



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:

Legal Name: POMEROY IT SOLUTIONS SALES CO INC

Alias/DBA: GETRONICS

Total Bid: \$499.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

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:

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

<b>Proc Folder:</b> 986667		
<b>Solicitation Description:</b> ADDENDUM NO_1 WVDOT IT Temporary Staffing Services(81220053)		
<b>Proc Type:</b> Central Master Agreement		
Solicitation Closes	Solicitation Response	Version
2022-03-03 13:30	SR 0803 ESR03022200000005284	1

VENDOR
000000219122 POMEROY IT SOLUTIONS SALES CO INC

<b>Solicitation Number:</b>	CRFQ 0803 DOT2200000122		
<b>Total Bid:</b>	499	<b>Response Date:</b>	2022-03-02
		<b>Response Time:</b>	15:29:50
<b>Comments:</b>			

<b>FOR INFORMATION CONTACT THE BUYER</b> John W Estep 304-558-2566 john.w.estep@wv.gov		
<b>Vendor Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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				73.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Senior Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mainframe Application Analyst				51.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

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				118.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

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				61.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

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				88.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

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				58.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				50.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

PC Programmer Analyst



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: VC0000098899

Vendor Name : Pomeroy Technologies LLC.

Address : 1020 Petersburg Rd

Street :

City : Hebron

State : KY

Country : US

Zip : 41048

Principal Contact : Kelly Helminiak

Vendor Contact Phone: 859-657-2091

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor  
Signature X

*Gerard Willett*

FEIN# 85-0862996

DATE 3/2/2022

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

**ADDITIONAL INFORMATION**

ADDENDUM NO\_1

Addendum No\_1 issued to Publish and Distribute the attached Information to the Vendor Community.

**REQUEST FOR QUOTATION:**

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. Per the Bid Requirements, Specifications, Terms and Conditions attached to this Solicitation.

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Mainframe Application Analyst	1		\$73.00	\$73.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Senior Mainframe Application Analyst

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Mainframe Application Analyst	1		\$51.00	\$51.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Mainframe Application Analyst

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior Application Oracle Database Administrator	1		\$118.00	\$118.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Database Administrator

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Application Oracle Database Administrator	1		\$61.00	\$61.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application Oracle Database Administrator

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Senior Application DB2 Database Administrator	1		\$88.00	\$88.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Senior Application DB2 Database Administrator

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Application DB2 Database Administrator	1		\$58.00	\$58.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Application DB2 Database Administrator

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	PC Programmer Analyst	1		\$50.00	50.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

PC Programmer Analyst

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2022-02-24

# **SOLICITATION NUMBER: CRFQ DOT2200000122**

## **Addendum Number: 1**

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2200000122 ("Solicitation") to reflect the change(s) identified and described below.

### **Applicable Addendum Category:**

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

### **Additional Documentation:**

Vendor Questions and Responses

Attach revised exhibit A pricing page. Formulas added

Bid Opening remains 03/03/2022 at 1:30pm

### **Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



## CRFQ DOT22\*122 WVDOT IT Temporary

Question 1 We want to understand the format and content requirement for the proposal, as we are not able to find the Questions that we need to address in the proposal. We can only see Two Attachments (“pAffidavit” and “Ethics\_DisclosureInterestedParties\_2018”) that we need to notarized, Pricing Sheet and Two (2) questions in Attachment “CRFQ DOT2200000122 Specifications” under Section 3 “QUALIFICATION”.

Response 1 Vendors can view the required bidding and specification documents on [wvOASIS.gov](http://wvOASIS.gov). Document ID: CRFQ-0803-DOT2200000122-1

Question 2 How many personnel were placed for each position category.

Response 2 Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

Question 3     What was spent for each position category?

Response 3     This solicitation has not been previously advertised or awarded by WVDOT.

Question 4     What was the average length of each contract assignment (Average working hours for each personnel working under this contract)?

Response 4     The estimated quantity per position is 2080 hours per year however the following statement applies: 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.

Question 5     What was to total previous contract spent?

Response 5     This solicitation has not been previously advertised or awarded by WVDOT.

Question 6     In the new contract how many personnel are require for each position category?

Response 6     The estimated quantity per position is 2080 hours per year however the following statement applies: 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 should also review specification 4.2.6

Question 7 What is the Not to Exceed Budget/Contract Amount for the new contract?

Response 7 The State of West Virginia is not permitted to share this information.

Question 8 To how many vendors agency is going to award the contract?

Response 8 Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

Question 9 Do we need to provide the resumes of proposed consultants for each position category with proposal?

Response 9 Vendors should review Section 3: Qualifications Requirements and Section 4.2 Vendor Responsibilities.

Question 10 Is there any preference for Local vendors?



Response 10 N/A

Question 11 Please disclose the incumbent vendor's name(s) if applicable and, if possible, please share their proposal(s).

Response 11 This solicitation has not been previously advertised or awarded by WVDOT.

Question 12 If there are incumbents, are they eligible for contract award on this solicitation? If not, or if some are and some are not, what is the reason?

Response 12 This solicitation has not been previously advertised or awarded by WVDOT.

Question 13 What service challenges are you experiencing with the current contract arrangement?

Response 13 This solicitation has not been previously advertised or awarded by WVDOT.

Question 14 What was the spend on the previous contract?

Response 14 This solicitation has not been previously advertised or awarded by WVDOT.

Question 15 What is the estimated budget for this solicitation?

Response 15 The State of West Virginia is not permitted to share this information.

Question 16 Are the roles for this solicitation required to be available for on-site work or is this role permitted to be remote?

Response 16 United States based remote work (on an approved basis) and on-site work are both permissible for this contract, no work outside of the United States is permitted.

Question 17 If the roles for this solicitation are permitted to be remote, are you open to off-shore as well as US based remote work?

Response 17 United States based remote work (on an approved basis) and on-site work are both permissible for this contract, no work outside of the United States is permitted.

Question 18 If all or some of the roles for this solicitation will be performed on-site, what are the physical location(s) where work is to be performed?

Response 18 Vendors should review Section 1 Purpose and Scope

Question 19 Are you seeking local vendors or are you equally open to awarding an out of state vendor?

Response 19 The State of West Virginia is seeking qualified bidders meeting the requirements of CRFQ DOT2200000122.

Question 20 Regarding roles that may be anticipated to be exclusively remote, are you open to off-shore as well as US based remote work?

Response 20 United States based remote work and on-site work are both permissible for this contract, no work outside of the United States is permitted for this contract.

Question 21 Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Response 21 This is a new initiative

Question 22 Can you please let us know the previous spending of this contract?

Response 22 N/A

Question 23 Please confirm if we can get the proposals or pricing of the incumbent(s).

Response 23 This solicitation has not been previously advertised or awarded by WVDOT.

Question 24 Are there any pain points or issues with the current vendor(s)?

Response 24 This solicitation has not been previously advertised or awarded by WVDOT.

Question 25 Please confirm the anticipated number of awards.

Response 25 Vendors should review CRFQ DOT2200000122 Specifications and  
CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

Question 26 Please share the names of current vendors providing these services.

Response 26 This solicitation has not been previously advertised or awarded by WVDOT.

Question 27 What is the current budget for the resulting contract or the estimated spending on this contract in previous years?

Response 27 The State of West Virginia is not permitted to share this information and this solicitation has not been previously awarded.

Question 28 :Is it possible to share the incumbent contracts and their pricing information?

Response 28: This solicitation has not been previously advertised or awarded by WVDOT.

Question 29 Throughout the tenure of the existing contract, please confirm the number of temp staff worked under the incumbent contracts and how many are active at this time?

Response 29 This solicitation has not been previously advertised or awarded by WVDOT.

Question 30 Is there any challenge fulfilling the current staff needs with the existing contracts for related services or improvements required?

Response 30 This solicitation has not been previously advertised or awarded by WVDOT.

Question 31 Is there any local preference for this contract?

Response 31 N/A

Question 32 Does the agency required all the skills listed on this RFP to be awarded and to be supply by each particular vendors or it can be subdivided based on each IT staffing company capability?



Response 32 Vendors should review CRFQ DOT2200000122 Specifications and more specifically to this question Section 3 Qualifications and Section 4.2 Vendor Responsibilities.

Question 33 If the vendors cannot provide or supply all the listed skills requirement will be an immediate ground for disqualification?

Response 33 Vendors should review CRFQ DOT2200000122 Specifications and more specifically to this question Section 3 Qualifications and Section 4.2 Vendor Responsibilities.

Question 34 How many estimated number of resources required under each position?

Response 34 The estimated quantity per position is 2080 hours per year however the following statement applies: 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.

Question 35 What are the challenges or pain areas of the ongoing contract?

Response 35 This solicitation has not been previously advertised or awarded by WVDOT.

Question 36 How many vendor(s) will be selected under the contract?

Response 36 Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

Question 37 What is the historical budget and estimated budget of the contract?

Response 37 The State of West Virginia is not permitted to share this information and this solicitation has not been previously awarded.

Question 38 What type of work authorization(s) will be considered for the proposed candidates? Is it limited to only U.S. Citizens and Green Card Holders or candidates holding Employment Authorization Document (EAD) will also be considered?

Response 38 Vendors can view the required bidding and specification documents on [wvOASIS.gov](http://wvOASIS.gov). Document ID: CRFQ-0803-DOT2200000122-1

Question 39 What is the evaluation criteria on the contract?

Response 39 Vendors can view the required bidding and specification documents on [wvOASIS.gov](http://wvOASIS.gov). Document ID: CRFQ-0803-DOT2200000122-1

Question 40 Is there any preferred payment method?

Response 40 Vendors can view the required bidding, terms and conditions and specification documents on [wvOASIS.gov](http://wvOASIS.gov). Document ID: CRFQ-0803-DOT2200000122-1

Question 41 Out-of-state firms are allowed to submit bids?

Response 41 Yes

Question 42 Is there any preference for MBE Firm?

Response 42 N/A

Question 43 Do we have to submit candidates in the proposal, or do we have to submit after vendor selection?

Response 43 Vendors can view the required bidding and specification documents on [wvOASIS.gov](http://wvOASIS.gov). Document ID: CRFQ-0803-DOT2200000122-1

### Qualifications Section 3

Question 44 What will be the estimated contract value?

Response 44 The State of West Virginia is not permitted to share this information and this solicitation has not been previously awarded.

Question 45 What was the previous spent on the contract?

Response 45 The State of West Virginia is not permitted to share this information and this solicitation has not been previously awarded.

Question 46 Who is current incumbent on this contract and how long they have been serving?

Response 46 The State of West Virginia is not permitted to share this information and this solicitation has not been previously awarded.

Question 47 What is the current budget on the contract?

Response 47 The State of West Virginia is not permitted to share this information

Question 48 How many temps are currently working on the existing contract, and will they all be transitioned to the new vendors?

Response 48 This solicitation has not been previously advertised or awarded by WVDOT.

Question 49 Please advise the average duration for each delivery order

Response 49 The estimated quantity per position is 2080 hours per year however the following statement applies: 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.

Question 50 Are these services provided currently? If yes, please provide the delivery order information to include the vendor's name, type of work, contract amount and period of performance

Response 51 This solicitation has not been previously advertised or awarded by WVDOT

Question 51 Please advise if candidates on work visas (H1B) are allowed to work on these requirements?

Response 51 Vendors can view the required bidding and specification documents on [wvOASIS.gov](http://wvOASIS.gov). Document ID: CRFQ-0803-DOT2200000122-1

Question 52 Please provide a week's extension to the due date.



Response 52 At this time the solicitation will not be extended.

Question 53 Historically, how long has been the period of performance for each delivery order?

Response 53 This solicitation has not been previously advertised or awarded by WVDOT

Question 54 Please advise if vendors based out of state can respond to this requirement?

Response 54 Vendors can view the required bidding and specification documents on [wvOASIS.gov](http://wvOASIS.gov). Document ID: CRFQ-0803-DOT2200000122-1

Question 55 Will the WVDOT conduct any background investigation or security check on the vendor's employees before performance starts?

Response 55 Vendors can view the required bidding and specification documents on [wvOASIS.gov](http://wvOASIS.gov). Document ID: CRFQ-0803-DOT2200000122-1

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

Question 56 The pricing sheet mentions 2,080 hours for each position. Is WVDOT looking for 7 full time equivalent contractors or are these hours just an estimated quantity?

Response 56 The estimated quantity per position is 2080 hours per year however the following statement applies: 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.

Question 57 The RFP states that the vendor shall be responsible for all mileage and travel costs, but there is no information provided on the frequency, locations, and need for travel on the contract. Can WVDOT provide the details on the travel for vendors to understand the requirements?

Response 57 The pricing page has been split into remote work and on-site work for each category.

All costs associated with any on-site travel must be incorporated into the vendor's bid. It is anticipated that most under this contract will occur under direct Agency supervision in the metro Charleston, WV area, as these are the home office areas for the primary Agency sponsors for this solicitation. However, the awarded contract(s) will be available for use by the West Virginia Department of Transportation which has districts and offices all throughout West Virginia.

Question 58 Please advise if our employees can perform the tasks remotely?

Response 58 Remote work will be permissible on a statement of work basis approved by the West Virginia Department of Transportation. The remote work must be performed in the United States.

Question 59 Is the requirement for 7 people or can WVDOT require more than 1 FTE for each position classification?

Response 59 Vendor should review specification 4.2 Vendor Responsibilities and Section 5 Contract Award

Question 60 Will each delivery order be for at least 1 year?

Response 60 The estimated quantity per position is 2080 hours per year however the following statement applies: 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.

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.

Question 61 With the upcoming President's Day holiday, please advise if WVDOT can extend the proposal due date so all small businesses can provide a proposal for this requirement?

Response 61 The bid will not be extended at this time, vendors have until March 3, 2022 @ 1:30 PM to respond.



Question 62 The pricing spreadsheet provided by WVDOT only calculates the grand total for 4.1.1 and 4.1.7. May we change the formula to add the total amounts for all line items?

Response 62 A new pricing page will be issued by addendum that will calculate the values correctly.

Question 63 Is this a new opportunity or a recompetes of an existing contract?

Response 63 This solicitation has not been previously advertised or awarded by WVDOT

Question 64 If recompetes, who are the incumbents?

Response 64 This solicitation has not been previously advertised or awarded by WVDOT

Question 65 We see there are 7 labor classifications, our question is how many total numbers of positions state intend to hire during the course of this contract?

Response 65 The estimated quantity per position is 2080 hours per year however the following statement applies: 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.

Question 66 How many awards does the state intend to make for this contract?

Response 66 Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

Question 67 What was the previous spent on the contract?

Response 67 This solicitation has not been previously advertised or awarded by WVDOT

Question 68 Who is current incumbent on this contract and how long they have been serving?

Response 68 This solicitation has not been previously advertised or awarded by WVDOT

Question 69 What is the current budget on the contract?

Response 69 The State of West Virginia is not permitted to share this information

Question 70 How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?

Response 70 This solicitation has not been previously advertised or awarded by WVDOT

Question 71 How many estimated number of resources required under each position?

Response 71 Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

Question 72 What are the challenges or pain areas of the ongoing contract?



Response 72 This solicitation has not been previously advertised or awarded by WVDOT

Question 73 How many vendor(s) will be selected under the contract?

Response 73 Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

Question 74 What is the historical budget and estimated budget of the contract?

Response 74 This solicitation has not been previously advertised or awarded by WVDOT and the State of West Virginia is not permitted to share current estimated budget information

Question 75 What type of work authorization(s) will be considered for the proposed candidates? Is it limited to only U.S. Citizens and Green Card Holders or candidates holding Employment Authorization Document (EAD) will also be considered?

Response 75 See specification 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.

Question 76 What is the evaluation criteria on the contract?

Response 76 Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

Question 77 Is there any preferred payment method?

Response 77 14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

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

Question 78 Could the authority clarify if this is a new requirement or a re-compete?

Response 78 This solicitation has not been previously advertised or awarded by WVDOT



Question 79 Could the authority please clarify if we only have to submit completed **Exhibit A - Pricing Page** and **Centralized Request for Quote Form** in the bid package?

Response 79 Vendors must follow CRFQ DOT2200000122 Inst to Vendors (pdf) and complete the bid package as specified

Question 80 Could you clarify whether we need to submit **Purchasing Affidavit, Disclosure of Interested Parties to Contracts, and General Terms and Conditions** with the bid?

Response 80 These documents should be included with vendors bid

Question 81 Is this a new contract or renewal of an existing contract?

Response 81 This solicitation has not been previously advertised or awarded by WVDOT

Question 82 If there is an existing contract, could you please share the name of the Current Suppliers (who are currently providing services to the WVDOT)?

Response 82 This solicitation has not been previously advertised or awarded by WVDOT

Question 83 Could you please share the current Suppliers' pricing and Proposals?

Response 83 This solicitation has not been previously advertised or awarded by WVDOT

Question 84 Is there any issue with existing suppliers?

Response 84 This solicitation has not been previously advertised or awarded by WVDOT

Question 85 Can you please share the email id/details where we can raise the public record request for old RFQ?

Response 85 This solicitation has not been previously advertised or awarded by WVDOT

Question 86 Can you share details from where we can get old contract details?

Response 86 This solicitation has not been previously advertised or awarded by WVDOT

Question 87 Can you share details from where we can see the records for the old contract?

Response 87 This solicitation has not been previously advertised or awarded by WVDOT

Question 88 When was the existing contract started, and what is the annual contract value of the current contract since inception?

Response 88 This solicitation has not been previously advertised or awarded by WVDOT

Question 89 How many resources are currently engaged in the current contract? Please share titles and count?

Response 89 This solicitation has not been previously advertised or awarded by WVDOT

Question 90 Can you please share the no. of positions served in previous years under this contract?

Response 90 This solicitation has not been previously advertised or awarded by WVDOT

Question 91 Can you please share the amount of business each vendor did under this contract in previous years?

Response 91 This solicitation has not been previously advertised or awarded by WVDOT

Question 92 Can you please confirm the most commonly filled positions under this contract in the past?

Response 92 This solicitation has not been previously advertised or awarded by WVDOT

Question 93 Are these full time job positions to be filled under this contract? Please confirm.

Response 93 The estimated quantity per position is 2080 hours per year however the following statement applies: 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.

Question 94 Please confirm if our resources will be travelling from one location to another to perform the services under this contract, if yes, how will those travel expenses be reimbursed?

