title of Authorized Representative)

04/17/2020

(Date)

646 389 6232 / 833 946 0451

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
Temporary Staffing Services

---

**SPECIFICATIONS**

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the Department of Health and Human Resources (DHHR), Bureau for Children and Families (BCF), to establish a contract for Accounting Technician II temporary employees. Job Class Specifications are included as Attachment 2.

*NOTE: The WVDHHR has developed an EEOP Utilization Report and it is available at: <http://www.wvdhhr.org/pdfs/H1.5%20Utilization%20Report%20and%20EEOP%20policy.pdf>.*

**NOTE:** This request is covered in part or in whole by federal funds. All bidders will be required to acknowledge and adhere to "Attachment 1 - Provisions Required for Federally Funded Procurements".

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in Section 2 of the General Terms and Conditions.
- 2.1 "Contract Services"** means Accounting Technician II temporary employees working in the Department of Health and Human Resources, Bureau for Children and Families, in auditing and processing payments as more fully described in the Job Class Specifications included as Attachment 2.
- 2.2 "Pricing Page"** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendors should list its proposed price for the Contract Services.
- 2.3 "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.4 "Temporary Staffing"** means an employee provided by a vendor awarded a contract under this solicitation, to an agency of the State of West Virginia on a temporary basis.
- 2.5 "Withholding"** means any fee, tax or other sum of money required to withheld from an employee's paycheck by federal, state, county, or municipal governing bodies.
- 3. QUALIFICATIONS:** Vendors or Vendors' staff is requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
- 3.1 NOTE:** If Vendor awarded a contract subsequent to the RFQ observes any periods of shutdowns for more than a public holiday or a weekend, that information must be provided to DHHR BCF that they have provided temporary employees. An emergency telephone number must be supplied to permit DHHR BCF a contact at the temporary agency during any overtime hours worked. Information on Holidays are included as Attachment 3.

REQUEST FOR QUOTATION  
Temporary Staffing Services

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#### **4. MANDATORY REQUIREMENTS:**

**4.1 Mandatory Contract Services Requirements and Deliveries:** Contract Services must meet or exceed the mandatory requirements listed below:

##### **4.1.1 Payments:**

**4.1.1.1** DHHR BCF shall pay Vendor for all temporary staffing services in accordance with the rates established by the Contract as shown on the Pricing Page. The Vendor's billing rate for Accounting Technician II temporary employees shall include all costs associated with facilitating the temporary employment (e.g. employee compensation and overhead), as well as any and all insurance, taxes and other costs associated with employment of the temporary employees.

##### **4.1.2 Overtime and Holiday Pay:**

**4.1.2.1** Temporary employees may work more than forty (40) hours in a week. Any temporary employees working in excess of forty (40) hours per week must obtain prior authorization from the agency.

**4.1.2.1.1** Vendor shall bill and DHHR BCF shall pay 1.5 times the hourly billing rate contained on the Pricing Page for all authorized work in excess of forty (40) hours per week.

**4.1.2.2** Temporary employees may work on days recognized as a holiday by the State of West Virginia. Vendor shall bill and DHHR BCF shall pay 1.5 times the hourly billing rate for any work performed on days recognized as a holiday by the State of West Virginia.

**4.1.2.3** In any instance where the agency is billed 1.5 times the hourly billing rate, Vendor must pay the temporary employees 1.5 times the temporary employee's normal rate.

##### **4.1.3 Fee Adjustment:**

**4.1.3.1** The State of West Virginia may consider a vendor's request to increase the hourly billing rate only if the federal or state minimum wage rate changes during the life of the contract and that rate change entitles the temporary employee to an increased salary. Any adjustment shall be based on the actual dollar value of the increase not a percentage. A request to increase the hourly billing rate by the Vendor may result in a change to the Vendor's priority level.

**4.1.3.2** Any request for an increase should be submitted to DHHR Purchasing Division thirty (30) calendar days prior to the effective date of the increase and the contract may be amended accordingly or cancelled and re-bid. No other increases will be considered.

**4.1.4 Timecard:**

- 4.1.4.1** The Vendor shall supply all temporary employees with timecards. Hours worked shall be reviewed and approved on a daily or weekly basis by the DHHR BCF supervisor or designee. Computer generated time keeping is acceptable as long as the time record is updated daily.

**4.1.5 Conduct and Management:**

- 4.1.5.1** The Vendor shall be responsible for the conduct and management of the temporary employee provided through this Contract and the employee are and shall remain the employees of the contract. The State of West Virginia shall in no way be considered a co-employer.

**4.1.6 One-Week Notice of Temporary Employee Replacement:**

- 4.1.6.1** Vendor shall provide one-week notice, except in cases of a bona fide emergency, should Vendor be required to replace the existing temporary employee or provide a new temporary employee. DHHR BCF is not required to justify any request to replace temporary employee, nor is DHHR BCF required to give advance notice.

**4.1.7 Smoke Free and Drug Free:**

- 4.1.7.1** Vendor shall advise their employee that the State of West Virginia require a smoke free and drug free workplace. This Contract may require drug testing of the Vendor's employees for specific placements.

**4.1.8 Background Check/References:**

- 4.1.8.1** DHHR BCF may request background checks and or references for any temporary employee. DHHR BCF may request to interview the temporary employee prior to filling the positions to verify the individual has the qualifications for the temporary assignment. Please note that, if request, Vendor will be responsible to pay for background checks.

**4.1.9 Ethics in Public Contracting:**

- 4.1.9.1** Vendor certifies the temporary services contract is entered into without collusion or fraud and the Vendor has neither offered nor received any inducements from any individual(s), public or private, in the preparation and pricing of the services to be provided.

**4.1.10 Immigration Refer and Control Act of 1986:**

**4.1.10.1** Vendor shall provide temporary employees which are in compliance with the Immigration Reform and Control Act of 1986 (or current immigration laws).

**4.1.11 Equal Employment Opportunity:**

**4.1.11.1** Vendor shall be an Equal Opportunity Employer and shall take all employment actions without regard to an individual's race, color, national origin, ancestry, sex, religion, age, physical handicap, disability or political affiliations.

**4.1.12 Reports:**

**4.1.12.1** In addition to what is covered by the General Terms and Conditions on this solicitation, quarterly reports required from the Vendor must contain:

- Identification of each temporary employee (complete name).
- Classification of each temporary employee
- DHHR BCF location where each temporary employee is working
- Number of hours each temporary employee has worked (for each quarter, TYD and since initially beginning work for DHHR BCF)
- Hourly pay rate for each temporary employee
- Total dollars paid to the temporary employee

**Note:** These reports are mandatory; failure to adhere to this may result in the cancellation of the Contract. Such reports must be sent electronically (Excel document) to DHHR BCF utilizing this Contract and to the buyer responsible for this Contract at DHHR Purchasing Division. These reports are due with thirty (30) calendar days after the end of each calendar year quarter.

**4.1.13 Exception Labor Sources:**

**4.1.13.1** There are certain labor services available to DHHR outside of the temporary services contracts, and the issuance of the temporary service contracts shall not alter or interfere with the existing laws, policies and/or procedures for the use of these exceptional labor sources. Some examples of these sources include:

- Division of Personnel's temporary personnel registers
- Other State Agencies
- Prison labor
- Students from institutions of higher learning
- Volunteers

**4.1.14 Agency Ordering Procedures:**

- 4.1.14.1** DHHR BCF shall contact the Vendor by email to fill a position in the temporary employee classification. Vendor shall reply to DHHR BCF within forty-eight (48) hours.

Delivery Orders in excess of \$25,000.00 shall require processing a Centralized Delivery Order through the WV State Purchasing Division. Order of \$25,000.00 or under will be processed as Agency Delivery Orders. Signed, dated vendor quote shall be included with each Delivery Order (i.e., scanned and electronically attached in wvOASIS).

- 4.1.14.2** A Vendor providing services for this Contract shall respond to any request for temporary employee within forty-eight (48) hours of receiving the request, unless the request is identified by DHHR BCF as an emergency. When a temporary employee is requested on an emergency basis, the State may require an expedited response from the Vendor providing the temporary employee under this Contract.

- 4.1.14.3** DHHR must send a Delivery Order to the Vendor to initiate the procurement of temporary services. The Delivery Order shall contain a description of the services required, job location and number of hours required and start and end dates to the assignment. All Delivery Orders shall be completed by DHHR.

- 4.1.14.4** At the discretion of DHHR BCF, the form attached as Exhibit B – Temporary Worker Request Form may be required prior to accepting a temporary employee offered by any Vendor. If this form is used, it shall detail the job description, acceptable dress code, overtime requirements and any other pertinent information DHHR BCF finds relevant. This will ensure that all temporary employees arriving at DHHR BCF will have full understanding of that is required of them for the temporary position. If requested by DHHR BCF, this form must be signed by the Vendor and the temporary employee, indicating that both the worker and the Vendor understand and accept the restriction and requirements for the temporary position. DHHR BCF may also use this form to list any prohibited activities by the temporary employee (discussion of pay, cell phone use, internet privileges, tobacco use, etc.).

**4.1.15 Absent Temporary Employees:**

- 4.1.15.1** Vendor must notify DHHR BCF immediately upon learning that the temporary employee will be tardy or will be absent from work. The Vendor must instruct its employees that they must report absences to the Vendor and Vendor will communicate the absent to DHHR BCF. Failure to notify DHHR BCF of an absent employee may result in cancellation of the contract.

**Note:** It is strongly recommended to the Vendor that they check with each temporary employee one day prior to the beginning of the assignment to verify the start date. Vendor with a high percentage of “no shows” or a history of sending unacceptable temporary workers may result in cancellation of the contract.

**4.1.16 Removing a Temporary Employee:**

**4.1.16.1** Whenever a temporary employee is to be relieved of duties, DHHR BCF shall notify the Vendor. Whenever this removal is due to behavior and/or other unacceptable problems, the Vendor shall assist DHHR BCF in retrieving the electronic pass card whenever one has been issued.

**4.1.17 Solicitation for Temporary Employees:**

**4.1.17.1** Vendor shall not solicit work from DHHR BCF. When the need arises for a temporary employee, DHHR BCF shall make the necessary contact. Solicitation for work for temporary employees is strictly prohibited.

**4.1.18 Hiring of Temporary Employees/Credit Applications:**

**4.1.18.1** There shall be no fee incurred by the State of West Virginia if DHHR BCF decides to hire a temporary employee into a permanent position.

**4.1.18.2** Vendor shall not require a credit application to be completed by DHHR BCF.

**4.1.18.3** Vendor shall not request nor require any additional forms, policy statements, etc. to be signed by DHHR BCF.

**4.1.18.4** No additional terms and conditions shall be requested or required by Vendor to DHHR BCF for any positions filled through this contract.

**5. CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor should provide pricing information for the Accounting Technician II temporary employees. Vendors should complete the Pricing Page (Exhibit A) by providing an hourly rate paid for the temporary employees, inclusive of withholding, overhead rates, and any other associated costs. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in the Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document.

6. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of contract services and contract service deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
7. **PAYMENT:** Agency shall pay hourly rate as shown on the Pricing Page, for all contract services performed and accepted under this contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
8. **TRAVEL:** Vendor will only be paid for temporary employee's travel in instances where DHHR specifically provides written authorization for the temporary employee to travel. Vendor shall only bill for time that temporary employees are working at a designated temporary employment location or on approved travel. Vendor shall not bill for travel from the temporary employee's home to the designated temporary employment location. The Vendor shall be reimbursed for a temporary employee's travel expenses in accordance with the State of West Virginia travel regulations.
9. **FACILITIES ACCESS:** Performance of contract services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - 9.1 Vendor must identify principal service personnel which will be issued access cards and/or keys to perform services.
  - 9.2 Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  - 9.3 Vendor shall notify Agency immediately of any lost, stolen or missing card or key.
  - 9.4 Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  - 9.5 Vendor shall inform all staff of Agency's security protocol and procedures.
10. **VENDOR DEFAULT:**
  - 10.1 The following shall be considered a vendor default under this Contract.
    - 10.1.1 Failure to preform Contract Services in accordance with the requirements contained herein.
    - 10.1.2 Failure to comply with other specifications and requirements contained herein.
    - 10.1.3 Failure to comply with any laws, rules and ordinances applicable to the Contract

Services provided under this Contract.

**10.1.4** Failure to remedy deficient performance upon request.

**10.2** The following remedies shall be available to Agency upon default.

**10.2.1** Immediate cancellation of the Contract

**10.2.2** Immediate cancellation of one or more release orders issued under this Contract

**10.2.3** Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

**11.1** Contract Manager: During is 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: BEN YEHOODA

Telephone Number: 903 390 1882

Fax Number: 833 946 0451

Email Address: BEN.HOFFMAN@PERMEATE.LLC

# 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	2	2,080	\$ 16.8	\$69,888
<b>Estimated Total</b>					<b>\$ 69,888</b>

- 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.
- Vendor should provide a Price per Hour on the Exhibit A Pricing Page **OR** the Oasis Commodity Line 1. If providing a price on both, vendor should ensure pricing is the same in both locations. If vendor provides more than one unit price, vendor's bid **will be** disqualified.

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: PERMEATELL Address: 2705 MONTAUK RD

Name of Authorized Agent: SOUNDAR NATARAJAN Address: 2705 MONTAUK RD Address #23216

Contract Number: CRFQ 0511 BCF2000000002

Contract Description: Accounting Technician II Temporary Staffing Solicitation

Governmental agency awarding contract: State of West Virginia - DHHR BCF

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

☐ Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

☐ Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

☐ Check here if none, otherwise list entity/individual names below.

Signature: [Signature]

Date Signed: 04/20/2020

**Notary Verification**

State of Alabama, County of Jefferson:

I, Emily Flanagan Love, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 20TH day of April, 2020

Emily Flanagan Love  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

Revised June 8, 2018

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: PERMEATE LLC

Authorized Signature: [Signature] Date: 04/20/2020

State of Alabama

County of Jefferson, to-wit:

Taken, subscribed, and sworn to before me this 20th day of April, 2020.

My Commission expires 9-14, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)

CANDIDATE NAME: NICOLE LIMA

EXHIBIT B  
TEMPORARY WORKER REQUEST FORM


WEST VIRGINIA STATE AGENCY	DEPT. OF HEALTH & HUMAN RESOURCES (DHHR) BCF
CONTACT:	
TELEPHONE NUMBER:	
CLASSIFICATION:	ACCOUNTING TECHNICIAN II

AGENCY REQUIREMENTS FOR TEMPORARY WORKER(S):

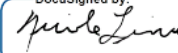
- Temporary employee fully understands the roles and responsibilities that are outlined below
- Temporary employee will not be considered as an employee of DHHR BCF
- Temporary employee may work 40 hours per week. Any employees working more than 40 hours will be paid at 1.5 times the pay rate. All overtime work should be pre-approved by DHHR BCF
- Temporary employee or the Agency should provide two weeks of notice in case of emergency or any other cause
- Temporary employee is willing to go through background checks and references
- The State of West Virginia requires the temporary employee to adhere to a smoke free and drug free workplace
- Temporary employee must be dressed in Business formal or Business casual
- Temporary agency shall be an equal opportunity employer and shall take all employment actions without regard to an individual's race, color, national origin, ancestry, sex, religion, age, physical handicap, disability or political affiliations.
- Temporary agency will run paycheck every two weeks and the temporary employee will be paid on Friday.

RESTRICTIONS/PROHIBITIONS OR TEMPORARY WORKER(S):

Form must be signed by both the temporary worker and representative of the temporary agency indicating acceptance of all requirements and restrictions for this temporary worker position

  
Temporary Agency Representative

Temporary Worker

DocuSigned by:  
  
27356A4FB7B24EF...

Date: 04/01/2020

Date: 4/1/2020

PERMEATE LLC is looking for a paraprofessional to support our accounting/auditing work. The candidate is responsible for performing routine posting and adjusting general ledger, processing claims and invoices, and reviewing transactions for completeness, accuracy, and compliance with state and federal laws and regulations.

**Responsibilities:**

- Processes claims and invoices
- Accurately calculates and records amounts
- Prepares routine posting and adjusting to a ledger
- Identifies and corrects own routine posting errors
- Classifies/codes according to a chart of accounts
- Performs routine reconciliation reports such as bank reconciliations and batch reports.
- Maintains accounting records
- Gather data and prepares financial statements and reports from records maintained
- Contacts associates, administrators, and general public in order to obtain information, discuss changes in documents or resolve routine problems with accounts

**Skillsets:**

- Knowledge of basic mathematical computations
- Knowledge of the operation of office equipment such as a copier, fax machine and personal computer
- Skill in the user of a calculator
- Ability to gather and compile data for use in financial reports
- Ability to communicate effectively, both verbally and in writing
- Ability to establish and maintain effective working relationships with others

**Minimum qualifications:**

- Graduation from a standard four year high school or the equivalent
- Two years of full time or equivalent part time paid bookkeeping, accounting
- Substitution: Successful completion of college level accounting courses from a regionally accredited college or university may be substitutes at the rate of three semester hours equals six months experience.

OR

Successful completion of related business school or vocational training may be substituted for the experience through an established formula.

PERMEATE LLC is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at PERMEATE are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or

any other status protected by the laws or regulations in the locations where we operate. PERMEATE will not tolerate discrimination or harassment based on any of these characteristics. PERMEATE encourages applicants of all ages to apply

CANDIDATE NAME: SHERI LYNN HICKS

EXHIBIT B  
TEMPORARY WORKER REQUEST FORM

WEST VIRGINIA STATE AGENCY	DEPT. OF HEALTH & HUMAN RESOURCES (DHHR) BCF
CONTACT:	
TELEPHONE NUMBER:	
CLASSIFICATION:	ACCOUNTING TECHNICIAN II

AGENCY REQUIREMENTS FOR TEMPORARY WORKER(S):

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- Temporary agency shall be an equal opportunity employer and shall take all employment actions without regard to an individual's race, color, national origin, ancestry, sex, religion, age, physical handicap, disability or political affiliations.
- Temporary agency will run paycheck every two weeks and the temporary employee will be paid on Friday.

RESTRICTIONS/PROHIBITIONS OR TEMPORARY WORKER(S):

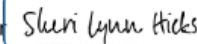
Form must be signed by both the temporary worker and representative of the temporary agency indicating acceptance of all requirements and restrictions for this temporary worker position

  
Temporary Agency Representative

Date: 04/18/2020

Temporary Worker

DocuSigned by:

  
758750B6A5304C5...

Date: 4/16/2020

PERMEATE LLC is looking for a paraprofessional to support our accounting/auditing work. The candidate is responsible for performing routine posting and adjusting general ledger, processing claims and invoices, and reviewing transactions for completeness, accuracy, and compliance with state and federal laws and regulations.

**Responsibilities:**

- Processes claims and invoices
- Accurately calculates and records amounts
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- Identifies and corrects own routine posting errors
- Classifies/codes according to a chart of accounts
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**Skillsets:**

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OR

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

PERMEATE LLC

\_\_\_\_\_  
Company



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

04/17/2020

\_\_\_\_\_  
Date

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

*Sheri Lynn Hicks*  
2401 Woodland Avenue  
South Charleston, WV 25303

*Avrinlea@gmail.com*  
H# (681) 265-3964  
C# (304) 444-6193

*Objective*

To obtain a position where I may be able to use my creativity, increase my skills and learn new ones, increase my personal experiences working with the public.

*Qualifications*

Over the years I have worked in office management, communications. The clerical positions I have held involved general customer service, bookkeeping both manual and computerized, typing, data entry both manual and computer, record keeping, inventory, mail sorting and word-processing. I also work with this at home.

*Recent Employment*

January 2019 –April 2019 Seasonal Tax Preparer with Eric Ayersman, CPA AC. Worked with semi complicated Returns as well as Home Businesses and S Corporations' Returns. South Charleston, WV

*Work History*

December 2017-April 2018 Worked as a seasonal Tax Associate with H&R Block in Clendenin, WV.

June 2016 – February 2018 Deli Worker/Cake Decorator with Piggly Wiggly of Kanawha City.

May 2013 - March 2014 Corporate Secretary with All American Mobile Food Service Corporation, Kanawha City, Charleston, WV. Mark Gomez, Owner.

Our business was to help others start up their own mobile food carts in the area using our creativity, our passions, our artistic abilities, management services, etc. We've assisted with a few of them already and look forward to doing more. I was responsible for all of the Office Functions, supervised others when we tried to have employees for all of a few months.

August 2011 - April 2012 landscaper with Creative X-Scapes, Kanawha City, Charleston, WV. Mark Edmund, Owner

October 2010 - September 2011 Crossing Guard for the City of Charleston, WV Police both mornings and afternoons.

5/2005 - 5/2008 Office manager, Kasson Gravel and Excavating, Smethport, PA, Frank Ponikvar, Owner.

Responsible for a variety of assignments including some minor drafting and design work for a hardscape in a township park. This company also did heavy hauling with large pieces of construction equipment.

*Volunteer Services* - I am a Lifetime member of the Girl Scouts of the USA, have been a Troop Leader, Council Trainer, and Council Delegate. I have also been an American Red Cross Instructor with CPR/First Aid/AED for all age groups, Volunteer work at Morris Memorial United Methodist Church.

*Education* – Most recent education was with PCDI, Diploma program for Landscape Designer. I had two years worth of credit from Niagara County Community College.

References available upon request.

# Nicole Lima

## **Accountant III Lead**

Spencer, WV 25276

Results-oriented Office Administrator with a broad range of experience, skills, abilities and talents. Highly proficient with Microsoft Office. Solid background in office administration. Bookkeeper with a broad range of experience, skills, abilities and talents. Highly proficient with QuickBooks Pro and Microsoft Excel, Word and WFM and TEAM. Ability to relate and interact with clients, offering positive solutions with exceptional customer service skills. Excellent communications and organizational skills complemented by the ability to handle multiple tasks at any given time. Energetic and hard working with a willingness to be flexible and adapt to change. Enjoys contributing to a team effort and creating a high-quality working environment. Handles confidential data with a high level of professionalism.

## Work Experience

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### **Accountant III Lead**

WV Department of Education - Charleston, WV  
2008 to 2018

Process Purchase Orders and Invoices, Problem solve and correct discrepancies in budgets and purchasing documents, Maintain all School files and PO books. Collaborate with School staff with any information on Vendors or PO's they have. Handle Employee's travel reimburse correct mistakes for them to be processed for payment to the Auditor's Office. Currently working in Oasis and pay invoices with State P-Card and do monthly reconciliation.

### **Bookkeeper - Part Time**

Weinburg Management - Princeton, NJ  
2007 to 2008

Management Group - Accounts Payable & Receivables for Multiple Companies, Payroll, Bank Reconciliation, Monthly EFT payments and Quarterly Payroll reports.

### **Office Manager/Bookkeeper**

Ken Conover & Sons - West Windsor, NJ  
2002 to 2008

Part Time

Construction Co - Accounts Payable & Receivable for 2 different companies, Payroll, Bank Reconciliation, Employee Health Benefits, Responsible for reviewing Construction Plans for job also ordering materials for job, doing quarterly reports and sending to Accountant. Reconcile Monthly fuel card statement, Review Yearly Company and Vehicle Insurance, Knowledge of quarterly IFTA filing.

### **Accounts Payable/Bookkeeper**

Parker Communications - Lawrenceville, NJ  
1999 to 2001

Printing Co - Accounts Payable for two companies, Purchase Order system, Journal entries, assist controller with month end closing, Collections, employee health Insurance.

### **Administrator/Bookkeeper**

Multi-Media HealthCare Freedom - Plainsboro, NJ  
1997 to 1999

Medical Publishing Co - Accounts Payable, Accounts Receivable, Journal Entries, Account Analysis, Billing, collections, cash receipts, assist controller with monthly closing, ordering office supplies, handling employees health benefits and human resources, setting up travel arrangements for sales staff.

### **Office Manager**

Carpets Professionally Restored - Robbinsville, NJ  
1995 to 1997

Carpet Restoration Co- Accounts Receivable, Accounts Payable, Cash Receipts, Collections, journal entries, responsible for keeping at risk accounts at 10% and keeping 85% of receivables within current and 30 days enter payroll and taxes into accounting system, bank reconciliation's, credit card sales and reconciliation, sales tax and quarterly payments.

## Education

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### **High school or equivalent**

## Skills

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- Payroll
- Accounting
- Quickbooks
- Bookkeeping
- Accounts Payable
- Accounts Receivable
- General Ledger
- Billing
- Excel
- credit