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Header 2

List View

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

Procurement Folder: 1354530

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0705

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SO Doc ID: LOT2400000011

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Solicitation Description: Addendum No 2 - Prequalification Agreements IT Temp Staffing

Responded By User ID: triforce123

Total of Header Attachments: 2

First Name: Bharat

Total of All Attachments: 2

Last Name: Patel

Email: bpatel@triforce-inc.com

Phone: 2157704088



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: 1354530
Solicitation Description: Addendum No 2 - Prequalification Agreements IT Temp Staffing
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-05-07 13:30	SR 0705 ESR05072400000006768	1

VENDOR
 VS0000045895
 Tri-Force Consulting Services, Inc.

Solicitation Number: CRFQ 0705 LOT2400000011
Total Bid: 1
Response Date: 2024-05-07
Response Time: 05:57:34
Comments:

FOR INFORMATION CONTACT THE BUYER
 Toby L Welch
 (304) 558-8802
 toby.l.welch@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	Temporary IT Personnel Services				1.00

Comm Code	Manufacturer	Specification	Model #
80111600			

Commodity Line Comments:

Extended Description:

Temporary IT Staffing Services

TECHNICAL PROPOSAL

Title: Prequalification Agreements IT Temp Staffing
State of West Virginia

Contract Number: CRFQ 0705 LOT2400000011



Submission Date: May 07, 2024

<p>Submitted to:</p> 	<p>Attn: Toby L Welch</p> <p>Department of Administration Purchasing Division</p> <p>2019 Washington Street East</p> <p>Charleston, WV 25305</p>
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Submitted By:

Company:	Tri-Force Consulting Services, Inc.
Address:	Business Center of Lansdale 650 North Cannon Avenue, Lansdale, PA 19446
POC:	Manish Gorawala, President
Phone:	(215) 362-2611
Cell:	(215) 740-6806
Fax:	(267) 200-0026
Email:	mgorawala@triforce-inc.com
Website:	www.triforce-inc.com
Business Size:	Small Business
GSA MAS Schedule	47QTCA19D00ET
Contract #:	
CAGE Code:	39SG4
DUNS Number:	098793321
SAM UEI Number:	XYX2JP7AC7C3

❖ **Our Government Clients:**



❖ **Our Commercial Clients:**



➤ **Contracts & Certifications:**

- GSA MAS Schedule Contract #:47QTCA19D00ET
- Seaport 8(a) prime (Zones 1,2,3,4, 5, & 6) IDIQ.
- Certified MBE - PA, DE, NYC, NJ, NY, Port Authority of NY & NJ, Eastern Minority Supplier Diversity Council (EMSDC), City of Philadelphia.

➤ **Awards:**

- Inc. 5000 award program and ranked 895, 996, 931, and 651 in 2011, 2012, 2021, and 2022 respectively.
- Six times winner among the fastest-growing companies in Philadelphia.
- Top 500 Minority-owned businesses in the USA.

Table of Contents

1. Cover Letter.....	4
2. Company Introduction:	6
3. Tri-Force’s Capability:.....	9
4. References:.....	20
5. Certificate.....	25

1. Cover Letter

Attn: Toby L Welch Department of Administration Purchasing Division 2019 Washington Street East Charleston, WV 25305	From: Tri-Force Consulting Services, Inc. Business Centre, of Lansdale 650 North Cannon Avenue Lansdale, PA 19446
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Subject: RFP Number: CRFQ 0705 LOT2400000011; Title: Prequalification Agreements IT Temp Staffing

Respected Proposal Evaluation Team members,
Tri-Force Consulting Services, Inc. (Tri-Force) is pleased to submit the proposal response to the West Virginia Lottery Commission (Lottery) of West Virginia Purchasing Division (WVPD) Request for Proposal (RFP) for Prequalification Agreements IT Temp Staffing (RFP No: CRFQ 0705 LOT2400000011). This proposal response addresses the requirements of prequalification agreement that includes Information Technology Temporary Staffing Services as stated in the RFP and highlights how Tri-Force team is ideally positioned to provide exceptional services to the Lottery.

Tri-Force team is specialized in IT staffing, workforce solutions, program consulting, and delivering flexible solutions to government agencies and commercial partners. We have expertise in identifying the best strategies that organizations and individual business leaders need to access and leverage the best talent.

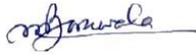
Tri-Force team brings a compelling mix of domain knowledge and industry experience, as we provide resource and information management support, along with the functionality and technical skills required to ensure the achievement of the defined objectives within the statement of needs.

Tri-Force team possesses a group of highly skilled individuals that possess expertise in both technical and non-technical domains. These individuals can deliver the Information Technology (IT) staffing services on an as-needed basis as specified in the Lottery RFP. With the proposed personnel, Tri-Force team will be able to provide continuity of services from the initiation of the new contract performance period.

Based on Tri-Force's successful execution of current and past contract experiences with the **City of Philadelphia, Philadelphia Gas Works, NAVSUP, Judicial Council of California, City of Sunnyvale, NYC Department of Correction, and Computer Aid**, we are quite confident in our ability to successfully perform the Lottery's Information Technology Temporary Staffing Services. We have a well-defined and mature IT portfolio management process to perform the required services.

We acknowledge that all information provided herein does not include any Confidential Proprietary and/or Private information as identified in this RFP. Our proposal is valid for 90 days from the due date. As the Program Manager of this critical undertaking, I will be responsible for the performance of Tri-Force team members for this contract.

We look forward to this opportunity to extend our commitment to Lottery.

A handwritten signature in black ink, appearing to read "M. Gorawala".

Respectfully,
Manish Gorawala, CEO & President
Email: mgorawala@triforce-inc.com | Phone: (215) 362-2611

2. Company Introduction:

❖ Tri-Force Consulting Services, Inc.:

- Incorporated under the jurisdiction of the State of Pennsylvania, Tri-Force has been operating under its current name since December 2000, a period of over 23 years. Tri-Force, a minority-owned small, economically disadvantaged business enterprise, is an IT consulting Services firm located in Lansdale, PA. Tri-Force holds MBE certifications from the National Minority Supplier Development Council (NMSDC) in the Commonwealth of PA, is MBE Certified in City of Philadelphia, NY City, SWaM Certified in the State of VA, MBE Certified in Port Authority for the States NY and NJ, and holds MBE certifications from the Minority Business Enterprise Council (MBEC) for the cities of Wilmington and Philadelphia.



Tri-Force's Point of Contact Details:

Name: Manish Gorawala, CEO & President
 Email: mgorawala@triforce-inc.com
 Phone: (215) 362-2611

- Tri-Force provides IT consulting support services on-site, off-site, and through outsourcing. Tri-Force's goal is to provide excellent customer support services in a technically demanding, fast-paced workplace. Tri-Force's staff augmentation practices offer a comprehensive support package inclusive of consistency, flexibility, scalability, and reduced IT staffing. We provide extensive staffing support services to help businesses take full advantage of the pool of experts.
- Tri-Force currently has 35+ resources for existing projects, including our diverse division team comprised of a Project Manager, Solution Architect, Business Analyst, Software Developer, IT Program Manager, Senior Application Developer, Desktop Technician, Web Developer, Network Engineer, Systems Engineers, Database Administrator, QA Analyst, Technical Writer, and a technical staffing team. We have a solid hiring team led by our Hiring Manager and supported by our technical recruiters. A depiction of our organizational structure has been provided below:

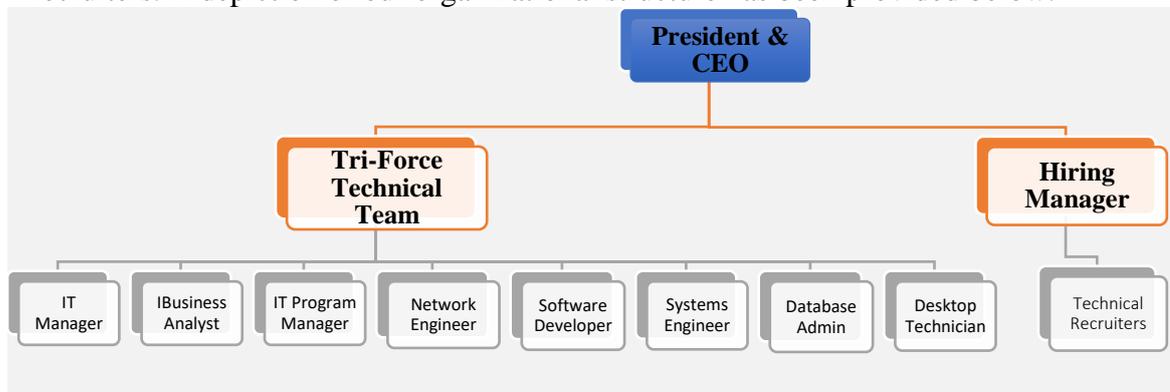


Figure 1: Tri-Force's Organizational Structure

- We effectively conduct security assessments and make recommendations for systems and controls to help our clients to ensure compliance with applicable security and privacy laws. We specialize in helping our customers to meet and exceed their technology goals.

- **Tri-Force Services Include:**

- IT staff augmentation
- Project-based consulting services
- Data Warehouse Business Intelligence Implementation
- IT Consulting Support
- Desk Support Services
- Software development
- Web-based Application Development
- Website design
- Web portal development
- Database development
- Database migration
- Data warehouse/ Data Mart Solutions
- Cyber Security support
- GIS technology-based solutions
- Network management.
- System administration
- Legacy system re-engineering
- IT training
- Open-source software
- Cloud Computing Support

- **Corporate Positioning**

Our current market positioning consists primarily of Government and Commercial organizations, where we are providing resources to our clients for different IT and business needs. Tri-Force’s resources within the Government and commercial organizations are delivering excellent and innovative solutions to meet the demands of customers. Our immediate and long-term vision is to continue to serve the public and private sectors with high quality staff augmentation services that align with their respective core values.

- **History of Specialized and Successful IT Staffing**

Tri-Force is an established IT staffing services firm offering services to government agencies and corporations. Tri-Force specializes in Software Development, Project Management, Architectural, Database Administration, and Network Services, Information Security Services cloud computing, Service Desk Support, Data Analytics and Reporting, Enterprise Processes automation and IT Staffing Services. Using cutting-edge technologies, the Tri-Force team helps our customers increase productivity, efficiency and reduce costs. Tri-Force is a contract ready to work with any government agencies with existing IDIQ and GWAC contracts. In a competitive industry, we distinguish ourselves by reliability, technical expertise and a history of successfully completed projects for our clients. Tri-Force has a lengthy and strong track record of successful staffing contracts with the following clients:

Client	Project Title	Status
City of Philadelphia	Information Technology Staff Augmentation for the City of Philadelphia	Current
Philadelphia Gas Works	Temporary Staffing Services for Information Services Department	Current

City of Sunnyvale	Professional And Technical Support Services	Current
Judicial Council of California	Master Agreements for Technical Staff Augmentation Service	Current
Gwinnet County	On Demand IT Professional Services	Current
Naval Supply Business Systems Center – NAVSUP	Readiness Suite (RS) software development and maintenance Support	Completed
METRA	Information Technology Consulting Services	Current
NYC Department of Correction	IFCOM and IIS (OpenVMS Support)	Current
Department of Building and General Services	Retainer Contract Opportunity for Information Technology (IT) Services	Current
City of Philadelphia	Enterprise Application Planning and Solution Architecting Consulting Services	Current
The Board of Education of City of Chicago	Various Technical Service Consultants	Current
Allegheny County, Department of Human Services	Staff Augmentation Services for Information Technology (IT), Data Management and Data Analysis	Current

➤ Account/Program Manager (Mr. Manish Gorawala)

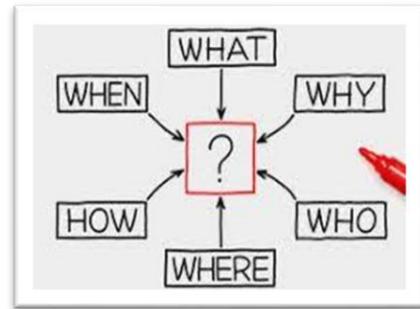
Mr. Manish Gorawala will execute as Tri-Force’s Account/Program Manager for this project. As part of his responsibilities, Mr. Gorawala will:

- ✓ Manage schedules, resources, and timelines based on feedback from the core team
- ✓ Coordinate project activities with the core team
- ✓ Provide status updates to Project sponsors
- ✓ Schedule regular meetings with the core team until the project is implemented
- ✓ Provide training in use and understanding of data to business analysts
- ✓ Support business analysts in understanding reports and work with them to create reports, so they can eventually become more self-sufficient; and
- ✓ Be responsible for creating business reports needed for Institutional Effectiveness.

3. Tri-Force's Capability:

➤ Understanding of Requirements:

- Tri-Force team has gained an understanding of required services for Information Technology Temporary Staffing through the detailed analysis of the supplied Request for Proposal (RFP) documentation of the West Virginia Lottery Commission (Lottery) of West Virginia Purchasing Division (WVPD) for Prequalification Agreements IT Temp Staffing contract.



- Through the analysis of RFP, we found that Lottery requires Information Technology Temporary Staffing Services to establish a strong partnership with reliable and experienced professional sourcing and qualified vendors to support organizational IT needs.
- By reviewing the RFP, we also acknowledge that Lottery has needed support for general and specialized Information Technology Services related to full life-cycle activity for automated business solutions, specialized Contractor services.
- We realize the need to increase the number of staff members, for which staff augmentation is a requirement that permits finding highly trained experts to perform certain positions or projects for a set duration of time.
- We also find the need to hire temporary staff as and when needed for short-term job positions within IT for support and coverage. We comprehend the staffing needs for each level for the Lottery.
- By carefully planning and managing Lottery's staffing needs, we can ensure that we have the right people in the right places at the right time. Our team has the extensive knowledge and expertise necessary to perform the required tasks efficiently and effectively.

❖ Tri-Force's Proposed Staffing Approach:

- Based on the scope of services and our review of the Lottery requirements, we have customized our approach for this project. Tri-Force team is qualified and experienced and has the capacity to carry out the tasks and duties identified in the statement of needs. This includes coordinating and responding to Information Technology (IT) Temporary Staffing Service requests.
- Tri-Force's commitment to deliver comprehensive IT staff augmentation services extends beyond mere resource placement. Our approach encompasses a wide array of services, strategically designed to support Lottery's IT initiatives comprehensively.

- Based on our successful execution of current and past contract experiences with the **City of Philadelphia, Philadelphia Gas Works, NAVSUP, Judicial Council of California, City of Sunnyvale, NYC Department of Correction, and Computer Aid**, we are quite confident in our ability to successfully perform the Lottery’s Staffing Support Services. We have a well-defined and mature IT portfolio management process to perform the required services.
- Our staffing services will include support for project management, business analysis, and quality assurance, system infrastructure, network administration, help desk support, software and hardware maintenance, and cybersecurity. Include details on 24/7 monitoring and proactive maintenance, Information Security services, and innovative technology.



Figure 2: Tri-Force’s Staffing Services

- Tri-Force in its’ staffing endeavor provides temporary, temporary-to-hire, and direct placement services for individual and full team placements. Our familiar knowledge of our customer’s local labour markets, businesses, IT initiatives, and the company culture sets the foundation for our commitment to making quality placements. Our international reach, referral-based sourcing strategy, and intense screening process enables us to separate the most qualified candidates from the crowd.
- Since our Inception in 2000, Tri-Force has worked with many corporate and government organizations. With our experience, we have come across many talented candidates whose expertise would have been of benefit to your organization. Thus, Tri-Force has a large talent database in our System identified as ZOHO Recruit.
- Our proposed approach is designed to meet the requirements of Lottery to ensure adequate skill coverage. Our proposed positions in response to the RFP are described in the following table.

- Furthermore, our team will showcase our management skills with the oversight, coordination, and collaboration between the Lottery team members, providing unified management and execution of tasking that facilitates efficient, effective, and timely development of IT capabilities and solutions that support the goals and objectives of the Lottery.



Figure 3: Tri-Force’s Proposed Benefits of IT Staffing

- In the ever-evolving landscape of IT, where adaptability and precision are paramount, Tri-Force Solutions stands as your dedicated partner in propelling Lottery towards unparalleled success. Our technical approach is not just methodology; it's a commitment to excellence, agility, and strategic alignment with your unique objectives.
- Our Infrastructure Modernization Consulting Services will include support for Network Services, Application Services, Server & Storage Services, Cybersecurity Enhancements, Backup and Disaster Recovery, Testing and Validation, Network Infrastructure, Infrastructure Systems Administration, Network Engineering Services, Desktop Support and systems administration, and Information Security services.
- Tri-Force, in its' staffing endeavour, can provide temporary, temporary-to-hire, and direct placement services for individual and full team placements. Our familiar knowledge of our customer's local labour markets, businesses, IT initiatives, and the company culture sets the foundation for our commitment to making quality placements. Our international reach, referral-based sourcing strategy, and intense screening process enables us to separate the most qualified candidates from the crowd.
- Our proposed approach is designed to meet the requirements of Lottery's adequate skill coverage. Our proposed positions in response to the RFP are described in the following table.

Tri-Force's proposed Estimated Positions
<ul style="list-style-type: none"> ➤ Business Analyst ➤ Data Analyst ➤ Database Administrator ➤ Help Desk Support ➤ IT Service Continuity Analyst ➤ Network Engineer ➤ Project Manager ➤ Quality Assurance Analyst ➤ Security Analyst ➤ Software Developer/Engineer ➤ Systems Administrator ➤ Technical Writer

- Tri-Force team will perform Lottery's formal network infrastructure evaluation with recommendations to increase network performance, decrease latency, and provide an upgraded user experience. Our team will also improve overall network and system capacity, performance and reliability. Further, with extensive cybersecurity expertise, our team will enhance cybersecurity measures to meet current industry NIST 800 standards and abide by 508 compliance requirements.
- At Tri-Force, our recruitment process is a journey orchestrated to unearth the finest IT talents, aligning seamlessly with Lottery's unique requirements. We understand that

the heart of exceptional IT staff augmentation lies in the caliber of the professionals we bring to your team. Our process begins with an in-depth analysis of your specific needs, engaging in thorough consultations with Lottery stakeholders to comprehend the nuances of each role and the overarching objectives.

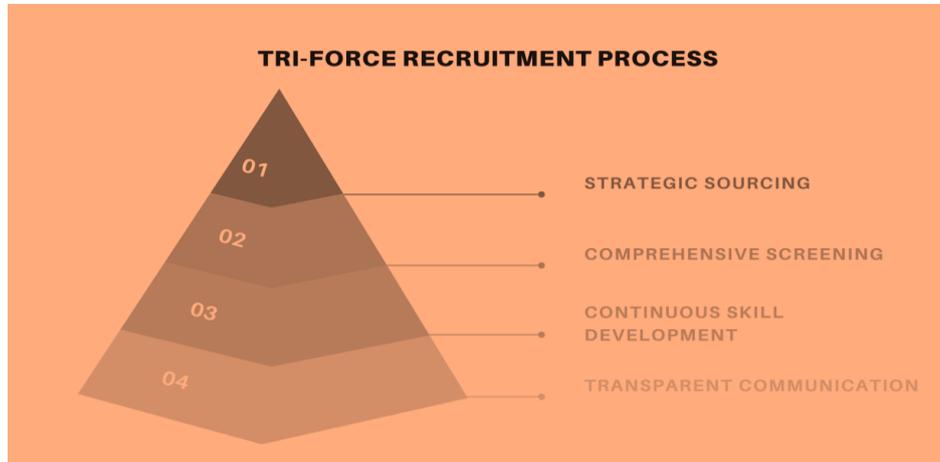
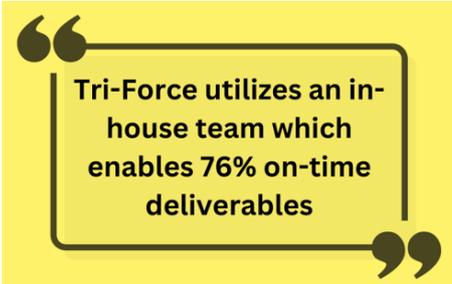


Figure 4: Tri-Force Recruitment Process

- **Strategic Sourcing**
 - The foundation of our recruitment excellence is laid in strategic sourcing. Leveraging a multifaceted approach, we tap into a diverse network of talent pools, industry-specific platforms, and employ cutting-edge recruitment technologies. By embracing strategic sourcing, we not only identify candidates with the requisite technical skills but also ensure a cultural fit with Lottery's ethos. Our commitment to diversity and inclusion is woven into this process, fostering an environment where innovation and varied perspectives thrive.
- **Comprehensive Screening**
 - Tri-Force prioritizes quality over quantity, and our comprehensive screening process exemplifies this commitment. Each candidate undergoes a rigorous evaluation, encompassing technical assessments, behavioural interviews, and validation of past performance. We delve into not only the technical acumen but also the soft skills that are integral to seamless integration into the Lottery's work culture. By adhering to industry best practices in screening, we guarantee that every professional introduced to Lottery is not just a resource, but a strategic asset poised to contribute meaningfully.
- **Continuous Skill Development**
 - Recognizing the dynamic nature of IT, our commitment extends beyond just identifying current skill sets; we emphasize continuous skill development. Tri-Force invests in ongoing training programs, ensuring that our IT professionals stay abreast of the latest industry trends, certifications, and emerging technologies. This proactive approach not only guarantees that Lottery receives cutting-edge expertise but also positions our professionals as adaptable contributors ready to evolve with the ever-changing IT landscape.

- **Transparent Communication**
 - Open and transparent communication is the linchpin of our recruitment process. We keep Lottery informed at every stage, providing regular updates on the status of candidate searches, progress reports, and feedback. This transparent communication ensures that Lottery remains an integral part of the decision-making process, fostering a collaborative environment where the recruitment journey becomes a shared endeavour towards building a stronger IT workforce.
- **IT Staffing Solutions and Project Deliverables**
 - Tri-Force solutions recognizes the critical role of collaboration with the various arms of Lottery. Our commitment to assisting in the planning, design, and specification of effective solutions is at the forefront of our service approach. Our methodology ensures that we seamlessly integrate into the existing ecosystem, facilitating a streamlined exchange of ideas and information to propel Lottery's initiatives forward.
- **Architectural Expertise and Security Focus:**
 - Tri-Force not only assists in the planning phase but also takes a holistic approach to the architecture, security, development, and operational readiness of enterprise and department-specific solutions. By embedding security considerations into the fabric of our development process, we guarantee that Lottery's solutions are resilient and safeguarded against potential threats, adhering to the highest industry standards and regulatory requirements.
- **Comprehensive Solution Specifications and Documentation:**
 - Developing comprehensive solution specifications is a cornerstone of our commitment to Lottery. By adhering to rigorous documentation standards, we not only meet Lottery immediate needs but also contribute to the creation of a knowledge base that supports future endeavours.
- **Effective Project Communications and Risk Management:**
 - Tri-Force places paramount importance on effective project communications. We engage in regular status meetings or calls, facilitating open lines of communication with internal and external project team members. Transparency is the key to successful collaboration, and we ensure that project communications encompass all phases, including testing, training, and risk management. We proactively communicate risks and issues such as delays or changes in scope, fostering a proactive approach to risk mitigation and ensuring that Lottery's projects progress with agility and adaptability.
- **Development Excellence and Quality Assurance:**
 - Our commitment to meeting or exceeding quality expectations is ingrained in our development process. Tri-Force follows a comprehensive project methodology encompassing discovery, requirements gathering, solution design, implementation (development and testing), and deployment. Our meticulous approach to development



ensures that Lottery receives deliverables of the highest quality, aligned with objectives, industry standards, and best practices.

▪ **Mitigating Issues in IT Technical Staffing Recruitment Process**

➤ Tri-Force Solutions recognizes the unique challenges faced by tech recruiters in the ever-evolving landscape of the IT industry. Addressing these challenges requires a multifaceted and innovative approach to talent acquisition.

○ **Mitigating Tech Talent Shortage:**

- Tri-Force actively combats the pervasive tech talent shortage by deploying strategic recruitment practices. Understanding the demand for skilled professionals, particularly in cutting-edge fields like Server Administration, Database Administration, Network Administration, Domain Administration, SQL Server Administration, Security Reviews and Assessment, Server and Workstation upgrades, Antivirus Administration, Firewall Administration, we leverage our extensive network and partnerships to identify and attract top-level tech talent. By staying abreast of the latest technologies and proactively engaging with emerging markets, we navigate the shortage challenge with a commitment to finding the best-suited candidates for Lottery.

▪ **Agile Methodology to IT Staff Augmentation**

➤ In an ever-evolving IT landscape, the Agile methodology stands as the cornerstone of our technical approach at Tri-Force. We recognize the importance of quick adaptability and responsiveness to changing project requirements. By embracing Agile principles, we ensure that our IT staff augmentation services seamlessly integrate into Lottery's existing workflows. This iterative and collaborative approach fosters continuous improvement and allows us to deliver tangible value at each project stage.

➤ Agility, in the context of IT staff augmentation, means more than just a development methodology—it's a mindset that extends to every facet of our service delivery. Our teams are cross-functional and self-organizing, ensuring that we can swiftly adjust to Lottery's dynamic needs. Regular communication and feedback loops are embedded in our processes, enabling real-time adjustments and aligning our activities with Lottery's overarching goals.

➤ In the realm of IT staff augmentation best practices, our Agile methodology empowers Lottery to efficiently scale its IT workforce. Whether scaling up during peak workloads or adjusting resources based on project phases, our flexible approach ensures that Lottery maintains optimal operational efficiency. This adaptability is a key element of our commitment to delivering IT staff augmentation services that truly align with Lottery's unique needs and goals.



➤ Tri-Force's commitment to providing comprehensive IT staff augmentation services extends beyond mere resource placement. Our approach encompasses a wide array of services, strategically designed to support Lottery's IT initiatives comprehensively.

From project management to system renovations, infrastructure upgrades, and routine operational activities, our team brings a holistic perspective to address Lottery's diverse IT needs.

- Project management is the linchpin of our service scope, ensuring that every IT staff augmentation initiative aligns with Lottery's strategic objectives. Our experienced project managers, well-versed in IT staff augmentation best practices, oversee the end-to-end process, from resource identification to successful project delivery. This structured approach minimizes risk, enhances efficiency, and ensures that Lottery receives the highest quality of service.
- In the realm of infrastructure upgrades, our experts adhere to industry best practices to guarantee seamless transitions and minimal disruption to Lottery's operations. Whether it's implementing new technologies, optimizing existing systems, or enhancing cybersecurity measures, our comprehensive service scope is tailored to enhance Lottery's IT infrastructure, aligning with industry standards and regulations.
- Tri-Force's commitment to routine operational activities is rooted in our understanding of the critical role IT plays in Lottery's day-to-day functioning. Our IT staff augmentation services extend to providing skilled professionals who can seamlessly integrate into Lottery's operations, offering support, maintenance, and continuous improvement. This approach ensures that Lottery not only meets its operational goals but also possesses the flexibility to adapt to emerging challenges.

▪ **Tri-Force Best Practices for IT Technical Staffing**

- We use the following best practices to source and identify IT candidates for temporary staffing assignments:



Figure 5: Tri-Force Best Practices for IT Staffing

1. **Invest in Tech Recruiters:** Tri-Force Solutions understands the pivotal role that technical recruiters play in building robust talent pipelines. Our recruitment strategy places a strong emphasis on hiring skilled tech recruiters who possess a deep understanding of technical roles. These professionals not only facilitate the discovery of the right candidates but also expedite the hiring process in the highly competitive tech market.

2. **Understand Tech Roles:** Acknowledging the significance of practical experience in tech roles, Tri-Force engages in meaningful collaborations between recruiters and developers. While not every recruiter may have a tech background, we bridge this gap by consulting with developers to gain insights into the specific requirements of each position.
3. **Define Ideal Candidate Persona:** Before embarking on the recruitment journey, Tri-Force defines a clear candidate persona based on industry insights and trends. By understanding the demographics and preferences of tech professionals, we tailor our recruitment approach to meet the unique expectations of the candidates.
4. **Leverage Technology for Recruitment:** Recognizing the need for agility in tech recruitment, Tri-Force invests in cutting-edge technology to streamline the hiring process. We utilize talent acquisition software tools, such as applicant tracking systems and AI-based Recruiting CRM Software, to enhance efficiency.
5. **Speak the Language of Tech Talent:** Tri-Force emphasizes the importance of recruiters being well-versed in the language of tech talent. Understanding fundamental software development terms, the stages of the development process, and key positions in the tech industry is crucial.
6. **Identify Prime Sources of Tech Talent:** Tri-Force recognizes that tech talent often resides in unique and specific sources. We go beyond generic job boards and LinkedIn, actively seeking talent in code repositories, tech forums, and online platforms where developers contribute valuable content.
7. **Encourage Team Engagement:** Tri-Force fosters a culture of team engagement in tech recruitment. We encourage our team members to utilize their professional networks and connections, leveraging word-of-mouth referrals to identify potential candidates.
8. **Structured Interview Process:** Tri-Force advocates for a structured interview process that goes beyond clichéd questions. Our approach involves crafting original and relevant questions to ensure a genuine and natural conversation with candidates.
9. **Engage in Tech Communities:** Tri-Force actively engages with local and online tech communities to enhance visibility and attract top talent. By participating in these communities, we build strong relationships with candidates, increasing our chances of sourcing exceptional talent.

❖ **Tri-Force Proposed Key Positions:**

Tri-Force Key Position	Tri-Force Responsibility
Business Analyst	<ul style="list-style-type: none"> • Analyze and document business requirements and processes to understand the current and future needs of the business. • Assist in designing IT solutions that meet business needs, ensuring that the proposed solutions align with the company’s technological capabilities and strategic objectives. • Facilitate process modifications and improvements, helping to optimize workflows and increase efficiency within the organization.

	<ul style="list-style-type: none"> • Work closely with various stakeholders, including management, IT teams, and external vendors, to ensure that business requirements are clearly understood and met. • Prepare detailed reports and presentations for senior management to help them make informed decisions about technological advancements and business process changes. • Participate in project management activities, ensuring that IT projects are completed on time, within budget, and meet quality standards.
Data Analyst	<ul style="list-style-type: none"> • Analyze large datasets to identify trends, develop charts, and create reports to help in decision-making processes. Maintain databases, ensuring their stability, reliability, and performance. This includes optimizing SQL queries, creating and updating databases, and implementing comprehensive database policies for data processing and security. • Develop and implement data analyses, data collection systems, and other strategies that optimize statistical efficiency and quality. Regularly produce reports on the findings and communicate these across the organization.
Database Administrator	<ul style="list-style-type: none"> • Responsible for the overall design, implementation, and maintenance of databases within the organization. This includes ensuring that the databases are optimized for performance and are secure from unauthorized access. • Ensure that the data stored in the databases is accurate, available, and secure. Implement data management policies and procedures, including data backups, data archiving, and data recovery plans. Manage database access permissions and privileges.
Help Desk Support	<ul style="list-style-type: none"> • Providing first-line support to end-users facing technical issues, including troubleshooting problems related to software, hardware, and network systems. • Assisting users in understanding and using IT systems and software, including guidance on system updates, new features, and best practices for security. • Efficiently resolving technical issues to ensure minimal disruption to the daily operations of end-users, maintaining a log of issues and their resolutions for future reference.
IT Service Continuity Analyst	<ul style="list-style-type: none"> • Document and analyze existing disaster recovery and business continuity plans. Manage and coordinate activities to ensure that the plans are executed effectively during drills and actual events. • Conduct regular testing of the disaster recovery and business continuity plans to ensure effectiveness and relevance. Develop and deliver training programs to educate staff on

	<p>their roles and responsibilities related to disaster recovery and business continuity.</p>
Network Engineer	<ul style="list-style-type: none"> ● Design, plan, and implement network infrastructures to ensure robust, scalable, and secure data communications within the organization. Oversee and lead the installation of networking hardware, including routers, switches, firewalls, and other related equipment. ● Regularly monitor network performance to ensure high availability and performance. Collaborate with IT support staff and other departments to streamline operations and assist in the resolution of network-related issues. ● Manage projects related to network expansion or upgrades, including budgeting and procurement of networking equipment.
Project Manager	<ul style="list-style-type: none"> ● Manages IT projects, ensuring that all phases of project development and implementation are coordinated and executed smoothly. Responsible for the allocation and management of resources (both human and technical) required for the execution of IT projects. ● Regularly updates and communicates project status to all stakeholders, including any issues or deviations from the planned schedule. Responsible for maintaining comprehensive project documentation, including plans, schedules, budget details, and resource allocations.
Quality Assurance Analyst	<ul style="list-style-type: none"> ● Design and execute system validation protocols for new and existing software and ensure that software applications meet quality standards and requirements. Identify any potential risks in software applications and work with development teams to ensure those risks are mitigated. ● Work closely with software developers and project support teams to identify the need for changes in the existing code and suggest improvements. Evaluate and test software applications to ensure that they are secure and ready for deployment.
Security Analyst	<ul style="list-style-type: none"> ● Analyzing the current security infrastructure and identifying vulnerabilities or threats to the organization's information systems. Designing and implementing security measures, such as firewalls, anti-virus software, and intrusion detection systems to protect organizational data. ● Developing and updating the organization's information security policies and procedures in compliance with regulatory requirements. Working closely with IT and other departments to implement security practices and respond to security incidents.
Software Developer/Engineer	<ul style="list-style-type: none"> ● Responsible for conceptualizing, designing, and developing software applications in line with specified requirements.

	<p>conducting testing of software applications to ensure functionality, reliability, and compatibility. Maintaining and upgrading software post-deployment to address new requirements or fix issues.</p> <ul style="list-style-type: none"> • Working closely with other IT professionals like project managers, network engineers, data analysts, and others to ensure requirements are met and projects are delivered on time. Troubleshooting and resolving issues that arise during the development and deployment stages of software projects.
Systems Administrator	<ul style="list-style-type: none"> • Responsible for the ongoing maintenance, security, and monitoring of the Lottery's IT systems to ensure operational effectiveness and efficiency. This includes performing regular system updates, patches, and enhancements. • Quickly respond to system issues and outages, diagnosing problems, and implementing solutions to restore functionality. Provide detailed documentation of the problem and its resolution for future reference. • Manage network configurations to ensure smooth and secure communication within the IT infrastructure. This includes monitoring network performance, configuring routers and switches, and ensuring that all network connections are secure.
Technical Writer	<ul style="list-style-type: none"> • Responsible for creating, editing, and maintaining technical documentation including but not limited to user manuals, help files, online documentation, and system and program documentation. This would also involve developing tutorials to help end-users and internal personnel understand and use complex IT systems. • Review and revise existing documents to ensure accuracy and relevance. This includes verifying technical information with subject matter experts and updating documentation to reflect changes in software, regulations, or procedures. • Maintain a repository of all documentation for easy access and retrieval. This involves using document management tools and systems to manage versions and revisions of documents.

4. References:

Tri-Force team has extensive experience in providing IT staff augmentation services to organizations of similar size and complexity. In order to manage the IT staffing projects, we have deployed adequate resources and infrastructure to handle multiple staffing requirements concurrently. Here we have provided below Tri-Force’s current and past performance experience details with different government clients:

➤ **City of Philadelphia - Information Technology Staff Augmentation**

Information Technology Staff Augmentation					
City of Philadelphia					
Contract No.: 1620155	Contract Value: \$ 22,500,000				
Contract Type: Time & Materials	Period of Performance: 04/2018 - Present				
Point of Contact:	<p>(1) Gayle A. Ruggeri, PMP Office of Innovation & Technology 1234 Market Street Philadelphia, PA 19107 Phone: 215-686-1462 Email: gayle.ruggeri@phila.gov</p> <p>(2) Nicole Bowyer IT Contract Specialist OIT Finance – Contracts Unit Office of Innovation and Technology City of Philadelphia 1234 Market Street, Suite 1850 Philadelphia, PA 19107 Email: nicole.bowyer@phila.gov Phone: 215-686-8243 Cell: 215-713-6917</p>				
Address: Office of Innovation & Technology 1234 Market Street Philadelphia, PA 19107	Phone Number: 215-686-1462				
Description	Tri-Force Consulting Services, Inc. currently supports the City of Philadelphia by providing excellent IT staff augmentation resources for software development, web development and for a vast variety of other IT services, including Programming, web Designing, applications development, network engineering, ERP systems implementations, internet Marketing, multimedia development, open-source development, Oracle database and data warehouse services. Tri-Force will maintain a staff of highly skilled consultants experienced in applying enterprise technologies to real-world business problems. The City of Philadelphia has awarded a total 35 service orders (consultants) to Tri-Force under this contract.				
Deliverables	We have placed the following 35 consultants within different projects while working with the City of Philadelphia:				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Candidate Name</th> <th style="width: 50%; text-align: center;">Position Title</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	Candidate Name	Position Title		
Candidate Name	Position Title				

Ramin	Senior Systems Engin
Joesphi Hendrickson	Project Director
Billy Fag	Software Application Developer
Brandon Jewell	Help Desk
Chant MANILAY	Help Desk
Eric Night	Help Desk
Monique Regan	Help Desk
Erick Kieckhefer	Human Capital Manage
Sivaprasad Chandrakantham	HCM Developer
Ramprasad	HCM/OBIEE Technica
Ajay Kumar	HCM/OBIEE Database
Sriharsha Uppalapati	HCM/OBIEE Report Dev
Kirk Gordon	Trainer - OIT Department
Tarunkumar	HCM OBIEE System Admin
Johnson Kymberli	Security Admin
Ann Farmer	Trainer - OIT Department
Rajesh Lyatha	Time & Labor Functional Lead
Damodar Potla	for OBIEE DW/BI Developer
Harish Krishnamurthy	Human Resource Functional Lead
Avinash Kakarlapudi	Human Capital Management Functional Lead
Bernard Mclaughlin	HR and Pension Function Lead
Pamela Wright	Help Desk Analyst
Charles Reeves	Help Desk Analyst
Sharif Almamun	Finance and Grants Process Consultant
Garcia Andy	Supply Chain Lead Facilitator
Johnson Robert Allen	System Administrator
Prabhu Arumugam	.NET Developer

Related Work Experience

Task & Team Management:

We have been delivering information technology staff augmentation services across the U. S. since our inception. From 2015 to the present date, we have been providing staffing services to the City of Philadelphia for software development, web development, and for a vast variety of other IT services, including Programming, Web Designing, Application Development, Internet Marketing, Multimedia development, Open-Source Development, and Oracle Database and Data warehouse services.

We assure West Virginia Lottery Commission (Lottery) that our personnel will coordinate and work within the structure of the Lottery’s contract and personnel requirements. Our efforts will be coordinated with those of Lottery staff members as well as upper-level management to ensure the project is completed as efficiently as possible. We have developed

effective actions that will allow this IT project to be completed timely and successfully through the Tri-Force project manager's supervision and oversight.

➤ **Philadelphia Gas Works -Temporary Staffing Services for Information Services Department**

Temporary Staffing Services for Information Services Department		
Philadelphia Gas Works		
Contract No.: RFP No. 20453 RFP No. 33230, & RFP No. 26749	Contract Value: \$4,600,000	
Contract Type: Time & Material	Period of Performance: 02/2013 – Present	
Point of Contact: Erica Patterson, M.A., M.M. Director of Contracts Management & Supplier Diversity Supply Chain	POC Email: Erica.Patterson@pgworks.com	
Address: Philadelphia Gas Works 800 W. Montgomery Ave Philadelphia, PA 19122	Phone Number: (215) 684-6698	Fax Number: (215) 684-6163
Description	<p>PGW requires qualified and experienced vendors to provide temporary staffing services to the Information Service department to enable the department to meet peak demand for project-related work. Tri-Force has maintained a staff of highly skilled & experienced consultants in applying enterprise technologies to real-world business problems.</p> <p>The Tri-Force recruiting team has provided resources who are expert in .NET, JAVA, Microsoft SharePoint, PL/SQL, Visio, Microsoft Office suite, Project Management, Database development, MS Active Directory, VMWare ESX, PMBOK, Data Modeling, Oracle 9/10/11 databases and Oracle EBS R12, Senior UNIX Consultant and Software Quality Assurance technologies.</p>	
Deliverables	<p>PGW seeks qualified and experienced vendors to provide temporary staffing services to the Information Service department to enable the department to meet peak demand for project-related work.</p> <p>We have provided the following consultants on different projects with Philadelphia Gas Works:</p> <ol style="list-style-type: none"> 1. Ruth Rodriguez- Spanish QA Engineer (Currently Working) 2. Pushpen Bala- QA Tester (Currently Working) 3. Prabhu Arugam -.NET developer (Currently Working) 4. Richard Nebangu -Enterprise Systems Engineer (Currently Working) 5. Deepak Jindal (Senior SharePoint Architect) 6. Vinod Patel (Senior Unix Consultant) 	

	7. Sara Jones (Project Manager) 8. Mark Aurit (GIS Technical Lead) 9. Sharon Nickels (Technical Writer) 10. Nicos Stelikos (Network Engineer) 11. Jeffrey Bolarman (Project Manager)
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Related Work Experience

Task & Team Management:

Since our inception, we have been providing IT staffing services across the U. S. From 2000 to the present, we have provided software development, web development, and a wide range of other IT services to the PGW, including programming, web design, application development, internet marketing, multimedia development, open-source development, and Oracle database and data warehouse services. We have exceptional individuals who are well qualified and well experienced. These individuals succeed in their respective fields, through their verbal and nonverbal communication, and their ability to work in a team environment.

Tri-Force team is committed to providing competent staff to the West Virginia Lottery Commission (Lottery) for IT consulting support contract. This staff will be in charge of organizing and directing all efforts to meet the set goals and objectives within the allotted budget and time limit. For this Lottery project to be finished, our team will provide efficient services to learn about the needs and the steps that must be taken.

➤ **NAVSUP BSC – Readiness Suite Software Development & Maintenance Support**

Readiness Suite (RS) Software Development & Maintenance Support Naval Supply Business Systems Center (NAVSUP BSC)	
Contract No.: N0018919FQ276	Contract Value: \$750,000.00
Contract Type: Firm Fixed Price	Period of Performance: 10/01/2019 – 09/30/2021
Point of Contact: Frank J. Brogna, IT Project Manager - Readiness Suite	POC Email: frank.j.brogna.civ@us.navy.mil
Address: NAVSUP Business Systems Center 5450 Carlisle Pike Mechanicsburg PA 17055	Phone Number: 717-319-2646
Description	The Navy required support for the full integration of the Naval Aviation Readiness Based Sparing Model (NAVARM-J) and conversion of the remaining two Visual Basic (VB) modules (Rates and Configuration) to web-based Java modules. Additionally, ongoing support was required to maintain the previous five modules converted from VB to Java. This support included the ability to analyze VB code and convert that code to Java, Information Assurance (IA), possess familiarity with all phases of retail allowance development, Site Demand Base Level (SDBL) retail levels setting, wholesale levels

	setting, and the tools and data sources related to those processes for both Maritime and Aviation.
<i>Deliverables</i>	<ul style="list-style-type: none"> • Performed code analysis and penetration test scans to identify security vulnerabilities, fixes, and efficiencies that will impact the RS system/application functionality and the ability to maintain the Authority to Operate (ATO). • Followed the RMF process to document the systems architecture, diagrams, and POAM for submissions to get the approval for IATO and ATO certifications for the systems. • Estimated and analyzed customer functional requirements for impact to existing code and system/application functionality. • Performed unit testing, integrated systems testing, and user acceptance testing of all code changes and additions. • Resolved the code deficiencies found during system integration testing and system acceptance testing and documented program code upgrades to satisfy functional requirements.
<i>Technology Stack</i>	Java, SQL, PL/SQL, Visual Basic (VB), HTML, JavaScript, Unit/Integrated/User-Acceptance Testing

Relevant work Experience

Task & Team Management:

Tri-Force has extensive experience in several fields of information technology. The NAVSUP – Readiness Suite Software Development & Maintenance Support was one of our successful projects over the expectations of the agency. Tri-Force maintained a staff of highly skilled, experienced, and professional consultants excellent in verbal as well as non-verbal communication in applying enterprise technologies to real-world business problems. The assistance for this project included the ability to analyse VB code and convert that code to Java, Information Assurance (IA), possess familiarity with all phases of retail allowance development, Site Demand Base Level (SDBL) retail levels setting, wholesale levels setting, and the tools and data sources related to those processes for both Maritime and Aviation.

We ensure the West Virginia Lottery Commission (Lottery) to provide a proficient team who will be responsible for the planning, directing, and coordination of activities to ensure goals and objectives are accomplished within the required timeframe and other technical parameters. We have developed effective services in order to understand the requirements as well as the actions that need to be carried out in order for this Information Technology Temporary Staffing project to be completed.

5. Certificate



STATE CORPORATION COMMISSION

Richmond, July 27, 2018

This is to certify that a certificate of authority to transact business in Virginia was this day issued and admitted to record in this office for

TRI-FORCE CONSULTING SERVICES, INC.

a corporation organized under the laws of PENNSYLVANIA and that the said corporation is authorized to transact business in Virginia, subject to all Virginia laws applicable to the corporation and its business.



State Corporation Commission

Attest:


Joel H. Beck
Clerk of the Commission

CIS0338

Tri-Force's SWAM Certificate:



6. Acknowledgement of Amendment:

❖ Amendment-I:

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

Proc Folder: 1354530 Doc Description: Addendum No 1 - Prequalification Agreements IT Temp Staffing	Reason for Modification: Addendum No 1 is issued to modify the bid opening date.
Proc Type: Central Master Agreement	
Date Issued Solicitation Closes Solicitation No Version	
2024-04-22 2024-05-07 13:30 CRFQ 0705 LOT240000011 2	

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000049455

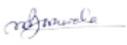
Vendor Name : Tri-Force Consulting Services, Inc.

Address : Business Center of Lansdale,
Street : 650 North Cannon Avenue,
City : Lansdale,
State : PA **Country :** Montgomery **Zip :** 19446

Principal Contact : Manish Gorawala, President

Vendor Contact Phone: (215) 362-2611 **Extension:**

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

Vendor Signature X 
FEIN# 23-3062047 **DATE** 05/06/2024

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 modify the bid opening date from 04/25/2024 to 05/07/2024.

--no other changes--

INVOICE TO		SHIP TO	
LOTTERY PO BOX 2067		LOTTERY 900 PENNSYLVANIA AVE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Temporary IT Personnel Services				

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:
Temporary IT Staffing Services

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2024-04-18

SOLICITATION NUMBER: CRFQ LOT2400000011
Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

Addendum No 1 is issued for the following reasons:

- 1) To modify the bid opening date from 04/25/2024 to 05/07/2024.

--no other changes--

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ LOT24*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.

Tri-Force Consulting Services, Inc.

Company



Authorized Signature

05/06/2024

Date

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

COST PROPOSAL
Title: Prequalification Agreements IT Temp Staffing
State of West Virginia
Contract Number: CRFQ 0705 LOT240000011



Submission Date: May 07, 2024

<p>Submitted to:</p> 	<p>Attn: Toby L Welch Department of Administration Purchasing Division 2019 Washington Street East Charleston, WV 25305</p>
---	--

Submitted By:

Company:	Tri-Force Consulting Services, Inc.
Address:	Business Center of Lansdale 650 North Cannon Avenue, Lansdale, PA 19446
POC:	Manish Gorawala, President
Phone:	(215) 362-2611
Cell:	(215) 740-6806
Fax:	(267) 200-0026
Email:	mgorawala@triforce-inc.com
Website:	www.triforce-inc.com
Business Size:	Small Business
GSA MAS Schedule	47QTCA19D00ET
Contract #:	
CAGE Code:	39SG4
DUNS Number:	098793321
SAM UEI Number:	XYX2JP7AC7C3

❖ **Our Government Clients:**



❖ **Our Commercial Clients:**



➤ **Contracts & Certifications:**

- GSA MAS Schedule Contract #:47QTCA19D00ET
- Seaport 8(a) prime (Zones 1,2,3,4, 5, & 6) IDIQ.
- Certified MBE - PA, DE, NYC, NJ, NY, Port Authority of NY & NJ, Eastern Minority Supplier Diversity Council (EMSDC), City of Philadelphia.

➤ **Awards:**

- Inc. 5000 award program and ranked 895, 996, 931, and 651 in 2011, 2012, 2021, and 2022 respectively.
- Six times winner among the fastest-growing companies in Philadelphia.
- Top 500 Minority-owned businesses in the USA.

Cost

Tri-Force's proposed cost information for the Request for Proposal (RFP) for Prequalification Agreements IT Temp Staffing to the West Virginia Lottery Commission (Lottery) of West Virginia Purchasing Division (WVPPD):

Tri-Force Key Position	Fully Burdened Hourly Rate
Business Analyst	\$95
Data Analyst	\$105
Database Administrator	\$95
Help Desk Support	\$55
IT Service Continuity Analyst	\$90
Network Engineer	\$110
Project Manager	\$130
Quality Assurance Analyst	\$90
Security Analyst	\$110
Software Developer/Engineer	\$95
Systems Administrator	\$95
Technical Writer	\$65