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Header 2

List View

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Procurement Folder: 986667

Procurement Type: Central Master Agreement

Vendor ID: VS0000004169

Legal Name: LanceSoft, Inc.

Alias/DBA:

Total Bid: \$3,665,313.13

Response Date: 03/03/2022

Response Time: 10:25

Responded By User ID: LanceSoft

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Last Name: Arni

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SO Dept: 0803

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Solicitation Description: ADDENDUM NO_1 WVDOT IT Temporary Staffing Services

Total of Header Attachments: 2

Total of All Attachments: 2



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

State of West Virginia
Solicitation Response

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

Solicitation Closes	Solicitation Response	Version
2022-03-03 13:30	SR 0803 ESR03032200000005329	1

VENDOR
VS0000004169 LanceSoft, Inc.

Solicitation Number: CRFQ 0803 DOT2200000122
Total Bid: 3665313.129999999888241291046 **Response Date:** 2022-03-03 **Response Time:** 10:25:40
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				507520.00

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				424320.00

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				643785.11

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				474240.00

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				663393.93

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				543346.88

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				408707.21

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

PC Programmer Analyst



LanceSoft Response

To

State of West Virginia

For

WVDOT IT Temporary Staffing Services

In Response to CRFQ 0803 DOT2200000122

3 March 2022

Submitted by:



LanceSoft, Inc.
13454 Sunrise Valley Drive, Suite 120,
Herndon, Virginia, 20171
Phone: 703-674-4500
Fax: 703-725-9546

Point of Contact: **Prashant Arni**
Phone: 703-674-4565, 703-725-9546
E-mail: marketing@lancesoft.com

www.LanceSoft.com
CAGE Code: 4AUM9
DUNS: 154610971
TIN: 54- 1974095

Business Size: Minority Owned Business Enterprise (MBE)
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1. COVER TRANSMITTAL LETTER



13454 Sunrise Valley Drive | Suite 120 | Herndon | VA 20171 | 703-674-4500 Phone | 703-889-6530 Fax

3-Mar-22

Subject: Response to CRFQ 0803 DOT2200000122- WVDOT IT Temporary Staffing Services

Dear David H Paulin,

LanceSoft Inc. is pleased to submit its proposal through our response to State Of West Virginia solicitation # CRFQ 0803 DOT2200000122- WVDOT IT Temporary Staffing Services.

Our offer, in response to the above solicitation, is 100 percent compliant with all requirements and in many cases, we exceed the requirements to provide State of West Virginia a high-value solution to the requirement.

LanceSoft states acceptance of all solicitation terms, conditions, and provisions. This offer shall remain valid for a period of 180 days.

Established in 2000, LanceSoft is a privately-owned S corporation, headquartered at 13454 Sunrise Valley Drive, Suite 120, Herndon, VA and the federal tax identification number is 54- 1974095. LanceSoft has about **22+ years** of experience in providing IT recruitment Solutions & IT Services to a diverse base of clients across various domains and geographies.

I, the undersigned, Prashant Arni, Sr. V.P. –Delivery and Operations of LanceSoft. I am authorized to sign the enclosed offer and will be the designated representative for purposes of this RFP and an authorized negotiator for a contract resulting from this offer. You may reach me at 703-674-4565, 703-935-0339 fax, or via e-mail at marketing@lancesoft.com

We now look forward to associate with your department for a long term and mutually beneficial business relation. Should you require any further information, we shall be pleased to provide the same.

Respectfully,

Prashant Arni,
Sr. V.P. - Delivery and Operations
LanceSoft Inc.

2. UNDERSTANDING OF THE PROJECT

LanceSoft is uniquely positioned to partner with State of West Virginia in this initiative to provide IT Services. We present this proposal as a confirmation of our commitment to forge a long-lasting relationship with State of West Virginia based on a process-oriented approach, optimisation & automation and service delivery excellence. We are confident that with our experience with customers across the USA, LanceSoft's approach will meet your IT Staff objectives.

LanceSoft is keen to engage with State of West Virginia and enter into a long-term strategic Staffing partnership. LanceSoft will demonstrate to State of West Virginia through this proposal, the staffing approach, governance and process optimization that it can bring to help create a resilient and scalable service delivery for State of West Virginia.

LanceSoft IT staffing services will support State of West Virginia. This will be achieved through an efficient transition and transformation program which will commence post contract closure.

To Provide the IT staffing services, LanceSoft will leverage its deep expertise and experience in sustaining and delivering staffing projects of similar scale and complexity across USA.

This document outlines our commitments in terms of what and how we will deliver our staffing resources, the benefit State of West Virginia will achieve from our proposed approach, and the value LanceSoft intends to provide to State of West Virginia.

Strategic benefits

- To align IT staffing objectives with business objectives and ensure flexibility.
- To enable State of West Virginia resources to focus on core business and strategic IT services.

Financial benefits

- To lower operational and administrative costs.
- To increase flexibility of pricing through multi-skilling, proactive demand management & planning
- Achieve an optimal balance between value and costs.

Operational benefits

- To provide End to End Staffing delivery, accountability and operational excellence.
- High Level staff augmentation model
- To provide access to skilled resources

OUR UNDERSTANDING OF STATE OF WEST VIRGINIA'S GOALS:

LanceSoft understands the objective of this RFP wherein State of West Virginia intends to hire qualified, experienced, financially sound, and responsible IT based staffing agencies to assist the State of West Virginia.

We understand that State of West Virginia is seeking to obtain contractors that can provide staff resources to support State of West Virginia in managing project planning, implementation, integration, strategic and operational tasks. The qualified vendor should complete projects in a timely and cost-effective manner.

State of West Virginia is looking for contractors who have significant depth of experience with health delivery systems that incorporate both ambulatory and hospital environments preferably those affiliated with large academic medical centres comparable to State of West Virginia on an as-needed basis.

3. ABOUT LANCESOFT

Legal Name of the Company	LanceSoft Inc.
Physical/Mailing Address	13454 Sunrise Valley Drive, Suite 120, Herndon, Virginia 20171
Legal Form	S Corporation
Telephone	703-674-4500
Established	25 th February 2000
Email	marketing@Lancesoft.com
Website	http://www.lancesoft.com

Established in **2000**, LanceSoft is a privately-owned S corporation, headquartered at 13454 Sunrise Valley Drive, Suite 120, Herndon, VA. With more than 24 support offices throughout North America, we have developed partnerships with top companies across all industries and deep relationships with IT services across USA. LanceSoft has over **22 years** of experience in providing both Temporary & Permanent IT recruitment Solutions to a diverse base of clients across various domains and geographies.

With **3,600+ contractors** across the globe and over **\$200 Million of annual revenue**, LanceSoft offers IT USA Contingent workforce services and IT Services to various clients across diverse industries such as Federal/State and Local Governments, Information Technology, Engineering, Automotive, Utility, Education, Finance, Banking, Life Science, Healthcare, Pharma, Clinical, Human Services, Legal, Aerospace, Energy, Oil & Gas, Creative, Cybersecurity, Semi-Conductor, telecom and many more.

OUR MISSION: “To Combine Human Touch, Community Curation & Technology to Recruit - Top Talent”. We focus on balancing cost, time, and quality - leveraging our experience, nurturing creativity, driven by ethics in a challenging and highly competitive area of talent acquisition to bring quality talent to our clients.

With proven processes, methodologies and best practices, our core objective is not only to succeed but to exceed our customer expectations.

OUR VISION: To be “One Source Global Work force provider” adding value to its customers, employees, and partners.

USA FOOTPRINT: Headquartered in Herndon, VA, we have a network of twenty-four (24) branch offices across the US in San Diego (CA), Fremont (CA), Sugar Land (TX), Irving (TX), Richmond (VA), Atlanta (GA), Chicago (IL), Clarkston (MI), Beaverton (OR), Salt Lake City (UT), Seattle (WA), Birmingham (AL), Denver (CO), Orlando (FL), Charlotte (NC), Columbia (SC), Cincinnati (OH), Indianapolis (IN), Lexington (KY), Bloomington (MN), New York (NY), Philadelphia (PA) and Boston (MA). LanceSoft currently services across 50 states of the USA. In addition to this, LanceSoft can also quickly set up an additional office at any preferred location to be able to manage their large volume of requirements for that location.

GLOBAL FOOTPRINT: We also have an international footprint with four (4) country offices in Canada, five (5) in India and one each in UK, Ireland, Japan, Mexico, Malaysia, Philippines, Hongkong, Thailand, Indonesia, Singapore, China, UAE, Ireland, Australia, Bangladesh, Netherlands, Poland, and Indonesia.

OUR COMPANY SIZE: We have a total recruiting strength of about 650+ recruiters and 3,600+ Contractors across US.



OUR DIVERSITY STATUS: LanceSoft holds the Minority Business Enterprise (MBE) certification issued by NMSSDC (National Minority Supplier Development Council), State of Tennessee and Port Authority of NY& NJ.

AFFILIATIONS AND ACCREDITATIONS:

- LanceSoft is an ISO 9001:2015 certified company fulfilling the requirements for a quality management system (QMS), ISO 27001:2013 for Information Security Management System and ISO 14001-2015 for Environmental Management System.
- LanceSoft has been certified as MBE by NMSSDC.

DEDICATED ACCOUNT MANAGEMENT TEAM: We follow well defined and documented team management approach for handling such contracts to ensure that contract requirements are supported. We will assign the State of West Virginia dedicated Account Management team to ensure the right delivery of services and needs are fulfilled with huge State of West Virginia satisfaction. Our Account Manager & Account Executives will work very closely with the State of West Virginia and LanceSoft on-site staff.

WELL ESTABLISHED & FINANCIALLY STABLE COMPANY: LanceSoft is financially stable and rapidly growing company having annual revenue of \$200 Million for the year 2021. LanceSoft currently has a credit line of \$20 Million and has the required financial capacity to provide the services. We do not have any short term or long-term debts. LanceSoft assures State of West Virginia that it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source.

STAFFING FIRM THAT DELIVERS THE RIGHT EMPLOYEE: Our engagement process is focused on our clients and their business needs. This consultative approach, known as our *Perfect Fit Program*, details from start to finish how we select the perfect candidates for client's organization. The Perfect Fit Program includes five phases, which are customized to most effectively service your account.

- *Customer Analysis* – We document & understand our client's business needs and determine the services that will make staffing process more efficient and effective.
- *Sourcing* – Our professional recruiters quickly identify the most qualified candidates using their industry knowledge and the extensive networks of our staffing firm.
- *Screening* – At LanceSoft, we get to know each candidate beyond just their resume. We find out the skills and qualities that will achieve the perfect fit for your position.
- *Selection* – To complete the hiring process, we ensure all forms, screening and certifications are verified before the employee starts.
- *Performance Monitoring* – We continually monitor our performance and the performance of our employees to make sure you are continually satisfied with our service.

BUSINESS PARTNERSHIPS: We have developed strategic partnerships with leading providers of software platforms and hardware suppliers, which have enabled us to provide premium-quality services to our clients through early access to new technologies as well as preferred access to training & technical support. Our Partnerships include:

- Oracle- Technology Partners
- Microsoft – Software/Cloud
- Message Gear - Cloud Services
- Symantec – Cloud Services
- Veritas - Cloud Services

- Sangoma – Hardware/Cloud
- Dell – Hardware/Software
- GHA Associates - Hardware/Software
- AT&T - Wireless
- Zayo – Colocation

AWARDS & ACCOLADES: "LanceSoft's' extensive Staffing experience and top performance across several contingent workforce programs is a great testament of our credibility. LanceSoft is currently an active "PREFERRED-SUPPLIER" for over 120 mid to large National Contingent Workforce programs across the US. Our list of Awards and Accolades that LanceSoft received recently from our clients include.

- Preferred Randstad Sourceright supplier – 2022
- Clearly Rated (Inavero's) Best of Staffing- Client Satisfaction & Talent Satisfaction-2021, 2020, 2019
- Tapfin Supplier Distinction-2020
- Tapfin Diversity Supplier Distinction-2020
- Nclusion Supplier – Guidant Global – 2019, 2020.
- 2020,2019,2018 Workforce Logiq Proven Performer
- 2020,2019,2018,2017 SIA Fastest growing staffing firms
- 2020 SIA Largest Staffing companies
- 2020 Fast 100 Asian American Business Award
- 2018,2017- Premier Partner by Tapfin
- Proven Performer by ZeroChaos -2017
- Supplier Excellence award by Kelly OCG-2017
- "Service Excellence Award" from Johnson & Johnson (J&J).
- Smart CEO award
- Deloitte Fast 50 Finalist
- E&Y Entrepreneur of the year Finalist
- Featured in Silicon Valley magazine for our talent management solution.
- Delaware Valley Fast 50
- Inc 500 Fastest growing firms
- Smart 100 Award
- MBDA Supplier of the year
- USPAACC Fastest growing firms
- "Premium Vendor" from Manpower Premier Supplier
- Kelly Supplier Innovation Award –for our state-of-the-art product – CPX that manages end-to-end front, middle and back-office functions and has controls through workflow-based modules.
- Certificate of Recognition for efforts toward Johnson & Johnson's Healthy Future 2015 Goals by establishing and tracking and disclosing two sustainability goals in the areas of Environmental, social or economic sustainability.
- Bartech rising star.

4. EXPERIENCE

LanceSoft has extensive experience in recruiting form Junior, mid to senior level roles in IT for temporary assignment. We have been recruiting across all 50 states of US for about 22 years, and our local offices gives us a thorough understanding of local market trends and needs. Many of our recruitment consultants come from backgrounds in IT, giving us a thorough understanding of the complex hiring requirements for

IT service roles, and easy insights into which professionals possess the hard and soft skill sets needed to succeed.

Federal/State and Local contracts are at the forefront of what we do. LanceSoft developed a substantial network of contacts within the Federal/State sector, and have an advanced understanding of the experience, skills and technology exposure our clients look for. LanceSoft has a strong base of qualified professionals who are currently serving in the IT sectors across various departments. Our strong industry experience and attributing a major share of its staffing revenue to the IT sector makes LanceSoft fully equipped to State of West Virginia requirements. We have specialized recruiting teams for our state clients with IT requirements that have the combined creative, technical, business and domain experience in the domain and hence are highly capable of screening the best-fit candidates for any Generic/Hard to find Skillset-Specific positions. LanceSoft has a dedicated proactive recruiting team that maintains our ever-growing contractor network of qualified, highly skilled profiles with specific IT domain knowledge and at the same time being in line with the current market trend. Our significant staffing methodology, sourcing strategies and past performance in providing staffing services demonstrates our strong experience that can be tailored to meet State of West Virginia requirements.

Over the years, through our proactive recruitment initiative and working on several IT requirements LanceSoft has been able to intelligently build an extensive database of over 15 million qualified profiles of the candidates out of which 1 million+ candidate profiles that are relevant to IT sector who are authorized to work in the US without any sponsorship. This vast database has individuals who have worked with us or have been qualified by us in the past. This pool also comprises of a large base of pre-cleared candidates that have demonstrated working experience in a diverse project environment and are highly qualified to best suit the requirements of State of West Virginia.

LanceSoft has a proven strategy in place to solve the issues. Our recruitment process model stretches its bandwidth by exploring more ways to fill in the desired positions within a span of 24 hours to 48 hours to your satisfaction. LanceSoft has a dedicated Strategic and Tactical Planning team that helps us with all new client initiatives, including service delivery after the start of the contract. One of their core functions is to map State of West Virginia requirements by geography, labor category, skill level culture, and business fits. This team helps the recruiting and sourcing teams with pipelining the right candidates.

Our home-grown product CPX helps in maintaining a huge database of prequalified candidates and pipelining 20-30 candidates daily. This process accentuates our performance and helps in quick turnaround time. The database has over 15 million profiles segregated as per the location, skillset, domain, and experience level. With a high client retention rate, we create lasting relationships with our state clients by providing quality services and consistently delivering value by using a multi-faceted approach based on a global delivery capability, deep domain expertise allied to a vast technology base, all harnessed by our adaptive quality processes and strong methodologies.

Having profound experience in servicing State clients with IT staffing needs that are highly comparable to the size and scope of State of West Virginia Staffing program, LanceSoft clearly understands the dynamics of account, its environment, and any associated potential issues and risks. This makes us fully equipped to handle any kind of operational needs in the most efficient manner ensuring a long-standing relationship. With in-depth domain knowledge, expertise, and mature processes we possess, LanceSoft is fully equipped to understand State of West Virginia needs and makes a constant effort at providing innovative and cost-effective solutions to State of West Virginia. Having a well-crafted recruitment process built on years of profound global IT recruitment experience gives LanceSoft the competitive edge in providing top class resources to State of West Virginia in the shortest possible turn-around times. A

perfect blend of unique recruiting methods and technologies, coupled with advanced recruitment techniques, has enabled LanceSoft to grow as one of the most sophisticated IT Contingent Workforce (CW) Providers.

LanceSoft has a dedicated proactive IT recruiting team that maintains our ever-growing contractor network of qualified, highly skilled profiles with specific domain knowledge and at the same time being in line with the current market trend. Our significant staffing methodology, sourcing strategies and past performance in providing IT staffing services demonstrates our strong experience that can be tailored to meet State of West Virginia requirements.

Below are our typical SLA's that we maintain in our program-

- Submission rate: 98.5% Avg.
- Shortlist ratio: 80% Avg.
- Interviews: 40% Avg.
- Conversion of interviews to hires: 45% Avg.
- Non-Delivery: 0.5 Avg.
- Attrition (before assignment end date): below 2%

The team assigned to State of West Virginia will comprise of approx. 80% senior recruiters and 20% junior recruiters who have on average around 5 to 10 years of combined technical, business and domain experience, coupled with specific State and Local Government experience, to cater to State of West Virginia requirements.

4.1 Recruiting Strength:

LanceSoft has mature depth and capability when it comes to the IT segment, supporting our state clients for close to 22+ years in this specialized industry segment. We have a dedicated team of Approx. 350 recruiters, that specialize in IT staffing and have an average tenure of 5-8 years. Our recruiting teams are constantly working with our existing and evolving various state, county, and local agencies for IT talent pool to keep them on the cutting edge of technology. Our team of highly qualified experts can be deployed at a moment's notice. Our dedicated recruiters within this sector are seasoned and experienced, coupled with the fact that they also bring an ecosystem of known candidates they have successfully worked with several Federal/State and local departments, which is an added benefit for our clients.

CLIENTS:

Our State Clients include State of Arizona, State of Colorado, State of Connecticut, State of Florida, State of Georgia, State of Iowa, State of Massachusetts, State of Maine, State of Michigan, State of Minnesota, State of New Jersey, State of North Carolina, State of New York, State of Ohio, State of Oregon, State of Pennsylvania, State of South Carolina, State of Utah, State of Virginia, State of Washington, State of Delaware, State of Arkansas, State of Maryland, State of New Jersey etc.

Our Fortune 500 clients include CVS Health/Aetna, AT&T, Verizon, General Electric (GE), Dell, Johnson & Johnson, Target, IBM, UPS, Intel, Proacted & Gamble (P&G), Humana, Morgan Stanley, Caterpillar, CISCO, Pfizer, All State, Best Buy, Coca-Cola, Honeywell International, Exelon, Bristol-Myers Squibb (BMS), Thermo Fisher, Qualcomm, Cummins, Dominion Energy, Cognizant Technologies, PPG Industries, Ameriprise Financial, DTE Energy, Ally Financial, Frontier Communications, M&T Bank, CMS Energy, S&P Global etc.

4.2 Technical Screening Capabilities:

HackerRank Platform: LanceSoft is using HackerRank, a platform designed to help to find the best software candidates using skills-based screening and interviewing tools. It allows us to create custom or templated coding challenges across 6 computer science domains and in 35 programming languages. We will send these assessments to candidates or embed them on our careers page to build our pipeline through our internal tool CPX for our future use, and this platform automatically scores and ranks each one. It also offers a coding interview tool, allowing us to watch our candidates code in real time while we talking to the candidates. By using HackerRank, we have created a database which has over 10,000 IT profiles who has strong technical skills & expertise and segregated as per the location, skill set, domain, and experience level. We will source the quality candidates within a short span of time based on the State of West Virginia requirements.

By Using TOSA Digital: We source our candidates based on the online real time assessments, a digital skills certification program. TOSA Digital helps to us to test applicants with 20-25 interactive questions and exercises to evaluate things like programming skills and digital communication. Based on the client technology, the technology questions and coding will match the candidate's level, and we will get a detailed report of the candidate's skills, including how they measure up against the target profile. In this way, LanceSoft screens the quality candidates, and it will be sourced to State of West Virginia based on the requirements.

Glider AI: This Glider AI platform helps us to analyze a candidate's skill level, personality traits, skills, and cultural fitment with the help of holistic interactive assessments, real-world simulations, and general programming. With Glider AI, we can simulate a vast range of tech stacks from Data warehouse, Data science to DevOps and from backend development to frontend development.

4.3 Previous Experience

Our strong industry experience and attributing a major share of staffing revenue to the IT industry makes LanceSoft fully equipped to State of West Virginia's Requirements. We have Specialized Recruiting Teams for Our Clients with IT requirements that have the combined creative, technical, business and domain experience in the domain and hence are highly capable of screening the best-fit candidates for any **Generic/Hard to Find Skillset-Specific** positions. LanceSoft has a dedicated proactive recruiting team that maintains our ever-growing contractor network of qualified, highly skilled profiles with specific domain knowledge and at the same time being in line with the current market trend. Our significant staffing methodology, sourcing strategies and past performance in providing IT staffing services demonstrates our strong experience that can be tailored to meet State of West Virginia's requirements.

Our home-grown product CPX, helps in maintaining a huge database of prequalified candidates and pipelining 20-30 candidates daily. This process accentuates our performance and helps in a quick turnaround time. The database has over **15 million profiles** segregated as per the location, skill set, domain, and experience level.

With a high client retention rate, we create lasting relationships with our clients by providing quality services and consistently delivering value by using a multi-faceted approach based on a Global delivery capability, deep domain expertise allied to a vast technology base, all harnessed by our adaptive quality processes and strong methodologies.

Having profound experience in servicing clients with IT Staffing needs that are highly comparable to the size and scope of State of West Virginia's Staffing program, LanceSoft clearly understands the dynamics of account, its environment and any associated potential issues and risks. This makes us fully equipped to handle any kind of operational needs in the most efficient manner ensuring a long-standing relationship.

With in-depth domain knowledge, expertise, and mature processes we possess, LanceSoft is fully equipped to understand its client needs and makes a constant effort at providing innovative and cost-effective solutions to its clients.

Having a well-crafted recruitment process built on years of profound global recruitment experience, gives LanceSoft the competitive edge in providing top class resources to its clients in the shortest possible turn-around times. A perfect blend of unique recruiting methods and technologies, coupled with advanced recruitment techniques, has enabled LanceSoft to grow as one of the most sophisticated Contingent Workforce (CW) Providers.

Our staffing methodology, sourcing strategies and performance in as recent past in providing IT staffing services demonstrates our strong experience that can be tailored to meet State of West Virginia's requirements.

We have worked for various customers from IT Industry in the past. Our services to these esteemed organizations have been a great experience and also achieved outstanding feedback with respect our delivery. Below is the list of few customers from IT industry:

- Grant Thornton
- Ernst & Young
- Qualcomm
- Thermo Fisher
- Aetna
- Actavis
- Johnson & Johnson
- GE
- S & P Global
- Unisys Corporation
- Thermo Fisher
- State of Oregon
- State of North Carolina
- State of Washington
- State of New York
- State of Georgia
- State of Arizona

LANCESOFT'S EXPERIENCE IN SUPPORTING SIMILAR JOB TITLES

LanceSoft has established itself as one of the most sophisticated firms in the IT Staffing Industry. As a 'Vendor of Choice' for several Fortune 500 clients, LanceSoft has profound experience in providing premier consultants with expertise in IT, Networking, IT Infrastructure and Quality Control.

Below are some of our experiences in IT industry for past years with various temporary and permanent staffing services provided/being provided by LanceSoft including but not limited to following:

<u>Name of the Client</u>	<u>Period of Performing the Services</u>	<u>Services Rendered</u>	<u>Detailed Description of the Work Performed</u>
State of Kansas	12+ years	IT Staffing Services	We have provided the candidates to State of Kansas for the positions including, but not limited to IT Programmer, Database Administrator, Data Computing Expert, IT Infrastructure Expert, Mobile Developer, UI/UX Developer, Designer, Disaster Recovery Specialist, System Analyst, Business Intelligence Developer, Data Expert, Project Managers, Business Analyst and Many more.
State of North Carolina	4+ years	IT Staffing Support Services	We have provided the candidates to State of North Carolina for the positions including, but not limited to IT Application Analyst, Application Architect, Interface Analyst, Testing Lead, Business Intelligence Report Developer, Business Intelligence Application Administrator, SQL Developer, Database Administrator, Data / Business Intelligence Architect, SQL Developer, Business Analyst and many more.
State of California	3+ Years	IT Staffing Services	We have provided the candidates to State of California for the positions including, but not limited to IT Programmer, Database Administrator, Mobile Developer, UI/UX Developer, Designer, Disaster Recovery Specialist, System Analyst, Business Intelligence Developer, Data Expert, Project Managers, Business Analyst, IT Infrastructure Specialist and Many more.
University of Arizona	5+ Years	IT Temporary Staffing Services	We have provided the candidates to University of Arizona for the positions including, but not limited to Software Specialist, Senior Principal Quality Engineer, Project Manager, Data Specialist, Business Analyst (Professional), Project Coordinator, Test Engineer, Senior

			Manager-Project Management, Project Scheduler, Project manager, Programmer /Analyst, Applications Development, Project Manager, Business Analyst, Project Analyst, Programmer, and many more.
Baltimore County Public School	10+ Years	IT Contingent Workforce Services	We have provided the candidates to Baltimore County Public School for the positions including, but not limited to IT Application Expert, IT Infrastructure Expert, Database Administrator, Data / Business Intelligence Architect, SQL Developer, Data Expert, Project Managers, Business Analyst and Many more. Business Analyst and many more.
Maricopa Community College	1+ Years	IT Staffing Services	We have provided the candidates to Maricopa Community College for the positions including, but not limited to IT Programmer, Database Administrator, Data Computing Expert, IT Infrastructure Expert, Mobile Developer, UI/UX Developer, Designer, Disaster Recovery Specialist, System Analyst, Business Intelligence Developer and many more.
State of Oregon	5+ Years	Statewide IT Staffing Services	We have provided the candidates to State of Oregon for the positions including, but not limited to Application developer II, Senior Application Developer, Business Analyst, Application Technical Specialist 2, Project Manager, Senior Business Analyst. Programmer /Analyst, Project Manager, Senior Project Manager III, Project Manager-II, and many more

4.4 Recurring Requirements

Through our qualitative approach, LanceSoft has established itself as a pioneer in providing premium professionals and filled various types of IT positions in temporary assignment including both Temps, Permanent to Freelancers in various companies across US. LanceSoft provides a wide array of professionals who are involved in IT Sector. With the extensive expertise we possess and the experience

we have attained over the years, we are competent to fill all the positions mentioned by client contributing to client's increased productivity and competitiveness with excellent results.

Below is a list of our IT recurring requirements:

IT JOB TITLES				
IT Governance Specialist	Enterprise IT Architect	IT Strategy Specialist	IT Security Specialist	Business Analyst
Oracle Applications Architect	IT Design Specialist	Cloud Solutions Architect	Developer/ Programmer Analyst	Web Developer
Business Process Specialist	Oracle Quality Assurance Specialist	Software Engineer	Oracle Software Developer	Project Scheduler
Web analyst	Data Architect	Data scientist	BI Analyst	Systems Analyst
Data Analyst/Report Writer	Technical Writer	Web Designer	Webmaster	Web Administrator
Certified Microsoft Exchange Server Specialist	Oracle Database Administrator	GIS Specialist	Network Security Analyst	Telecommunications Manager
QA/Test Manager	Project Lead	Network Administrator	Telecommunications Specialist	QA Engineer – Automated
Data Security Analyst	Project Manager	Network Operations Center Technician	Security Administrator	Wireless Network Engineer
IT Infrastructure Library (ITIL) Specialist	Network Security Engineer	Program Manager	Information Security Manager	Disaster Recovery Planning Specialist
Web Content Specialist/Manager	Agile Coach	Back Up and Recovery Specialist	Support Technician	IT Contract Administrator/ Technician
Business Continuity Analyst	Communication Coordinators	Help Desk Tier	Product Support Analyst	Process Manager
Digital Marketing Analyst	Site Reliability Engineer	IT Lead	Instructor Trainer	IT Contract Manager
Software Engineer III - Java/J2EE	Network and Telecom Analyst	Technical Lead - Angular/Node	Senior Systems-Project Consultant	Cloud Administrator
Security Architect	Help Support Analyst	Senior Business Analyst	Desktop Support Analyst	Network Engineer-Security
BI/ERP Report Writer	ERP SME	Oracle Fusion Architect	Change Management	ITIL Configuration
Machine Learning Engineer	Big Data Engineer/ Architect	UX designer	Oracle DBA	IT BI Architect

Enterprise Architect II - Cloud	Enterprise Architect III - Data	Enterprise Architect III	IT Procurement Specialist	Analytics Developer
SQL DBA	Sr. Software Developer	Cloud Computing Engineer	Application Analyst	IT SQL Developer
Blockchain Developer	Java Developer	Oracle PL/SQL Developer	Python developer	IOT Engineer
Sr Solution Architect	ETL Developer	Sr. Integration Developer	Enterprise Systems Analyst	Application Support Engineer
Technical Delivery Manager	Sr. Developer	Sr. Ab Initio Developer	System Analyst	Business Solutions Developer
Salesforce Administrator	Business Solutions Developer	Business Application Expert	Automation Developer Associate	Senior Salesforce Administrator
Principal Data Engineer	Manager-Cloud Platform	Oracle Fusion Architect	Senior Analytic Consultant	Senior Data & Analytics Platform Engineer
Principal Data Consultant	Analytics Consultant	Team Leader-Data & Analytics	IT Developer	Testing/QA Engineers
Sr. Project Manager	IT Director	SQL Developer	Report Developer	IT Manager
Application Analyst	Programmer Analyst	Application Programmer Analyst	BI Meta Data Analyst	Business Specialist
Testing Lead	Informaticist	IT Training Specialist	Risk Analyst	QA Project Manager
Test Analyst	Cyber Security Specialist	Integration Specialist	Desktop Support	Business Support Professional
Automated Testing Engineer	Senior Technical Writer	Web Analyst	Application developer II	Technical Specialist
IT Endpoint Manager	Technical consultant	ERP Analyst	IT Account Administrator	ERP Specialist
CRM Specialist	Data Storage Engineer	Web Support	Help Desk Specialist	BI Developer
Network engineer	Interface Analyst	Portal-web Developer	Server Administrator	BI Manager
IT Endpoint Specialist	Cloud Computing Engineer	Mobile Developer	Business Process Management	BI Engineer
Endpoint Management Assistant	Data Systems Analyst	Data Analyst	ERP Manager	BI Consultant
Information Security Analyst	Data Engineer	Enterprise Developer	Database Designer	BI Architect
Information Security Manager	Statistical Consultant	IT Infrastructure Manager	Technical Support Engineer	BI Specialist
Information Security Engineer	Data Manager	Data Center Engineer	Business Process Specialist	Data warehouse Architect
Information Security Specialist	Business Process Analyst	Data Center Technician	Mobile User Interface Engineer	Data warehouse Developer

Information Security Officer	Business Process Manager	Cyber Security Consultant	Programming Coordinator	Data warehouse Analyst
User support Specialist	Business Process Consultant	IT Disaster Recovery Analyst	Technical Support Analyst	Data warehouse Engineer
System Administrators	Business Process Engineer	ERP Consultant	Computer Security Specialist	IT Support Analyst
IT Support Technician	IT Trainer	IT Support Specialist	Network Architect	Applications Systems Analyst
IT Support Engineer	Business Analysis Manager	Application Analyst I	Application Developer	Business Process Architect
IT Programmer	IT Senior Project Manager	Tier 2 Application Analyst 6	Network Installer	CRM Manager
IT Application Analyst	IT Assistant Project Manager	Technical Support Specialist	Data Loss Prevention Analyst	CRM Analyst
Computer support specialist	IT Project Coordinator	Middleware Engineer	Cyber Security Analyst	CRM Developer
ERP Business Analyst	Risk Manager	Middleware Administrator	Cyber Security Engineer	CRM Consultant
Technical support	Risk Consultant	Application Architect	Cyber Security Manager	Master Data Analyst
Application Analyst II	Application Analyst	Application Analyst-III	Application Analyst-Research	Application Analyst IV

We have the capability to cater any kind of IT positions including the niche profiles and we would be keen to know if State of West Virginia has any other requirements in the below technologies but only limited to

1- Business Analysis: Requirement analysis, Cost-benefit analysis, risk identification/ management, IBM Rational Suite, DOORS, Clear Quest, VISIO, iGraphics

2- Project Management: PMP certified, Project management, Risk management, Resource planning, Cost Analysis, Documentation and Communication

3-Web/ Application Server/Middleware: IIS, WebLogic, WebSphere, Apache, PWS, JWS, COM/DCOM/CORBA, EAI, MQ-Series, WEB Services, Tuxedo.

4- Databases/ Modelling: Oracle, Sybase, Informix, MS-SQL Server, MySQL, DB2, Access, MYSQL, Oracle E-Business Suite, Rational Rose, UML, Erwin ERX.

5- Microsoft & Web Technologies: MS Azure, Visual Studio 6.0/.NET, Visual Interdev, SQL Server, VBScript, Java Full stack, React JS, Node JS, Java/J2EE, Java Script, XML, ASP.NET/VB.NET/ ADO.NET, Microsoft Office, Share Point (MOSS), Domino/Notes, MS Transaction Server, ASP, ActiveX, Active Directory, XML, Web Services, VC++, HTML/ DHTML.

6- Desktop/ PC Support: Installing/ configuring/ troubleshooting/ repairing PC hardware and peripherals, PC desktop applications and software, Novell Client 4.91, Remote Desktop Management and Windows 2003 Server.

7- Reporting: Crystal Report, MSSQL Reporting services, Data Dynamic Active Reports

8- Security: SOC, Penetration Testers, Data/ App Security/ Compliance

9- Testing: Quick Test Pro, LoadRunner, WinRunner, Test Director, Rational Robot, Rational Test Manager, Performance Studio, QA Run, QA Director.

10-Data Warehouse: Informatica, Cognos, Business Objects, Brio, Teradata, SAP Data Warehouse Cloud, Snowflake, Teradata Vantage, Microsoft's Azure, Redshift, Big Query, Vertica, Apache Hive.

11- Emerging Technologies: Hadoop, Apache Spark, R, Predictive Analytics, MongoDB, Tableau, Blockchain, Python, Kubernetes, MicroStrategy, SAS Business Intelligence, QlikView, Pentaho, Amazon Web Services, Apache Mahout, TensorFlow.

12- Cloud Technologies: AWS, Microsoft Azure, Google Cloud, IBM Cloud, Adobe, VMware

13- Cyber Security Technologies: Nessus VAPT, Qualys Guard, Fortinet, Cisco ASA, Juniper, Palo Alto, PKI Services, Blockchain Cybersecurity, DevOps, Nmap, Wireshark, Nessus, Digital Guardian, Mantix4, CIS Secure Suite, Snort, Webroot, IBM Qradar, Splunk, Demisto, IBM QRadar, HP ArcSight

14- ERP/ EPM: SAP, Oracle, PeopleSoft CRM/ HRMS/ FM/ EPM/ CS, People Tools, SAP HR/ Financials/ Logistics.

- SAP Technical: ABAP, HANA, BASIS, NetWeaver, SAPUI5, Leonardo
- SAP Functional: Success factors, MRS, MM, SD, PPM, PLM
- SAP Techno-Functional: Process Integration, R/3, PP, BW, EC, SEM

15- Data Analytics/ Reporting: Hadoop, Spark, Python, Qlik sense, Cassandra.

16- SharePoint: Microsoft Office SharePoint Server 2007, SharePoint Portal Server 2003/ 2007/2010, SharePoint Designer 2007/2010, Web Parts, Microsoft InfoPath 2007/2005/2003, Windows Workflow Foundation, Business Data Catalog, Form Services, Excel Services, K2 Black pearl.

17- LAN/ WAN/ WEB SERVER: LAN/WAN – Cisco, Novell, Microsoft, Server security (NT/ Windows2000, Active Directory), Network security (firewalls, intrusion detection, etc.), Network protocols- TCP/IP, DHCP, DNS, WINS, SNMP, SMTP, NAT (Infrastructure, Network Server, Composite Baseline Analysis), Network planning and topology – Windows NT/2000, HP-UX, Solaris, Linux, UNIX

18- Mainframe: IBM mainframe, z/OS, JCL, TSO/ISPF, system utilities, COBOL 370, CICS, COBOL, ADABAS/ Natural, Endeavor, RACF, N20, CA7, EOS, CA-ADSO, IBM/DB2 for OS390, COBOL/ DC

5. TALENT POOL

Over the years, through our proactive recruitment initiative and working on several IT requirements, LanceSoft has been able to intelligently build an extensive database of over 15 million qualified profiles of which, over 1 MM candidate profiles are aligned to State of West Virginia needs. We have a dedicated team, which proactively recruits consultants based on client trends. This helps us in reducing the time to respond to our client requirements. This pool consists of a comprehensive list of pre- cleared candidates that have demonstrated work experience across diverse project environments and are highly qualified to best suit your requirements. This database further prepares us to provide prequalified candidates who are ready, willing and lawfully able to perform the services in the shortest possible timeframe.

To prevent the dilution of our talent pool there is an additional 1,20,000 resumes added each month that our dedicated sourcing teams keep reviving.

LanceSoft currently offers a large base of IT professionals to a variety of clients across various industries. LanceSoft offers a unique mix of innovative and cost-effective portfolio of staffing services specifically designed to meet State of West Virginia's requirements. LanceSoft has profound experience in utilizing highly skilled and talented workforce that can provide quality deliverables with a quick turnaround. With the extensive expertise we possess and the experience we have attained over the years, we are able to contribute to the increased productivity and competitiveness with excellent results of our clients. This results in gaining customer satisfaction and repeat business.

To meet State of West Virginia's ever evolving business needs our experts will provide immediate access to technology and industry specialists that you can deploy quickly to meet the demands. We bring personalized offerings that impart greater productivity and cost effectiveness.

We work in collaboration with our clients to determine their expectations, further simplifying the way they connect to highly specialized & trusted workforce, curtailing their search and selection time.

State of West Virginia can choose from our bench resources as per the preferred skillset, experience level and location. We have an unmatched range of industry experience and contacts, LanceSoft has established itself as a pioneer in providing premium US IT contingent workforce services to diverse clients across various industries.

LanceSoft has extensive experience of sourcing and recruiting individuals for the Education Industry. LanceSoft has demonstrative experience in placing candidates across various departments with diverse skillsets. LanceSoft has had several successful IT implementations where we are currently managing a diverse set of requirements for our clients. LanceSoft services requirements from various categories that encompass a diverse set of skills and locations varying in assignment length.

All temporary personnel will be employed by LanceSoft making us responsible for all payroll, taxes, workers' compensation, insurance and other federal and state requirements for temporary personnel.

6. APPROACH

Making the match is what we do and LanceSoft aims for a superior match each time we place technology talent on assignment. We will work closely with the State of West Virginia to gain an in-depth understanding of your staffing and partnership requirements. Rather than simply collect a "laundry list" of requirements and skills, LanceSoft asks questions that allow us to build a functional job profile, including key success milestones and attributes that allow us to match not only skills and experience, but also subtle elements such as fit with managerial style, corporate culture, etc. With this knowledge, we develop a thorough candidate profile that forms the basis of our recruitment strategy.

Our engagement process is focused on our clients and their business needs. This consultative approach, known as our Match Fit Program, details from start to finish how our staffing firm selects the perfect candidate for client's organization. The Match Fit Program includes five phases, which are customized to service your account most effectively.

- Customer Analysis - We document & understand our client's business needs and determine the services that will make staffing process more efficient and effective.

- Sourcing - Our professional recruiters quickly identify the most qualified candidates using their industry knowledge and the extensive networks of our staffing firm.
- Screening - At LanceSoft, we get to know each candidate beyond just their resume. We find out the skills and qualities that will achieve the perfect fit for your position.
- Selection - To complete the hiring process, we ensure all forms, screening and certifications are verified before the employee starts.
- Performance Monitoring - We continually monitor our performance and the performance of our employees to make sure you are continually satisfied with our service

RECRUITING MEDIUMS

Our recruiting methods fall into several categories, as outlined in the following:

CAREERS WEBSITE: LanceSoft careers website is a central aspect of managing the recruiting processes. Our goal is to attract potential candidates to our company, build long-term relationships, assess candidate fit for open IT jobs, and finally capture and process candidate information in a structured way.

With careers Website best practices in place, we achieve a competitive edge in recruiting the most-qualified IT candidates quickly and gain financial benefits from direct and opportunity cost reductions. These practices automate recruiting activities that have a direct impact on the cost, reach, and breadth of candidate sourcing and processing. High quality and fit of hires translate into higher productivity and better work satisfaction, consequently producing higher retention rates.

The following are the best practices for careers websites which increases our odds of recruiting the most-qualified candidates and reduces direct as well as opportunity costs.

- **Applicants' anonymity.** Because many potential IT candidates will be employed while they search our career website for openings, privacy and confidentiality are important. We ensure that the database management, workflow rules, and recruiting processes are aligned to protect the candidates' anonymity.
- **Tailor online applications.** We are using pre-screening tools which will quickly separate qualified from unqualified IT candidates based on answers to questionnaires.
- **Keep track of candidate information.** The candidates will create and maintain a personal profile on our careers website and attach IT job positions to their profile. The profile is then saved in our company's candidate database and accessed through an appropriate password. Our recruiters will view structured data about a candidate, including access to job-specific screening questions to easily assess fit. By tracking candidate information by job, we gather the necessary data for compliance reporting as well.
- **Job seekers and employees post our open positions on Facebook.** We allow our job seekers to post IT jobs on their Facebook page, we can increase the exposure of our open IT positions—and reach a larger pool of IT candidates at lower sourcing costs. In addition, we believe that the employees are one of our best sources for referrals. We encourage them to post open IT positions on their Facebook page and refer their friends.
- **Enable job searches.** A job search engine is a core component of our careers website. It helps job seekers find IT job openings that meet their requirements quickly and efficiently. We make sure that current IT job openings are in the searchable database also reduces the accounting burden

of maintaining a manual list. The three best search criteria are Job Search by Job Category, Job Search by Location, and Job Search by Keyword.

SMART IT SOURCING

The following best practices for smart sourcing help us to find the best talent for the job while decreasing the sourcing costs and time to hire.

JOB BOARD PROCESSES: Our Recruiters have access to numerous external, national, and vertical job boards and use them only to supplement our customized recruitment mediums. This is unlike other firms who generally rely on subscription databases. A sampling of websites that we utilize regularly includes:

- Dice
- Monster
- CareerBuilder
- Twitter
- LinkedIn Enterprise
- GitHub
- Stack Overflow
- Technology communities

TALENT POOL: To stay ahead of competition in our recruiting, we have moved to a pro-active recruiting model instead of a reactive one (job boards-based recruiting). LanceSoft has been able to intelligently build an extensive database of **over 15 million qualified profiles of the candidates out of which 1 Million candidate profiles that are relevant to State of West Virginia's requirements** are authorized to work in USA. This vast database has individuals who have worked with us or have been qualified by us in the past. This pool also comprises of a large base of precleared candidates that have demonstrated working experience in a diverse project environment and are highly qualified to best suit the requirements of State of West Virginia. We have **SPECIALIZED RECRUITING TEAMS FOR OUR CLIENTS** that have the combined creative, technical, business and domain experience in the domain and hence are highly capable of screening the best-fit candidates for any **GENERIC/HARD TO FIND SKILLSET-SPECIFIC** positions.

SOCIAL NETWORKS: According to CareerBuilder, 54% of IT candidates are using social media to apply and to research a company's brand, culture, and reputation. Accordingly, LanceSoft continues to develop innovative social media strategies to stay aligned with the ever-changing marketplace. New tools, services, and applications are revolutionizing the way we can market your jobs. Our inbound marketing strategy leverages our social media, search engine optimization, content marketing, and social listening efforts in a unified approach, increasing the effectiveness of each.

For example, our new Facebook job search application allows candidates to search our IT openings directly through Facebook on any device, receive job alerts, and share details across any of their social networks. We have Twitter and Google+ feeds to send optimized job opening details targeting job-search oriented queries and new Twitter initiatives allowing us to target follow users openly inquiring about specific position types or availabilities. To complement this strategy, we are improving the search visibility of our local offices through optimized Google Local pages.

Further, as part of our agreement with CareerBuilder, we have access to their mobile-friendly product called Talent Network. This is a LanceSoft branded microsite that is built to house all our jobs. It allows for search engine optimization and is a great tool to allow us to network with passive candidates. Once passive candidates join our IT Talent Network they are continually notified when one of our IT postings matches

their profile. This has been very beneficial in keeping us in contact with high performing talent that are not actively on the market.

LOCAL RECRUITING MEDIUMS: As a highly visible local employer we can significantly augment our recruitment efforts through partnerships with the following local organizations:

- Colleges, universities, and technical schools
- Community and networking events
- Job fairs and trade shows
- Community and professional organizations
- Volunteer organizations (e.g., Year Up)

PATENT RECRUITMENT TECHNOLOGY - TALENT COMMUNITY BUILDING (CPX): LanceSoft constantly strives and invests in improving to be the best and stay ahead in this highly competitive process of talent identification and talent acquisition. We pride ourselves on our approach such as proactive pipelining, 24/7 sourcing and recruiting; one of our key differentiators is our in house patented CPX technology. CPX empowers our Delivery/Recruitment team to identify passive candidates and build talent communities around them.

We have dedicated specialist that manage each community and build, manage, and maintain these communities. The Innovation Initiative's objective is to keep up with Disruptive Innovations in the recruiting landscape and stay ahead of all our competitors. The Talent Community Solution reaches into various social networks and identifies potential candidates to become part of our community.

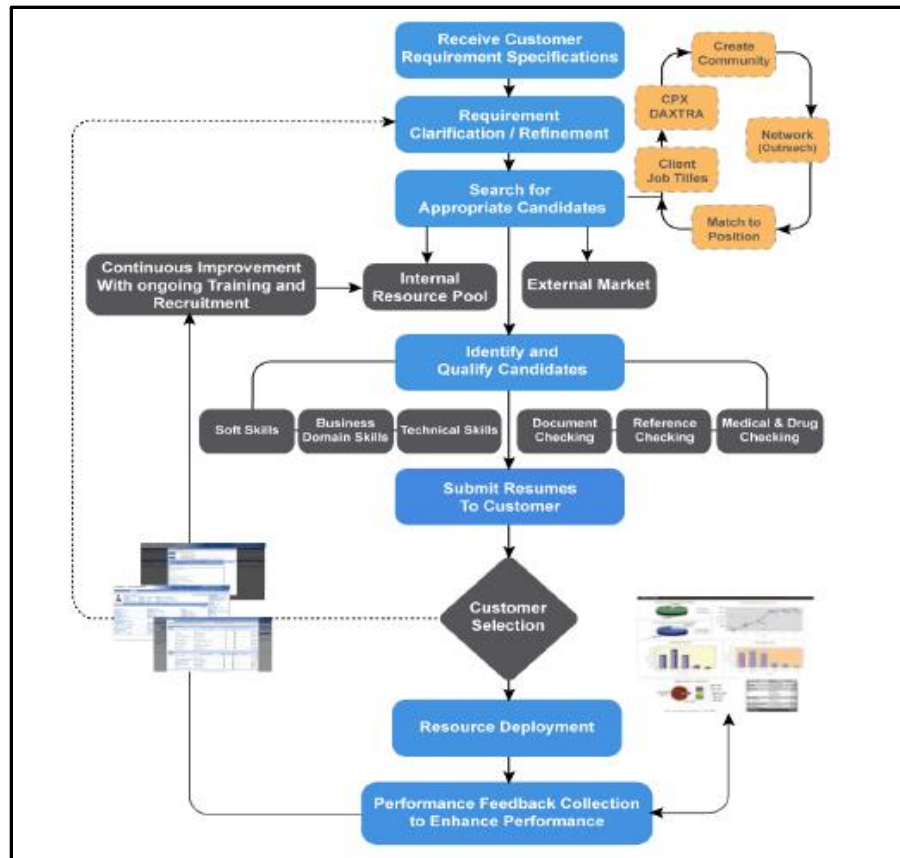
CROWD SOURING: LanceSoft has been working on a proprietary networking initiative, working on harnessing the power of the Crowd to source candidates. Currently LanceSoft's Crowd consists of over 2200 professionals including free-lance recruiters, skill specific, domain specific industry SME's who are carefully curated and engaged to ensure we have access to passive and hidden talent that can be delivered in the shortest amount of time with high success of deliverability. Our Crowd RPO / Talent community / referrals are one of the topmost sources of candidate employment followed by our exhaustive internal database where profiles have been harvested for about 20 years, networking events and then job boards such as LinkedIn, Dice, CB, Indeed and Monster.

LanceSoft follows best-in-class business processes that add value to the client program, thereby setting a benchmark for all other organizations. By implementing these unique approaches in delivering our staffing solutions to our clients, LanceSoft is being recognized consistently as a top performer across several client CW program.

RECRUITING STRATEGY

We will employ a comprehensive, State of West Virginia- specific recruitment strategy that examines the state of the local market(s), allowing us to understand its dynamics, including demographics, labor conditions, unemployment rate, and statistical workforce projections.

Based upon labor market conditions and the types of skills the State of West Virginia requires, we identify the highest-yield target groups from which to recruit and determine an appropriate strategy to attract talent from those areas. This includes selecting appropriate sources for talent, isolating the most effective tactics to penetrate these sources, and creating an overall market approach.



LanceSoft's Recruiting Strategy

Ensuring State of West Virginia's Satisfaction

We have a long-standing commitment to quality, both in our service offerings and in our method of doing business. Over the last few years, LanceSoft has consistently ranked among the top staffing companies according to Inavero's Best of Staffing Lists. The key to achieving our quality goals is in fostering long-term relationships with our clients and talent, and in using their feedback to continually improve our service. Many of our clients have come to trust LanceSoft and know that they will receive the optimal match of talent, service levels, and pricing to stay competitive. Recognizing that total customer satisfaction is critical to our mission, we monitor our performance to ensure parameters previously defined are being met. The following is an overview of the processes that will be used to measure and track our performance with the State of West Virginia:

- Generation of key performance statistics
- Regular talent performance evaluations
- Web-based quality surveys
- Regular monitoring of the State of West Virginia's service level commitments

To exceed service level commitments and ensure the State of West Virginia's satisfaction, we will continue leveraging a solid continuous improvement initiative, including Quarterly Business Reviews (QBRs). A series of strategic meetings (tailored to fit the needs of the State of West Virginia) will be established to ensure service continuity, adherence to service level commitments, ongoing communication of program objectives and to identify opportunities for efficiencies. Further, these business reviews will provide us

with the opportunity to share ideas and exchange feedback and allow us to accurately measure the level of the State of West Virginia's satisfaction.

ASSUMPTIONS AND CONSIDERATIONS

Below are the few points in which we will expect State of West Virginia will support LanceSoft in completing the requirements as per the timelines

- Ensure that suitable management arrangements are made for the project
- Select & appoint a competent and resourced Principal co-ordinator for this project to co-ordinate all project activity
- Verify that suitable facilities are in place prior.
- Ensure that the employees have necessary information and instructions to comply with the regulations.
- Ensure that the employees working on the project should know their roles, responsibilities and authorities.
- No change of Assigned Employees' job duties without LanceSoft's express prior written approval.

7. METHODOLOGY

LanceSoft has clearly defined the tasks to work closely with the State of West Virginia and dedicate an Account Management Team (AMT) to provide undivided attention and care to State of West Virginia relationship. LanceSoft follows the below mentioned implementation plan for all its client engagement:

STEP 1: On contract sign-off, LanceSoft will immediately assign a dedicated Account Management Team (AMT) to identify the anticipated volume of requirements and to be able to respond to 100% of the entire State of West Virginia staffing requirements.

STEP 2: Within one (1) week of contract sign-off, LanceSoft will initiate a kick-off and a team introduction session between the client's program/hiring managers and point of contacts along with LanceSoft delivery team members. Program goals and initiatives will be discussed in detail to help better understand the State of West Virginia staffing services program and needs. LanceSoft's AMT will try to understand various elements, key drivers and success factors for this relationship. Some of the key State of West Virginia elements that would be studied include:

- H.R. policy regarding temporary labor
- Travel policy for temporary labor
- Region-wise Rate structure that has been agreed & signed off during the contract
- Concentration of requirements and type of requirements
- Typical hard to find skills for the client
- Typical Time taken for manager feedback
- Internal Benchmarks for hiring of temporary labor
- Accounting & Billing contacts
- Accounting & Billing policies
- Rules (Do's and Don'ts) for all aspects - H.R., Finance, Sales, Admin etc.
- Points of contact for various issues
- Escalation structure

- Addresses Contact names and Phone numbers of regional offices and respective relevant managers
- List of client Holidays
- Service level agreements to be followed
- Response time for acknowledgement, Response time for resumes and time to fill parameters decided mutually
- Email ids, usernames, passwords and Website addresses for process requirements
- Escalation procedure and contacts for various issues including H.R., Legal, Administrative, Accounting & Finance and Marketing
- General culture & work environment
- Dress code

STEP3: A document called the "Client Delivery Process Framework" is prepared which captures all details pertaining to the client.

STEP 4: The client dedicated National Account Manager will also initiate the mapping of all the client's onboarding requirements. This will create the entire backbone of the client specific process in compliance with their needs. At a minimum, the onboarding requirements will include:

- The State of West Virginia related specific policies
- Relevant contractual terms & conditions
- Rules & Regulations - site specific & client specific
- General culture & work environment
- Dress code
- The State of West Virginia employee - LanceSoft consultant issues
- Escalation procedures
- Work site familiarity (at most times a site visit on the day of start of the project is arranged).

STEP 5: LanceSoft firmly believes in the importance of training and orientation to its employees. Training activities at LanceSoft constitute a major human resources development effort and forms an integral part of the employee's career development plan. LanceSoft's training program encompass technology skills, soft skills, presentation & communication skills, line of business / domain skills and specific client-related orientation regarding client specific policies, culture, terms & conditions, rules & regulations and work site familiarity.

8. ABILITY

Success at LanceSoft is a very well-articulated and metric-based function. We monitor various quality metrics on a continual basis that includes requirement coverage ratio, shortlist ratio, Interview ratio, Shortlist ratio, Interview ratio, start ratio, No- starts/dropouts/back-outs ratio, Tenure completion ratio, Attrition ratio, Customer satisfaction as well as Onboarding/Off- boarding compliance issues and contractor's issue resolution metrics. Below are our typical SLA's that we maintain in our program:

- Submission rate: 98.5% Avg.
- Shortlist ratio: 80% Avg.
- Interviews: 40% Avg.
- Conversion of interviews to hires: 45% Avg.
- Non-Delivery: 0.5 Avg.
- Attrition (before assignment end date): below 2%
- Average tenure in position: 12 months
- Measures of customer satisfaction: Internal SLAs and Performance Metrics.

DEDICATED ACCOUNT MANAGEMENT TEAM: We follow well defined and documented team management approach for handling such contracts to ensure that contract requirements are supported. We will assign State of West Virginia with a dedicated Account Management team to ensure the right delivery of services and needs are fulfilled with huge State of West Virginia satisfaction. Our Account Manager & Account Executives will work very closely with State of West Virginia and LanceSoft on-site staff.

TALENT POOL: To stay ahead of competition in our recruiting, we have moved to a pro-active recruiting model instead of a reactive one (job boards-based recruiting). LanceSoft has been able to intelligently build an extensive database of **over 15 million qualified profiles of the candidates out of which 1 million candidate profiles that are relevant to State of West Virginia' requirements** are authorized to work in the USA. This vast database has individuals who have worked with us or have been qualified by us in the past. This pool also comprises of a large base of precleared candidates that have demonstrated working experience in a diverse project environment and are highly qualified to best suit the requirements of State of West Virginia. We have **SPECIALIZED RECRUITING TEAMS FOR OUR CLIENTS** that have the combined creative, technical, business and domain experience in the domain and hence are highly capable of screening the best-fit candidates for any **GENERIC/HARD TO FIND SKILLSET-SPECIFIC** positions.

OTHER SERVICES OFFERED

SPECIALIZED IT RECRUITING: LanceSoft has invested in building recruiting teams with specialized knowledge across a broad set of IT services including SAP, Data Analytics, Cyber Security, Emerging Technologies (e.g. AI/ ML/ Blockchain), JAVA Development (Full stack, Node.js, React.js). We have IT recruiters that are aligned to the different IT service pillars, based on their requisite knowledge and experience. This "horizontal" IT knowledge combined with the "vertical" domain knowledge is a very powerful combination that enables us to consistently have a very high submission and closure rate with our clients and also helps weed out potential fake candidates, given the high degree of knowledge our recruiters possess.

