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.

**wvOASIS**

**Solicitation Response(SR)** Dept: 0803 ID: ESR03022200000005301 Ver.: 1 Function: New Phase: Final ▾ | Modified by batch , 03/03/2022

## Header 📎 2

List View

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

**Procurement Folder:** 986667

**Procurement Type:** Central Master Agreement

**Vendor ID:** VS0000039878 ⬆

**Legal Name:** Secure Technologies, LLC

**Alias/DBA:**

**Total Bid:** $5,940,480.00

**Response Date:** 03/03/2022 📅

**Response Time:** 2:27

**Responded By User ID:** securetech ⬆

**First Name:** Dinesh

**Last Name:** Kumar

**Email:** response@securetechno

**Phone:** 3016136604

**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

| **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 ESR03022200000005301 | 1 |


| **VENDOR** |
| --- |
| VS0000039878 |
| Secure Technologies, LLC |


| **Solicitation Number:** | CRFQ 0803 DOT2200000122 | | | | |
| --- | --- | --- | --- | --- | --- |
| **Total Bid:** | 5940480 | **Response Date:** | 2022-03-03 | **Response Time:** | 02:27:01 |
| **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 | | | | 898560.00 |

| 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 | | | | 773760.00 |

| 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 | | | | 940160.00 |

| 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 | | | | 815360.00 |

| 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 | | | | 940160.00 |

| 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 | | | | 815360.00 |

| 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 | | | | 757120.00 |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 80111609 | | | |

**Commodity Line Comments:**

**Extended Description:**

PC Programmer Analyst

# 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 | $105.00 | $107.00 | $109.00 | $111.00 | $898,560.00 |
| 4.1.2 | Mainframe Application Analyst | 2080 | EA | $90.00 | $92.00 | $94.00 | $96.00 | $773,760.00 |
| 4.1.3 | Senior Application Oracle Database Administrator | 2080 | EA | $110.00 | $112.00 | $114.00 | $116.00 | $940,160.00 |
| 4.1.4 | Application Oracle Database Administrator | 2080 | EA | $95.00 | $97.00 | $99.00 | $101.00 | $815,360.00 |
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| 4.1.6 | Application DB2 Database Administrator | 2080 | EA | $95.00 | $97.00 | $99.00 | $101.00 | $815,360.00 |
| 4.1.7 | Programmer Analyst | 2080 | EA | $88.00 | $90.00 | $92.00 | $94.00 | $757,120.00 |
| | | | | | | **Grand Total** | | **$1,655,680.00** |

*Shonda Talley*

**Vendors Signature:**

**Request for Quotation**

**RFQ - DOT220000012**

**IT Temporary Staffing Services**

**Due Date & Time: Mar 03, 2022 01:30 PM**

**Proposal Created for:**

**Kind Attn: John W. Estep**
**Department of Administration**
**Purchasing Division**
**2019 Washington Street East**
**Post Office Box 50130**
**Charleston, WV 25305-0130**

**Proposal Submitted By:**
Shonda Talley, President
Secure Technologies, LLC
3261 Old Washington Road, Suite 2020
Waldorf, MD 20602
**Phone**: 301-613-6604 | **Fax**: 301-576-4404
**Email**: response@securetechnologiesllc.net

**Table of Contents**

**Cover Letter**

**Date: Mar 03, 2022**

**Kind Attn: John W Estep**
**Department of Administration**

Secure Technologies, LLC (SecureTech) is pleased to submit its RFQ No. – DOT220000012 for IT Temporary Staffing Services.

After careful review of this document and its stated mission, purpose, vision, and requirements we have crafted a proposal that seeks to reflect our clear understanding of your needs by providing the very best solution, personnel, and pricing.

With SecureTech you get the best of all worlds. We are an accomplished IT Solutions company with over 13 years of experience providing high quality solutions to State/ Local governments and Commercial arena throughout the United States. Our experience is found in all branches of state government including executive, legislative, courts, and higher education.

As mentioned earlier, we have taken a good hard look at this effort and have matched the requirements as defined in this RFP with the solution and personnel best suited for your success. Our strategy for this effort is to first and foremost to provide IT Temporary Staffing services. We appreciate the opportunity to be of service to the clients. SecureTech stands behind its work. We will not be satisfied until we are sure that we have met every expectation and every desire you had that was intended for this engagement.

Please don't hesitate to contact me if you have any questions or concerns. With this submission, I am hereby confirming receipt of addendums and Q&A's issued in respect to this solicitation.

Again, thank you for this opportunity; we hope to be of service to you on this effort or sometime in the near future.

Sincerely,

Shonda Talley, President
Secure Technologies, LLC.

## 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.

We understand that 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.

## Qualifications

### Experience providing similar services

Founded in 2007, Secure Technologies, LLC (hereafter referred as "SecureTech") is a Maryland based Women and Minority Owned Small Business (WOSB/ WMBE) which can function as a Small Business Subcontractor, Prime Contractor, or provide Staff Augmentation Services as well as Engineering and Technical Services.

By taking the time to listen and understand our clients' needs and people's career aspirations, SecureTech has gained a unique perspective into the intersection of talent and business. One among the leading IT staffing firms, we enable you to achieve and optimize the most strategic and variable component to business success—right people, with right skills, competencies, and attitudes.

We are an unconventional technical staffing agency and our partnership model focuses on your unique needs- supporting short-term, seasonal or temporary IT staffing agencies requirements, providing contract-to-hire talent for project-based support with the option to hire the contractors as permanent employees, or finding the permanent top talent your company needs today. Our IT staffing services cover Contract Staffing with onsite, offsite, and offshore (IT staff outsourcing) services.

Being one among the most reputed IT staffing companies in the industry, we offer a wide range of temporary staffing services including IT staff augmentation companies, temporary staffing companies, IT temporary staffing, technology staffing companies, or technical staffing solutions, and IT contract staffing.

As an IT staffing services and recruiting company we stand distinguished because of a host of factors: With a pool of 20 experienced IT recruiters, we are equipped to find the best fit options for the requirements. We ensure quality in finding top talent to meet your specific needs. We present you reviewed list of best candidates who match your requirements screened through our robust qualification process.

We utilize a referral-based sourcing strategy, and leveraging our enormous technology network build in last two decades of IT services and solutions.

Our commitment is to bring the best match for the requirements. With this genuine intention we drive the relationship and ensure performance and retention.

**Technology Coverage**

As one of the leading IT staffing agencies, we have vast experience in diverse technologies.

**Technology**

**Mobile**

**CMS**

**DB**

**Cloud**

**CRM**

| Testing |
| --- |



| BI/ Big Data |
| --- |



**Our Technology Staffing Services**

- **Contract Staffing and Placement**: Being one of the most experienced IT staffing agencies, SecureTech has expert recruiters that handpick professionals with skills and credentials fit for the project. Our Technical Staffing Services encompass specialized technology staffing services/solutions, recruitment of contract or permanent resource onsite/ offsite, and IT staff outsourcing for augmenting in-house team or building team grounds-up.
- **Global Recruitment and Assignment Support**: Our technical staffing services offer a continual supply of technical resources such as software developers, QA experts, project managers as per the business objectives. We believe that technical recruitment doesn't stop at providing you with the best candidates. Our services manage all aspects of the employment relationship, which includes ensuring that the expectations of both the employer and employee are met.

While most of the world focuses primarily on the objective aspects of the recruitment process, we find that 50% of successful hiring is more subjective. Again, the objective process of ensuring that a staff or consultant can meet the performance requirements of a position or engagement is very important but we take the process one step further to ensure that our recommended staff also fit into your organization's culture.

At SecureTech, we invest a large amount of time and resources into determining the corporate culture of our client, we learn about the brand promise that the client is "selling" to their customers or students, and we focus on finding staff and consultants that embody the goals and values of the organization. We feel strongly that you only see 50% of the picture if you only focus on whether a person can do a job…the other 50% is more geared to learning what motivates that staff to do that job well.

We are committed to being a positive force through the life of the City contract, providing valuable long term employment to its municipal and educational institutions. Our firm is passionate about supporting this community and making a commitment to each participant's economic and cultural development.

We look forward to the opportunity to expand our business relationship with your organization through this procurement process. We are pleased to have the opportunity to highlight our qualifications and our proposed services that cannot be matched by our competition. We hope to have the opportunity to present our services to your selection team in a forum where we could further expand on our experience and this proposal.

Through decades in the field of IT, SecureTech has developed strategic solutions for this Human Services Temporary Staffing. We provide advisory services to a range of clients and policy-making bodies. As an IT advisor to various clients, our firm has experience implementing critical regulatory guidelines. We have also worked with CxO's in areas such as PMO support, IT portfolio analysis, advisory services, IT governance process development, IT strategy, and analysis. In support of organization development within government agencies, SecureTech has lead the continuous evaluation and improvement of information technology services, including IT prioritization, selection, budgeting, planning, implementation, and monitoring.

**Why Choose Secure Technologies as Your IT Staffing Agency?**

- One of the leading IT consulting and staffing companies with presence across the nation
- Technical staffing services that cater to the clients across the Fortune 200 companies
- Wide portfolio of technical staffing clients ranging from permanent recruitment to IT contract staffing
- Very Low Employee Turnover (5-6%)
- Over 98.8% client satisfaction and retention in IT contract staffing
- Multiple state-of-the-art development centers for cost-efficient IT staff augmentation
- One of the best IT staffing agencies with a CAGR of 30% year on year
- Immaculate delivery record in IT staff augmentation
- Commitment to quality and established engineering processes: ISO 9001:2008

Financially stable and secure organization that has grown exclusively on internally

SecureTech has vast experience of providing recruitment and staffing services to following clients since inception:

| Client | Period of Performance | Recruitment/ Staffing Services for |
|---|---|---|
| US Department of Homeland Security/ CBP | Sep 2011 – Jun 2015 | Senior Mainframe Application Analyst Application Oracle Database Administrator |
| US Department of Army | Nov 2009 – Oct 2012 | Application DB2 Database Administrator |
| State of Minnesota | Sep 2021 - Present | Senior Application Oracle Database Administrator Senior Application DB2 Database Administrator |
| Prime Consulting LLC | Apr 2013 – Mar 2016 Apr 2016 – Mar 2019 | Programmer Analyst Application DB2 Database Administrator |
| JT Green Associates | Jul 2018 – Jun 2021 | Application Oracle Database Administrator Senior Application DB2 Database Administrator |
| Premium Consulting Partnerz | Sep 2020 – Present | Senior Application Oracle Database Administrator |

| STG Enterprises | Feb 2019 - Present | Programmer Analyst<br>Application DB2 Database Administrator |
| Hennipen County, MN | Sep 2021 – Present | Mainframe Application Analyst<br>Application DB2 Database Administrator |
| Indian River County, FL | Feb 2022 - Present | Senior Mainframe Application Analyst<br>Senior Application DB2 Database Administrator |
| State of Florida | Nov 2021 – Present | Programmer Analyst<br>Senior Application Oracle Database Administrator |

Our local and national team of recruiters has a vast candidate database of qualified personnel that have been thoroughly screened through phone interviews, face to face interviews, technical assessments, skill assessments, as well as drug and background checks. We source heavily from the Veteran community and take pride in aligning qualified Veterans with our customer's staffing needs. SecureTech's leadership team has extensive human capital management and military backgrounds which enables us to build a reputation for quality, execution and accountability.

We succeed by being responsive, innovative, and customer-focused. SecureTech provides high value professional services to Government agencies in both the Defense and Civilian sectors. SecureTech highly successful approach to consulting is based on the simple principle that business problems should drive technology solutions, not the other way around. As a result, we have developed a reputation for engaging our clients at any point in the life-cycle of their initiatives. SecureTech is dedicated to our clients' success and knows what it takes to deliver a sound product.

| **Our Core Competencies** | **Our Solutions** |
| • Information Assurance & Security | • Help Desks & Call Centers |
| • Enterprise Solutions | • Information Security |
| • Data Management Solutions | • Disaster Recovery |

SecureTech is highly experienced and regarded in the Information Technology field for our creative knowledge, skills and experience. We have been asked and have performed in an excellent fashion for all tasks that we have been asked to perform. We are able to attract and retain the cream of the job talent pool to work on our projects. We only utilize qualified, certified, validated and verified personnel on our team. All of our Project Managers (PM's) are all Project Management Professionals (PMP) certified by the Project Management Institute (PMI). We offer the most highly qualified personnel that have a very detailed knowledge of the requested Information Technology products and consulting services contract.

SecureTech has an ideal staffing approach that suits the needs and the requirements of the Government. We have a qualified pool of IT professionals that meet, or exceed, the requirements as set forth in the RFP. SecureTech has 13+ years of experience providing IT consulting and solutions as has been described in this RFP. We have provided Information Assurance, Help Desk, Computer Support and other IT services for Governmental agencies since our inception. We are ready to leverage our IT knowledge for the benefit of the Government.

Our services meet the need of our customers by providing high quality resources in tight time frames for their long and short term staffing requirements. Over the years, we have developed relationships and refined our processes to identify the optimum resources needed for successful delivery on IT projects. In addition to our own employee pool and internal

databases of professionals, we utilize a creative blend of latest technologies, traditional methods, extensive social media networking, referrals, and prior relationships to find the best matches for your needs. We have expertise in hiring some of the best consultants for our customers in different verticals including Information Technology, Telecom, Health-care IT, Financial Services/ Banking, Education, e-Commerce, Retail and Government. SecureTech can deliver staff augmentation and personnel services for temporary, temporary to hire, or direct hire staffing needs across a wide range of skill sets and industries.

SecureTech a small & minority women owned business enterprise (WOSB), provides superior maintenance management, business improvement, functional information technology, organizational planning and policy consulting. Its staff has successfully employed principles of human performance improvement to systematically discover and analyze important organizational performance gaps, to plan for future improvements in human performance, and to design, develop, implement justifiable interventions such as user training and procedures to close performance gaps. These interventions spanned from designing and implementing small business advocacy processes, cash management reports, to developing cross-organizational processes through the use of organizational system designs, surveys, focus groups, interviews, research, and observations.

SecureTech has strong past performance providing similar IT Consulting and Services for Government agencies. Each of our reference point of contacts will provide excellent feedback on our past and current performance. We are highly confident that the Government will be delighted with the performance of SecureTech on your Technology Services Consulting and On-Call Services. And we will be proud to cite this contract in the future for other proposals that SecureTech will provide to customers. SecureTech has developed a highly competitive rate structure for our contract employees to provide the requested services for the Government. And even though it is competitive you will find that our consultants are highly proficient, knowledgeable and experience IT professionals. Each of the proposed candidates has worked in a government, or similar, environment in the past and are ready to use these experiences for the benefit of the Government.

Our selected geographic and IT industry focus and staffing experience enables SecureTech to find, screen, qualify and deliver candidates that ultimately create the best possible fit between top talent and the hiring organizations we support in many program or employment initiatives. This ensures organizations receive the IT talent necessary to achieve the objective of the specific task, project or hiring need, earn small business credit, and are able to maximize productivity while minimizing staff turnover by adding the right IT resources, at the right price. With literally thousands of staffing companies in the United States, partnering with the right company can make a world of difference to your organization. A partner dedicated to industry-best practices in locating, identifying, screening, qualifying and delivering IT resources, who understands your business needs and can produce results every single time, with every single IT requirement.

Our organization with a team of efficient and effective skilled personnel, who are driven by innovation and continuous process improvement programs are ready to overcome the challenges in regards to RFP requirements. SecureTech has wide range of experience in successful delivery on many IT related missions. We will provide the Government with unwavering support for services through digital, electronic means, creating more effective and transparent interactions between government, its constituents, business partners and inter-agency relationships. We understand the Government for Human Services Temporary Staffing. Strong awareness in our brand and our client's organization draws excellent candidates to our door and the use of advanced internal systems and recruiting processes enable us to find, assess, and allocate the best possible candidate for your needs, in any IT skill set. Our excellent candidate pool provides us with the ability to efficiently and precisely

solve your Staffing needs. When our candidate pool does not possess the best possible talent to match the specific requirement, we deploy the best in class search and find recruiting practices to collect that right resource and deliver the top talent that is required for that situation and need. We deliver results, no matter how challenging the skill set or the situation - we provide the people your company needs.

We have extensive experience managing Time and Material (T&M), Firm-Fixed Price (FFP), and Indefinite Delivery and Indefinite Quantity (IDIQ) contracts including complex and time sensitive tasks. Our goal is simple and straightforward: provide quality services with no disruption of services and provide qualified resources to support the work proposed under this project.

**Staff and Skill Mix**
**Recruitment Approach**

We take pride in having a thorough understanding of each customer's mission and goals. Because of this attention to detail, we execute the following strategy for each client in order to successfully meet their staffing needs:

• Client Analysis to better understand the employee fit, company fit, and culture fit for a successful placement.
• Develop and implement sourcing strategies to identify the most qualified passive and active job seekers.
• Conduct thorough screening, assessments, and reference checks on all candidates to certify their qualifications, background, and experience.
• Continuously measure our staffing performance as well as our employee's performance to ensure we are meeting our client's expectations.

**SecureTech Recruiting Strategies include:**

• Online application and registration process
• SecureTech team of recruiters proactively recruits for passive and active job seekers on a daily basis to consistently update its candidate database with the best available talent.
• We attend relevant career fairs at the military bases near our customers ensuring employment opportunities are visible to the Veteran community facing transition to the private sector.
• We have a highly effective internal referral bonus program for our contractors.
• We conduct site tours and job shadows to gain an in-depth understanding of the roles and responsibilities required of our consultants.
• SecureTech will create a "Job Preview" to cover with each candidate to ensure that they have a clear understanding of the role and responsibilities required by the client.
• Our internal candidate database, is used to create customized Internet job postings for employment opportunities that are then posted on over 20+ job boards.
• We have a client delivery model that allows for rapid scaling of resources and a network of professional recruiters which can be added, trained, and productive in a short amount of time.

Many of our customers have required SecureTech to provide quick response surges of personnel with labor categories ranging from engineers to mechanics, technicians to various logistics support positions, and operations personnel. We have delivered for our clients at a 98% or better fill ratio while also maintaining a 95% or better employee retention rate.

At SecureTech, we know that the quality and reliability of our staff is the product we offer. Over the years, we have developed a well-honed process of recruiting, vetting and screening talent for our clients' needs, both temporary and permanent. We understand that each customer has a unique culture that has been established by leadership and embraced by employees. It is very important to us that we discover your unique culture in order to find the

right candidate with the personality to fit your culture. Once we understand your unique culture we then proceed to our 5-point recruitment approach to start your candidate recruitment process.

Whether we are searching for an entry level file clerk or a financial analyst, the elements of the 5-Point Method are the same. By remaining thorough and consistent in our methods, we are able to achieve unmatched results and quality. Because clients are willing to place much of the responsibility for actual candidate selection in the hands of the recruitment agency, It is important for them to feel comfortable with their partner's methods and quality, to ensure consistency of the service offering. Our 5-point recruitment approach is as follows:

- **Critical Resume Review** – We review each resume to ensure prospective candidates have the job stability, skill set and knowledge you are looking for.
- **In-Depth Phone Screen** – We have a very in-depth phone conversation with candidates chosen from the critical resume review process. During this conversation we discuss work history, expectations, qualifications, etc.
- In**-Person Interview** – Once a candidate has successfully passed our in-depth phone screen, we then meet them in person or via web conference to ensure complementary culture fit and appearance criteria. This meeting usually lasts around 30 minutes.
- **Testing** – We have access to thousands of online testing tools, from general office skills to reading comprehension. These tests are administered when applicable.
- **Professional References** – To ensure candidate quality, we contact two professional references for all successful candidates before we submit to the client. You can be sure that any client submitted to you has a positive prior work history

There are a few specific aspects of our service model that are tailored to the market need and we think these are extremely important to our clients:

- **Employee Screening for Highly Secure Environments:** What should be more secure than a financial institution? In our opinion, we hold the compliance and screening aspects of our process above all other aspects of our business. At SecureTech, we are able to screen staff to a level that is commensurate with the internal process used at the Municipal Institution we are providing staff to. Our screening capabilities are very extensive spanning Criminal Background Screening, FBI Fingerprinting, Drug Testing, Driver's License Screening, Education Confirmations, Sex Offender Screens, and much more. Again our vetting process will match the expectations a client has of their own internal hiring process.
- **Business Intelligence Reporting and Best Practice Consulting**: Because our systems have been tailored to fit the needs of municipal clients, we track metrics that are important to the Government Industry. Clients can expect our team to provide interpretation of their staff augmentation spending and make suggestions of Best Practices based on our knowledge of the industry. Our reporting and business intelligence
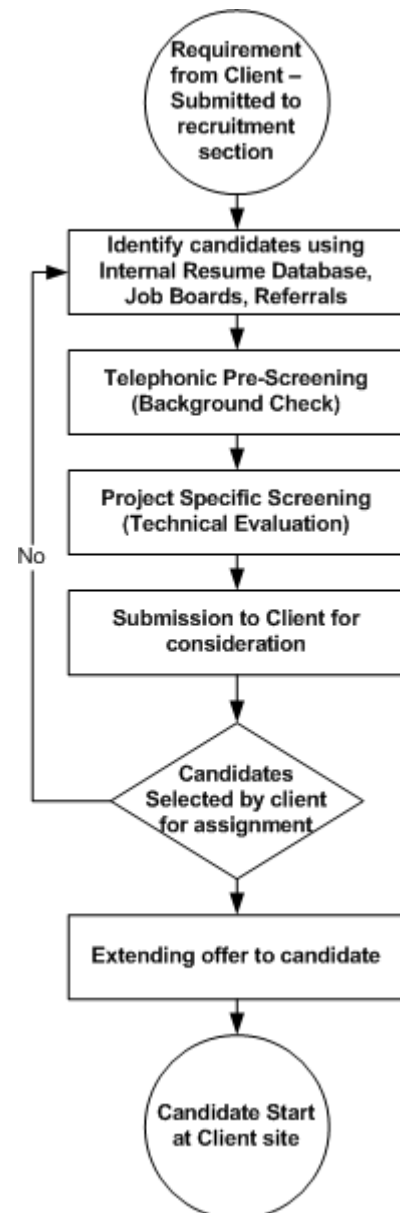
consulting has helped many of our clients significantly reduce staffing spend by addressing business problems or internal management issues at the customer level that were identified through SecureTech's consultative approach.

- Access to Subject Matter Experts: Understanding the business of government is very important. At SecureTech, we are well versed in the terminology and systems used in municipal intuitions at both the state and local level. We feel strongly that our staff needs to have strong skills and a healthy mix of comparable experience in the industry. Over the years, our team of consultants and staff augmentation specialists has grown to include true subject matter experts. SecureTech has a demonstrated track record of recruiting SMEs throughout the US and internationally.

**Mandatory Requirements**
**Vendor Responsibilities**

Secure Tech has read and acknowledge this Requirement.
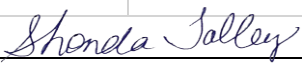
**Duties and Responsibilities**
**Secure Tech has read and acknowledge this Requirement.**

**Contract Award**
**Pricing Page**

## 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 |
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| 4.1.7 | Programmer Analyst | 2080 | EA | $88.00 | $90.00 | $92.00 | $94.00 | $757,120.00 |
| | | | | **Grand Total** | | | | **$1,655,680.00** |

**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.**

*Shonda Talley*
**Vendors Signature:**

**Performance**
Secure Tech has read and acknowledge this Requirement.
**Payment**
Secure Tech has read and acknowledge this Requirement.
**Travel**
Secure Tech has read and acknowledge this Requirement.
**Facilities Access**
Secure Tech has read and acknowledge this Requirement.

**Vendor Default**
**Contract Services**
Secure Tech has read and acknowledge this Requirement.

**Other Specifications & Requirements**
Secure Tech has read and acknowledge this Requirement.

**Laws, Rules & Ordinances**
Secure Tech has read and acknowledge this Requirement.

**Deficient Performance**
Secure Tech has read and acknowledge this Requirement.

**Immediate Cancellation**
Secure Tech has read and acknowledge this Requirement.

**One or more release Orders**
Secure Tech has read and acknowledge this Requirement.

**Law or Equity**
Secure Tech has read and acknowledge this Requirement.

**Miscellaneous**

**Contract Manager**

## 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:** Shonda Talley
**Telephone Number:** 301-613-6604
**Fax Number:** (301) 576-4404
**Email Address:** response@securetechnologiesllc.net

Revised 12/12/2017

**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 exceed 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: Shonda Talley

Authorized Signature: *Shonda Talley*          Date: 02/28/2022

State of Texas

County of Harris , to-wit:

Taken, subscribed, and sworn to before me this 28 day of February , 2022.

My Commission expires October 11 , 20 22.

ANA LAURA SALAZAR URIBE
ELECTRONIC NOTARY PUBLIC
STATE OF TEXAS
NOTARY ID: 131757026
COMISSION EXP: OCT 11, 2022
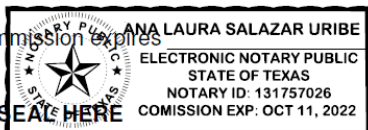
**AFFIX SEAL HERE**          NOTARY PUBLIC *Ana Laura Salazar Uribe*

Document Notarized using a Live Audio-Video Connection
**Purchasing Affidavit** *(Revised 01/19/2018)*

**Disclosure of Interested Parties to Contracts**

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

**Name of Contracting Business Entity:** Secure Technologies, LLC **Address:** 3261 Old Washington Road, Suite 2020

Waldorf, MD 20602

**Name of Authorized Agent:** Shonda Talley **Address:** 3261 Old Washington Road, Suite 2020, Waldorf, MD 20602

**Contract Number:** DOT2200000122 **Contract Description:** IT Temporary Staffing Services

**Governmental agency awarding contract:** WVDOT

☐ **Check here if this is a Supplemental Disclosure**

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below *(attach additional pages if necessary)*:

1. **Subcontractors or other entities performing work or service under the Contract**
   ☑ Check here if none, otherwise list entity/individual names below.

2. **Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**
   ☑ Check here if none, otherwise list entity/individual names below.

3. **Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**
   ☑ Check here if none, otherwise list entity/individual names below.

Signature: *Shonda Talley* Date Signed: 02/28/2022

## *Notary Verification*

State of Texas , County of Harris :

I, Shonda Talley , the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 28 day of February , 2022 .

ANA LAURA SALAZAR URIBE
ELECTRONIC NOTARY PUBLIC
STATE OF TEXAS
NOTARY ID: 131757026
COMISSION EXP: OCT 11, 2022
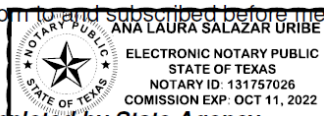
*Ana Laura Salazar Uribe*

Notary Public's Signature
Document Notarized using a Live Audio-Video Connection

**To be completed by State Agency:**
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____

*Revised June 8, 2018*

## Evidence - Certificate of Insurance

**CERTIFICATE OF PROPERTY INSURANCE**

DATE (MM/DD/YYYY) 07/26/2021

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.

**PRODUCER**
StateFarm
SHADONNA LEWIS STATE FARM AGENCY
PO BOX 37
BRYANS ROAD                MD  20616

**CONTACT NAME:** JONNEA BIRDINE
**PHONE (A/C, No, Ext):** 301-375-7540
**FAX (A/C, No):** 240-204-6460
**E-MAIL ADDRESS:** JONNEA.BIRDINE.VABECT.STATEFARM.COM
**PRODUCER CUSTOMER ID:**

**INSURED**
SECURE TECHNOLOGIES LLC
9587 COLTSHIRE CT
WALDORF                MD  20603

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A : State Farm Fire and Casualty Company | 25143 |
| INSURER B : | |
| INSURER C : | |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

**COVERAGES**   **CERTIFICATE NUMBER:**   **REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
9587 COLTSHIRE CT, WALDORF, MD, 20603

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 | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | COVERED PROPERTY | LIMITS |
|---|---|---|---|---|---|---|
| X | PROPERTY CAUSES OF LOSS / DEDUCTIBLES — BASIC (BUILDING), BROAD (CONTENTS), SPECIAL, EARTHQUAKE, WIND, FLOOD | 90-E7-5398-7 F | 06/16/2021 | 06/16/2022 | BUILDING | $ |
| | | | | | PERSONAL PROPERTY | $ 7,000 |
| | | | | | BUSINESS INCOME | $ 12 MONTH |
| | | | | | EXTRA EXPENSE | $ |
| | | | | | RENTAL VALUE | $ |
| | | | | | BLANKET BUILDING | $ |
| | | | | | BLANKET PERS PROP | $ |
| | | | | | BLANKET BLDG & PP | $ |
| | | | | | BUSN LIABILITY | $ 1,000,000 |
| | | | | | GEN AGGREGAT | $ 2,000,000 |
| | INLAND MARINE CAUSES OF LOSS — NAMED PERILS / TYPE OF POLICY / POLICY NUMBER | | | | PCO AGGREGAT | $ 2,000,000 |
| | | | | | MED/PERSON | $ 5,000 |
| | | | | | | $ |
| | | | | | | $ |
| | CRIME TYPE OF POLICY | | | | | $ |
| | | | | | | $ |
| | | | | | | $ |
| | BOILER & MACHINERY / EQUIPMENT BREAKDOWN | | | | | $ |
| | | | | | | $ |
| | | | | | | $ |
| | | | | | | $ |

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
BUSINESS OFFICE POLICY
DEDUCITBLE: $500

**CERTIFICATE HOLDER**
SECURE TECHNOLOGIES LLC
9587 COLTSHIRE CT
WALDORF                MD  20603

**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

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