



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 2

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: VS0000021964

SO Doc ID: BCF2000000002

Legal Name: Infostride, Inc.

Published Date: 4/3/20

Alias/DBA: Infostride, Inc.

Close Date: 4/23/20

Total Bid: \$87,360.00

Close Time: 13:30

Response Date: 04/23/2020

Status: Closed

Response Time: 13:29

Solicitation Description: Addendum 2 - Accounting Technician II Temporary Staffing

Total of Header Attachments: 2

Total of All Attachments: 2



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 ESR04232000000006222	1

VENDOR

VS0000021964

Infostride, Inc.

Infostride, Inc.

Solicitation Number: CRFQ 0511 BCF2000000002

Total Bid : \$87,360.00 Response Date: 2020-04-23 Response Time: 13:29:10

Comments:

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	\$21.000000	\$87,360.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :	Accounting Technician II
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Response To:



Title: Accounting Technician II Temporary Staffing  
Solicitation # BCF2000000002  
Submission Date & Time: April 23, 2020 (1:30 PM EDT)

Submitted to:  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130  
**Technical Proposal**



Submitted By:

Ritu Mangla  
(Founder & CEO)  
Infostride, Inc.  
3031 Tisch Way 110 Plaza West  
San Jose, Ca 95128  
Telephone: 415-360-1700 Ext. 500  
govt@Infostride.Com



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**LETTER OF TRANSMITTAL****Attn: Brittany E Ingraham****Date: April 23, 2010**

Infostride, Inc. is pleased to submit a response to the **Division of Human Services** Request for Quotation Accounting Technician II Temporary Staffing, **RFQ # BCF2000000002**.

Infostride is headquartered in San Jose, CA and was incorporated in year 2014. We are a leading staffing and consulting firm that helps the government and commercial clients plan, build, manage and justify their investments in order to optimize mission and business performance. We currently have over 150 contract employees located in 50 states and work with over 50 clients in various industries, including but not limited to: Accounting, Administrative/Clerical, Professional, and Information Technology. Our staff has aimed towards achieving high quality staffing services to better assist the workforce for our clients. Infostride is small business enterprise that is MBE and WBE certified nationally and upholds our commitment to diversity by adhering to a philosophy of recruiting employees from diverse backgrounds.

**Understanding of the RFP:**

**The West Virginia Purchasing Division** is seeking Quotation from prospective offerors to award a contract for Accounting Technician II temporary employees.

**Summary of Approach:** Infostride has thoroughly read through the RFQ document including the mandatory requirements as defined under the section 4. To achieve the goals and business objectives of West Virginia Purchasing Division RFQ, we are addressing this response with our proven experience to effectively and efficiently serve the West Virginia Purchasing Division requirements mentioned in the RFQ document. We have already shortlisted three (2) qualified candidates who will be fulfilling the West Virginia Purchasing Division requirements. Below is the list of our proposed candidates along with their experience. We have also added resumes for each of the personnel mentioned below in an appendix- A (Resume), please refer to the page no. 37 to 40 of this technical proposal document.

S. No	Candidate Name	Position Title	No. of years' Experience
1	Charles E Griggs	Accounting Technician II	5+ Years
2	Kenneth Elmer Guthrie	Accounting Technician II	28+ Years

We will assign a dedicated Contract Manager who will be a single point of contact to West Virginia Purchasing Division project. He will be directly communicating with the West Virginia Purchasing Division representative to make sure the services provided by our candidates at highest level. To maximize accountability and effective support, our Contract Manager is responsible for deliverables, such as weekly status reports, timecards and meeting status. Below is the description of status report that will be available to the West Virginia Purchasing Division.

Our mission at InfoStride is to provide the highest quality of service and value as a Accounting Technician II Temporary Staffing provider enabling our clients to excel in and improve upon their core business focus. InfoStride will fully concentrate on how best to cater to the West Virginia Purchasing Division staffing needs, and to the successful completion of its staffing projects.

Below mentioned designated POC will serve as the primary contact for all RFQ response related communications, including any requests for clarification or other communication needed between the West Virginia Purchasing Division and InfoStride. Our point of contact Information is as follows:

Ravi Bhaskar, Contract Manager

Email: [govt@infostride.com](mailto:govt@infostride.com)



**West Virginia Purchasing Division  
Accounting Technician II Temporary Staffing  
Response to RFQ # BCF2000000002  
Technical Proposal**

InfoStride, Inc.  
3031 Tisch Way 110 Plaza West  
San Jose, CA 95128

Phone: 415-316-1700 Ext 260  
Web: [www.infostride.com](http://www.infostride.com)

Infostride makes the following certifications and guarantees regarding this proposal:

- All the information provided in this response are correct.
- All material submitted in this proposal will become the property of the West Virginia Purchasing Division for evaluation purpose.
- We agrees and will comply with the terms and conditions as defined under the mandatory requirements (section 4).
- Infostride is acknowledging the addendums 1 and 2 posted till date by the West Virginia Purchasing Division.
- We comply with all contract terms and conditions of this RFQ.

I believe that our response meets the requirements as called out in this RFP. If the West Virginia Purchasing Division determines that InfoStride response is deficient in any way, Infostride respectfully requests to be promptly notified and be given the opportunity to correct any such deficiency. Below official is authorized to bind the commitment with the West Virginia Purchasing Division on behalf of the firm.

Sincerely,

Ritu Mangla  
Infostride, Inc.

**TECHNICAL PROPOSAL****INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this Solicitation.

☒ A pre-bid meeting will not be held prior to bid opening

☐ A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting  
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are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: March 19, 2020 at 10:00 AM ET

Submit Questions to: Brittany Ingraham

2019 Washington Street, East

Charleston, WV 25305

Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)

Email: [Brittany.E.Ingraham@wv.gov](mailto:Brittany.E.Ingraham@wv.gov)

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:

Department of Administration, Purchasing Division

2019 Washington Street East

Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

**SEALED BID:** Accounting Technician II Temporary Staffing Solicitation

**BUYER:** Brittany Ingraham

**SOLICITATION NO.:** CRFQ 0511 BCF2000000002

**BID OPENING DATE:** March 26, 2020

**BID OPENING TIME:** 1:30 PM ET

**FAX NUMBER:** 304.558.3970

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The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression of Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus \_\_\_\_\_ N/A \_\_\_\_\_ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

**BID TYPE:** (This only applies to CRFP)

☒ Technical  
☐ Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

**Bid Opening Date and Time:** March 26, 2020 at 1:30 PM ET

**Bid Opening Location:** Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**10. ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the

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equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

☐ This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:  
<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

**15A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or

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minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

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**22. INTERESTED PARTY DISCLOSURE:** West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**23. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

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**GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

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**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

**Initial Contract Term:** This Contract becomes effective on \_\_\_\_\_  
upon award \_\_\_\_\_ and extends for a period of \_\_\_\_\_ expires 03/01/2021 \_\_\_\_\_ year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to \_\_\_\_\_ Zero (0) \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_  
successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Other:** See attached.

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**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☒ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

☐ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

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☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐

☐

☐

☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

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**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

- ☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.
- ☐ **Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.
- ☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.
- ☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.
- ☐ **Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.
- ☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.
- ☐ **Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.
- ☐ **Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.
- ☐
- ☐
- ☐
- ☐

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Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☒ N/A \_\_\_\_\_ for N/A \_\_\_\_\_

☐ Liquidated Damages Contained in the Specifications

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

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**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

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**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

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**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

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**34. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

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**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"), provided that both the Other Government Entity and the Vendor agree. Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☒ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

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Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more of such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a

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“substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**45. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

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**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.

Ravi Bhaskar (Account Manager)

(Name, Title)

Ravi Bhaskar (Account Manager)

(Printed Name and Title)

3031 Tisch Way, 110 Plaza West, San Jose, CA 95128

(Address)

415-360-1700 ex 260 Fax No: N/A

(Phone Number) / (Fax Number)

govt@infostride.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.

InfoStride, Inc.

(Company)

Ritu Mangla

Ritu Mangla (Founder & CEO)

(Authorized Signature) (Representative Name, Title)

Ritu Mangla (Founder & CEO)

(Printed Name and Title of Authorized Representative)

April 23, 2020

(Date)

415-360-1700 ex 500 Fax No: N/A

(Phone Number) (Fax Number)

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REQUEST FOR QUOTATION  
Temporary Staffing Services

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**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 EEO Utilization Report and it is available at: <http://www.wvdhhr.org/pdfs/H1.5%20Utilization%20Report%20and%20EEO%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.

**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: Ravi Bhaskar  
Telephone Number: 415-360-1700 ex 260  
Fax Number: N/A  
Email Address: govt@infostride.com



**FORMS**

**DISCLOSURE OF INTERESTED PARTIES TO CONTRACTS**

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**  
(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: InfoStride, Inc. Address: 3031 Tisch Way, 110 Plaza West  
San Jose, CA 95128  
Name of Authorized Agent: Ritu Mangla Address: 3031 Tisch Way, 110 Plaza West  
San Jose, CA 95128  
Contract Number: BCF2000000002 Contract Description: Accounting Technician II Temporary Staffing  
Governmental agency awarding contract: The West Virginia Purchasing Division

☐ 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: Ritu Mangla Date Signed: April 23, 2020

**Notary Verification**

State of California, County of Oakland:

I, Ritu Mangla (Founder & CEO), 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 23 day of April, 2020.

\_\_\_\_\_  
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

**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: InfoStride, Inc.

Authorized Signature: *Ritu Mangla* Date: April 23, 2020

State of California

County of Oakland, to-wit:

Taken, subscribed, and sworn to before me this 23 day of April, 2020.

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

**AFFIX SEAL HERE**

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

*Purchasing Affidavit (Revised 01/19/2018)*

**ADDENDUMS****ADDENDUM 01**

**SOLICITATION NUMBER: CRFQ 0511 BCF2000000002**

**Addendum Number: 1**

The purpose of this addendum is to modify the solicitation identified as CRFQ 0511 BCF2000000002 ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

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

**Additional Documentation:** The purpose of this addendum is to:

1. Modify the bid opening date as follows:

Bid opening WAS 03/26/2020 at 1:30 PM ET  
Bid opening IS NOW 04/09/2020 at 1:30 PM ET

2. Provide a response to vendor questions.

No other changes.

**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 02**

SOLICITATION NUMBER: CRFQ BCF2000000002

**Addendum Number: 2**

The purpose of this addendum is to modify the solicitation identified as CRFQ BCF2000000002 ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- ☒ [X] 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:** 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.

**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 0511 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.

InfoStride, Inc.

Company

*Ritu Mangla*

Authorized Signature

April 23, 2020

Date

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



**APPENDI X- A (RESUMES)****Candidate # 1- Charles E Griggs (Resume)****Name: Charles E Griggs****Position Title: Accounting Technician II****Summary:**

Versatile team member eager to support company growth with hard work ethic. In addition, I seek to use my education and experience in accounting and business administration to further company objectives. Seeking both long-term and temporary employment.

**Skills Expertise:**

- Admin in Payroll and Management
- Entering: batches and check-runs
- Microsoft Excel (Pivot & Lookups)
- Proficient in Microsoft Dynamic GP
- Knowledge of Peachtree (Sage) Accounting
- Strong background in office environment

**Education:**

West Virginia State University

- Bachelor of Science in Bus. Admin. / Accounting

**May 2017****Professional Experience:****Addison Group:** Girl Scouts of Colorado**Sep. 2019**

Accounts Receivables

Glendale, CO

- Entered checks, cash, and credit card payments in non-profit accounting system Abila.
- Filing invoices and scanning documents into One-Drive

**Accounting Principles:** Graebel**Aug. 2019**

Accounts Receivable Clerk

Aurora, CO

- High Volumes Data entry: Posted client payments by billable event.

**A360 Inc.****Jan. 2019 – March 2019**

Billing Specialist

Colorado Springs, CO

- Billed foreclosure events by insurance for clients in multiple states.
- Verified refunds for clients and mailed refund checks after completion.

**Robert Half:** Media News Group**Sept. 2018 -Oct. 2018**

Account Receivable Clerk

Colorado Springs, CO

- Posted client payments by lock-boxes, checks, DCR, ACH, and credit cards.
- Research unapplied payments by remittance, payment history, and collection rep.
- Entered daily batches for checks, cash deposits, ACH, and credit cards

**United Talent:** CDI  
*Jan.2018 - May 2018*  
Payroll Administrator  
Charleston, WV

- Process weekly Canadian Timesheets, Mileage, Receipts, and Invoices.
- Reconcile payroll discrepancies using Excel formulas and formatting.
- Entering batches daily into Microsoft Dynamic GP.

**Robert Half:** Mission Rock Residential  
Account Payable Clerk

**Aug. 2017 – July 2017**  
Denver, CO

- High volumes accounts payable for property management team.
- Paid Invoices using Yardi Systems.

**Manpower:** Nightingale Realty  
Administrative Manger

**Dec.2015 - May 2016**  
Charleston, WV

- Accounts Payable processing invoices with MRI and check-runs.
- Accounts Receivable issuing receipts, and sending payment off-site to corporate office.
- Scheduling events for Conference Rooms and Courtyard Plaza, and Fitness Centers.

**Oakridge Center**  
Assistant Bookkeeper

**July 2014 - July 2015**  
Charleston, WV

- Accounts Payable: receiving invoices, reconciling with vendors, and preparing voucher packets.
- Receptionist: answering phone calls, along with servicing guests and residence.

**Candidate # 2- Kenneth Elmer Guthrie (Resume)**

**Candidate Name: Kenneth Elmer Guthrie**

**Position Title: Accounting Technician II**

**Summary of Qualifications**

- Experienced accounts payable clerk, supervisor and manager; financial analyst, accounts receivable director, tax administrator, records manager and regulatory analyst. Also experienced in policies and procedure creation, process improvement and increased departmental efficiencies.
- Management-managed staff of up to 15 professional and non-professional employees; resolved extensive employee issues, resolved complex customer issues and oversaw departmental budget.
- Financial Analysis – reviewed and testified regarding utility financials and processes; conducted statistical analysis; knowledge of Generally Accepted Accounting Principles (GAAP); created and managed Sarbanes-Oxley (SOX) controls.
- Regulatory Analysis – investigated, analyzed and interpreted laws and legal documents, provided guidance to team members regarding compliance issues; prepared testimony and legal opinions, reviewed rate applications for accuracy and created regulatory compliance filings.
- Process Improvement -- Reconfigured workflows, wrote new policies and procedures, implemented computer systems, processes and trainings and converted paper documents to computerized formats.
- Project Management -- Team leader for multiple projects including the implementation of employee reimbursement systems; computer upgrades, document imaging systems and direct deposit processes.
- Software Design and Implementation -- Designed and implemented the computerized delinquency tracking feature of the Revenue Tracking System; oversaw the purchase and implementation of accounting, cashing and document imaging software; worked on the As-Built Team to update Project Packager system.

**Education**

- Bachelor of Science in Business Administration, Bryan College, Dayton, TN.

**Professional Experience**

**Kelly Services, Charleston, West Virginia**

**03/2020- ended**

**Accounts Payable Supervisor- Contractor**

- Provides daily management and leadership to the AP team, ensuring that the staff is adhering to departmental procedures and to ensure timely and accurate work of the staff
- Manage weekly payments to vendors to ensure they are paid timely and accurately
- Continually evaluate the effectiveness of operational procedures and controls to maximize departmental productivity and minimize errors made by staff
- Allocation of work to employees to ensure productivity and growth within the department
- Assist in solving problems by conducting research; research may involve communicating with other departments, sales representatives, customers and vendors
- Assist in daily and monthly accounts payable reconciliation processes
- Revise and maintain Accounts Payable policies and procedures to ensure change business requirements are met; Train team when processes are updated and coordinate training
- Handle confidential information related to the cost from vendors and subsequent resale to the customers
- Perform other duties and projects as assigned
- Take reasonable care for the safety and health of yourself and others; report workplace hazards, injuries, or illness immediately

**Columbia Pipeline Group/TransCanada, Charleston, West Virginia  
Regulatory Analyst 3**

**1/2013 – 7/2018**

- Prepared blanket prior notice and complex Section 7 certificate applications.
- Assisted associates and/or leads coordination and preparation of facility replacement and blanket certificate work undertaken by all Columbia companies.
- Regulatory subject matter expert on billion-dollar project teams.
- Prepared and filed required federal reports and regulatory compliances.
- Investigated, understood, tracked and reported on numerous facility projects from conception through completion.
- Maintained multiple computerized systems and maintained a constant look-out for cost-effective innovations in information technology.
- Provided company-wide regulatory determinations regarding FERC authorizations.
- Coordinated all aspects of certificate matters relating to annual compliance reporting required to meet compliance filing deadlines.
- Reviewed the annual construction program and explained technical aspect of projects and proposals as they related to relevant FERC regulations.
- Analyzed current and proposed legislation and rules in preparation of applications.
- Provided training to other departments regarding FERC regulations and processes.
- Oversaw the transition of over 700 projects from NRP to Certificates and created the new process flow.

**WV Public Service Commission, Charleston, West Virginia**

**12/2009 – 1/2013**

**Departmental Records Administrator/ Financial Analyst -- Consumer Advocate Division**

- Performed financial and operational analysis of in-state utility companies' rate-making applications.
- Prepared detailed reports on the financial and operational condition of the utility.
- Prepared written testimony with accompanying financial analysis and recommendations on economic and financial issues of the utility application.
- Designed work plans and established data requirements for completing the review of utility rate applications.
- Tracked receipt of data responses, filed and maintained documents for research and hearing purposes.
- Developed a Data Response Tracker to ensure the receipt of over 250 data responses.

**Garlow Insurance Agency, Charleston, West Virginia**

**7/2009 – 12/2009**

**Account Executive**

- Responsible for customer service, client retention and selling insurance.
- Licensed in Property and Casualty and Life and Health insurances.
- Completed and reviewed applications for insurance for accuracy and completeness.
- Created and maintained production reports.
- Created property, equipment, vehicle and driver schedules.
- Created new insurance proposals and reviewed existing policies for accuracy and completeness.

**Petroleum Development Corporation, Bridgeport, West Virginia**

**2/2008 – 12/2008**

**Manager of Accounts Payable**

- Developed and supervised all aspects of the systems and procedures involved in the Account Payable function including training, planning, assigning and directing work; performance appraisals of 15 clerical and professional employees.
- Set up, monitored and performed Accounts Payable reconciliations.
- Assisted in the preparation of monthly Accounts Payable accruals.



**CDI Corporation, South Charleston, West Virginia****Manager of Accounts Payable**

- Developed and supervised all aspects of the systems and procedures involved in the Account Payable function including training, planning, assigning and directing work; performance appraisals of 15 clerical and professional employees.
- Analyzed customer payment problems and provided direction for resolution.
- Issued checks and direct deposit payments.
- Provided upper management with monthly analysis of department processing metrics.
- Converted departmental records to a document imaging system, created associated policies and procedures and trained company personnel.
- Developed customer metric reports.
- Lead the annual 1099 team.
- Revised and maintained SOX 404 controls for Accounts Payable Department.
- Set departmental goals and performance metrics.
- Developed and oversaw departmental budget.
- Oversaw the annual disbursement of over \$400,000,000.00.

**City of Charleston, Charleston, West Virginia****12/2001 – 6/2005****Director of City Collector's Office**

- Managed and monitored supervision, training and performance evaluations of 14 City Collector's Office personnel- both Civil Service and professional.
- Created and maintained the departmental budget.
- Maintained an expert knowledge of city and state tax and fee law.
- Interpreted and enforced state and city tax law through administrative decisions
- Conducted legal hearings.
- Oversaw business audits.
- Designed and oversaw the conversion of departmental records to a document imaging system, created associated policies and procedures and trained company personnel.
- Created regulations for the orderly collection of taxes and fees.
- Prepared monthly historical and statistical analysis of municipal taxes and fees for the Mayor, City Council, City Manager and Finance Director.
- Performed analysis of revenue trends by industry, region, and other criteria as determined to be necessary by the Finance Director.
- Oversaw the billing of monthly municipal fees.
- Oversaw the collection of thousands of past-due accounts.

**Columbia Natural Resources/ NiSource, Inc. , Charleston, West Virginia****12/1992- 11/2001****Supervisor of Accounts Payable**

- Supervised accounts payable staff of 15.
- Reviewed and processed invoices and travel reimbursements.
- Processed checks.
- Maintained vendor files.
- Oversaw the processing of 1099's.
- Performed bank reconciliations.
- Implemented and maintained document imaging process.
- Provided excellent customer service to both internal and external customers.



Response To:



Title: Accounting Technician II Temporary Staffing  
Solicitation # BCF2000000002

Submission Date & Time: April 23, 2020 (1:30 PM EDT)

Submitted to:

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

Submitted By:



Ritu Mangla  
(Founder & CEO)  
Infostride, Inc.  
3031 Tisch Way 110 Plaza West  
San Jose, Ca 95128  
Telephone: 415-360-1700 Ext. 500  
govt@Infostride.Com

**COST PROPOSAL**

**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	\$ 21.00	\$ 87,360.00
<b>Estimated Total</b>					<b>\$ 87,360.00</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 Purchasing Division  
Accounting Technician II Temporary Staffing  
Response to RFQ # BCF2000000002  
Cost Proposal

FINAL\_CRFQ\_0511\_BCF2000000002\_3\_CRFQ\_FORM



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:

InfoStride, Inc.

3031 Tisch Way, 110 Plaza West, San Jose, CA 95128

415-360-1700 ex500

FOR INFORMATION CONTACT THE BUYER

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

Signature X

Ritu Mangla

FEIN # 472730185

DATE April 23, 2020

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





West Virginia Purchasing Division  
Accounting Technician II Temporary Staffing  
Response to RFQ # BCF2000000002  
Cost Proposal

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Accounting Technician II	4160.00000	HOURL	\$21.00	\$87,360.00

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