Response 94 The pricing page has been split into remote work and on-site work for each category.

All costs associated with any on-site travel must be incorporated into the vendor's bid. It is anticipated that most under this contract will occur under direct Agency supervision in the metro Charleston, WV area, as these are the home office areas for the primary Agency sponsors for this solicitation. However, the awarded contract(s) will be available for use by the West Virginia Department of Transportation which has districts and offices all throughout West Virginia.

Question 95 Do we need to submit last page of General Terms and Condition documents with proposal response?

Response 95 Yes, vendors must follow CRFQ DOT2200000122 Inst to Vendors (pdf) and complete the bid package as specified

Question 96 Do we need to provide Contract Manager details in proposal response or after award of contract to be provided?

Response 96 Vendor should have Contract Manager sign the RFQ/terms and conditions and provide information to be submitted with bid

Question 97 How many awards will be made for each job classification?

Response 97

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 insure 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.



Question 98 Will 5 awards will be made for each job classification separately?

Response 98

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 insure 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.

Question 99 Do we need to provide sample Certificate of Issuance with proposal response?

Response 99 Vendors must follow CRFQ DOT2200000122 Inst to Vendors (pdf) and complete the bid package as specified.

Question 100 Do we need to upload "CRFQ DOT2200000122 Exhibit A Pricing Page" for pricing?

Response 100 Vendors must follow CRFQ DOT2200000122 Inst to Vendors (pdf) and complete the bid package as specified.

Question 101 Do we need to upload a separate file for Technical and Price proposal?

Response 101 No

Question 102

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

**Question 1:** What documents do we need to submit to suffice the above requirements?

**Question 2:** Can we showcase similar experience to suffice the requirement? Please confirm.

Response 102 A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

### **Question 103**

3.2 Vendor 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 specifically named classification from Section 1, above; the documentation should name the entity to whom the individual as supplied and provide contact information for that entity. Vendor must provide documentation to indicate that their company meets this requirement prior to award: however bidder may include this documentation with their bid.

**Question 1:** Can we submit proof from one client/entity where we have placed more than 6 individuals?

**Question 2:** Please confirm how many relevant documented proof do we need to submit?

Response 103 A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

**Question 104** Point 3.1: Qualifications: Can we provide our NJ State business license and incorporation year as proof for number of years in the business?



Response 104 A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

**Question 105** Point 3.2: Qualifications: Can we provide document proof of 6 to 7 technical consultants' names, project details, client names, and number of years experience in projects? Will these data points hold good and sufficient for qualification?

Response 105 A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

**Question 106** Point 4.2.4 from CRFQ DOT2200000122 Specifications:

1. Do we need to give just the hourly rate?
2. Do we need to provide actual technical resumes while submitting the RFP response?

#### **Response 106**

4.1 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.

A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for

the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

**Question 107** Point 4.2.4 from CRFQ DOT2200000122 Specifications:

We assume we need to provide resumes and names of the technical consultants along with additional documentation as part of the candidate resumes like below only if we are awarded the contract

1. Proof of degree certification
2. Technical Certifications

**Response 107** A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

**Question 108** Point 4.2.4 from CRFQ DOT2200000122 Specifications:

Do we need to provide a completed qualification document when submitting our RFP response or after award? Where can we find the qualification document from the RFP?

**Response 108** A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

**Question 109** Point 6: BID SUBMISSION from CRFQ DOT2200000122 Inst to Vendors:

- a. We tried to access the wvOASIS - VSS portal: RFP response - It says vendor should submit 1 original technical proposal
- b. what is the technical proposal format we need to follow
- c. what are the mandatory forms/documents we need to submit along with the original technical proposal?
- d. Can we submit 1 original technical proposal in PDF format in wvOASIS?



2. Point 6: BID SUBMISSION from CRFQ DOT2200000122 Inst to Vendors: For 1 original cost proposal
  - a. Can we submit 1 original cost proposal - Exhibit A Pricing Page in Excel format in wvOASIS?
2. Point 8: ADDENDUM ACKNOWLEDGEMENT from CRFQ DOT2200000122 Inst to Vendors:
  - a. We did not find Addendum Acknowledgement Form, can you share it, please?
  - b. When will the addendum be released and where will it get posted?
2. Point 9: BID FORMATTING from CRFQ DOT2200000122 Inst to Vendors:
  - a. What is the technical proposal format a vendor should follow to be compliant with the Bid submission and formatting?
  - b. Do we need to follow the technical proposal page limit?
  - c. Should our technical proposal have: Cover letter, Table of content, Company history, Recruitment Methodology, etc?
2. General Question: What is the budget for this contract?
3. General Question: Who are current incumbents for this contract?
4. General Question: Can we get access to the current incumbents' pricing?

**Response 109** Vendors must follow CRFQ DOT2200000122 Inst to Vendors and review/read all of the attached instructions and bid information attached. There is no preferred technical proposal format required and no RFQ response limit.

Solicitation and any/all future addendums will be posted here: <https://www.wvoasis.gov/>

A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

This solicitation has not been previously advertised or awarded by WVDOT.

**Question 110** How many vendors do you intend to award for this contract?

**Response 110** Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

**Question 111** Can you please provide us with an estimated or NTE budget allocated for this contract?

**Response 111** The State of West Virginia is not permitted to share this information and this solicitation has not been previously awarded.

**Question 112** What is the place of performance of the candidate?

**Response 112** It is anticipated that most under this contract will occur under direct Agency supervision in the metro Charleston, WV area, as these are the home office areas for the primary Agency sponsors for this solicitation. However, the awarded contract(s) will be available for use by the West Virginia Department of Transportation which has districts and offices all throughout West Virginia.

**Question 113** Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?

**Response 113** This solicitation has not been previously advertised or awarded by WVDOT.

**Question 114** If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?

**Response 114** This solicitation has not been previously advertised or awarded by WVDOT.

**Question 115** Are there any pain points or issues with the current vendor(s)?

**Response 115** This solicitation has not been previously advertised or awarded by WVDOT.

**Question 116** Is this re-compete or new requirement?

**Response 116** This solicitation has not been previously advertised or awarded by WVDOT

**Question 117** Could you please share the previous spending on this contract, if any?

**Response 117** The State of West Virginia is not permitted to share this information and this solicitation has not been previously awarded.

**Question 118** Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?

**Response 118** There is not a mandatory subcontracting requirement.

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

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

**Question 119** What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

**Response 119** This solicitation has not been previously advertised or awarded by WVDOT

**Question 120** Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

**Response 120** Vendors should review CRFQ DOT2200000122 Specifications - 4.2 Vendor Responsibilities.

**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)).

**Question 121** Are hourly rate ranges acceptable for proposed personnel?

**Response 121** Vendors should review CRFQ DOT2200000122 Specifications - 4.2 Vendor Responsibilities and CRFQ DOT2200000122 Exhibit A Pricing Page.

**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.

**Question 122** Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

**Response 122** The pricing page has been split into remote work and on-site work for each category.

All costs associated with any on-site travel must be incorporated into the vendor's bid. It is anticipated that most under this contract will occur under direct Agency supervision in the metro Charleston, WV area, as these are the home office areas for the primary Agency sponsors for this solicitation. However, the awarded contract(s) will be available for use by the West Virginia Department of Transportation which has districts and offices all throughout West Virginia. Remote work will be permissible on a statement of work basis approved by the West Virginia Department of Transportation. The remote work must be performed in the United States.

**Question 123** What will be the mode of interview of the candidate via virtual or in-person?

**Response 123** Interviews can be remote.

**Question 124** Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

**Response 124** A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

**Question 125** How many people are currently working onsite and offsite?

**Response 125** This solicitation has not been previously advertised or awarded by WVDOT

**Question 126** Could you please provide the list of holidays?

**Response 126** Generally, the following official holidays are observed:

New Year's Day.....	1st Day of January
Martin Luther King's Birthday.....	3rd Monday of January
President's Day.....	3rd Monday of February
Memorial Day.....	Last Monday in May
Juneteenth.....	19th Day of June
West Virginia Day .....	20th Day of June
Independence Day.....	4th Day of July
Labor Day.....	1st Monday of September
Columbus Day.....	2nd Monday of October
Veteran's Day.....	11th Day of November
Thanksgiving Day.....	4th Thursday of November
Day After Thanksgiving.....	4th Friday of November
Christmas Day.....	25th Day of December
Primary Election Day.....	When a statewide primary election is held
General Election Day.....	When a statewide general election is held

**Question 127** Are there any mandated Paid Time Off, Vacation, etc.?

**Response 127** Mandated paid time off or vacation is not included in this solicitation.



**Question 128** What is the total budget allocated to this contract?

**Response 128** The State of West Virginia is not permitted to share this information.

**Question 129** How many awards are to be made under this contract?

**Response 129** Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page

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 insure 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.

**Question 130** Is this a new requirement or is there an incumbent currently performing the services?

**Response 130** This solicitation has not been previously advertised or awarded by WVDOT

**Question 131** Can we submit a bid on all position classifications or is it mandatory to just choose only a few classifications?

**Response 131** Vendors should review CRFQ DOT2200000122 Specifications - Section 4.1 and 4.2.

4.1 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.

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.

**Question 132** Do we need to include documentation as mentioned under point “3. Qualifications” with our Request for Quote (Exhibit A)?

**Response 132** Vendors should review CRFQ DOT2200000122 Specifications - Section 3: Qualifications Requirements. Both 3.1 and 3.2 state: Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this documentation with their bid.

**Question 133** Document “Disclosure of Interested Parties to Contracts” says that we need to complete this form and submit it to the contracting state agency prior to contract award. Would this need to be submitted with our response without a contract number?

**Response 133** Vendor must follow CRFQ DOT2200000122 Inst to Vendors (pdf) and complete the bid package as specified. The Disclosure of Interested Parties to Contracts will be required, before contract award.

**Question 134** In response to point “3. Qualifications”. Do we need to present 6 individuals for staffing in each position classification (7 specified categories) or can we present 6 individuals for all the specified positions classifications unanimously?

**Response 134** Vendors should review CRFQ DOT2200000122 Specifications - Section 3 Qualifications.

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.

**Question 135** Do we need to provide full resumes or a resume summary in addition to the required documentation from point 3.2?

**Response 135** A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the



names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

Vendors should review CRFQ DOT2200000122 Specifications - Section 4.2: Vendor Responsibilities.

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.

**Question 136** Are there any incumbents (or incumbent positions) ?

**Response 136** This solicitation has not been previously advertised or awarded by WVDOT.

**Question 137** Is this a brand new contract?

**Response 137** This solicitation has not been previously advertised or awarded by WVDOT.

**Question 138** Section 3.2 – With regard to the requested “documentation/proof of performance” of the (6) individuals providing similar services:

Q.) Does the State want one example per Labor Category in Section 1, or would it be acceptable to provide multiple pieces of documentation for fewer Labor Categories <i.e. (6) Past Performance references but only bidding on 3 or 4 Labor Categories> ?

**Response 138** Vendors must submit the below documentation for each category they're bidding on prior to award.

3.1. 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.

**Question 139** Will there be a P-1/Preferred Vendor chosen for each "Labor Category/Position Classification", or one overall ?

**Response 139** The State of West Virginia is seeking qualified bidders meeting the requirements of CRFQ DOT2200000122. The vendor should review CRFQ DOT2200000122 Specifications - 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 insure 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.

**Question 140** What is the estimated budget for this contract?

**Response 140** The State of West Virginia is not permitted to share this information.

**Question 141** What was the client's spend in relation to the Current IT Staff Augmentation Contract for the previous year?

**Response 141** The State of West Virginia is not permitted to share this information and this solicitation has not been previously awarded.

**Question 142** Is there any incumbent for this contract or is this for a new contract? If yes, can you please let us know the name of incumbent, their hourly rate and historical spend?

**Response 142** The State of West Virginia is not permitted to share this information.

**Question 143** Can you please provide some background on the types of projects that require support and specifics regarding the professional and technical staff you are looking for to augment your team?



**Response 143** Vendors should review Section 1 Purpose and Scope and Background & Current Operation Environment.

**Question 144** How many requirements are anticipated to be released annually?

**Response 144** The estimated quantity per position is 2080 hours per year however the following statement applies: 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.

**Question 145** Please confirm if there is any local preference?

**Response 145** N/A

**Question 146** How many awards to be made under this contract?

**Response 146** Vendors should review CRFQ DOT2200000122 Specifications and CRFQ DOT2200000122 Exhibit A Pricing Page.

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 insure 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.

**Question 147** On average how many temporary IT staff are deployed at any given time?

**Response 147** This solicitation has not been previously advertised or awarded by WVDOT.

**Question 148** What is the expected lead time for vendor to provide requested contracted staff?

**Response 148** Vendors should review CRFQ DOT2200000122 Specifications - Sections 4.2 Vendor Responsibilities and 4.3 Duties and Responsibilities of the Agency.

**Question 149** Can you please clarify the Submission process as we are unable to get Clarity on the same.

**Response 149** Vendors must follow CRFQ DOT2200000122 Inst to Vendors and review/read all of the attached instructions and bid information attached.

**Question 150** Is there an incumbent contract being utilized by WVDOT to obtain staffing support services for these labor categories? A. If yes, would WVDOT provide details on the incumbent contract to include vendors and rates card?

**Response 150** This solicitation has not been previously advertised or awarded by WVDOT.

**Question 151** Does WVDOT currently receive Staffing Support Services from any vendors for the positions identified in the scope of services of this solicitation? If so, what vendors and what contract or contracts are being used to provide these services to WVDOT?

**Response 151** This solicitation has not been previously advertised or awarded by WVDOT.

**Question 152** Are you expecting actual resumes of candidate or Is that a post award requirement?

**Response 152** A Vendor must be able to document, prior to award, that they have provided similar information technology services. The preferred documentation includes the names and contact information for the entities to which the classifications were supplied (not necessarily the name of the individual(s) supplied). In order to demonstrate that they have provided an individual meeting the requirements of the classification, though, vendors may be required to provide a resume for the individual supplied. This information can be included with the vendor's response, but if not included, may be requested by the Purchasing Division to confirm qualifications.

Vendors should review CRFQ DOT2200000122 Specifications - Section 4.2 Vendor Responsibilities.

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.

**Question 153** In document CRFQ DOT2200000122 specifications point 3.2 do we need to bid for all the positions mentioned there or we are allowed to choose and bid? I am attaching a snapshot of the mentioned part.

**Response 153** 4.1 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.



## Exhibit A - Pricing Page

### WVDOT Information Technology Staffing Services RFQ(81220053)

Revised - Version 2 - 2.22.2022

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 (On-Site)	2080	EA					\$0.00
4.1.1	Senior Mainframe Application Analyst (Remote Work)	2080	EA					\$0.00
4.1.2	Mainframe Application Analyst (On-Site)	2080	EA					\$0.00
4.1.2	Mainframe Application Analyst (Remote Work)	2080	EA					\$0.00
4.1.3	Senior Application Oracle Database Administrator (On-Site)	2080	EA					\$0.00
4.1.3	Senior Application Oracle Database Administrator (Remote Work)	2080	EA					\$0.00
4.1.4	Application Oracle Database Administrator (On-Site)	2080	EA					\$0.00
4.1.4	Application Oracle Database Administrator (Remote Work)	2080	EA					\$0.00
4.1.5	Senior Application DB2 Database Administrator (On-Site)	2080	EA					\$0.00
4.1.5	Senior Application DB2 Database Administrator (Remote Work)	2080	EA					\$0.00
4.1.6	Application DB2 Database Administrator (On-Site)	2080	EA					\$0.00
4.1.6	Application DB2 Database Administrator (Remote Work)	2080	EA					\$0.00
4.1.7	Programmer Analyst (On-Site)	2080	EA					\$0.00
4.1.7	Programmer Analyst (Remote Work)	2080	EA					\$0.00
<b>Grand Total</b>								<b>\$0.00</b>

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:**



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DOT2200000122**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

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Company

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Authorized Signature

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Date

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

## Exhibit A - Pricing Page

### WVDOT Information Technology Staffing Services RFQ(81220053)

*Revised - Version 2 - 2.22.2022*

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 (On-Site)	2080	EA	\$73.00	\$73.00	\$73.00	\$73.00	\$607,360.00
4.1.1	Senior Mainframe Application Analyst (Remote Work)	2080	EA	\$73.00	\$73.00	\$73.00	\$73.00	\$607,360.00
4.1.2	Mainframe Application Analyst (On-Site)	2080	EA	\$51.00	\$51.00	\$51.00	\$51.00	\$424,320.00
4.1.2	Mainframe Application Analyst (Remote Work)	2080	EA	\$51.00	\$51.00	\$51.00	\$51.00	\$424,320.00
4.1.3	Senior Application Oracle Database Administrator (On-Site)	2080	EA	\$118.00	\$118.00	\$118.00	\$118.00	\$981,760.00
4.1.3	Senior Application Oracle Database Administrator (Remote Work)	2080	EA	\$118.00	\$118.00	\$118.00	\$118.00	\$981,760.00
4.1.4	Application Oracle Database Administrator (On-Site)	2080	EA	\$61.00	\$61.00	\$61.00	\$61.00	\$507,520.00
4.1.4	Application Oracle Database Administrator (Remote Work)	2080	EA	\$61.00	\$61.00	\$61.00	\$61.00	\$507,520.00
4.1.5	Senior Application DB2 Database Administrator (On-Site)	2080	EA	\$88.00	\$88.00	\$88.00	\$88.00	\$732,160.00
4.1.5	Senior Application DB2 Database Administrator (Remote Work)	2080	EA	\$88.00	\$88.00	\$88.00	\$88.00	\$732,160.00

4.1.6	Application DB2 Database Administrator (On-Site)	2080	EA	\$58.00	\$58.00	\$58.00	\$58.00	\$482,560.00
4.1.6	Application DB2 Database Administrator (Remote Work)	2080	EA	\$58.00	\$58.00	\$58.00	\$58.00	\$482,560.00
4.1.7	Programmer Analyst (On-Site)	2080	EA	\$50.00	\$50.00	\$50.00	\$50.00	\$416,000.00
4.1.7	Programmer Analyst (Remote Work)	2080	EA	\$50.00	\$50.00	\$50.00	\$50.00	\$416,000.00
Grand Total								\$8,303,360.00

**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.**

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**Vendors Signature:**