ERP/ EPM: SAP, Oracle, PeopleSoft CRM/ HRMS/ FM/ EPM/ CS, People Tools, SAP HR/ Financials/ Logistics.

SAP Technical: ABAP, HANA, BASIS, NetWeaver, SAPUI5, Leonardo

SAP Functional: Success factors, MRS, MM, SD, PPM, PLM

SAP Techno - Functional: Process Integration, R/3, PP, BW, EC, SEM

Project Management: PMP certified, Project management, Risk management, Resource planning, Cost Analysis, Documentation and Communication

Business Analysts: Requirement analysis, Cost-benefit analysis, risk identification/ management, Rational Suite, DOORS, Clear Quest, VISIO, iGraphics,

Data Analytics/ Reporting - Hadoop, Spark, Python, QlikSense, Cassandra

Database/ Modelling: SAP HANA, Oracle, Sybase, Informix, MS-SQL Server, MySQL, DB2, Access, Oracle E-Business Suite, UML, Erwin ERX

Web/ Application Server/ Middleware: IIS, WebLogic, WebSphere, Apache, PWS, JWS, COM/DCOM/CORBA, EAI, MQ-Series, WEB Services, Tuxedo

SharePoint: Microsoft Office SharePoint Server 2007, SharePoint Portal Server 2003/ 2007/2010, SharePoint Designer 2007/2010, Web Parts, Microsoft InfoPath 2007/2005/2003, Windows Workflow Foundation, Business Data Catalog, Form Services, Excel Services, K2 Black pearl.

BI/ Data Warehouse: Informatica, COGNOS, Business Objects, Brio, TERADATA, Tableau, TIBCO, SAP BI

LAN/ WAN/ WEB SERVER: LAN/WAN – Cisco, Novell, Microsoft, Server security (NT/ Windows2000, Active Directory), Network security (firewalls, intrusion detection, etc.), Network protocols- TCP/IP, DHCP, DNS, WINS, SNMP, SMTP, NAT (Infrastructure, Network Server, Composite Baseline Analysis), Network planning and topology – Windows NT/2000, HP-UX, Solaris, Linux, UNIX

Desktop/ PC Support: Installing/ configuring/ troubleshooting/ repairing PC hardware and peripherals, PC desktop applications and software, Novell Client 4.91, Remote Desktop Management and Windows 2003 Server.

Mainframe: IBM mainframe, z/OS, JCL, TSO/ISPF, system utilities, COBOL 370, CICS, COBOL, ADABAS/ Natural, Endeavor, RACF, N20, CA7, EOS, CA-ADSO, IBM/DB2 for OS390, COBOL/ DC

System Administration: Analyzing system logs, identifying potential issues, integrating new technologies, routine audits of systems and software, applying operating system updates, configuration changes, Installing and configuring new hardware, user account information, answering technical queries, security, documenting the configuration of the system, System performance tuning.

Reporting: Crystal Report, MSSQL Reporting services, Data Dynamic Active Reports

Security - SOC, Penetration Testers, Data/ App Security/ Compliance

Testing: Quick Test Pro, LoadRunner, WinRunner, Test Director, Rational Robot, Rational Test Manager, Performance Studio, QA Run, QA Director

UPTECH– LanceSoft will leverage our training subsidiary named UPTECH, to customize and curate a training program to develop and upskill talent with the necessary knowledge and understanding that aligns with the real-world enterprise business needs, for State of West Virginia’ talent needs, to help address the opportunity/ skill gap that exists in the market and to also support hard to fill/ niche talent skills. At UPTECH, we work in collaboration with young, diverse talented adults and corporate businesses to help narrow the opportunity gap by:

- UP Skill – We build customized and curated training curriculums in collaboration with business enterprises to ensure these young adults are trained and skilled on technology that is aligned to enterprise business requirements and goals
- UP Knowledge & Experience – We train our employees in a simulated business environment. Through immersive learning and a cutting-edge curriculum adapted in real time by industry professionals, we deliver training in person to prepare employees with the knowledge and professional experience that will simply integrate into a company’s current technology teams.

PAYROLL- LanceSoft offers nationwide, comprehensive payrolling solutions to its clients who have workforce needs and thus, helps them in reducing costs and mitigating any risks associated with engaging self-identified employees. As part of our payrolling services, LanceSoft provides the following suite of offerings:

- Complete Candidate Onboarding
 - New Hire documentation
 - Adherence to Client-specific Policies
 - Work Authorization Verification
 - Background Checks/Drug Screening
 - Employee Orientation
 - General HR Activities
 - Employee Engagement
 - Payroll Processing
- Timesheets and Expense management
- Benefits Administration
 - Medical
 - Dental
 - Vision
 - Disability Insurance and a 401(k)
- Employee Insurance Coverage
 - Workers’ compensation
 - Commercial liability
 - Errors & Omissions and Other Insurance policies.

We payroll the client-referred resources on a contingent basis by being their Employer of Record and manage every aspect of payrolling, ensuring consistency, accuracy and 100% compliance to all statutory requirements. We also ensure to maintain an effective employer-employee relationship, while relieving our clients from any administrative burdens of managing their employees and protecting them from any potential co-employment concerns.

ADDING VALUE THROUGH CPX: As an added value to our clients, LanceSoft offers our proprietary software, CPX. Our proven office Automation placement technology, CPX provides a network portal, which allows our recruiting professionals to respond to our clients' needs with unprecedented speed and precision by tapping into an exponentially larger candidate pool to capture more precise results with a faster delivery.

CPX ensures rapid, reliable, and high-quality staffing solutions as this function expands the automated applicant sourcing process beyond simple names, resumes, and contact details. This software scours through the nearly 15 million qualified candidates in LanceSoft's database of detailed personnel profiles gathered from expertly structured associate interviews to include personalities, temperaments, and strengths, as well as backgrounds and activity comments left by other LanceSoft account managers. Qualified candidates are quickly tracked and identified, staffing vacant positions more quickly and efficiently than ever before. This translates into an immediate, positive difference, both operationally and financially for our clients.

LanceSoft has developed a web based, state-of-the-art system – CPX, built on cloud that automates key business functions such as Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Applicant Tracking, Requisition Management, Employee Management, Finance and Accounting, Human Resource (HR), Payroll, Billing, Drug & Background checks, On boarding, Off boarding, Asset and Project Management and Timesheet & Expense. The objective of building this system is to increase the internal efficiencies and speed, control costs and provide cost effective services to our clientele. LanceSoft would like to propose this tool to State of West Virginia.

We have the **CAPABILITY TO CONDUCT DUE DILIGENCE** on contract resources with the help of our multi-Jurisdictional partners for criminal background checks, drug testing & personal profile reviews before on-boarding them onto a client opportunity, thus providing only Highly Capable, Dependable, Mature & Qualified resources with a clean employment history.

DEDICATED ACCOUNT MANAGEMENT TEAM: We provide superior quality & cost-effective staffing solutions to our clients via a Client-Focused, Dedicated Account Management approach. This team comprises of an Account Manager (AM), Recruiting Manager, Team of Recruiters, Operations and Compliance Manager, and Human Asset Management Group (HAMG). This client-dedicated team also has direct access to various support teams viz., Quality, Marketing Support, IT Infrastructure, Legal & Contracts, Timesheet Administration and Finance (Accounting). This model will always allow us to focus solely on the client's needs while providing local resourcing and account management and ensuring smooth functioning of the program. The aim of this setup is to provide undivided attention and care to every LanceSoft relationship. Management of temporary labor, whose functionalities are drawn ahead.

CLIENT DELIVERY PROCESS FRAMEWORK: At the beginning of a new client relationship, LanceSoft's Account Management Team spends considerable time with the Client Management team to map and understand the account. Based on the initial discussions, a "**CLIENT DELIVERY PROCESS FRAMEWORK**" document is prepared, which captures all the details pertaining to the client. Additional information relevant to each region is also added to this document and it is circulated to all LanceSoft-Client team members at all locations servicing the client with all the special notes, structures and policies defined in this document. This ensures that all locations servicing the client adhere to all contractual obligations and business rules of the client program.

LanceSoft follows best-in-class business processes that add value to the client program, thereby setting a benchmark for all other organizations. By implementing these unique approaches in delivering our Contingent Workforce solutions to our clients.

CREA8IVE STAFF: LanceSoft has joined the chase of companies moving their marketing in-house through its division called “Crea8ive Staff”. Crea8ive Staff is a certified MBE with the NMSDC giving you the highest standard in supplier diversity.

Crea8ive Staff provides visionary, digital, marketing, and production talent with the niche skills clients need, at significantly lower margins than the competitors, allowing clients to meet budgetary requirements with ease. Crea8ive Staff provides a 360 view of candidates through high touch processes versus keywords pulled by AI that can’t see or understand an individual’s capabilities.

Crea8ive Staff massively invests in its recruiting team, building a talent pool community that’s been selected for their world class work and creativity that can be scaled to client’s needs with speed. It is agile, able to efficiently and very economically undertake projects and remain true to brand

Crea8ive staff employs a highly trained manager on each candidate for approval before sending it out to clients in order to minimize the time spent on reviewing resumes. Reviews after approval from manager are sent to clients each morning assuring insanely fast turnarounds.

Crea8ive Staff produces work from the design of brochures and presentation materials, to UI design and custom website development, and production of content for client’s website, social platforms, or events.

BACK-OFFICE PROCESSING: Payroll Processing, Taxes & Invoicing, Timesheet Management, Onboarding & Off Boarding, HR & Legal, etc.

ENTERPRISE SOLUTIONS: Statement of Work, Web Application Design & Development, Project Management, etc.

Well Defined Recruitment Approach: Our experience, proven through the successful management of temporary labor contracts supporting Universities, federal, state and local clients in various states, has shown that each step is essential for recruitment success, no matter how great the hiring volume or how deep the logistical complexity. Our recruitment team consists of 400+ recruiters, data miners and research analysts, having average experience of 8+ years recruiting professionals to support our customers. We proactively recruit and maintain full pipeline preferably local qualified candidates who are readily available to start work on contracts.

Ability to staff work request/ task orders immediately: We understand the importance of the initiatives taken by the UK and we are committed to provide our best resources. LanceSoft Inc has excellent resources in its resume database pool for various categories required by the State of West Virginia. LanceSoft has more than 80,000 highly proficient and experienced candidates in our resumes database as required by State of West Virginia. We keep on updating this database enabling us to meet requirements of client with short-term notice.

Well Established & Financially Stable Company: LanceSoft is financially stable and rapidly growing company having annual revenue of US \$87 million for the year 2018. LanceSoft currently has a credit line of US \$10M and has the required financial capacity to provide the services. We don’t have any short term

or long-term debts. LanceSoft assures UK that it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source.

LanceSoft Delivers the Right Employee: Our engagement process is focused on our clients and their business needs. This consultative approach, known as our Perfect Fit Program, details from start to finish how our staffing firm selects the perfect candidate for client's organization. The Perfect Fit Program includes five phases, which are customized to most effectively service your account.

- *Customer Analysis* - We document & understand our client's business needs and determine the services that will make staffing process more efficient and effective.
- *Sourcing* - Our professional recruiters quickly identify the most qualified candidates using their industry knowledge and the extensive networks of our staffing firm.
- *Screening* - At LanceSoft, we get to know each candidate beyond just their resume. We find out the skills and qualities that will achieve the perfect fit for your position.
- *Selection* - To complete the hiring process, we ensure all forms, screening and certifications are verified before the employee starts.
- *Performance Monitoring* - We continually monitor our performance and the performance of our employees to make sure you are continually satisfied with our service

Sourcing Methodology: Our sourcing methodology has helped us develop a fine-tuned process to get the best qualified and equipped candidates meeting the customer's technical and soft skills. Our search capability entails all necessary industry experience, strong relationships at national level and wide access to a database of candidates

Local Employment Agencies: We have registered our company with local employment agencies and post the job requirement there. We also use resumes of qualified candidates registered with these local employment agencies and we also have maintained a large network of resources that help us to accomplish any task order in limited span of time.

Enforce Work and Quality Standards: Our Account Manager will also serve in the capacity of Quality Manager. The Account Manager will continuously monitor staff performance, project progress and service-level goals. All candidate's performance, project deliverables, including monthly reports, will be read and approved by the Account Manager and issues arising in the quality of deliverables will be monitored and proactively resolved by the Account Manager.

LanceSoft will maximize the use of performance monitoring, trend analysis, monthly progress reporting, and resource management to communicate effectively contract-related information to UK staff to support their strategic planning and decision-making activities. These performance monitoring, trend analysis, and resource management processes will be ongoing; detect potential and actual problem areas; and allow the Account Manager maximum lead-time to reallocate resources and re-establish priorities to resolve issues in a timely manner. These processes also affect financial contract performance, work completed, work in progress, challenges, and overall project progress. All these project components play a role in UK strategic planning and decision-making. The processes that LanceSoft will implement will provide the real-time data needed for effective, efficient, and timely planning and decision-making.

LanceSoft Inc recognizes that the key to management of quality services begins with clear articulation and development of quality processes and procedures for project execution. LanceSoft is an ISO 9001:2015,

ISO 14001-2015&ISO 27001-2013 quality certified organization and is currently maintaining Standard Operating Procedures (SOPs) for the management and update of their regional office policies and procedures. LanceSoft has the expertise to develop and maintain quality SOPs. At task order inception, we will begin developing and maintaining quality SOPs to guide task order execution. When changes occur, documentation will be updated throughout the organization and appropriate notification will be issued to impacted parties. The benefits associated with our approach to documentation management include:

- Increased efficiency through faster identification of potential solutions, thereby increasing the problem-solving capacity of resources
- Allowing reuse of existing knowledge and solutions
- Enabling self-service for easy-to-access solutions to end user via the Web
- Accelerating ramp-up time for new hires through delivery of web-based training methodologies and standardization of help desk policies and procedures

Controlling costs by using the information in the knowledge database to standardize and develop repeatable processes to ensure accuracy

9. REFERENCE

Reference-1:

Name of the Client: Massachusetts Executive Office of Health and Human Services (EOHHS) – IT
Address: 1 Ashburton Pl 11th floor, Boston, MA 02108, USA
Contact Name: Kara Banderier
Contact Title: EOHHS IT Contractor Staffing Coordinator
Telephone Number: 617-348-5029
Email Address: Kara.Banderier@state.ma.us
Scope: Serving their Contingent Workforce requirements.
Value of the contract: \$1.2 million
Work done as: Prime Contractor

Reference-2:

Name of the Client: S&P Global
Address: 1700 North Moore St., 11th Floor, Suite 1110, Arlington, Virginia, 22209, United States
Contact Name: Henry Murphy
Contact Title: Global Director Indirect Procurement
Telephone Number: 212-438-0060
Email Address: henry.murphy@spglobal.com
Scope: Serving their Contingent Workforce requirements.
Value of the contract: \$1.2 million
Work done as: Prime Contractor

Reference-3:

Name of the Client: Gwinnet County Government
Address: 770 Hi Hope Rd Lawrenceville, GA 30044
Contact Name: Melanie Brooks



Contact Title: Office Manager, Information Technology
Telephone Number: 770-822-7905
Email Address: melanie.brooks@gwinnettcountry.com
Scope: Serving their Contingent Workforce requirements.
Value of the contract: \$0.60 million
Work done as: Prime Contractor

10. DESIGNATED CONTACT

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Prashant Arni, Sr. V.P. Delivery and Operations

(Name, Title)

Prashant Arni, Sr. V.P. Delivery and Operations

(Printed Name and Title)

13454 Sunrise Valley Drive, Suite 120, Virginia, 20171

(Address)

Phone: 703-674-4500 Fax: 703-889-6500

(Phone Number) / (Fax Number)

marketing@lancesoft.com

(email address)

11. CERTIFICATION AND SIGNATURE

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

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

LanceSoft Inc.

(Company)

Prashant Arni, Sr. V.P. Delivery and Operations

(Authorized Signature) (Representative Name, Title)

Prashant Arni, Sr. V.P. Delivery and Operations

(Printed Name and Title of Authorized Representative)

03/02/2011

(Date)

Phone: 703-674-4500 Fax: 703-725-9546

(Phone Number) (Fax Number)

12. CONTRACT MANAGER

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.

Name: Prashant Arni

Title: Sr. V.P. Delivery and Operations

Office Phone: 703-674-4500

Cell Phone: 703-725-9546

Fax Number: 703-889-6500

Email Address: marketing@lancesoft.com

13. PURCHASING AFFIDAVIT

STATE OF WEST VIRGINIA

Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: LanceSoft Inc.

Authorized Signature: 

Date: 03/01/2022

State of Virginia

County of Fairfax, to-wit:

Taken, subscribed, and sworn to before me this 01 day of March, 2022.

My Commission expires _____, 20____.

AFFIX SEAL HERE

NOTARY PUBLIC _____

Purchasing Affidavit (Revised 01/19/2018)

14. ADDENDUM ACKNOWLEDGEMENT

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.

LanceSoft Inc.

Company



Authorized Signature

03/02/2022

Date

NOTE: This addendum acknowledgment 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	\$60.00	\$60.00	\$62.00	\$62.00	\$507,520.00
4.1.1	Senior Mainframe Application Analyst (Remote Work)	2080	EA	\$60.00	\$60.00	\$62.00	\$62.00	\$507,520.00
4.1.2	Mainframe Application Analyst (On-Site)	2080	EA	\$50.00	\$50.00	\$52.00	\$52.00	\$424,320.00
4.1.2	Mainframe Application Analyst (Remote Work)	2080	EA	\$50.00	\$50.00	\$52.00	\$52.00	\$424,320.00
4.1.3	Senior Application Oracle Database Administrator (On-Site)	2080	EA	\$76.23	\$76.23	\$78.52	\$78.52	\$643,785.11
4.1.3	Senior Application Oracle Database Administrator (Remote Work)	2080	EA	\$76.23	\$76.23	\$78.52	\$78.52	\$643,785.11
4.1.4	Application Oracle Database Administrator (On-Site)	2080	EA	\$56.00	\$56.00	\$58.00	\$58.00	\$474,240.00
4.1.4	Application Oracle Database Administrator (Remote Work)	2080	EA	\$56.00	\$56.00	\$58.00	\$58.00	\$474,240.00
4.1.5	Senior Application DB2 Database Administrator (On-Site)	2080	EA	\$78.56	\$78.56	\$80.91	\$80.91	\$663,393.93
4.1.5	Senior Application DB2 Database Administrator (Remote Work)	2080	EA	\$78.56	\$78.56	\$80.91	\$80.91	\$663,393.93

4.1.6	Application DB2 Database Administrator (On-Site)	2080	EA	\$64.34	\$64.34	\$66.27	\$66.27	\$543,346.88
4.1.6	Application DB2 Database Administrator (Remote Work)	2080	EA	\$64.34	\$64.34	\$66.27	\$66.27	\$543,346.88
4.1.7	Programmer Analyst (On-Site)	2080	EA	\$48.40	\$48.40	\$49.85	\$49.85	\$408,707.21
4.1.7	Programmer Analyst (Remote Work)	2080	EA	\$50.00	\$50.00	\$52.00	\$52.00	\$424,320.00
Grand Total								\$7,346,239.04

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.

Prashant Arni

Vendors Signature: