



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1379271

Procurement Type: Central Master Agreement

Vendor ID: VS0000009858

Legal Name: Vitaver & Associates, Inc.

Alias/DBA: Vitaver Staffing

Total Bid: \$624,000.00

Response Date: 03/06/2024

Response Time: 13:27

Responded By User ID: vitaver2016

First Name: Pablo

Last Name: Vitaver

Email: registrations@vitaver.com

Phone: 954-382-0075

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC240000011

Published Date: 3/1/24

Close Date: 3/6/24

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 1 -Professional Database Engineer (OT24116)

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:	1379271
Solicitation Description:	Addendum No 1 -Professional Database Engineer (OT24116)
Proc Type:	Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-03-06 13:30	SR 0210 ESR0306240000004691	1

VENDOR
VS0000009858 Vitaver & Associates, Inc.

Solicitation Number: CRFQ 0210 ISC2400000011
Total Bid: 624000 **Response Date:** 2024-03-06 **Response Time:** 13:27:09
Comments:

FOR INFORMATION CONTACT THE BUYER
 Toby L Welch
 (304) 558-8802
 toby.l.welch@wv.gov

Vendor Signature X	FEIN#	DATE
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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	Professional Database Engineer - YR1	2080.0000	HOUR	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Professional Database Engineer - Optional YR2	2080.0000	HOUR	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Professional Database Engineer - Optional YR3	2080.0000	HOUR	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Professional Database Engineer - Optional YR4	2080.0000	HOUR	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

***Vitaver and Associates, Inc.'s Response to:
West Virginia Office of Technology***

**Centralized Request for Quote
CRFQ 0210 ISC240000011
Professional Database Engineer**

Due Date and Time:
March 06, 2024 1:30 PM EST

Submitted to:

*Toby L Welch
State of West Virginia
Phone: 304-558-8802
Email: toby.l.welch@wv.gov*

Submitted by:

*Mary Vitaver, VP of Client Services
Vitaver and Associates, Inc.
401 E Las Olas Blvd, Ste 1400
Fort Lauderdale, FL 33301
Phone: 954-254-9446
Fax: 866-256-6365
Email: mary@vitaver.com; staffing@vitaver.com*

Submitted through:

wvOASIS

Vitaver Staffing - Finding Talent since 1993

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1. COVER LETTER AND VENDOR PROFILE

March 6, 2024

Toby L Welch
 State of West Virginia
 Phone: 304-558-8802
 Email: toby.l.welch@wv.gov

Dear Toby L Welch,

Vitaver and Associates, Inc. is pleased to present our Response to the West Virginia Office of Technology Centralized Request for Quote CRFQ 0210 ISC240000011 Professional Database Engineer.

Volume and Depth of Resources Able to Provide the Services Described in the Centralized Request for Quote

In the Response we are presenting one (1) candidate:

#	Candidate Name	Candidate Location	Position Title
1.	Sai Edumudi Karteek	Alexandria, VA	Professional Database Engineer

Vitaver and Associates, Inc. has an adequate administrative and supervisory staff to support all aspects of IT staffing services. This includes recruitment, screening, and retention of IT candidates, performance checks, coaching, skills enhancement, and customer support. The team servicing the customer consists of an account manager, an HR manager, two accounting specialists, a staffing manager, and more than twenty recruiters and sourcers.

Our recruiters and sourcers thoroughly search, contact, recruit, and retain top talent using a variety of sources, including:

- Our existing proprietary database.
- Referrals by our employees, contractors, and customers.
- Our extensive online community built by our Social Media Department, including our own blog and active participation in prime social media communities and tools such as LinkedIn and Facebook.
- Candidate applications to our job postings on our own careers page, Indeed, Dice, and other platforms.
- Niche job portals and candidate databases.
- Niche online communities and networking events.

We have a timely and effective sourcing strategy that focuses on identifying qualified candidates, including those from diverse backgrounds.

We provide a timely and effective screening process that ensures all referred candidates meet the knowledge, skills, and experience requirements for the position. Additionally, we assess whether they possess the necessary personal characteristics for successful job performance and ensure their salary expectations align with the position.

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We gather a minimum of two references from the candidate's previous direct supervisors to verify their past relevant work experience.

We conduct a rigorous pre-employment background check to ensure the quality of our candidates. Our recruitment and selection techniques are designed to identify candidates who possess the required training, education, certifications, and experience necessary to perform the duties they are hired for. This ensures that we provide our customers with highly qualified candidates.

In case of any issues, our account manager promptly meets with the customer to discuss the matter and take necessary corrective actions. If needed, Vitaver will swiftly replace a consultant whose work does not meet the requirements and customer-defined specifications. We aim to provide a suitable replacement candidate within a maximum of 48 hours based on the feedback received from the customer. We fully comply with the customer's replacement terms and conditions in such situations.

In accepting a Scope of Work, Vitaver acknowledges and accepts full responsibility for all tasks and deliverables outlined within it. We warrant that we have thoroughly informed ourselves of all relevant factors that may impact the successful completion of the tasks and deliverables. Furthermore, we agree to be fully accountable for the performance of the tasks and deliverables as specified in the Scope of Work.

Vitaver is fully equipped to provide all necessary management, administrative, clerical, and supervisory functions required for the effective and efficient performance of any Scope of Work we accept. Our dedicated administration team, comprising of two accounting specialists, an HR manager, and a training manager, ensures accuracy and speed in handling various processes such as purchase order processing, payroll and invoicing, as well as onboarding and offboarding procedures. Their expertise and commitment ensure smooth and reliable administrative support throughout the engagement.

Vitaver places great emphasis on regularly assessing the performance of its personnel and providing constructive feedback to enhance overall task performance. We ensure that our personnel:

- Possess a clear understanding of the work to be performed as outlined in the Scope of Work.
- Achieve high-quality results through their task performance.
- Familiarize themselves with the company's management chain and adhere to the policies set by the agency.
- Comply with all applicable laws, regulations, and contract conditions that govern our performance and relationships with the agency.

We have a requirement for our consultants to provide clear and detailed documentation on deliverables, milestones, requirements, coding standards, and any other relevant project aspects as specified by the customer's project needs. This ensures transparency and facilitates effective communication throughout the project lifecycle.

All Vitaver consultants are instructed to study and acknowledge their intent to comply with the following information security protocols:

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- Never use or disclose, in any manner, any confidential information of Vitaver or its customers relating to, but not limited to, their products, business operational processes, services, security requirements, technology, inventions, patents, ideas, contracts, financial information, developments, business strategies, pricing, marketing plans, and trade secrets of every kind and character. This also includes personal information of employees, contractors, subcontractors, or agents.
- Study and comply with all current information security protocols of the customer.
- Any inventions, technologies, reports, memoranda, studies, writings, articles, plans, designs, specifications, exhibits, software code, or other materials prepared by Vitaver consultants in the performance of services for Vitaver customers shall be considered "work for hire" as defined under U.S. copyright law. These materials may be subject to copyright protection.
- All documents, electronic media, magnetically or optically encoded media, and other tangible materials created by Vitaver consultants as part of their work assignment are the sole property of Vitaver customers.
- Upon termination of the work assignment or upon request, Vitaver consultants are required to return and/or permanently delete all documents and materials that contain or disclose any confidential or proprietary information of the customer. They must also allow Vitaver and/or the customer to make reasonable efforts to verify the deletion of such information.
- If a Vitaver consultant becomes aware of any intentional or unintentional violation of security requirements or the intentional or unintentional disclosure of confidential information, they must promptly notify their direct supervisor and Vitaver HR in writing.

We do not discriminate on the basis of age, race, gender, disability, sex, religion, or national origin. We are an Equal Opportunity Employer and are fully compliant with the EEOC Law.

Prior Relevant Experience Serving Customers with Similar Needs

In May 2023, Vitaver and Associates, Inc. celebrated 30 years of success in providing IT resources in all labor categories and levels to most Florida state agencies, municipalities, police departments, and districts, as well as major public and private sector companies in Florida, Colorado and nationwide. The Vitaver team is proficient and familiar with the technologies, policies, and procedures of our customers, and we are ready to search, find, and bring you the talent you need.

We are an American minority-owned and operated small business based in Florida since 1993, constantly improving our processes to help you succeed.

Our specific technical assistance covers the entire software development life cycle, hardware and communications rollouts, inventory and administration. This includes positions such as Business Analyst, Systems Development Programmer, Systems Architect, Web/Applications Developer, Project Manager, Network Engineer, QA Analyst, QA Tester, Web Designer, Systems Security Engineer, Technical Writer, and more.

Our core competencies/skills include, but are not limited to: Applications Development: Java/J2EE, .NET framework, C#, VB.NET, ASP.NET, ASP.NET MVC, MS Visual Studio, GIS, SharePoint, Classic ASP, PHP, HTML, ColdFusion, Web services (WSDL, SOAP, WCF, Amazon), Mainframes, C/C#, C++, JavaScript, jQuery, AngularJS, Bootstrap, VBScript,

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Hibernate, Hadoop; Database Management: Oracle, DB2, ADABAS, SQL Developer, SQL Server, Big Data; ERP Systems: Oracle E-Business Suite, PeopleSoft, SAP, Microsoft Dynamics AX, JD Edwards; Process Engineering/Reengineering: Project Management/Coordination, Requirements Gathering/Analysis, Business/Systems Analysis, Quality Assurance, Reporting Tools; Subject Matter Experts (SMEs): Enterprise/Java Architecture (implementation, support, training, and project management), Services Oriented Architecture (SOA); PM Methodologies/Processes: Risk Management, PMBOK, SEI CMMI, Scrum Master, Six Sigma; Network Administration/Engineering - LAN & WLAN: Network/System Administration, Security, Certification & Accreditation (C&A), Helpdesk, Desktop Support; Disaster Recovery: COOP Planning, SAN, Backup & Retrieval; Business Intelligence: Cognos, Hyperion, Microsoft BI, MicroStrategy, SAP BI, WebFOCUS.

Our list of customers includes, but is not limited to: Broward College, City of Miami, Department of Defense – Air Force, FL Agency for Workforce Innovation, FL Department of Children and Families, FL Department of Education, FL Department of Financial Services, FL Department of Health, FL Department of Revenue, FL Department of Transportation, Miami-Dade County, South Florida Water Management District, City of Miami Beach, Broward Sheriff's Office, Palm Beach County Sheriff's Office, Broward County Public Schools, Palm Beach State College, Carnival Cruise Line, BankUnited, Florida Power & Light.

Prior Relevant Experience Serving Governmental Entities

Vitaver and Associates, Inc. has served multiple state agencies through the following State Term Contracts:

- Florida Department of Management Services 973-561-06-1 Information Technology Consulting Services 06/21/2006 - 08/31/2009 (expired).
- Florida Department of Management Services 973-561-10-1 Information Technology Consulting Services 09/14/2009 - 02/28/2017 (expired).
- Florida Department of Management Services 80101507-SA-15-01 Information Technology Staff Augmentation Services 03/01/2017 - 08/31/2020 (expired).
- Florida Department of Management Services 80101507-SA-19-1 Information Technology Staff Augmentation Services 09/01/2020 - 08/31/2022 (expired).
- Florida Department of Management Services 80101507-21-STC-ITSA Information Technology Staff Augmentation 10/14/2021 - 12/31/2023 (expired)
- Florida Department of Management Services 80101507-23-STC-ITSA Information Technology Staff Augmentation Services 10/13/2023 - 09/30/2027 (current).

Some other major contracts include:

- GS-35F-0130T GSA IT Schedule 70 11/30/2006 - 11/29/2016 (expired).
- GS-35F-0130T GSA IT Schedule 70 11/30/2016 - 11/29/2021 (current).
- GS-35F-0130T GSA IT Schedule 70 11/30/2021 - 11/29/2026 (current contract extension).
- Miami-Dade County Information Technology Consultant Services Contract 05/01/2011 - Present (current).
- South Florida Water Management District Contract No. C-15726 Professional Level IT Consulting Services 10/2002 - 09/2008 (expired).

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- South Florida Water Management District Contract No. 460000741 Information Technology Hardware and Software Asset Accounting & Distribution Services 04/01/2007 - 03/31/2012 (expired).

Total number of IT staff augmentation contracts/purchase orders: Vitaver and Associates, Inc. has provided IT staff augmentation services under over 50 staff augmentation contracts and over 700 purchase orders, many of which being multi-year engagements.

Total combined dollar amount of IT staff augmentation contracts/purchase orders: Vitaver and Associates, Inc.'s total combined dollar amount exceeds \$90M for IT staff augmentation contracts and purchase orders.

Below are the details of some of the IT staff augmentation contracts and projects:

#1

Entity name:	Florida Department for Children and Families
Entity address:	2415 North Monroe Street, Tallahassee, FL 32303
Contract:	Since 2018 Vitaver and Associates, Inc. has served 9 IT staff augmentation purchase orders for the Florida Department of Children and Families.
Total or approximate dollar amount contracted or received:	\$2,348,225.65
The number of staff assigned for the contract or purchase order:	14
Type of tasks performed by assigned staff:	Product Architecture, Web Application Development, Systems Software Programming and Support.
Primary contractor or subcontractor:	Vitaver and Associates, Inc. is the primary contractor .

#2

Entity name:	FloridaCommerce (former Florida Department of Economic Opportunity)
Entity address:	107 E. Madison Street, Tallahassee, FL 32399
Contract:	Since 2020 Vitaver and Associates, Inc. has served 24 IT staff augmentation purchase orders for the Florida Department of Economic Opportunity.
Total or approximate dollar amount contracted or received:	\$3,130,682.10
The number of staff assigned for the contract or purchase order:	15
Type of tasks performed by assigned staff:	Product Development, Applications Development Analysis, Security Analysis, development and deployment of a Network and Asset Management project.
Primary contractor or subcontractor:	Vitaver and Associates, Inc. is the primary contractor .

#3

Entity name:	Florida Department of Financial Services
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Entity address:	200 E Gaines St., Tallahassee, FL 32399
Contract:	Since 2011 Vitaver and Associates, Inc. has served 20+ IT staff augmentation purchase orders for the Florida Department of Financial Services.
Total or approximate dollar amount contracted or received:	\$5,720,191.60
The number of staff assigned for the contract or purchase order:	15
Type of tasks performed by assigned staff:	Database Management, Applications Development, Systems Programming, and Project Management
Primary contractor or subcontractor:	Vitaver and Associates, Inc. is the primary contractor .

#4

Entity name:	Florida Department of Health
Entity address:	4052 Bald Cypress Way, Tallahassee, FL 32399-1722
Contract:	Since 2006 Vitaver and Associates, Inc. has served 50+ IT staff augmentation purchase orders for the Florida Department of Financial Services.
Total or approximate dollar amount contracted or received:	\$4,665,354.81
The number of staff assigned for the contract or purchase order:	35
Type of tasks performed by assigned staff:	Project Management, Business Analysis, and Quality Assurance Analysis
Primary contractor or subcontractor:	Vitaver and Associates, Inc. is the primary contractor .

#5

Entity name:	Florida Department of Transportation
Entity address:	605 Suwannee St, MS 42, Tallahassee, FL 32399-0450
Contract:	Since 2012 Vitaver and Associates, Inc. has served 40+ IT staff augmentation purchase orders for the Florida Department of Transportation.
Total or approximate dollar amount contracted or received:	\$2,962,760.03
The number of staff assigned for the contract or purchase order:	20
Type of tasks performed by assigned staff:	Business Analysis and Planning, Applications Development, Product Development, Release Management
Primary contractor or subcontractor:	Vitaver and Associates, Inc. is the primary contractor .

#6

Entity name:	Florida Department of Lottery
Entity address:	250 Marriott Dr., Tallahassee, FL 32301
Contract:	Since 2014 Vitaver and Associates, Inc. has served 20+ IT staff augmentation purchase orders for the Florida Department of Lottery.

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Total or approximate dollar amount contracted or received:	\$2,719,948.51
The number of staff assigned for the contract or purchase order:	10
Type of tasks performed by assigned staff:	ERP System Analyst/JD Edwards Techno-Functional Analyst consulting services to assist the Software and Data Services team in the maintenance and enhancements of the Lottery's Business Accounting System.
Primary contractor or subcontractor:	Vitaver and Associates, Inc. is the primary contractor .

Vitaver and Associates, Inc. References

Reference #1	
Name of Company:	Florida Department of Commerce
Contact Person and Title:	Greg Turrall, IT Vendor and Contracts Manager
Phone Number:	850-921-3387
Email Address:	greg.turrall@commerce.fl.gov
Period of Service:	October 2010 - Present
Project Description (Scope of Work):	IT Staff Augmentation Services (IT Project Management Specialist, Applications Architect, Applications Development Analyst)

Reference #2	
Name of Company:	Florida Department of Highway Safety and Motor Vehicles
Contact Person and Title:	Judy Moats, Contract and Budget Coordinator
Phone Number:	850-617-2688 (office), 448-500-2797 (cell)
Email Address:	judyamoats@flhsmv.gov
Period of Service:	April 2013 - Present
Project Description (Scope of Work):	IT Staff Augmentation Services (Applications Development Analyst)

Reference #3	
Name of Company:	Florida Agency for Health Care Administration
Contact Person and Title:	Angela McKenny, Contract Manager
Phone Number:	850-412-3448

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Email Address:	angela.mckenny@ahca.myflorida.com
Period of Service:	March 2012 – Present
Project Description (Scope of Work):	IT Staff Augmentation Services (Project Manager, Applications Development Analyst, Applications Architect, Technical Training Manager)

Background and Experience of the Person Who Will Be Primarily Responsible for Managing the West Virginia Office of Technology Account and Ensuring Service Standards Are Met

Vitaver and Associates, Inc. is committed to appointing a highly qualified individual – Mary Vitaver, VP of Client Services - who will serve as the primary manager for the West Virginia Office of Technology Account, overseeing all aspects of its management and ensuring that service standards are consistently met and exceeded.

Name and title:	Mary Vitaver, VP of Client Services
Education:	Bachelor’s in Information Technology from Barry University, Miami Shores, FL; MBA from University of Miami, Miami, FL
Credentials and certifications:	Over 40 years of experience in Account Management and Business Development, including extensive career with Procter & Gamble (starting as a Sales Rep in 1983 and retiring in the position of Commercial Operations Manager in 2015)
Years of IT experience:	11 years of IT experience
Number of years employed with the Vendor	7 years with Vitaver and Associates, Inc.
Contact information:	Mary Vitaver, VP of Client Services Vitaver and Associates, Inc. 401 E Las Olas Blvd, Ste 1400 Fort Lauderdale, FL 33301 Phone: 954-254-9446 Fax: 866-256-6365 Email: mary@vitaver.com; staffing@vitaver.com

Other Distinctions, Services and Qualities that West Virginia Office of Technology Should Consider

Performance Measurement and Reporting

Vitaver utilizes an efficient internal reporting system to monitor consultants' performance, the quality and quantity of hours delivered throughout each consultant's engagement with the customer, and the customer's satisfaction with Vitaver services.

The assigned account executive conducts regularly scheduled consultant performance evaluations and customer satisfaction interviews throughout the duration of each project through direct conversations with stakeholders, as well as open and anonymous surveys, to detect any possible issues and ensure the delivery of the highest quality services to the customer, thus aiding the project in staying on time and within budget.

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In the event of any issues, our locally assigned account executive will meet with the customer immediately to discuss the problem and take necessary corrective action.

Guarantee

Vitaver guarantees that the consultants assigned to customers possess the qualifications requested and are fully capable of completing tasks and deliverables on time. If a customer finds that the qualifications or general work-related behavior of Vitaver consultant do not meet their expectations and notifies Vitaver within 32 work hours, Vitaver will not charge for the first 32 hours of the assignment and will make reasonable efforts to replace the consultant immediately.

If a customer is unsatisfied with the quality and quantity of Vitaver consultant's services at any time during the project, they simply do not sign the timesheet for those hours. Vitaver will not charge the customer for such hours and will promptly address any performance deficiencies by offering a replacement candidate.

Replacement

If necessary, Vitaver will promptly replace a consultant whose work does not meet the requirements and customer-defined specifications within a maximum of 48 hours. The replacement will be based on feedback received from the customer, and Vitaver will fully comply with the customer's replacement terms and conditions.

Successful Completion Bonus Retention Program

Successful project completion is our mission and competitive advantage. To date, we have paid out thousands of dollars to our consultants, according to our proprietary and exclusive Successful Completion Bonus Retention Program. This program is designed to keep consultants on the project until completion and ensure customer satisfaction.

FDMS OSD MBE Certification

We would like to highlight that our company is certified as a Minority Business Enterprise (MBE) by the Florida Department of Management Services Office of Supplier Diversity (FDMS OSD). The current certificate is valid through September 13, 2025. The certification document is provided at the end of this section for your reference.

Backed by 30 years of experience, Vitaver and Associates, Inc. is well-equipped to meet and surpass service delivery requirements, ensuring project success through our skilled and dedicated team.

Mary Vitaver, VP of Client Services
Vitaver and Associates, Inc.
Phone: 954-254-9446
Email: mary@vitaver.com

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State of Florida

Minority Business Certification

Vitaver and Associates, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

09/13/2023 to 09/13/2025



J. Todd Inman
Florida Department of Management Services

2. CONTRACT MANAGER
REQUEST FOR QUOTATION
Professional Database Engineer (OT24116)

10. VENDOR DEFAULT:

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

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Mary Vitaver, VP of Client Services
Telephone Number: 954-254-9446
Fax Number: 866-256-6365
Email Address: mary@vitaver.com

3. DESIGNATED CONTACT, CERTIFICATION AND SIGNATURE

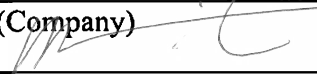
DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Mary Vitaver, VP of Client Services
(Address) 401 E Las Olas Blvd, Ste 1400, Fort Lauderdale, FL 33301
(Phone Number) / (Fax Number) 954-254-9446 / 866-256-6365
(email address) mary@vitaver.com; staffing@vitaver.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; 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; 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; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Vitaver and Associates, Inc.

(Company) 

(Signature of Authorized Representative)

Pablo Vitaver, CEO

03/05/2024

(Printed Name and Title of Authorized Representative) (Date)

954-382-0075 / 866-256-6365

(Phone Number) (Fax Number)

pablo@vitaver.com; staffing@vitaver.com

(Email Address)

Account Executive: Mary Vitaver 954-254-9446
 Recruiter: Alex Stone 754-755-2667

**4. SKILLS MATRIX AND RESUME OF PROPOSED CANDIDATE –
 SAI EDUMUDI KARTEEK**

Position: Professional Database Engineer, West Virginia Office of Technology		
Sai Edumudi Karteek		
Alexandria, VA		
\$75.00 per hour		
Knowledge/Skill/Ability/Experience	# of Years	Last Used
Experience with Microsoft SQL Server 2008 R2, 2012, 2014, 2016, 2019, 2022	6	2024
Experience with Microsoft SQL Management Studio	6	2024
Experience with Microsoft Windows Server 2008 R2, 2012, 2016, 2019	6	2024
Experience with Microsoft PowerShell 4.0 or greater	N/A	N/A
Experience with Microsoft Dynamics CRM 2011, 2013, and Dynamics 365 3.1.1.7. Microsoft Dynamics GP 2013, 2016 and 2018	4	2024
Experience with Microsoft Biztalk Server	4	2024
Experience with Hyland OnBase	4	2020
Experience with Ademero Content Central	4	2024
Experience with IBM Data Studio 4.1	4	2020
Experience with Google Workspace (Google Sheets, Google App Sheets, Google Looker Studio)	8	2024
Experience with Visual Studio 2013, 2016 and 2019 3.1.1.13.1.	6	2024
Experience with C#.NET, ASP.NET, ADO.NET	4	2024
Experience with Entity Framework	6	2024
Experience with Adobe ColdFusion 9, 11, 18	4	2020
Experience working on projects in the Government sector	2	2024
Experience in health care, insurance, or related sector	6	2024
Education:	Bachelor's degree in Computer Science	

Sai Edumudi Karteek

Senior Database Engineer

Summary

- 8 years of professional experience specializing in designing, developing, deploying, testing, and maintaining highly complex **and scalable Database architectures in PostgreSQL, ORACLE, MySQL, and MS SQL Server with full life cycle database administration and development experience in OLTP and Data Warehousing, on-premises, and in-cloud environments.**
- Sound knowledge in **Distributed computing and storage, ETL, Stream Data Processing, and Database Management** frameworks.
- Strong knowledge of writing Spark Applications in **Java, Python, and SQL Server.**
- Experienced in developing production-ready spark applications using Spark RDD's, Data frames, Spark-SQL, and Spark-Streaming API's.
- Build data pipelines in **SISS in Microsoft SQL Management Studio** for ETL jobs using various operators.
- Worked extensively on fine-tuning **database** applications to improve performance and troubleshoot failures.
- Experience in building data pipelines using various Hadoop Ecosystem components like **MapReduce, Sqoop, Flume, Kafka, Pig, Hive, Spark, HBase, Oozie, and HDFS.**
- Good understanding/knowledge of Hadoop Architecture components such as **Resource Manager, Node Manager, Job Tracker, Task Tracker, Name Node, Data Node, and MapReduce**
- Experienced in transferring data from different data sources into HDFS systems with Kafka Streaming using producers, consumers, and brokers.
- Migrated infrastructure from on-prem **SQL servers to AWS cloud.** Used **Docker Container, EC2, IAM, RDS, REST APIs, and Lambda of AWS.**
- Expert in designing and implementing complex data workflows using **Apache Airflow**, optimizing **data pipeline execution and scheduling.**
- Profound understanding of **data Partitioning and Bucketing** concepts in **Hive** and designed both Managed Internal and External tables in Hive to optimize performance.
- Worked with Apache NiFi to ingest the data into HDFS from a variety of sources.
- End-to-end data pipeline orchestration of massive amounts of data using **ADF, AWS GLUE, SSIS, BigQuery, and Pub/Sub** with strong resilience and recoverability.
- Experienced in working with **Visual Studio** versions 2013, 2016, and 2019 for software development and deployment.
- Proficient in implementing and managing big data solutions using **Microsoft HDInsight.**
- Experienced in working with **HDInsight clusters**, including **Hadoop, Spark, HBase, and Kafka.**
- Seasoned in deploying and customizing **Microsoft Dynamics CRM (2011, 2013, and Dynamics 365) and Microsoft Dynamics GP (2013, 2016, and 2018)** solutions.
- Working experience in **Health Care, Insurance, Auto, Mortgage Loans, and e-commerce** domains.
- I am adept in working with a variety of **OLAP, and OLTP** systems, including relational databases like **Microsoft SQL Server, PostgreSQL, Oracle SQL, DB2, Teradata, and NoSQL databases like HBase, MongoDB, and Cassandra.**
- Strong experience working with various data analytics and big data services in **Azure Cloud Services including Azure Data Factory, Azure DevOps, ADLS, Azure Databricks, Azure SQL DB, Azure Synapse, Azure Cosmos DB, Azure Key Vault, Azure Purview, Azure Monitor, Azure Active Directory, etc.,**
- Orchestrated data integration pipelines in **Azure Data Factory using various Activities like Get Metadata, Lookup, For Each, Wait, Execute Pipeline, Set Variable, Filter, until, etc.**

- Strong experience working with various data analytics and big data services in **AWS Cloud Services including AWS EMR, AWS Athena, AWS DynamoDB, AWS Redshift, S3, Athena, Glue, EC2, Lambda, AWS Cloud Watch, VPC, IAM, Amazon Elastic Load Balancing etc.,**
- Experience writing JavaScript-based MapReduce jobs for performing ETL operations.
- Proficient in leveraging **Microsoft PowerShell** for automating tasks and streamlining operations.
- Experienced in implementing and managing **Microsoft Biztalk Server** solutions for efficient communication between different database systems and managing workflows.
- Worked on building various data ingestion pipelines to pull data from multiple sources like **Data Warehouses, FTP servers, and Rest API.**
- Proficient in transferring data between **HDFS/Hive** and **Relational Database Systems** in both directions using **Sqoop.**
- Proficient in **C#.NET** programming language for developing robust and scalable applications.
- Proficient in configuring and optimizing **Hyland OnBase and Ademero Content Central** systems for sharing encrypted documents.
- Strong experience building various data models in Hive and writing advanced **HiveQL** scripts for various data analytical requirements.
- Good experience in migrating to other databases to Snowflake. In-depth knowledge of the **Snowflake Datawarehouse, SnowSQL, Snow Pipes, Time Travel, and Snowflake Multi-Cluster Architecture.**
- Experienced in running queries using Impala and used **Tableau** and **PowerBI** tools to run ad-hoc queries directly on Hadoop Distributed Framework.
- Experienced in agile methodologies and Waterfall methodologies contributing to the **CI/CD** of data strategies and practices within a team. Proficient and Worked with **GIT, Jenkins, Maven, Azure DevOps, Docker, and Kubernetes.**

Technical Skills:

Big Data/Hadoop	HDFS, Map Reduce, YARN, Hive, Pig, Sqoop, Oozie, Hue, Flume, Kafka, Zookeeper
Programming Languages/Scripting	Java, Python, UNIX, SQL, PL/SQL
Hadoop Distributions	Cloudera, Hortonworks
Cloud Platform	AWS, Azure, GCP, Snowflake, Databricks
Databases	MySQL, SQL server, DB2, Oracle, Teradata, BigQuery
NoSQL Databases	HBase, Cassandra, MongoDB, DynamoDB, Cosmos DB
Version Control System	Subversion (SVN), GIT, Bit Bucket
CI/CD Tools	ANT, Maven, Azure DevOps, Docker, Kubernetes

Work Experience

Client: The Stellar Financial Group, Baltimore, MD April 2022 – present

Senior Database Engineer

Responsibilities:

- Hands-on experience with Microsoft SQL Server spanning versions 2008 R2 through 2022, proficient in designing, implementing, and maintaining complex SQL Server-based infrastructure and database solutions.
- Extensive expertise in Microsoft SQL Management Studio, adept at database administration tasks such as monitoring, tuning, backup, migration, and support of initial architecture databases.
- Proficient in Adobe ColdFusion versions 9, 11, and 18, for developing and maintaining ColdFusion applications.
- Proficient in Microsoft Dynamics 365, including versions 2011, 2013, and Dynamics 365, with additional experience in Microsoft Dynamics GP versions 2013, 2016, and 2018.
- Skilled in Microsoft Biztalk Server, Hyland OnBase, and Ademero Content Central, with experience in deploying and managing these technologies to meet business requirements.

- Strong background in C# .NET development, with proficiency in Visual Studio versions 2013, 2016, and 2019, specializing in developing robust applications for government and enterprise clients.
- Experience with ASP.NET, ADO.NET, and Entity Framework, adept at building scalable web applications and leveraging data access technologies for optimal performance.
- Proficient in Adobe ColdFusion versions 9, 11, and 18, with extensive experience in developing and maintaining ColdFusion applications for various sectors, including government.
- Demonstrated experience working on projects within the government sector for over 5 years, ensuring compliance with regulatory standards and security protocols.
- Skilled in Microsoft PowerShell 4.0 or greater, proficient in automating administrative tasks and streamlining operations to improve efficiency and productivity.
- Orchestrated the development of scalable database solutions utilizing tools such as SQL Server, Oracle, and PostgreSQL, optimizing performance and reliability.
- Employed advanced performance tuning techniques leveraging tools like SQL Profiler, Oracle Enterprise Manager, and pg_stat_statements to enhance application responsiveness and efficiency.
- Proficient in leveraging Google Workspace tools including Google Sheets, Google App Sheets, and Google Looker Studio for data analysis and visualization.
- Utilized ERwin or similar data modeling tools to design and maintain comprehensive data models and architectures, ensuring alignment with industry standards.
- Executed successful migration and upgrade projects using tools like AWS Database Migration Service, SQL Server Migration Assistant, and Oracle Data Pump, minimizing downtime and preserving data integrity.
- Automated routine database administration tasks using scripting languages like PowerShell, Python, or Bash, alongside tools such as SQL Server Agent or Oracle Scheduler, reducing manual effort and improving operational efficiency.
- Implemented robust high availability and disaster recovery solutions with tools such as SQL Server AlwaysOn Availability Groups, Oracle Data Guard, or PostgreSQL Replication, ensuring business continuity.
- Enforced security measures and compliance protocols utilizing tools like Oracle Audit Vault and Database Firewall, SQL Server Audit, or PostgreSQL's built-in security features to safeguard sensitive data assets.
- Provided leadership and mentorship to junior team members, fostering collaboration and skill development, supported by collaboration tools like JIRA, Confluence, or Microsoft Teams.
- Proficiently diagnosed and resolved complex database issues using monitoring tools such as SQL Diagnostic Manager, Oracle Enterprise Manager, or pgAdmin, ensuring uninterrupted operations.
- Stayed abreast of emerging technologies and trends through tools like GitHub, Stack Overflow, or tech forums, driving innovation and facilitating continuous improvement initiatives within the database environment.

Environment: SQL Server, MS SQL Management Studio, Azure Data Factory (ADF), Azure SQL, Microsoft Dynamics 365, Microsoft Biztalk Server, Hyland OnBase, Ademero Content Central, VisualStudio, ADLS, Git, Oracle, PostgreSQL, SQL Server Audit, Erwin, JIRA.

Client: Express Scripts, Bridgewater, NJ
Database Engineer

January 2021 - April 2022

Responsibilities:

- Experienced in utilizing Entity Framework for efficient data access and manipulation.
- Skilled in utilizing IBM Data Studio for efficient database development and optimization.
- Provided guidance and implemented PostgreSQL database solution in AWS (Amazon Web Services) EC2 & RDS environments.
- Configured and built EC2 CentOS database servers for hosting PostgreSQL databases and monitoring software.
- Installed and configured Nagios monitoring tools for host and database monitoring.

- Migrated PostgreSQL and MySQL databases from on-premises to AWS EC2 and RDS environments.
- Monitored and maintained EC2 & RDS databases using Nagios and Cloud Control
- Guided and migrated PostgreSQL and MySQL databases to AWS Aurora
- Provided PostGIS installation and support for the corporate PostgreSQL GIS databases.
- Provided on-call 24x7 database support and troubleshooting for on-premises and in-cloud/AWSPostgresql, MySQL, and MS SQLServer databases.
- Provided support and database administration and tuning of various GIS, SAP, Water Regulation, and other Production/QA/Development databases.
- Provided Postgres, Oracle and MS SqlServer installation, patching, cloning, configuration, migration, upgrade, and capacity planning.
- Configured, managed, and ensured database security and integrity.
- Upgraded Development/Test and Production databases. Regularly applied database patches.
- Installed, configured, managed, and upgraded database monitoring and management software, as a framework for centralized, integrated management of all database products in the enterprise.
- Converted Oracle and SQLServer databases to PostgreSQL and MySQL
- Provided remote Oracle and MySQL database administration and support in Production and Test environments for all Scripps Florida databases. Ensured 100% database availability.
- Implemented and maintained database backup and recovery procedures.
- Provided database installation, upgrade, and patching. Performed database loading and refresh.
- Assisted Application developers in resolving application performance and other database-related issues.
- Provided database availability, space usage, and capacity planning reports to management.
- Installed configured and managed Oracle Grid Control 10g for database monitoring and administration.

Environments & Tools: PostgreSQL 9.5/9.6, MySQL 5.6/5.7, MS Server 2008, 2012 & 2014, Aurora, ORACLE 10g, MySQL 4/5, SOLARIS 10, LINUX, WINDOWS, Veritas NetBackup, OEM & Oracle Grid Control, RMAN, PL/SQL, Quest Tools, Remedy, ORACLE 12c/11g/10g, SOLARIS0, LINUX, WINDOWS, NetBackup, VCS, Oracle Middleware Fusion, 10g, 12c & 11g Oracle Grid Control, RMAN, SQLServer 2008, 2012 and 2014, Postgresql9.4.1, MySQL 5.6, PL/SQL, Java, Quest Tools, IBM Data Studio.

Belk, Charlotte, NC (offshore)

Big Data Developer

June 2019 - December 2020

Responsibilities:

- Responsible for building data pipelines used for analyzing user access patterns and predicting purchase behavior, improving personalization experience, etc.,
- Ingested user behavior log files from external servers such as FTP servers, API calls, and external S3 buckets to centralize the data Lakehouse.
- Worked on migrating on-prem Hadoop cluster data and data pipelines to AWS cloud.
- Experienced in designing, building, deploying, and utilizing almost all the AWS stack (Lambda, EMR, RDS, S3, Athena, Dynamo DB, Redshift, Glue, and EC2) focusing on high-availability, fault tolerance, and auto-scaling.
- Automated data workflows using AWS Glue, orchestrating ETL processes and batch jobs on AWS services leading to a 40% increase in data processing efficiency.
- Developed robust data pipelines using AWS Glue to manage AWS Elastic MapReduce (EMR) clusters for large-scale data processing, including Hadoop and Spark jobs.
- Done various compressions and file formats and compressions like Snappy, Gzip, Bzip2, Avro, Parquet, and text.
- Designed and implemented a real-time data processing pipeline using AWS Kinesis, Lambda, and S3, handling over 1 million events per hour.

- Developed machine learning pipelines using AWS Sage Maker for predictive modeling and integrated with data lakes hosted on AWS S3.
- Developed ETL Pipeline to extract data logs and store them into AWS S3 Data Lake.
- Managed bulk data operations in Snowflake by utilizing the COPY command for efficient loading and unloading of data into and from Snowflake tables.
- Created Datawarehouse, Databases, Schemas, Tables, Views, Secure Views, User Defined Functions and wrote SQL queries against Snowflake.
- Validate the data feed from the source systems to the Snowflake Datawarehouse cloud platform.
- Participated in the code migration process of a quality monitoring tool from AWS EC2 to AWS Lambda.
- Additionally constructed logical datasets to facilitate quality monitoring in Snowflake warehouses.
- Integrated and automated data workloads to Snowflake Warehouse.
- Ensure ETL/ELTs succeeded and loaded data successfully in Snowflake DB.
- Crafted a comprehensive project plan and played a key role in overseeing the data conversion and migration from the On-Prem Oracle database tables to the target Snowflake Cloud Data Warehouse.
- Extracted and loaded CSV and JSON file data from AWS S3 to Snowflake Cloud Data Warehouse.
- Used Snowflake in loading/unloading the Aggregated data where the BI (Tableau) team builds dashboards.
- Define virtual warehouse sizing for Snowflake for different types of workloads and create Snow pipes for continuous data load.
- Conducted Data Quality issue analysis utilizing SnowSQL by creating analytical warehouses on the Snowflake platform.
- Devised tailor-made input adapters employing Spark, Hive, and Sqoop for the ingestion and analysis of data from various sources like Snowflake, MS SQL, and MongoDB into HDFS (Hadoop Distributed File System).
- Extracted data from disparate source systems such as Oracle, Hive, Snowflake, and Files (CSV).
- Defined the virtual warehouse sizing for Snowflake for different types of workloads and participated in the development improvement and maintenance of Snowflake database applications.
- Worked on ETL pipelines in and out of the data warehouse using Snowflakes SnowSQL Writing SQL queries against Snowflake.
- Proficient in a range of Snowflake features including Clustering, Time Travel, Cloning, Logical Data Warehousing, and Caching, among others.
- Participated in the deployment of microservices on Docker containers and established Kubernetes clusters to enhance the reliability and scalability of these microservices.
- Enhanced data security and compliance using AWS KMS and IAM roles, leading to a successful audit and compliance with GDPR and HIPAA standards.

Environment: AWS Cloud Services, Apache Spark, Spark-SQL, Snowflake, MongoDB, Sqoop, Unix, Kafka, Scala, SQL Server, HDFS, Oracle DB, Docker, Kubernetes.

Takeda Pharmaceuticals, Bangalore, India

June 2016 – May 2019

Python/SQL Developer

Responsibilities:

- Build, test, and debug software tools used by customers and internal users.
- Design and install MySQL databases and backend applications and programs.
- Developed elaborate Python scripts to migrate data from proprietary databases to MySQL.
- Developed and maintained Python ETL scripts to scrape data and load cleansed data into a DB.
- Skilled in ASP.NET and ADO.NET for web development purposes.
- Involved in splitting, validating, and processing of files.

- Designed and developed transactions and persistence layers to save/retrieve/modify data for application functionalities using Django and PostgreSQL.
- Monitored DB SQL statements and their timings, for performance concerns optimized long-running queries, minimized table locks, etc.
- Developed a framework for schema and data-level database testing, including the creation of a data automation tool.
- Experienced in working with Visual Studio versions 2013, 2016, and 2019 for software development and deployment.
- Designed tool using Erwin and Python/Django for DB schema scripting.
- Enforced SQL Naming Conventions using Python.
- Used Stored Procedures, and created a server job that enforces naming conventions for all SQL objects. Worked on SQL Workflow System.
- Developed an adapter using Python to facilitate communication between SharePoint lists and SSIS (SQL Server Integration Services) packages.
- This system provides users with the ability to create complex automation workflows.
- Generated various reports in Python for channel usage, system downtimes, catching exceptions, and performance-related metrics.
- Written shell scripting and Cron Jobs for automation.
- Worked on Excel Batch uploader, software that quickly uploads large batches of Excel Workbooks into SQL databases, while providing sanitizing and validation services.
- Ensured quality by versioning with Git and Jira in this development environment. Used Agile Methodology and SCRUM process.
- Proficient in utilizing Python collections for manipulating and iterating over user-defined objects.
- Created database tables, queries, cursors, triggers, functions, and stored procedures statements using PL/SQL to improve performance, while processing data Performed different testing methods like Unit testing, Integration testing, User Acceptance Testing, and web application testing.
- Extensive code reviewing using GitHub pull requests, and improved code quality.

Environment: Python, Django, Docker, MySQL, UNIX, Shell Scripting, Matplotlib, Red Hat Linux env, WebLogic Application Server, Amazon (AWS, EC2, S3), PostgreSQL, JIRA, GIT, SQL, Erwin, Spark, ETL, SOAP, XML

Resumes submitted to Client are confidential and for Client use only. Client agrees that Vitaver and Associates, Inc. ("VA") is a representative of all Candidates for which resumes are submitted to Client by VA. Accordingly, The Client agrees that, absent a previous Agreement executed by Client and VA, any Candidates submitted to Client by VA is hired either directly or indirectly within 180 days of receipt of resume, Client agrees to pay VA a 20% of the employee's annual first year salary, including guaranteed bonuses as a finder's fee.

5. ADDENDUM ACKNOWLEDGEMENT FORM

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ ISC24*011

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 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.

Vitaver and Associates, Inc.

Company



Authorized Signature

03/05/2024

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012



6. SAMPLE COI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/24/2023

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

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

Table with PRODUCER and INSURED information, including contact details for Adriane Dillard and insurance coverage details for Hartford Underwriters and Hanover America.

COVERAGES CERTIFICATE NUMBER: 23-24 Master Cert REVISION NUMBER:

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

Main table listing insurance coverages: Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and E&O/Cyber Liability, with associated policy numbers and limits.

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

For Informational purposes only

CERTIFICATE HOLDER

CANCELLATION

Table containing certificate holder information (VITAVER AND ASSOCIATES, INC) and cancellation notice details.



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1379271			Reason for Modification:
Doc Description: Professional Database Engineer (OT24116)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-02-21	2024-03-06 13:30	CRFQ 0210 ISC240000011	1


BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000009858
Vendor Name : Vitaver and Associates, Inc.
Address : 401 E Las Olas Blvd, Ste 1400, Fort Lauderdale, FL 33301
Street : 401 E Las Olas Blvd, Ste 1400
City : Fort Lauderdale
State : FL **Country :** United States **Zip :** 33301
Principal Contact : Pablo Vitaver, CEO
Vendor Contact Phone: 954-382-0075 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER
 Toby L Welch
 (304) 558-8802
 toby.l.welch@wv.gov

Vendor Signature X  **FEIN#** 65-0421909 **DATE** 03/05/2024

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology (WVOT) to establish an open-end contract for a professional database engineer per the specifications and terms and conditions as attached hereto.

5.1.1 Contract Services #1 - Professional Database Administrator: The Vendor must provide a (DBA) contractor to provide support of SQL Database, Server Administration, ColdFusion, Biztalk, Dynamics GP, MS Dynamics CRM, Hyland OnBase and PSIGEN.

For further details on the Contractor's responsibilities please review attached specification document attached hereto.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Professional Database Engineer - YR1	2080.00000	HOUR	\$75.00	\$156,000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Professional Database Engineer - Optional YR2	2080.00000	HOUR	\$75.00	\$156,000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Professional Database Engineer - Optional YR3	2080.00000	HOUR	\$75.00	\$156,000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Professional Database Engineer - Optional YR4	2080.00000	HOUR	\$75.00	\$156,000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Questions are due by 3:00 p.m.	2024-02-28

	Document Phase	Document Description	Page
ISC2400000011	Final	Professional Database Engineer (OT24116)	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1379271			Reason for Modification: Addendum No 1 is issued to publish questions and answers.
Doc Description: Addendum No 1 -Professional Database Engineer (OT24116)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-03-01	2024-03-06 13:30	CRFQ 0210 ISC240000011	2


BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000009858
Vendor Name : Vitaver and Associates, Inc.
Address : 401 E Las Olas Blvd, Ste 1400, Fort Lauderdale, FL 33301
Street : 401 E Las Olas Blvd, Ste 1400
City : Fort Lauderdale
State : FL **Country :** United States **Zip :** 33301
Principal Contact : Pablo Vitaver, CEO
Vendor Contact Phone: 954-382-0075 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER
 Toby L Welch
 (304) 558-8802
 toby.l.welch@wv.gov

Vendor Signature X  **FEIN#** 65-0421909 **DATE** 03/05/2024

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

ADDITIONAL INFORMATION

Addendum No 1 is issued for the following reasons:

1) To publish a copy of vendor questions with the agency's response.

---no other changes---

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Professional Database Engineer - YR1	2080.00000	HOUR	\$75.00	\$156,000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Professional Database Engineer - Optional YR2	2080.00000	HOUR	\$75.00	\$156,000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Professional Database Engineer - Optional YR3	2080.00000	HOUR	\$75.00	\$156,000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Professional Database Engineer - Optional YR4	2080.00000	HOUR	\$75.00	\$156,000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Questions are due by 3:00 p.m.	2024-02-28

	Document Phase	Document Description	Page
ISC2400000011	Final	Addendum No 1 -Professional Database Engineer (OT24116)	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions