



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 Clarification Request

Procurement Folder: 986667


Procurement Type: Central Master Agreement

Vendor ID: VS0000033724 


Legal Name: 3Di, Inc.

Alias/DBA: 3Di Systems

Total Bid: \$1,996,800.00

Response Date: 03/02/2022 

Response Time: 13:11

Responded By User ID: 3Disystems 

First Name: Carlos

Last Name: Culebro

Email: marketing@3disystems.c

Phone: 2034498839

SO Doc Code: CRFQ

SO Dept: 0803


SO Doc ID: DOT2200000122

Published Date: 2/24/22

Close Date: 3/3/22

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM NO_1 WVDOT IT
Temporary Staffing Services 


Total of Header Attachments: 2

Total of All Attachments: 2



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

State of West Virginia
Solicitation Response

Proc Folder: 986667
Solicitation Description: ADDENDUM NO_1 WVDOT IT Temporary Staffing Services(81220053)
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2022-03-03 13:30	SR 0803 ESR02242200000005044	1

VENDOR
VS0000033724
3Di, Inc.

Solicitation Number: CRFQ 0803 DOT2200000122
Total Bid: 1996800
Response Date: 2022-03-02
Response Time: 13:11:03
Comments:

FOR INFORMATION CONTACT THE BUYER
John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor
Signature X **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	Senior Mainframe Application Analyst				312000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Contract Amount is based on the estimated quantity provided by West Virginia of 2080 x the hourly rate of \$150.00 for year 1. Please see Attached Exhibit A Pricing Page for more detail

Extended Description:

Senior Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mainframe Application Analyst				249600.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Contract Amount is based on the estimated quantity provided by West Virginia of 2080 x the hourly rate of \$120.00 for year 1. Please see Attached Exhibit A Pricing Page for more detail

Extended Description:

Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior Application Oracle Database Administrator				343200.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Contract Amount is based on the estimated quantity provided by West Virginia of 2080 x the hourly rate of \$165.00 for year 1. Please see Attached Exhibit A Pricing Page for more detail

Extended Description:

Senior Application Oracle Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Application Oracle Database Administrator				260000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Contract Amount is based on the estimated quantity provided by West Virginia of 2080 x the hourly rate of \$125.00 for year 1. Please see Attached Exhibit A Pricing Page for more detail

Extended Description:

Application Oracle Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Senior Application DB2 Database Administrator				322400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Contract Amount is based on the estimated quantity provided by West Virginia of 2080 x the hourly rate of \$155.00 for year 1. Please see Attached Exhibit A Pricing Page for more detail

Extended Description:

Senior Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Application DB2 Database Administrator				260000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Contract Amount is based on the estimated quantity provided by West Virginia of 2080 x the hourly rate of \$125.00 for year 1. Please see Attached Exhibit A Pricing Page for more detail

Extended Description:

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				249600.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Contract Amount is based on the estimated quantity provided by West Virginia of 2080 x the hourly rate of \$120.00 for year 1. Please see Attached Exhibit A Pricing Page for more detail

Extended Description:

PC Programmer Analyst



3Di's proposal to
West Virginia's
Purchasing Division
Request for Quote 0803
DOT2200000122 for
Information Technology –
Temporary Technical
Staffing Services

Submitted by:

3Di, Inc.
3 Pointe Drive, Suite 307
Brea, CA 92821
+1 714-936-9283
www.3disystems.com

Table of Contents

Section 1 – Cover Letter	2
Section 2 – 3Di Company Overview	3
Section 3 – 3Di’s Response to the Specifications	4
1. PURPOSE AND SCOPE:	4
2. DEFINITIONS:	4
3. QUALIFICATIONS:	5
4. MANDATORY REQUIREMENTS:.....	9
5. CONTRACT AWARD:	27
6. PERFORMANCE:	27
7. PAYMENT:	28
8. TRAVEL:	28
9. FACILITIES ACCESS:.....	28
10. VENDOR DEFAULT:	28
11. MISCELLANEOUS:.....	29
Section 4 – Recruitment & Staffing Approach.....	30
Attachment 1 – Certificate of Insurance	36
Attachment 2 – Signed Purchasing Affidavit	37
Attachment 3 – Addendum Acknowledgement Form	38
Attachment 4 – 3Di References	39
Attachment 5– Technical Certifications and Awards	41
Exhibit A - Pricing Page (attached as a separate Excel document)	

Section 1 – Cover Letter

February 28, 2022

John W. Estep
West Virginia Department of Administration
Purchasing Division
2019 Washington St. E
Charleston, WV 25305

RE: CRFQ 0803 DOT2200000122 for IT Temporary Technical Staffing Services

Dear Mr. Estep,

Thank you for the opportunity to respond to the West Virginia Purchasing Division's CRFQ #0803 DOT2200000122 for IT Temporary Technical Staffing Services. 3Di understands that the West Virginia Department of Transportation (WVDOT) has an ongoing need for Information Technology (IT) professionals in a variety of job classifications for both project-based and staff-augmentation work in the following positions:

1. Senior Mainframe Application Analyst
2. Mainframe Application Analyst
3. Senior Application Oracle Database Administrator
4. Application Oracle Database Administrator
5. Senior Application DB2 Database Administrator
6. Application DB2 Database Administrator
7. Programmer Analyst

3Di has vast experience in providing the highest-quality IT consulting and staffing services under approved Master Services Agreements (MSA) to our customers and is dedicated to providing highly skilled consultants in a wide range of technologies for staff augmentation or solution-oriented projects.

3Di would like to make available to the West Virginia Purchasing Division the following people as our points of contacts for technical and contractual matters, as well as negotiations and interviews:

Mr. Mihir Desai, Vice President & CFO,
3 Pointe Drive, Suite 307, Brea, CA 92821
Phone: 714-257-1100 Ext. 143
Mobile: 949-254-5681, Fax: 714-257-1386
Email: marketing@3disystems.com or Mihir.Desai@3disystems.com

Carlos Culebro, Director of Sales – Services
3 Pointe Drive, Suite 307, Brea, CA 92821
Phone: 203-449-8839, Fax: 714-257-1386
Email: Carlos.Culebro@3disystems.com

We appreciate your consideration of our proposal.

Thank you.



Mihir Desai,
Vice President & CFO
www.3disystems.com

Section 2 – 3Di Company Overview

A better world begins with stronger communities. Places where people feel safer, more engaged, and full of hope for their futures. Local governments and community organizations work tirelessly to advance these goals, but most do not have the right tools for the job.

For over two decades, we have worked alongside government officials and community leaders. We have seen first-hand how siloed systems hamper efforts. We have felt the pain of trying to make do with software that clearly was not built for the way governments and community organizations work. And we understand how difficult it is to make miracles with tight budgets and limited staff.

More than anything, we have been inspired by what is possible when these obstacles are removed.

From better housing in Los Angeles to seamless citizen engagement in Norfolk, Virginia, dedicated professionals across the country use 3Di's solutions to improve countless lives in their communities. 3Di solutions are created by people who genuinely care about making your community stronger.

Through tailored services and a powerful software platform, our solutions are designed specifically to maximize impact. They destroy silos, streamline processes, and simplify engagement. They can be fully functional in short order, and they are built for the long haul – 20 years and counting for our first project in Los Angeles.

3Di has worked with many government agencies for over 25 years and has become a trusted partner for our customers. We have implemented some of the most successful technology projects for government agencies, providing temporary IT Staff and Professional Services on an as-needed basis, as well as providing thought leadership on the use of technology in government. 3Di has experience in providing the highest-quality IT consulting and staffing services under approved Master Services Agreements to our customers.

3Di is a certified MBE/DBE per the State of California Unified Certification Program and has been placed in the City of Los Angeles MBE/WBE/DBE directory as a firm specializing in Software Consulting Services. 3Di is also certified by the State of California (OSDC # 0035738) and by Metropolitan Water District of Southern California, as a Small Business Enterprise.

The following is the United States business location:

- Corporate Headquarters: 3 Pointe Drive, Suite 307, Brea, CA 92821
- Branch Location: 717 West Temple Street, Suite 101, Los Angeles, CA 90012

Section 3 – 3Di’s Response to the Specifications

Specifications

1. PURPOSE AND SCOPE:

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Transportation (WVDOT) to establish multiple open- end contracts for information technology temporary technical staffing services. This contract shall cover for the following position classifications:

1. Senior Mainframe Application Analyst
2. Mainframe Application Analyst
3. Senior Application Oracle Database Administrator
4. Application Oracle Database Administrator
5. Senior Application DB2 Database Administrator
6. Application DB2 Database Administrator
7. PC Programmer Analyst

The position classifications listed above are to provide for the technical expertise to meet the contracted staffing needs for all entities within the West Virginia Department of Transportation for support of the department's IT efforts. These services would be used to develop modifications and enhancements to the computer systems for the end-user State agency, as well as mentor, provide technical training and support and provide "shadowing" opportunities for State analysts, among other tasks as defined by the end- user State agency on its Delivery Order for the services.

Though the majority of the requested services are likely to be for work in the metro- Charleston, WV area, during the life of the contract, the end-user Agency may be located in, and may request services be provided in the entire State of West Virginia.

BACKGROUND & CURRENT OPERATING ENVIRONMENT: The end-user Agencies manage many systems (some specifically designed for the Agencies) that support various applications for the State of West Virginia. These systems have varying platforms. Mainframe - DB2 and VSAM. Client server- Visual Studio, both Microsoft SQL Server and Oracle databases. At times, these Agencies require additional technical expertise and support to accomplish specific project goals for these systems. Currently our main need is for assistance with the mainframe environment.

Response: 3Di, Inc. has read and understands the Purpose and Scope.

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 providing temporary staffing services for the list of classifications identified in Section 1 (above) and/or Section 4.1 (below) as more fully described in these specifications.

2.2 "Pricing Page" means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor 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 "DB2" means IBM's DB2 database software.

2.5 "VSAM" means Virtual Storage Access Method which is used for IBM's mainframe computer system.

2.6 "Oracle" is an object-relational database developed by Oracle Corporation.

2.7 "Microsoft SQL Server" is a relational database developed by Microsoft.

2.8 "Visual Studio" is a source code editor that runs on the Windows operating system for personal computers.

2.9 ".NET" means Microsoft's .NET or .NET Framework software.

2.10 "SDLC" means Software or Systems Development Life Cycle, a standard term to describe the process of planning for, creating, testing, and deploying software or systems applications.

Response: 3Di, Inc. has read and understands the Definitions.

3. QUALIFICATIONS:

Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

3.1. Vendors shall be in business a minimum of five (5) years, providing similar information technology services. Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this documentation with their bid.

Response: 3Di has vast experience in providing the highest-quality IT consulting and staffing services under approved Master Services Agreements to our customers, including the State of CA Multiple Awards Schedule (CMAS) Contract, CA Public Employees' Retirement System (CalPERS), City of Seattle, City of Las Vegas, El Paso County (CO), United States General Services Administration (GSA – Schedule 70), Los Angeles Unified School District (LAUSD), Douglas County School District (DCSD), City of Los Angeles Information Technology Agency (ITA), the County of Los Angeles, City of Los Angeles Bureau of Sanitation (LASAN), City of Los Angeles Housing and Community Investment Department (HCIDLA), Los Angeles World Airports, the County of Orange, and others.

3Di's expertise highlights include, but are not limited to the following:

- **Microsoft Solutions:** 3Di is a Microsoft Gold Partner and certified Cloud Services Provider (CSP) 3Di has delivered a number of systems that integrate Microsoft technologies, including .NET, SQL, SharePoint, Azure Cloud, Dynamic CRM, and other Microsoft technologies.
- **Oracle Enterprise Solutions:** 3Di is an Oracle Gold, Top and Pillar Partner. 3Di provides application development, implementation, integration, strategy, and upgrade solutions, leveraging Oracle products, such as Oracle WebCenter Suite (Portal, Content and Sites), Business Process Management (BPM), Identity and Access Management (IDM), Service Oriented Architecture (SOA), Oracle Database, WebLogic, Oracle Cloud Solutions, and several other Oracle products.
- **Amazon Web Services (AWS) ISV Technology Partner and Public Sector Partner:** 3Di created and developed has many Public Sector Software and Applications Solutions that both run on and integrate with Amazon Web Services. Examples include 3Di's award winning 3Di Engage-NexGen 311

solution, Fire Prevention Solution, Code Enforcement, Victim Assistance, Community Policing, Housing Solutions, Municipal Permits and more.

- **Mobility Solutions:** 3Di offers a portfolio of tools and services to develop your enterprise mobility strategies so that you can unlock new business models and innovative products and solutions for your organization. Our SMAC (Social, Mobile, Analytics and Cloud) focused development approach delivers more holistic and competitive solutions. At 3Di, we craft out our detailed and dedicated strategies for UX (User Experience), design, execution, and quality assurance (QA).
- **Software as a Service (SaaS):** 3Di recognizes that SaaS and Cloud Computing are rapidly becoming viable options for application delivery in public and enterprise computing environments. From our extensive public sector experience, we have developed fully scalable solutions for citizen engagement, fire inspection, emergency preparedness, building information, and more.
- **Open-Source Solutions (OSS):** From applications development for Google's open-source Android mobile platform to developing complex web portals using open-source technologies such as PHP, Apache, and Tomcat, 3Di has delivered a number of successful open-source systems.
- **Service Oriented Architecture (SOA):** SOA has revolutionized systems integration. SOA allows integration of widely disparate applications on multiple implementation platforms. 3Di helps enterprise clients architect their business applications and processes using SOA to maximize performance.
- **Consulting Services / Staff Augmentation:** 3Di has a talented pool of highly skilled consultants and resources having expertise and experience in many different technologies, functions, and industries.

Since 1995 (for over 25 years), 3Di has delivered over 250 projects worth over \$70 Million in public sector all over United States. As a full software solution provider, 3Di is able to assist our clients in all phases of the project development life cycle. 3Di also provides contract staff on an as-needed basis.

3Di is a certified MBE/DBE per the State of California Unified Certification Program and has been placed in the City of Los Angeles MBE/WBE/DBE directory as a firm specializing in Software Consulting Services. 3Di is also certified by the State of California (OSDC # 0035738) and by Metropolitan Water District of Southern California, as a Small Business Enterprise.

3.2.Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years: documentation should include enough information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 1, above: the documentation should name the entity to whom the individual was supplied and provide contact information for that entity. Vendors must provide documentation to indicate that their company meets this requirement prior to award: however, bidder may include this documentation with their bid.

Response: 3Di has a proven, over 25-year record of successfully providing IT contract personnel to government and private agencies. 3Di has the expertise in recruiting/ providing Consultants with the right skill sets to our Clients. Many of our consultants are working at our Clients' locations successfully and meeting their targets. 3Di is specialized in providing services to Governmental Organizations.

All of the engagements provided below have been or are being completed within the agreed timeframes and meeting the budget constraints. Most of these engagements involve continuous enhancements and support. Most of the engagements are being extended on a year-to-year basis. In cases where engagements involved staffing augmentation, we have tried to provide as much information as possible.

3Di has been working with several government agencies in the United States. The following are some of 3Di's current government contracts:

- GSA Schedule 70 (GS# GS-35F-291AA)
- City of Seattle Contract# 3800 IT Masters Services Agreement Blanket Contract
- State of Washington, Department of Enterprise Services – Contract # 08215 (IT Professional Services)
- CA Department of General Services ID (5167010-002)
- CA Multiple Award Schedules (CMAS) Contract Number: 3-14-70-1717C
- Los Angeles County – Information Technology Support Services Master Agreement (ITSSMA) # IT4-2
- Los Angeles County – Enterprise Services Master Agreement (ESMA)
- City of Los Angeles ITA Contract Numbers C-113884 and C-124892
- City of Las Vegas – Contract #180028-PH IT Masters Services Agreement
- City of Las Vegas - Contract Number: 140201-RH-D Master Services Agreement
- Los Angeles Unified School District (#2000001980) Consolidated IT Master Services Agreement Bench
- Los Angeles Department of Housing and Community Investment (#C-130651)
- University of Nevada, Las Vegas (UNLV) – Contract Number: 7940 – IT Temporary Staffing Services
- State of NY Dept. of General Services – Contract Number: PB156AA-L73600 Project Based IT Services
- State of TX, Department of Information Resources (DIR Contract No. DIR-CPO-5011, 3Di, Inc – 32082181309) Deliverables-Based Information Technology Services
- Los Angeles World Airports (LAWA) – Contract # DA-5166 (IT Systems Development Services)
- Jefferson County Public Schools, CO – Contract Number 17010204 Professional Technical Staffing and Consulting Services MSA
- Judicial Council of CA Master Agreement #MA-5F202127: Information Technology Consulting Managed Services
- Douglas County School District, CO – Contract Number 14-05-054 Staff Augmentation MSA
- El Paso County, CO – Contract Number #16-065 IT Master Consulting Services Agreement
- Port Authority of Allegheny County, PA (R20-06-A) – IT Consulting and Support Services Agreement

- Municipality of Anchorage, AK Contract # 4400001055 – Master Services Agreement (MSA) for IT and Management Consulting Services
- City of Centennial, CO – IT On-call Services (3Di - RFP 21-10-01)

Many of our consultants are working at our Clients' locations successfully and meeting their targets. The following are some of 3Di's customers:

- Los Angeles Unified School District
- City of Seattle, WA
- Los Angeles Department of Water & Power
- City of Atlanta, GA
- Los Angeles Housing and Community Investment Department
- Los Angeles World Airports
- City of Arlington, TX
- Los Angeles Office of Mayor
- Los Angeles Department of Public Works
- Los Angeles Information Technology Agency
- Los Angeles Police Department
- State of Alaska, Retirement and Benefits
- City of La Habra Heights, CA
- City of Arlington, TX
- Jefferson County Public Schools, CO
- El Paso County, CO
- City of Las Vegas, NV
- City of El Monte, CA
- City of Bell Gardens, CA
- Seattle City Light, WA
- Los Angeles County, CA
- City of Norfolk, VA
- Los Angeles County Sheriff Department
- Los Angeles County Department of Health Services
- Los Angeles County Office of Assessor
- Orange County, CA
- Los Angeles Police Department
- U.S. Securities and Exchange Commission
- Douglas County Public Schools, CO
- City of Hollywood, CA
- City of Hayward, CA
- City of Oakland, CA

4. MANDATORY REQUIREMENTS:

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

4.1.1 Senior Mainframe Application Analyst:

- 4.1.1.1 Senior Mainframe Application Analyst must have a minimum of a bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of five (5) years of equivalent work experience required.**
- 4.1.1.2 Senior Mainframe Application Analyst must have a minimum of five (5) years of Mainframe Application development experience using COBOL, CICS, and JCL.**
- 4.1.1.3 Senior Mainframe Application Analyst must have a minimum of five (5) years of Relational Database experience.**
- 4.1.1.4 Senior Mainframe Application Analyst must have a minimum of five (5) years of Analysis and Design experience.**
- 4.1.1.5 Senior Mainframe Application Analyst must have a minimum of three (3) years of experience as a lead analyst or in a senior analyst role.**
- 4.1.1.6 Senior Mainframe Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.**

Response: The 3Di's Application Platform Specialist will provide support to existing production applications and perform complex technical analysis, design, development, documentation, testing, deployment, and implementation of new applications using existing and emerging platforms. This category includes web application and database development. The table below shows the position that aligns with the Senior Mainframe Application Analyst.

3Di Title	General Duty & Responsibilities	Minimum Qualifications
Senior Application Platform Specialist	<ul style="list-style-type: none"> Reviews and understands the Application Team's work plan. Provides status of work to Team Lead. Anticipates, identifies, tracks, and resolves issues and risks affecting own work and work of the Application Team. Develops contingency plans, as necessary. Engages in ongoing process improvement. Detailed functional and process knowledge. Utilizes deep modeling, design, and coding skills. 	10+ years of Relevant experience 4-year college degree or equivalent technical study

3Di Title	General Duty & Responsibilities	Minimum Qualifications
	<ul style="list-style-type: none"> • Provides expertise in one or more database environments. • Supports team in modification of enhancements and changes to applications. • Leverages excellent written and verbal communication skills May coordinate activities of other application developers. • Supports business process, problem analysis and consultation. • Processes open defect/maintenance tickets and correct technical errors. • Proven record of accomplishment of hands-on technical design and code work within large complex systems. • Proven hands-on technical work with a variety of technologies. • Able to make best practice recommendations based on past work. • Proven ability to present complex technical constructs to business and non-technical users. • Proven ability to collaborate with business users, project managers and technical architects. 	

4.1.2 Mainframe Application Analyst:

4.1.2.1 Mainframe Application Analyst must have a minimum of three (3) years of Mainframe Application development experience using COBOL, CICS and JCL.

4.1.2.2 Mainframe Application Analyst must have a minimum of three (3) years of Relational Database experience.

4.1.2.3 Mainframe Application Analyst must have a minimum of three (3) years of Analysis and Design experience.

4.1.2.4 Mainframe Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

Response: The 3Di's Application Platform Specialist will provide support to existing production applications and perform complex technical analysis, design, development, documentation, testing, deployment, and implementation of new applications using existing and emerging platforms. This category includes web application and database development. The table below shows the position that aligns with the with the Mainframe Application Analyst

3Di Title	General Duty & Responsibilities	Minimum Qualifications
Application Platform Specialist	<ul style="list-style-type: none"> • Reviews and understands the Application Team's work plan. • Provides status of work to Team Lead. • Anticipates, identifies, tracks, and resolves issues and risks affecting own work and work of the Application Team. • Develops contingency plans, as necessary. • Engages in ongoing process improvement. • Detailed functional and process knowledge. • Utilizes deep modeling, design, and coding skills. • Provides expertise in one or more database environments. • This is a professional level non-supervisory position which may require coordination of programming activities being conducted by the team. • Supports team in modification of enhancements and changes to applications. • Leverages excellent written and verbal communication skills May coordinate activities of other application developers. • Supports business process, problem analysis and consultation. • Processes open defect/maintenance tickets and correct technical errors. 	<p>5 to 9 years of Relevant experience</p> <p>4-year college degree or equivalent technical study</p>

4.1.3 Senior Application Oracle Database Administrator:

- 4.1.3.1 Senior Application Oracle Database Administrator must be an Oracle Database Administrator Certified Professional.**
- 4.1.3.2 Senior Application Oracle Database Administrator must have a minimum of ten (10) years of experience with the maintenance and management of Oracle database systems.**
- 4.1.3.3 Senior Application Oracle Database Administrator must have a minimum of a bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of six (6) years of equivalent work experience.**
- 4.1.3.4 Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience in providing connectivity to an Oracle database.**
- 4.1.3.5 Senior Application Oracle Database Administrator must have a minimum of five (5) years providing assistance to programming staff in debugging triggers, procedures, functions, and packages (PL/SQL Code).**
- 4.1.3.6 Senior Application Oracle Database Administrator must have a minimum of five (5) years in optimizing SQL execution for Oracle SQL procedures, functions, packages, and triggers.**
- 4.1.3.7 Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience writing and maintaining UNIX/LINUX shell scripts in HP UNIX and/or RedHat LINUX environment.**
- 4.1.3.8 Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience in Data Modeling.**
- 4.1.3.9 Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience in utilization of Oracle RMAN backup to include full and incremental backups and cloning a database.**
- 4.1.3.10 Senior Application Oracle Database Administrator must have a minimum of two (2) years of experience with the utilization and administration of Oracle Warehouse Builder.**

4.1.3.11 Senior Application Oracle Database Administrator must have a minimum of two (2) years in fine grain access control in an Oracle database.

Response: Senior-Level Database Administrator is responsible for data analysis and database management. Database Administrators typically are involved in maintenance, enhancement, designing of data dictionaries, physical and logical database models, and performance tuning. Database Administrators have a range of skills and knowledge of the utilities and production tools used for data storage management to support the Application Team. Below is the position that best aligns with Senior-Level Database Administrator

3Di Title	General Duty & Responsibilities	Minimum Qualifications
Database Administrator Senior Level	<ul style="list-style-type: none"> • Skilled data dictionary analysis and design and data model analysis design. • Maintains central data repository. • Experience and knowledge in supporting application system development life cycle. • Responsible for data dictionary backup and recovery. • Responsible for definition of standards of data dictionaries. • May program dictionary analysis and maintenance software. • Performs performance tuning. • Monitors database performance and space requirements. • Schedules and monitors end of day data warehousing jobs. • Assists in coordinating software releases. • Communicates accurate and useful status updates. • Manages and reports time spent on all work activities. • Follow quality standards. • Able to work in a team environment. • Complete assigned tasks. • Strong communication skills; both written and spoken. • Business systems analysis and design experience. • Logical data modeling techniques. • Production environment Tools/Utilities. 	<p>10+ years of Relevant experience</p> <p>4-year college degree or equivalent technical study</p>

3Di Title	General Duty & Responsibilities	Minimum Qualifications
	<ul style="list-style-type: none"> • Knowledgeable in data analysis and database management techniques. • Execution of all responsibilities with little direct supervision of Team Lead. • Administration and scripting experience in relative platform. • Supervise performance tuning. • Author shell scripts to perform back up, restore, and monitoring tasks. • Anticipate and resolve issues specific to the team. • Determine time estimates and schedule for own work and resolve issues in a timely manner. • Identify and track issues, risks, and action items. • Highly skilled at database design, installations, conversions. • Responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management. 	

Database Administrator III All roles specified in DBA II plus the following:

- **Highly skilled at database design, installations, conversions.**
- **Responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management. 10+ years of Relevant experience 4-year college degree or equivalent technical study**

4.1.4 Application Oracle Database Administrator:

- 4.1.4.1 Application Oracle Database Administrator must have a minimum of five (5) years of experience with the maintenance and management of Oracle database systems.**
- 4.1.4.2 Application Oracle Database Administrator must have a minimum of a bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of three (3) years of equivalent work experience.**
- 4.1.4.3 Application Oracle Database Administrator must have a minimum of two (2) years of experience in providing connectivity to an Oracle Database.**
- 4.1.4.4 Application Oracle Database Administrator must have a minimum of two (2) years providing assistance to programming staff in debugging triggers, procedures, functions, and packages (PL/SQL Code).**

- 4.1.4.5 **Application Oracle Database Administrator must have a minimum of two (2) years in optimizing SQL execution for Oracle SQL procedures, functions, packages, and triggers.**
- 4.1.4.6 **Application Oracle Database Administrator must have a minimum of two (2) years of experience writing and maintaining UNIX/LINUX shell scripts in HP UNIX and/or RedHat LINUX environment.**
- 4.1.4.7 **Application Oracle Database Administrator must have a minimum of two (2) years of experience in utilization of Oracle RMAN backup to include full and incremental backups and cloning a database.**

Response: Application Database Administrator (mid-level) is responsible for data analysis and database management. Database Administrators typically are involved in maintenance, enhancement, designing of data dictionaries, physical and logical database models, and performance tuning. Database Administrators have a range of skills and knowledge of the utilities and production tools used for data storage management to support the Application Team. Below is the position that best aligns with Application Oracle Database Administrator.

3Di Title	General Duty & Responsibilities	Minimum Qualifications
Database Administrator Mid-Level	<ul style="list-style-type: none"> • Skilled data dictionary analysis and design and data model analysis design. • Maintains central data repository. • Experience and knowledge in supporting application system development life cycle. • Responsible for data dictionary backup and recovery. • Responsible for definition of standards of data dictionaries. • May program dictionary analysis and maintenance software. • Performs performance tuning. • Monitors database performance and space requirements. • Schedules and monitors end of day data warehousing jobs. • Assists in coordinating software releases. • Communicates accurate and useful status updates. • Manages and reports time spent on all work activities. • Follow quality standards. • Able to work in a team environment. • Complete assigned tasks. 	<p>5 to 9 years of Relevant experience</p> <p>4-year college degree or equivalent technical study</p>

3Di Title	General Duty & Responsibilities	Minimum Qualifications
	<ul style="list-style-type: none"> • Strong communication skills; both written and spoken. • Business systems analysis and design experience. • Logical data modeling techniques. • Production environment Tools/Utilities. • Knowledgeable in data analysis and database management techniques. • Execution of all responsibilities with little direct supervision of Team Lead. • Administration and scripting experience in relative platform. • Supervise performance tuning. • Author shell scripts to perform back up, restore, and monitoring tasks. • Anticipate and resolve issues specific to the team. • Determine time estimates and schedule for own work and resolve issues in a timely manner. • Identify and track issues, risks, and action items. 	

4.1.5 Senior Application DB2 Database Administrator:

- 4.1.5.1 Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience with the maintenance and management of DB2 database systems.**
- 4.1.5.2 Senior Application DB2 Database Administrator must have a minimum of a bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of five (5) years of equivalent work experience.**
- 4.1.5.3 Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience in managing permissions to a DB2 database.**
- 4.1.5.4 Senior Application DB2 Database Administrator must have a minimum of five (5) years of providing assistance to programming staff in debugging triggers, procedures, functions, and packages.**
- 4.1.5.5 Senior Application DB2 Database Administrator must have a minimum of five (5) years in optimizing SQL execution for DB2 SQL procedures, functions, packages, and triggers.**
- 4.1.5.6 Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience in Data Modeling.**

4.1.5.7 Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience developing and performing disaster recovery procedures.

4.1.5.8 Senior Application DB2 Database Administrator should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

Response: The Senior-Database Administrator is responsible for data analysis and database management. Database Administrators typically are involved in maintenance, enhancement, designing of data dictionaries, physical and logical database models, and performance tuning. Database Administrators have a range of skills and knowledge of the utilities and production tools used for data storage management to support the Application Team. Below is the description of the position that best aligns with Senior Application DB2 Database Administrator.

3Di Title	General Duty & Responsibilities	Minimum Qualifications
Senior-Level Database Administrator	<ul style="list-style-type: none"> • Skilled data dictionary analysis and design and data model analysis design. • Maintains central data repository. • Experience and knowledge in supporting application system development life cycle. • Responsible for data dictionary backup and recovery. • Responsible for definition of standards of data dictionaries. • May program dictionary analysis and maintenance software. • Performs performance tuning. • Monitors database performance and space requirements. • Schedules and monitors end of day data warehousing jobs. • Assists in coordinating software releases. • Communicates accurate and useful status updates. • Manages and reports time spent on all work activities. • Follow quality standards. • Able to work in a team environment. • Complete assigned tasks. • Strong communication skills; both written and spoken. 	<p>10+ years of Relevant experience</p> <p>4-year college degree or equivalent technical study</p>

3Di Title	General Duty & Responsibilities	Minimum Qualifications
	<ul style="list-style-type: none"> • Business systems analysis and design experience. • Logical data modeling techniques. • Production environment Tools/Utilities. • Knowledgeable in data analysis and database management techniques. • Execution of all responsibilities with little direct supervision of Team Lead. • Administration and scripting experience in relative platform. • Supervise performance tuning. • Author shell scripts to perform back up, restore, and monitoring tasks. • Anticipate and resolve issues specific to the team. • Determine time estimates, schedule for own work, and resolve issues in a timely manner. • Identify and track issues, risks, and action items. • Highly skilled at database design, installations, conversions. • Responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management. 	

4.1.6 Application DB2 Database Administrator:

- 4.1.6.1 Application DB2 Database Administrator must have a minimum of a bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of six (6) years of equivalent work experience.**
- 4.1.6.2 Application DB2 Database Administrator must have a minimum of four (4) years of experience with the maintenance and management of DB2 database systems.**
- 4.1.6.3 Application DB2 Database Administrator must have a minimum of three (3) years of experience in managing permissions to a DB2 database.**
- 4.1.6.4 Application DB2 Database Administrator must have a minimum of three (3) years of providing assistance to programming staff in debugging triggers, procedures, functions, and packages.**
- 4.1.6.5 Application DB2 Database Administrator must have a minimum of three (3) years in optimizing SQL execution for DB2 SQL procedures, functions, packages, and triggers.**

- 4.1.6.6 Application DB2 Database Administrator must have a minimum of three (3) years of experience in Data Modeling.**
- 4.1.6.7 Application DB2 Database Administrator must have a minimum of three (3) years of experience developing and performing disaster recovery procedures.**
- 4.1.6.8 Application DB2 Database Administrator should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.**

Response: Application Database Administrator (mid-level) is responsible for data analysis and database management. Database Administrators typically are involved in maintenance, enhancement, designing of data dictionaries, physical and logical database models, and performance tuning. Database Administrators have a range of skills and knowledge of the utilities and production tools used for data storage management to support the Application Team. Below is the position that best aligns with Application Oracle Database Administrator.

3Di Title	General Duty & Responsibilities	Minimum Qualifications
Database Administrator Mid-Level	<ul style="list-style-type: none"> • Skilled data dictionary analysis and design and data model analysis design. • Maintains central data repository. • Experience and knowledge in supporting application system development life cycle. • Responsible for data dictionary backup and recovery. • Responsible for definition of standards of data dictionaries. • May program dictionary analysis and maintenance software. • Performs performance tuning. • Monitors database performance and space requirements. • Schedules and monitors end of day data warehousing jobs. • Assists in coordinating software releases. • Communicates accurate and useful status updates. • Manages and reports time spent on all work activities. • Follow quality standards. • Able to work in a team environment. • Complete assigned tasks. 	<p>5 to 9 years of Relevant experience</p> <p>4-year college degree or equivalent technical study</p>

3Di Title	General Duty & Responsibilities	Minimum Qualifications
	<ul style="list-style-type: none"> • Strong communication skills; both written and spoken. • Business systems analysis and design experience. • Logical data modeling techniques. • Production environment Tools/Utilities. • Knowledgeable in data analysis and database management techniques. • Execution of all responsibilities with little direct supervision of Team Lead. • Administration and scripting experience in relative platform. • Supervise performance tuning. • Author shell scripts to perform back up, restore, and monitoring tasks. • Anticipate and resolve issues specific to the team. • Determine time estimates and schedule for own work and resolve issues in a timely manner. • Identify and track issues, risks, and action items. 	

4.1.7 PC Programmer Analyst:

4.1.7.1 Programmer Analyst must have a minimum of a bachelor's degree from an accredited college or university in computer science or related field including but not limited to business data programming, business systems analysis, computer servicing technologies, information systems management, data processing or computer engineering, or a minimum of an associate degree and eighteen (18) months of equivalent work experience or a minimum of three (3) years equivalent work experience.

4.1.7.2 Programmer Analyst must have a minimum of three (3) years of experience with database management, documentation project control techniques, data processing concepts and equipment usage.

4.1.7.3 Programmer Analyst must have a minimum of three (3) years of experience developing and maintaining complex systems and evaluate and analyze system requests to develop work plans for systems development and maintenance.

4.1.7.4 Programmer Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers,

business analysts, database administrators and application analysts as well as business policy staff and workers.

Response: The Programmer is responsible for analysis, design, coding, component, and assembly testing of all application code. Programmers typically are involved in maintenance (including production support), enhancement and development work. Programmers have a range of skills and knowledge of the technologies. The Programmer works with the Functional Architect and Technical Architecture Specialist on an as needed basis to ensure that design and code meets customer requirements. The description below of 3Di's Programmer that best aligns with Programmer Analyst.

3Di Title	General Duty & Responsibilities	Minimum Qualifications
Programmer Analyst/Software Developer	<ul style="list-style-type: none"> • Code enhancement and development programs and/or required fixes to production problems using the functional and technical programming standards. • Test enhancement and development programs. • Participates in structured code reviews / walkthroughs. • Executes all required process steps. • Creates and provide content for operational documentation to Technical Writers. • Utilizes configuration management tools, design tools, debugging tools, and any other environment specific tools necessary to create, test, and implement an application. • Research problems before approaching the Team Lead or Functional Architect for assistance. • Limited functional knowledge. • Follows quality standards. • Supports installation of application releases into production as directed. • Communicates accurate and useful status updates. • Able to work in a team environment. 	<p>5 to 9 years of Relevant experience</p> <p>4-year college degree or equivalent technical study</p>

	<ul style="list-style-type: none"> • Complete assigned tasks. • Strong communication skills; both written and spoken. 	
Programmer II	<p>All roles specified in PR I plus the following:</p> <ul style="list-style-type: none"> • Analyzes and designs enhancements, development programs, and/or required fixes to production problems. • Designs applications to functional and technical programming standards. • Works with Functional Architects to gather and interprets user requirements into design specifications. • Develops system specifications and interfaces. • Determines time estimates and schedule for work. • Moderates functional and process knowledge. • Assists in managing and directing Application Team processes. • Coordinates work with other software developers on Application Teams. • Assists Team Lead or Test Team Lead in monitoring estimated-time-to-complete (ETC) and actuals for assigned tasks. • Develops application designs in support of the systems specifications and interfaces, perhaps in conjunction with application or technical architects. • Operating System expertise sufficient to perform performance and tuning diagnostics. • Works with users to ensure that solutions meet business requirements. 	

	<ul style="list-style-type: none"> • Execution of all responsibilities with little direct supervision of Team Lead. • Generally aware of new developments in industry and process and has ability to apply them to work as appropriate. • Anticipates and resolves issues specific to the team. • Determines time estimates and schedule for own work and resolve issues in a timely manner. • Identifies and tracks issues, risks, and action items. 	
--	--	--

4.2 VENDOR RESPONSIBILITIES

4.2.1 Bidders must provide an hourly rate for each position they expect to submit qualifications for proposed candidates when the need arises. When presenting candidates for review by the Agency, Vendor shall provide the qualifications of proposed candidates who meet all requirements of the RFQ.

Response: 3Di, Inc. has read and will comply with this requirement

4.2.2 Successful vendors must provide staffing as requested by the Agency. Assignments also may be for a specified period of time and quantity of hours as indicated on each delivery order. Consistent failure on the part of a successful vendor to fulfill requests from the Agency, or consistently being unresponsive to Agency's requests for staffing services, may be grounds for cancellation of the vendor's entire contract.

Response: 3Di, Inc. has read and will comply with this requirement

4.2.3 Successful vendors must provide hourly rates that are inclusive of all costs including, but not limited to, federal, state, and local withholding taxes, social security & Medicare taxes as well as all unemployment compensation, workers compensation, general and professional liability premiums. All overhead for the vendor and fringe for the candidate must be included in the successful vendor's hourly rates. All travel expenses must be included in the vendor's hourly rates.

Response: 3Di, Inc. has read and will comply with this requirement

4.2.4 Successful vendors shall provide the Agency with information on each staffing candidate according to the state and federal standards, including applications. Vendors must include a current resume and a completed qualification documentation for each candidate with their responses. Resumes will identify the candidate's qualifications listed in the requirements section above and will include copies as verification of degrees and certifications. Resume pages will be numbered (ex: 1 of 2, 2 of 2 etc...). These must be sent to the Agency along with the listing of possible candidates to interview.

Response: 3Di, Inc. has read and will comply with this requirement

- 4.2.5 Successful Vendor must provide (as requested) the legal documentation to support proof that their candidate is a U.S. citizen or eligible to work in the United States.**

Response: 3Di, Inc. has read and will comply with this requirement

- 4.2.6 Successful vendor having the first priority contract for any classification required by the Agency will be contacted first and will have 48 hours (2 business days) to acknowledge the initial contact request for staffing (in writing, by a means dictated by the Agency on the initial contact request, but likely by email or fax), and must inform the Agency if they are able or unable to fulfil the request. If unable to supply a candidate at the time, Vendor must provide a written waiver to the Agency within this same 48 hours (2 business days) timeframe. Failure to provide a written waiver will serve as a waiver as it pertains to the Agency's ability to proceed to contacting lower priority vendors. However, repeated failure to provide a written waiver may be grounds for cancellation of a vendor's entire contract (ie, all awarded classifications).**

If able to supply candidate(s), Vendor must provide to the Agency a list of potential candidates for staffing needs within 2 weeks (10 business days) of the initial notification of need. Vendors must provide all documentation for every candidate who indicates they meet the requirements for the classification, including a qualifications document, template supplied by the agency, and resumes. Vendors may send multiple resumes so the agency may choose the most appropriate candidate.

Should a vendor not respond within the allowed number of days from the original notice of the Agency need (eg, 2 days to confirm/waiver a request; 10 business days to provide a list of candidates), the vendor with the second priority contract and other priority vendors for the classification will be contacted and given the opportunity to provide needed staffing. Evaluation will be completed in order of priority.

This second vendor will follow the same process as the first vendor; then the third vendor, and so on, until either a vendor successfully provides a staffing candidate, or all vendors qualifying for award of a contract for that classification are contacted. No second opportunity to meet the need will be given to any vendor until all vendors have been contacted in order of award.

The Vendor's provided candidate must consistently perform the contracted duties as outlined in these specifications or in the project-specific scope included within any Delivery Order. The Agency will notify the awarded vendor if a Vendor's employee fails to consistently perform the contracted duties. The Agency may, as part of this notification, request the Vendor replace the candidate; if so, the Vendor has 2 weeks (10 business days) from this notification to provide the qualifications for a replacement. If the vendor provided a candidate under false documentation, that will be grounds for cancellation of the Delivery Order.

Response: 3Di, Inc. has read and will comply with this requirement.

- 4.2.7** The successful candidate(s) will be required to present a timesheet for approval on a regular basis not less than a one (1) week period and not more than monthly.

Response: 3Di, Inc. has read and will comply with this requirement

- 4.2.8** If during the term of the Delivery Order the candidate placed by the vendor leaves the company and/or has to be replaced; the vendor must give written notice to the Agency within one (1) business day, explaining the circumstances of departure, and must replace the candidate with another candidate meeting or surpassing all the requirements for the filled classification listed in Section 4.1 of this contract to maintain continuity of services. Vendor must provide to the Agency a list of potential candidates for the replacement staffing needs within 2 weeks (10 business days) of the notification of replacement. Vendors must provide documentation and resumes for every candidate which indicates their meeting the requirements for the classification. Vendors may send multiple resumes so that the agency may choose. Any interruption of service greater than ten (10) business days will be grounds for cancellation of the Delivery Order. If the Agency needs to issue a secondary Delivery Order to cover any cancelled Delivery Order, they are not required to contact or acquire waivers from any vendor for which they had previously contacted to fill the classification (copies of the original waivers and documentation regarding the cancellation should be kept in the files for both the original the replacement Delivery Order(s)).

Response: 3Di, Inc. has read and will comply with this requirement

- 4.2.9** Successful Vendors and candidates must comply with all Agency policies and procedures. Any access or user accounts issued to a candidate to permit work in the State computing environment are subject to revocation without notice, and random or periodic audit of user activity may be conducted by the Agency.

Response: 3Di, Inc. has read and will comply with this requirement

4.3 DUTIES AND RESPONSIBILITIES OF THE AGENCY

- 4.3.1** Ordering Procedure: Agency will notify (in writing) the successful Vendor with the current priority for any classification of the number of candidates needed, the total number of hours required for the assignment/project, the proposed length of the assignment, the basic description of the project for which the candidate will be used, and any assignment/project-specific requirements. Agency may issue multiple notifications to the same vendor to simultaneously request the same or different classifications, for the same or different assignments; the Agency has full discretion on how they wish to organize and issue notifications to the Vendor with current priority; the Vendor may confirm or waive any individual notification in its entirety, but may not partially confirm or waive a notification without express written approval of the Agency (ie, the Agency should indicate on its notification for more than a single quantity of any classification whether or not it is willing to allow the Vendor to partially confirm or waive.) For example, the Agency requires two Mainframe Application Analyst for an assignment. If they are willing to allow the first priority

Vendor to provide one while waiving the other, they should indicate this in the notification.

Upon receipt of required documents, interviews will be conducted, and review of qualifications will be performed by the Agency in order to verify the candidate meets the requirements for the requested classification.

After the Agency has chosen the candidate from those provided by the Vendor, the Agency will notify the vendor for a signed, dated quote (see Vendor Responsibilities, above), then complete a Delivery Order noting the Candidate, the Hourly Rate, the Quantity of Hours required for the project, start and end dates for the Delivery Order/Project, and any other information or requirements pertinent to the project for each classification requested.

Delivery Orders in excess of \$250,000.00 shall require processing as Centralized Delivery Orders through the WV State Purchasing Division. Orders of \$250,000.00 or under will be processed as Agency Delivery Orders. Signed, dated vendor quote shall be included with each Delivery Order (ie, scanned and electronically attached in wvOASIS).

Response: 3Di, Inc. has read and will comply with this requirement

4.3.2 Successful Vendor(s)' candidate shall work under Agency supervision. The Agency shall be solely responsible to provide each candidate with day-to-day guidance in the execution of responsibilities at the Agency.

Response: 3Di, Inc. has read and will comply with this requirement

4.3.3 Agency reserves the right to terminate the candidate selected for a position providing services to the Agency without cause if it is determined to be in the best interest and well-being of the Agency. Termination would occur by cancellation of the remainder of the Delivery Order and does not require prior notification to the Vendor.

Response: 3Di, Inc. has read and will comply with this requirement

4.3.4 Independent Contractor Status: The purpose of this contract is to obtain temporary services that are provided by individuals or entities as independent contractors and not as employees of the State of West Virginia. The distinction between an independent contractor and an employee is complex and can require an analysis of 20 or more factors relating to the circumstances of each contract. The Internal Revenue Service and the U.S. Department of Labor have provided guidance on this issue at: IRS - <http://www.irs.gov/pub/irs-pdf/pl5a.pdf> IRS - <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Independent-Contractor-Self-Employed-or-Employee> DOL - <http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp>

Prior to utilizing the services available under this contract, each agency must ensure that factors relating to the broad categories of behavioural control, financial control, and the type of relationship between the state and the temporary worker will not cause the independent contractor relationship to be construed as an employee/employer relationship. Items that must be considered include but are not limited to, the degree of control exercised by the State over the temporary worker relating to performance of the job and the degree to which the temporary worker is integrated into the State's system. The Purchasing Division

recommends that each agency review the IRS and DOL publications found at the links above and obtain further assurance from their respective internal legal counsel to maintain the independent contractor status of individuals and entities hired under this contract.

Response: 3Di, Inc. has read and will comply with this requirement

4.3.5 It is the sole responsibility of the Agency to ensure that they are notifying the appropriately prioritized vendor for each classification; the Vendor is not responsible for determining if the Agency has acquired the necessary waiver from, or documented the non-responsiveness of, any other vendor in order for them to be appropriately contacting the current Vendor.

Response: 3Di, Inc. has read and will comply with this requirement

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide the Agency with a purchase price for all of the Contract Services, and it is the State's intent to award multiple contracts to ensure that every classification can be adequately supplied during the life of the Contract. Each classification will be considered separately for award purposes. The qualified bidder providing the lowest Total Price on the Pricing Page for a classification will be awarded the First Priority Contract for that classification. The qualified bidder providing the second lowest Classification Total Hourly Rate for a classification will be awarded the Second Priority Contract for that classification, and so on, until such time that at most five (5) Contracts are awarded for that classification. Bidders may be awarded none, any, or all classifications, as is necessary to award for each classification.

Upon award of the resulting Contract(s), a spreadsheet will be included with each Contract indicating the priority each vendor has for each awarded classification. An indicator of "1" on the spreadsheet contract Pricing Synopsis shall indicate First Priority; "2" shall indicate Second Priority, etc.

Response: 3Di, Inc. has read and will comply with this requirement

5.2 Pricing Page: Vendor should complete the Pricing Page by providing the all-inclusive hourly rate to provide a candidate meeting the requirements for each classification. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. However, Vendors may opt to bid only certain classifications. If not bidding a classification/commodity line, bidders should clearly note a "no bid" or "N/A" on their bid. Vendors may opt to bid different hourly rates for each renewal year.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address:

John.W.Estep@wv.gov.

Response: 3Di, Inc. has completed the required Pricing Page (Please see Exhibit A Spreadsheet).

6. PERFORMANCE:

Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services 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.

Response: 3Di, Inc. has read and will comply with this requirement

7. PAYMENT:

Agency shall pay only the hourly rate as shown on the Pricing Pages, 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.

Response: 3Di, Inc. has read and will comply with this requirement

8. TRAVEL:

Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

Response: 3Di, Inc. has read and will comply with this requirement

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 service.

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.

Response: 3Di, Inc. has read and will comply with this requirement

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform 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.

Response: 3Di, Inc. has read and will comply with this requirement

11. MISCELLANEOUS:**11.1. Contract Manager:**

During its 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: Mihir Desai

Telephone Number: 714-257-1100 ext. 143

Fax Number: Fax: 714-257-1386

Email Address: Mihir.desai@3disystems.com

Section 4 – Recruitment & Staffing Approach

3Di utilizes a thorough recruitment and staffing process to ensure that its recruitment processes result in finding the highest qualified candidates for the positions. The following are the tools/techniques used to track and recruit qualified candidates:

- Talent pool/ internal database
- Advertising on job boards like dice, monster, LinkedIn, etc.
- Employee referrals
- Rehiring past employees
- Subcontractors
- Vendor pool
- Contacting passive candidates

The recruitment procedure involves a two-level interview process. The first level (usually by telephone) relates to meeting the administrative and minimum technical requirements. The second level interview (usually in-person/Skype/Web conference) will be performed by a Technical Manager and as necessary, includes a written practical test. This will be followed by reference checks and verification of educational and professional certifications.

3Di's general/special recruitment methodology is as follows:

- Step 1:** Client presents his requirements to the 3Di Dedicated Recruitment Manager (DRM).
- Step 2** The 3Di DRM goes through the work order solicitation to completely understand the requirements. If needed, the 3Di DRM will call West Virginia to get clarifications or seek necessary information. 3Di can respond by telephone within one hour of West Virginia's initial request or as required by the West Virginia.
- Step 3:** As per the requirement, 3Di does an internal search for the appropriate resources and, if available, presents the resumes to West Virginia. In the case that a 3Di internal resource search does not provide any matching consultants, a search is made for the suitable candidates in the reserve database and a check is made on their availability.
- Step 4:** In addition to the above, a search is conducted through the Internet by accessing the websites like Dice.com, Monster.com, LinkedIn.com, Craigslist, etc.
- Step 5:** Once the consultants are identified and skills matched, the process of testing and validating (pre-screening) the skills are followed. This includes:
- Preliminary interview: Evaluation criteria includes communication skills, basic technical skills and experience verification and related job skills.
 - Detailed technical interview: Evaluation criteria include suitability to the job requirement skills and experience in similar projects, attitude and by a technical project manager and at times a face-to-face interview/Skype/WebEx, and satisfactory references.
 - Drug screening and Background Checks will be done, as necessary.
 - 3Di verifies employment history through mandatory reference checks for all recruits. Reference checks are done by emailing/telephoning using a standard reference sheet in Word format.

- 3Di also verifies documentation such as driver's license, social security cards (with employment status), immigration records, etc.
- Education documents are checked by contacting the university/school directly, as necessary.
- 3Di also employs external agencies (pre-employ.com, etc.) for drug and background check services.
- 3Di will utilize the U.S. Department of Homeland Security's E-Verify system to verify eligibility of all new employees hired to work in the U.S. during the contract term.

- Step 6:** 3Di will present the consultant's resume (usually 2 to 3 resumes or as required) along with the price quote (fixed or hourly) to West Virginia staff for review.
- Step 7:** Depending on the feedback from West Virginia Staff, 3Di will present more resumes to the satisfaction of West Virginia's staff. Usually, the resumes that 3Di submits will always meet the minimum requirements. Further, 3Di will also arrange for interviews either in-person or by telephone in accordance with West Virginia's wishes.
- Step 8:** West Virginia staff completes the interview process and expresses its intent to hire shortlisted consultant.
- Step 9:** All security requirements will be followed and met. Further, upon the request of West Virginia, drug and background checks are conducted as required. After this test is cleared, the consultant is hired. If any of the security requirements are not met, 3Di will present more resumes to West Virginia (Step 3 – Step: 9) or will proceed as per the advice of West Virginia.
- Step 10:** In the case the hired consultant does not perform as per the expectations of West Virginia, Steps from #3 to #9 are repeated.
- Step 11:** 3Di, at regular intervals, will monitor the progress of the consultant to West Virginia's satisfaction.
- Step 12:** 3Di, in cases where conversions are requested, it will follow the prior agreed applicable fee schedule based on candidate's base annual salary.

3Di confirms that all consultants, prior to beginning an assignment with West Virginia, sign our Confidential Information, Propriety Development and Non-Solicitation Agreement.

3Di provides equal benefits to all its' employees and adheres to State and Federal Laws.

While managing the temporary personnel, 3Di's contact person will promptly and diligently work with West Virginia to ensure service satisfaction and timely handling of requests and issues. 3Di's proposed rates to West Virginia are all inclusive of costs, economical and cost effective.

3Di, Inc. provides IT Temporary Personnel with timesheets that are completed weekly. These timecards are reviewed and signed by the client manager prior to being submitted to 3Di, Inc. for processing.

In case of West Virginia having its own summary sheets/timesheets, 3Di will follow the standard procedure adopted by West Virginia and submit Activity Summary As necessary, 3Di's contact person will communicate with the Authorized West Virginia contact person to monitor the performance of the temporary personnel and will act as advised.

Management Approach

Our management approach can be summarized as follows:

- **Perform to the letter of the contract Scope of Work**, 3Di's reputation has been built on consistently exceeding the requirements of the contract – and the expectations of our customers. We are prepared and capable of doing the same with WV's projects under this proposal.
- **Submit resumes as per WV's timeline**, with a focus on qualified candidates.
- **We employ disciplined project planning, tracking, and reporting** as required for achieving cost controls, schedule integrity, and technical performance. We provide our project managers with tools and resources to track progress and performance.
- **We will be committed to the life of the program**, and support the WV's projects throughout the complete life cycle with whatever personnel, resources, and technology are required. 3Di's team members, and the tremendous access to technical resources, will support this commitment.
- **Technical Capabilities and the integrity of the project team**. Our technical capabilities, via the experience of our team, will be key factors to success. 3Di will preserve the integrity of the project team assigned to each project deliverable for the benefit of our customer. 3Di will meet key personnel commitments and create an environment for our staff to make long-term contributions, eliminating disruptions to the work and/or negative impacts to the project schedule.
- **Take the initiative to identify technical risks, and take responsibility for their resolution**. Our project managers, senior technical professionals, and experienced systems analyst, will use the lessons learned from previous projects to identify potential problems and develop appropriate solutions.
- **Ensure timely submission of timesheets, invoices and reports as required**.

Employee placement, performance issues and replacement procedures

Usually there are three (3) reasons for replacing a resource.

1. Underperformance/illness - Should it be determined that 3Di's contract staff is performing below requested levels of expertise or for any other reason, 3Di will replace staff immediately, as per West Virginia's replacement procedures. Depending on the position, 3Di usually fulfills a position with on staff within a 3 – 5-day period or as required by the West Virginia staff.
2. Resource takes another Job - If a resource takes up another job and needs to be replaced, 3Di will ensure that a proper notice is given, and appropriate replacement will be found with the approval of West Virginia, and a smooth transition will be ensured.
3. Withdrawing a Resource from a project - If a temporary staff needs to be replaced, 3Di will ensure that a proper notice is given, and appropriate replacement will be found, and a smooth transition will be ensured.

We offer competitive rate structure, allowing our clients to consistently enjoy cost savings.

Employee Retention

We recognize that our employees are our most valuable resources. Our ability to attract and retain the best talent is the result of: Competitive Compensation and Benefits, 401K, Reputation for Stability, Communication, Career Opportunities, Training, Medical Benefits, Employee Relationship Development, Continuous Improvement, Career development.

We offer our employees a wide variety of technical and interpersonal growth classes by combining various training programs available at our corporation and throughout the community. These include customer-led training, online certifications, 3Di consultant developed and led training, and vendor led training.

Progress and Activity Reports

3Di's Contact person will promptly and diligently work with WV, to ensure service satisfaction and timely handling of requests and issues.

3Di, Inc. provides contractors with timesheets that are completed weekly. These timecards are reviewed and signed by the client manager prior to being submitted to 3Di, Inc. for processing.

In case of WV having its own summary sheets/timesheets, 3Di will follow the standard procedure adopted by WV and submit Activity Summary reports and any other reports required from time to time.

3Di's Responsibilities

- 3Di will provide qualified personnel matching the required skills after through screening
- 3Di will provide background screening and Drug tests as applicable of the personnel, shortlisted to be hired
- 3Di will provide the necessary information for reference checks and any other information required relating to the qualified candidates.
- 3Di will respond to the customer's requests in a timely manner
- 3Di will provide an Account Executive (single point of contact) during the entire duration of the contract
- 3Di Account Executive will be available to the customer as per it's the working hours.

Expectations from the Customer

- 3Di expects the customer to provide complete information on the position to be filled. This includes, Job title, Job Description, Minimum required qualifications, duration of the position, any rate restrictions and other relevant details needed for submitting the resumes.
- 3Di expects the city to provide the contact information of the hiring manager for the position to be filled.
- 3Di expects from the customer to pre-approve any overtime working hours
- 3Di expects the supervisor or project manager to approve the weekly timesheets of the employee promptly.
- 3Di expects the customer to release the payment as per the contract terms and conditions.
- 3Di expects the customer representative or the project supervisor to immediately inform the Account Executive in case of any issues or problems including performance related.

Key Personnel (Administration)

Below mentioned are the persons who will be responsible for administering or providing the services mentioned in the RFP.

Name	Role	Responsibilities	Percentage of time to be spent
Rajiv Desai	3Di Project Advisor	As Needed	As needed
Mihir Desai	3Di Engagement Manager (Secondary Contact)	Upon receipt of the task order/requirement, the Primary contact will ensure that there is a complete understanding of WV's request. The Primary contact will overview the progress on an as-needed basis and keep track of all the submissions, issues and will ensure all issues are resolved.	As needed
Carlos Culebro	3Di Service Manager (Primary Contact and Account Manager)	The Service Manager will immediately pass on the information to the Recruitment Manager and discuss the availability of the resources and a turnaround time for submission of the resumes (ETA). He seeks the status of WV's requests on a day-to-day basis. In the event a candidate is hired, as necessary, the Service Manager will work with the WV hiring manager to finalize contracts and onboard the consultant.	100%
Prasad Yedavalli	3Di Senior HR/Recruitment Manager (Dedicated Recruitment Manager II)	The HR/Recruitment Manager, upon completely understanding WV's request will start working with his team and fulfil the request. He will first look through the already cleared pool of candidates and will also interview the potential candidates to assess the communication skills and preliminary technical skills. If found satisfactory, will schedule a detailed technical interview with a Technical Project Manager. The Technical Managers will be working in the background in identifying the right candidates. Once cleared, educational qualifications, Certifications as applicable, Legal status and Security requirements are quickly taken care.	100%

Name	Role	Responsibilities	Percentage of time to be spent
Sameer Kanade	3Di Recruitment Manager (Dedicated Recruitment Manager I)	The Recruitment Manager will work parallelly in coordination with the Senior HR/Recruitment Manager in fulfilling the requests of WV.	100%

Should it be determined that 3Di's contract staff is performing below requested levels of expertise, 3Di will replace staff immediately through its pool of reserve candidates, as per West Virginia's replacement procedures.

Further, if a contracted staff needs to be replaced, 3Di will ensure that a proper notice is given, and appropriate replacement will be found, and a smooth transition will be ensured.

Attachment 1 – Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CSIS Insurance Services 3315 Old Conejo Road Thousand Oaks CA 91320		CONTACT NAME: CSIS Insurance Services Inc PHONE (A/C, No, Ext): (888) 501-2747 FAX (A/C, No): (805) 446-4881 E-MAIL ADDRESS: certificates@csisonline.com	
INSURED 3di Inc 3 Pointe Dr. Ste 307 Brea CA 92821		INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Insurance Company, LTD INSURER B: Hartford Accident and Indemnity Company INSURER C: Property And Casualty Insurance Company of Hartford INSURER D: Hiscox Insurance Company INSURER E: INSURER F:	
		NAIC # 11000 22357 34690 10200	

COVERAGES

CERTIFICATE NUMBER: Master Cert A 1/22 CA

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			72SBATU9561	08/03/2021	08/03/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Umbr Automobile Liab \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			72UECZD5366	08/03/2021	08/03/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			72SBATU9561	08/03/2021	08/03/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 4,000,000 EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ PER STATUTE OTH-ER
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	72WECAM7FEE	08/03/2021	08/03/2022	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Crime Insurance			UC25033385.21	12/22/2021	12/22/2022	2,000,000 See Attached

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Certificate is issued as Proof of Coverage only. To confirm coverage is in force, please request to be added as a Certificate Holder or Additional Insured.

CERTIFICATE HOLDER

CANCELLATION

Proof Of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CSIS Insurance Services 3315 Old Conejo Road Thousand Oaks CA 91320	CONTACT NAME: CSIS Insurance Services Inc PHONE (A/C, No, Ext): (888) 501-2747 FAX (A/C, No): (805) 446-4881 E-MAIL ADDRESS: certificate@csisonline.com																					
INSURED 3DI Inc. 3 Pointe Drive Ste 307 Brea CA 92821	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Crum & Forster Specialty Insurance Company</td><td>44520</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Crum & Forster Specialty Insurance Company	44520	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Crum & Forster Specialty Insurance Company	44520																				
INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** Master Cert B 1/28/22**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			TEO-3029567-00	01/04/2022	01/04/2023	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Cyber Liability			TEO-3029567-00	01/04/2022	01/04/2023	5,000,000 See Attached

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE FIRST PAGE FOR ADDITIONAL INSURED AND CERTIFICATE HOLDER WORDING

CERTIFICATE HOLDER

See First Page of Certificate

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Attachment 2 – Signed 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: 3DI, INC

Authorized Signature: [Signature] Date: 02/28/2022

State of MIHIR DESAI, C.O.O. & C.F.O.

County of _____, to-wit:

Taken, subscribed, and sworn to before me this _____ day of _____, 20____.

My Commission expires _____, 20____.

NOTARY CERTIFICATE
ATTACHED

[Signature]
02-28-2022

AFFIX SEAL HERE

NOTARY PUBLIC

JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on this 20th day of February,
2022 by Mehar Desai

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature

(Seal)



OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

purchasing Affidavit
(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages () Document Date 02.28.2022

Additional information

INSTRUCTIONS

The wording of all Jurats completed in California after January 1, 2015 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one with does contain the proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and county information must be the state and county where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of the document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.

- ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.

- ❖ Indicate title or type of attached document, number of pages and date.

- Securely attach this document to the signed document with a staple.

Attachment 3 – Addendum Acknowledgement Form



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
Service - Prof

Proc Folder: 986667

Doc Description: ADDENDUM NO_1 WVDOT IT Temporary Staffing Services(81220053)

Reason for Modification:

Addendum No_1
Vendor Questions and responses
Attach revised Pricing Page with
Formulas

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2022-02-24	2022-03-03 13:30	CRFQ 0803 DOT2200000122	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : 3Di, Inc.

Address : 3

Street : Pointe Drive, Suite 307

City : Brea

State : CA

Country : US

Zip : 86406

Principal Contact : Mihir Desai, Vice President & CFO

Vendor Contact Phone: 714-257-1100

Extension: 143

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

**Vendor
Signature X**

FEIN# 33-0647719

DATE 02/28/2022

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

Attachment 4 – 3Di References

The following is a partial list of projects and references. Additional references can be provided upon request.

Company Name, Address & Reference Contact Information	Project Title & Description
<p>Information Technology Agency, City of Los Angeles, 200 North Main Street, Suite 1400, Los Angeles, CA 90012</p> <p>Eduardo Magos, ITA Information Systems Manager, (213 258-9161, Eduardo.magos@lacity.org)</p> <p>No. of Employees: 6-8 Duration: 07/2013 to Current</p>	<p>Los Angeles 311 Application, Portal & Mobile Application</p> <p>Applications Supported: 3Di team developed, deployed, maintained, and supported the following application:</p> <ol style="list-style-type: none"> 1. MyLA311 Portal for Constituents and City Staff 2. Sanitation Portal for Constituents and City Staff 3. MyLA311 Native Mobile Application for Android and IOS 4. SANSTAR application used by Sanitation staff for SR fulfillment in field <p>Provided Project Managers, Business Analysts, Programmers, Testers and System Administrators.</p>
<p>El Paso County, CO 325 S. Cascade Ave., Colorado Springs, CO 80903</p> <p>Jeff Eckhart - CIO (719) 520-6346 / jeffeckhart@elpasoco.com)</p> <p>No. of Employees: 6 Duration: 8/2013 to Present</p>	<p>Design and develop the County's Intranet Portal, EPC Citizen Connect Citizen Engagement Mobile App and the Clerk to Board Agenda Management System. Provided Project Managers, Programmers and Business Analysts</p>
<p>Los Angeles Housing and Community Investment Department (LAHCID), City of Los Angeles, 1200 West 7th Street, 1st Floor, Los Angeles, CA 90017</p> <p>Kim Ly, Director of Systems (213 808-8493, Kim.Ly@lacity.org)</p> <p>No. of Employees: 6-10 Duration: 08/2008 - Current</p>	<p>CCRIS/ BIMS/ RENT / Development of Content Managed Multilingual website (Dynamic Content Managed Website, UI Design- Launched in Dec 2007) Rent Escrow Account Program (REAP) system</p> <p>Provided Project Managers, Business Analysts, Programmers, Testers and System Administrators.</p>
<p>City of Seattle – Seattle Information Technology Department Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104</p> <p>David Baumgart – Project Manager (206-890-2459, David.Baumgart@seattle.gov)</p> <p>No. of Employees: 8-10 Duration: 12/2018 – current</p>	<p>Project Manage Testing services to the Oracle Utilities Applications Customer Care & Billing (CCB) Project, and Meter Data Management (MDM) Upgrade Projects. Provide QA Testing services to the Utility Customer Service Portal project, the Oracle Utilities Applications Customer Care & Billing (CCB) Project, and Meter Data Management (MDM) Upgrade Projects. Provide functional, regression, system interface, performance testing and functional automation testing for the Accela Project.</p> <p>Provided QA Project Manager and QA Consultants</p>

Company Name, Address & Reference Contact Information	Project Title & Description
<p>Los Angeles Police Department, 100 West First Street, Los Angeles, CA 90012</p> <p>Joseph Romero, Information Technology Bureau, ADS Division, (213 486-7085/ N4657@lapd.online)</p> <p>No. of Employees: 1-3 Duration: 6/2011 – 11/2020</p>	<p>Provided Programmers for COGNOS Business Intelligence Configuration Management Analysis, Development and Tuning services</p>
<p>Information Technology Agency, City of Los Angeles, City Hall East 200 N Main St, Room 1400 Los Angeles, CA 90012</p> <p>Jess Chong, (213-978-3377, Jess.chong@lacity.org)</p> <p>No. of Employees: 1 Duration: 04/2020 to Current</p>	<p>Provided Drupal Front End Developer</p>
<p>Los Angeles Police Department, 100 West First Street, Los Angeles, CA 90012</p> <p>Maruel Borja, (213-486-0448/ N4226@lapd.online)</p> <p>No. of Employees: 1 Duration: 1/2019 – 03/2020</p>	<p>Provided Records Management System ETL Developer</p>
<p>Information Technology Agency, City of Los Angeles, 200 N. Main St. Room 1003, Los Angeles CA 90012</p> <p>Ernest Banh, (213-978-0207, ernest.banh@lacity.org)</p> <p>No. of Employees: 1 Duration: 03/2017 to 12/2019</p>	<p>Provided Database Administration and Architect Support</p>

Attachment 5– Technical Certifications and Awards

The following is an overview of 3Di's Technical and Business Certifications, Achievements and Awards:

- 3Di is a Microsoft Gold Partner and Oracle Gold Partner
- Amazon Web Services (AWS) ISV Technology Partner and Public Sector Partner
- 3Di is a certified MBE/DBE per the State of California Unified Certification Program (Firm ID- 32591)
- 3Di is certified by the State of California (OSDC # 0035738) and by Metropolitan Water District of Southern California, as a Small Business Enterprise
- City of Los Angeles – DBE and MBE Certified (Since 12/11/2007)
- 3Di is Oracle Public Sector Pillar and Top Partner.
- 3Di won the 2019 Smart 50 Award for the Community Engagement Category at the 2019 Smart Cities Connect Conference, for building the City of Las Vegas "Go Vegas" Mobile App
- 3Di won the 2019 CS Week 311 Award of Excellence – Finalist Award for the building of the MyLA311 Mobile App and Portal Solution for the City of Los Angeles
- 3Di won the 2018 CS Week 311 Award of Excellence, given by CS Week 311 at their annual ENGAGE311 Conference for the building of the ATL311 Citizen Engagement Mobile App for the City of Atlanta, GA.
- 2015 Oracle Excellence Award Winner: Innovation – Mobile / Java Cloud Service
- 2015 Oracle Excellence Award Finalist: Innovation - Digital Experience
- 3Di won the prestigious 2014 WPMC Global Award for Excellence in BPM and Workflow, for its implementation of the PCRA BPM Project at Seattle City Light, the 10th largest public utility in the United States.
- 3Di won the Oracle Excellence Award for Specialized Partner of the Year – Public Sector, North America in 2013-14.
- 3Di and the City of Los Angeles both won several awards for their "MyLA311" mobile application, including Digital City of the year in 2014, 2016, 2017 and 2018. This application brings several City departments' services to LA's 3.9 million citizens through mobile and web interfaces.
- The City of Las Vegas and 3Di's innovative and collaborative partnership in developing the Citizen Engagement Mobile Application earned both organizations the 2015 Oracle Excellence Award for Fusion Middleware in Mobile Innovation at Oracle's 2015 OpenWorld on October 27, 2015.
- The City of Norfolk took 1st place in the 2019 Digital Cities Award, where myNorfolk mentioned as one of their achievements developed with the partnership of 3Di.
- The VMS3 iPad Brush Fire Inspection App developed by the 3Di Mobile Team for the Los Angeles Fire Department won the Outstanding IT Project Award for 2019 at the Los Angeles Digital Government Summit.



Exhibit A - Pricing Page

WVDOT Information Technology Staffing Services RFQ(81220053)

Contract Item	Description	Est. Qty.	Unit of Measure	Year 1 Unit Cost	Year 2 Unit Cost	Year 3 Unit Cost	Year 4 Unit Cost	Extended Cost
4.1.1	Senior Mainframe Application Analyst	2080	EA	\$150.00	\$150.00	\$160.00	\$160.00	\$1,289,600.00
4.1.2	Mainframe Application Analyst	2080	EA	\$120.00	\$120.00	\$125.00	\$125.00	\$1,019,200.00
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$165.00	\$165.00	\$175.00	\$175.00	\$1,414,400.00
4.1.4	Application Oracle Database Administrator	2080	EA	\$125.00	\$125.00	\$130.00	\$130.00	\$1,060,800.00
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$155.00	\$155.00	\$165.00	\$165.00	\$1,331,200.00
4.1.6	Application DB2 Database Administrator	2080	EA	\$125.00	\$125.00	\$130.00	\$130.00	\$1,060,800.00
4.1.7	Programmer Analyst	2080	EA	\$120.00	\$120.00	\$125.00	\$125.00	\$1,019,200.00
Grand Total								\$2,308,800.00

Contract will be evaluated on all lines but only awarded on first year. Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the WV Purchasing Division as Change Orders for subsequent years.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.



Vendors Signature:

Exhibit A - Pricing Page

WVDOT Information Technology Staffing Services RFQ(81220053)

Contract Item	Description	Est. Qty.	Unit of Measure	Year 1 Unit Cost	Year 2 Unit Cost	Year 3 Unit Cost	Year 4 Unit Cost	Extended Cost
4.1.1	Senior Mainframe Application Analyst	2080	EA	\$150.00	\$150.00	\$160.00	\$160.00	\$1,289,600.00
4.1.2	Mainframe Application Analyst	2080	EA	\$120.00	\$120.00	\$125.00	\$125.00	\$1,019,200.00
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$165.00	\$165.00	\$175.00	\$175.00	\$1,414,400.00
4.1.4	Application Oracle Database Administrator	2080	EA	\$125.00	\$125.00	\$130.00	\$130.00	\$1,060,800.00
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$155.00	\$155.00	\$165.00	\$165.00	\$1,331,200.00
4.1.6	Application DB2 Database Administrator	2080	EA	\$125.00	\$125.00	\$130.00	\$130.00	\$1,060,800.00
4.1.7	Programmer Analyst	2080	EA	\$120.00	\$120.00	\$125.00	\$125.00	\$1,019,200.00
Grand Total								\$2,308,800.00

Contract will be evaluated on all lines but only awarded on first year. Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the WV Purchasing Division as Change Orders for subsequent years.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.



Vendors Signature: