



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header @ 1

List View

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

Procurement Folder: 967422

Procurement Type: Central Master Agreement

Vendor ID: VC0000074028

Legal Name: FORGE BUSINESS SOLUTIONS LLC

Alias/DBA: FRANCIS D VITALE

Total Bid: \$355,000.00

Response Date: 12/20/2021

Response Time: 14:03

Responded By User ID: Forge2017

First Name: Jessica

Last Name: Haddix

Email: jhaddix@forgebz.com

Phone: 304-639-6857

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC2200000009

Published Date: 12/14/21

Close Date: 12/21/21

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum #2 Program Management Services (OT22055)

Total of Header Attachments: 1

Total of All Attachments: 1



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	4.1.1.1 Program Manager	500.00000	HOUR	225.000000	112500.00

Comm Code	Manufacturer	Specification	Model #
80101600			

**Commodity Line Comments:** \$225/hour x 500 hours = \$112,500

**Extended Description:**

4.1.1.1 Program Manager

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	4.1.1.2 Engagement Manager	500.00000	HOUR	250.000000	125000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

**Commodity Line Comments:** \$250/hour x 500 hours = \$125,000

**Extended Description:**

4.1.1.2 Engagement Manager

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	4.1.1.3 Project Manager	500.00000	HOUR	145.000000	72500.00

Comm Code	Manufacturer	Specification	Model #
80101600			

**Commodity Line Comments:** \$145/hour x 500 hours = \$72,500

**Extended Description:**

4.1.1.3 Project Manager

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	4.1.1.4 Support Staff	500.00000	HOUR	90.000000	45000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

**Commodity Line Comments:** \$90/hour x 500 hours = \$45,000

**Extended Description:**

4.1.1.4 Support Staff



## Solicitation #CRFQ 0210 ISC2200000009

December 21, 2021

### Submitted by:

Forge Business Solutions, LLC  
522 Ashbrooke Square  
Morgantown, WV 26508  
www.Forgebz.com

**DUNS:** 105362873

**CAGE:** 8WN78

### Primary POC:

Corine Alexander  
Chief Operating Officer  
Phone: 703-341-9229  
calexander@forgebz.com

### ATTN:

Ms. Jessiai L. Hovanec, Sir. Buyer  
Jessica.L.Hovanec@wv.gov

Department of Administration  
Purchasing Division  
2019 Washington St E.  
Charleston, WV 25305  
Fax: 304-558-3970

### USE OR DISCLOSURE RESTRICTION

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of-or in connection with-the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction.



December 21, 2021

Department of Administration  
Purchasing Division  
2019 Washington St E.  
Charleston, WV 25305  
Fax: 304-558-3970

Dear Ms. Hovanec,

Forge Business Solutions is pleased to submit this offer in response to Solicitation #CRFQ 0210 ISC2200000009. Our offer is electronically transmitted via email and includes the following files/attachments: CRFQ 0210 ISC2200000009 Program Management Services\_Forge Business Solutions\_122121

We are providing the additional, requested information in this cover letter as follows:

- a. Commercial and Government Entity (CAGE) number: 8WN78
- b. DUNS number: 105362873
- c. Taxpayer Identification Number (TIN): 82-1940935
- d. Forge Business Solutions, LLC
- e. Authorized Official for Forge Business Solutions: Frank Vitale
- f. Forge Business Solutions affirmatively states that the enclosed offer is valid for 90 days from the close of the subject solicitation.

Respectfully Submitted,

*Frank Vitale*

Frank Vitale, President and CEO  
Forge Business Solutions  
304-288-0874  
fvitale@forgebz.com



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# I. ADDENDUM ACKNOWLEDGEMENT

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: CRFQ ISC2200000009

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.

Forge Business Solutions, LLC

*Corine Alexander*

December 21, 2021

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

# II. PRICING



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

State of West Virginia  
 Centralized Request for Quote  
 Info Technology

<b>Proc Folder:</b> 967422		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Addendum #2 Program Management Services (OT22055)		Addendum #2 is published to move bid opening date from 12/14/2021 to 12/21/2021.	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-12-13	2021-12-21 13:30	CRFQ 0210 ISC220000009	3

BID RECEIVING LOCATION
BID CLERK DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US

VENDOR
<b>Vendor Customer Code:</b> DUNS: 105362873, CAGE: 8WN78 <b>Vendor Name :</b> Forge Business Solutions, LLC <b>Address :</b> <b>Street :</b> 522 Ashebrooke Square <b>City :</b> Morgantown <b>State :</b> WV <b>Country :</b> U.S. <b>Zip :</b> 26508 <b>Principal Contact :</b> Corine Alexander <b>Vendor Contact Phone:</b> 703-341-9229 <b>Extension:</b>

FOR INFORMATION CONTACT THE BUYER
Jessica L Hovanec 304-558-2314 jessica.l.hovanec@wv.gov

Vendor Signature X <i>Corine Alexander</i>	FEIN# 82-1940935	DATE December 21, 2021
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All offers subject to all terms and conditions contained in this solicitation

# II. PRICING

## ADDITIONAL INFORMATION

Addendum #2 is published to move bid opening date from December 14, 2021 to December 21, 2021. Bid opening time remains the same at 1:30 PM EST.

The WV Purchasing Division is soliciting bids on behalf of the WV Office of Technology to establish an open-end contract for Program Management Services per the Terms & Conditions as attached hereto.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.1.1 Program Manager	500.00000	HOUR	\$225.00	\$112,500

Comm Code	Manufacturer	Specification	Model #
80101600			

**Extended Description:**  
4.1.1.1 Program Manager

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.1.2 Engagement Manager	500.00000	HOUR	\$250.00	\$125,000

Comm Code	Manufacturer	Specification	Model #
80101600			

**Extended Description:**  
4.1.1.2 Engagement Manager

# II. PRICING

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.1.3 Project Manager	500.00000	HOUR	\$145.00	\$72,500.00

Comm Code	Manufacturer	Specification	Model #
80101600			

**Extended Description:**  
4.1.1.3 Project Manager

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.1.4 Support Staff	500.00000	HOUR	\$90.00	\$45,000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

**Extended Description:**  
4.1.1.4 Support Staff

## SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by December 3, 2021 at 10:00 AM EST	2021-12-03

### III. DESIGNATED CONTACT

**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.

*Corine Alexander*

Corine Alexander, Chief Operating Officer

522 Ashbrooke Square, Morgantown, WV 26508  
703-341-9229 / caalexander@forgebz.com

**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.

*By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.*

Forge Business Solutions, LLC

*Corine Alexander*

Corine Alexander, Chief Operating Officer, 12-21-21  
703-341-9229

# IV. CAPABILITIES STATEMENT



## CAPABILITIES STATEMENT

### Corporate Data

Forge Business Solutions, LLC  
522 Ashbrooke Square  
Morgantown, WV 26508

### Point of Contact

Corine Alexander  
Chief Operating Officer  
calexander@forgebz.com  
703-341-9229  
www.Forgebz.com

DUNS: 105362873  
CAGE: 8WN78  
\*NAICS: 541611 – Administrative Management and General Management Consulting Services  
611430 – Professional and Management Development Training  
541614 – Process, Physical Distribution and Logistics Consulting Services  
561410 – Document Preparation Service



### MISSION STATEMENT

Forge Business Solutions, LLC, is a consulting and professional strategy company headquartered in Morgantown, WV. Forge focuses on strategic planning and execution designed to help organizations and businesses find success, growth, and partnership. With particular expertise in education, healthcare, and government services, Forge uses its knowledge and experience to improve enterprises of all sizes and sectors.

### ABOUT US / BUSINESS SUMMARY

With over 100 years of combined experience in managing and executing contractor services in both the government and commercial sector, Forge assists organizations in the identification, qualification, and pursuit of growth opportunities. Forge's Contractor Services cover the full spectrum of new business capture from opportunity identification through the proposal phase to contract execution.

Forge also provides strategic planning and execution services that allow growing organizations to leverage hands-on strategy application, understanding of best practices from businesses of all sizes, and identifying potential pitfalls to avoid. Applying these capabilities result in organizations being more focused on achieving their objectives, aligned directly to their mission, vision, and goals.

### INDUSTRIES

- » Healthcare
- » Government Services
- » Banking
- » Education
- » Government Contractor Services
- » Financial Services
- » Human Resources

### DIFFERENTIATORS

- » Our TEAM sets us apart with our combined 100 years of experience across a wide spectrum of clients and industries.
- » Forge tailors each engagement to the client's needs to ensure efficient use of time, determining specific measures of success to maintain focus and adjust direction.
- » Ability to handle quick turn-around and surge requirements.

### PAST PERFORMANCE



\*Additional NACIS Codes: 541613 • 541910 • 541870 • 561330 • 561920 • 541612 • 541618 • 541820

### CORE COMPETENCIES

- » Strategic Planning
- » Strategic Execution
- » Leadership Development
- » Business Development
- » Organizational Growth Support
- » Capture Coaching
- » Proposal Support
- » Training
- » Program/Project Management
- » Government & Community Relations
- » Process Improvement

### CERTIFICATIONS

- » Certified Veteran's Business Enterprise
- » Project Management Professional (PMP)
- » Targeted Selection

## V. PAST PERFORMANCE SUMMARIES

### National Veteran-Owned Business Association (NaVOBA)

- NaVOBA's mission is to create corporate contracting opportunities for America's Veteran's and Service-Disabled Veteran's Business Enterprises (VBEs/SDVBEs) through certification, advocacy, outreach, recognition, and education.
- In January 2020, Forge facilitated and led NaVOBA's national strategic planning session at the Papa John's headquarters in Louisville, KY.
- Veteran's Business Enterprises Certification – Forge is the first company in West Virginia to be certified as a Veteran's Business Enterprise (VBE) by the NaVOBA.

### West Virginia Department of Education

- Forge facilitated the Strategic Plan for the West Virginia Department of Education (WVDE) and the State Board of Education.
- Held meetings over several months to incorporate feedback from community stakeholders, education subject matter experts at both the state and national level, parents, and students to provide foundational knowledge for strategy development.
- Redefined approach for public education in West Virginia by combining WVDE and State Board of Education strategic plans. The 5 Year plan is currently in place.

### Career Readiness West Virginia (CRWV) Initiative

- CRWV is a collaborative partnership developing a sustainable future for the next generation of the West Virginia workforce bringing together public education and local chambers of commerce to partner with public and private sector employers, government, trades and contractors, and nonprofits to drive career and workforce development in local communities.
- Forge collaborated with county school districts and chambers of commerce to engage local stakeholders, business owners, educators, and community leaders throughout the state.
- Addressed areas of concern and barriers to collaboration with education and provided detailed report of findings and recommendations with supporting documents. The plan is currently in place.

### Small Business Development Center (SBDC)

- With funds used from CARES Act, the SBDC collaborated with Forge as a qualified Subject Matter Expert (SME) to expand consulting capacity through increased training and expanded outreach by targeting Small Businesses who experienced supply chain disruptions, staffing challenges, decreased gross receipts and customer base as a result of COVID-19.
- Scope included training/advising SBDC Clients on best methods of recovery as it pertained to the following areas: BD Process & Strategy; Business Operations; Accounting; Marketing; Human Resources; Government Contracting; Startup and Early-Stage Business Consulting; Turnaround Management.
- Forge's standing is current and ongoing with the SBDC

## VI. KEY PERSONNEL EXPERIENCE

Forge is prepared to fully staff this effort within 10 business days of contract award. Below is representative experience of our key personnel (on staff).

### Sample Key Personnel Experience



Our **Program Manager** has more than 35 years' experience in all aspects of software development, program and project management, corporate executive leadership, client liaison, and strategic planning. Managed software development and integration projects including Nationwide Insurance, Bell Atlantic, AT&T, and numerous smaller corporations. Directed projects for more than 10 Federal Government agencies including Civilian and National Security sectors and holds a PMP certification.



Our **Engagement Manager** has over thirty years' experience in program, personnel and financial management. Extensive experience in requirements analysis, operational and end user support, contract and resource management, process improvement, business development and planning, employee/user training, acquisition, and planning, programming, budgeting and execution. Background includes perspective as a consumer and a provider of financial, engineering, technical and training services to operational staff and end users, and as an on-site program manager routinely interacting with government customers. Consistently achieved positive bottom-line results through positive leadership, customer interaction, adaptability and cost-effective use of resources.

