



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

Header @ 1

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1475603

Procurement Type: Central Master Agreement

Vendor ID: VS0000047300

Legal Name: Sigman & Summerfield Associates, Inc.

Alias/DBA:

Total Bid: \$5,093,420.80

Response Date: 10/30/2024

Response Time: 16:54

Responded By User ID: slandsman

First Name: Scott

Last Name: Landsman

Email: slandsman@sigsum.com

Phone: 4108280777

SO Doc Code: CRFQ

SO Dept: 0511

SO Doc ID: MIS2500000001

Published Date: 10/16/24

Close Date: 10/31/24

Close Time: 13:30

Status: Closed

Solicitation Description: TECHNICAL TEMPORARY STAFFING SERVICES

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

Proc Folder: 1475603
Solicitation Description: TECHNICAL TEMPORARY STAFFING SERVICES
Proc Type: Central Master Agreement

| Solicitation Closes | Solicitation Response | Version |
|---------------------|------------------------------|---------|
| 2024-10-31 13:30 | SR 0511 ESR10222400000002809 | 1 |

VENDOR
VS0000047300
Sigman & Summerfield Associates, Inc.

Solicitation Number: CRFQ 0511 MIS2500000001
Total Bid: 5093420.799999999813735485076 **Response Date:** 2024-10-30 **Response Time:** 16:54:54
Comments:

FOR INFORMATION CONTACT THE BUYER
Crystal G Hustead
(304) 558-2402
crystal.g.hustead@wv.gov

Vendor
Signature X **FEIN#** **DATE**

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

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--------------------------------|-----------|------------|------------|-----------------------------|
| 1 | Senior Web Application Analyst | 2080.0000 | HOUR | 71.400000 | 148512.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.1 Senior Web Application Analyst - quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 2 | Senior Web Application Analyst Optional renewal year 1 | 2080.0000 | HOUR | 71.400000 | 148512.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Web Application Analyst Optional renewal year 1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 3 | Senior Web Application Analyst Optional renewal year 2 | 2080.0000 | HOUR | 73.400000 | 152672.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Web Application Analyst Optional renewal year 2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 4 | Senior Web Application Analyst Optional renewal year 3 | 2080.0000 | HOUR | 73.400000 | 152672.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Web Application Analyst Optional renewal year 3-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 5 | Senior Application Oracle Database Administrator | 2080.0000 | HOUR | 80.000000 | 166400.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.2 Senior Application Oracle Database Administrator-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 6 | Senior Application Oracle Database Administrator Opt Ren Yr1 | 2080.0000 | HOUR | 80.000000 | 166400.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 7 | Senior Application Oracle Database Administrator Opt Ren Yr2 | 2080.0000 | HOUR | 82.000000 | 170560.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 8 | Senior Application Oracle Database Administrator Opt Ren Yr3 | 2080.0000 | HOUR | 82.000000 | 170560.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 9 | Senior Application DB2 Database Administrator | 2080.0000 | HOUR | 64.250000 | 133640.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.3 Senior Application DB2 Database Administrator-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 10 | Senior Application DB2 Database Administrator Opt Ren Yr1 | 2080.0000 | HOUR | 64.250000 | 133640.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 11 | Senior Application DB2 Database Administrator Opt Ren Yr2 | 2080.0000 | HOUR | 66.250000 | 137800.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 12 | Senior Application DB2 Database Administrator Opt Ren Yr3 | 2080.0000 | HOUR | 66.250000 | 137800.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------------|-----------|------------|------------|-----------------------------|
| 13 | SQL Server Database Administrator | 2080.0000 | HOUR | 67.830000 | 141086.40 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.4 SQL Server Database Administrator-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 14 | SQL Server Database Administrator Opt Ren Yr 1 | 2080.0000 | HOUR | 67.830000 | 141086.40 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

SQL Server Database Administrator Opt Ren Yr 1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 15 | SQL Server Database Administrator Opt Ren Yr 2 | 2080.0000 | HOUR | 69.830000 | 145246.40 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

SQL Server Database Administrator Opt Ren Yr 2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 16 | SQL Server Database Administrator Opt Ren Yr 3 | 2080.0000 | HOUR | 69.830000 | 145246.40 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

SQL Server Database Administrator Opt Ren Yr 3-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-------------------|-----------|------------|------------|-----------------------------|
| 17 | Help Desk Analyst | 2080.0000 | HOUR | 32.840000 | 68307.20 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.5 Help Desk Analyst-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 18 | Help Desk Analyst Optional Renewal Year 1 | 2080.0000 | HOUR | 32.840000 | 68307.20 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Help Desk Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 19 | Help Desk Analyst Optional Renewal Year 2 | 2080.0000 | HOUR | 34.000000 | 70720.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Help Desk Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 20 | Help Desk Analyst Optional Renewal Year 3 | 2080.0000 | HOUR | 34.000000 | 70720.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Help Desk Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|------------------|-----------|------------|------------|-----------------------------|
| 21 | Business Analyst | 2080.0000 | HOUR | 70.000000 | 145600.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.6 Business Analyst-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 22 | Business Analyst Optional Renewal Year 1 | 2080.0000 | HOUR | 70.000000 | 145600.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Business Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 23 | Business Analyst Optional Renewal Year 2 | 2080.0000 | HOUR | 72.000000 | 149760.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Business Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 24 | Business Analyst Optional Renewal Year 3 | 2080.0000 | HOUR | 72.000000 | 149760.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Business Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-------------------------------|-----------|------------|------------|-----------------------------|
| 25 | Information Systems Assistant | 2080.0000 | HOUR | 34.250000 | 71240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.7 Information Systems Assistant-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 26 | Information Systems Assistant Optional Renewal Year 1 | 2080.0000 | HOUR | 34.250000 | 71240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Information Systems Assistant Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 27 | Information Systems Assistant Optional Renewal Year 2 | 2080.0000 | HOUR | 36.000000 | 74880.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Information Systems Assistant Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 28 | Information Systems Assistant Optional Renewal Year 3 | 2080.0000 | HOUR | 36.000000 | 74880.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Information Systems Assistant Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--------------------|-----------|------------|------------|-----------------------------|
| 29 | Programmer Analyst | 2080.0000 | HOUR | 65.000000 | 135200.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.8 Programmer Analyst-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 30 | Programmer Analyst Optional Renewal Year 1 | 2080.0000 | HOUR | 65.000000 | 135200.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Programmer Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 31 | Programmer Analyst Optional Renewal Year 2 | 2080.0000 | HOUR | 66.500000 | 138320.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Programmer Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 32 | Programmer Analyst Optional Renewal Year 3 | 2080.0000 | HOUR | 66.500000 | 138320.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Programmer Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--------------------------------------|-----------|------------|------------|-----------------------------|
| 33 | Senior Mainframe Application Analyst | 2080.0000 | HOUR | 67.830000 | 141086.40 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.9 Senior Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 34 | Senior Mainframe Application Analyst Optional Ren Yr 1 | 2080.0000 | HOUR | 67.830000 | 141086.40 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Mainframe Application Analyst Optional Ren Yr 1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 35 | Senior Mainframe Application Analyst Optional Ren Yr 2 | 2080.0000 | HOUR | 69.000000 | 143520.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Mainframe Application Analyst Optional Ren Yr 2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----------|------------|------------|-----------------------------|
| 36 | Senior Mainframe Application Analyst Optional Ren Yr 3 | 2080.0000 | HOUR | 69.000000 | 143520.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Senior Mainframe Application Analyst Optional Ren Yr 3-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-------------------------------|-----------|------------|------------|-----------------------------|
| 37 | Mainframe Application Analyst | 2080.0000 | HOUR | 50.000000 | 104000.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

4.1.10 Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 38 | Mainframe Application Analyst Renewal Yr 1 | 2080.0000 | HOUR | 50.000000 | 104000.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Mainframe Application Analyst Renewal Yr 1-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 39 | Mainframe Application Analyst Renewal Yr 2 | 2080.0000 | HOUR | 52.000000 | 108160.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Mainframe Application Analyst Renewal Yr 2-quantity of hours listed is for bidding purposes only.

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----------|------------|------------|-----------------------------|
| 40 | Mainframe Application Analyst Renewal Yr 3 | 2080.0000 | HOUR | 52.000000 | 108160.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111608 | | | |

Commodity Line Comments: The rate provided for this role is all-inclusive for onsite contractors.

Extended Description:

Mainframe Application Analyst Renewal Yr 3-quantity of hours listed is for bidding purposes only.



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: 1475603

Doc Description: TECHNICAL TEMPORARY STAFFING SERVICES

Reason for Modification:

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|---------------------|-------------------------|---------|
| 2024-10-02 | 2024-10-31 13:30 | CRFQ 0511 MIS2500000001 | 1 |

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Sigman & Summerfield Associates, Inc.

Address :

Street : 2324 West Joppa Road, Suite 330

City : Lutherville

State : Maryland

Country : USA

Zip : 21093

Principal Contact : Carol Summerfield

Vendor Contact Phone: 410-828-0777

Extension:

FOR INFORMATION CONTACT THE BUYER

Crystal G Hustead
(304) 558-2402
crystal.g.hustead@wv.gov

Vendor
Signature X

FEIN#

52-1371301

DATE 10/31/2024

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

TRANSMITTAL LETTER

Submitted via: State of West Virginia wvOASIS Web Portal

October 31, 2024

Attn: Ms. Crystal Hustead, Purchasing Division
crystal.g.hustead@wv.gov

Subject: Submission Response to the State of West Virginia's Request for Quote (CRFQ) Number MIS250000001 for Technical Temporary Staffing Services

Dear Ms. Hustead:

The State of West Virginia will find in Sigman & Summerfield Associates, Inc. (SSA) a partner that understands the diverse staffing needs of a large state government.

SSA is a 100% woman-owned, small business that has provided information systems, financial, administrative and clerical resources to local, state, and federal agencies and commercial clients since its incorporation in 1984. SSA has established itself as a market leader in recruiting solutions for clients throughout the Mid-Atlantic region and beyond.

At the state and county government levels, SSA is particularly knowledgeable and effective. Since 2005, SSA has been a prime contractor for the Baltimore City Public School System. In 2008, we became a prime information technology contractor for the Baltimore County Public Schools. In 2014, we were awarded prime IT contracts for both the Montgomery County (Maryland) Public Schools and the Cleveland Metropolitan School District. In 2018, the University of Maryland, Baltimore Campus, contracted with SSA to provide the college with financial, administrative and IT personnel. In 2019, Nashville/Davidson County Government awarded Sigman & Summerfield the contract to supply temporary IT and administrative staffing services to all of its agencies, which later expanded to include Metropolitan Nashville Public Schools. In 2022, we were awarded a contract to provide staff augmentation services for the University of Central Florida.

SSA has filled staffing positions for help desk assistants, desktop technicians, network engineers, web developers, business intelligence developers, business analysts, application architects, and project managers. We also provide accountants, financial analysts, clerks, administrative assistants and human resource specialists, healthcare personnel, and warehouse staff as needed.

**Sigman & Summerfield Associates, Inc.
(SSA)**

DUNS: 611246497; **Cage Code:** 1RWT5
FEIN: 52-1371301

Corporate Office

2324 West Joppa Road, Suite 330
Lutherville, Maryland 21093
www.sigsum.com

**Authorized Negotiator and Official
Authorized to bind Sigman & Summerfield
Associates, Inc.**

Carol Summerfield, President
Ph.: 410.828.0777; Fx.: 410.828.0958
csummerfield@sigsum.com

Women-Owned Small Business

MDOT MBE/ DBE/ SBE #: 08-398
WBENC: 231049; **WBE Baltimore City:** 07-004802

NAIC Codes: 56132, 56133, 541512,
521320, 541214

E-Verify Compliant

*40 years providing recruitment, placement
and payroll services*

We pride ourselves in our flexibility to recruit and place all job categories for state and county governments, schools, and commercial clients. Our consultants have proven to be invaluable assets as demonstrated by their long-term employment commitments and availability to transition from temporary to permanent employment when such opportunities arise.

Our philosophy is based on "people helping people." We focus on matching the very finest resources with the best employment opportunities. We take extra care to ensure that the technical skills and personal goals of our candidates satisfy our clients' technical, environmental, and diversity needs. Our management team is mission-orientated and will settle for nothing less than the highest in training and performance standards. We continually strive to ensure that our staff remains knowledgeable and up to date regarding the needs of our clients.

SSA appreciates the opportunity to bid on CRFQ# MIS2500000001 for Technical Temporary Staffing Services. We have received, reviewed and acknowledge the complete solicitation (with addenda) and we unconditionally agree to the terms and conditions as set out in the solicitation documents, including, but not limited to, the General Conditions and Instructions to Vendor.

SSA is applying herewith for preference as a non-resident small woman-owned business and is attaching hereto a properly executed Vendor Preference Certificate, its current National Women's Business Enterprise Certification (WBENC) and its State of Maryland Certificate of Good Standing.

SSA carries general, professional and cyber liability insurances, automobile liability and workers' compensation coverages in amounts equal to or greater than those specified in the CRFQ. SSA is prepared to provide the State of West Virginia with Certificates of Insurance naming it as an additional insured and to furnish current certificates as may be requested from time to time.

The undersigned is the owner and President of SSA, a Maryland company which can be licensed to transact business in the State of West Virginia. We are in good standing with all governmental agencies and taxing authorities. As President, I am authorized and designated to negotiate contracts and to bind the company thereto. We are located at 2324 West Joppa Road, Suite 330, Lutherville, MD 21093, phone: (410) 828-0777, fax: (410) 828-0958 and email address: csummerfield@sigsum.com. We certify that all information provided in the proposal response is accurate to the best of our knowledge.

If afforded the opportunity, I am confident that SSA can provide quality personnel and timely support services to the State of West Virginia. Should additional information be required, please feel free to contact me at your convenience.

Sincerely,

Sigman & Summerfield Associates, Inc.

Carol Summerfield

Carol Summerfield, President

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EXPERIENCE, QUALIFICATIONS AND PAST PERFORMANCE

1.0 Company Overview

Sigman & Summerfield Associates, Inc. (SSA), a certified women-owned company, has been providing staffing solutions to our private and public sector clients for 40 years. We offer temporary, permanent and contract to permanent opportunities according to the clients needs. A copy of SSA's State of Maryland Certificate of Good Standing evidencing our incorporation in 1984 is attached in the Appendix.

Sigman & Summerfield Associates, Inc. (SSA)

- *40 years providing recruitment, placement and payroll services to private and public sector clients*
- *Longstanding partnerships with similar clients and requirements as the State of West Virginia.*

www.sigsum.com

We address the staffing needs of our clients to solve business problems through the application of technology. We use industry experienced professionals to provide services in the following areas outlined in **Table 1**.

Table 1: Service Areas. *SSA uses industry experienced professionals to work with our customers as we address their respective staffing needs.*

| Applications Support | Technical Support |
|---|---|
| We provide applications support services in a wide range of programming languages and application development tools. We provide highly qualified candidates in application development, web design and architecture, as well as documentation, maintenance, training and quality assurance. | Our technical support services include a broad spectrum of operating system environments. We support helpdesk, systems administration, telecommunications, security, network design, and management issues. Database management support encompasses an extensive network of Oracle, SQL Server and DB2 data administration, data modeling, and DBA personnel. |
| IT Management | Administrative |
| Quality project management and director level personnel provide our clients with exceptional leadership to ensure that projects move forward with a vision toward business goals. | Experience in administrative, procurement and contracts administration as well as HR placement rounds out our reputation of quality staffing solutions. Our goal is to provide you with the best possible personnel to enhance and support your business needs. |

Our underlying principle is based on *people helping people*. We make the extra effort to ensure that the technical skills and personal goals of our candidates match our clients' technical and environmental needs. This provides a win-win situation where both the client and the employee enjoy successful long-term relationships. The growth of our clients and the performance of our candidate is our foremost concern. Sigman & Summerfield has been highly successful in staffing all positions listed in the Specifications (Section 1) of the RFQ.

SSA, is an experienced provider of IT professionals, clerical positions of all types, administrative and support personnel.

Our staff is comprised of IT placement specialists who have an average of 20 years of recruiting experience working at SSA. With virtually no turnover, our clients are assured of working with recruiters who understand their business models and their employment needs.

We have in-place an automated resume retrieval system with more than 40,000 resumes of candidates obtained from advertisements, job fairs, the Internet, networking, and referrals. Our staffing team finds the right resources for you. Using our retrieval system and recruiting network, we work together to fit the most qualified candidates with their “perfect job.” We continually strive to ensure that our staff remains knowledgeable and up to date, and we take pride in our record of hires to interviews ratio.

SSA’s ability to provide seamless staffing augmentation, when and where needed, manage placements, on-board, off-board, establish open communication, combined with solid analytics, has ensured a superior customer service focus and fostered long-standing business relationships.

To summarize, SSA has a very successful record of delivering IT staffing solutions to state and local government. Our team of senior consultants brings many years of experience finding the best talent while working within government budgets. We have a deep appreciation for the role that each agency plays in delivering services to the community.

Table 2: Partial list of SSA’s long-standing clients, demonstrating our desire and ability to provide outstanding resources at reasonable cost.

| | | |
|--|----------------|---|
| BALTIMORE CITY PUBLIC SCHOOLS • 200 E. North Ave., Baltimore, MD 21202 | 2005 - Present | Providing IT, administrative, human resources and financial resources in Maryland. |
| BALTIMORE COUNTY PUBLIC SCHOOLS • 9611 Pulanski Park Dr., Middle River, MD 21220 | 2008 - Present | Providing IT and administrative temporary staffing in Maryland. |
| CLEVELAND METROPOLITAN SCHOOL DISTRICT • 1349 East 79 th Str, Cleveland, OH 44103 | 2014 - Present | Providing IT resources in Ohio. |
| MONTGOMERY COUNTY PUBLIC SCHOOL SYSTEM • 45 West Gude Dr., Rockville, MD 20850 | 2014 - Present | Providing IT resources in Maryland. |
| UNIVERSITY OF MARYLAND, Baltimore Campus • 620 W. Lexington St., Baltimore, MD 21201 | 2018 - present | Providing IT and administrative resources in Maryland. |
| NASHVILLE/DAVIDSON COUNTY GOVERNMENT • 730 Second Avenue South, Suite 112, Nashville, TN | 2019 - Present | Providing IT technical, clerical and administrative personnel |
| SAFT AMERICA • 107 Beaver Court, Cockeysville, MD 21030 | 2021 - Present | Providing electrode technicians, battery and cell assemblers, machine operators, contract managers, placed 25 permanent positions over past 3 years |

2.0 Past Performance and References for the job classifications listed:

Vendor shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years.

Vendor provides the following to demonstrate its ability to fill listed job classifications during the past five (5) years.

2.1 Senior Web Application Analyst

Client: Nashville Metropolitan Public Schools

Client Contact: Chris Weber, Student Information Systems

2601 Bransford Avenue, Building O

Nashville, TN 37204

chris.weber@mnps.org

Phone #: 615-259-8799

This project is for Student Information Systems. Student enrollment, grades, food plans, etc.

Date of Service: August 31, 2021 to Present

Project Description: Provide a contractor with 12 years experience in .Net full stack development with SQL server web applications. This consultant works with ASP.net, Visual Studio, Java Script and C#. Our contractor has 4 years experience with SharePoint, and integrates data from various back end databases and API's.

See attached Resume and Invoice as evidence of employment.



SANDDY VALLAM

PROFESSIONAL SUMMARY

- Having over 5+ Years of Full stack web development in enterprise-level application experience using **Microsoft .Net Technologies** and **SQL SERVER** as back-end based applications.
- Having Sound Technical Knowledge in developing windows applications, web applications, web services in **Microsoft Visual Studio.Net IDE** using **C#.NET, ASP.NET, WCF, Web Services, MVC, Web API, Entity Framework** and **ADO.NET** with **.Net frameworks** and **SQL Server**.
- Actively worked on **HTML, CSS, Bootstrap, JavaScript, Typescript, Angular Material, Node.js**.
- Excellent understanding of the **Software Development Life Cycle**.
- Worked extensively on developing web based applications, Analyzing, Designing, Integration, and Implementation on servers, **Onion** and **N-tier** Architecture.
- Strong experience in writing **Stored Procedure, Triggers, and complex Query Joins**
- Expertise in developing web application using **MVC**.
- Experienced in **Angular 2/4/5** to develop web application.
- Involved in testing client side Angular application using **Jasmine** and **Karma**.
- Worked accurately in **LINQ** for data **retrieval, CRUD** Operations and **sorting**.
- Having Sound Technical Knowledge in Object Oriented Concepts.
- Extensive knowledge on Web Application using **jQuery, JavaScript and TypeScript**.
- Familiar with **SQL Server Integration Services (SSIS)** and **SQL Reporting Services (SSRS)** on **ETL** process and reporting delivery.
- Experience in creating database and writing complex **Stored Procedure, Views, Triggers Functions** and also **performance tuning** in **SQL Server 2008** and **Oracle**.
- Extensive work experience with **Master Pages** in **ASP.NET**.
- Involved in merging and sharing the code in branch using **TFS, GIT, and SVN**.
- Used **Agile, Waterfall** methodology in the projects based on client requirement.
- Extensively worked on **JIRA** Tools.
- Excellent communication, planning and highly-motivated work ethics.
- Successfully delivered the project with changing requirements within the challenging timelines.
- Consistent **Good Team Player** who can take up more challenges and responsibilities.
- Experienced as offshore/onsite coordinator and handled the team effectively.

Technical Skills:

| | | |
|------------------------|---|--|
| Languages | : | ASP.Net, C#, HTML, CSS, JavaScript |
| Frameworks & Libraries | : | Web API, Angular JS, ASP.NET MVC, WCF, AJAX, LINQ, Bootstrap, Typescript, JQuery, Entity Framework |
| IDE'S or Tools | : | VISUAL STUDIO 2010-17, MSSQL 2008-16 SSIS, SSRS, TFS, Visual Studio Code, Fiddler |



Servers : Node.js, IIS
Source Control : TFS, GIT, SVN
Testing tools : Jasmine, Karma, N unit

Projects Profile:

United Parcel Service, Wayne, NJ

07/2018 - Present

Full Stack .NET Developer

UPS is an American multinational package delivery and supply chain management company and maintains all these supply deliveries in system. For maintaining these processes, we developed SDC (Supplier Direct Connect) which maintains all steps for delivering the packages in website.

Responsibilities:

- Responsible as a Full Stack .Net Developer in addition, gathering requirements and presented new requirements for maintaining High performance and User friendly Interface.
- Followed **agile methodology** which includes sprint plans, Retrospective and Releases in every month.
- Daily Jobs for code reviewing of entire team, Check-ins into **TFS** and merging into 3 environments (Dev, Test and UAT).
- Used **SQL Server 2014 SP3** for data storing and maintaining. Involved in Database Designing.
- Developed and used **Entity Framework** for designing models codes from database in project which it processes as Database first approach.
- Accessing the data from database and from their uses UnitOfWork Repository in Business module for **CRUD** operation as a basic flow till business layer.
- Worked on **WCF** as a reference of Business module and accessing in front-end modules as a flow.
- Used **LINQ** and **Lambda Expression** for certain logics by referring common key columns from the interlinked tables.
- Designed **REST API** including **JSON** data formats and **API** version strategy.
- Used **ASP.NET MVC** design pattern for maintain less master page and more partial views for avoid the delays in page rendering.
- Used **Bootstrap**, **TypeAHead.js** for User Interface.
- Handled client request in **JavaScript** and event handling using **jQuery** for different user interfaces.
- Developed Cascading style sheets (**CSS3**) for consistent look and feel of the site.
- Developed a Background Jobs for Email Notification sent to End user to notify all the updates based on action took for a single request. It runs for every 10 seconds.
- Uses **AWS** for hosting, Releasing the modules as sprints and maintaining the data of end clients.
- Working on Exporting the huge data in Excel files based on the request made by users.
- Uses **TFS** for picking up the User Story for new developments, review comments made by Business Owners or Analyst and assigned User Story for fixing the issues.
- Actively participate in daily Scrum call and giving inputs as per the changes in requirements.

Environment: .NET Framework 4.5, Visual Studio 2017, ASP.NET MVC 5.0, Unity Framework, C#.NET, WCF, JSON, JavaScript, JQuery, HTML5, CSS3, Bootstrap, AJAX, SQL Server 2014, Entity Framework 6, LINQ, TFS.

Client: Crossix Health Care

New York



Role: Full Stack Developer

06/2017-07/2018

Crossix provides proven solutions for business and marketing optimization. Crossix is committed to helping companies better understand and more effectively reach their audiences, analyze health outcomes, measure sales lift, and maximize program ROI.

The purpose of this project was to upgrade the existing patience monitoring application to provide better patient management. The admission management allowed authorized admission staff to submit patient registration, monitor waiting time, search, examine and update patient reports. Doctors and patients can view their records. Authorized front desk staff and medical people can arrange and monitor the bed occupancy through bed management.

Responsibilities:

- Designed the web pages using **Angular 4, Web API, Entity Framework, HTML, CSS, and Bootstrap.**
- Involved in writing Technical Design Documents using use case diagrams, outlining the business objective, logic and coding instructions.
- Implemented various **components** and **directives** based on scenarios and requirements.
- Implemented **Angular Services** to make HTTP call of **Web API.**
- Created filter based on business logic in different formats, like dropdown list and pass parameters to consume **Web API services.**
- Implemented filters using **Pipe.**
- Built reusable best practice code examples.
- Developed Admin Module where Admin can Insert, Edit, Delete the record using one screen.
- Provided validations in **Web API** using Data annotation and **Angular 4** using form validation
- Participated in architecture, design and code reviews.
- Achieved **Repository pattern** in **Web API** side to ensure consistency.
- Involved in design and development of Database objects such as **Tables, Stored Procedures, Functions and Triggers** in **SQL Server 2012** using Microsoft SQL Server Management Studio Express.
- Experience in debugging angular part using **Jasmine**
- Monitoring the progress of the project on a daily basis and take necessary action to meet the schedule.

Environment: Visual Studio Code, Angular 4, Node JS, HTML, CSS, Jasmine, Karma, Web API, Entity Framework, AJAX, jQuery, TFS, SQL Server 2012, SSRS, SSIS.

Client: RoadTex

Role: ASP.NET MVC Developer

Somerset, NJ

03/2016 - 05/2017

Roadtex are leaders in LTL industry specializing in the transport of time and temperature sensitive product. The project was to develop CRM system that has master data management and user



management system with design access permission for each group of users. All internal employees will be able to reach all the information that is related to their business operation and present customer on the system. Master management system provides access to information store on system and give permission to edit, delete and add new information based on user status. The user management system has been designed to assign roles to each user group.

Responsibilities:

- Designed the web pages using **ASP.NET MVC, HTML, AJAX, Web API, Entity Framework and CSS**
- Effectively worked on **Razor view engine, Action filters, View Data/View Bag, AutoMapper.**
- Reports development in the application using Microsoft Reporting Services.
- Worked on **ASP.NET MVC framework** for developing the core data layers in different applications.
- Wrote **LINQ** queries to perform **CRUD** operations in database using **Entity Framework.**
- Implemented **Area** architecture in the MVC project.
- Created **stored procedure, User defined functions** and implemented **Triggers** in **SQL Server.**
- Designed User Interface with **Partial Views** and **Layout View** by **Razor view engine.**
- Provided validations in server side and client side based on client's need.
- Used tables with Strongly Typed View Models to provide more flexible to increase user interaction.
- Involved in designing Database structure (**Tables, Stored Procedures, Functions and Triggers**) in **SQL Server.**
- Used **Entity framework** for **Automapping**, Developed code for operations between the application and **Database** using **LINQ** with **Lambda Expressions** in **C#.**
- Highly involved in **Creating Structure** and **UML diagrams.**
- Involved in Data Designing, and also implemented Technical Design Documents outlining the business
- Worked on Agile Methodology, attended daily scrum meetings.

Environment: Visual Studio.Net 2017, C#.NET, ASP.NET MVC, Entity Framework, LINQ, REST, AJAX, Javascript, TFS, SQL Server 2010, TFS, SSIS.

Client: Waitex Group

Role: Full Stack Developer

New York

10/2014 - 01/2016

Description: Waitex Group is an enterprise with businesses focused in USA. The group's scope of business includes global logistics, supply chain services, finance factoring services, import and export trading, fashion design, production and wholesale. The project was to develop a website to slot and maintain the reservation of transportations and type of products to transport. Also worked on developing Warehouse Management System to monitor and maintain the durability of the products.

Responsibilities:

- Designed and implemented from backend to frontend based on requirements.



- Designed the web application using **MVC, web services, ADO.NET**.
- Delivering client side application using **HTML, CSS, JavaScript**.
- Fast performance of application without delay.
- Developed reused modules and services based on business logic.
- Designed and developed **ADO.NET** functions to interact with **Database SQL Server**.
- Created low level design documents which includes class and use case diagrams.
- Worked on improving and **debugging client side functions** and **web services API** by Fiddler
- Interacted with other team developers, and other project designers using **SVN** tool.
- Provided information by collecting, analyzing, and summarizing development and service issues.
- Involved in Troubleshooting, debugging and upgrading existing systems
- Followed **Waterfall methodology**.
- Deployed the .Net based Web application on **IIS**.

Environment: MVC, Web Services, HTML, JavaScript, CSS, C#.NET, ASP.NET, ADO.NET, FIDDLER, IIS.

Client: Galaxy Management Group, Inc

New York

Role: Software Developer

10/2013 - 10/2014

Description: With over 25 years' experience performing targeted searches for clients nationwide, Galaxy Management Group partners with companies to achieve their business goals by utilizing our extensive professional network plus state-of-the-art tools and techniques to search for and place career-minded professionals.

Worked on a module **UID 4124**. The scope of this project was to develop following requirements for Retail Release I 2014 for Internet banking: Lotto (IB), Prepaid Beneficiary (IB), Beneficiary Notifications (IB), Favorite Transactions (IB), and Statement Delivery Options (IB).

Responsibilities:

- Participated in the design and development of new product ideas, concepts, prototypes and proofs of concept.
- Developed the application using **ASP.NET, C#, ADO.NET, WCF**.
- Gathered Requirements from clients and **advised on changes to requirements**.
- **Designed backend** and **frontend** application based on business needs.
- Delivered completed client side application using **JavaScript, jQuery and HTML**.
- Worked on Forms Authentication & Authorization in .NET applications.
- Provided effectiveness **HTML** design on UI page using **CSS**.
- Improved application performance on web.
- Provided all types of validations based on client requirements.
- Used **ADO.NET** provider to communicate with **Microsoft SQL Server Database**.
- Used **Fiddler** for debugging and improving client side functions like **AJAX**.
- Used **SVN** by collaborating with other developers, and other project designers.
- Deployed the Web based application on **IIS**.



Environment: JavaScript, CSS, C#.NET, ASP.NET, ADO.NET, WCF, SVN, IIS.

Shore InfoTech India Ltd, Hyderabad

Andhra Pradesh, India

Role: Software Developer

05/2012 - 08/2013

Shore believes that society can use data to forge new connections and deepen its understanding of the world in profound, impactful ways. They are passionate about using technology and the domain expertise of trained analysts and researchers to create sustainable, and to help power become positive in all.

MyMedPix247: It's a radiology based website, providing radiology related facilities. Users can upload their modalities like MRIs, CT scan, X-Rays, etc. and share it with other users like Doctors, radiologists, physicians, relatives etc. It also has role based access with 2 different kinds of roles from free user to institutional user.

Responsibilities:

- Gathered Requirements from clients and advised new requirements based on base functional and developed the application using **web forms** in **C#**.
- Actively maintained **Session management** throughout the application.
- Used accessing data from **Microsoft SQL Server Database**.
- Implemented server side **scripting using JavaScript, HTML**.
- Involved in **unit testing** and user documentation.
- Involved in development and deployment of application.
- Coordinated with various departments and business lines to collect requirements specifications and prototyped design of user interface and relevant documentation materials.
- Accomplished specific goals by developing effective solutions to problems using leading .Net technologies to implement projects.
- Developed flowcharts, layouts and documentation to identify requirements and solutions.
- Implemented performance improvement, Re-structured **SQL** query using tools such as **stored procedure and functions**.
- Implementation on front-end application using **ASP.NET, JavaScript, jQuery**.

Environment: JavaScript, CSS, C#.NET, ASP.NET, ADO.NET, IIS.

EDUCATION

New York Institute of Technology, Old Westbury, New York- Masters in Computer Science

Sigman & Summerfield Associates, Inc.

2324 W. Joppa Road
Suite 330
Lutherville, MD 21093

Invoice**Invoice #:** 26779**Invoice Date:** 10/3/2024**Due Date:** 11/2/2024**Case:****P.O. Number:** 7592047**Bill To:**

Nashville Metro Public Schools
2601 Bransford Ave.
Building O
Nashville, TN 37204

| Description | Hours/Qty | Rate | Amount |
|----------------------------|-----------|------|--------|
| Services Of: | | | 0.00 |
| Sandeep Vallam 9/16 - 9/20 | 40 | | |
| Sandeep Vallam 9/23 - 9/27 | 40 | | |
| Total | | | \$ |
| Payments/Credits | | | -\$ |
| Balance Due | | | \$0.00 |

2.2 Sr. Oracle Application Database Administrator

Client: Baltimore City Public School

Client Contact: Ram Mohan Bandu, Manager

200 E. North Avenue

Baltimore Maryland 21202

410-294-0447

bachrm@bcps.k12.md.us

Dates of Service: 6/2018-4/2019

Devises or modifies procedures to solve complex problems taking into consideration computer equipment capacity and limitations, operating time and form of desired results. Provides status reports, problem summaries, and project status as required. Utilizes experience and judgment to analyze objectives, determine the best implementation strategy and achieve appropriate results with minimal technical assistance. Interfaces with application users, database administrators and special project teams. Will be working with Application Developers and Production Support teams in support and implementation of application changes, database enhancements, database production support including incident, problem and change management, extensive troubleshooting, Oracle quarterly patch installs, Oracle upgrades, running data-pump exports/imports to refresh data, backups. Background in application development so that they have an understanding of the systems being developed. Will also engage in troubleshooting application tier components such as concurrent manager, and Oracle HTTP server. Monitoring and tuning the Oracle EBS application tier, install modules, cloning, configuration enhancement, patching, installation and workflow as additional tasks being supported for mission critical environment. Functions as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. See attached Resume and Invoice as evidence of employment.

Prakash Bandaru
Senior Database Administrator

Qualifications Summary

Over 21 years of experience in Database Administration and Support in software application development, testing, implementation, and maintenance using Oracle Database 12C/11gR2 RAC, 10gR2, 9i, 8i, 7.x, OEM and MS SQL Server 2012/2008 with Active DHHS Clearance.

- Expert in database recoveries and maintained over 1000+ Oracle, SQL Server, DB2, My SQL databases 24x7 with 99.999 SLAs on AIX, Solaris, Linux, HP-UX, Windows 2003 operating systems with database sizes up to 230+TB, reporting and data warehousing with complex business rules on various applications like People soft, Broad vision, Siebel, Complex Web, Apphost, COTS and Web sphere.
- Expert in Oracle High Availability Technologies such as RAC, Golden Gate, Data Guard (Physical and Logical), streams, replication using Quest Shareplex, OMF, ASM, AWR, ADDM, ASSM, DB and Table FLASHBACK technology, DATAPUMP, clustering, replication, analysis services, performance tuning using Spot Light, Oracle Enterprise Manager Database Control, Grid Control and 12C Cloud Control.
- Expertise in SQL Server Maintenance Plans, creating and scheduling shell and batch scripts to perform DB Online/Offline Backups, Logical Backups using exports/imports, Data Pump, performing RMAN compressed, incremental and full backups, data migration, consolidating mainframe and other flat file data into RDBMS using PL/SQL and SQL Loader, iSQL*Plus using Apache and Transparent Application Failover (TAF).
- Excellent knowledge in determining system requirements, Project scheduling and technology planning including system architecture, project management and implementations, Electronic Document Management Systems, Systems Analysis and Design and intermediate networking using TCP/IP.
- Expertise to setup ODBC, JDBC and other Oracle plug-ins for connection to external databases.
- Results-driven DBA with skills in team building and problem-solving skills with an established reputation for effectively working with diverse groups of people and adaptability to changing environments.
- Strong backend knowledge for supporting developers using Oracle Forms, Reports, PL/SQL, T-SQL, Cold Fusion MX, Java, ASP, Stored Procedures, Functions, Triggers, Views, Synonyms Materialized Views.
- Experienced University Adjunct Faculty (at UMBC) in Information Systems with special reference to Oracle Advanced Database Project course (IS420) and regularly conducts In-house OCP 12c/11g DBA Training and Oracle RAC Training at BLUTECH.

Education

- Masters in Computers Science, Long Island University, NY.
- Bachelors in Electronics and Communication Engineering with Gold Medal.
- Diploma in Electronics and Communication Engineering (DECE).

Technical Skills

Operating Systems:

Windows 10/8/7/2003, Linux (Red Hat 6.x/5.x, SuSE 9.3), SUN SOLARIS (5.10, 5.x), HP-UX (11.0), AIX (6.x/5.3)

Software:

Golden Gate, Web sphere MQ, Oracle Tuxedo, SAS, Oracle E-Business R12/11.0.3, Oracle Financials, Toad, Exadata, Spotlight for Oracle, Quest Central, Platinum SQL Analyzer, Remedy, Lotus Notes, HTML, PSP(PL/SQL Server Pages), Crystal Reports, ERWIN, OEM, Spotlight for SQL Server, KEA, DBDiff for Oracle, Visio, Oracle Developer 2000 (Forms and Reports), Oracle Web Application Server, MS Office, Shell and Batch scripting (Borne and Korn shell), DBArtisan, PeopleSoft HR, CRM, exp/imp, data pump, flashback, ADDM, Sql*Loader, iSQL*Plus, Proc*C Netcool, Tivoli, BMC Petrol, PC Anywhere, DS View, RMAN, Scopus, Java

Database Administration:

Oracle 12C, 11gR2 RAC, 10g, 9i, 8i, MS SQL server 2008/2005/2000, 7.0, 6.5, My SQL 4.x, DB2 8.x

Networking:

LAN/WAN architecture, TCP/IP, Internet/Intranet, Ethernet, IPX/SPX, ATM, fiber optics (OC3, OC12, OC48), T1/T3, web services, VPN, various other protocols, Client/Server, Client/Serve/Web suing IIS, Apache, TOMCAT, Novell Netware

Professional Experience

06/2015-Present

Principal Apps Database Administrator/System Architect

Client: Department of Health and Human Services(DHHS), MD

- Providing Application and Database Administration support for US DHHS PSC (Program Support Center) DMCS (Debt Management & Collection System) Databases in Production, DR, UAT, DEV and TEST Environments.
- Architect DHHS Application and Database systems.
- Built multiple environments for DHHS Accounting services.
- Support Daily/Month-End/Quarterly/Year End processes and batch jobs.
- Support Database releases (deployments) on multiple environments.
- Troubleshoot application issues and support development team with application releases.
- Perform Database clones from PROD to Development environments.
- Installed and Administered Oracle Tuxedo 12C Middleware for CICS and BATCH.
- Installed and configured SAS and SAS Studio.
- Built Disaster Recovery solution using Oracle Active Data Guard.
- Installed and Created Oracle 12C Multitenant Databases.
- Applied Oracle 12C PSU3 with OJVM patches.
- Administer Oracle 12C RAC Clusters.
- Setup stable Database plans and stored outlines in production and simulate in Test databases for performance impact analysis during software release deployments.
- Setup Database and OS auditing for security control.
- Administer Oracle Golden Gate replication.
- Train Junior DBAs and provide technical assistance.
- Attend Client Meetings and support Testing Teams.
- Assist project management team with the development of project plans.
- Assist development Team with writing scripts and ETL loading.
- Setup Database Best practices and Standards.

- Perform Database Restores, Recoveries and Re-orgs using RMAN and Datapump.
- Perform Database Security Management and perform Database Upgrades.
- Perform Space Management, Capacity Planning and Management, Backup Planning.
- Create Database Users, Roles and grant required privileges.
- Perform Database refreshes of UAT/TEST/DEV Databases.
- Review and set up daily database backup strategy.
- Assist Testing team with Tuning complex SQL Queries and setup tracing, TKPROF, Explain Plan.
- Troubleshoot and Monitor Database Performance issues.

04/2011-05/2015

System Architect

Client: Department of Homeland Security (DHS), Washington DC

- Provided Application DBA (Database Administration) support for DHS OBIM (Office of Biometric Identity Management) IDENT, ADIS (Arrival and Departure Information System), Daon Multi-modal, DTaaS, PIT, NPE (PAT1/2/3, CAT1 /CAT2, PTH, STUBBY, ESDO, EID and Training in DC2/DC1), HPQC, QCPRD/PSS and Break-Fix Environments.
- Installed and support DHS Database releases (deployments/SCRs) on IDENT (Identification Biometric System), ESB (Enterprise Bus), LSB (Local Service Bus), Enforce, ADIS (Arrival and Departure Information System), HPQC, QCPRD, CVT (Client Verification Tool), US-VIEWER SIT (Secondary Inspection Tool), EID (Enterprise Infrastructure Division) and other environments.
- Installed and built Daon Multi-modal, DTaaS, CAT1/CAT2/PAT, Break-Fix Databases from scratch.
- Installed and Administer Oracle Golden Gate replication.
- Setup Golden Gate parameters for extract and apply processes.
- Troubleshoot golden replication issues.
- Assist Testing team to troubleshoot Database Issues.
- Installed, Setup and maintain Oracle 11GR2 RAC and 12C databases.
- Certified 12C with PSU3 on AIX and Linux DB servers with Multitenant architecture.
- Certified multiple Oracle PSUs (Patch Set Updates) PSU10, PSU11, PSU12 and PSU13 and wrote change steps for implementation.
- Setup Database Best practices and Standards.
- Setup and verify Daily RMAN backups on all Linux/AIX Environments from scratch.
- Periodically purge AUDIT data in ESB Databases to save storage and improve performance and daily RMAN backup completion time.
- Upgrade databases from 11g to 12C with PSU3 and OJVM Patches.
- Applied PSU12 on 11GR2 databases in multiple Database environments.
- Install and setup OEM (Enterprise Manager Cloud Control 12C).
- Assist project management team with the development of project plans.
- Train Junior DBAs and provide technical assistance.
- Install and setup COTS (Commercial of the Shelf Software).
- Setup Oracle Listener configuration using services.
- Troubleshoot and Monitor Database Performance issues.
- Attend Client Meetings and support Testing Teams.
- Responsible for Installing and migrating Oracle 11g, 10g databases and Setup daily Database Backups.
- Installed Oracle Label Security, created and managed policies.
- Perform Database Security Management and Database Upgrades.
- Perform Space Management, Capacity Planning and Management, Backup Planning.
- Perform Database Restores, Recoveries and Re-orgs using RMAN and Datapump.
- Setup and refresh Materialized views.
- Assist Testing team with Tuning complex SQL Queries and setup tracing.
- Administer Oracle Data Guard replication.
- Install, upgrade and patch SQL Server Databases.

- Administer and backup SQL Server 2012/2008 Databases.
- Setup SQL Server backups and perform Database recoveries.
- Create, maintain and execute SQL Server jobs.

06/2008-03/2011

Sr. Systems Integration Engineer

Client: Department of Homeland Security (DHS), Washington DC

- Providing Apps DBA (Database Administration) and System Administration support for DHS US-VISIT (United States Visitor and Immigrant Status Information Technology) IV&V (Independent Validation and Verification) Environment, ADIS (Arrival and Departure Information System), PIT and US-VISIT TechDoc Environments.
- Install and support DHS Database releases on ADIS, IDENT (Identification Biometric System), CVT (Client Verification Tool), SIT (Secondary Inspection Tool), ESB (Enterprise Bus), US-VIEWER, SIT (Secondary Inspection Tool) and other environments.
- Attend Client Meetings and support Testing Teams.
- Responsible for Installing Oracle 11G, migrating 10g, 9i databases and Setup Database Backups.
- Troubleshoot and Monitor Database Performance issues.
- Perform Database Restores, Recoveries and Re-orgs using RMAN and Datapump.
- Configured and Setup new AIX Servers.
- Assist Testing team with Tuning complex SQL Queries and setup tracing.
- Perform Space Management, Capacity Planning and Management, Backup Planning.
- Interface Applications with CBP (Customs and Border Protection), SEVIS (Student Exchange Visitor Information System), CLAIMS, AIRSE, ESTA, I94, F3F, LBC and NotifySevis systems.
- Upgraded and applied OS Patches, setup accounts on AIX Server.
- Installed and setup Websphere MQ 6.0 and MQ Clients.
- Troubleshoot and Monitor Websphere MQ Queues.

11/2000- 5/2008

Principal Database Engineer

AT&T, Annapolis, MD

- Provided Level 3 support in Problem Management Team (PMT).
- Provided detailed change steps and change review to ensure no outage is caused by DB scheduled changes, assist with clients DR Tests.
- Act as Primary POC for Clients with Complex Databases (\$4.2 Million/Annum) using SharePlex for replication to DR, RPT and DWH with complex business rules and in Cluster configurations.
- Act a mentor for junior DBAs (Level 1) and Level 2 DBAs in GEMC and India resources.
- Implemented Oracle 10gRel2 multi-node RAC (Real Application Cluster) with Red Hat Linux (4.2) using OCFS2 for clusterware and ASM for Database files.
- Setup TAF (Transparent Application Failover) with Load Balancing and Failover for application transparency.
- Installed and setup OEM and Oracle 10g Grid Control.
- Responsible for installing Oracle 10g, migrating Oracle 8i, 9i database instances, on the spot troubleshooting Oracle Databases to meet 99.999 SLAs.
- Served as backup EBIZ Database Team Manager, interview DBAs for operations.
- Setting up and configuring Oracle (Physical) Data Guard with switch-over scripts.
- Perform complete Re-sync of SharePlex Databases with sizes up to 9+TB.
- Provided training for Onshore/Offshore dbas and presentations to entire USi India team.
- Install, Setup, manage and support SQL Server 2000/2005 databases.
- Successfully completed migration of client databases to Different Data Center.
- Providing Level 3 On-Call Production Support for more than 1000 Oracle, SQL Server, DB2, My SQL Databases On different environments including NT, Sun, HP UNIX, Linux and Sequent symmetry/Dynix/PTX in EBIZ Database Team.

- Created Bigfile TS, Default permanent TS, Temporary Tablespace groups and manage Recycle bin.
- Write stored procedures, PL/SQL, database schema design, reviewing database design changes and assessing the impact of changes.
- Perform DB (Physical/Logical) Backups including RMAN, BCVs, and exports/imports.
- Monitor Database performance using Spot Light for Oracle and OEM.
- Perform Database Restores, Recoveries and Re-orgs.
- Perform Database Tuning, Capacity Planning in terms of memory and storage usage and establishing bench marks for performance.
- Perform Database Server, Client and Shareplex Installs, Upgrades and apply Patches on UNIX and NT machines including Oracle CPU Patch Certifications.
- Administer, diagnose, and tune multiple databases for People Soft, Siebel, Apphost, Complex Web, and Broad vision.
- Administer Sun (VERITAS) and HP (MC-Guard) Clusters.

06/2000-10/2000

Project Lead/Senior Oracle DBA
Tide Point Corporation, MD

- Installed Oracle 8i on Sun SPARC Solaris and Created several new Databases for Oracle Financials and Remedy Applications.
- Installed and configured Oracle Financial Applications (11.0.3) on Sun SPARC Solaris.
- Installed AR System 4.0.3 on ARS Application Server, Installed Eftias Master Scribe Suite.
- Installed Remedy Help Desk 4.0, Remedy Service License agreement (SLA 4.0), Remedy Web Enterprise Edition (4.0.3).
- Migrated Databases from Production to QA and Development Environments.
- Wrote scripts to Auto Start the Database and listeners.
- Creation of users and maintaining security aspects of the User, Managing on-line redo log files, Archive log files and Rollback Segments.
- Developed Backup strategy and Disaster Plan for database Recovery.
- Created and maintain Cron /Batch Jobs using shell scripts.
- Install Patches on Forms, Database Servers and upgrade databases.
- Monitor and optimize Database Performance, Assist Developers with Application Tuning.
- Perform Exports/Imports to implement Logical Backups.
- Created responsibilities and assigned to users for Oracle Financial Applications.
- Setup Printers for Oracle Financials applications.
- Monitor Concurrent Manager, Forms Server and Database Servers.

01/1997-05/2000

Data Base Engineer (Project: Pfizer Information System)
Telespectrum Worldwide Inc., MD

- Installation of Oracle and creating new Databases.
- Creation of users and maintaining security aspects of the User.
- Managing on-line redo log files, Archive log files and Rollback Segments.
- Database re-organization to avoid fragmentation.
- Tuning the Application and Database using DBA tools.
- Developing the Backup strategy and Disaster Plan for database Recovery.
- Install Patches and Upgrade Databases.
- Monitor and optimize Database Performance.
- Monitor Table/Index growth and rebuild if necessary.
- Used ERwin to maintain Database Schema.
- Perform Exports/Imports to implement Logical Backups.
- Made extensive use of explicit cursors and PL/SQL coding to develop Database Triggers.

09/1996-12/1996

Programmer/Analyst (Project: T&E Express for MCI)
Technical Software Solutions Inc., MD

- Developed UNIX Shell Scripts to perform batch processes and added to crons.
- Tuned the Offensive SQL Statements with Platinum SQL Analyzer.
- Monitor and optimize Database Performance, Table/Index growth and rebuild as necessary.
- Assist Developers with Application Problems, Troubleshoot User login problems.
- Created E-R Diagrams for Database using ERwin.

07/1996-09/1996

Consultant/Programmer
Trecom Business Systems Inc., NJ

- Create Users and Assign Roles.
- Developed and Implemented a Graphical User Interface for FASTEX System using Oracle 7.0 on a Client/Server environment.
- Involved in the analysis, design, coding, testing and documentation of the project.
- Multiple data entry and retrieval forms were designed using Oracle Forms.

07/2001 – Present

Adjunct Faculty/Lecturer Advanced Database Project (IS420)
University of Maryland Baltimore County (UMBC) – Department of Information Systems

- Selecting course textbooks, lecturing students according to approved syllabus by the institution on IS420 – Advanced Database Project using Oracle 12C, HTML, PL/SQL Server Pages (PSP), Developer2000, Forms and Reports.
- Organizing quizzes, Assignments, Midterm and end of semester Exams.

Certifications, Technical Training & Qualifications

- Oracle 12C New Features for Administrators – April 2015
- Oracle 11G Certified DBA by Oracle Corporation (OCP 11G) – March 2009
- Oracle 10G Certified DBA by Oracle Corporation (OCP 10G) – March 2009
- Oracle 9i Certified DBA by Oracle Corporation (OCP 9i) – April 2006
- Oracle 8i Certified DBA by Oracle Corporation (OCP 8i) – Feb 2006
- Oracle 8.0 Certified DBA by Oracle Corporation (OCP 8) – Aug 1999
- Oracle 7.3 Certified DBA by Oracle Corporation (OCP 7.3) – June 1999
- Oracle 12C DBA Training – March 2015
- AIX and Power VM workshop – Sept 2010
- Redhat Linux System Administration – March 2008
- New Features in Oracle 10g Rel2 - December 2006 – Oracle University, Reston, VA
- Oracle 11i Financial Functional Foundation – Sep 2001 – Oracle University
- Oracle Enterprise DBA Part 1B: Backup and Recovery – Dec 2001 – Oracle Univ.
- Oracle Applications Systems Administration Release 11 – Aug 2000 – Oracle Univ.
- Oracle 8i New Features for Administrators – Jan 2000 – Oracle University
- Impromptu Administration 5.0 – Aug 1999 - Cognos

CITIZENSHIP STATUS: US CITIZEN

Sigman & Summerfield Associates, Inc.

300 E. Joppa Road
Suite 1101
Towson, MD 21286

Invoice**Invoice #:** 19604**Invoice Date:** 3/20/2019**Due Date:** 4/19/2019**Case:****P.O. Number:** 829966**Bill To:**

Baltimore City Public Schools
Information Technology
200 E. North Ave.
Room 001A
Baltimore, MD 21202

| Description | Hours/Qty | Rate | Amount |
|-----------------------------|-----------|--------|-------------------|
| Services Of: | | | 0.00 |
| Prakash Bandaru 3/10 - 3/16 | 32 | 106.00 | 3,392.00 |
| Prakash Bandaru 3/17 | 10 | 106.00 | 1,060.00 |
| Total | | | \$4,452.00 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$4,452.00 |

PD
4/2/19

2.3 Help Desk Analyst

Client: Baltimore County Public Schools

Client Contact: Melody Ashburne-Payton, Administrator III

9611 Pulaski Park Drive, Suite 307

Baltimore, MD 21220

mashburnepayton@bcps.org

Phone#: 443-809-9876

Date of Service: September 2024 to Present

Project Description: Contractor provides technical support and assistance to users experiencing hardware and software issues.

- Password resets
- Network connectivity
- Software resets

This role involves troubleshooting problems, answering queries, and guiding users through solutions to problems. Once complete all details are entered into our ticketing system. See attached Resume and Invoice as evidence of employment.



2324 W. Joppa Rd. Lutherville, MD 21093
Telephone: 410-828-0777 www.SigSum.com

Keya Alexander

Highly skilled and experienced professional with a strong background in Information Technology (IT) and Administrative Support. Expert in maintaining internal networks, managing various systems, and providing help desk support. Skilled in administrative duties, client reception, and handling high-volume calls. Proficient in clerical tasks and worked in administrative positions in Fraud and Community Benefits departments. Committed to providing exceptional service and maintaining confidentiality.

Professional Experience

Information Technology Specialist
Atlanta Public Schools, Atlanta, GA

June 2012 - Present

- Develop and maintain an internal network of over 600 desktop workstations, digital office equipment, and networking equipment
- Manage various systems including assessment, course registration, and human resources information systems
- Provide help desk support for MS Office Professional and other related software, printers, and photocopiers
- Oversee and supervise all processes in adherence with escalation requirements for field support technicians
- Handle strategic and tactical planning, data analysis, reporting, standards development, regulation development, and technical assistance for end-user devices
- Perform hardware repairs and maintained desktop computers/operating systems
- Investigate and respond to support requests via email, in-person, phone, and remote controls software resulting in a 94% end-user satisfaction rate
- Technical Support: Provided comprehensive help desk support and managed internal networks and various systems

Administrative Assistant
Ceek to Fulfill, Conyers GA

August 2008 - June 2013

- Assisted with general administrative tasks and projects, resulting in a positive impact on the company's overall performance
- Delivered exceptional customer service and communication, leading to a 5-point increase in satisfaction ratings and effectively addressing client inquiries, providing guidance, and resolving complaints
- Efficiently executed data entry services while managing and composing correspondences and other materials
- Conducted comprehensive research on programs and records as required

Receptionist
Alameda County Social Services, Oakland, CA

June 2007 - July 2008

- Managed intake and processing of medical applications, demonstrating attention to detail and understanding of medical terminology
- Oversaw physician calendars, patient scheduling, fielded 20 - 40 phone inquiries per day, and enhanced office operations to minimize wait times
- Maintain records for 100+ patients, ensuring data accuracy and conducting follow-up contact

Receptionist; Temporary

August 2007 - December 2007

Element for Results, Oakley, CA

- Provided comprehensive administrative support using Microsoft productivity software, maintained an organized electronic log, and managed a robust appointment system, resulting in a 15% improvement in office efficiency
- Efficiently operated a multi-line call system, managing a high volume of inbound calls and ensuring swift, accurate routing to appropriate departments, contributing to a 20% increase in customer satisfaction.
- Coordinated mail distribution, ensuring timely delivery and receipt, which led to a 25% increase in operational efficiency and ensuring timely communication within and outside the company

Administrative Assistant, Temporary

November 2004 - June 2005

Sistas N Motion Dance Co, Antioch, CA

- Managed high-volume phone lines, promptly answering all call, retrieving messages, and providing timely response, enhancing customer satisfaction
- Maintained company records and organized critical documents, through accurate data entry ensuring easy access and retrieval
- Efficiently scheduled appointments and delivered advance customer service, ensuring smooth operations, minimizing scheduling conflicts, promptly resolving issues, and fostering strong client relationships

Education

High School Diploma

School Name, Antioch, CA

Graduation: June 2003

Certifications and Skills (*needed-certifications?*)






- Productivity software (Microsoft and Google Workspace)
- Project Management
- Office Management Systems
- Executive Support
- Interpersonal Communication
- General Administrative Tasks
- Data Entry

Sigman & Summerfield Associates, Inc.

2324 W. Joppa Road
Suite 330
Lutherville, MD 21093

Invoice**Invoice #:** 26819**Invoice Date:** 10/22/2024**Due Date:** 11/21/2024**Case:****P.O. Number:** 25196308-1**Bill To:**

Baltimore County Public Schools
6901 Charles Street
Building E
Towson, MD 21204

| Description | Hours/Qty | Rate | Amount |
|---|------------|---|---|
| Services Of: | | | 0.00 |
|  Keya Alexander 9/30 - 10/11 | 75 65.5 |  |  |
| Total | | |  |
| Payments/Credits | | | \$0.00 |
| Balance Due | | |  |

2.4 Business Analyst:

Client: Baltimore County Public Schools

Client Contact: Mark Gingerich, Supervisor of Student Information Systems Management

9611 Pulaski Park Drive, Suite 307

Baltimore Maryland 21220

mgingerich@bcps.org

443-809-9313

Date of Service: June 2018-present

Project Description: Participates in the collection of requests and business requirements and translates such requirements into technical solutions. Participates in the design, development, and maintenance of reports generated from the Stakeholder information. Works on SSMA and SSIS packages, Grade Reporting systems, Attendance, Teacher Scheduling, Magnet Student Marketing, Functional Behavior System, and User Account File projects to name a few. Ensure that all data is reported accurately and with precision to serve Stakeholders with smooth and efficient student information systems.

See attached Resume and Invoice as evidence of employment.



Nusrat Sharmin

- 5 years of strong experience in the IT industry as a SQL Server Developer (SSMS, SSIS, SSAS) with sound business analysis skills.
- 5 years of professional experience in developing Windows and Web based applications using .NET Frameworks 1.1/2.0/3.0/3.5/4.0/4.5 with C# and VB.NET as programming languages.
- Strong experience in Business and Data Analysis, Data Profiling, Data Migration, Data Masking, Data Integration.
- Involved in all the phases of SDLC like Requirement, Gathering, Design, Development, Testing and Maintenance.
- Experience in development of lightweight services using Web API, REST Services where communication of data is done in XML and JSON formats.
- Good knowledge in T-SQL for developing complex Stored Procedures, Triggers, Tables, User Defined Functions, Views, Indexes, User profiles query writing and SQL joins • Excellent T-SQL programming skills • Knowledge in Creating SSIS, SSRS packages which transform data from various sources like text files, excel etc. to SQL server databases • Experience in transformation of heterogeneous data sources into a variety of SSIS transformations like Conversion, Aggregate, Derived Column, Data Conditional Split, Multicast • Hands on experience working with SSIS, for ETL process ensuring proper implementation of Event Handlers, Loggings, Checkpoints, Transactions and package configurations.
- Experience of working with SQL Server DTS/SSIS packages that include designing and implementing end-to-end ETL packages involving data extraction from multiple heterogeneous sources like SQL Server, Excel, Oracle and CSV.
- Specialized in creating several reports such as drill down reports, parameterized reports, linked reports, sub reports, Matrix Reports, Charts using SQL Server Reporting Services.
- Good working experience on ORM tools like Entity Framework, NHibernate and worked using LINQ with Objects, SQL and XML.
- Solid experience in Creation of database objects, highly proficient in the use of T- SQL queries (DDL and DML), Views, complex stored procedures, Data Import/Export, cursors, power view, power pivot, and User defined functions (UDF) and Database triggers.
- Experience in writing complex Stored Procedures, Functions, Triggers, Indexes, SQL Queries and Views using SQL Server 2012/2008/2005, Oracle 11g/10g/9i.
- Good Experience with Unified Modeling Language (UML) standards and documentation and experience in preparing Use Case Diagrams, Class Diagrams, Sequence Diagrams and Activity Diagrams using design tools such as Microsoft Visio.
- Experience in reporting and analysis using Crystal Reports, SQL Server Reporting Services (SSRS) and SQL Server Integration Services (SSIS) • Experience in using .Net Remoting, Web Services, XML, XSLT, XPATH and XML Schema.
- Experience in using test frameworks like MSTest and NUnit.
- Experience with Software Development Processes & Models: Agile, Waterfall & Scrum Model.
- Excellent communication, interpersonal, analytical and quick problem-solving skills.
- Exceptional ability to quickly master new concepts and a proactive team player.



SKILL EXPERTISE:

.NET Technologies & Programming Languages C, C#, VB.NET, ASP.NET 4.0/3.5/3.0/2.0/1.0, AJAX, Web Services, ADO.NET, LINQ, SQL, TSQL, PLSQL.
Databases SQL 2012/2008/2005, PL/SQL, Oracle 11g/10g/9i.
Web Technologies HTML 5, CSS, AJAX, JavaScript, Tableau, JSON, XML, XSL, jQuery, Silverlight.
Web Servers IIS 5.0/6.0/7.0.
Web Page Editors Visual Studio .NET 2013/2012/2010/2008/2005.

Work Experience

Business Analyst/ Developer

NotreDame of Maryland University - Baltimore, MD
February 2018 to Present

Project: Account Provisioning

- Involved in Analysis, Design and Development of the application.
- Used data grid to review and modify manipulated data.
- Used ADO.NET objects such as Data Reader, Data set and Data Adapter, Data View for consistent access to SQL Server 2012.
- Key role in requirement gathering and participated in all phases of the development life cycle. Worked in a disciplined and planned environment and followed Agile Scrum Methodology for application development.
- Analyze the functional and non-functional requirements of the project and determined the environment necessary for smooth development.
- Determined the technical requirements of the project and came up with an architecture design. Played a key role in designing the database and created the required entities, attributes and relationships between database objects.
- Develop, run and schedule queries using SQL and T-SQL scripts. Generate daily, and on demand reports. Monitor the overall Raptors availability.
- Maintained the physical database by monitoring performance, integrity and optimize SQL queries for maximum efficiency using SQL Profiler, Data Engine Tuning Advisor and index tuning wizard • Perform reconciliations on regular basis for different revenue streams and provide gap analysis.
- Created project related modelling diagrams by using tools like Microsoft Visio and ERWIN. Installed and configured the SQL database on the database server as per project requirements. Created the database objects like tables, views, functions and triggers to ensure database consistency and orderly availability of data in required tables.
- Involved in configuring the web crawler to extract information from qualified website and push into the SQL database.
- Knowledge about Software Development Lifecycle (SDLC), Agile, Application Maintenance Change Process (AMCP) • Extensively developed ETL jobs using SSIS to extract and load bulk data from Source to target systems.
- Involved in preparing ETL mapping specification documents and Transformation rules for the mapping.
- Designed and created database objects for storing categorical information in various tables and defining relationships between them.
- Wrote complex procedures and queries to extract accurate information based on user request. Played a key role in designing the user interface of the application to support the project requirements.



- Participated in the weekly scrum meetings and ensured timely deliverables and releases. Involved in development of the application and deployed the application on to the web server. Wrote the necessary server-side scripts using PHP for integrating the user interface with the backend database.
- Prepared the application documentation with all modules functioning and necessary user manuals.
- Prepared various project related documents and gave presentations to the management team.
- Implemented the Object-Oriented Programming concepts in VB.NET and ASP. NET.
- Worked on SSIS Package, DTS Import/Export for transferring data from Database (Oracle and Text format data) to SQL Server.
- Created SSRS reports using Report Parameters, Drop-Down Parameters, Multi-Valued Parameters Debugging Parameter Issues Matrix Reports and Charts.
- Experienced in Prepare, Read, Write and Understand program specifications. Participated in various Client meetings with the team and the Project manager to discuss improvements/ amendments in the development of the section.
- Created the reports required for multiple projects using SSRS reporting services.

Environment: ASP.NET, ADO.NET, MS SQL Server, TSQL, ETL, MVC, WCF, HTML5, CSS, Web Services, JQuery, XML, SOAP, TFS, IIS 8.0, VB.NET 2013, SSIS and SSRS.

Business Analyst, ETL Developer

MedImmune-Astrazeneca - Gaithersburg, MD

May 2017 to August 2017

Project: Manufacturing Science

Responsibilities: • Data Accumulate and consolidate in various platform. Fixed the various production bugs in multiple projects.

- Queried the entities using SQL.
- Data Process, Accumulate, Analyses and Visualize data for Cell culture and purification, using Tibco Spotfire.
- Develop Iron Python Script for Data Manipulation • Design Dashboard GUI.
- Worked with Agile software methodology.
- Designed and implemented Data access layer using ADO.NET to connect and retrieve or manipulate the data.
- Created T-SQL Queries, Stored Procedures, Functions, Database Design in SQL Server 2014.
- Designed and deployed reports with Drill Down, Drill Through and Drop-down menu option and Parameterized and Linked reports.
- Deploying and scheduling Reports using SSRS to generate all daily, weekly, monthly and quarterly Reports including current status.
- Created report models and deployed on report server.
- Created standard report Subscriptions and Data Driven report Subscriptions • Created report snapshots and cache for better performance.
- Reviewed and developed data models and database designs with development teams • Wrote store procedures for some job automations.
- Generated test data and tested database to meet the functionalities deliverables in the project documentation and specifications.
- Created ASP.NET User Controls to reduce the complexity of user interface design.
- Created User Input Validations for new & existing users.
- Used data grid sorting and paging features for Item and Service List.
- Implemented application state using View State, Session Variables and Query Strings.



- Involved in Build, Debug and Deployment of the Components.
- Created the reports required for multiple projects using SSRS reporting services.
- Created the required jobs using SSIS services.

Environment: ASP.NET 4.0, ADO.NET, C#, MVC, SQL Server 2012, TSQL, SQL, XML, Web services HTML, DHTML, Microsoft SQL Server 2014

Research Assistant

Towson University - Baltimore, MD
January 2016 to December 2016

Project: Property Management System

- Responsibilities:
- Involved in all phases of Software Development Life Cycle (SDLC) including requirement gathering, • Designing, Programming, Testing and documentation.
 - Involved in Agile/Scrum methodology with sprint of 2 weeks.
 - Modified SSIS package to load millions of rows by breaking one flat file into multiple small flat file.
 - Defined logging and dynamic configuration of the package using sql server 2012 data tools.
 - Create various SSIS catalog and sql server agent job script in order to deploy package into SQL server 2012 SSIS server.
 - Created subscriptions to provide a daily basis reports and managed and troubleshoot report server related issues.
 - Designed and created distributed reports in multiple formats such as Excel, PDF, XML, HTML and CSV using SQL Server 2005 Reporting Services (SSRS) • Fixed old stored procedure by improving performance and applying new logic to it. Design and develop History table in order to get daily extract
 - Created numerous ordinary to complex queries involving multi-table joins, Union, Correlated.
 - Tuned and optimized queries by altering database design, analyzing different query options and Indexing strategies.
 - Created databases and schema objects including tables, indexes and applied constraints, connected various applications to the database and written functions, stored procedures and triggers.
 - Involved in Data Extraction, Transformation and Bulk Loading (ETL process) from Source to target systems using SSIS 2012/2008.
 - Used SSIS to create ETL packages to validate, extract, transform and load data to Data Warehouse databases.
 - Generated periodic reports based on the statistical analysis of the data from various time frame and division using SQL Server Reporting Services (SSRS) • Created complex Stored Procedures, Triggers, Functions, Indexes, Tables, Views and other T-SQL code and SQL joins for applications.
 - Creating Parameterized Reports, Drill down, Sub-reports using SQL Server Reporting Services 2008.
 - Wrote required Stored Procedures, Triggers, Views required for the project in order to perform data transactions.
 - Hands on experience developing SSIS jobs for bulk loading of data to target.
 - Maintained the physical database by monitoring performance, integrity and optimize SQL queries for maximum efficiency using SQL/data Profiler.
 - Created reports from various migrated data sources into simple dashboards for easy reviewing.
 - Created Complex ETL Packages using SSIS to extract data from staging tables to partitioned tables with incremental load. Developed, deployed, and monitored SSIS Packages.
 - Responsible for designing the ASP.NET forms authentication using .NET Framework.
 - Created database tables, views, functions, stored procedures for retrieval of variables and its values.



- Defined, created and executed SQL Queries, Stored Procedures, User Defined Functions, Triggers and Constraints using MS SQL 2005.
- Importing the data from MS-Excel to SQL server that includes data type matching and column matching.
- Created and consumed Web Services, WCF Services and RESTFUL Services in various applications.
- Created reports using SSRS reporting services and exported them to shared paths required for other teams.
- Created SSIS packages, Windows Services and scheduled them using Windows Scheduler.
- Involved in Unit Testing, Build and Deployment to various environments.

Environment: C#, .Net 4.0, MVC 4.0, LINQ, Agile/Scrum Methodology Entity Framework 4.0, SQL Server, TSQL, XML, HTML, SQL, ETL, WCF, TFS

Pacific Bangladesh Telecom Limited
 March 2013 to August 2014

Role: IT automation.

Project: Customer Management System,

Responsibilities: • Analyze and review the business requirements, design documents, use cases and functional Requirement documents.

- Worked with entire maintenance and enhancements of the project.
- Assisted users with procedural or minor/major technical problems on daily basis.
- Interacted with Business Analysts and gathered the requirements.
- Designing Client and Server Side Application using .NET Framework 4.0, C#.NET, Entity Framework, SQL Server.
- Design TSQL queries based on business requirement that required lot of complex calculations.
- Created SSIS packages to load the dimensions and reference tables onto ODS.
- Involved in creating ETL packages with different data sources (SQL Server, Flat Files, Excel source files, XML files etc.) and then loaded the data into destination tables by performing different kinds of transformations using SSIS packages • Created SSIS packages in such a way that they can be dynamically deployed into development, Testing and Production Environments.
- Created ETL SSIS packages both design and code to process data to target databases • Used SSIS to create ETL packages (.dtsx files) to validate, extract, transform and load data to data warehouse databases, data mart databases and process SSAS cubes to store data to OLAP databases.
- Good understanding of Microsoft Reporting Service (SSRS) with Report authoring, Report management, Report delivery and Report security.
- Designed and implemented various Materialized Views in Oracle to use in Cognos Reporting.
- Developed OLAP cubes, wrote queries to produce reports using SQL Server Analysis Services (SSAS) and Reporting Services (SSRS), Dashboards.
- Designed and implemented various Materialized Views in Oracle to use in Cognos Reporting.
- Experience in extracting data from EDI files and populating database.
- Used various control flow tasks like FTP, Bulk insert task, transfer job task etc. and different data flow tasks.
- Created DTO's and DAO's in the data access-- layer to perform data transactions.
- Created Triggers, Views, Packages, Tables and Stored Procedures using TOAD client for Oracle Database.
- Involved in unit testing and regression testing of the application.



- Actively participated in Team Meetings, frequently communicate with Business Analysts to clarify the business requirements and working with QA Team to clear the issues.
- Used LINQ providers, Data List, Details view, Repeaters, Dataset Classes for Data Manipulation.
- Wrote the functions to insert update or delete data.
- Used VSS for source control and other project management activities.
- Troubleshoot the issues on a day-to-day basis.
- Prepared Test Plans and reviewed TestCases.
- Created the SSIS packages.
- Generated Reports using SSRS and integrated with web pages.

Environment: Visual Studio.NET 2010/2012, Microsoft .Net Framework 4.0, Oracle 11g, ASP.NET, C#.Net, WPF, VB.NET, PL/SQL, VSS, AJAX

Education

Master of Science in Computer & Information Science

Towson University - Towson, MD

December 2017

Bachelor of Science in Computer Science and Engineering

Military Institute of Science & Technology - Dhaka, Bihar

April 2013

Software Engineering

Towson University

Skills

MICROSOFT SSRS (3 years), MS SQL SERVER (3 years), SQL (3 years), SQL SERVER (3 years), SSRS (3 years)

Additional Information

Operating Systems Windows 7/XP, Windows Server 2012

Reporting & Integration Tools Crystal Reports, SSRS, SSIS.

Version Control Tools VSS, SVN, TFS.

IDE and Tools

Microsoft Visual Studio. Net 2015/2012/2010/2008, MS Office, Microsoft Visio 2013, SQL Profiler, SQL Server Agent, Data Profiling.

MS Software Packages MS Office, MS FrontPage, Microsoft Visio 2007, SharePoint 2010, MS Excel, Power BI.

Sigman & Summerfield Associates, Inc.

2324 W. Joppa Road
Suite 330
Lutherville, MD 21093

Invoice**Invoice #:** 26817**Invoice Date:** 10/22/2024**Due Date:** 11/21/2024**Case:****P.O. Number:** 25196181-1**Bill To:**

Baltimore County Public Schools
6901 Charles Street
Building E
Towson, MD 21204

| Description | Hours/Qty | Rate | Amount |
|-----------------------------|-----------|------|--------|
| Services Of: | | | 0.00 |
| Nusrat Sharmin 9/30 - 10/4 | 40 | | |
| Nusrat Sharmin 10/7 - 10/11 | 40 | | |
| Total | | | \$ |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$ |

2.5 Information Systems Assistant

Client: Baltimore County Public Schools

Client Contact: Melody Ashburne-Payton, Administrator III

9611 Pulaski Park Drive, Suite 307

Baltimore, MD 21220

Phone#: 443-809-9876

mashburnepayton@bcps.org

Date of Service: August 2022 to Present

Project Description: Support the Baltimore County Public Schools with IT support such as desktop, laptops, printers, Smart boards and software support. Providing onsite support and "first eyes" response to ticket creation in BCPS Cherwell.

Including: Wi-Fi readings, OneScreen Support, Chromebook support, Reimaging, Re-cabling/Network jack testing & reporting, general hardware checks & troubleshooting, Basic Audio/Visual troubleshooting, signposting/escalation, hardware requests/delivery for repair, "White Glove" customer service for users. See attached Resume and Invoice as evidence of employment.



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Telephone: 410-828-0777 www.SigSum.com

Larry V. Sheppard

Career Summary

Innovative, energetic IT/Computer Technician with over 10 years of experience in the aerospace, pharmaceutical and waste water industries. Excellent documentation, oral and written communication skills. Dedicated team player with the ability to work with all levels of management. Strong analytical, troubleshooting and organizational skills. Proven ability to plan, organize and implement solutions to problems. Excellent customer service skills

Training/Certifications

- A+ Certification for Micro-Computer Technicians, Towson University, Baltimore, MD
- Certificate in Data Management, Community College of Baltimore, Baltimore, MD
- Dell laptop and desktops Certification
- Information Technology Operations Support
- Lenovo Certified
- HP repair Certified

Key Skills

- Installation and Setup and troubleshooting of PC Hardware and Software
- Strategic Planning and Scheduling Developing information systems
- Electronic Documentation/Data Base Management Control
- Installation of various end user software applications
- Assemble and un-assemble various hardware on laptops, desktops, workstations, servers and tablets
- Analysis of business requirements, configuration of 3rd party software implementation of infrastructure solutions, creation of documentation, testing and maintenance of application, and support and maintenance of infrastructure and information systems

Technical Skills

- Desktop Publishing Software Adobe Illustrator, Adobe Acrobat, Photo Shop
- Computer Aided Graphics: Solid Works CAD 3 Dimensional
- Document Control Archiving: SharePoint, PC migrations and setup



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- *Operating Systems:* Microsoft Windows
- *Software Installation Fundamentals:* End user installations, PC Diagnostic tests, O/S installations
- *MS Office Software:* Word, Excel
- *Technical support:* Troubleshooting hardware and software
- *Network setup and support:* Troubleshooting and PC installations to LAN's

Professional Experience

Daly Computers Rosedale, MD

Bench Technician - 08/2018 – 6/2021

Repair, Diagnose and Troubleshoot laptops, desktops for the Baltimore County Public Schools

- *Depot bench technician would do repairs to devices such as Motherboard replacements, LCD's, Base enclosures, Keyboards, etc. in a break/fix environment*
- *Re-imaged multiple devices upgraded software as needed*

Hewlett Packard Columbia, MD

Computer Technician - 02/2010- 08/2018

Repair, Diagnose and Troubleshoot laptops, microsystems, mini-systems hardware and peripherals, workstations, servers and tablets

- *Assisted end users in transferring data files re-imaging hard drives as well as uploading operating system software*
- *Assist manager as a team lead by coordinating daily morning meetings with about 25 employees also stood in for manager when necessary to help employees with needs and issues also trained and mentored new hire technicians to prepare them for field service*
- *Conducted phone interviews with potential job candidate*
- *Prepared and demonstrated electronic visual slides on customer service and company policies and procedures, which helped to increase the customer satisfaction rate by 10%*



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- Responsible for saving a huge account for Hewlett Packard by developing a system to cut down on wasted productivity, which increased customer satisfaction by 50 percent
- Report to District Manager technical/performance metrics on my team /meetings every week

Meridian Medical Technology Columbia, MD

Graphics Designer - 06/2005-01/2009

- Prepared electronic documentation for a medical device called and Auto-injector
- Created drawings of exploded view assemblies, isometric and detailed views of device, with top assembly and subassemblies
- Prepared 2Dimensional and 3Dimensional detailed drawings of solid models of Auto-injector and its related components
- Maintained electronic file database as well as (DCN's) in "SharePoint" archive data system
- Drafted and submitted departmental operating procedures that were incorporated into long range company planning which increased productivity by 30%
- Created and edited desktop graphics of instructional labels
- Worked with outside vendors on interpretation of product patent policies and procedures
- Technical support to other team members to help them to resolve hardware and software issues

AMBEC Corporation Owings Mills, MD (contractor)

Project Release Coordinator - 11/2004-05/2005

- Assisted with scheduling and planning project release meetings
- Worked with supervisors and project managers to analyze conveyance systems and system controls
- Interpreted conveyor belt operations and procedures in order to create electronic systems documentation
- Collected and organized and analyzed data for the purchasing department

USFilter Corporation Towson, MD



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CAD Data Base Designer - 02/1999-07/2004

- Created drawings using computer aided drafting (CAD) equipment and software AutoCAD 2000
- Utilized change management procedures for making dimensional changes
- Maintained electronic files database backups
- Interpreted manufactures' specifications in order to create parts
- Prepared product documentation
- Prepared electrical schematics server infrastructure and floor plans

PATS Inc Columbia, MD (contractor)

Designer - 09/1998-01/1999

- Analyzed and collected information for generating tolerance and locating fuel tanks for Boeing Airline projects
- Worked with project managers to develop electronic documentation on the auxiliary fuel tank system

Niro Inc Columbia, MD (contractor)

Computer Assistant/Help Desk - 04/1998-07/1998

- Performed automated system software data backups
- Assisted engineers with storing and generating electronic media for pharmaceutical equipment drawings
- Tier 1 assisted end users with password and profile setups
- Helped end users navigate to various applications for daily operations
- Help various IT departments complete orders on hardware from various vendors

Sigman & Summerfield Associates, Inc.

2324 W. Joppa Road
Suite 330
Lutherville, MD 21093

Invoice**Invoice #:** 26823**Invoice Date:** 10/1/2024**Due Date:** 10/31/2024**Case:****P.O. Number:** 25196379-1**Bill To:**

Baltimore County Public Schools
6901 Charles Street
Building E
Towson, MD 21204

| Description | Hours/Qty | Rate | Amount |
|---|-----------|------|--------|
| Services Of: Larry Sheppard 10/7 - 10/11 | 40 | | |
| Total | | | \$ |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$ |

2.6 Programmer Analyst

Client: Baltimore City Public Schools

Client Contact: Roopali Mendiratta, Project Manager for Oracle Cloud Implementation

200 East North Avenue

Baltimore, MD 21202

Phone#: 301-602-9724

rmendiratta@bcps.k12.md.us

Date of Service: May 18, 2023 to Present

Project Description: Reviews, corrects and/or develops application code to address user needs or resolve user problems. Formulates and defines system scope and objectives for defined projects. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Devises or modifies procedures to solve complex problems taking into consideration computer equipment capacity and limitations, operating time and form of desired results. Utilizes experience and judgement to analyze objectives, determine the best implementation strategy and achieve appropriate results with minimal technical assistance. Develops documentation and user training modules. Interfaces with application users, database administrators and special project teams. Maintains technical knowledge of all phases of applications systems analysis and development and has good understanding of the business or function for which application is designed. See attached Resume and Invoice as evidence of employment.

Jagdish Varadraj

SUMMARY

- Certified Professional with over 18 years of rich Industry experience with both **Product Development and Consulting in Oracle Apps** space.
- **14+ years of experience in Oracle HCM (EBS & Cloud)** and has led many successful implementations and upgrades for both private and public sectors.
- Extensive Experience in developing Project Plans, Resource Plans, Effort Estimates, Roadmaps, Presenting & Reporting to Steering Committee and the PMO.
- Experience includes both **Technical & Functional Oracle HCM Cloud / EBS Implementations**, Cloud Integrations and EBS R12 Upgrades.
- Frequent Presenter in Oracle User Group Conferences. Presented in NEOUG 2016, NEOUG 2017, **OHUG 2017, OHUG 2018 and Collaborate 2018**.
- Expertise in **Oracle HR, Absence, Benefits, CWB and Payroll, Recruiting and Onboarding**.
- Designed and developed more than 20 Integrations for Oracle HCM (Inbound & Outbound).
- Worked in **Oracle India pvt. Ltd.** in HCM Product Development team for 4 years.
- Extensive experience in reporting with tools like **Oracle BI publisher, OTBI**, Oracle Reports and EIS Reporting tool
- Experience includes working in India for around 8 years and in the USA for around 8 years and teams located globally has helped to master the Global Software Development Model. Has worked in Offshore / Onsite Development Model for past 16+ years.

CERTIFICATIONS

- **Oracle Fusion Global Human Resource Certified Implementation Specialist**
- **Oracle Cloud Customer Connect – Gold Medal Member**

EDUCATION

- Bachelor of Technology (Information Technology) from Madras University, (1998 – 2002)
- Post Graduate in Cloud Computing – University of Texas, Austin (2020 – 2021)

SKILLS

| | |
|-----------------------|--|
| Specialties: | Solutioning and Design, Project Management. |
| ERP: | Oracle EBS (HR / Payroll / Benefits / CWB / OTL) Oracle HCM Cloud (HR, Payroll, Talent) / Workday & UltiPro Knowledge |
| Front End/GUI: | OAF, OBIEE, HCM Extracts, BI Publisher, OTBI, HDL, PBL, Oracle Fast Formula, API's. |
| Programming: | XML, PLSQL, Shell Script, Pro*c, Webservices (SOAP / REST) Oracle Fast Formulas. |
| Others: | Taleo CC, UNIX, Performance Tuning, Oracle Integration Cloud Service |
| BI Analytics: | Oracle BI Publisher, OTBI Analysis. SplashBI Analytics & Reporting |

Employment History**EIS Technologies Inc.**

Lead Software Architect, Duluth, GA, US

July 2010 – Till date

Oracle India Private Limited

Senior Applications Engineer, Hyderabad, India

June 2006 – June 2010

Patni Computer Systems (now Capgemini)

Software Engineer, Chennai, India

August 2003 – May 2006

Xtenza Solutions

Programmer Trainee, Chennai, India

April 2003 – July 2003

PROFESSIONAL EXPERIENCE – Oracle Cloud Projects**Darling Ingredients, Irving, Tx**

Role: Oracle HCM Consultant

Jan 2022 – Till Date

Oracle EBS HCM Support

- Provided Support and maintenance for Oracle EBS HCM (HR, Payroll)
- Developed Reports, Interfaces and Conversions.
- Day to day operational Issues resolution through internal Incident tracker.
- Requirements Gathering, Functional and Technical Design for Enhancements.

AgFirst farm credit bank, Columbia, SC

Role: Oracle HCM Cloud Consultant

June 2021 – Dec 2021

Oracle HCM Cloud

- Lead the complete Reporting Project end to end
- 200+ Legacy Reports from Lawson system to Oracle HCM Cloud across the modules
- Requirements Gathering, Functional and Technical Design for the Reports
- Worked with the Stakeholders and Development team to consolidate, design, develop, test and deployment for the Reports
- Part of the PMO team for the cutover activities.
- Benefit Integration Development (Fidelity to Oracle).

Prince George's County Public Schools

Role: Oracle HCM Technical Consultant

Jan 2021 – Jun 2021

Oracle EBS Custom Bid Day Project

- Designed and Developed a Custom Solution to provide online bidding process for drivers and attenders on the Bus Day.
- Integrated the Bidding Data to EBS HR module
- Leveraged Oracle workflow feature for approvals
- Developed various Reports and scheduled it as per the needs.

Inspire Brands, Atlanta, GA
Role: Oracle Consultant

Aug 2018 – Dec 2020

Oracle ERP Cloud

- Lead the Data Conversion activities for both Oracle ERP Cloud and Workday From EBS
- Configured custom roles for Employee's and Contingent Worker's based on the requirements
- Developed Daily Interface between EBS HR / ULTIPRO HR and Oracle ERP Cloud for New Hires / Re Hires, Terminations and Work Structures
- Created BI Publisher Reports for Audit and Reconciliations

Workday HCM

- Developed Outbound Integration from Oracle ERP to Workday for Locations
- Developed Inbound Integration from Workday to Oracle ERP for Worker/Jobs/Departments
- OICS was used as the Integration tool for all the Workday / Oracle ERP Integration

Life Care Services, Des Moines, Iowa
Role: Oracle HCM Lead

May 2018 – Jul 2018

Oracle HCM Cloud Stabilization

- Re-Configured their Oracle HCM Cloud Security to fix open items
- Created BI Publisher reports to send file as a feed to Oracle EBS integration
- Created absence plans, types and wrote validation fast formulas
- Loaded Work Structure/Worker data using HDL
- Helped in Payroll Testing and Reporting
- Involved in Taleo EE Reporting using SplashBI Application.
- Single point of contact for all projects, Reporting to PMO & IT Director.

Macy's Department Store Chain, Atlanta, GA
Role: Oracle HCM Lead

Jan 2018 – May 2018

Oracle HCM Reporting & Support

- Splash BI tool used as a hub between the Oracle cloud and other systems. Using our tool inbuilt connector feature we fetch the cloud data and have a local repository from where the required data will be sent over to various systems.
- The connector makes use of the Cloud open webservices option to extract the data. The connector also helps to get a full load or an incremental load Configured SplashBI application for their Reporting needs
- Developed third party benefits Interface on top of their PaaS using Oracle HCM Data downloaded through SplashBI
- Created Custom OTBI Analysis and BI publisher reports on oracle HCM Cloud

Embry Riddle University, Daytona Beach, FL
Role: Oracle HCM Integration Consultant

July 2017 – Dec 2017

Oracle Taleo EE Implementation

- Embry Riddle University moved from Oracle EBS IRecruitment to Taleo Enterprise Edition to accommodate their growing need of their Recruiting Process.
- As an Integration consultant, Designed the Integration and process flow between Taleo and Oracle EBS
- Created 4 Oracle to Taleo Integration (Organization / User / Job / Internal Candidate)
- Create 1 Taleo to Oracle Integration (New Hire)
- Used Taleo Connect Client as the medium for the Integration
- Create Reports on top of Taleo EE edition to help the business for status and Audit

PROFESSIONAL EXPERIENCE – Product Development

SplashBI, Duluth, GA
Role: Architect

Jan 2017 – Jul 2017

SplashBI is On-Demand Reporting Solutions, and we were building in-built content for Oracle HCM Cloud application. I was working on the implementing and designing the Oracle HCM Cloud Role based security in our product to make is security compliance.

We have more than 100 Reports for Oracle HCM Cloud (HR / Payroll / Benefits)

HPIC Healthcare Providers, Madison, MS
Role: Project Manager

Jan 2015 – Jan 2017

Project: New Product Development

New Product Development from the scratch, Cloud Solution to handle health care insurance business

- Handled a team of 16 members reporting directly along with Product architecture design
- Project Road maps, Budgeting, Resource Allocation, Infrastructure needs.
- Oracle 12C DB, Angular JS, HTML5, Spring Framework, Hibernate.
- Multitenant with capability of hosting multiple clients using Auto Guard DB feature.
- Completed the Project within the estimated budget of 1 Million including Development and Infrastructure

PROFESSIONAL EXPERIENCE – Oracle EBS Projects

Arby's Restaurant Group Inc., Atlanta, GA
Role: Oracle Technical Project Lead

Nov 2012 – Dec 2014

Oracle EBS 12.1.3 Upgrade

- Owner for the complete Upgrade project on technical side.
- Handled and Managed all RICE items, Documentations, Project Plan, Budget, Custom Process required for the Upgrade
- Post Go Live Production Support Lead

- Many Custom Solution designed to reduce cost and efficiency for HR and Benefits Department
- Integrated ADP Hiring Application to Oracle HR Module to allow free flow of data
- Prepared BP 080, TE 040, BR 100, Data Templates and DO 070 documents
- Configuration, execution of all upgrade tasks, re-customization, testing, and issue resolution

Allscripts, Inc, Atlanta, GA

May 2012 – Oct 2012

Role: Oracle HCM Technical Consultant / Conversion Lead

Oracle EBS 12.1.3 Re-implementation

- Allscripts Healthcare Solutions decided to Re-Implement Oracle EBS 12.1.3 to overcome their issues in 11i and to accommodate their growing business
- Conversion Lead for all HCM Objects,
- Technical Owner for Web ADI and Interfaces
- Prepared BP 080, TE 040, BR 100, Data Templates and DO 070 documents

Other EBS Projects as Technical Consultant:

Life Care Services

Baltimore City Public Schools

Polk County Board of County Commissioners

Loudoun County

Seacor Marine

PAPERS PRESENTED

- **Hassle free HCM conversions during Cloud Implementation**
 - Insight on the approach followed to overcome the hardships faced during multisystem to Cloud Conversions
- **Oracle EBS Online Payslip Dynamic password through Customization.**
 - Using Customization, we moved from ADP Printing to Online Payslip for 9000+ store level employees through MSS.
- **Automation of Onboarding New Hire and Internal Transfers from Third Party Recruiters**
 - Remove manual efforts when there is a third-party system as a recruitment function and Oracle HCM cloud as the HR system.

Sigman & Summerfield Associates, Inc.

2324 W. Joppa Road
Suite 330
Lutherville, MD 21093

Invoice**Invoice #:** 26688**Invoice Date:** 8/26/2024**Due Date:** 9/10/2024**Case:****P.O. Number:** ORD2038598**Bill To:**

Baltimore City Public Schools
Information Technology
200 E. North Ave.
Room 001A
Baltimore, MD 21202

| Description | Hours/Qty | Rate | Amount |
|------------------------------|-----------|-----------------------|--------------------------|
| Services Of: | | | 0.00 |
| Jagdish Varadraj 8/5 - 8/9 | 40 | | |
| Jagdish Varadraj 8/12 - 8/16 | 40 | | |
| Total | | | |
| Payments/Credits | | | -\$ |
| Balance Due | | | \$0.00 |

3.0 Independent Contractor Status

SSA recognizes the importance of recognizing risk and the need to mitigate or eliminate it and other risks foreseeable in this contractual situation. SSA identifies potential risk as outlined in Table 3 along with our mitigation strategy for each risk identified.

Table 3 Risk and Mitigation

SSA identifies potential risk as outlined in **Table 3** along with our mitigation strategy for each risk identified.

Table 3. Risk and Mitigation

| RISK | MITIGATION |
|--|--|
| Co-employment Risk | <p>Our contractors know that they work for SSA, as their employer, and what their respective duties and responsibilities are. Each contractor must execute a written employment agreement which eliminates the likelihood of co-employment liability. SSA handles all issues between the contractor and the client including but not limited to discrimination law, workers' compensation, occupational safety, health, wage and hour compliance, family and medical leave rights and benefits eligibility.</p> <p>The employment contract states that SSA is responsible for overseeing the following areas:</p> <ul style="list-style-type: none"> • Work authorization check (I-9 and eVerify by the U.S. Department of Homeland Security) • Pre-screening, reference check, behavioral assessment • Drug screening and background check (at client's request) • Hiring and firing • Establishing pay rates • Performance reviews and feedback • Workers' Compensation and Unemployment insurance coverage • Complying with employment regulations <p>We discuss with the contractor that the extent of the role of the client company is to supervise the employee's day-to-day work, monitor the conditions at the work site, and determine the length of the assignment.</p> |
| Liabilities that may arise with a temporary worker | <p>SSA has a process in place to reduce co-employment risks. We ask clients to provide us with detailed job descriptions, and we select only qualified employees who meet the client's business needs. Further, we maintain regular contact and provide performance feedback to our employees. SSA will address all personnel issues and manage all employees' assignment problems or concerns directly.</p> |
| Tenure Risk | <p>As part of our orientation, contractors are instructed to call in to report an absence. Our weekly time sheets are charted, and reviewed by the account manager bi-monthly. When a pattern of lateness or absence is identified, the contractor is brought in and counseled. If the pattern continues, we speak to the client regarding whether they would opt for a replacement.</p> |
| Time-entry Risk | <p>The contractors are responsible for time-entry and obtaining signatures from their managers. Peggy Carr, our administrative assistant is responsible for entering the hours and billing for each contractor. She is very experienced with over 30 years with SSA. Peggy also is responsible for calling any contractor who has not entered his time in the system or submitted a timesheet to our office. Our contractors are reminded that to be paid, time sheets must be in our office every week.</p> |
| Absenteeism from health or family related problems | <p>This risk is difficult to predict in advance, and we find that with certain individuals it is a reoccurring risk. SSA would mitigate this risk by addressing it in our orientation and when occurring we would counsel the employee. Should it reoccur, we would consult with the State of West Virginia and work towards replacing the individual in question to ensure the State of West Virginia has the proper resource it needs.</p> |

| | |
|-------------------------|--|
| Wrong Placement | SSA mitigates this risk by interviewing and submitting only those candidates who have been painstakingly scrutinized for the right qualifications, background, employment history, references, and people skills. We go the extra mile not just to reduce risk, but to eliminate it. |
| SSA located in Maryland | SSA would assign an account manager to the State of West Virginia CRFP# MIS2500000001 contract. Our account manager will work closely with their hiring agency counterpart to monitor performance, anticipate problems, and needs, and manage back up resources for early intervention as needed. Our staff will travel and maintain close working relationships with our clients. Great relationships are the cornerstone of our success. |

STATE OF MARYLAND

Department of Assessments and Taxation

I, DANIEL K. PHILLIPS OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO THE FORFEITURE OR SUSPENSION OF CORPORATIONS, OR THE RIGHTS OF CORPORATIONS TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT SIGMAN AND SUMMERFIELD ASSOCIATES, INC. (D01842210), INCORPORATED DECEMBER 19, 1984, IS A CORPORATION DULY INCORPORATED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF MARYLAND AND THE CORPORATION HAS FILED ALL ANNUAL REPORTS REQUIRED, HAS NO OUTSTANDING LATE FILING PENALTIES ON THOSE REPORTS, AND HAS A RESIDENT AGENT. THEREFORE, THE CORPORATION IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING WITH THIS DEPARTMENT AND DULY AUTHORIZED TO EXERCISE ALL THE POWERS RECITED IN ITS CHARTER OR CERTIFICATE OF INCORPORATION, AND TO TRANSACT BUSINESS IN MARYLAND.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS SEPTEMBER 25, 2024.



Daniel K. Phillips
Director



700 East Pratt Street, 2nd Flr, Ste 2700, Baltimore, Maryland 21202
Telephone Baltimore Metro (410) 767-1344 / Outside Baltimore Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice

Online Certificate Authentication Code: hn_5cp8ih02k3JdBQQIKWQ
To verify the Authentication Code, visit <http://dat.maryland.gov/verify>

WBENC

WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

SIGMAN & SUMMERFIELD ASSOC., INC.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council Greater DMV, a WBENC Regional Partner Organization.

Certification Granted: February 10, 2023

Expiration Date: February 28, 2025

WBENC National Certification Number: WBE2300391



Sandra Eberhard, President & CEO Women's
Business Enterprise Council Greater DMV

WBENC GREATER DMV
WOMEN'S BUSINESS ENTERPRISE CENTER

JOIN FORCES. SUCCEED TOGETHER.

NAICS: 541511, 518210, 561311
UNSPSC: 43230000, 43233700, 43233701



Great Lakes
Women's
Business
COUNCIL

GREATER
WOMEN'S
BUSINESS
COUNCIL

W
WOMEN'S
BUSINESS
COUNCIL
SOUTHWEST

WBDC
WOMEN'S BUSINESS DEVELOPMENT CENTER

WBCEMETRON
WOMEN'S BUSINESS ENTERPRISE CENTER

WBEA

WBCEAST
WOMEN'S BUSINESS ENTERPRISE CENTER

WBECFLORIDA
WOMEN'S BUSINESS ENTERPRISE CENTER

WBECORV
WOMEN'S BUSINESS ENTERPRISE CENTER

WBEC PACIFIC
WOMEN'S BUSINESS ENTERPRISE CENTER

WBEC SOUTH
WOMEN'S BUSINESS ENTERPRISE CENTER

WBEC WEST
WOMEN'S BUSINESS ENTERPRISE CENTER

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:

- ☐ Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; **or**,
- ☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,
- ☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

2. Application is made for 2.5% vendor preference for the reason checked:

- ☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

3. Application is made for 2.5% vendor preference for the reason checked:

- ☐ Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,

4. Application is made for 5% vendor preference for the reason checked:

- ☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

- ☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

- ☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

- ☒ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

8. Application is made for reciprocal preference.

- ☐ Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Sigman & Summerfield Associates, Inc

Signed: Paul Summerfield

Date: October 31, 2024

Title: President

WV STATE GOVERNMENT

HIPAA BUSINESS ASSOCIATE ADDENDUM

This Health Insurance Portability and Accountability Act of 1996 (hereafter, HIPAA) Business Associate Addendum ("Addendum") is made a part of the Agreement ("Agreement") by and between the State of West Virginia ("Agency"), and Business Associate ("Associate"), and is effective as of the date of execution of the Addendum.

The Associate performs certain services on behalf of or for the Agency pursuant to the underlying Agreement that requires the exchange of information including protected health information protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (the "HITECH Act"), any associated regulations and the federal regulations published at 45 CFR parts 160 and 164 (sometimes collectively referred to as "HIPAA"). The Agency is a "Covered Entity" as that term is defined in HIPAA, and the parties to the underlying Agreement are entering into this Addendum to establish the responsibilities of both parties regarding HIPAA-covered information and to bring the underlying Agreement into compliance with HIPAA.

Whereas it is desirable, in order to further the continued efficient operations of Agency to disclose to its Associate certain information which may contain confidential individually identifiable health information (hereafter, Protected Health Information or PHI); and

Whereas, it is the desire of both parties that the confidentiality of the PHI disclosed hereunder be maintained and treated in accordance with all applicable laws relating to confidentiality, including the Privacy and Security Rules, the HITECH Act and its associated regulations, and the parties do agree to at all times treat the PHI and interpret this Addendum consistent with that desire.

NOW THEREFORE: the parties agree that in consideration of the mutual promises herein, in the Agreement, and of the exchange of PHI hereunder that:

1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
 - a. **Agency Procurement Officer** shall mean the appropriate Agency individual listed at: <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>.
 - b. **Agent** shall mean those person(s) who are agent(s) of the Business Associate, in accordance with the Federal common law of agency, as referenced in 45 CFR § 160.402(c).
 - c. **Breach** shall mean the acquisition, access, use or disclosure of protected health information which compromises the security or privacy of such information, except as excluded in the definition of Breach in 45 CFR § 164.402.
 - d. **Business Associate** shall have the meaning given to such term in 45 CFR § 160.103.
 - e. **HITECH Act** shall mean the Health Information Technology for Economic and Clinical Health Act. Public Law No. 111-05. 111th Congress (2009).

- f. **Privacy Rule** means the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Parts 160 and 164.
- g. **Protected Health Information or PHI** shall have the meaning given to such term in 45 CFR § 160.103, limited to the information created or received by Associate from or on behalf of Agency.
- h. **Security Incident** means any known successful or unsuccessful attempt by an authorized or unauthorized individual to inappropriately use, disclose, modify, access, or destroy any information or interference with system operations in an information system.
- i. **Security Rule** means the Security Standards for the Protection of Electronic Protected Health Information found at 45 CFR Parts 160 and 164.
- j. **Subcontractor** means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.

2. Permitted Uses and Disclosures.

- a. **PHI Described.** This means PHI created, received, maintained or transmitted on behalf of the Agency by the Associate. This PHI is governed by this Addendum and is limited to the minimum necessary, to complete the tasks or to provide the services associated with the terms of the original Agreement, and is described in Appendix A.
- b. **Purposes.** Except as otherwise limited in this Addendum, Associate may use or disclose the PHI on behalf of, or to provide services to, Agency for the purposes necessary to complete the tasks, or provide the services, associated with, and required by the terms of the original Agreement, or as required by law, if such use or disclosure of the PHI would not violate the Privacy or Security Rules or applicable state law if done by Agency or Associate, or violate the minimum necessary and related Privacy and Security policies and procedures of the Agency. The Associate is directly liable under HIPAA for impermissible uses and disclosures of the PHI it handles on behalf of Agency.
- c. **Further Uses and Disclosures.** Except as otherwise limited in this Addendum, the Associate may disclose PHI to third parties for the purpose of its own proper management and administration, or as required by law, provided that (i) the disclosure is required by law, or (ii) the Associate has obtained from the third party reasonable assurances that the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party by the Associate; and, (iii) an agreement to notify the Associate and Agency of any instances of which it (the third party) is aware in which the confidentiality of the information has been breached. To the extent practical, the information should be in a limited data set or the minimum necessary information pursuant to 45 CFR § 164.502, or take other measures as necessary to satisfy the Agency's obligations under 45 CFR § 164.502.

3. Obligations of Associate.

- a. **Stated Purposes Only.** The PHI may not be used by the Associate for any purpose other than as stated in this Addendum or as required or permitted by law.
- b. **Limited Disclosure.** The PHI is confidential and will not be disclosed by the Associate other than as stated in this Addendum or as required or permitted by law. Associate is prohibited from directly or indirectly receiving any remuneration in exchange for an individual's PHI unless Agency gives written approval and the individual provides a valid authorization. Associate will refrain from marketing activities that would violate HIPAA, including specifically Section 13406 of the HITECH Act. Associate will report to Agency any use or disclosure of the PHI, including any Security Incident not provided for by this Agreement of which it becomes aware.
- c. **Safeguards.** The Associate will use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the PHI, except as provided for in this Addendum. This shall include, but not be limited to:
 - i. Limitation of the groups of its workforce and agents, to whom the PHI is disclosed to those reasonably required to accomplish the purposes stated in this Addendum, and the use and disclosure of the minimum PHI necessary or a Limited Data Set;
 - ii. Appropriate notification and training of its workforce and agents in order to protect the PHI from unauthorized use and disclosure;
 - iii. Maintenance of a comprehensive, reasonable and appropriate written PHI privacy and security program that includes administrative, technical and physical safeguards appropriate to the size, nature, scope and complexity of the Associate's operations, in compliance with the Security Rule;
 - iv. In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information.
- d. **Compliance With Law.** The Associate will not use or disclose the PHI in a manner in violation of existing law and specifically not in violation of laws relating to confidentiality of PHI, including but not limited to, the Privacy and Security Rules.
- e. **Mitigation.** Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the PHI by Associate in violation of the requirements of this Addendum, and report its mitigation activity back to the Agency.

f. **Support of Individual Rights.**

- i. **Access to PHI.** Associate shall make the PHI maintained by Associate or its agents or subcontractors in Designated Record Sets available to Agency for inspection and copying, and in electronic format, if requested, within ten (10) days of a request by Agency to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.524 and consistent with Section 13405 of the HITECH Act.
- ii. **Amendment of PHI.** Within ten (10) days of receipt of a request from Agency for an amendment of the PHI or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such PHI available to Agency for amendment and incorporate any such amendment to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.526.
- iii. **Accounting Rights.** Within ten (10) days of notice of a request for an accounting of disclosures of the PHI, Associate and its agents or subcontractors shall make available to Agency the documentation required to provide an accounting of disclosures to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.528 and consistent with Section 13405 of the HITECH Act. Associate agrees to document disclosures of the PHI and information related to such disclosures as would be required for Agency to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528. This should include a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years from the date of disclosure, or longer if required by state law. At a minimum, such documentation shall include:
 - the date of disclosure;
 - the name of the entity or person who received the PHI, and if known, the address of the entity or person;
 - a brief description of the PHI disclosed; and
 - a brief statement of purposes of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.
- iv. **Request for Restriction.** Under the direction of the Agency, abide by any individual's request to restrict the disclosure of PHI, consistent with the requirements of Section 13405 of the HITECH Act and 45 CFR § 164.522, when the Agency determines to do so (except as required by law) and if the disclosure is to a health plan for payment or health care operations and it pertains to a health care item or service for which the health care provider was paid in full "out-of-pocket."
- v. **Immediate Discontinuance of Use or Disclosure.** The Associate will immediately discontinue use or disclosure of Agency PHI pertaining to any individual when so requested by Agency. This includes, but is not limited to, cases in which an individual has withdrawn or modified an authorization to use or disclose PHI.

- g. **Retention of PHI.** Notwithstanding section 4.a. of this Addendum, Associate and its subcontractors or agents shall retain all PHI pursuant to state and federal law and shall continue to maintain the PHI required under Section 3.f. of this Addendum for a period of six (6) years after termination of the Agreement, or longer if required under state law.
- h. **Agent's, Subcontractor's Compliance.** The Associate shall notify the Agency of all subcontracts and agreements relating to the Agreement, where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum. Such notification shall occur within 30 (thirty) calendar days of the execution of the subcontract and shall be delivered to the Agency Procurement Officer. The Associate will ensure that any of its subcontractors, to whom it provides any of the PHI it receives hereunder, or to whom it provides any PHI which the Associate creates or receives on behalf of the Agency, agree to the restrictions and conditions which apply to the Associate hereunder. The Agency may request copies of downstream subcontracts and agreements to determine whether all restrictions, terms and conditions have been flowed down. Failure to ensure that downstream contracts, subcontracts and agreements contain the required restrictions, terms and conditions may result in termination of the Agreement.
- j. **Federal and Agency Access.** The Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI, as well as the PHI, received from, or created or received by the Associate on behalf of the Agency available to the U.S. Secretary of Health and Human Services consistent with 45 CFR § 164.504. The Associate shall also make these records available to Agency, or Agency's contractor, for periodic audit of Associate's compliance with the Privacy and Security Rules. Upon Agency's request, the Associate shall provide proof of compliance with HIPAA and HITECH data privacy/protection guidelines, certification of a secure network and other assurance relative to compliance with the Privacy and Security Rules. This section shall also apply to Associate's subcontractors, if any.
- k. **Security.** The Associate shall take all steps necessary to ensure the continuous security of all PHI and data systems containing PHI. In addition, compliance with 74 FR 19006 Guidance Specifying the Technologies and Methodologies That Render PHI Unusable, Unreadable, or Indecipherable to Unauthorized Individuals for Purposes of the Breach Notification Requirements under Section 13402 of Title XIII is required, to the extent practicable. If Associate chooses not to adopt such methodologies as defined in 74 FR 19006 to secure the PHI governed by this Addendum, it must submit such written rationale, including its Security Risk Analysis, to the Agency Procurement Officer for review prior to the execution of the Addendum. This review may take up to ten (10) days.
- l. **Notification of Breach.** During the term of this Addendum, the Associate shall notify the Agency and, unless otherwise directed by the Agency in writing, the WV Office of Technology immediately by e-mail or web form upon the discovery of any Breach of unsecured PHI; or within 24 hours by e-mail or web form of any suspected Security Incident, intrusion or unauthorized use or disclosure of PHI in violation of this Agreement and this Addendum, or potential loss of confidential data affecting this Agreement. Notification shall be provided to the Agency Procurement Officer at www.state.wv.us/admin/purchase/vrc/agencyli.htm and,

unless otherwise directed by the Agency in writing, the Office of Technology at incident@wv.gov or <https://apps.wv.gov/ot/ir/Default.aspx>.

The Associate shall immediately investigate such Security Incident, Breach, or unauthorized use or disclosure of PHI or confidential data. Within 72 hours of the discovery, the Associate shall notify the Agency Procurement Officer, and, unless otherwise directed by the Agency in writing, the Office of Technology of: (a) Date of discovery; (b) What data elements were involved and the extent of the data involved in the Breach; (c) A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or confidential data; (d) A description of where the PHI or confidential data is believed to have been improperly transmitted, sent, or utilized; (e) A description of the probable causes of the improper use or disclosure; and (f) Whether any federal or state laws requiring individual notifications of Breaches are triggered.

Agency will coordinate with Associate to determine additional specific actions that will be required of the Associate for mitigation of the Breach, which may include notification to the individual or other authorities.

All associated costs shall be borne by the Associate. This may include, but not be limited to costs associated with notifying affected individuals.

If the Associate enters into a subcontract relating to the Agreement where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum, all such subcontracts or downstream agreements shall contain the same incident notification requirements as contained herein, with reporting directly to the Agency Procurement Officer. Failure to include such requirement in any subcontract or agreement may result in the Agency's termination of the Agreement.

- m. **Assistance in Litigation or Administrative Proceedings.** The Associate shall make itself and any subcontractors, workforce or agents assisting Associate in the performance of its obligations under this Agreement, available to the Agency at no cost to the Agency to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against the Agency, its officers or employees based upon claimed violations of HIPAA, the HIPAA regulations or other laws relating to security and privacy, which involves inaction or actions by the Associate, except where Associate or its subcontractor, workforce or agent is named as an adverse party.

4. Addendum Administration.

- a. **Term.** This Addendum shall terminate on termination of the underlying Agreement or on the date the Agency terminates for cause as authorized in paragraph (c) of this Section, whichever is sooner.
- b. **Duties at Termination.** Upon any termination of the underlying Agreement, the Associate shall return or destroy, at the Agency's option, all PHI received from, or created or received by the Associate on behalf of the Agency that the Associate still maintains in any form and retain no copies of such PHI or, if such return or destruction is not feasible, the Associate shall extend the protections of this Addendum to the PHI and limit further uses and disclosures to the purposes that make the return or destruction of the PHI infeasible. This shall also apply to all agents and subcontractors of Associate. The duty of the Associate and its agents

and subcontractors to assist the Agency with any HIPAA required accounting of disclosures survives the termination of the underlying Agreement.

- c. **Termination for Cause.** Associate authorizes termination of this Agreement by Agency, if Agency determines Associate has violated a material term of the Agreement. Agency may, at its sole discretion, allow Associate a reasonable period of time to cure the material breach before termination.
- d. **Judicial or Administrative Proceedings.** The Agency may terminate this Agreement if the Associate is found guilty of a criminal violation of HIPAA. The Agency may terminate this Agreement if a finding or stipulation that the Associate has violated any standard or requirement of HIPAA/HITECH, or other security or privacy laws is made in any administrative or civil proceeding in which the Associate is a party or has been joined. Associate shall be subject to prosecution by the Department of Justice for violations of HIPAA/HITECH and shall be responsible for any and all costs associated with prosecution.
- e. **Survival.** The respective rights and obligations of Associate under this Addendum shall survive the termination of the underlying Agreement.

5. General Provisions/Ownership of PHI.

- a. **Retention of Ownership.** Ownership of the PHI resides with the Agency and is to be returned on demand or destroyed at the Agency's option, at any time, and subject to the restrictions found within section 4.b. above.
- b. **Secondary PHI.** Any data or PHI generated from the PHI disclosed hereunder which would permit identification of an individual must be held confidential and is also the property of Agency.
- c. **Electronic Transmission.** Except as permitted by law or this Addendum, the PHI or any data generated from the PHI which would permit identification of an individual must not be transmitted to another party by electronic or other means for additional uses or disclosures not authorized by this Addendum or to another contractor, or allied agency, or affiliate without prior written approval of Agency.
- d. **No Sales.** Reports or data containing the PHI may not be sold without Agency's or the affected individual's written consent.
- e. **No Third-Party Beneficiaries.** Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than Agency, Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.
- f. **Interpretation.** The provisions of this Addendum shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provisions in this Addendum. The interpretation of this Addendum shall be made under the laws of the state of West Virginia.
- g. **Amendment.** The parties agree that to the extent necessary to comply with applicable law they will agree to further amend this Addendum.
- h. **Additional Terms and Conditions.** Additional discretionary terms may be included in the release order or change order process.

AGREED:

Name of Agency: _____

Signature: _____

Title: _____

Date: _____

Sigman & Summerfield
Name of Associate: Associates, Inc.

Signature Carl Summerfield

Title: President

Date: October 31, 2024

Form - WVBA-012004
Amended 06.26.2013

APPROVED AS TO FORM THIS 26th
DAY OF Jan 20 13
BY Patrick Morrissey
Attorney General

Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. PHI not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Associate: Sigman & Summerfield Associates, Inc.

Name of Agency: WV Departments of Health, Health Facilities, and Human Services- Office of Shared Administration

Describe the PHI (do not include any actual PHI). If not applicable, please indicate the same.

These temporary employees will work on PATH related programs, such as RAPIDS, and at times may have access to names, addresses, dates of birth, email address, or SSN.

FEDERAL FUNDS ADDENDUM

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):

The State of West Virginia Department of Administration, Purchasing Division, and the Vendor awarded this Contract intend that this Contract be compliant with the requirements of the Procurement Standards contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 C.F.R. § 200.317, et seq. for procurements conducted by a Non-Federal Entity. Accordingly, the Parties agree that the following provisions are included in the Contract.

1. MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS: (2 C.F.R. § 200.321)

- a. The State confirms that it has taken all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Those affirmative steps include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.

- b. Vendor confirms that if it utilizes subcontractors, it will take the same affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

2. DOMESTIC PREFERENCES: (2 C.F.R. § 200.322)

- a. The State confirms that as appropriate and to the extent consistent with law, it has, to the greatest extent practicable under a Federal award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United

States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

b. Vendor confirms that will include the requirements of this Section 2. Domestic Preference in all subawards including all contracts and purchase orders for work or products under this award.

c. Definitions: For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

3. BREACH OF CONTRACT REMEDIES AND PENALTIES:

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 provide for breach of contract remedies, and penalties. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

4. TERMINATION FOR CAUSE AND CONVENIENCE:

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 govern Contract termination. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

5. EQUAL EMPLOYMENT OPPORTUNITY:

(2 C.F.R. § 200.327 and Appendix II)

Except as otherwise provided under 41 CFR Part 60, and if this contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, this contract includes the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

6. DAVIS-BACON WAGE RATES:

(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this Contract includes construction, all construction work in excess of \$2,000 will be completed and paid for in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must:

- (a) pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (b) pay wages not less than once a week.

A copy of the current prevailing wage determination issued by the Department of Labor is attached hereto as Exhibit B. The decision to award a contract or subcontract is conditioned upon the acceptance of the wage determination. The State will report all suspected or reported violations to the Federal awarding agency.

7. ANTI-KICKBACK ACT:
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that it will comply with the Copeland Anti-KickBack Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). Accordingly, Vendor, Subcontractors, and anyone performing under this contract are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The State must report all suspected or reported violations to the Federal awarding agency.

8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT
(2 C.F.R. § 200.327 and Appendix II)

Where applicable, and only for contracts awarded by the State in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

9. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.
(2 C.F.R. § 200.327 and Appendix II)

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

10. CLEAN AIR ACT
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this contract exceeds \$150,000, Vendor is to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

11. DEBARMENT AND SUSPENSION
(2 C.F.R. § 200.327 and Appendix II)

The State will not award to any vendor that is listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

12. BYRD ANTI-LOBBYING AMENDMENT
(2 C.F.R. § 200.327 and Appendix II)

Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

13. PROCUREMENT OF RECOVERED MATERIALS
(2 C.F.R. § 200.327 and Appendix II; 2 C.F.R. § 200.323)

Vendor agrees that it and the State must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the

Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.

(2 C.F.R. § 200.327 and Appendix II; 2 CFR § 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

State of West Virginia

Vendor Name: Sigman & Summerfield
Associates, Inc.

By: _____

By: Carol Summerfield

Printed Name: _____

Printed Name: Carol Summerfield

Title: _____

Title: President

Date: _____

Date: October 31, 2024

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) Scott Landsman, Senior Account Manager

(Address) 2324 West Joppa Road, Suite 330, Lutherville, MD 21093

(Phone Number) / (Fax Number) (Ph: 410-828-0777) / (Fax: 410-828-0958)

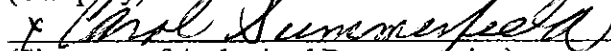
(email address) slandsman@sigsum.com

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.

Sigman & Summerfield Associates, Inc.

(Company)



(Signature of Authorized Representative)

Carol Summerfield, President

October 31, 2024

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

(Ph: 410-828-0777) / (Fax: 410-828-0958)

(Phone Number) (Fax Number)

csummerfield@sigsum.com

(Email Address)

**REQUEST FOR QUOTATION
CRFQ MIS2500000001
Technical Temporary Staffing Services**

11. MISCELLANEOUS:

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

Contract Manager: Scott Landsman
Telephone Number: 410-828-0777
Fax Number: 410-828-0958
Email Address: slandsman@sigsum.com

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: CRFQ MIS2500000001

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)

- ☒ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5

- ☐ Addendum No. 6
- ☐ Addendum No. 7
- ☐ Addendum No. 8
- ☐ Addendum No. 9
- ☐ 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.

Sigman & Summerfield Associates, Inc.

Company

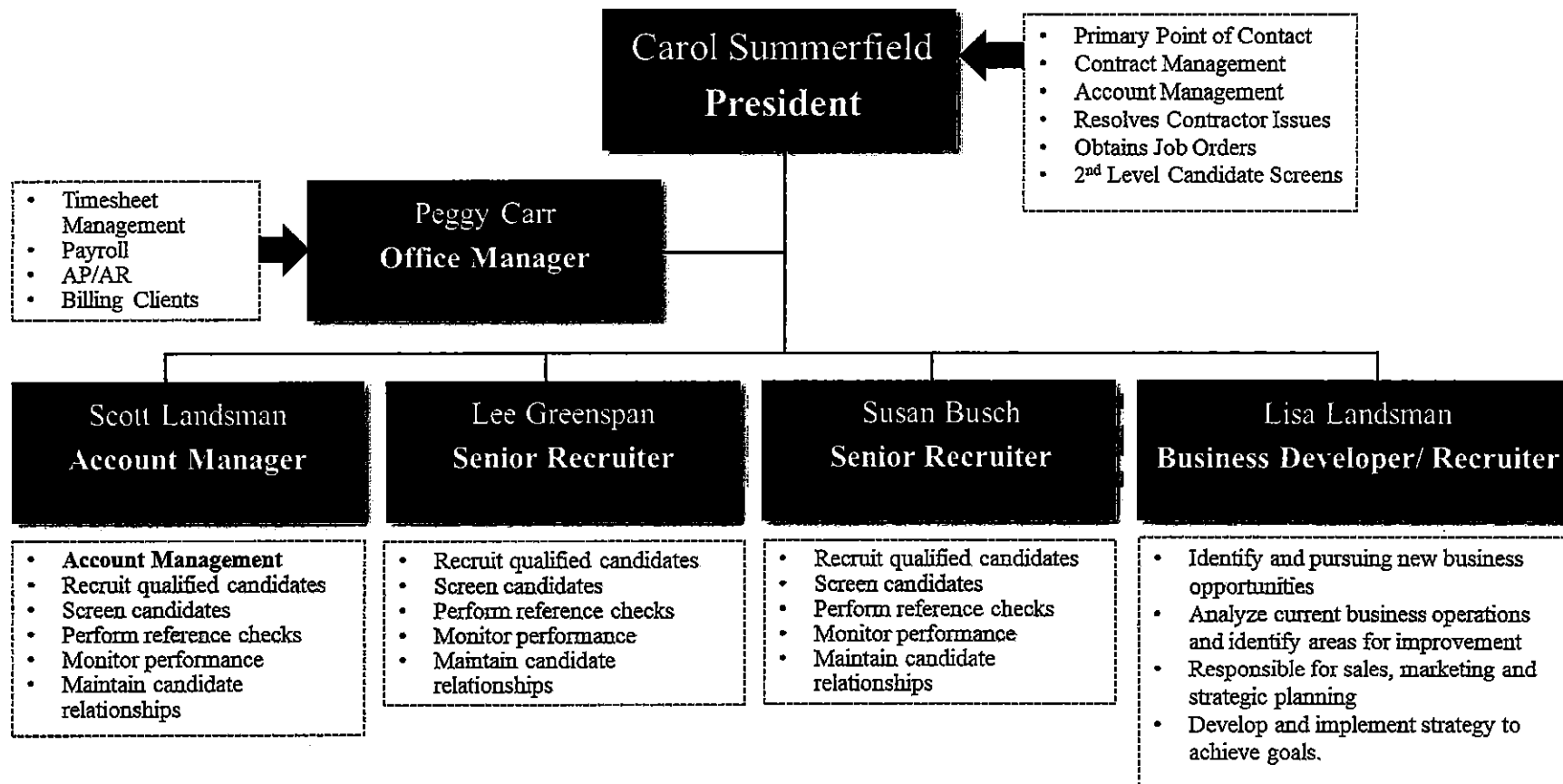


Authorized Signature

October 31, 2024

Date

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



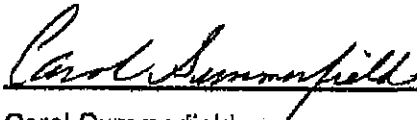


Equal Employment Policy for Sigman & Summerfield Assoc., Inc.

It is the policy of Sigman & Summerfield Assoc, Inc. to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Sigman & Summerfield Assoc., Inc. will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.



Carol Summerfield

Sigman & Summerfield Assoc., Inc.