



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 6

List View

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

Procurement Folder: 1354530

Procurement Type: Central Master Agreement

Vendor ID: VS0000019861

Legal Name: NEXTROW INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 05/07/2024

Response Time: 11:45

Responded By User ID: nextrow

First Name: Kiran

Last Name: Ranga

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Phone: 847-592-2920

SO Doc Code: CRFQ

SO Dept: 0705

SO Doc ID: LOT2400000011

Published Date: 4/29/24

Close Date: 5/7/24

Close Time: 13:30

Status: Closed

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

Total of Header Attachments: 6

Total of All Attachments: 6



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 ESR05072400000006809	1

**VENDOR**  
 VS0000019861  
 NEXTROW INC

**Solicitation Number:** CRFQ 0705 LOT2400000011  
**Total Bid:** 0  
**Response Date:** 2024-05-07  
**Response Time:** 11:45:33  
**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				0.00

Comm Code	Manufacturer	Specification	Model #
80111600			

**Commodity Line Comments:** Bid was asked to share resumes and response only.

**Extended Description:**

Temporary IT Staffing Services



**RFP - CRFQ-0705-LOT2400000011**

**Prequalification Agreements IT Temp Staffing**

**Due Date – 05/07/2024; 1:30PM EST**

**nextrow**  
DIGITAL

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## 1. Cover Letter

May 7, 2024

To,

Toby L Welch,  
Department of Administration  
Purchasing Division 2019 Washington Street East Post Office Box 50130  
Charleston, WV 25305-0130  
(304) 558-8802  
[toby.l.welch@wv.gov](mailto:toby.l.welch@wv.gov)

**Subject: NextRow Inc.'s Response to the RFP CRFQ 0705 LOT240000011 – Title - IT  
Temp Staffing**

Dear Toby L Welch,

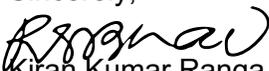
NextRow Inc D/B/A NextRow Digital (also referred to as "NextRow"), is pleased to submit a response to the Department of Administration, Request for Proposal CRFQ 0705 LOT240000011- IT Temp Staffing. We have diligently prepared our proposal to align with the specific requirements outlined in the RFP, showcasing our comprehensive capabilities, professional experience, and a detailed pricing estimate.

We are enthusiastic about the prospects offered by this RFP. Our comprehensive expertise in various business sectors, profound understanding of processes, and solid technical background position us to spearhead the success of this initiative. Our proposal details our resource capabilities and track record, highlighting our distinctive competence to not just meet but surpass the Department of Administration's expectations, thus providing significant value during the entire project duration.

We understand that the Lottery oversees numerous systems tailored specifically for its operations, supporting various applications within the State of West Virginia. The Lottery intends to transition certain applications from MS Access to C# applications that directly interact with the MS SQL server, utilizing stored procedures, views, and triggers. Meanwhile, existing MS Access VBA applications still require ongoing support and maintenance. Additionally, the Lottery aims to enhance and strengthen its internal cybersecurity and business continuity capabilities.

We have carefully considered the recent updates to the RFP and are fully committed to adhering to all stipulations. Should there be any questions or a need for further details, I am readily available at 847-592-2929 or via email at [kranga@nextrow.com](mailto:kranga@nextrow.com)

Sincerely,

  
Kiran Kumar Ranga

President

Vendor Form

	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

<b>Proc Folder:</b> 1354530 <b>Doc Description:</b> Prequalification Agreements IT Temp Staffing		<b>Reason for Modification:</b>	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b> 2024-04-11	<b>Solicitation Closes</b> 2024-04-25 13:30	<b>Solicitation No</b> CRFQ 0705 LOT240000011	<b>Version</b> 1

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Customer Code: VS0000019861  
 Vendor Name : NextRow Inc.  
 Address : 1450 American Lane, Suite 1050  
 Street :  
 City : Schaumburg  
 State : IL Country : US Zip : 60173  
 Principal Contact : Kiran Kumar Ranga  
 Vendor Contact Phone: 847-592-2929 Extension:

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

Vendor Signature  FEIN# 26-2701048 DATE 05/07/2024

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

## 2. Qualifications

**1.1 Vendor shall be in business for at least five (5) years, providing similar IT staffing services. Vendors must provide documentation to indicate that their company meets this requirement prior to award.**

**1.1.1 Vendor should provide with their bid, a general company overview that must include information regarding the number of years of qualification, experience, training, and relevant professional education for each individual classification.**

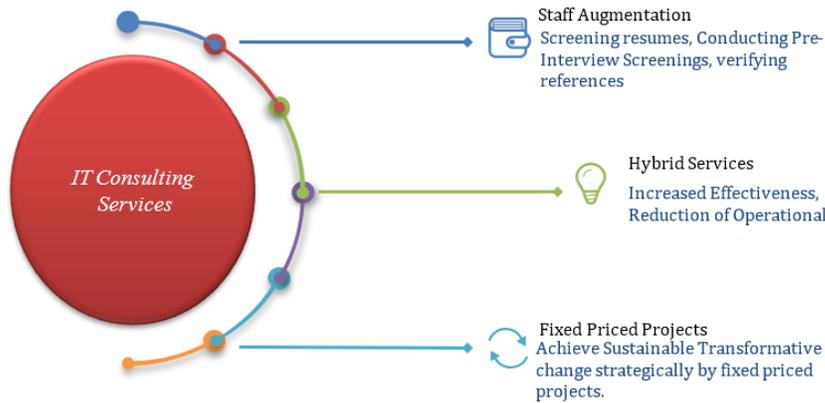
### Company Overview

Since our inception in 2008, we have carved out a niche in Information Technology Consulting and implementation services, building a distinguished reputation over 15 years for excellence in Information Technology Software and Services across the United States.

At NextRow, we are committed to delivering premier IT Consulting Services through our team of highly skilled professionals. Our developers, technical experts, project managers, and dedicated teams are focused on achieving total customer satisfaction by ensuring the successful completion of projects. Our partnerships at the Gold/Silver Level with industry leaders like Adobe, Oracle, Microsoft, and SAP equip us with Certified Architects, Developers, and Business Practitioners to offer unparalleled service. We are adept at providing top-notch staffing solutions and task-based Statement of Work services, especially for Government(State, Local, and Higher Education), Insurance, Banking, Finance, and Pharma, positioning us as an ideal partner, where we have nearly two decades of experience in supplying high-quality IT staff augmentation and project services for contracts of all sizes.

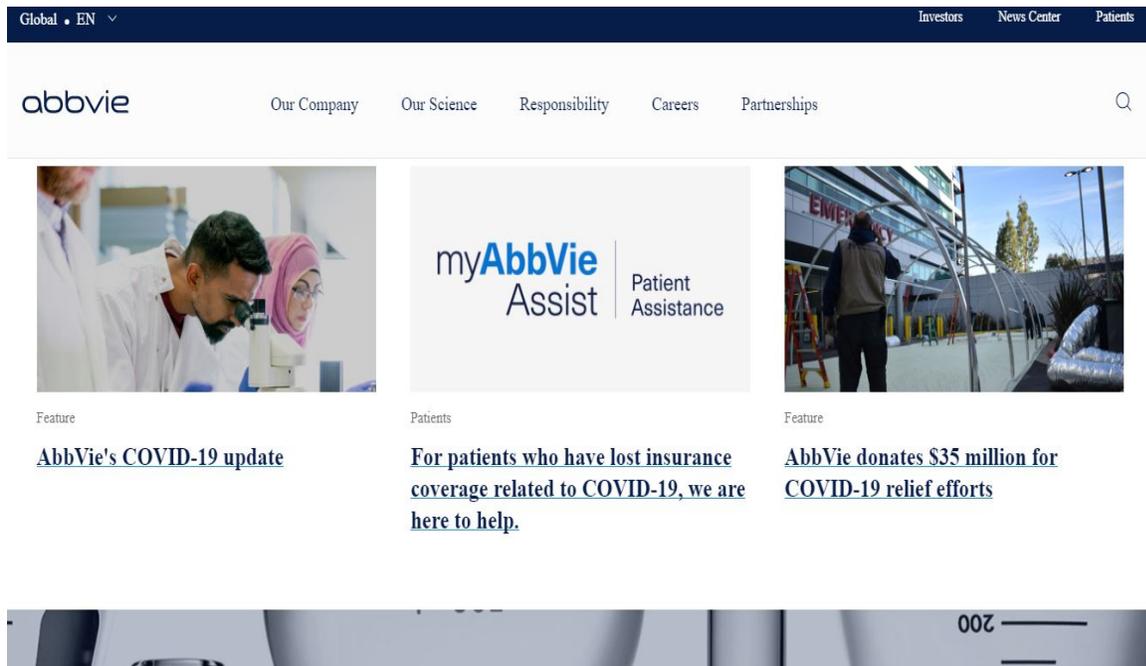
Our core competency is to invent, develop, and implement innovative and optimized solutions that enable us to secure and accelerate transformations. NextRow strictly believes in optimizing customer operational costs, enhancing return on investment, managing growth, capitalizing market opportunities, and delivering better value to the customers.

Leveraging our vast experience and talent acquisition expertise, we are well-equipped to exceed the staffing augmentation and Statement of Work goals set by the Department of Administration. Our history of placing highly skilled IT professionals at all levels comes with a fill rate exceeding 99.5% and an attrition rate below 4%. This proposal outlines our comprehensive profile, experience, and candidate sourcing strategy tailored to meet the specific needs of the Department of Administration.



**Number of years of qualification** – NextRow has 15 years of experience in Information Technology Staffing solutions. Our professional recruiters, who have the knowledge and expertise to understand customer industry and resource needs, source and recruit the right resources to fit the customer’s needs. We have faster turn-around time to ensure that we meet customer needs on time and with quality.

## 2.1. Experience – 1 - AbbVie – “Transforming Lives”



AbbVie is Leading global pharmaceutical company and has operations across Europe, North America, and Asia. NextRow Provided Professional services to AbbVie for below positions past 4 years.

### Our Solution

- Provision of niche skill resources like integration leads.
- Application development support for Java, UI, and Oracle Database.

- *Multi-vendor support, project led by customer managers.*
- *Long term –retainment contracts.*

**Team Composition**

- *Business Analyst – 3*
- *AEM Expert Developers – 6*
- *Database Administrators – 2*
- *Data Analyst - 2*
- *Mobile App Development/Support – 4*
- *Integration Specialist – 2*
- *Software Developer – 1*
- *Project Manager – 1*

**Engagement Highlights**

- *NextRow provided niche skills resources for AbbVie like integration specialist.*
- *Long- Term Relationship past 3 years*
- *Monthly review meetings – Quarterly engagement level meetings.*

## 2.2. Experience – 2 - Zebra – “Capture Your Edge”

The screenshot displays the Zebra Technologies website header with navigation links: Solutions, Products, Services, Support and Downloads, and Partners. A search bar and a 'Contact Zebra' button are also visible. Below the header, three featured articles are presented:

- The Path to Omnichannel Efficiency and Inventory Visibility:** Accompanied by an image of clothing racks. The text discusses online shoppers' expectations for inventory visibility and fulfillment.
- Zebra's 2D Scanners Puts Performance in Your Hands:** Accompanied by an image of various Zebra 2D scanners. The text highlights the future-proofing of business operations with these scanners.
- 2022 Hospital Vision Study Report:** Accompanied by an image of a doctor with a stethoscope and a glowing shield. The text discusses hospitals investing in mobile technology to redefine healthcare delivery.

*NextRow also collects data from third-party sources and integrates this data into Salesforce. Additionally, NextRow produces Email Campaigns, Events, and Action Alerts; and performs graphic design work such as the creation of logos and banners to support initiatives.*

*NextRow worked with Zebra Technologies to conceptualize, design, and build the new iteration of this website. Zebra Technologies was developed using the Adobe Platform and built on a server cluster for high availability and scalability. The new website uses more than just words to connect with its audience. Visitors consume content through multimedia vectors, including video, audio, photos, maps, and interactive reports. NextRow built the website to provide editors with a fully customizable layout, a flexible multimedia content management system, and to be social media friendly. The site uses a standards-based approach using a modular programming framework. The website also integrates with the Salesforce platform.*

**Team Composition**

- Project Manager -1
- Web UI Development – 7
- AEM Expert Developers – 6
- Database Development – 5
- Mobile App Development/Support – 4
- Java Application Support – 6
- Database Administrator – 2
- Quality Assurance Analyst – 1

**Engagement Highlights**

- Implemented and provided professional services for AEM including mobile application development in native Android and IOS
- Onshore resource hiring
- Multiple Projects requests participation enabled.
- Integration with Salesforce platform
- Monthly governance review meetings – Quarterly engagement level meetings.

**Training** – NextRow could provide staff training for the State of West Virginia through a structured and comprehensive approach. Here are a few steps that we follow –

**Needs Assessment:** NextRow would start by conducting a thorough needs assessment to understand the specific training requirements of the state's staff. This assessment would involve gathering information on existing skills, knowledge gaps, job roles, and organizational goals.

**Customized Training Plan:** Based on the needs assessment, we would develop a customized training plan tailored to the requirements of the State of West Virginia. This plan would outline the training objectives, content, delivery methods, and evaluation criteria.

**Training Content Development:** We would develop high-quality training content aligned with the identified needs and objectives. This content could include a mix of e-learning modules, instructor-led training sessions, hands-on workshops, case studies, and simulations.

**Subject Matter Experts:** We would engage subject matter experts with expertise in relevant areas such as government operations, policy implementation, technology, cybersecurity, leadership, and communication. These experts would contribute their knowledge and insights to the training programs.

**Delivery Methods:** We would employ a variety of delivery methods to ensure maximum flexibility and accessibility for the state's staff. This could include on-site training sessions, virtual classrooms, webinars, self-paced online courses, mobile learning apps, and blended learning approaches.

**Training Delivery:** We would deliver the training programs according to the customized plan, making sure to accommodate the schedules and preferences of the state's staff. Training sessions would be interactive, engaging, and focused on practical skills development.

**Ongoing Support and Evaluation:** We would provide ongoing support to participants throughout their training journey. This might include access to additional resources, mentorship programs, online forums, and helpdesk support. Regular evaluation and feedback mechanisms would be implemented to measure the effectiveness of the training and make any necessary adjustments.

**Compliance and Accreditation:** We would ensure that its training programs comply with relevant regulations and standards governing staff training for government agencies. This might involve obtaining accreditation from relevant authorities and maintaining compliance with industry best practices.

**Continuous Improvement:** We would continuously monitor and evaluate the training programs to identify areas for improvement and innovation. Feedback from participants, trainers, and stakeholders would be used to refine the training content, delivery methods, and overall effectiveness of the programs.

## Relevant professional education for each individual classification

### 2.3. Project Manager – 1

#### **SUSHANT H. MANKAR - PROJECT MANAGER – 15+ YEARS OF EXPERIENCE.**

##### **Expertise:**

- Our Project Manager brings extensive leadership and team management skills, backed by over 14 years of experience. They have consistently demonstrated strong leadership, effectively guiding teams to successful project completion. Their primary focus on nurturing a positive work culture fosters team cohesion and enhances productivity.
- With a proven track record spanning over 15 years, they have successfully managed multi-million-dollar programs and projects. Their expertise lies in developing comprehensive project plans, adeptly managing funds and resources, and ensuring the delivery of high-quality outcomes within budget and timeline constraints.
- Furthermore, they possess expertise in Methodology, Stakeholder Engagement, Technical Proficiency, and Business Analysis, with significant experience in requirements gathering. Their qualifications include certifications in ITIL® V3, Certified Scrum Master (CSM), and Project Management Professional (PMP).
- His expertise encompasses recruitment, budgeting, document management, vendor/subcontractor relations, strategic partnerships, and new business development. This breadth of skills enhances their capability to propel project success and cultivate organizational growth further.

##### **Education**

- Master of Science (Information Systems & Technology), George Washington University (Washington-DC, USA) 2003

## 2.3.1 Project Manager – 2

### **MO WARSAME - PROJECT MANAGER – 12+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- With extensive experience as an IT Project Manager, I specialize in orchestrating the entire lifecycle of high-cost, high-value projects, from initial design to ongoing operations. My leadership abilities shine as I lead diverse teams through complex initiatives, navigating multicultural environments with finesse and patience. Collaborating seamlessly, I excel under pressure, maintaining precision and efficiency to meet strict deadlines.
- My skill set encompasses a holistic approach to operational management, ensuring safety and productivity across multiple locations. I possess a keen ability to identify and resolve intricate issues, employing both agile and waterfall methodologies. Even amidst uncertainty, I exhibit decisive decision-making, skillfully juggling tasks to propel project success.
- Furthermore, I hold certifications as a Project Management Professional, Lean Six Sigma Black Belt, OSHA 30 Construction, and Google Cloud: Design and Process, further underpinning my expertise and commitment to excellence in project management.

#### **Education**

- The University of Miami Bachelors in Architecture Sept 2007 - May 2012, Minor in Art.

## 2.3.2 Project Manager – 3

### **CHRISTOPHER RORIEOPHER - PROJECT MANAGER – 10+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- Christopher is a dynamic and team-oriented Project Manager with extensive experience in asset management, risk mitigation, and project leadership. He is innovative and driven, with a strong passion for delivering high-quality results. Detail-oriented, he consistently focuses on maintaining organization and identifying opportunities for process improvements.

He possesses a range of skills including:

- Project Scheduling
- Strategic Planning & Analysis
- Exceptional Verbal and Written Communication Skills
- Project Management (Scrum)
- Proficiency in Software Tools: Jira, Confluence, and Smartsheet
- Microsoft Office Suite: PowerPoint, Excel, Project
- Risk Management
- Finance Compliance
- SQL

#### **Education**

- Bachelor of Arts: Music Media from Norfolk State University at Norfolk, VA on 05/2016

## 2.4. Business Analyst – 1

### **JABA MUKHOPADHYAY – BUSINESS ANALYST – 8+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- Our Business Analyst excels as an Agile delivery lead, adeptly facilitating agile events, addressing impediments, and providing valuable coaching to team members to ensure the timely and accurate delivery of roadmap items.
- With 8 years of experience spanning functional and business process analysis, project management, and software validation across diverse applications, including federal projects, they bring a wealth of expertise to the table.
- They take a hands-on approach, actively participating in project planning, requirement elicitation, backlog grooming, epic and user story creation, LOE estimation, system validation, and defect management processes, ensuring thoroughness from inception to closure and reporting.
- Furthermore, they are responsible for aligning change management activities, contributing to seamless project transitions. Their certifications include PMP from the Project Management Institute, USA; CBAP from the International Institute of Business Analysis, USA; CSM from Scrum Alliance, USA; Scrum Master from the International Scrum Institute, Switzerland; and CTFL from the International Software Testing Qualifications Board, USA.

#### **Education**

- Ph.D., University of Calcutta, India in 1995.

## 2.4.1 Business Analyst – 2

### **JHANSI RANI JOGU – BUSINESS ANALYST – 8+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- With a decade of distinguished experience as a Business Analyst in the retail sector and health insurance (State government), Jhansi exemplifies expertise in project management. She boasts a proven track record of effectively overseeing Product Ownership, PI Planning, Release Management, and Backlog Refinement, ensuring flawless project execution. Proficient in requirements gathering and analysis, she conducts Elicitation sessions and delivers comprehensive Functional Design documentation, facilitating the development of robust solutions.
- Jhansi specializes in Agile methodologies and adeptly utilizes tools like JIRA for release planning, sprint planning, and retrospectives, streamlining project workflows. Her deep technical proficiency spans Artificial Intelligence, Machine Learning, AWS Cloud environment, and SQL Server, empowering informed decision-making and system optimization.
- She demonstrates exceptional proficiency in optimizing Health Insurance Claims Processing Systems through advanced algorithm analysis and data processing techniques, thereby enhancing system efficiency. With a strong grasp of industry regulations and compliance standards, she ensures adherence to guidelines governing Health Insurance Claims Processing. Jhansi adopts a collaborative approach to address fraud detection and prevention, fostering partnerships with stakeholders for effective risk management.
- Her expertise extends to integrating third-party data sources and APIs to augment system functionality and efficiency, driving innovation in claims processing. Jhansi holds certifications including Certified SAFe 6 Product Owner/Product Manager and Certified Scrum Master (CSM), further validating her expertise and dedication to excellence.

#### **Education**

- Master of Business Administration (Human Resources) Osmania University in 2006

## 2.4.2 Business Analyst – 3

### **OLUWATOYIN ADEBISI – BUSINESS ANALYST – 9+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- A proactive business analyst doubling as a product owner with over 9 years of experience, adept at enhancing business architecture and devising solutions that drive value and align with business objectives. Skillfully elicits, analyzes, documents, and fulfills complex functional and business requirements of stakeholders and business users through interviews and JAD sessions. Prioritizes and validates user stories meticulously before development, ensuring optimal outcomes.
- An expert in business modeling and documentation using BPMN & DMN, with extensive experience across all phases of the Software Development Life Cycle (SDLC), encompassing agile and waterfall methodologies. Proficient in conducting functional and regression testing, coordinating user acceptance testing, and designing tailored training guides for each initiative. Additionally, excels in content management analysis, detailed data analysis, and coordination of proof of concept.
- Highly organized with exceptional multitasking abilities, proficient in Excel for data analysis and validation. Possesses advanced skills in Business Requirements Management, marketing, Web API, POSTMAN, GIS, risk management, team management, data visualization, and model-based problem-solving. Demonstrates strong decision-making abilities, ensuring efficient project execution and alignment with organizational goals.

#### **Education**

- M.Sc - Applied Statistics from West Virginia University, Morgantown in 2014
- B.Sc - Animal Production and Health from Federal University of Technology in 2022

## 2.5. Data Analyst – 1

### **MICHAEL OKOLO – DATA ANALYST – 8+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- With five years of experience in data analytics and business intelligence reporting, specializing in healthcare and finance.
- Demonstrated proficiency in performing complex analytics, working independently, and maintaining great attention to detail.
- Excel at executing under aggressive deadlines and approach projects with an AGILE mindset. Additionally bring five years of experience collaborating with large analytic teams and business executives.
- Developed analytic documentation, prepared reports, and effectively presented insights to stakeholders. Moreover, I have completed four out of the six Google Data certifications.

#### **Education**

- High School Diploma, Dulaney High School, Lutherville-Timonium, MD

## 2.5.1 Data Analyst – 2

### **SHANE HAMMOCK – DATA ANALYST – 20+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- Shane brings over 20 years of expertise in Data Analysis to the table. Notably, he crafted Power BI insights dashboards using 32+ BILLION rows of anonymized claims data sourced from Snowflake. These dashboards provided comprehensive visualizations and analyses of the client's Peri-Operative department, including insights on physician employees' distribution across competitor organizations and the impact of robotics in the Operating Room.
- As a Data and Analytics Workstream Lead, Shane spearheaded the design, development, and maintenance of an Alteryx workflow. This workflow seamlessly integrated over 400 data file inputs from customers nationwide over nearly 1 year. The system supported a national monoclonal antibody distribution initiative for the Federal Government. Additionally, Shane played a pivotal role in training and mentoring staff, empowering them to develop and adjust Alteryx scripts and Tableau visualizations to bolster program support.

#### **Education**

- Master of Science in Nursing – Marshall University Graduate College 2001
- Bachelor of Science in Nursing – Marshall University 1999
- Associate of Science in Nursing – WV Institute of Technology 1996

## 2.5.2 Data Analyst – 3

### **ENKHMEND GANBAATAR – DATA ANALYST – 6+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- Enkhmend brings over 6 years of IT experience encompassing Data Analysis, Design, Development, Maintenance, and Documentation of Business Intelligence solutions. His expertise spans Data Mart Design, ETL, OLAP, Client/Server applications, and Web applications across UNIX and Windows platforms. Proficient in SDLC methodologies such as Waterfall and Agile, he adapts flexibly to project requirements. With a focus on Data Warehouse development, Enkhmend excels in data conversion, cleaning, extraction, governance, profiling, and standardization strategies, emphasizing MDM (Master Data Management). He possesses a strong background in Data Profiling, Migration, Integration, and Metadata Management Services.
- Enkhmend collaborates closely with stakeholders, users, and SMEs to establish data lineage, ensuring meticulous documentation of key details like source systems, tables, columns, and integration methods. He is experienced in data cleaning and preprocessing techniques to ensure accuracy and completeness, handling missing data, duplicates, and transforming data formats.
- Proficient in handling large, complex data sets, including historical data, Enkhmend extracts insights to support strategic decision-making processes. He demonstrates expertise in SQL Server Integration Services (SSIS), SQL Server Reporting Services (SSRS), and SQL Server Analysis Services (SSAS), importing/exporting data from sources like Excel, Oracle database, and Flat files using SSIS utility.

#### **Education**

- Bachelor's degree in business economics, Grad date 06/01/2016, GPA: 3.8, Mongolian Labor and Social Relations Institute.

## 2.6. Quality Analyst – 1

### **SAKSHI GANDHI – QUALITY ANALYST – 11+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- Sakshi is a seasoned professional experienced in all phases of the SDLC, from Requirements to Testing. Proficient in both manual and automation testing, she utilizes tools like Protractor, TypeScript, Cucumber, and Jasmine. Skilled in Selenium Automation using WebDriver, Sakshi has expertise in various automation frameworks and programming with Java.
- She excels in web-related technologies and has extensive experience in Test Planning, Manual Testing, and Performance Testing.
- Sakshi is proficient in AWS services and Web Services testing using SOAP UI and Postman. With expertise in Back-End integration testing and knowledge of Web Services, RESTful, and SOAP, she contributes significantly to project success.

#### **Education**

- Bachelor of Science, Barakatullah University, 2010
- Master of Science, Barakatullah University, 2012

## 2.6.1 Quality Analyst – 2

### **SHAFAGH RAZAGHI – QUALITY ANALYST – 6+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- Shafagh is skilled in all phases of the SDLC, including Agile, SCRUM, and Waterfall Model methodologies. Proficient in Java, she develops automation test scripts for web-based applications using Selenium WebDriver/IDE. With 7 years of IT experience, she specializes in Software Quality Assurance Testing for Client/Server and Web-based applications, excelling in Java Core, OOPS, and developing Data-driven and Hybrid Automation frameworks within Selenium. Shafagh is adept at analyzing Business Requirements, creating comprehensive Test Plans, Test Cases, and Test Scripts.
- She has extensive experience in various testing types and database testing with SQL on Oracle and MySQL. Familiar with CI/CD processes and tools like Jira, Jenkins, Git & GitHub, and Vulcan, she is skilled in strategic planning and project management.
- Shafagh is a Certified Tester (Foundation Level) from ISTQB, demonstrating her proficiency in software testing principles. Shafagh is Certified Tester Foundation Level (CTFL) | ISTQB | ASTQB.

#### **Education**

- Bachelor Of Architecture| Architectural and Building Technology| Azad University | Tehran, Iran

## 2.6.2 Quality Analyst – 3

### **ZARIFBEK NISHANBAEV – QUALITY ANALYST – 8+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- Zarifbek has over 8 years of Software Testing experience, skilled in both Automation and Manual Testing of Web-Based Applications across various industries. He is well-versed in Agile project management processes, SDLC, and methodologies like Waterfall. Zarifbek excels in crafting precise Test Cases, Scripts, and Scenarios, ensuring thorough validation of requirements.
- With a keen focus on application performance and functionality, he meticulously develops and executes test plans, aligning them with project objectives and quality standards. Zarifbek is proficient in manual and automated testing, including Functional, Regression, and Smoke Testing, utilizing frameworks like Behavior Driven and Data-Driven.
- He demonstrates strong Object-Oriented Programming skills in Java and expertise in tools like JUnit, TestNG, Maven, and Jenkins for project building and version control. Zarifbek has created automation environments using Selenium, Java, and other tools, and is proficient in using management and project tools such as JIRA, Rally, and Trello.
- He performs API Testing/Web Services Testing for REST ASSURED and POSTMAN, validating XML and JSON requests and responses. Zarifbek is experienced in writing complex SQL queries for data retrieval and automation, and he conducts thorough testing across different browsers, platforms, and devices. Additionally, he mentors new QA engineers during onboarding, ensuring familiarity with project documentation and processes.

#### **Education**

- High School Diploma at 1 A.S. Makarenko, Bazar-Korgon, Kyrgyzstan, in the year of Graduation: 2007
- Bachelor's degree: pursuing, Field: Architectural Engineer, University: Kyrgyz-Russian Slavic at Bishkek, Kyrgyzstan will be completed in the year of Graduation 2025

## 2.7. Database Administrator – 1

### **AMARED TEMESGEN – DATABASE ADMINISTRATOR – 8+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- Amared, a Microsoft certified SQL Server (DBA), boasts nearly 8 years of IT experience. He specializes in designing, coding, testing, and supporting next-generation database solutions within the SQL Server environment. His strong communication and problem-solving skills have been honed through diverse projects, demonstrating a proven ability in teamwork and proactive system support. Amared seeks to join a dynamic team and is eager to work under high pressure and challenging environments to build and deliver high-quality solutions.
- Amared is experienced in installing, configuring, administering, and maintaining mission-critical client databases across various versions of SQL Server, including 2008 to 2022. He has expertise in migrating on-premises databases to Azure Cloud and possesses hands-on experience with Azure cloud databases and servers. Additionally, Amared has worked extensively with different Windows platforms from 2008 to 2022.
- He has a wealth of experience in upgrading SQL Server, implementing security measures, and managing permissions. Amared is adept at deploying, administering, and providing operational support for production, development, and test environments while adhering to ITIL best practices.

#### **Education**

- Bachelor of Technology from Mekelle University in 2007

## 2.7.1 Database Administrator – 2

### **BABAK DEZFOULIAN – DATABASE ADMINISTRATOR – 8+ YEARS OF EXPERIENCE.**

#### **Expertise:**

- Babak brings 8 years of specialized experience to the table, focusing on upgrading enterprise-supported servers and databases, executing robust disaster recovery plans, and ensuring seamless technical operations. He possesses expertise in data migration, ETL processes, security enforcement, user permissions management, and performance optimization.
- Babak is adept at designing and coding next-generation database solutions and is versatile across various tech platforms to maintain data integrity, security, and high availability. He excels in production servers, server configuration, data security and automation, performance tuning and maintenance, troubleshooting, database management, and high availability in an Agile environment. Additionally, he is proficient in utilizing Jira Confluence and BMC Remedy ticketing systems, as well as GitLab and Test Overmined.
- He is MCITP (Microsoft Certified IT Professional) | SQL Server – Database Administration (MCSA)
- Microsoft Azure Administrator Certified | ICDL Licensed (Microsoft Office)
- Training on AWS | AZURE | CompTIA Security+

#### **Education**

- Bachelor of Science, Azad University in 2002

## 2.7.3 Database Administrator – 3

### LINA MOHAMMED – DATABASE ADMINISTRATOR – 9+ YEARS OF EXPERIENCE.

#### Expertise:

- Lina brings over 9 years of thriving experience as a Microsoft SQL Server DBA, specializing in designing, coding, testing, and supporting next-generation database solutions for diverse organizations. Her demonstrated communication and problem-solving skills have been honed through successful project execution, fostering effective collaboration with teams and proactive resolution of technical challenges. With extensive hands-on involvement, she excels in installing, configuring, administering, and maintaining mission-critical client databases across SQL Server versions 2012-2019, ensuring optimal performance and data integrity across diverse environments.
- She is certified in MCDBA - Microsoft Certified Professional by Querying Microsoft SQL Server 2014

#### Education

- Bachelor of Arts in Marketing Management from Addis Ababa University | 2010

### 1.2 Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below.

#### 1. For AbbVie, NextRow has provided:

**Project Manager:** Responsible for overseeing the project, managing timelines, and ensuring successful delivery.

**Business Analyst:** Analyzes business requirements, gathers user needs, and translates them into functional specifications.

**Data Analyst:** Works with data sets, performs data cleansing, analysis, and provides insights.

**Software Developer:** Develops software solutions, writes code, and ensures the implementation of features.

#### 2. Zebra:

**Project Manager:** Similar to AbbVie, responsible for project management and coordination.

**Database Administrator:** Manages databases, optimizes performance, and ensures data integrity.

**Quality Assurance Analyst:** Tests software applications, identifies defects, and ensures product quality.

### 1.2.1 Documentation should include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4.

## Meeting the Requirements

S.No	Offering Resources	
1.	<b>Business Analyst</b>	<p>Our Business Analyst excels in collecting and analyzing requirements, facilitating Elicitation sessions, and producing comprehensive Functional Design documentation, which leads to the creation of robust solutions. This professional has:</p> <ul style="list-style-type: none"> <li>• Worked closely with stakeholders to gather business requirements, perform GAP analysis, and map process flows using Visio.</li> <li>• Set up AWS IAM user groups, roles, and policies to align with corporate standards and compliance mandates.</li> <li>• Converted complex regulatory demands into practical product features that enhance system efficiency.</li> <li>• Acted as a mediator between development teams and product owners to ensure that requirements are met.</li> <li>• The Business Analyst has a demonstrated capability to optimize workflows and reduce processing times through innovative approaches, thereby fostering ongoing improvements in project results and:</li> <li>• Identified and capitalized on opportunities to refine business processes, propelling continuous improvement efforts.</li> </ul>
2.	<b>Data Analyst</b>	<p>Our Data Analyst, who holds a Google Data Analytics Certification, brings five years of expertise in data analytics and business intelligence reporting, with a focus on healthcare and finance sectors. Their competencies include:</p> <ul style="list-style-type: none"> <li>• Engaging in Big Data, Data Warehousing, and Data Modeling activities.</li> <li>• Creating reports by working with database structures and data modeling, including a proficient command of SQL.</li> <li>• Developing ETL packages to transfer data from various sources like flat files, Excel, and Oracle databases to a centralized SQL Server database using SSIS.</li> <li>• Crafting complex SQL queries against SQL Server databases using SQL Server Management Studio.</li> <li>• Additionally, they possess advanced analytic skills and extensive experience with:</li> <li>• Microsoft Excel, particularly in financial modeling and analysis.</li> <li>• Statistical Analysis Software (SAS) for data analysis</li> </ul>

		<p>and support in project-related tasks.</p> <ul style="list-style-type: none"> <li>Collecting information, analyzing reports, and presenting findings effectively.</li> </ul>
<b>3.</b>	<b>Database Administrator</b>	<p>Our Database Administrator, boasting over nine years of extensive experience with Microsoft SQL Server, specializes in the design, coding, testing, and support of advanced database solutions across various organizations. Their expertise includes:</p> <ul style="list-style-type: none"> <li>Designing and developing ETL processes using SSIS to load data from multiple sources, including MS Access, SQL Server 2019, and Oracle databases.</li> <li>Managing SQL Server database security by setting up logins, users, roles, permissions, and conducting server and database audits.</li> <li>Overseeing and monitoring database systems, implementing advanced cybersecurity measures to prevent data breaches.</li> </ul> <p>This administrator also has substantial hands-on experience in:</p> <ul style="list-style-type: none"> <li>Installing, configuring, administering, and maintaining vital client databases across SQL Server versions from 2012 to 2019.</li> <li>Creating and managing SQL Server database objects such as tables, indexes, views, stored procedures, and functions.</li> <li>Utilizing their database administration expertise with Microsoft SQL Server (2016/2019) to manage databases in both on-premises and cloud environments.</li> <li>Managing and optimizing AWS RDS for MySQL databases to ensure high availability and performance.</li> <li>Maintaining and enhancing the company's cloud database to assure optimal performance and security.</li> <li>Conducting performance tuning and optimization of database queries, which has led to a 20% improvement in application response time.</li> <li>Developing and overseeing policies, procedures, and standards related to database management.</li> </ul>
<b>4.</b>	<b>Project Manager</b>	<p>Our Project Manager, with over 15 years of experience in managing multi-million-dollar programs and projects, excels in developing detailed project plans, managing funds and resources, and delivering high-quality outcomes within budget and time constraints. Their expertise also encompasses recruitment, budgeting, document management,</p>

		<p>vendor/subcontractor relations, strategic partnerships, and new business development, all contributing to their ability to enhance project success and organizational growth. Key accomplishments include:</p> <ul style="list-style-type: none"> <li>• Overseeing project lifecycles from planning and execution to implementation, managing all phases, tasks, and timelines.</li> <li>• Identifying, assessing, and managing project risks, while devising effective mitigation strategies to ensure project success.</li> <li>• Developing and managing project budgets to meet financial goals and ensure timely project delivery.</li> <li>• Producing and distributing project status reports to key stakeholders, promoting transparency and alignment within the program.</li> <li>• Coordinating with other PMO coordinators to resolve inter-working group issues and manage action items.</li> <li>• Working closely with the QA Manager to prepare necessary documentation for CMMI audits, ensuring adherence to quality standards.</li> <li>• Collaborating with Salesforce to implement essential modules for new applications.</li> <li>• Implementing PMO methodologies, standard operating processes, and best practices to streamline project management.</li> </ul>
<p>5.</p>	<p><b>Quality Assurance Analyst</b></p>	<p>Our Quality Assurance professional brings over 11 years of experience in software testing, encompassing both manual and automation testing. They are adept in designing and implementing test plans, test cases, defect reporting, and tracking, with a specialization in developing automation test scripts using Selenium WebDriver with Java, TestNG, and Cucumber across various domains such as Retail, Banking, and Healthcare. Their experience includes:</p> <ul style="list-style-type: none"> <li>• Mastery of all phases of the Software Development Life Cycle (SDLC), with a deep understanding of stages such as Requirements, Analysis, Design, Development, and Testing.</li> <li>• Handling both manual and automation testing projects with proficiency.</li> <li>• Utilizing Protractor, TypeScript, and Cucumber to build automation frameworks, and employing Jasmine and Karma testing tools with Protractor for application testing.</li> <li>• Analyzing, preparing, and executing test cases and</li> </ul>

		<p>procedures for standalone, client/server, database, and web-based applications using Java.</p> <ul style="list-style-type: none"><li>• Extensive experience with Selenium Automation using WebDriver and programming in Java within Junit and TestNG frameworks for Unit Testing.</li><li>• Employing Xamarin to automate tests on mobile apps developed with Xamarin, leveraging the Xamarin Test Cloud for comprehensive, device-agnostic testing.</li><li>• Integrating Cypress tests into the CI/CD pipeline to facilitate continuous testing and quicker feedback loops.</li><li>• Performing exploratory testing using Ruby-based tools like Watir or Capybara for ad-hoc testing to identify potential issues not detected by automated tests.</li><li>• Designing and executing automated tests with Cypress as part of the QA team's efforts.</li><li>• Developing Behavior-Driven Development (BDD) tests using Behave by writing behaviors and step definitions.</li><li>• Writing test cases in Quality Center and managing defect logging.</li><li>• Providing support during production issues through Emergency Bug Fix testing and maintaining defects in Quality Center following the Defect Tracking Life Cycle.</li></ul>
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**1.2.2 Vendors must provide documentation to indicate that their company meets this requirement prior to award.**

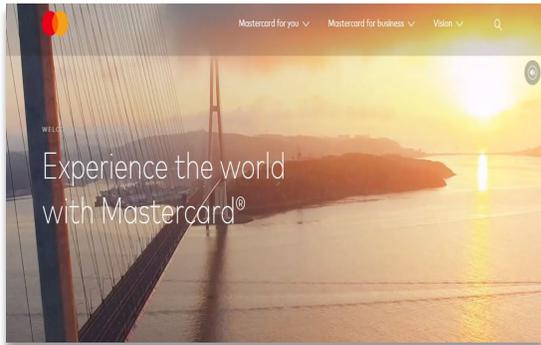
## Success Stories

### 1. State of Illinois

*We have had the pleasure of collaborating with the State of Illinois on their Temporary Staffing Services journey, providing a rewarding experience throughout. Here are a few of the positions we have successfully filled:*

1. *Project Manager*
2. *Quality Assurance*
3. *Database Administrator*
4. *Business Analyst*

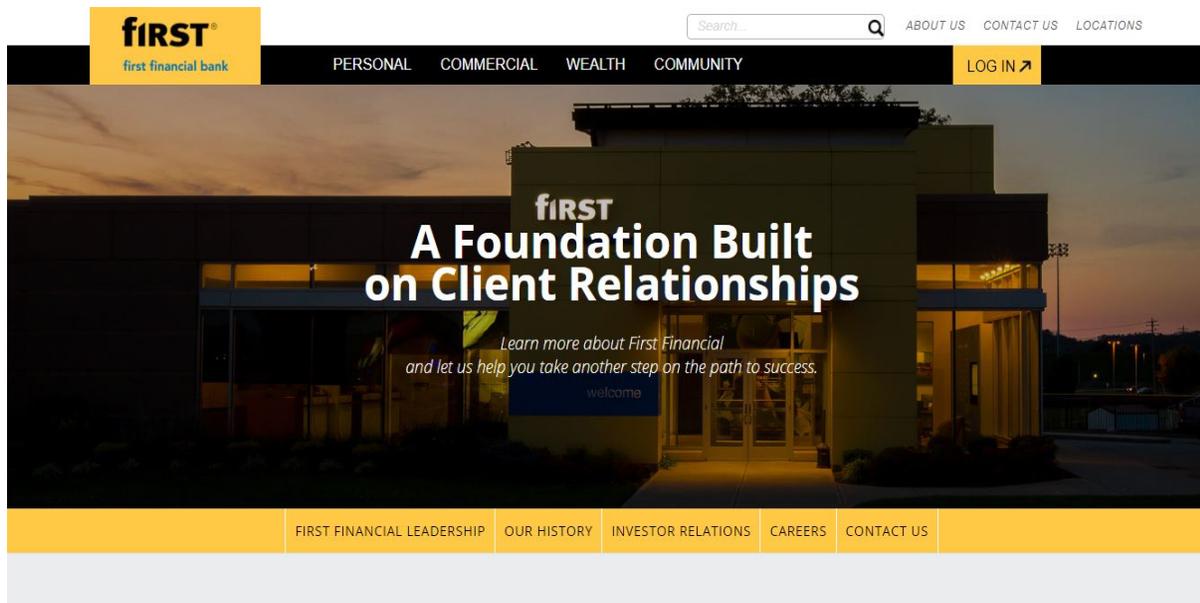
## 2. Mastercard –“Experience the World”



Mastercard is one of the largest financial institution and having operations across globe. NextRow Provided IT Consulting services to customer for below positions past 4 years with dedicated customer office. We have provided the resources as mentioned below –

- Project Manager
- Web UI Development
- AEM Expert Developers
- Database Developer
- Mobile App Development/Support
- Quality Analyst
- Java Application Support

## 3. First Financial Bank – “A Foundation Built on Client Relationships”



FFB website represents a rich source of information of banking information. The bank Information is automatically populated with content that has been entered on the website and provides readers with quick

*insight into the most recent news through visualization. The website gives the public access by allowing users to browse, search, and review banking policies. Registered users can review their day to day updated transaction in a more intuitive fashion. By applying the full potential of the interactive web, visitors can take their own paths of discovery through the process. This ultimately creates a more compelling and influential experience. We have provided the following resources for the First Financial Bank.*

#### **Team Composition**

- Web UI Development – 7
- Project Manager – 6
- Database Development – 5
- Data Analyst - 3
- Mobile App Development/Support – 4
- Quality Analyst - 3
- Java Application Support – 6

**1.2.3 The documentation should detail the entity, company or business to whom the individual was supplied and provide contact information for that entity.**

2.8. Project Manager -1, Reference – 1  
Sushant H Mankar

Reference #1	
Client	FAA
Name	M Huntur
Designation	Lead
Email ID	<a href="mailto:Mhunter@Yahoo.com">Mhunter@Yahoo.com</a>
Contact Number	301-258-8659

Reference #2	
Client	FAA
Name	Robert Mike
Designation	Manager
Email ID	Robmike@FAA.IN
Contact Number	740-645-7405

Reference #3	
Client	FAA
Name	Jayram R
Designation	Manager
Email ID	Jay.R@gmail.com
Contact Number	895-256-9802

### 2.8.1 Project Manager -2, Reference 2

#### MO Warsame

Reference #1	
<b>Client</b>	SaniePro
<b>Name</b>	Warsan Yusuf
<b>Designation</b>	CEO
<b>Email ID</b>	ywarsan@gmail.com
<b>Contact Number</b>	(571) 331-9509

Reference #2	
<b>Client</b>	Corner store building brands
<b>Name</b>	Brad Ludwig
<b>Designation</b>	Manager
<b>Email ID</b>	Brad.ludwig@cornerstore-bb.com
<b>Contact Number</b>	859-309-6183

Reference #3	
<b>Client</b>	NSTA
<b>Name</b>	Brian Short
<b>Designation</b>	Manager
<b>Email ID</b>	brianpowellshort@gmail.com
<b>Contact Number</b>	571-213-0128

### 2.8.2 Project Manager -3, Reference – 3

#### Christopher Rorieopher

Reference #1	
<b>Client</b>	FIS
<b>Name</b>	Linda Lutz
<b>Designation</b>	Project Manager
<b>Email ID</b>	Lutz@FIS.com
<b>Contact Number</b>	852-006-6325

Reference #2	
Client	Intellibridge
Name	Azeez Rufai
Designation	Project Manager
Email ID	Azeez.R@Gmail.com
Contact Number	547-200-6669

Reference #3	
Client	FIS
Name	Kim McCoy
Designation	Project Manager
Email ID	Kim.MC@FIS.com
Contact Number	354-625-8976

### 2.9. Business Analyst – 1, Reference – 1 Jaba Mukhopadhyay

Reference #1	
Client	FreddieMac
Name	Robert Carroll
Designation	Manager
Email ID	Robert_carroll1@freddiemac.com
Contact Number	860-729-2519

Reference #2	
Client	FEMA
Name	Faria Khan
Designation	Technical Project Lead
Email ID	<a href="mailto:fariakhan@gmail.com">fariakhan@gmail.com</a>
Contact Number	571-587-4101

Reference #3	
Client	Kaiser Permanente
Name	Touhid Kazi
Designation	Program Manager
Email ID	KaziT@kp.org
Contact Number	571-284-9617

### 2.9.1 Business Analyst – 2, Reference – 1

Jhansi Rani Jogu

Reference #1	
<b>Client</b>	HMSHOST
<b>Name</b>	Chaitanya
<b>Designation</b>	Manager
<b>Email ID</b>	krishnasstr@hmshost.com
<b>Contact Number</b>	301-814-0931

Reference #2	
<b>Client</b>	New York State Department
<b>Name</b>	Prithvi Parasa
<b>Designation</b>	Manager
<b>Email ID</b>	Prithvi.parasa@its.ny.gov
<b>Contact Number</b>	510-509-5633

Reference #3	
<b>Client</b>	New York State Department
<b>Name</b>	Monica Surapaneni
<b>Designation</b>	Manager
<b>Email ID</b>	mounika.surapaneni@its.ny.gov
<b>Contact Number</b>	618-420-8144

### 2.9.2 Business Analyst – 3, Reference – 3

Oluwatoyin Adebisi

Reference #1	
<b>Client</b>	PNC Bank
<b>Name</b>	Ajibade Abigeal
<b>Designation</b>	Project Manager
<b>Email ID</b>	Tajibade@yahoo.com
<b>Contact Number</b>	304-685-6026

Reference #2	
Client	Deloitte
Name	Tega Ojo
Designation	Manager
Email ID	Brumetega@gmail.com
Contact Number	718- 865-6539

Reference #3	
Client	West Virginia university Health
Name	Seyi Oyebanji
Designation	Senior Manager
Email ID	sey.oye1@gmail.com
Contact Number	832-977-4479

2.10. Data Analyst – 1, Reference – 1  
Michael Okolo

Reference #1	
Client	Young At Heart
Name	Amanda Eke
Designation	Manager
Email ID	Amaeke88@gmail.com
Contact Number	443-915-4640

Reference #2	
Client	Destiny Financial
Name	Alvin Justin Davidson
Designation	Manager
Email ID	Alvin.davidson1@outlook.com
Contact Number	813-817-2370

Reference #3	
Client	Destiny Financial
Name	Curtis Dougherty
Designation	Lead
Email ID	Curtis.Dou@gmail.com
Contact Number	548-582-7799

### 2.10.1 Data Analyst – 2, Reference – 2

Shane Hammock

Reference #1	
<b>Client</b>	KPMG
<b>Name</b>	Eduardo Lopez Mota
<b>Designation</b>	Lead
<b>Email ID</b>	Eduardon.Lopez@Yahoo.com
<b>Contact Number</b>	(713) 319-2304

Reference #2	
<b>Client</b>	KPMG
<b>Name</b>	Patrick Esparza
<b>Designation</b>	Lead
<b>Email ID</b>	Patrick.Esp@Gmail.com
<b>Contact Number</b>	(817) 682-6907

Reference #3	
<b>Client</b>	KPMG
<b>Name</b>	RJ Enriquez
<b>Designation</b>	Senior Manager
<b>Email ID</b>	Ronald.E@Gmail.com
<b>Contact Number</b>	(407) 256-302

### 2.10.2 Data Analyst – 3, Reference – 3

Enkhmend Ganbaatar

Reference #1	
<b>Client</b>	IntegralAds
<b>Name</b>	Soninbayar Munkhbayar
<b>Designation</b>	Senior Software engineer Manager
<b>Email ID</b>	smunkhbayar@integralads.com
<b>Contact Number</b>	571-242-7989

Reference #2	
Client	U.S Bank
Name	Ksenia Kolosova
Designation	Data Analyst
Email ID	ksenia.kolosova@usbank.com
Contact Number	734-510-2456

Reference #3	
Client	IntegralAds
Name	Westone M
Designation	Lead
Email ID	Waest.M@integralads.com
Contact Number	507-555-9630

### 2.11. Quality Analyst – 1, Reference – 1 Sakshi Gandhi

Reference #1	
Client	Hexaware
Name	Kiran Annbomina
Designation	Supervisor
Email ID	kirana3@hexaware.com
Contact Number	281-823-9222

Reference #2	
Client	HCL
Name	Shokouh Motamedi Boroujeni
Designation	Manager
Email ID	Shokouh.motam@hcl.com
Contact Number	959 -242-9809

Reference #3	
Client	OneMain Financial Holdings, LLC.
Name	Nikhil Chirkode
Designation	Project Manager
Email ID	nikhil.chikorde.ce@omf.com
Contact Number	609-905-0745

### 2.11.1 Quality Analyst – 2, Reference -2 Shafagh Razaghi

Reference #1	
<b>Client</b>	City National Bank
<b>Name</b>	Sakhi Hamidi
<b>Designation</b>	Manager
<b>Email ID</b>	Sakhihamidi@gmail.com
<b>Contact Number</b>	703-296-0433

Reference #2	
<b>Client</b>	Nordstrom
<b>Name</b>	Idress Noori
<b>Designation</b>	Lead
<b>Email ID</b>	idressnoori456@gmail.com
<b>Contact Number</b>	571-394-8796

Reference #3	
<b>Client</b>	State Farm Insurance
<b>Name</b>	Ghezal Hadio
<b>Designation</b>	QA Analyst
<b>Email ID</b>	Gbarakzaihaqjo@gmail.com
<b>Contact Number</b>	571-866-3806

### 2.11.2 Quality Analyst – 3, Reference – 3 Zarifbek Nishanbaev

Reference #1	
<b>Client</b>	Freddie Mac
<b>Name</b>	Murugesh Kumar Kuppusamy
<b>Designation</b>	Lead
<b>Email ID</b>	<a href="mailto:murugeshkumark@gmail.com">murugeshkumark@gmail.com</a>
<b>Contact Number</b>	484-870-9478

Reference #2	
Client	Royal Caribbean
Name	Shakh Haitov
Designation	Senior BI Developer
Email ID	<a href="mailto:skbidev2015@gmail.com">skbidev2015@gmail.com</a>
Contact Number	571-989-0009

Reference #3	
Client	Sprint Moble
Name	Akmal Tursunov
Designation	Business Analyst
Email ID	<a href="mailto:tsn.akmal@gmail.com">tsn.akmal@gmail.com</a>
Contact Number	703-596-6869

## 2.12. Database Administrator – 1, Reference – 1 Amared Temesgen

Reference #1	
Client	Gap Inc.
Name	Abel Berhanu
Designation	Project Manager
Email ID	<a href="mailto:abelberhanuwkn@gmail.com">abelberhanuwkn@gmail.com</a>
Contact Number	571-320-2923

Reference #2	
Client	Gap Inc.
Name	Kalkidan Gebremichael
Designation	Team Lead
Email ID	<a href="mailto:kalwolde01@gmail.com">kalwolde01@gmail.com</a>
Contact Number	240-433-2585

Reference #3	
Client	Amrock Insurance LLC
Name	Jote Regaa
Designation	Manager
Email ID	<a href="mailto:jotemregaa@gmail.com">jotemregaa@gmail.com</a>
Contact Number	571-331-7312

### 2.12.1 Database Administrator – 2, Reference – 2

Babak Dezfoulian

Reference #1	
<b>Client</b>	Department of Justice
<b>Name</b>	Kevin Sweeney
<b>Designation</b>	Manager
<b>Email ID</b>	kevinpatrickswweeney@gmail.com
<b>Contact Number</b>	703-727-6815

Reference #2	
<b>Client</b>	IBM
<b>Name</b>	Alex Shal
<b>Designation</b>	Project Lead
<b>Email ID</b>	alex.shal@yahoo.com
<b>Contact Number</b>	240-388-1255

Reference #3	
<b>Client</b>	Accenture
<b>Name</b>	Fatima Nazari
<b>Designation</b>	Project Manager
<b>Email ID</b>	f.nazari61@gmail.com
<b>Contact Number</b>	571-393-8872

### 2.12.2 Database Administrator -3, Reference – 3

Lina Mohammed

Reference #1	
<b>Client</b>	OCTO Consulting Group LLC
<b>Name</b>	Michael Vosco
<b>Designation</b>	Manager
<b>Email ID</b>	michealvoscot@gmail.com
<b>Contact Number</b>	602-492-4055

Reference #2	
<b>Client</b>	Intel Corporation
<b>Name</b>	Minnah Kedir
<b>Designation</b>	Project Manager

<b>Email ID</b>	minnahk99@gmail.com
<b>Contact Number</b>	602-492-4055

<b>Reference #3</b>	
<b>Client</b>	Moderna
<b>Name</b>	Zemzem bedru
<b>Designation</b>	Manager
<b>Email ID</b>	zemzemb@yahoo.com
<b>Contact Number</b>	240-423-3621

- a. Vendor must possess all licenses, permits, and certifications required to perform this contract before the start date of service.**

NextRow holds the license required to execute the contract.

- b. Lottery shall require resources to hold current certification for target technologies, the certifications would include but not limited to cybersecurity or vendor-specific certifications as Cisco and Microsoft.**

Our resources possess certifications that align with their qualifications.

### 3. Designated Contact

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

(Printed Name and Title) Kiran Kumar Ranga, President

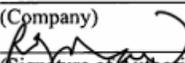
(Address) 1450 American Lane, Suite 1050, Schaumburg, IL 60173

(Phone Number) / (Fax Number) 847-592-2929/ 847-464-8091

(email address) kranga@nextrow.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.*

NextRow Inc.  
(Company)  
  
(Signature of Authorized Representative)  
Kiran Kumar Ranga, President 05/07/2024  
(Printed Name and Title of Authorized Representative) (Date)  
847-592-2929 847-464-8091  
(Phone Number) (Fax Number)  
kranga@nextrow.com  
(Email Address)

Revised 8/24/2023

## 4. Mutual Non-Disclosure Agreement

This Mutual Non-Disclosure Agreement (“Agreement”) is entered into by and between the West Virginia Lottery, with its principal offices located at 900 Pennsylvania Avenue Charleston, WV 25302 (“Lottery”), and with its principal offices located at (“Party of the second part”), with an Effective Date of. Lottery and Party of the second party also are referred to herein individually as a “party”, or collectively as the “parties”.

WHEREAS, the parties to this Agreement may wish to exchange certain information related to the provision of certain information or communication technology services by one party of interest to the other party; and

WHEREAS, the parties agree that improper disclosure of either party’s Confidential Information, as defined below, by the other party could cause material harm to the party whose Confidential Information was improperly disclosed;

NOW THEREFORE, in order to protect certain Confidential Information that may be disclosed between the parties, Lottery and Alpha agree to maintain the confidentiality of the Confidential Information as follows:

**I. Definition of Confidential Information.** The "Confidential Information" disclosed under this Agreement is defined as follows:

Any data or information that is proprietary to the disclosing party and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to: (i) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies; (ii) plans for products or services, and customer or supplier lists; (iii) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; (iv) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, intellectual property, and trade secrets; (v) solicitation for proposals, responses to proposals, bids, or information disclosed in connection with such solicitation, response, or bid; (vi) any other information that should reasonably be recognized as confidential information of the disclosing party.

**II. Disclosure Period and Term.** This Agreement protects against the disclosure of Confidential Information which is disclosed between the parties during each party’s performance of its obligations associated with that certain CRFQ Agreement executed between the parties on(the “Effective Date”) and 3 year(s) after the termination of such Agreement (“Disclosure Period”). Therefore, the duty of a recipient of Confidential Information to protect such Confidential Information disclosed under this Agreement begins on the Effective Date and expires 3 year(s) after the end of Disclosure Period. Upon termination of this Agreement or upon the disclosing party’s request, the recipient shall cease use of Confidential Information and return or destroy it.

- III. Use of Confidential Information.** A party hereunder receiving Confidential Information shall use such Confidential Information solely for the purposes of, as applicable to the recipient, understanding current business activities of a party, soliciting a proposal for certain information technology services, responding to such proposal solicitation, reviewing solicitation responses, tendering a bid, or discussions or negotiations related to such solicitation, proposal, or bid.
- IV. Protection of Confidential Information.** Each party shall not disclose the Confidential Information of the other party to any third party. The recipient shall protect the Confidential Information by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own confidential information of a like nature. A recipient shall restrict disclosure of Confidential Information to its employees, provided that such employees (i) have a need to know, and (ii) are bound by obligations of confidentiality equally as restrictive as the terms of this Agreement.
- V. Exclusions.** This Agreement imposes no obligation upon the recipient with respect to Confidential Information which: (a) was in the recipient's possession before receipt from the disclosing party; (b) is or becomes a matter of public knowledge through no fault of the recipient; (c) is rightfully received by the recipient from a third party without a duty of confidentiality; (d) is disclosed by the disclosing party to a third party without a duty of confidentiality on the third party; (e) is independently developed by the recipient; (f) is disclosed under operation of law; or (g) is disclosed by the recipient with the disclosing party's prior written approval.
- VI. Miscellaneous.** Neither party to this Agreement shall acquire any intellectual property rights nor any other rights under this Agreement except the limited right to use as set forth in this Agreement. This Agreement does not prevent either Party from competing with one another for work or clients unless the parties specifically agree otherwise, in writing, as to a specific client. Each disclosing party warrants and represents that the Confidential Information and other information provided which is necessary to the purposes described hereunder, are true and correct to the best of the disclosing party's knowledge and belief. Nothing in this Agreement shall be construed to preclude either party from developing, using, marketing, licensing, and/or selling any software or other material that is developed without reference to the Confidential Information.
- VII. Export Administration.** Each party to this Agreement agrees to comply fully with all relevant export laws and regulations of the United States and other countries to assure that no Confidential Information or any portion thereof is exported, directly or indirectly, in violation of such laws.
- VIII. No Obligation to Purchase or Offer Products or Services.** Neither party has an obligation under this Agreement to purchase or otherwise acquire any service or item from the other party. Neither party has an obligation under this Agreement to commercially offer any products using or incorporating the Confidential Information. The

disclosing party may, at its sole discretion, offer such products commercially and may modify them or discontinue such offerings at any time.

**IX. General.** The parties do not intend that any agency or partnership relationship be created between them by this Agreement. This Agreement sets forth the entire agreement with respect to the Confidential Information disclosed herein and supersedes all prior or contemporaneous agreements concerning such Confidential Information, whether written or oral. All additions or modifications to this Agreement must be made in writing and must be signed by both parties. This Agreement and all matters arising out of or relating to this Agreement shall be governed by the laws of the State of West Virginia. The parties agree that the information provided as allowed by this Agreement will not contain any proprietary technical or confidential contractual information, or any financial information related to the relationship between Alpha and its partners. As a result, damages will not be included as a remedy.

The undersigned authorized representatives of each party have agreed to be legally bound by the terms of this Agreement as of the Effective Date shown above.

WEST VIRGINIA LOTTERY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

NextRow Inc. \_\_\_\_\_

**(VENDOR)**

By: *R. Ranga* \_\_\_\_\_

Name: Kiran Kumar Ranga \_\_\_\_\_

Title: President \_\_\_\_\_



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

<b>Proc Folder:</b> 1354530		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Addendum No 1 - Prequalification Agreements IT Temp Staffing		Addendum No 1 is issued to modify the bid opening date.	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-04-22	2024-05-07 13:30	CRFQ 0705 LOT2400000011	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000019861  
**Vendor Name :** NextRow Inc.  
**Address :** 1450 American Lane, Suite 1050  
**Street :**  
**City :** Schaumburg  
**State :** IL **Country :** US **Zip :** 60173  
**Principal Contact :** Kiran Kumar Ranga  
**Vendor Contact Phone:** 847-592-2929 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
 (304) 558-8802  
 toby.l.welch@wv.gov

Vendor Signature X

FEIN# 26-2701048

DATE 05/07/2024

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**

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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.

NextRow Inc.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

05/07/2024

\_\_\_\_\_  
Date

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

Revised 6/8/2012



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

<b>Proc Folder:</b> 1354530			<b>Reason for Modification:</b> Addendum No 2 is issued to publish questions and answers.
<b>Doc Description:</b> Addendum No 2 - Prequalification Agreements IT Temp Staffing			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-04-29	2024-05-07 13:30	CRFQ 0705 LOT2400000011	3

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000019861  
**Vendor Name :** NextRow Inc.  
**Address :** 1450 American Lane, Suite 1050  
**Street :**  
**City :** Schaumburg  
**State :** IL **Country :** US **Zip :** 60173  
**Principal Contact :** Kiran Kumar Ranga  
**Vendor Contact Phone:** 847-592-2929 **Extension:**

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

**Vendor Signature X**  **FEIN#** 26-2701048 **DATE** 05/07/2024

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

**ADDITIONAL INFORMATION**

Addendum No 2 is issued for the following reasons:

1) To publish a copy of all vendor questions and their responses.

--no other changes--

**INVOICE TO****SHIP TO**

LOTTERY  
PO BOX 2067

LOTTERY  
900 PENNSYLVANIA AVE

CHARLESTON WV  
US

CHARLESTON WV  
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: 2**

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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 2 is issued for the following reasons:

- 1) To attach the vendors questions and Agency responses.

--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.: LOT240000011**

**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 type="checkbox"/> Addendum No. 1            | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" 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.

NextRow Inc.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

05/07/2024

\_\_\_\_\_  
Date

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

# ATTACHMENT A

# CRFQ LOT2400000011

## Prequalification Agreements – IT Temporary Staffing

1. Could you please provide an OCR-compatible searchable version of the Solicitation document?  
**A1) No, see the CRFQ bid documents.**
2. We are assuming that bidders are neither required to submit client references at the proposal submission stage nor at the contract award stage. Please confirm.  
**A2) Incorrect. Per sections 3.2, 3.2.1 – 3.2.3 documentation is required before award.**
3. Regarding section 3.2.2, could you elaborate on what specific documentation is required to indicate that a company meets the stated requirement prior to award?  
**A3) Vendor should provide with their bid, a general company overview that must include information regarding the number of years of qualification, experience, training, and relevant professional education for each individual classification.**
4. Please confirm if bidders are required to include cost proposal (range of bill rates) in their proposal submission.  
**A4) No, see section 5.1 Vendor Prequalification: This RFQ will establish a pool of prequalified vendors to provide the services listed in Section 4, "Mandatory Contract Items and Deliverables."**
5. Is this a new contract or a renewal of an existing contract? If it is an existing contract, could you share the number of and list of the incumbent vendors?  
**A5) New, there is no existing contract or incumbent Vendor.**
6. How many vendors do you anticipate selecting as a result of this Request for Proposal (RFP) process?  
**A6) No anticipated number of awards or vendors, this will be a Multiple-Award Contract: Contracts will be awarded only to prequalified vendors.**
7. What was the Lottery's expenditure for similar services last year?  
**A7) None, there is no existing contract or incumbent Vendor.**
8. What is the anticipated budget allocated for this contract?  
**A8) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**
9. How many staff augmentation requests were made by the Lottery in the past years?  
**A9) None, there is no existing contract or incumbent Vendor.**
10. What is the anticipated number of requisitions that would be released under this contract?  
**A10) There is no anticipated number of requisitions, Lottery's requests will be when services are needed.**

# CRFQ LOT2400000011

## Prequalification Agreements – IT Temporary Staffing

**11.** What would be the minimum anticipated duration of such projects for which the Lottery would require resources?

**A11)** Per section 4.3 Lottery needs may be hourly, daily, weekly, monthly or annually, or as needed, per section 2.8 where PRN is defined as “when necessary” or “as needed”. Each mini-bid will specify the total number of chargeable hours available on the contract over a specified duration.

**12.** Will the selected resources be required to work full-time or part-time? If part-time, is there a minimum hourly commitment?

**A12)** There will be no full-time work associated with the award of these prequalification agreements; see page 30, section 5.2, and Sample Staff Request Form Attachment – 2. Resources contracted by the mini-bid will have a not-to-exceed number of chargeable hours over a specific duration. There will be no minimum commitment of hours.

**13.** Could you please provide the evaluation criteria that will be used to assess the proposals submitted by vendors?

**A13)** See the PREQUALIFICATION AGREEMENT SPECIFICATIONS starting on page-24 of the CRFQ Bid Documents.

**14.** Would the resources be required to perform work on-site or remote?

**A14)** See page-29 section 4.7 Work Location and Work Hours.

**15.** Please confirm if vendors should sign and submit page 23 (Designated Contact Form) with our response?

**A15)** Yes

**16.** Referring to the information requested on section 3.1.1 “...experience, training, and relevant professional education for each individual classification.” What is WV Lottery asking vendors to provide in this section? Would this be number of placements or sample resumes? Please clarify.

**A16)** Section 3.1.1 refers to documentation specified by section 3.2 and 3.2.1 for the three (3) resources placed in the last five (5) years.

**17.** For section 3.2, which asks for vendors to provide, “...documentation to indicate they have provided staffing of at least 3 individuals within the past 5 years for any classification listed in section 4.2.” Can vendors provide at least 3 references where we placed resources for the classifications listed in the RFQ to meet this section's requirement?

**A17)** Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.

# CRFQ LOT240000011

## Prequalification Agreements – IT Temporary Staffing

18. For the purpose of putting together an RFQ response for WV Lottery, vendors are only required to provide the information requested in sections 3.1 to 3.4? Please confirm.

**A18) Yes, and must comply with section 4.5 Minimum Experience Requirements.**

19. Can you confirm that no pricing quotes are required in our response? If pricing is required in what format is WV Lottery wanting to receive pricing as part of vendor responses? Would a table listing each resource classification with bill rates be acceptable?

**A19) No pricing quotes required in the bid response.**

20. What is the anticipated award date?

**A20) ASAP, upon evaluation of all bid submissions.**

21. Will we have the ability to discuss any and all modifications made prior to the award?

**A21) No, The Solicitation contains the specifications that shall form the basis of a contractual agreement; communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval.**

22. Who is responsible for providing laptops?

**A22) The WV Lottery will provide the end point.**

23. In section 4.4 background check requirements were included, can you provide specifics as to what is required for the vendor background checks? And what is the Lottery responsible for in terms of background checks?

**A23) The vendor is required to perform a background check, and also provide the names and fingerprints of selected resources to the Lottery. The Lottery will run an independent law enforcement background check in addition to the Vendor supplied background check.**

24. What is the intended number of awardees for this contract?

**A24) No anticipated number of awards or vendors, this will be a Multiple-Award Contract, and Contracts will be awarded only to prequalified vendors.**

25. Would the list of all vendors awarded be publicized?

**A25) Yes**

26. With WV being considered tax exempt, is WV Lottery willing to provide the tax-exempt certificate?

**A26) Yes**

27. What is the estimated budget for this contract?

**A27) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**

# CRFQ LOT240000011

## Prequalification Agreements – IT Temporary Staffing

28. What was the clients spend in relation to the Current IT Staff Augmentation Contract for the previous year?  
**A28) There is no existing contract or incumbent Vendor.**
29. Is there any incumbent for this contract, or is this for a new contract? If yes, please let us know the incumbent's name, hourly rate and historical spending.  
**A29) New, there is no existing contract or incumbent Vendor.**
30. How many requirements are anticipated to be released annually?  
**A30) There is no set or anticipated number of resources that will be released.**
31. Please confirm if there is any local preference.  
**A31) No local preference.**
32. How many awards are to be made under this contract?  
**A32) No anticipated number of awards or vendors, this will be a Multiple-Award Contract: Contracts will be awarded only to prequalified vendors.**
33. On average, how many temporary IT staff are deployed at any given time?  
**A33) There is no set or anticipated number of resources that will be deployed.**
34. How many task orders can we expect for each vendor?  
**A34) There is no set or anticipated number of resources that will be released.**
35. Is there any specific response format for this solicitation?  
**A35) BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.**
36. Is there any specific format for the price sheet, or can we give an hourly rate for the positions?  
**A36) No pricing quotes required in the bid response.**
37. How will you release the work order request once it is awarded? Email or any specific portal.  
**A37) See page-30, specifications section 5. PREQUALIFICATION AWARD AND REQUESTS FOR BIDS.**
38. Will the prequalified vendors be handling existing positions or entirely new openings? If it's a mix of both, what percentage of these are new positions?  
**A38) New openings.**
39. What is the ratio of remote positions to hybrid or onsite positions?  
**A39) There is no set or anticipated number of remote, hybrid or onsite resources that will be released.**

# CRFQ LOT2400000011

## Prequalification Agreements – IT Temporary Staffing

40. Are resumes required to be submitted as part of our proposal? If yes, are sample resumes, okay?  
**A40) Yes, per section 3.2 – 3.2.3, vendors must provide evidence that a minimum of three (3) resources have been successfully placed in the last five (5) years, per category bid upon. If a vendor bides on 12 categories they will submit 36 resumes. Each category is treated separately. Sample resumes do not meet the requirement.**
41. Is this a new requirement or a rebid? If it is a rebid, please share the list of incumbents.  
**A41) New, there is no existing contract or incumbent Vendor.**
42. What is the budget for this requirement?  
**A42) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**
43. How many vendors will be awarded under this CRFQ?  
**A43) No anticipated number of awards or vendors, this will be a Multiple-Award Contract: Contracts will be awarded only to prequalified vendors.**
44. Is the vendor required to provide Insurance certification at the time of submission?  
**A44) Should provide to expedite bid evaluation, required upon request and prior to Contract Award.**
45. In the CRFQ document, we didn't find Proposal content requirements. Can the agency clarify what we need to include in our response?  
**A45) See page-25 of the bid documents section 3. VENDOR QUALIFICATIONS.**
46. Can the agency clarify how we need to share our Pricing information?  
**A46) No pricing quotes required in the bid response.**
47. Can the agency provide the evaluation criteria?  
**A47) See page-25 of the bid documents section 3. VENDOR QUALIFICATIONS.**
48. Do we need to provide any sample resumes for the job titles mentioned in the document?  
**A48) No sample resumes are required. Note: per section 3.2 – 3.2.3, vendors must provide evidence that a minimum of three (3) resources have been successfully placed in the last five (5) years, per category bid upon. If a vendor bides on 12 categories they will submit 36 resumes. Each category is treated separately. Resumes are expected as a part of that evidence.**
49. Can the agency clarify what forms we need to submit with our response?  
**A49) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.**

# CRFQ LOT2400000011

## Prequalification Agreements – IT Temporary Staffing

50. Upon reading Section 6. Bid Submission, we were unsure about the submission because it says that, when it's an RFP, it cannot be submitted on wvOASIS; it has to be mailed or by fax. The document description states that this is a Prequalification Agreements IT Temp Staffing (so I understand it's not a Request for Proposal). So, the question is: can this submission be made through wvOASIS or only by mail or fax?

**A50) Yes, Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division.**

51. Regarding the format, can we create a template with all the information, exhibits, and attachments requested, or do we need to print and fill out the Prequalification Agreements IT Temp Staffing document?

**A51) Yes, must include all the information, exhibits, and attachments requested in the RFQ or may result in the bid being disqualified.**

52. What needs to be submitted with the response; can you please clarify?

**A52) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.**

53. Is this a re-compete Prequalification agreement?

**A53) No**

54. Could you please give me the name of Current prequalified vendors (who are currently providing services to Agency)?

**A54) There is no current contract or incumbent Vendors.**

55. When the existing contract was started, and what is the annual monetary spent value of the current agreement since inception?

**A55) There is no current contract or incumbent Vendors.**

56. How many resources are currently engaged in the bids under current agreement?

**A56) There is no current contract or incumbent Vendors.**

57. Can you please share the no. of positions served in previous years under this agreement?

**A57) There is no current contract or incumbent Vendors.**

58. Can you please share the amount of business each vendor did under this agreement in previous years?

**A58) There is no current contract or incumbent Vendors.**

59. What will be the estimated annual budget for this project?

# CRFQ LOT2400000011

## Prequalification Agreements – IT Temporary Staffing

**A59) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**

**60. How many position requirements we can expect under this agreement in one year?**

**A60) There is no set or anticipated number of resources that will be released.**

**61. What communication method will be utilized for the distribution of requisitions/task orders among the vendors awarded under the contract? This includes options such as Email, VMS, or any alternative mode.**

**A61) Through wvOASIS Vendor Self-Serve (VSS) Portal and by Email.**

**62. In the event that the agency opts to use a VMS for requisition/task order distribution under the contract, could you please verify the name of the VMS being considered?**

**A62) A vendor management system (VMS) is not being considered at this time.**

**63. How will requisitions be distributed among the chosen vendors under the contract?**

**A63) All prequalified vendors will be sent requests when services are needed. The Lottery shall evaluate prequalified vendors to ensure they comply with the requirements of the prequalification agreement and the requests. See page-30 section 5 Prequalification Award and Requests**

**64. Can you confirm whether requisitions/task orders under the resulting contract will be sent to all selected vendors?**

**A64) Yes, to all prequalified vendors.**

**65. If requisitions under the resulting contract are intended for specific vendors among those awarded, how does the agency plan to determine and select those particular vendors for receiving requisitions.**

**A65) All prequalified vendors will be sent requests when services are needed. The Lottery shall evaluate prequalified vendors to ensure they comply with the requirements of the prequalification agreement and the requests. See page-30 section 5 Prequalification Award and Requests.**

**66. PAGE #2, ARFQ FORM, Line Item**

a. Question: Could you please confirm if we need to submit pricing for the required classification?

**No pricing quotes are required in the bid response.**

b. Question: If not, what exactly is to be filled in "Unit Price" & Total Price in the ARFQ form?

**None, This agreement establishes a pool of prequalified vendors to provide the services.**

c. Question: There is no pricing format, do we need to provide fully burdened hourly rate for each position listed in section 4.2 Classification?

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No pricing quotes are required in the bid response.

d. Question: Do we need to provide pricing in our own format?

No pricing quotes are required in the bid response.

**67. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.1.1**

*"3.1.1 Vendor should provide with their bid, a general company overview that must include information regarding the number of years of qualification, experience, training, and relevant professional education for each individual classification."*

a. Question: Could you please confirm by stating "number of years of qualification, experience, training, and relevant professional education" would the agency require proposers to submit the information regarding the available consultants in our resume database for the required classifications?

**A 67a) Section 3.1.1 refers to documentation specified by section 3.2 and 3.2.1 for the three (3) resources placed in the last five (5) years.**

b. Question: If the answer to above question is no, could you please confirm for whom the information is required? See Answer 67a

**68. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.2.1**

*"3.2.1 Documentation should include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4."*

a. Question: Could you please confirm providing client reference including description of service, list of position served, date of services, date of placements and client's point of contact would suffice the above mentioned requirement?

**A68a) Per section 3.2.3 vendors must supply at a minimum the name of the entity, company or business, and contact information. The position served, date of services, and date of placements would also be helpful.**

**69. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.2.3**

a. *"3.2.3 The documentation should detail the entity, company or business to whom the individual was supplied and provide contact information for that entity."*

b. Question: We have served varied positions covering multiple classifications (mentioned in section 4.2) to our one single client in past 5 years. Could you please confirm if submitting a client information document for that client would suffice this requirement?

**A69b) No. For the purpose of awarding multiple categories, a single resource will not be considered as serving in more than one capacity during overlapping periods of service at one specific entity.**

**70. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.3**

*"3.3 Vendor must possess all licenses, permits, and certifications required to perform this contract before the start date of service."*

a. Question: We are registered with WV secretary of state, would this suffice this above requirement?

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**A70a) WVSOS registration is only for Business License in the state.**

- b. Question: if other license or registrations are required, request you to please confirm the type and name of license and registrations required to suffice the above requirement?

**A70b) As stated in section 3.3, only permits, and certifications that are required to perform the services of this contract.**

### **71. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.4**

- a. 3.4 Lottery shall require resources to hold current certification for target technologies, the certifications would include but not limited to cybersecurity or vendor-specific certifications as Cisco and Microsoft.

- b. Question: In order to suffice the above requirement, do we also need to submit potential resumes of candidates for the respective classifications?

**A71b) Required certifications will be specified on mini-bids when a position is released. Section 3.4 is intended to notify vendors that certifications can be required by the Lottery.**

- c. Question: If resumes are required, do we need to submit actual resumes? Additionally, how many resumes are required for each position?

**A71c) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement.**

- d. Question: Can we show certifications and credentials of actual consultants available in our resume database to suffice the above requirement?

**A71d) Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business.**

### **72. Do we need to submit " MUTUAL NON-DISCLOSURE AGREEMENT" as part of the response?**

**A72) No, see page-29 section 4.8 Non-Disclosure Agreement (NDA) or Confidentiality Agreement.**

### **73. Do we need to include any sample resumes with our submission?**

**A73) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**

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74. Could the agency please specify the required proposal format?  
**A74) The proposal format may emulate the bid documents, please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS.**
75. Could the agency provide clarification on Section 3.2? Is it necessary to include past experience with three placements in each classification as part of our submission?  
**A75) Yes. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**
76. In the event that we don't have three placements in all categories, what are the guidelines? Are we still allowed to submit responses for all categories, only those where we meet the placement requirement, or are we unable to respond at all?  
**A76) Yes, you may respond to only those where you meet the placement requirements.**
77. Could the agency clarify whether the required documentation outlined in Sections 3.2.2 and 3.2.3 need to be provided prior to award or with our proposal submission?  
**A77) Vendors shall provide with your bid proposal submission.**
78. If it's prior to award, what information is needed at the time of proposal submission regarding the details of the individuals placed?  
**A78) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.**
79. Is this a new contract or renewal of an existing contract?  
**A79) New**
80. If there is an existing contract, could you please share the names of the current vendors and their pricing?  
**A80) There is no current contract or incumbent Vendors.**
81. In order to be considered responsive to this solicitation, is it mandatory to bid on all positions?  
**A81) This agreement establishes a pool of prequalified vendors to provide the services, see page-26 Section 4.2 Classifications.**
82. What is the estimated budget for this contract?

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**A82) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**

**83. Is it mandatory to subcontract?**

**A83) No**

**84. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?**

**A84) See page-30 section 5.2**

**85. What are the necessary documents for the proposal?**

**A85) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.**

**86. Do we only need to fill in the blank sections of the RFQ?**

**A86) Yes and provided all requested documents and information, REVIEW DOCUMENTS THOROUGHLY: The documents contain a solicitation for bids. Please read these instructions and all documents in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.**

**87. Is it necessary to attach a Certification of Insurance?**

**A87) Should provide to expedite bid evaluation, required upon request and prior to Contract Award.**

**88. Is this a re-compete RFQ? If yes,**

**A88) No**

a. Could you please share the name of Current Suppliers (who are currently providing services to Agency)? **N/A**

b. Could you please share current Supplier's pricing and Proposals? **N/A**

c. How many awards were made in the Past? **None**

d. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception? **N/A**

e. How many resources are currently engaged in the current contract? **N/A**

f. Can you please share the no. of positions served in previous years under this contract? **N/A**

g. Can you please share the amount of business each vendor did under this contract in previous years? **N/A**

h. Is there any issue that the agency is currently facing with the incumbents?

**No incumbents**

i. Are incumbents allowed to bid on this RFQ? Please confirm.

**If there were incumbents then yes this is an open solicitation.**

j. Please share the historical spending for the years 2021, 2022 and 2023? **N/A**

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k. How many positions were used in the years 2021, 2022 and 2023? N/A

**89.** What will be the estimated annual budget for this project?

**A89) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**

**90.** Is this a single award or multiple award contract?

**A90) See page-26 section 4.1 Multiple-Award Contract.**

**91.** If it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract?

**A91) There is no set number of vendors, See page-26 section 4.1 Multiple-Award Contract.**

**92.** How will job requests be shared among multiple awarded vendors?

**A92) see section 5.2 Requests for Bids: All prequalified vendors will be sent requests for bids when services are needed. The request for bids will contain the following: (see attached Sample Staff Request Form as Attachment – 2.**

**93.** Will all job requests be shared among all awarded vendors simultaneously?

**A93) Yes**

**94.** Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?

**A94) Yes, see page-30 & 31 sections 5.3 Evaluation of Bids and 5.4 Award of Bids.**

**95.** Can you share details from where we can get old RFQ details? Can you please tell us where we can see the records for the old contract?

**A95) There is none this is a new solicitation for services.**

**96.** Can you please share the email id/details where we can raise the public record request for old RFQ?

**A96) There is none this is a new solicitation for services, all FOIA request may be requested through the WV Purchasing Division, follow this link and search for FOIA.**

**<https://www.state.wv.us/admin/purchase/>**

**97.** Would you accept references from large commercial entities?

**A97) Yes**

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## Prequalification Agreements – IT Temporary Staffing

**98.** How many positions are required under this contract? How many positions are currently open? How many positions are currently used in a single day? Please give a rough estimate. Out of mentioned staffing positions, what are the most filled positions? Please share. What would be the estimated hours for given positions?

**A98) These answers are currently unknown at this time, see the example of the Lottery Staff Request Form attached to the bid documents as Attachment - 2 for some clarity.**

**99.** Please confirm minimum guaranteed hours per week for these positions.

**A99) There will be no guaranteed placement or hours implied for prequalified vendors.**

**100.** What is the weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate? Please confirm. Can you please share shift timings and location of services?

**A100) See page-29 section 4.7 Work Location and Work Hours.**

**101.** What is the average response time to provide resume of qualified resources?

**A101) Please see page-1 for the solicitation closing date and time. However a date and time will also be provided when services are needed.**

**102.** Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm.

**A102) No, upon request or prior to award.**

**103.** Will you award this contract to the lowest responsive bidders? Please confirm.

**A103) No, see section 5.1 Vendor Prequalification: This RFQ will establish a pool of prequalified vendors to provide the services listed in Section 4 Mandatory Contract Items and Deliverables.**

**104.** Will the agency be giving any preference to local vendors? Please confirm.

**A104) No.**

**105.** To be responsive, is it mandatory to have physical office in West Virginia? Please confirm.

**A105) No.**

**106.** To be responsive, is it mandatory to provide Business Registration Certificate (BRC) with the proposal response? Please confirm.

**A106) No, only upon request and prior to award.**

**107.** Can we provide BRC certificate after the award? Please confirm.

**A107) Yes.**

**108.** Is there any specific format for pricing? If yes, can you please share the pricing format? Do we need to provide hourly rates? Do we need to provide hourly bill rate or markup percentage?

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**A108) No pricing quotes required in the bid response.**

**109.** Are there any Subcontracting requirements to comply with the bid requirements? If yes, please confirm the subcontracting goal for the bid?

**A109) No.**

**110.** For Section 3.2 Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below.

- Please confirm if we need to submit 3 individual references in past 5 years for every classification or do we have to submit 3 individual references for just one of the classifications to qualify for all other classifications?

**A110) Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.**

**111.** If the references have to be given for all classifications, could we request to extend the submission deadline for 1 more week?

**A111) RFQ bid closing date has been extended to May 7<sup>th</sup>, 2024, see Addendum #1.**

**112.** Is there a requirement to include resumes in the proposal?

**A112) Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**

**113.** Does the Agency suggest a template/specific format/excel for cost proposal?

**A113) No, however vendors must provide all requested documents and information, REVIEW DOCUMENTS THOROUGHLY: The documents contain a solicitation for bids. Please read these instructions and all documents in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.**

**114.** What format or form do you want us to use for the Request for Rates/Pricing. I don't see a form that is included in the RFP to add our proposed rates for each position posted.

**A114) No pricing quotes required in the bid response.**

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## Prequalification Agreements – IT Temporary Staffing

**115.** Can you please confirm if our understanding is correct: “We just have to respond to the requirements mentioned in Section 3. Vendor Qualifications as a part of our qualification response and nothing else”?

**A115) Yes, and vendors must also comply with section 4.5 Minimum Experience Requirements.**

**116.** Is it correct that we do not have to provide any pricing information for now and it will be requested for a post contract award?

**A116) Yes correct.**

**117.** How many staffing requirements do you anticipate under the contract each year?

**A117) Unknown at this time.**

**118.** Do you have an anticipated number of awards that you intend to give?

**A118) No.**

**119.** Please provide us with an estimated NTE budget allocated for this contract.

**A119) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**

**120.** What is the tentative start date of this engagement?

**A120) Unknown at this time.**

**121.** What is the work location of the proposed candidates?

**A121) See page-29 section 4.7 Work Location and Work Hours.**

**122.** Please provide the evaluation criteria for evaluating the bids for this ITB.

**A122) Meet or exceed the Vendor minimum qualifications according to the bid documents.**

**123.** Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

**A123) New, no incumbent vendors.**

**124.** Are there any pain points or issues with the current vendor(s)?

**A124) No incumbent Vendors.**

**125.** Would you please share the previous spending on this contract, if any?

**A125) There is no previous contract, this is a new solicitation for services.**

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### Prequalification Agreements – IT Temporary Staffing

**126.** Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

**A126) No.**

**127.** How many positions were used in the previous contract?

**A127) There is no previous contract.**

**128.** If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

**A128) Proposed resources must be available by the target start date on the staff augmentation request form supplied in the mini-bid documents. See the sample form provided. In the event a candidate is not available by the specified start date the Lottery reserves the right to move on to the next lowest cost vendor that can provide a qualified candidate by the target start date.**

**129.** Can we provide hourly rate ranges for the given positions?

**A129) No price/rate required, this is to establish a pool of prequalified vendors.**

**130.** Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

**A130) See page-29 section 4.7 Work Location and Work Hours also see Attachment – 2.**

**131.** Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

**A131) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**

**132.** Could you please provide the list of holidays?

**A132) Holidays for the state of West Virginia can be viewed by looking up WV State Code CSR 2-2-1.**

**133.** Are there any mandated Paid Time Off, Vacation, etc.?

**A133) No.**

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134.

- a. Pre-Bid Meeting: Is there any pre-bid meeting for this solicitation? If yes, please share the details. **No Pre-Bid Meeting**
- b. Resume: Please confirm if we need to provide a resume along with the proposal response. **Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**
- c. Evaluation Criteria: Besides the lowest cost, are there any other criteria used for awarding the contract? **Meet or exceed the Vendor minimum qualifications according to the bid documents.**

135. Will WV Lottery permit other State of WV entities (agencies, boards, Supreme Court, Statutory Offices et al ) to use their contract for solicitations? **A135) No.**

- a. Is this new requirement? **Yes.**
- b. Who is incumbent and what was their awarded value? **No incumbent.**
- c. Is this open opportunity to all interested vendors like us? **Yes.**
- d. Which section do we have to answer in the proposal response? **All, please read the RFQ thoroughly.**
- e. Do we need to submit hard copy response apart from portal submission or it is optional? **No, one submission.**
- f. Do you require sample resumes in proposal response for the given IT positions in section 4.2? **Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**
- g. How many hours of work required? **Unknown at this time.**
- h. Do we have to provide per hour pricing? **Not at this time.**
- i. Who are the current providers? Please provide us with the incumbent's response documents that they have submitted previously. **No incumbent.**

136. How many vendors will be awarded? Also is it an open bid?

**A136) Unknown at this time; yes this is an open solicitation that require sealed bids to be submitted.**

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137. Can we go with the email submission?

**A137) No.**

138. Do we need to provide live resumes of the mentioned positions?

**A138) Yes. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**

139. There is some specific format of response, or do we just need to submit by portal on filling in the asked questions there?

**A139) Yes, Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below, or either in person or by courier, or in facsimile form by faxing to the Purchasing Division.**

140. What is the total budget for the contract?

**A140) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**

141. Who all are the incumbents?

**A141) No incumbents, new solicitation for services.**

142. How many vendors does the Lottery plan to award?

**A142) There is no set number of vendors, See page-26 section 4.1 Multiple-Award Contract.**

143. Is the vendor required to provide actual resumes of its employees placed in the 12 positions with its clients or just sample resumes?

**A143) Yes. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**

144. There is no pricing attachment. Where do we provide the hourly pricing for the positions that we plan to bid on?

**A144) No pricing quotes required in the bid response.**

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- 145.** Can we provide our own pricing format?  
**A145) No, that State cannot accept alternate pricing pages.**
- 146.** Is Certificate of Insurance required with the response?  
**A146) No, upon request or prior to award.**
- 147.** Is it necessary to submit resumes along with the application for the specified roles?  
**A147) Yes. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**
- 148.** What is the expected timeframe for processing requests from the West Virginia Lottery?  
**A148) Timeframes for processing bids for posted positions will vary by the number of vendors in the resource pool that provide candidates.**
- 149.** Must the necessary staff members already be employed by the proposing entity?  
**A149) Resources placed by the Vendor to meet the requirement must have been employed by the Vendor at time of placement. Vendors must disclose an accurate duration of service for the resource placed at an entity, company or business.**
- 150.** Besides registering as an Apparent Successful Vendor with the West Virginia State, are there additional compliance requirements for businesses from other states?  
**A150) No.**
- 151.** Are there subcontracting regulations imposed by the State of West Virginia that need to be adhered to?  
**A151) No, subcontractor compliance in accordance with State Code is designated for construction contracts valued at more than \$250,000.00 for the construction, alteration, decoration, painting or improvement of a new or existing building or structure.**
- 152.** If we're obligated to fulfil subcontracting regulations (SBE/MBE/DBE), should we provide our state certification of MBE as proof of compliance?  
**A152) Yes, could help in evaluating the pre-qualified vendor pool for awards.**
- 153.** The accepted response submission mode is In Person, Postal or Fax and no online portal submission is accepted, Are we correct?  
**A153) Yes, Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division.**

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154. Is this a new contract or is there an incumbent? If so, are they in good standing? Who are they? **No incumbent this is a new solicitation for services.**
- a. Please share the volume over the last 3 years for this need 2021, 2022, and 2023.  
**N/A**
  - b. How many contractors are currently working? **N/A**
  - c. Are these all-contract roles? How often do you convert them to full-time work?  
**Yes, all positions are contract only. No positions will be converted to full time Lottery staff positions.**
  - d. Is this a full and open bid? Are there any preferences?  
**Yes, open solicitation and no preferences.**
  - e. Please advise if the listed positions are 100% onsite, 100% remote, or hybrid.  
**There is no set or anticipated number of remote, hybrid or onsite positions that will be released.**
155. Can you please provide the years of experience required for this positions listed?  
**A155) The number of years of experience will vary for every positions released, see Attachment – 2.**
156. Please advise if we can submit H1B candidates on C2C.  
**A156) No**
157. Please advise if we can submit US Citizen and Green Cards on C2C?  
**A157) No**
158. Please advise if there is any VMS fee; if yes, what percentage?  
**A158) A vendor management system (VMS) is not being considered at this time.**
159. Please advise if we have to submit sample resumes with a bill rate at the time of the RFP bid or if, once the contract is awarded, we need to submit live resumes with references?  
**A159) Bill rates are not required for the predetermination submission. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Once a position is posted vendor would submit qualified candidate resumes for consideration.**
160. What is the estimated annual budget for this RFQ?  
**A160) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**

# CRFQ LOT2400000011

## Prequalification Agreements – IT Temporary Staffing

161. How many vendors will be pre-qualified for this RFQ?  
**A161) No anticipated number of awards or vendors, this will be a Multiple-Award Contract: Contracts will be awarded only to prequalified vendors.**
162. How many vendors are there in the previous pre-qualified pool?  
**A162) None, this is a new solicitation to establish a pool of prequalified vendors.**
163. What was the historic spent on this contract?  
**A163) None, this is a new solicitation for services.**
164. Is there any local preference?  
**A164) No**
165. How many temporary staff are currently working with the State?  
**A165) To understand this question as for the whole State of WV it is unknown by the Lottery. Requests of this nature can be obtained by interested parties through a Freedom of Information Act request.**
166. What is the evaluation criteria for this RFQ?  
**A166) Per section 3.2 – 3.2.3, vendors must provide evidence that a minimum of three (3) resources have been successfully placed in the last five (5) years, per category. If a vendor bides on all 12 categories they will submit 36 resumes. Each category is treated separately. Resumes are expected as a part of that evidence.**
167. What is the format to respond to this bid?  
**A167) No specific format, however vendors must provide all requested documents and information, REVIEW DOCUMENTS THOROUGHLY: The documents contain the solicitation for bids. Please read these instructions and all documents in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.**
168. Do we need to submit any response with this bid, can you provide the response format?  
**A168) No specific format, however vendors may submit any response they consider as helpful to evaluating the bid response for the award of a pre-qualification agreement.**
169. Does the vendor need to respond to the Vendor Qualifications, does this information suffice the bid response?

## CRFQ LOT240000011

### Prequalification Agreements – IT Temporary Staffing

- A169) Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**
- 170.** Does the vendor need to provide resumes of our proposed candidates with the bid response?  
**A170) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**
- 171.** Does the vendor need to provide references where we provided similar services? If so, how many references should be provided?  
**A171) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for each classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories. A reference must be provided for each resource placed.**
- 172.** Do the vendors need to submit pricing with the proposal? If so, what should be the pricing response format for this bid?  
**A172) No pricing proposal required with this bid response.**
- 173.** Does the vendor need to provide pay rate and mark-up for the classifications listed?  
**A173) No.**
- 174.** Does the vendor need to provide fully blended hourly rate for the classifications listed?  
**A174) No prices shall submitted with this bid response. Rates will be provided at the time a position is released in the mini-bid process to pre-qualified vendors.**

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### Prequalification Agreements – IT Temporary Staffing

175. Does the vendor need to provide hourly bill rate ranges for the classifications listed?  
**A175) No prices shall be submitted with this bid response. Rates will be provided at the time a position is released in the mini-bid process to pre-qualified vendors.**
176. While responding online, what are the documents that needs to be attached and what should be entered in the Contract Amount?  
**A176) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, see page-25 Section 3. VENDOR QUALIFICATIONS.**
177. Does the vendor need to complete and sign the RFQ document and attach with the response?  
**A177) Yes.**
178. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.  
**A178) Yes this is a new initiative.**
179. Can you please let us know the previous spending of this contract?  
**A179) There is none, this is a new initiative.**
180. Please confirm if we can get the proposals or pricing of the incumbent(s).  
**A180) There is none, this is a new initiative.**
181. Are there any pain points or issues with the current vendor(s)?  
**A181) There is none, this is a new initiative.**
182. Please confirm the anticipated number of awards?  
**A182) No anticipated number of awards or vendors, this will be a Multiple-Award Contract with Contracts being awarded only to prequalified vendors.**
183. Under section 6, For Request for Proposal ("RFP") Responses Only, it is stated that- "Submission of a response to a Request for Proposal is not permitted in wvOASIS", whereas, under the same section 6, BID SUBMISSION, it is stated- "Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below." Could you please clarify whether or not as a vendor we can submit the response to this CRFQ electronically through wvOASIS?  
**A183) Yes, please read RFQ thoroughly and carefully. "Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS"**

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### Prequalification Agreements – IT Temporary Staffing

- 184.** Under Section 32. LICENSING, it is stated that "In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision." Could be confirm whether you require the business License and Certificate of Good Standing at the time of submission or after award?  
**A184) Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the entities as stated in section 32. LICENSING of the General Terms and Conditions.**
- 185.** In section "3.1.1 Vendor should provide with their bid, a general company overview that must include information regarding the number of years of qualification, experience, training, and relevant professional education for each individual classification." does the Agency require number of years of qualification, experience, training, and relevant professional education of the key personnel's of the company?  
**A185) Section 3.1.1 refers to documentation specified by section 3.2 and 3.2.1 for the three (3) resources placed in the last five (5) years. Information on the number of years of qualification, experience, training, and relevant professional education of the key personnel's of the company is not required or desired.**
- 186.** As stated under section "3.3 Vendor must possess all licenses, permits, and certifications required to perform this contract before the start date of service." Could you please specify a complete list of all the Licenses and certificates that the Agency requires?  
**A186) Lottery requires resources to hold current certification for target technologies, the certifications would include but not limited to cybersecurity or vendor-specific certifications as Cisco and Microsoft.**
- 187.** Under section "3.4 Lottery shall require resources to hold current certification for target technologies, the certifications would include but not limited to cybersecurity or vendor-specific certifications as Cisco and Microsoft." It is unclear of what response the agency demands from the vendors. Could you please clarify it?  
**A187) Required certifications will be specified on mini-bids to pre-qualified vendors when a position is released. Section 3.4 is intended to notify vendors that certifications required by the Lottery.**
- 188.** I would request the Agency to provide an evaluation scorecard basis that will be followed by the Agency in order to evaluate the response from each vendor.  
**A185) All bids will be posted on the WV Purchasing Division website at <https://www.state.wv.us/admin/purchase/Bids/default.html>**

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### Prequalification Agreements – IT Temporary Staffing

- 189.** How much is the estimated budget for this project?  
**A189)** This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.
- 190.** Is there any SBE (small business enterprise) or MBE (Minority business enterprise) preference?  
**A190)** See section 16 on page-8 of the Instructions to Vendors Submitting Bids. The West Virginia Purchasing Division welcomes minority businesses to participate in the competitive-purchasing process within state government. To get started, we encourage businesses to become registered with our agency, see link below.  
<https://www.state.wv.us/admin/purchase/minority.html>
- 191.** Is this a new initiative?  
**A191)** Yes this is a new initiative.
- 192.** Can you share the name of the incumbent or historical data on spending?  
**A192)** There is none, this is a new initiative.
- 193.** Can you provide a copy of the proposal of the previous/current vendors providing temporary staffing, including rate/cost sheets? Can you provide the current contract, pay and/or bill rates?  
**A193)** There is none, this is a new initiative.
- 194.** Could you please provide a set format for pricing?  
**A194)** No prices shall be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors.
- 195.** As per our understanding the Vendor qualifications that needs to be included in the response file is mentioned under section 3 of this CRFQ. Could you please confirm if the Agency requires only those qualification requirements to be answered or does the agency require any other documents from the side of the vendor? Also, we would request the Agency to kindly provide a clear format and a list of all the documents that needs to be submitted in response to this CRFQ.  
**A195)** Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.

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## Prequalification Agreements – IT Temporary Staffing

196. What is the budget of the opportunity?  
**A196) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**
197. Can you please give us the list of incumbents?  
**A197) There is none, this is a new initiative.**
198. What are the proposal content requirements and format? Can the agency clarify what exactly they want in the response to this CRFQ?  
**A198) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, see page-25 Section 3. VENDOR QUALIFICATIONS.**
199. There is no bid table in the document, how do we need to provide the pricing?  
**A199) No prices shall be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors.**
200. Do the Agency need Resumes of candidates with the proposal submission?  
**A200) Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.**
201. Can the Agency clarify what forms and certifications we need to submit with the response?  
**A201) Required certifications will be specified on mini-bids to pre-qualified vendors when a position is released. Section 3.4 is intended to notify vendors that Lottery requires resources to hold current certification for target technologies, the certifications would include but not limited to cybersecurity or vendor-specific certifications as Cisco and Microsoft.**
202. Are any additional documents required outside of the attached PDF in the portal?  
**A202) No.**
203. How many positions does the West Virginia Lottery Commission anticipate will be a part of the CRFQ?  
**A203) Unknown at this time, this will be specified on mini-bids to pre-qualified vendors when a position is released.**

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## Prequalification Agreements – IT Temporary Staffing

- 204.** Will there be a follow up bid with more details required to be submitted?  
**A204) Yes, this will be specified on mini-bids to pre-qualified vendors when a position is released.**
- 205.** Could Lottery clarify if firms are permitted to use commercial experience?  
**A205) No, firms must meet the requirement of being awarded pre-qualification agreement contracts to provide temporary staffing services for positions that are aligned to the categories in section 4.2. Other methods such that include but are not limited to project based work, deliverable based work, or managed services will not be considered.**
- 206.** Under section 3.1 it states Vendors must provide documentation to indicate that their company meets this requirement prior to award. - Could the Lottery please specify what can be used as an evidence to fulfill this requirement?  
**A206) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.**
- 207.** For section 3.2, could the Lottery kindly suggest if firms are permitted to use Purchase orders as proof of documentation evidence?  
**A207) Lottery would prefer vendor to provide the documentation used to award the purchase order as proof of evidence.**
- 208.** For section 3.2 of the RFP document, since a contract or Purchase order/proof of placement is a confidential piece of information, can firms provide this evidence after award of pre-qualification?  
**A208) No, see section 21 on page-9 of the Instructions to Vendors Submitting Bids.**
- 209.** Under section 3.2 it states "Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification."- Could the Lottery please specify what can be used as an evidence to fulfill this requirement?

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## Prequalification Agreements – IT Temporary Staffing

**A209) Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.**

- 210.** For section 3.1 of the RFP document, could the Lottery kindly confirm if case studies will suffice the requirement of documented evidence of 5 years in business?

**A210) No case studies do not meet the requirement. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories**

- 211.** Under section 3.2.3 it states "The documentation should detail the entity, company or business to whom the individual was supplied and provide contact information for that entity."- Could the Lottery kindly confirm if these evidences will be used as references for the bidding firm?

**A211) Correct, the references will be used to determine a pre-qualified Vendor.**

- 212.** Could the Lottery confirm if firms need to provide resumes for any position listed in the solicitation document?

**A212) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.**

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## Prequalification Agreements – IT Temporary Staffing

- 213.** Could the Lottery please provide a format for the response to solicitation document?  
**A213) No specific format, see section 9. BID FORMATTING on page-6.**
- 214.** Could the Lottery please provide a format for price proposal?  
**A214) No prices shall be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors.**
- 215.** Could the Lottery kindly clarify if firms have to be local to West Virginia or have West Virginia experience to bid on this prequalification?  
**A215) No, firms do not have to be local or have prior WV experience.**
- 216.** Could the Lottery please grant an extension to the proposal due date because of the short turnaround time to submit after Q/A release?  
**A216) Solicitation has been extended see Addendum – 1.**
- 217.** Are firms required to provide all of the job titles listed in the RFP document?  
**A217) No, vendors are not required to bid on all categories.**
- 218.** Are firms currently providing the services requested in the solicitation? If yes, could the Lottery please provide the incumbent information?  
**A218) There are none, this is a new initiative.**
- 219.** Is there a budget established for this contract?  
**A219) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**
- 220.** Is the Lottery looking for firms to provide local candidates to perform the services?  
**A220) Local candidates are not required. Some positions will require fractional or full time onsite work. Travel expenses are not paid.**
- 221.** Are firms required to pay for Sick Leave, Holidays, Vacation, etc. to the candidates placed?  
**A221) Yes, Lottery will not pay for Sick Leave, Holidays, Vacation, etc. to any candidates placed.**
- 222.** Is the Lottery looking for firms to recruit the positions requested or for firms to provide in-house personnel to provide the services?  
**A222) The Lottery has no preference.**
- 223.** Under section 3.2 it states "Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below." Do the individuals provided have to be from a single agency or can they be from different agencies?

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## Prequalification Agreements – IT Temporary Staffing

**A223) Resources submitted to meet the qualification may be the same resource placed at different entities, companies or business, different resources placed at the same entity, company, or business, or a combination. A single resource will not be considered as serving in more than one capacity during overlapping periods of service at one specific entity, company or business.**

- 224.** Under section 3.2 it states "Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below." Will the information provided under this section be used as references? If yes, would the Lottery consider reducing the amount of individuals provided as not all agencies agree to be used as a reference?

**A224) Yes, the information provided to meet the requirement of section 3.2 – 3.2.3, successfully placing three (3) resources in the past five (5) years includes contact information for the entity, company or business. This requirement will not be reduced.**

- 225.** Do firms need to provide all-inclusive hourly rates for the positions requested in the solicitation?

**A225) Prices shall not be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors. However yes, an all-inclusive rate is required in the response to mini-bids for pre-qualified vendors.**

- 226.** Can firms provide hourly all-inclusive rate ranges?

**A226) Prices shall not be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors. However no, a fixed rate if required in response to mini-bids for pre-qualified vendors.**

- 227.** Will Information Technology Staff Augmentation Requests be sent to all awarded firms?

**A227) Yes, resource requests will be sent to all vendors awarded a pre-qualification vendor agreement contract per the specific categories. For example, the Business Analyst category may have a different number of awarded vendors compared to the Project Manager category.**

- 228.** Could the Lottery please clarify whether the submission should be made via the portal or physically?

**A228) Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed or either in person or by courier, or in facsimile form by faxing to the Purchasing Division to fax number listed.**

- 229.** Are electronic signatures allowed?

**A229) Yes.**

- 230.** Is the certificate of Insurance required with the response?

**A230) Vendors should provide to expedite bid evaluation, required upon request and prior to Contract Award.**

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## Prequalification Agreements – IT Temporary Staffing

- 231.** Do vendors have to provide references within their response? If yes, how many?  
**A231)** Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Section 3.2.3 requires the documentation to include information on the entity, company or business to whom the individual was supplied and provide contact information for that entity.
- 232.** Could the Lottery please clarify if is it required to provide resumes of the Key personnel? If yes, is there a page limit for the resumes?  
**A232)** No, it is not required to provide resumes of Key personnel. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.
- 233.** Could the Lottery please confirm the required forms that must be submitted with the proposal?  
**A233)** Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.
- 234.** Could the Lottery please provide clarification on the appropriate section within the response where vendors should include the forms?  
**A234)** Please include any and all required forms with your bid response. Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.
- 235.** Could the Lottery please confirm that vendors can fill out proposal forms electronically?  
**A235)** Yes.
- 236.** Is it necessary to have licenses to do business in Virginia at the time of the submission or is required post-award?  
**A236)** West Virginia Lottery cannot speak to the State of Virginia business license requirements. However in the State of West Virginia licenses to do business is not required when submitting bids, is required upon request and prior to award.

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## Prequalification Agreements – IT Temporary Staffing

- 237.** Does the Lottery accept remote resources to work on this engagement?  
**A237) Local candidates are not required. Some positions will require fractional or full time onsite work. Travel expenses are not paid. There is no set or anticipated number of remote, hybrid or onsite resources that will be released.**
- 238.** Does the Lottery accept offshore resources to work on this engagement?  
**A238) Offshore resources will not be accepted.**
- 239.** Does the Lottery prefer on-site resources to execute this engagement?  
**A239) Local candidates are not required. Some positions will require fractional or full time onsite work. Travel expenses are not paid. There is no set or anticipated number of remote, hybrid or onsite resources that will be released.**
- 240.** Is the W-9 necessary with the proposal response?  
**A240) Not required when submitting bids, is required upon request and prior to award.**
- 241.** Is it required to provide the Good Standing Certificate alongside the proposal response?  
**A241) Not required when submitting bids, is required upon request and prior to award.**
- 242.** Could the Lottery please confirm if it is required to send just one original copy of the technical and cost proposal, or if additional copies of the responses are necessary?  
**A242) One copy, no additional copies required.**
- 243.** Could the Lottery please confirm what format should be followed for the proposal response?  
**A243) No specific format, see section 9. BID FORMATTING on page-6.**
- 244.** Are firms required to answer the subsections in Section 4 Mandatory Contract Items and Deliverables as the proposal response?  
**A244) No**
- 245.** Under section 6 Bid Submission it states 'Vendors can submit bids electronically through wvOASIS' and further in the document on page 5 it states 'For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in wvOASIS.'- Kindly clarify how are firms supposed to submit a response to this prequalification solicitation.  
**A245) To clarify this solicitation is an RFQ not RFP. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed or either in person or by courier, or in facsimile form by faxing to the Purchasing Division. Please read RFQ thoroughly and carefully. "Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS", please contact the Purchasing Division Buyer listed.**

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## Prequalification Agreements – IT Temporary Staffing

- 246.** Under section 3.2 it states "Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. "Can firms pick three different classifications instead of showing 3 persons from the same classification?"

**A246) Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories. Resources submitted to meet the qualification may be the same resource placed at different entities, different resources placed at the same entity, or a combination. A single resource will not be considered as serving in more than one capacity during overlapping periods of service at one specific entity, company or business.**

- 247.** Do firms have to provide key personnel resumes in their response? If yes, then please specify in which section.

**A247) No, it is not required to provide resumes of Key personnel. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**

- 248.** Do firms have to provide their staffing approach in the response? If yes, then please specify in which section.

**A248) No, firms are not required to provide their staffing approach in the response.**

- 249.** Please confirm if firms have to submit technical response and price proposal as two different attachments or in the same attachment on the WV Oasis portal.

**A249) As one attachment is sufficient**

- 250.** What information should vendors add in the Respond to line section in the portal?

**A250) We do not understand the question or where that specific line in question is.**

- 251.** Is it mandatory for bidding firms to provide a discount?

**A251) No.**

- 252.** Is this a new contract? If not, request you to please provide a list of incumbents.

**A252) There are none, this is a new initiative.**

## CRFQ LOT2400000011

### Prequalification Agreements – IT Temporary Staffing

253. What is the budget of this contract?  
**A253) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.**
254. How many vendors does the agency intend to award?  
**A254) No anticipated number of awards or vendors, this will be a Multiple-Award Contract where Contracts will be awarded only to prequalified vendors.**
255. Do we need to provide sample resumes in the proposal response?  
**A255) No, it is not required to provide resumes of Key personnel. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**



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:** 1354530  
**Doc Description:** Prequalification Agreements IT Temp Staffing  
**Proc Type:** Central Master Agreement

**Reason for Modification:**

Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-11	2024-04-25 13:30	CRFQ 0705 LOT2400000011	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000019861  
**Vendor Name :** NextRow Inc.  
**Address :**1450 American Lane, Suite 1050  
**Street :**  
**City :**Schaumburg  
**State :** IL **Country :** US **Zip :** 60173  
**Principal Contact :** Kiran Kumar Ranga  
**Vendor Contact Phone:** 847-592-2929 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
 (304) 558-8802  
 toby.l.welch@wv.gov

Vendor Signature X

FEIN# 26-2701048

DATE 05/07/2024

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

**ADDITIONAL INFORMATION**

The State of West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Lottery Commission to establish Pre-qualification of Vendors for Temporary IT Staffing Services, at the WV Lottery HQ Facility located at 900 Pennsylvania Ave Charleston WV, per the attached documentation.

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

	Document Phase	Document Description	Page
LOT240000011	Final	Prequalification Agreements IT Temp Staffing	3

**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**

<b>Proc Folder:</b> 1354530			<b>Reason for Modification:</b> Addendum No 1 is issued to modify the bid opening date.
<b>Doc Description:</b> Addendum No 1 - Prequalification Agreements IT Temp Staffing			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-04-22	2024-05-07 13:30	CRFQ 0705 LOT2400000011	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000019861  
**Vendor Name :** NextRow Inc.  
**Address :** 1450 American Lane, Suite 1050  
**Street :**  
**City :** Schaumburg  
**State :** IL **Country :** US **Zip :** 60173  
**Principal Contact :** Kiran Kumar Ranga  
**Vendor Contact Phone:** 847-592-2929 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
 (304) 558-8802  
 toby.l.welch@wv.gov

Vendor  
 Signature X

FEIN# 26-2701048

DATE 05/07/2024

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  
US

CHARLESTON WV  
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

	Document Phase	Document Description	Page
LOT240000011	Final	Addendum No 1 - Prequalification Agreements IT Temp Staffing	3

**ADDITIONAL TERMS AND CONDITIONS**

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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:** 1354530

**Doc Description:** Addendum No 2 - Prequalification Agreements IT Temp Staffing

**Reason for Modification:**

Addendum No 2 is issued to publish questions and answers.

**Proc Type:** Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-29	2024-05-07 13:30	CRFQ 0705 LOT2400000011	3

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000019861

**Vendor Name :** NextRow Inc.

**Address :** 1450 American Lane, Suite 1050

**Street :**

**City :** Schaumburg

**State :** IL

**Country :** US

**Zip :** 60173

**Principal Contact :** Kiran Kumar Ranga

**Vendor Contact Phone:** 847-592-2929

**Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
 (304) 558-8802  
 toby.l.welch@wv.gov

**Vendor Signature X**

**FEIN#** 26-2701048

**DATE** 05/07/2024

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

**ADDITIONAL INFORMATION**

Addendum No 2 is issued for the following reasons:

1) To publish a copy of all vendor questions and their responses.

--no other changes--

**INVOICE TO****SHIP TO**

LOTTERY  
PO BOX 2067

LOTTERY  
900 PENNSYLVANIA AVE

CHARLESTON WV  
US

CHARLESTON WV  
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

	Document Phase	Document Description	Page
LOT240000011	Final	Addendum No 2 - Prequalification Agreements IT Temp Staffing	3

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions