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Header 1

List View

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

Procurement Folder: 986667

Procurement Type: Central Master Agreement

Vendor ID: VS0000005897

Legal Name: INFOJINI INC

Alias/DBA:

Total Bid: \$522.00

Response Date: 03/03/2022

Response Time: 12:42

Responded By User ID: statebids

First Name: Sandeep

Last Name: Harjani

Email: statebids@infojiniconsult

Phone: 4432570086

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2200000122

Published Date: 2/24/22

Close Date: 3/3/22

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM NO\_1 WVDOT IT Temporary Staffing Services

Total of Header Attachments: 1

Total of All Attachments: 1



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 ESR0303220000005363	1

**VENDOR**  
 VS0000005897  
 INFOJINI INC

**Solicitation Number:** CRFQ 0803 DOT2200000122  
**Total Bid:** 522  
**Response Date:** 2022-03-03  
**Response Time:** 12:42:02  
**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				76.00

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				62.00

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				85.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Senior Application Oracle Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Application Oracle Database Administrator				75.00

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				80.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Senior Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Application DB2 Database Administrator				80.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				64.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

PC Programmer Analyst



# Request for Quotation WVDOT Information Technology Temporary Staffing Services (81220053)

## Response to RFQ

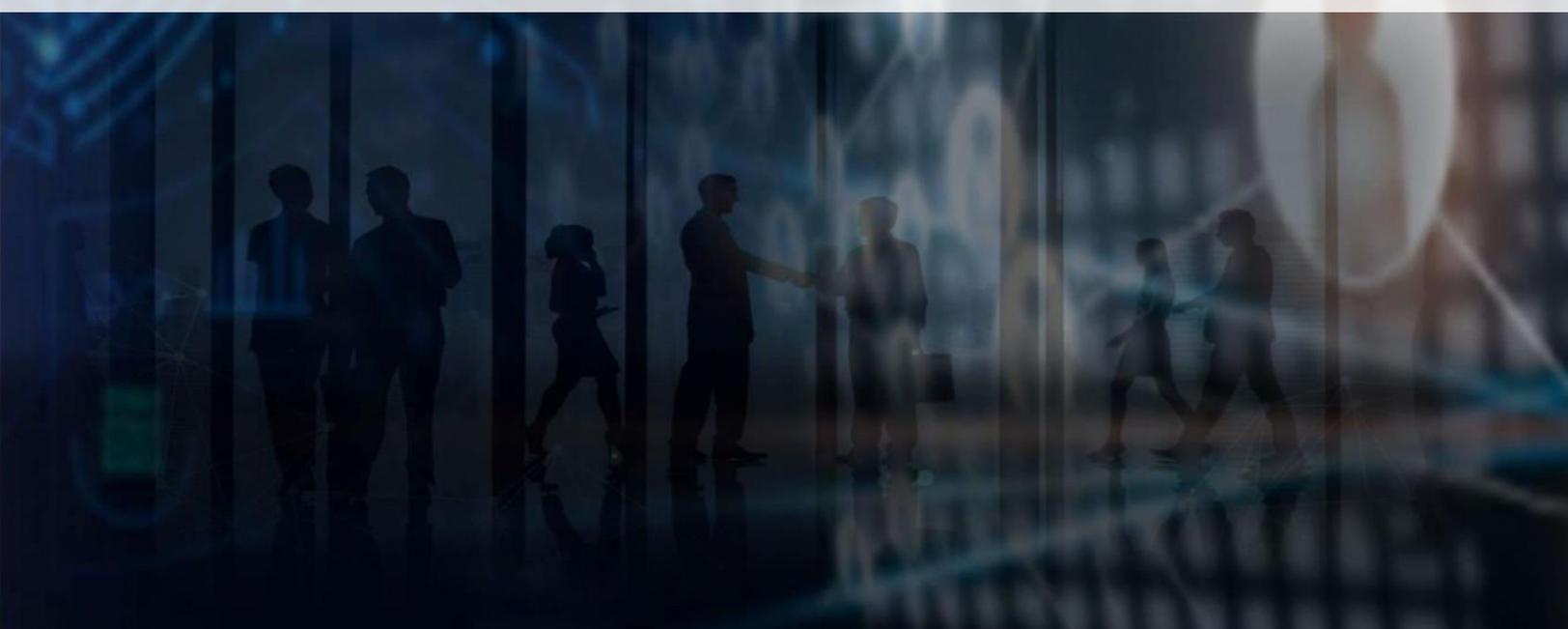
**Due Date / Time: March 03, 2022, at 01:30 PM EST**



**Submitted By:**  
**INFOJINI, INC.**  
**Sandeep Harjani, President**  
**HQ:** 10015 Old Columbia Road, Suite B 215,  
Columbia, MD 21046  
**Phone:** 443-257-0086  
**FAX:** 443-283-4249  
**Email:** [statebids@infojiniconsulting.com](mailto:statebids@infojiniconsulting.com)  
[www.infojiniconsulting.com](http://www.infojiniconsulting.com)



**Submitted To:**  
**West Virginia Department of Transportation**  
**Address:** Department of Administration,  
Purchasing Division, 2019 Washington Street  
East, Charleston, WV 25305-0130  
[www.transportation.wv.gov](http://www.transportation.wv.gov)



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**COVER LETTER**

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March 3, 2022

**Attn:** West Virginia Department of Transportation

Subject: Infojini Inc.'s response to "***Request for Quotation - WVDOT Information Technology Temporary Staffing Services (81220053)***" issued by the West Virginia Department of Transportation.

Infojini Inc. (Infojini) appreciates the opportunity to bid for this RFQ issued by the West Virginia Department of Transportation. We understand that the authority is seeking qualified, experienced, and trusted industry partners to provide high-quality temporary staffing services across job classifications - ***Senior Mainframe Application Analyst, Mainframe Application Analyst, Senior Application Oracle Database Administrator, Application Oracle Database Administrator, Senior Application DB2 Database Administrator, Application Database Administrator, and PC Programmer Analyst.*** Infojini is fully qualified to provide temporary staffing services to the WVDOT across these job disciplines. To seamlessly support the IT temporary staffing requirements under this contract, Infojini will leverage its prior experience of working with the WV-based and Transportation sector clients, and its robust Staffing Approach tailored to expeditiously fill the work requisitions. We aim to provide the WVDOT with thoroughly evaluated candidate resumes with strong work history and qualifications, and rigorously scrutinized and tested candidates with desired proficiencies to meet WVDOT's requirements. We have **500+** existing professionals in the capacity of serving across the job classifications mentioned in this solicitation. We regularly check the project completion dates and add them to our database. Such existing professionals can be utilized for meeting the urgent temporary staffing needs of the WVDOT.

Infojini is an ***ISO 9001, 20000-1 & 27001 Certified, M/S/DBE Certified*** as well as ***SWaM*** certified business specializing in all aspects of ***IT Staff Augmentation services, Enterprise Architecture Services, Information and Infrastructure Architecture, Networking, Cyber Security, Business Applications Services, Consulting Services, Cloud Support, Cloud and Hybrid hosting, Business Process Management, Salesforce Support, O365 Support, Database Management, Managed Services, Oracle PeopleSoft, ERP Implementation and Support, Quality Assurance, Application Development and Maintenance, Website and Mobile Application*** solutions.

We have been adding value with our streamlined IT Staff Augmentation processes to reduce the ***Staffing Delivery Time, Bulk Hiring, Performance Metric & Measurement, Reduce and Control Operating Cost*** to our customers' recruitment initiatives as a trusted staffing partner for their short-term; long-term projects; contract to hire and direct hire arrangements.

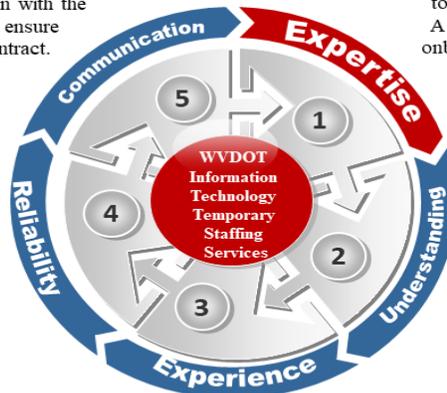
Infojini has **15+** years of experience in providing recruitment services to clients such as but not limited to the ***State of West Virginia, The West Virginia Purchasing Division - West Virginia Department of Health and Human Resources, Illinois Department of Transportation, Santa Clara Valley Transportation Authority, Information Technology Consulting Services (METRA),***

Montachusett Regional Transit Authority (MART), Utah Transit Authority, The Maryland Department of Transportation (MDOT), Rural Health Network of South-Central New York (RHNSCNY), and Hampton Roads Transit. We have successfully provided 8000+ qualified staff support to various government agencies including the State of West Virginia.

Our rationale to deliver the best value to WVDOT throughout the life of the contract is based on our **5 Key Success Factors**.

Dedicated Account Management Team for transparent communication with the WVDOT to mitigate risk and ensure successful delivery on the contract.

Financially stable, low risk on D&B report, great PayDex score of 80, Proven Recruitment Engine on Government Contracts to provide qualified resources within the 24-48 Hours. Best Retention Plan and Employee Relations Team to reduce attrition.



Strong expertise in providing staffing to over 150+ Government Agencies. A highly experienced team in hiring, onboarding and managing employees for similar contracts.

Dedicated team of Recruiters and Quality Analysts who have in-depth understanding of the Transportation sector clients and has experience of more than 10 years working on similar positions and clients such as Information Technology Consulting Services (METRA), The Maryland Department of Transportation (MDOT) etc.

15+ Years of experience in providing IT as well as Non-IT temporary staffing services to various Transportation sector clients such as *Illinois Department of Transportation, Santa Clara Valley Transportation Authority, The Central Ohio Transit Authority (COTA), Texas Capital Metropolitan Transportation Authority (CMTA) and more..*

Infojini’s approach to providing temporary staffing services to WVDOT across the job classifications mentioned in this solicitation is governed by industry best practices to ensure conformance with the establishment’s mission, vision, values as well as acceptable customer service standards. Moreover, our familiarity with the project requirements and thorough understanding of the WVDOT’s IT staffing needs would allow us to ensure seamless service delivery throughout the contract life by:

- *Leveraging our prior experience of working with Transit Sector and State of WV-based clients on similar contracts.*
- *Capitalizing on our local talent pool of 15000+ resumes aligned with WVDOT’s IT temporary staffing needs and operational capabilities to deliver more consistent and reliable temporary staffing services.*
- *Working closely with the WVDOT’s key stakeholders to achieve continuous improvement.*
- *Adhering to a robust performance management roadmap to ensure personnel performance exceeds WVDOT’s expectations throughout the life of the contract.*

Infojini has read and understood **Addendum No.1** released by the authority concerning this RFQ. If you have any questions, require more information, or desire to negotiate this proposal, please contact the authorized individual to bind the firm to all statements and proposed services offered in this proposal, Mr. Sandeep Harjani, President, Infojini Inc.



Sincerely,

A handwritten signature in black ink, appearing to read "Sandeep", written over a horizontal line.

**Sandeep Harjani, President**

**Infojini, Inc.**

**Principal Office.** 10015, Old Columbia Road, Suite B215, Columbia, MD 21046

**Phone:** 443-257-0086 | **Email ID:** [statebids@infojiniconsulting.com](mailto:statebids@infojiniconsulting.com)

**Federal Tax Identification Number:** 20-4624920

## 1 QUALIFICATIONS

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

**Infojini Inc.** (Infojini) is a Maryland-based *ISO 9001, 20000-1 & 27001, M/S/DBE* as well as *SWaM* certified business. We are a leading strategic staffing services provider in the United States, with **15+** years of demonstrated industry experience and unparalleled capability of serving to governmental agencies including (*Local, State*) of all levels (*Citywide, Countywide, and State-wide*) as well as commercial enterprise business firm(s). Infojini has fully functional regional offices located across the state of *Maryland, Virginia, Pennsylvania, Ohio, Colorado, Missouri, Texas, New Jersey, New York, Massachusetts, Indiana, Minnesota, North Carolina, Illinois, Michigan, California, Kansas,* and *Georgia.*

We specialize in all aspects of *IT Staff Augmentation services, Enterprise Architecture Services, Information and Infrastructure Architecture, Networking, Cyber Security, Business Applications Services, Consulting Services, Cloud Support, Cloud and Hybrid hosting, Business Process Management, Salesforce Support, O365 Support, Database Management, Managed Services, Oracle PeopleSoft, ERP Implementation and Support, Quality Assurance, Application Development and Maintenance, Website and Mobile Application* solutions..

**Our Vision:** Infojini’s vision is to achieve global IT services leadership in providing value-added high quality IT solutions to our clients in selected horizontal and vertical segments, by combining technology skills, domain expertise, process focus and a commitment to long-term client relationships

### Infojini at Glance

- 15+ years of experience serving over 150 Staff augmentation projects.
- Microsoft Certified Silver Partner
- ISO 90001, 20000 & 27001 Certified
- Salesforce Certified Partner
- Business Presence in 42 States
- 23 Regional Offices
- Resume Database of 2M+ Candidates
- D&B Open rating score of 95
- D&B PayDex score of 80.
- High Employee Retention Rate: 97%
- Experience in serving over 42 states and 25+ transportation sector clients across the United States.
- Dedicated project management team with strong experience and full-time availability.
- 120+ certified staff with experience implementing similar projects for government & transportation sector clients.
- 100% client satisfaction guaranteed.

### Awards and Recognition



### Certifications



### Partnerships



Figure 1: Organization Overview

Infojini has demonstrated industry experience in providing temporary staffing services to various government and commercial clients across but not limited to - **Senior Mainframe Application Analyst, Mainframe Application Analyst, Senior Application Oracle Database Administrator, Application Oracle Database Administrator, Senior Application DB2 Database Administrator, Application Database Administrator, and PC Programmer Analyst** job classifications. We maintain an active business relationship with clients in more than **42** states across the United States and have experience working on more than **150** staffing services contracts with clients such as but not limited to the **State of West Virginia, State of Pennsylvania, State of Maryland, State of Virginia, State of Kentucky, State of Ohio, City Superior Courts of California – Imperial County, Louisville Water Company, City of Chesapeake, City of Chesapeake, Missouri Veterans Commission (MVC), City of Columbia, Baltimore Metropolitan Council, West Basin Metropolitan Water District, MDOT, MDOTIT, MTA, County of San Mateo, State Of Maryland -Administrative Office Of The Courts, etc.**

- 
15+ Years of Industry Experience in Providing Staff Augmentation Services
- 
Demonstrated Prior Experience of working with the State of WV, and Transportation Sector Clients
- 
15000+ Prescreened Candidates in the State of WV aligned with WVDOT's IT Temporary Staffing Requirements
- 
Certified Microsoft Silver Partner and Salesforce Consulting Partner

**Local Clients** - Infojini has demonstrated experience in providing IT temporary staffing services to WV-based clients across different industry verticals. Please find below a partial list of our WV-based clients to whom we are providing IT temporary staffing services.

Client Name	
<i>State of West Virginia</i>	<i>West Virginia University at Parkersburg</i>
<i>Blue Ridge Community &amp; Technical College</i>	<i>West Virginia University on behalf of its Board of Governors ("BOG")</i>
<i>The West Virginia Purchasing Division - West Virginia Department of Health and Human Resources</i>	

**Experience with Transit/Transportation Clients** – Infojini has a proven track record of providing recruitment services to more than **25** transportation sector clients in 15 years of its industry experience. We have provided and continue to provide recruitment services to transportation clients across IT, Non-IT, Administration, and other industry verticals on a direct-hire, temporary, and temporary-to-hire basis. Please find below a partial list of our transportation sector clients.

Client Name	
<i>Illinois Department of Transportation</i>	<i>Santa Clara Valley Transportation Authority</i>
<i>Information Technology Consulting Services (METRA)</i>	<i>Montachusett Regional Transit Authority (MART)</i>
<i>Utah Transit Authority</i>	<i>The Maryland Department of Transportation (MDOT)</i>
<i>Rural Health Network of South-Central New York (RHNSCNY)</i>	<i>Hampton Roads Transit</i>
<i>MTA</i>	<i>National Railroad Passenger Corporation (AMTRAK)</i>
<i>Community Transit - City of Everett, WA</i>	<i>Community Transit</i>



<i>Port Of Seattle</i>	<i>Texas Department of Transportation</i>
<i>MTA Capital Construction, Long Island Rail Road and Metro-North Rail Road</i>	<i>The Golden Gate Bridge, Highway and Transportation District</i>
<i>North County Transit District</i>	<i>Regional Transportation District</i>
<i>Texas Capital Metropolitan Transportation Authority (CMTA)</i>	<i>Metropolitan Nashville Airport Authority's (MNA) Nashville International Airport (BNA)</i>
<i>Valley Transit</i>	<i>Bi-State Development</i>
<i>The Central Ohio Transit Authority (COTA)</i>	<i>Hillsborough County Aviation Authority</i>
<i>Wayne County Airport Authority</i>	<i>Wayne County Airport Authority</i>
<i>DOT - Transportation</i>	<i>City of Los Angeles, Department of Transportation</i>
<i>Port of Long Beach</i>	<i>Port Authority of Allegheny County</i>

**Clients Across the United States** – Infojini has served **200+** clients from State, County, City, Commercial, Education, Healthcare, Transportation, etc. to Fortune 500 clients. Please find below a partial list of our clients whom we are providing Staffing Services:

<b>State Clients</b>		
State of West Virginia	State of California	State of Arkansas
State of Illinois	State of Georgia	State of Iowa
State of Florida	State of Michigan	State of Montana
State of Maryland	State of New Jersey	State of North Carolina
State of Nebraska	State of New Mexico	State of Nevada
State of North Dakota	State of Oklahoma	State of Oregon
State of Texas	State of South Carolina	State of Ohio
State of Pennsylvania	State of Virginia	State of Washington
State of Utah	State of Tennessee	State of Massachusetts
State of Missouri	State of Wisconsin	State of Minnesota
State of Kentucky		
<b>County/City Clients</b>		
County of Sacramento	County of Los Angeles	County of Placer
Alleghany County, VA	Westchester County, NY	Montgomery County, PA
The City of Phoenix	Allegany County, Pennsylvania	City of Tacoma – Washington
Anne Arundel County	City of Everett, WA	Oklahoma City-County Health Department (OCCHD)
Prince William County	Commission of Montgomery County	City of San Antonio
Tarrant County	Cook County	City of Cincinnati
Prince George's County	City of Chesapeake	County of San Mateo
The County of Fresno		
<b>Commercial Sector Clients</b>		
Siemens Healthcare	Citadel Investments	Prism Communications
Constellation Energy	Barclays Bank	JP Morgan Chase Bank
Bank of America	Capital One	US Steel
Polaris Wireless	Blue Cross Blue Shields	Kenexa
Thomson Reuters	Synergy Systems and Services, Inc.	General Electric
Object Edge	Laureate Education	MSA
Respronics	Caesars Entertainment	Pepsico
<b>Education Sector Clients</b>		
The University of Oklahoma	Pennsylvania State Higher Education	Beaufort County School District
University of Massachusetts	North Carolina A & T University	Clemson University



Charleston County School District	Texas Department of Education	Dept. of Education – Maryland
University of Central Florida	Baltimore City Community College	Baltimore County Public Schools
Burlington County College	Maryland Higher Education Commission	Arizona State University
University of Austin	University of Texas	University of Maryland University College (UMUC)
University of Maryland (UMD)	South Carolina Department of Education	Los Angeles County Office of Education
Board of Education of the City of Chicago	West Virginia University at Parkersburg	Los Angeles County Office of Education
Pima County Community College District	Montgomery College	University of Wisconsin-Madison
California State University	Virginia Community College System	The Board of Education of Baltimore County
Austin Community College (ACC) District		
<b>Healthcare Sector Clients:</b>		
Maryland Health Benefit Exchange	SC Department of Health and Human Services (DHHS)	NC Dept. of Medicaid and Medicare Information System (MMIS)
NC Department of Health and Human Services (DHHS)	State of Texas Health and Human Services Commission's (HHSC)	Siemens Medical Solutions
Texas Dept. of Health and Human Services	Einstein Healthcare	Dept. of Health and Mental Hygiene
State of Virginia Medicaid	The University of Oklahoma Health Sciences Center Purchasing Department	Washington Health Benefit Exchange
Oklahoma City – County Health Department		
<b>Other Clients:</b>		
Rural Health Network of South-Central New York	California Dept. of General Services	Superior Court of California, County of Los Angeles, CA
Oklahoma City – County Health Department	Maryland Judiciary Department	Office of Management & Enterprise Services
Charlotte Housing Authority	Consolidated Technology Services (CTS)	Virginia Tech
Louisville water company	Maryland Department of State Police	Idaho Division of Veterans Services
BakerRipley	Port of Seattle	CalPERS
City of Brooklyn Park Communications	Baltimore Metropolitan Council	The Sacramento Municipal Utility District
NYCHA	Office of State Courts Administrator	The Board of Directors of Sanitation District No. 1
Washington State Department of Licensing	The Board of Governors of the Federal Reserve System	The Metropolitan Water District of Southern California
Office of Management & Enterprise Services	Pennsylvania Dept. of Human Resources	Washington State Dept. of Labor and Industries
NC Department of Enterprise Services	NC Department of Revenue	



Infojini has successfully provided **8000+** qualified staff support to various government agencies including the State of West Virginia. Please find below a partial list of our ongoing projects:

Contract Name	Client	Period of Performance
Consulting and Technical Services	State of Maryland, DoIT	May 2013 – Present
Temporary Staffing Services	Texas Capital Metropolitan Transportation Authority	June 2017 – Present
Information Technology Consulting Services	METRA	Aug 2017 – Present
Information Technology Professional Services	State of Washington	May 2012 – Present
IT Staff Augmentation Services	State of Texas	April 2011 – Present
IT Staff Augmentation Services	State of South Carolina	Feb 2012 – Present
Short-Term IT Consulting Services	State of North Carolina	June 2014 – Present
IT Staff Augmentation Services	State of Florida	Oct 2016 – Present
IT Staff Augmentation Services	California Administrative Office of Courts	May 2012 – Present
IT Professional Services	Washington Suburban Sanitary Commission (WSSC)	Feb 2016 – Present
IT Services Contract	State of Montana	June 2016 – Present
SITE Master Contract	State of Minnesota	Aug 2016 – Present
IT Professional Services	State of North Dakota	July 2017 – Present
ITS63	Commonwealth of Massachusetts	June 2018 – Present
SW1025	State of Oklahoma	Jan 2017 – Present
IT Professional Services	State of Ohio	Jan 2016 – Present
IT Staff Augmentation Services	State of New Mexico	Dec 2015 – Present
IT Professional and Technical Services	Utah Transit Authority	June 2017 – Present
IT Professional Services	Anne Arundel County	Jan 2018 – Present
IT Staffing and Consulting Services	University of Oklahoma	Aug 2017 – Present
MSA IT Temporary Staff Augmentation, Recruitment & Examination Services	Superior Courts of California	June 2017 – Present
IT Support Services	County of Placer	Jan 2018 – Present
Information Technology Professional Services	City of Phoenix	Aug 2018 – Present
IT Staff Augmentation Services	University of Massachusetts	Dec 2018 – Present
Citywide IT Staff Augmentation	City of Cincinnati	Nov 2017 – Present
IT Resource Providers	State of Illinois	Nov 2018 – Present
Temporary Information and Technology Professionals	LACOE	Oct 2017 – Present
Professional and Technical Staffing and Services	MTA, NY	Dec 2017 – Present
IT Consulting Services Roster	Community Transit - City of Everett	Dec 2017 – Present
IT Staffing Augmentation Services	Tarrant County	Mar 2018 – Present
Information Technology Staffing	County of Sacramento	April 2018 – Present
IT Technical Services IDIQ	Port of Seattle	Feb 2018 – Present
Technology Support Staffing Services	Baltimore County Public Schools	June 2015 – Present
Information Technology Contracting Services	Montgomery County	Jan 2018 – Present
Information Technology Consultants Spring-Fed Pool	CalPERS	Feb 2018 – Present
Information Technology Temporary Personnel Services	California State University	Jan 2018 – Present
IT Consulting and Support Services IDIQ	Maryland Health Benefit Exchange	Nov 2014 – Present



IT Temporary Services	Office of State Courts Administrator (OSCA)	June 2018 – Present
IT Contingency Staffing	County of San Mateo	Mar 2018 – Present
Information Technology Staffing Services	The Board of Education of Baltimore County	June 2018 – Present
Information Technology Consulting and Support Services	Cook County	June 2017 – Present
IT Services MSA	The Board of Directors of Sanitation District No. 1 (SD1) Commonwealth of Kentucky	Aug 2018 – Present
Staff Augmentation Services for IT and General Professional	NYCHA	Oct 2018 – Present
On-Call Professional Temporary Services	The City of Minneapolis	Nov 2018 – Present
IT Professional Services	Washington Health Benefit Exchange	Dec 2018 – Present
On-Call Information Technology Consulting Services	Metro - Bi-State Development	Feb 2019 – Present
Staff Augmentation Services	Texas Department of Transportation	Dec 2019 – Present

Infojini has been serving similar IT staffing needs of its clients within and outside of the State of West Virginia, for the past many years which gives us the ability to provide qualified resources within **24- 48** hours. Please find below a partial list of areas where we can support the WVDOT due to our experience of providing similar services across different IT verticals:

- |  |                                 |                                      |
|--|---------------------------------|--------------------------------------|
| • System Analysis                        | • Database Administration       | • Database Architecture              |
| • Desktop/Helpdesk Support               | • Unified Communication         | • Converged Architecture             |
| • Service Desk Implementation            | • Capacity Optimization         | • Datacenter Transformation          |
| • Network Engineering                    | • Technology Assessment         | • Data Security                      |
| • Network Automation                     | • Datacenter Migration          | • Setup & Configuration              |
| • Infrastructure Analysis and assessment | • Disaster Recovery             | • Data Migration to Cloud            |
| • Billing Optimization                   | • SharePoint                    | • IaaS/SaaS/PaaS                     |
| • Virtualization and Private Cloud       | • Data Integration              | • Enterprise Integration             |
| • Service-Oriented Architecture          | • Penetration Testing           | • Governance & Regulatory Compliance |
| • Embedded Management Systems            | • Network Architecture          | • Data Programming                   |
| • Network and IT Security                | • Content Management System     | • Traffic Monitoring                 |
| • Enterprise Resource Planning           | • Enterprise SAN/ NAS Storage   | • GIS Support                        |
| • Performance Testing                    | • Security Architecture         | • System Administration              |
| • Quality Assurance                      | • Web Designing and Development | • Domain Security                    |
| • O365 Support                           | • Cloud Support                 | • Helpdesk Support                   |

Moreover, we have a strong bench of candidates who could help us to fill the urgent requirements of WVDOT in the Shortest Turnaround Time possible. The following table depicts the bench capabilities of Infojini which we intend to leverage to support WVDOT’s IT Temporary Staffing needs.

Relevant Labor Category	#Professionals Employed in last 12 months	#Resume Database Across North America	#Prescreened Candidates Across WV
Senior Mainframe Application Analyst	48	36404	2091
Mainframe Application Analyst	46	32009	1950
Senior Application Oracle Database Administrator	30	31999	1890
Application Oracle Database Administrator	32	34990	1863
Senior Application DB2 Database Administrator	60	35000	1909
Application DB2 Database Administrator	34	31008	2069
PC Programmer Analyst	22	33783	1953
Senior Mainframe Application Analyst	34	31675	2153

Our proven IT staff augmentation capabilities and demonstrated industry experience, as well as our commitment to delivering the best value and seamlessly addressing clients’ needs, are reflected in the feedback provided by our clients. Please find below the testimonials provided by our clients:



*“We don’t use temps very often but when we need temporary staff, Infojini Inc. is our go-to agency. We value our relationship with them and would definitely recommend them.”*

*- Patty Torres, HR Manager, Katena Products*



*“Infojini works to accommodate contractors for travel reimbursements, payroll cycles, out of pocket expenses. I was able to get a candidate I needed to sign on with Infojini. Infojini and candidate were able to agree to rates, health benefits, logistics.”*

*- Janet Hansel, Project Manager, North Carolina DHHS*



*“We have worked with Infojini Inc. for several years. The relationship is built on trust, transparency, and a solid understanding of the positions which we desire to fill. Infojini Inc. has been very responsive and partnered with us to place good talent within our organization. They are an excellent resource for our staffing needs!”*

*- Randy Sayers, Project Manager, Maryland Judicial Information Systems*



*“Infojini has been successful at meeting our staff augmentation needs and has been a thoughtful partner when we’ve needed their help in crafting an appropriate and cost-effective solution. In case where we’ve had an issue to work through with one of their staff. Infojini’s management staff has been timely and effective in their response!”*

*- Ken Hale, Manager-IT Project Management, Port of Seattle*



*“Infojini consistently provided the best-qualified candidates that most closely matched our requirements. Our communication with them is excellent and the few issues encountered were handled expediently and professionally!”*

*- Deborah Smith, Judicial Council of California*

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

Job Classification	Client Name	Contact Information
<b>Senior Mainframe Application Analyst, Mainframe Application Analyst, Senior Application Oracle Database Administrator, Application Oracle Database Administrator</b>	<b>Integrated Technology Solutions and Services</b>	Name: Shweta Kukreja
		Phone: (201) 830-1523
		Email: itssi@itssicorp.com
<b>Senior Application DB2 Database Administrator, Application DB2 Database Administrator, PC Programmer Analyst</b>	<b>MDOT - MVA</b>	Name: Jeff Rager, Asst. Director
		Phone: 410-570-9475
		Email: jrager1@mdot.maryland.gov

Infojini has demonstrated experience of providing IT temporary staffing support to various government, transportation, commercial, and other public clients. Please find below a partial list of clients whom we provide IT temporary staffing support across similar job classifications:

Job Classification	Client Names
<b>Senior Mainframe Application Analyst, Mainframe Application, Analyst, Senior Application Oracle Database Administrator, Application Oracle Database Administrator, Senior Application DB2 Database Administrator, Application DB2 Database Administrator, PC Programmer Analyst</b>	<i>MDOT – TSO, NC DOT, State of SC - Clemson University, NC DOR, MDOT – OTTS, WLSCB (Washington State Liquor and Cannabis Board), Massachusetts Executive Office of Education, Bi – State, SC DHHS Department of Health and Human Services, NC DIT, Jefferies, NC - DHHS-MES, NYCHA, Massachusetts Executive Office of Education, MDOT – MPA, California Department of Corrections and Rehabilitation, State of MN DOC, Texas Department of Banking, CA - JCC - Judicial Council of California, NC DOR, SC Dept. of Social Services, State of ND/ IT Department, WAHBE - Washington Health Benefit Exchange, MSDE, First American, City of Philadelphia - OIT Department, Optum/Apex,</i>



**2 PRICE PAGE – EXHIBIT A**

**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	\$76.00	\$77.52	\$79.00	\$80.58	\$6,51,248.00
4.1.1	Senior Mainframe Application Analyst (Remote Work)	2080	EA	\$70.00	\$71.40	\$72.82	\$74.27	\$6,00,059.20
4.1.2	Mainframe Application Analyst (On-Site)	2080	EA	\$62.00	\$63.24	\$64.50	\$65.79	\$5,31,502.40
4.1.2	Mainframe Application Analyst (Remote Work)	2080	EA	\$55.00	\$56.10	\$57.22	\$58.36	\$4,71,494.40
4.1.3	Senior Application Oracle Database Administrator (On-Site)	2080	EA	\$85.00	\$86.70	\$88.43	\$90.19	\$7,28,665.60
4.1.3	Senior Application Oracle Database Administrator (Remote Work)	2080	EA	\$80.00	\$81.60	\$83.23	\$84.89	\$6,85,817.60
4.1.4	Application Oracle Database Administrator (On-Site)	2080	EA	\$75.00	\$76.50	\$78.00	\$79.56	\$6,42,844.80
4.1.4	Application Oracle Database Administrator (Remote Work)	2080	EA	\$70.00	\$71.40	\$72.42	\$73.86	\$5,98,374.40
4.1.5	Senior Application DB2 Database Administrator (On-Site)	2080	EA	\$80.00	\$81.60	\$83.23	\$84.89	\$6,85,817.60
4.1.5	Senior Application DB2 Database Administrator (Remote Work)	2080	EA	\$75.00	\$76.50	\$78.00	\$79.56	\$6,42,844.80
4.1.6	Application DB2 Database Administrator (On-Site)	2080	EA	\$80.00	\$81.60	\$83.23	\$84.89	\$6,85,817.60
4.1.6	Application DB2 Database Administrator (Remote Work)	2080	EA	\$75.00	\$76.50	\$78.00	\$79.56	\$6,42,844.80
4.1.7	Programmer Analyst (On-Site)	2080	EA	\$64.00	\$65.28	\$66.58	\$67.91	\$5,48,641.60
4.1.7	Programmer Analyst (Remote Work)	2080	EA	\$58.00	\$59.16	\$60.34	\$61.54	\$4,97,203.20
<b>Grand Total</b>								<b>\$86,13,176.00</b>

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

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

**Vendors Signature:**

3 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 of 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: Infojini, Inc

Authorized Signature: John Ball Date: 02/28/2022

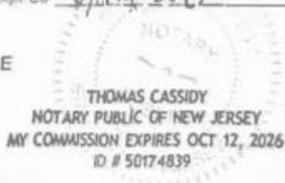
State of New Jersey

County of Middlesex to-wit:

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

My Commission expires 01/31/2026, 2026.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]  
Purchasing Affidavit (Revised 01/19/2018)

## 4 DISCLOSURE OF INTERESTED PARTIES TO CONTRACTS

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### West Virginia Ethics Commission



### Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

Revised June 8, 2018

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Infojini Inc. Address: 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046

Name of Authorized Agent: John Ball Address: Middlesex, New Jersey

Contract Number: \_\_\_\_\_ Contract Description: \_\_\_\_\_

Governmental agency awarding contract: \_\_\_\_\_

Check here if this is a Supplemental Disclosure

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

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: John Ball Date Signed: 02/28/2022

**Notary Verification**

State of New Jersey, County of Middlesex:

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

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

[Signature]  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

THOMAS CASSIDY  
NOTARY PUBLIC OF NEW JERSEY  
MY COMMISSION EXPIRES OCT 12, 2026  
ID # 50174830  
Revised June 8, 2018

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5 TERMS AND CONDITIONS

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**GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

Revised 01/18/2022

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on the effective start date listed on the first page of this Contract and the initial term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Revised 01/18/2022

**Other:** See attached \_\_\_\_\_

**4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked in Section 3 above. If either “Fixed Period Contract” or “Fixed Period Contract with Renewals” has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General’s office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

Revised 01/18/2022

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

Revised 01/18/2022

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

- Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.
- Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.
- Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.
- Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.
- Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.
- Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.
- Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.
- Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.
- State of West Virginia must be listed as additional insured on Insurance Certificate. Certificate holder should read as follows:
  - State of WV  
1900 Kanawha Blvd. E., Bldg. 5  
Charleston, WV 25305
  - 
  -

Revised 01/18/2022

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

**9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

- \_\_\_\_\_ for \_\_\_\_\_.
- Liquidated Damages Contained in the Specifications.
- Liquidated Damages Are Not Included in this Contract.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

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

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

Revised 01/18/2022

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

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

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

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

Revised 01/18/2022

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

Revised 01/18/2022

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

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**34. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

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**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**39. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.division@wv.gov](mailto:purchasing.division@wv.gov).

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

**41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

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1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

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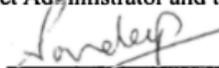
**43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

**45. VOID CONTRACT CLAUSES –** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

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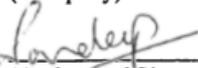
**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

 President  
\_\_\_\_\_  
(Name, Title)  
Sandeep Harjani, President  
\_\_\_\_\_  
(Printed Name and Title)  
10015 Old Columbia Road, Suite B 215, Columbia, MD 21046  
\_\_\_\_\_  
(Address)  
443-257-0086 / 443-283-4249  
\_\_\_\_\_  
(Phone Number) / (Fax Number)  
statebids@infojiniconsulting.com  
\_\_\_\_\_  
(email address)

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

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

Infojini Inc  
\_\_\_\_\_  
(Company)

 Sandeep Harjani, President  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Sandeep Harjani, President  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

March 03, 2022  
\_\_\_\_\_  
(Date)

443-257-0086 / 443-283-4249  
\_\_\_\_\_  
(Phone Number) (Fax Number)

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6 ADDENDUM ACKNOWLEDGEMENT FORM

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DOT220000122**

**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.

Infojini Inc.

Company



Authorized Signature

02-28-2022

Date

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