



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 5

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 967422

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0210

Vendor ID: VS0000039396

SO Doc ID: ISC2200000009

Legal Name: R&B SERVICES INC

Published Date: 12/14/21

Alias/DBA:

Close Date: 12/21/21

Total Bid: \$197,000.00

Close Time: 13:30

Response Date: 12/20/2021

Status: Closed

Response Time: 16:47

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

Responded By User ID: ashstefhsu

Total of Header Attachments: 5

First Name: ashley

Total of All Attachments: 5

Last Name: hsu

Email: astefun@randbcorp.com

Phone: 2404623463

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	4.1.1.1 Program Manager	500.00000	HOUR	126.000000	63000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments:

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	105.000000	52500.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments:

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	85.000000	42500.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments:

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	78.000000	39000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments:

Extended Description:

4.1.1.4 Support Staff

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.

R&B Services

Company



Authorized Signature

12-20-2021

Date

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

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.

Joan Stefun, Accountant

(Name, Title)

Joan Stefun, Accountant

(Printed Name and Title)

7333 Hanover Parkway Greenbelt, MD 20770

(Address)

240-602-1668

(Phone Number) / (Fax Number)

jstefun@randbcorp.com

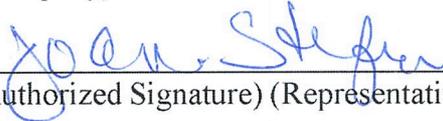
(email address)

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.

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.

R&B Services

(Company)



(Authorized Signature) (Representative Name, Title)

Joan Stefun, Accountant

(Printed Name and Title of Authorized Representative)

12-20-2021

(Date)

240-602-1668

(Phone Number) (Fax Number)

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: R&B Services, Inc.

Authorized Signature:  Date: 12-20-2021

State of Maryland

County of Prince George's, to-wit:

Taken, subscribed, and sworn to before me this 20th day of December, 2021.

My Commission expires 9/29/2025, 20 .

ELIZABETH LAGRANGE SMITH
AFFIX SEAL HERE

NOTARY PUBLIC 

Purchasing Affidavit (Revised 01/19/2018)

NOTARY PUBLIC
PRINCE GEORGE'S COUNTY
MARYLAND

ELIZABETH LAGRANGE SMITH
NOTARY PUBLIC
PRINCE GEORGE'S COUNTY
MARYLAND
MY COMMISSION EXPIRES SEPTEMBER 29, 2025

References for West Virginia Program Management Services (OT22055)

Reference 1

Maryland Insurance Administration: Customized Staffing Solution for Enterprise Complaint Tracking System	
Contract Number:	CATS+ TORFP # -15-002
Contract Value	\$ 258,334.00
Contracting Officer/Prime: Phone: Email:	Radhika Mulpuri (301)356-2925 radhika@issi-software.com
Place of Performance:	90 St Paul Place, Suite 2700 Baltimore, Maryland 21202
Period of Performance:	June 2015 – June 2019
Type of Contract:	Firm Fixed Price (FFP)/ Time and Material (T&M)
Prime/Sub	Sub
<u>Project Description:</u>	
<p>In partnership with ISSI, R&B Services was tasked to provide an experienced Systems Engineer who could execute a project exceptionally well and on time and within the proposed budget. In addition to various other agency requirements, the Systems Engineer needed to have experience overseeing the entire infrastructure of over 100 users and possess excellent qualifications.</p> <p>R&B Services as a subcontractor helped our Prime accomplish the project tasks by conducting a search for candidates, interviewing them, and selecting them through a structured process of several interviews, which included a panel interview to simultaneously assess the candidate’s technical knowledge and soft skills.</p> <p>Through a rigorous research and selection process, R&B Services provided a Systems Engineer, as well as a seasoned Project Manager, who managed the project and the resources, monitored, tracked team and system performance, oversaw compliance, quality assurance and supported the implementation of the system. She also provided post implementation support.</p>	
<u>Notable Results:</u>	
<ul style="list-style-type: none"> • <i>A judicious selection of the resource</i> for the Systems Engineer and Project Manager position helped in deploying the current ECTS system in use by over 2,000 internal and external users. • Due to experienced leadership of the development process, it was completed on schedule and within budget. 	

Reference 2

Maryland Department of Environment: Customized Staffing Solution for Electronic Permit Tracking System Project	
Please Note: The EPTS has been renamed to ETS as it currently tracks items other than permits	
Contract Number:	U00B7400001
Contract Value	\$584,825.00
Contracting Officer/Prime: Phone: Email:	Anantha Mantrala (631) 524-1646 amantrala@issi-software.com
Place of Performance:	1800 Washington Blvd. Baltimore, MD 21230
Period of Performance:	Nov 2017 – Present
Type of Contract:	Time and Material
Prime/Sub	Sub
<u>Project Description:</u> <p>In partnership with ISSI, R&B Services was tasked to resource various staffing solutions for the MDE project. Specifically, utilizing a proven staffing procurement approach, R&B Services successfully provided 4 staffing resources who were integral to the project's success.</p> <p>The QA Automation Engineer, Database Administrator, Senior Software Engineer and Project Manager all required considerable experience and expertise, including experience redesigning an existing user interface (UI) and developing a functionally robust, user-friendly front-end application, as well extensive software knowledge and exceptional communication skills.</p> <p>By means of thorough research and an extensive candidate vetting process, R&B Services provided exemplary resources within the requested timeframe. Our selection of suitable staffing resources for the project ensured a successful, on-time delivery of our software solution to MDE.</p> <p><i>R&B Services provided a Database Administrator, a QA Automation Engineer, and an experienced Project Manager for this initiative. We also provided a Senior Software Engineer for QA post implementation.</i></p>	
<u>Notable Results:</u>	
<ul style="list-style-type: none">• Through carefully selecting and providing a diverse set of labor categories, R&B Services streamlined the TEMPO UI/UX experience• R&B Services' talented staffing resources provided seamless workflow between MDE and 12 programs using the TEMPO system.	

- Our team provided a new functionality, including integrating with a payment module for online permit application and renewal capability.
- Our choice of the right resources significantly impacted the success of the project resulting in the project being ahead of schedule and within budget; the system is now in production.

Reference 3

West Palm Beach County: Sheriff's Office: Software Development Staffing Solution	
Contract Number:	627131
Contract Value	\$ 335,750.00
Place of Performance:	3228 Gun Club Road West Palm Beach, FL 33406-3001
Period of Performance:	November 2016 – June 2018
Type of Contract:	Time and Material
Prime/Sub	Prime
<u>Project Description:</u> <p>As Prime Contractor to the West Palm Beach County Sheriff's Office, R&B Services was tasked to source a qualified software developer who could accomplish two projects through time and cost-effective Services.</p> <p>Leveraging our excellent Professional Services department, R&B Services provided a knowledgeable and experienced resource who was able to complete the project for Palm Beach County on time and within budget and to the satisfaction of the agency. The details of the two projects can be found below.</p> <p><u>Project 1:</u></p> <p>The goal of this project was to improve previously developed web-based testing software for the enterprise. The software was designed and managed to update employees' data across multiple districts/locations. The application was created so that users with administrative access were able to easily cancel or reschedule, as well as add any additional comments or notes to the system.</p> <p><u>Project 2</u></p> <p>R&B Services built an inventive tool called the Field Interview Report for Florida's Palm Beach's Sheriff's Office. Our tool improved ways to gather information on suspicious subjects and/or activity, using it in conjunction with wide ranging evidence for the purpose of developing leads or patterns on a variety of criminal activity.</p> <p><i>R&B Services provided 1 Cold Fusion/.NET Developer for these 2 projects.</i></p>	
<u>Notable Results:</u>	
<ul style="list-style-type: none">• Through carefully selecting and providing the key personnel for the project, R&B Services ensured that both software solutions met the needs of Palm Beach County and optimized their business processes.• Our detail-oriented staff augmentation process guaranteed R&B Services' providing the perfect candidate, resulting in an on-time and within budget delivery.	



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

Proc Folder: 967422

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

Reason for Modification:
 Addendum #2 is published to
 move bid opening date from
 12/14/2021 to 12/21/2021.

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2021-12-13	2021-12-21 13:30	CRFQ 0210 ISC2200000009	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000039396

Vendor Name : R&B Services, Inc.

Address : 7333, Suite B

Street : Hanover Parkway

City : Greenbelt

State : MD

Country : USA

Zip : 20770

Principal Contact : Joan Stefun

Vendor Contact Phone: 240-602-1668

Extension:

FOR INFORMATION CONTACT THE BUYER

Jessica L Hovanec
 304-558-2314
 jessica.l.hovanec@wv.gov

**Vendor
 Signature X**

Joan Stefun

FEIN# 36-4767858

DATE

12/20/2021

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

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	\$126.00	\$63,000.00

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	\$105.00	\$52,500.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Extended Description:
4.1.1.2 Engagement 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
3	4.1.1.3 Project Manager	500.00000	HOUR	\$85.00	\$42,500.00

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	\$78.00	\$39,000.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Extended Description:
4.1.1.4 Support Staff

SCHEDULE OF EVENTS

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

	Document Phase	Document Description	Page
ISC2200000009	Final	Addendum #2 Program Management Services (OT22055)	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions