wvOASIS

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Welcome, Christopher W Seckman

| Procurement | Budgeting | Accounts Receivable | Accounts Payable |

Solicitation Response(SR) Dept: 0511 ID: ESR10302400000003284 Ver.: 1 Function: New Phase: Final ▼ Modified by batch , 10/31/2024

Header 📎 1   [▭] [▬]

[List View]

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

Procurement Folder: 1475603

Procurement Type: Central Master Agreement

Vendor ID: VS0000010082 [↑]

Legal Name: MSys Inc

Alias/DBA:

Total Bid: $9,647,040.00

Response Date: 10/31/2024 [📅]

Response Time: 0:37

Responded By User ID: ankurmsys [↑]

First Name: ankur

Last Name: msys

Email: ankur@msysinc.com

Phone: 5107974965

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

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 ESR10302400000003284	1

VENDOR
VS0000010082
MSys Inc

Solicitation Number:	CRFQ 0511 MIS2500000001			
Total Bid:	9647040	**Response Date:** 2024-10-31	**Response Time:**	00:37:15
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	125.000000	260000.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	129.000000	268320.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	133.000000	276640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	137.000000	284960.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	135.000000	280800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	139.000000	289120.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	143.000000	297440.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	147.000000	305760.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	132.000000	274560.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	136.000000	282880.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	140.000000	291200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	144.000000	299520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	110.000000	228800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	113.000000	235040.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	116.000000	241280.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	119.000000	247520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	77.000000	160160.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	79.000000	164320.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	81.000000	168480.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	88.000000	183040.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	91.000000	189280.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	94.000000	195520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	97.000000	201760.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	100.000000	208000.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	103.000000	214240.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	106.000000	220480.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	109.000000	226720.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	110.000000	228800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	113.000000	235040.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	116.000000	241280.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	119.000000	247520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	125.000000	260000.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	129.000000	268320.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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	133.000000	276640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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		137.000000	284960.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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		110.000000	228800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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		113.000000	235040.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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		116.000000	241280.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

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		119.000000	247520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

Extended Description:

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

Centralized Request for Quote

State of West Virginia

Technical Temporary Staffing Services

Solicitation# CRFQ 0511 MIS2500000001

SUBMITTED TO
Attention: Crystal G Hustead
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

SUBMITTED BY
Rajamani Thiyagarajan, President
MSys Inc.,
1025 Connecticut Ave, NW Suite 1000
Washington, DC 20036
Phone: (202) 629-0353 x701
Fax 510 280 7352
www.msysinc.com

Due Date and Time: Oct 31, 2024
at 1:30 PM ET

Cover Letter

Oct 31, 2024

Attn: Crystal G Hustead
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

In Reference to **S*olicitation No. CRFQ 0511 MIS2500000001 for Technical Temporary Staffing Services,*** MSys, Inc. (hereafter referred as "MSys") is hereby submitting its technical quote, demonstrating its capability of meeting requirements of this solicitation.

MSys' strategic IT services and solutions focus on enhancing business performance of its clients by streamlining processes, reducing organizational risk and leveraging the global sourcing/ outsourcing organizational model. We have worked with clients in a wide range of industries to help them leverage the strengths of IT to optimize their business performance and produce value driven results.

MSys's quality consulting services is designed to help organizations achieve operational excellence through process solutions. We provide consulting services across three core areas:
• IT governance
• Software Engineering Infrastructure
• Operations

With this submission, MSys acknowledges the receipt of Addendums and acceptance to terms and conditions detailed in this RFQ.

Have any queries, feel free to reach me!

Sincerely

Rajamani Thiyagarajan, President
MSys, Inc.
Phone: (202) 629-0353 x701
Email: rfpresponse@msysinc.com

Table of Contents

RFQ Forms

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	Reason for Modification:
Doc Description:	TECHNICAL TEMPORARY STAFFING SERVICES	
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: VS0000010082

Vendor Name : MSys, Inc.

Address : 1025 Connecticut Ave

Street : NW Suite 1000

City : Washington

State : DC **Country :** USA **Zip :** 20036

Principal Contact : Rajamani Thiyagarajan

Vendor Contact Phone: (202) 629-0353 x 701 **Extension:**

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

Vendor Signature X	561862003 FEIN#	Oct 31, 2024 DATE

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

Date Printed: Oct 2, 2024	Page: 1	FORM ID: WV-PRC-CRFQ-002 2020/05

<table>
<tr><td>

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

State of West Virginia
Centralized Request for Quote
Service - Prof
</td></tr>
</table>

Proc Folder:	1475603		**Reason for Modification:**
Doc Description:	TECHNICAL TEMPORARY STAFFING SERVICES		ADDENDUM 1 TO PROVIDE ANSWERS TO VENDOR QUESTIONS
Proc Type:	Central Master Agreement		

Date Issued	**Solicitation Closes**	**Solicitation No**	**Version**
2024-10-16	2024-10-31 13:30	CRFQ 0511 MIS2500000001	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000010082

Vendor Name : MSys, Inc.

Address : 1025 Connecticut Ave

Street : NW Suite 1000

City : Washington

State : DC   **Country :** USA   **Zip :** 20036

Principal Contact : Rajamani Thiyagarajan

Vendor Contact Phone: (202) 629-0353 x 701   **Extension:**

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

Vendor Signature X	561862003 **FEIN#**	Oct 31, 2024 **DATE**

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

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)   Rajamani Thiyagarajan/ President

(Address)   1025 Connecticut Ave, NW Suite 1000, Washington, DC 20036

(Phone Number) / (Fax Number)   (202) 629-0353 x 701/ 510-280-7352

(email address)   rfpresponse@msysinc.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through *wv*OASIS, 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.

MSys, Inc.

(Company)

(Signature of Authorized Representative)
Rajamani Thiyagarajan/ President   Oct 31, 2024

(Printed Name and Title of Authorized Representative) (Date)
(202) 629-0353 x 701/ 510-280-7352

(Phone Number) (Fax Number)
rfpresponse@msysinc.com

(Email Address)

Revised 8/24/2023

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: Rajamani Thiyagarajan
Telephone Number: (202) 629-0353 x 701
Fax Number: 510-280-7352
Email Address: rfpresponse@msysinc.com

Revised 12/12/2017

Addendum Acknowledgement Form

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)

[X] Addendum No. 1   [ ] Addendum No. 6
[x] Addendum No. 2   [ ] Addendum No. 7
[ ] Addendum No. 3   [ ] Addendum No. 8
[ ] Addendum No. 4   [ ] Addendum No. 9
[ ] Addendum No. 5   [ ] 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.

Msys, Inc.
_____
Company

_____
Authorized Signature

Oct 31, 2024
_____
Date

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

Revised 8/24/2023

Company Profile

MSys, Inc. (hereafter MSys) is an IT Services and Solutions firm providing a spectrum of services in IT Staffing Services. MSys mission is to emerge as a global leader in its field, while adding value to its customers through high quality and cost effective services. Our Vision is that we envisage ourselves as a company with a strong customer base, best known for our reliability, trust and integrity in all our relationships across the globe, harnessing technology at each step to stay ahead of competition.

MSys Inc., established in 1994 provides Temporary Staffing and Software Development for Government and Fortune 500 customers. We have proven expertise in software product development and IT services. It is headquartered in North Carolina, USA and with Offices in Bedford, United Kingdom, Leiden, Netherlands, and Hyderabad, India. We are solution providers in a wide spectrum of IT and other services, with a global presence of excellent professionals located across the world. Our focus is to provide solutions for a dynamic environment where business and technology strategies converge. Our client relationships are among our greatest competitive assets. We deepen and enrich this relationship through disciplined growth, innovation, and seamless execution. We demonstrate our commitments to clients through the firm's emphasis on excellence, integrity and ethical behavior.

Years in Business

MSys is providing professional temporary staffing services from last 29+ years throughout USA. At MSys, our management consulting solutions and services provide clients with wide range of unsurpassed expertise and capabilities in Healthcare, Public Sector, Natural Resources, Financial Services, Enterprise Management, Governance, Infrastructure, and Privatization. We have vast experience of providing both vertical, horizontal and integrated management consulting solutions and services with tremendous return on investment. We have experience of providing Management Consulting services to MN Judiciary, Department of Labor, Licensing and Regulations MD, South Carolina Department of Human Services and South Carolina Department of Social Services.

Industry Expertise

Banking & Financial Services: The industry is constantly evolving as it deals with changing economics, regulatory pressures and the growth of mobile banking. We are here to help you stay ahead.
Life Sciences: As the life science industry continues to change, so should your way of thinking about how you manage core processes. Our tailored solutions can help.
Communications: Your business needs to move at a lightning fast speed to keep pace with technology and customer demands. Our cutting-edge solutions like network management and cloud services can adapt at the same speed.
Manufacturing: We'll help challenge the way you develop, source and distribute your products today so that you can revolutionize your performance tomorrow.
Consumer Goods: By identifying new ways to connect with customers, our solutions can help consumer products companies enhance their brands and grow market share.
Media & Entertainment: The way you create, manage and deliver your digital assets is an important part of your business. Together, we'll develop smart solutions to make it easier.
Education: The future of education is all about new ways of learning—from online tools to in-classroom courses. We offer the latest solutions to keep challenging the learning experience.
Retail: Looking for new ways to make your business more successful? Our innovations in supply chain management, merchandising, e-commerce and mobility can take your business to a completely new level.
Energy & Utilities: MSys helps challenge the way you look at your business and can help you find ways to utilize new technologies and pioneer new operating models.
Technology: While you are leading the way in the tech industry, our team is doing the same to help online companies, software vendors and hardware manufacturers define their future.
Healthcare: You are committed to the care of your patients and clients and we're committed to helping your business improve and grow in a time of dramatic change.

Transportation & Logistics: Running a successful transportation company today means being more responsive. Our out-of-the-box thinking can help streamline your operations, improve visibility and drive business performance.
Information Services: Companies have revolutionized real-time information. To maintain and sharpen your business edge, turn to our experts.
Travel & Hospitality: Getting a competitive advantage means challenging conventional thinking. Our flexible global IT and business services helps you stay ahead.
Insurance: Moderating interest rates, higher costs and new ways of delivering service are changing insurance industry.

At MSys, our management consulting solutions and services provide clients with wide range of unsurpassed expertise and capabilities in Healthcare, Public Sector, Natural Resources, Financial Services, Enterprise Management, Governance, Infrastructure, and Privatization. We have vast experience of providing both vertical, horizontal and integrated management consulting solutions and services with tremendous return on investment. We have experience of providing Management Consulting services to MN Judiciary, Department of Labor, Licensing and Regulations MD, South Carolina Department of Human Services and South Carolina Department of Social Services.

We are able to obtain huge client satisfaction for providing exceptional services to these clients. We continue to raise level of quality, customer satisfaction, cost containment and on-time delivery as the pre-eminent one-stop-shop provider of management consulting solutions and services. We challenge ourselves everyday - that is our ethic and commitment to be the best. Simple, we offer our best: our most senior people, a breakthrough service approach and leadership strength to ensure that end-results are the same no matter the prevailing conditions.

MSys selects highly qualified personnel with minimum of 5 years of verifiable experience and possessing excellent understanding with state/ federal rules. Our consultants possess hands on experience in various technologies and technically qualified personnel with previous relevant experience in technologies and other technologies required by Walter Reed Institute of Research under this contract. MSys intends to minimize the learning curve, reduce government's risk and increase productivity on job from day one. We propose personnel will fit-in and augment the Walter Reed web development team by bringing relevant experience and skills as required by this project. MSys's personnel has proven ability to manage projects from analysis, design, develop, test, to execution in all phases of application development and has experience in successful implementation of all phases of software development life cycle.

Our teams of managers are experienced in detecting the necessary talent that is needed for Technical positions. The recruiters that would be assigned to the task have been trained in the skills of recruiting candidates that have the necessary skills for Technical positions. Our recruiters training involves the understanding of the experience, education, communication skills and critical thinking that would be ideal for the requested positions.

The supremacy of having a team that understands the necessary skills that a candidate must have for technical positions in an in-depth understanding, guarantees that candidates that are more qualified would be submitted for each job order. The elaborate training that we provide our team allows them to understand the request in further details. We believe that submitting a candidate is more than comparing job descriptions to resumes, but to also question the candidates on their ability to adequately perform the ideal order to its fullest and/or beyond their capabilities. At MSys, we believe in doing more than fulfilling a position, we believe in establishing a relationship with our clients and the nation's top talent. We find that adequate communication is key to discovering needs of our clients and candidates to fulfill their needs.

We have successfully filled a variety of positions at MSys, although we have found that technical positions are a specialty that has been established since the inception of MSys. We have prepared our team extensively in fulfilling job orders for technical positions. It is an upmost importance for our staff to fully understand the aspect of the positions considering that it is a common request that we fulfill with our established clients. At MSys, our recruiters are trained in the art of locating the necessary talent for

our clients. Each recruiter has been trained extensively on all skill sets, but they have gained additional training in the skill sets of the client's that they will be servicing. Our recruiters have been trained to fully and completely understand the requirements that are requested. By understanding the requirements (skills, education, and technical language), they can interview the candidate thoroughly to determine the candidate's capabilities to perform the tasks. Our recruiters do more than post jobs; they actively search for candidates by employee recommendations, online networks, career fairs, and minority business council referrals. Our recruiters will interview the candidate extensively on the phone to determine if the candidate is an ideal fit for the position. Our team will ask knockout questions that will allow us to determine their experience, skills, education and their understanding of the job requirements. Once our recruiters discover candidate that best matches the position, they will forward their information to MSys's Account Manager that will then further evaluate the candidate before submitting information to our client.

At MSys, our management consulting solutions and services provide clients with wide range of unsurpassed expertise and capabilities in Healthcare, Public Sector, Natural Resources, Financial Services, Enterprise Management, Governance, Infrastructure, and Privatization. We have vast experience of providing both vertical, horizontal and integrated management consulting solutions and services with tremendous return on investment. We have experience of providing Management Consulting services to MN Judiciary, Department of Labor, Licensing and Regulations MD, South Carolina Department of Human Services and South Carolina Department of Social Services.

We are able to obtain huge client satisfaction for providing exceptional services to these clients. We continue to raise level of quality, customer satisfaction, cost containment and on-time delivery as the pre-eminent one-stop-shop provider of management consulting solutions and services. We challenge ourselves everyday - that is our ethic and commitment to be the best. Simple, we offer our best: our most senior people, a breakthrough service approach and leadership strength to ensure that end-results are the same no matter the prevailing conditions.

MSys follows industry's best practices in performing its projects. It has established a Project Management Team for each of its contracts and tracks common business practices of its customers for successful project execution. Our approach to system implementation and support has been to apply best practices and run an effective change management program. We understand the need to have a stable team throughout the life of the project in order to ensure a high level of project performance. We accomplish this by assigning properly trained staff with the right experience and education and incentivizing them to stay through Project Completion and offering Project Retention Bonuses and Performance Awards. We also assign Shadow Resources (this is done in large projects by deploying 3-4% additional resources to cater to any unplanned attrition) that would be available to backfill vacancies on a temporary basis.

Organizational Information
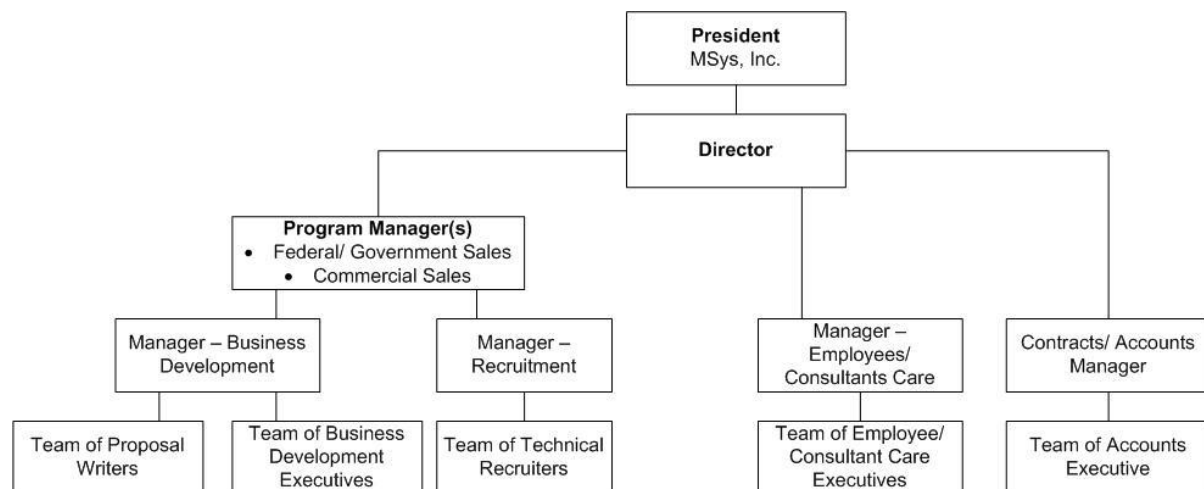
Key Individual	Knowledge and Experience
Raj Mani, President	Raj is a visionary leader and a trendsetter. He has been instrumental in leading the company through solid growth and international expansion. He has stood strong as a pillar to the evolution and success of Msys, Inc., a leading software, services, and solutions company incorporated in the year 1994 and headquartered in NC.
Ankur – Engagement Lead	He has experience of handling large state MSAs and has led multiple teams in delivering complex to niche projects. He is proficient in managing entire sales cycle from finding a client to securing a deal. He has experience of creating detailed business plans to facilitate the attainment of client goals and quotas. He has remained in frequent contact with the clients to understand their needs. Aunkr has strong experience of providing professional after-sales support to enhance the customers' dedication. He has excellent communication skills, which he has leveraged to present potential products to prospective clients.
Hima Teja - Director HR & Compliance	Hima comes with over 20 years of experience in human resources and administration management, including the development of innovative HR initiatives to streamline human resources processes and capitalize on organizational growth opportunities. She is highly skilled in designing employee engagement strategies and implementing best management practices to improve morale, retain talent, and business continuity through multiple changes with the executive leadership. Hima has strong experience in bringing balance and simplicity to human resources processes by applying employment laws to ensure compliance with regulations and minimize company's legal liability. Her leadership supports all logistics and compliance related to customer requirements.

Key Personnel

Raj Mani, Contact Manager

Experience Summary
- Streamlined the company practices of maintaining contracts and monitoring costs, time keeping, billing, financial analysis, purchasing and compliance with the FAR by overseeing the implementation of Deltek GCS Premier from QuickBooks Premier Accountant.
- Analyze business systems to ensure functionality and cost effectiveness. Analyze contract costs for preparation on future proposals and for reporting up to Executive Management.
- Assisted in development of a streamlined proposal process from receipt of RFP through final submission. This allowed for accurate, compliant and timely submission of proposals and Basis of Estimates (BOE).
- Upon receipt of technical evaluation, determined correct labor categories for each employee, verify travel cost for GSA compliance, double-checked that all material pricing is accurate with the vendor quotes and indirect rates are applied accurately.
- Redesigned company travel policy and all applicable forms to assure compliance with the FAR and ease of use by employees. Conducted a company training for all applicable employees.
- Analyzed contract requirements and special provisions to ensure compliance with appropriate laws, regulations, and corporate policies and procedures.
- Utilized train the trainer concept to funnel down manager and employee use of the system to maximize the implementation.
- Assist the Program Mangers and Executive Management with contractor and subcontractor problem resolution. For example, revising proposals to meet the customer's change in requirements.
- Reviewed and analyzed contract documents to determine the Company's obligations then communicated contract requirements to Executive Management and technical teams while also providing guidance on contract interpretation and contractual issues. For example, initiate introductory meeting upon receipt of RFP to strategize the planning process for response. Also provided monthly contract financials.

- Ensure contracts are updated with required flow-down clauses of Defense or Federal Acquisition Regulations (DFAR/FAR) and Agency FAR supplements clause changes.
- Perform full range contract administration, monitoring customers, suppliers and company contractual compliance throughout the life of the contract through closeout with DCAA audit.
- Responsible for the establishment, negotiation and administrative management of wide range of business commitments and agreements from initiation of acquisition to closure and final settlement.
- Assisted with the preparation and submission of yearly-incurred cost proposals.
- Managed procurement and subcontract activities between Houston and Finland offices that fully supported a spar construction schedule.
- Bid, negotiated, awarded major service labor contracts, and managed their execution including resolving claims.
- Provided contract support to engineering and operations teams and supported litigation and contract disputes.

Education
- BS in Electrical Engineering

Clients

MSys, Inc.	Director/ Contracts Manager	Jan 2007 – Present
MSys, Inc.	Contracts Administrator	Mar 2001 – Dec 2006

Overview of Recruitment Strategies and Processes

Staffing Plan

MSys's staffing plan involves a systematic approach to ensure personnel alignment with organizational objectives. Our team begin by evaluating the current workforce, considering workload, upcoming projects, and shifts in strategy or technology. We clearly defining roles and responsibilities minimizes confusion and overlaps. Identify skill gaps by comparing existing employees' qualifications with role requirements, addressing deficiencies through hiring, training, or restructuring. We construct a recruitment strategy encompassing methods like job postings, recruitment agencies, networking, or referrals. Establish a selection process including resume screening, interviews, and evaluations of skills and cultural fit. Plan for onboarding and training to equip new hires with essential knowledge and resources for success. Implement retention strategies such as competitive compensation, career growth opportunities, and fostering a positive work environment. Maintain adaptability to changes in the business landscape and regularly assess the plan's efficacy, making necessary adjustments. Ensure adherence to legal and regulatory standards, including equal employment opportunity, wage laws, and workplace safety. By adhering to these steps, organizations can forge a robust staffing plan conducive to achieving their objectives and nurturing a skilled workforce.

How Proposer finds talent

A quality recruitment database is a staffing firm's lifeblood. It is an essential tool for storing and managing candidate information, matching applicants with jobs, and streamlining the recruiting process to save you time and money. The benefits of a quality candidate database are undeniable - for starters, candidates from an existing database are a recruiting firm's top source of placements.

In today's competitive job market, professional recruiters must operate at optimum efficiency in order to increase their placements and grow their business. A well-maintained database enables your recruiters to better communicate with candidates, spend less time on tasks that don't add value, and more time on relationships. Once you determine your firm's database needs, you'll be well-positioned to make more placements more efficiently in less time.

Use visual, interactive dashboards and machine learning recommendations to see what's working and where you can improve. We at MSys follow below metrics

- Track key hiring metrics, such as time to fill, and take action right from reports.
- Use benchmarks to see how you compare to your peers.
- Craft compelling offers based on peer compensation comparisons.
- Assess the behaviors of your top performers to continually improve recruiting.

Follow through process for finding an Employee

Each and every time we engage with a candidate, MSys utilizes 9-step sourcing, interviewing and submission process where candidate's technical and customer service skills are thoroughly examined.

	Step 1: Building the Bench: There is a fine line between balancing "speed" and "quality", therefore we proactively apply our recruiting process to IT talent in a number of job categories in order to build a bench of prequalified candidates. By continuously establishing relationships in various skill categories, we are able to deliver the best candidates in the market, not just those that are currently looking for work.
	Step 2: Sourcing: In conjunction with all of the industry standard technologies and tools, MSys utilizes variety of other techniques to source the best candidates for our Clients. We also utilize a comprehensive applicant tracking system to measure and monitor all of our activities while building a database of prequalified candidates.
	Step 3: Screening: MSys's technical recruiters complete a phone interview with all prospective candidates to assess phone presentation skills, confidence and overall verbal communications ability.

	Step 4: Face-to-Face Interview: As required by client, we will conduct a face-to-face interview to further explore candidate's personal presentation, background, experience, technical knowledge, expectations and career goals, while also allowing us to share the benefits that are available to them as an MSys employee.
	Step 5: Checking References: Once the face-to-face interview is completed, MSys completes two technical references for each candidate. References may only be former managers and/or team leaders.
	Step 6: Assessing Skills: As required based on the job requisition and at the request of the Client, MSys will administer an on-line technical skills assessment test and provide the results of that assessment to the Client
	Step 7: Client Submittal: Once MSys has determined the candidate is a match with the job requirements and all other quality controls have been met to our satisfaction, the candidate will be presented to the Client. Our submission highlights a part of our process that is unique in our industry. Because of our attention to detail, we highlight valuable facts and findings which are typically not available in the resume of a candidate.
	Step 8: Background Check & Drug Screen: Once a candidate has been confirmed to start with our Client, MSys completes a thorough background check and drug screen as required by the Client.
	Step 9: Candidate Care: At MSys, the recruiting process is never over. Even though the candidate and Client are successfully working together, MSys maintains accountability to the Client and to the consultant. There are numerous opportunities in the IT market and at MSys; we work hard to show our staff and consultants that we care about the longevity of each and every relationship.

Talent's fit for a position

The hunt for suitable candidates falls second in the steps in the recruitment and selection process. Usually, talent search can be conducted internally as well as externally. At MSys we follow two sources of recruitment and selection in detail.

- **Internal Sources -** Internal sources of recruitment and selection often enhance employee productivity, job satisfaction, and security while reducing attrition rate, efforts, and costs. Some of the ways how recruiters internally source candidates include:
  o Transfer
  o Promotion and demotion
  o Employee referral
  o Recalling retired employees
  o Recruiting candidates kept on-hold
- **External Sources -** When it comes to the demand for a wider talent pool, recruiters often go for external sources of recruitment and selection. The external sourcing recruitment process is much faster and unbiased. Recruiters rely on the following for the external sourcing recruitment process:
  o Advertisements
  o Job portals
  o Organization's career site
  o Social media platforms
  o Placement agencies
  o Campus and Professional Institution placements

Retains Talent

At MSys, we maintain an 85% retention rate of our employees. We ensure that every coworker feels able to bring their whole self to work and enjoys the support, resources, and trust that enable them to reach their full potential. At MSys, everyone deserves to be seen, heard, and noticed

Recruitment Methodology

MSys clients are benefited from a regimented, high-touch, recruiting process that utilizes a high quality, disciplined and personal approach to sourcing, validating and matching candidates to the requirements of our Clients. Our recruiting model ensures our technical recruiters have developed the interview and assessment skills needed to become experts in both the technical skills needed to be successful in a particular job, and the intangible skills critical to the success of a candidate

- **Recruitment Planning -** It is all about recruitment planning. This stage involves analyzing and drafting all the hiring requirements of your organization and forming job descriptions.

- **Hiring Need Recognition -** It may seem simple yet it is one of the most complicated steps of recruitment and selection processes. The steps of recruitment for finding a candidate replacement differ complexly from finding a candidate for a new position.

Recruitment Process Flowchart

Some ways to determine the hiring needs of your organization include:
  - o Check ability, performance, and personality gaps in your current team
  - o Analyze workload increment issues affecting productivity that needs immediate attention
  - o Based on the above create a list of the missing skills and proficiencies that needs to be added
  - o Keep a track of resigning employees and replacement needs

- Job Description Preparation - The second step in the recruitment planning process includes creating the perfect job description (JD). Based on the required knowledge, skills, and experience, you must draft a JD that underlines the responsibilities expected out of a candidate. Moreover, a JD will help both recruiting managers and candidates in the recruitment process. Recruiters will understand the potential required out of the candidates with the help of a JD. While candidates can compare their skills and experiences with the requirements before applying. Hence, having a comprehensive JD is a crucial part of the recruitment and selection process.

- Talent Search - The hunt for suitable candidates falls second in the steps in the recruitment and selection process. Usually, talent search can be conducted internally as well as externally. So let us discuss the two sources of recruitment and selection in detail.

- Internal Sources - Internal sources of recruitment and selection often enhance employee productivity, job satisfaction, and security while reducing attrition rate, efforts, and costs. Some of the ways how recruiters internally source candidates include: Transfer, Promotion and demotion, Employee referral, recalling retired employees, recruiting candidates kept on-hold

- **External Sources -** When it comes to the demand for a wider talent pool, recruiters often go for external sources of recruitment and selection. The external sourcing recruitment process is much faster and unbiased. Recruiters rely on the following for the external sourcing recruitment process: Advertisements, Job portals, Organization's career site, Social media platforms, Placement agencies and Campus and Professional Institution placements.

- **Screening and Shortlisting -** The third among the recruitment process steps includes screening and shortlisting of candidates. It is one of the most complex stages of recruitment and selection process since recruiters often come across candidates similar in skills and experience.

- **Interview** - The fourth and most important part of the recruitment and selection process includes the interview. The interview round usually comprises of the following processes:
  - o **Telephonic or video interview -** Candidates are usually approached over a telephone call or a video conference to analyze and screen their potential via this interview process.
  - o **Psychometric testing** - Recruiters analyze candidates' behavior, personality, communication, creativity, aptitude, flexibility, and problem-solving skills with this method.
  - o **Assessment-based testing** - Recruiters provider assessment to get a better image of applicants' domain knowledge, skills, expertise, and understanding.
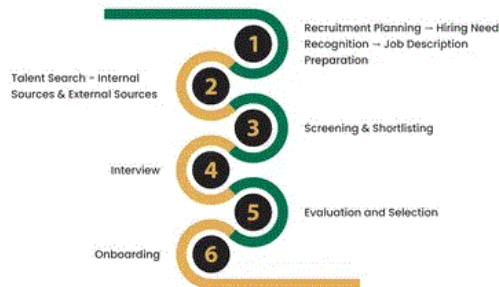
- ○ **Face-to-face interview -** The last stage of the interview is usually held by a joint panel of the top management members and recruiters before offering the job approval.
- **Evaluation and Selection** - The fifth stage of the recruiting process includes evaluating the candidates' interview performance for the final selection. In this recruiting process, recruiters usually: Checks for professional references, verify candidate details, Creates the job offer letter and Onboards the candidate
- **Onboarding -** The last stage of the recruitment and selection process is onboarding. Here applicants are introduced to the organization and made familiar with their job roles and responsibilities. Fresher candidates often go through the training process before they become permanent employees of the organization.

Our Recruitment Approach
- **Understanding Client Requirements**

The recruitment process starts with a thorough understanding of the client's needs. Recruiters collaborate closely with clients to gather detailed job descriptions, including technical skills, experience levels, and cultural fit. This deep dive helps in identifying the precise attributes the ideal candidate should possess, which sets the foundation for an effective recruitment strategy.

- **Building a Talent Pool**

IT staffing companies maintain and constantly update a database of potential candidates. This includes both active job seekers and passive candidates who might be interested in the future. Building relationships with IT professionals through networking events, social media, and industry forums helps in creating a rich talent pool. By nurturing these relationships, recruiters can quickly tap into a pre-qualified group of candidates when a relevant job opportunity arises.

- **Sourcing Candidates**

To source candidates, recruiters employ a variety of methods. This includes using job boards, social media platforms like LinkedIn, and referrals from within the industry. Recruiters also rely on their internal databases and ATS to match candidates to job openings efficiently. The sourcing process is often supported by Boolean searches, job ads, and partnerships with educational institutions to ensure a diverse candidate pipeline.

- **Resume Screening and Shortlisting**

The resume screening process is critical in filtering out candidates who do not meet the job requirements. This is usually done through a combination of automated ATS systems and manual review by recruiters. The goal is to identify candidates with the right mix of skills, experience, and cultural fit. Shortlisted candidates undergo further evaluation to ensure they are the best match for the role.

- **Conducting Interviews**

Once candidates are shortlisted, the next step is to conduct interviews. This often starts with an initial phone screening to assess basic qualifications and interest in the role. This is followed by more detailed technical interviews, which may include coding tests, problem-solving exercises, and behavioral interviews. The interview process is designed to assess both the technical and soft skills of the candidates, ensuring a comprehensive evaluation.

- **Client and Candidate Engagement**

Throughout the recruitment process, maintaining constant communication with both the client and the candidate is essential. Recruiters keep clients informed about the progress and provide updates on candidate availability, salary expectations, and market trends. Simultaneously, they ensure that candidates are fully briefed on the job requirements, company culture, and expectations, fostering transparency and trust.

- **Negotiating Offers**

After identifying the right candidate, recruiters assist in negotiating the job offer. They act as intermediaries, ensuring that both parties reach a mutually beneficial agreement. This includes negotiating salary, benefits, start dates, and any other terms of employment. Recruiters also provide candidates with guidance on how to handle counteroffers or resignation processes.

- **Onboarding Support**

Post-offer, IT staffing companies often provide onboarding support to ensure a smooth transition for the candidate into their new role. This might include assistance with documentation, compliance with

HR policies, and facilitating the integration into the company's culture. The goal is to help the candidate feel welcomed and supported, which can lead to better retention rates.

- **Continuous Relationship Management**

Even after the candidate has started their new role, the relationship doesn't end. Recruiters continue to check in with both the client and the candidate to ensure satisfaction. This ongoing engagement helps in addressing any issues early on and solidifies long-term partnerships with clients. Additionally, it opens the door for future placements, as satisfied clients are more likely to return for their staffing needs.

Resume Screening Process

In MSys the resume screening process begins with an initial evaluation to filter out candidates who do not meet the basic qualifications for the job. Our recruiters first analyze resumes for key technical skills, certifications, and relevant experience that match the job description. This step often involves the use of Applicant Tracking Systems (ATS) to automatically identify resumes that contain the required keywords, ensuring that only those candidates who align with the job criteria proceed to the next stage.

After the automated filtering, recruiters manually review the shortlisted resumes to assess the depth of candidates' experience and the relevance of their past roles. This stage includes evaluating the candidate's employment history, project experience, and any notable achievements that highlight their expertise. Recruiters may also check for consistency in the candidate's career progression and whether their skill set aligns with the company's specific needs, including cultural fit and adaptability to new technologies.

Finally, recruiters may perform a background check, including verifying references and credentials. They may also conduct initial phone or video screenings to assess the candidate's communication skills, problem-solving abilities, and overall fit for the role. The goal of this stage is to narrow down the candidate pool to a select few who will be forwarded to the hiring managers for further evaluation, ensuring that only the most qualified and well-suited candidates are considered for the position.

Talent Acquisition

A quality recruitment database is a staffing firm's lifeblood. It is an essential tool for storing and managing candidate information, matching applicants with jobs, and streamlining the recruiting process to save you time and money. The benefits of a quality candidate database are undeniable - for starters, candidates from an existing database are a recruiting firm's top source of placements.

In today's competitive job market, professional recruiters must operate at optimum efficiency in order to increase their placements and grow their business. A well-maintained database enables your recruiters to better communicate with candidates, spend less time on tasks that do not add value, and more time on relationships. Once you determine your firm's database needs, you will be well positioned to make more placements more efficiently in less time.

Use visual, interactive dashboards and machine learning recommendations to see what is working and where you can improve. We at MSys follow below metrics

- Track key hiring metrics, such as time to fill, and take action right from reports.
- Use benchmarks to see how you compare to your peers.
- Craft compelling offers based on peer compensation comparisons.
- Assess the behaviors of your top performers to continually improve recruiting.

Sourcing

Based on the requirement, our talent acquisition specialists formulate their recruiting plan for sourcing the best suitable resource available in the market. Our various sources for job hunt includes internal MSys databases, MSys bench resources, recruitment of passive searchers from non- MSys client entities, Job Portals, local job postings, personal references, user groups/forums, Employment Blogs, Social Media Networks such as LinkedIn, Facebook, Twitter, GitHub etc., along with our most sophisticated computer database retrieval systems in the industry to source the resources. Picking the resources from job portals and directly submitting it to the client is not the job we do at MSys. Irrespective of the sources from which we pick the resources, we ensure that all the evaluation steps are undergone successfully and only when we are 100% confident about the resource, we proceed further
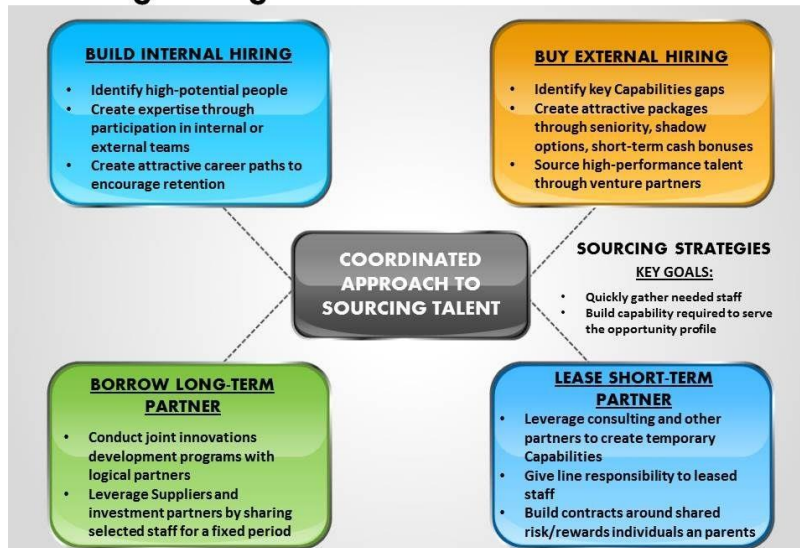
Background Checks and Drug Screenings
All employees employed by MSys undergo a complete background check. MSys has established a comprehensive process for conducting background checks and verifications that verifies the accuracy of the information submitted by a candidate during the selection and on-boarding process. The following background checks are conducted (supplemented by any additional checks required by our clients):

Education verification: Including college degree, master's degrees, diplomas, and certifications.
- **Employment verification:** Employment verifications for all previous jobs or minimum of seven years of job history, if applicable.
- **Residential address verification:** For verification, we refer to the government-authorized proof of evidence submitted by the candidate.
- **Criminal checks:** For the US and Philippines, a criminal check is a mandatory requirement. Police verifications are conducted for employees in India.
- **Reference checks:** MSys HR staff contacts two to three of a candidate's professional references to validate that the employee worked for the listed reference and/or validate the character reference, as allowed by local labor laws.
- **The required information and relevant documents** are collected from candidate's post-onboarding and sent to a third-party vendor for verification. Employment/Education verification reports take between 7-21 days and Criminal/Police verification takes between 45-120 days.

Candidate Selection and Assessment
Our Project Managers will schedule on-site/ skype/ telephonic interviews with the candidates listed to discuss the role directly with them considering experience, skill set, language proficiency, interest in the position available, and their "fit" with the E&I. The profiles that fit perfectly into the requirements of the E&I would then be forwarded to Assessment, Background & Reference Checking. We complete extensive interviewing to select preferred candidates from a group of people who have been qualified against all of your technical, creative, and personality requirements.

The interview comprises an in-depth assessment of each candidate's skills and abilities, proven past performance, attitude, career goals, motivations, and aspirations. Our SMEs create a checklist of qualification questions on each skill set required to quickly ask the consultant over the phone. By obtaining an immediate quick answer, we can determine the candidate's proficiency in the subject. This helps determine the level of the consultant's knowledge as well as the extent of understanding. MSys's

priority is to conduct an in-person interview with our team of SMEs. If it is not possible for a consultant to be present at an in-person interview, we conduct a Skype interview.

- **Telephone Interview:** After a thorough resume review, our SME performs a telephone interview to determine how their current and previous work experiences are relevant to the client's primary needs. Our SMS asks about employment history, training and education, expected wages, travel preferences, and if they are willing to submit to a drug screen and background check.
- **In-person Interview:** To go more in-depth into their resume, the selected candidate will go through an in-person phase. Previous work experience, primary skillsets, salary history, and future goals are all covered in these interviews. During our interaction with the candidate, we ask comprehensive questions so that we place the candidate in the job best suited to his or her background.
  - o **Technical interview** – Subject Matter Experts rate technical skill proficiency
  - o **Soft skills interview** – Interpersonal skills, communication skills, location, environment, business sector preferences, and personality profiling
  - o **Behavioral event interview** – Designed to elicit open-ended responses based on prior employment history

Training: To fulfill its market positioning as a boutique provider of high-end consulting services, MSys heavily invests in an ongoing staff training program: This induction training program introduces an employee to the company, its history, culture, and organization. In addition to providing context for a recruit, it teaches the employee how to access the firm's shared content and knowledge and leverage the global organization to help solve your problems.

- **General capabilities training***:* MSys offers employees industry-standard training on core skills – project and program management, functional design, communication, technical skills, etc. This training is intended to allow employees to enhance their project delivery and consulting skills.
- **Proprietary process training***:* MSys has developed its delivery and change management methodology: a comprehensive approach to delivering large projects and programs and consists of numerous tools and techniques leveraged on engagements. The methodology contains an industry-leading workshop facilitation framework based on the extensive experiences the MSys leadership team has obtained in facilitating workshops leveraging techniques from JAD, Six Sigma Kaizen, and other proprietary frameworks.
- **Domain training***:* MSys provides its employees with general and specific business domain training. This training is deployed as in-class, online group, and self-service versions. Topics are adapted to specific business situations.
- **Client Training***:* In situations where MSys has a major relationship with a specific client, it constructs a custom training course to help its personnel quickly onboard into your business. In addition to covering the logistics of operating within your environment and IT and data security rules and guidelines, a basic overview of your business and organization is provided; generally based on publicly available information. Additionally, accelerators like an acronym glossary help employees adapt to your specific language conventions.

MSys makes these training programs available to all employees and contractors and allocates an average of five (5) days per year for training for all full-time staff while endeavouring to not impact deliverables. MSys maintains a small global training team, though the majority of the training is delivered via online tools or by practicing personnel who are experts in their field. In MSys experience, the training quality and the trainee's retention levels are vastly improved when another, with real-life experience, delivers the material, rather than a dedicated trainer.

Retention
At MSys, we maintain an 85% retention rate of our employees. We ensure that every coworker feels able to bring their whole self to work and enjoys the support, resources, and trust that enable them to reach their full potential. At MSys, everyone deserves to be seen, heard, and noticed.

Quality Assurance

A Quality Assurance process for IT staffing contracts helps ensure that the client receives skilled professionals who meet project requirements. Our QA process for IT staffing contracts:

- **Requirements Gathering**: Collaborate with the client to define technical and soft skills, experience levels, and project-specific needs.
- **Candidate Sourcing and Screening**:
  - Initial Screening: Review resumes for relevant experience, certifications, and skillsets.
  - Technical Evaluation: Conduct coding tests, technical interviews, or skill assessments tailored to the role.
  - Behavioral Interview: Evaluate cultural fit and communication skills through behavioral questions.
- **Reference and Background Checks**: Verify work history, references, and any necessary background checks to ensure credibility.
- **Performance Monitoring**:
  - Onboarding Evaluation: Monitor the first weeks on the project for alignment with client expectations.
  - Regular Check-ins: Set up bi-weekly or monthly check-ins to gather client feedback and address any issues.
- **Feedback and Improvement**: Conduct performance reviews and gather client feedback to improve the selection and onboarding process for future contracts.
- **Documentation and Reporting**: Maintain detailed records of candidate evaluations, client feedback, and performance metrics for ongoing quality improvements.

This structured process ensures that staffing matches client needs while maintaining transparency and accountability.

Performance Monitoring

The performance monitoring process in our company begins with employee onboarding, where new hires are introduced to the organization's goals and culture. Following this, clear performance goals are established, aligning individual objectives with the company's mission. Regular training and development opportunities are provided to enhance employee skills. Performance reviews are conducted at scheduled intervals, incorporating continuous feedback to support improvement. Metrics tracking is utilized to measure progress effectively, culminating in an annual appraisal. This process ensures that employees are recognized for their contributions and guided towards potential promotions or further development opportunities.

Contract Management

For IT staffing contracts, our comprehensive contract management approach includes the following steps:

- Define Clear Requirements: Specify roles, skills, experience levels, timelines, and deliverables in detail.
- Risk Assessment: Identify potential risks (e.g., staffing delays, skill mismatches) and plan mitigation strategies.
- Service Level Agreements (SLAs): Set performance metrics, response times, and quality standards for staffing.
- Onboarding and Compliance: Establish protocols for onboarding, including security clearances, training, and compliance.
- Periodic Review and Feedback: Schedule regular performance reviews, addressing issues and updating requirements.
- Change Management: Include terms to adapt to changes in staffing needs or technology requirements.
- Exit Strategy: Outline terms for contract termination, knowledge transfer, and transition plans.

This structured approach ensures alignment with business needs and minimizes staffing-related disruptions.

Understanding the Requirement of the state

The West Virginia Purchasing Division is seeking bids for open-end contracts to supply temporary technical staffing for the Office of Shared Administration and associated departments. The contract includes various IT roles, such as Web Application Analysts, Database Administrators, Help Desk Analysts, Business Analysts, and Programmer Analysts, among others. These staff will support IT needs across multiple West Virginia agencies, providing technical expertise for system modifications, user support, training, and mentorship. Services are primarily needed in the Charleston metro area but may extend statewide. Systems in use vary and include mainframe, client-server, and web-based applications. The project may be funded by federal sources, and bidders must comply with a Federal Funds Addendum.

Experience

Table below demonstrates our experience of successfully staffing project requirements with various clients:

Name of Client	Staff Title	Duration
State of OK	Software Architect, .Net developer, Reports Developer	2014 - Present
OPERS	Java Developers, Network Engineer	2019 - Present
District of Columbia	Project Manager, Security Architect. SOC Analyst, Virtualization Engineer, Desktop Support	2016 - Present
State of PA	.Net Developer, Testers. Pl/SQL Developer	2018 - Present
State of NC	.Net Developer, Java Developer, QA/Tester, Project Manager, AWS Architect	2015 - Present
RLI Insurance	QA Analysts	2019 - Present
Geico	QA Analyst, RPA Developer, Business Analysts	2019 - Present
Verizon	Software Consultants	2019 - Present
State of SC	ERP Developer, EDI Analysts, SQL Server DBAs, Network Engineer, SharePoint Developer	2015 - Present

Similar Contract Experience

MSys follows industry's best practices in performing its projects. It has established a Project Management Team for each of its contracts and tracks common business practices of its customers for successful project execution. Our approach to system implementation and support has been to apply best practices and run an effective change management program. We understand the need to have a stable team throughout the life of the project in order to ensure a high level of project performance. We accomplish this by assigning properly trained staff with the right experience and education and incentivizing them to stay through Project Completion and offering Project Retention Bonuses and Performance Awards. We also assign Shadow Resources (this is done in large projects by deploying 3-4% additional resources to cater to any unplanned attrition) that would be available to backfill vacancies on a temporary basis.

Client	Project Experience
State of North Carolina, Administrative Office of the Courts	The North Carolina Statewide Warrant Repository Project (NCAWARE) and eCitation project. Developing Java/MQ interface to allow eCitation to handle arrestable offenses and to transmit the associated citation data to populate a temporary Magistrate's Order based on a citation. Involved in analysis, design and development of eCitation and NCAWARE code to handle creation of temporary processes based on an arrest by citation.
Department of Justice, US Attorney General Office, Columbia SC	• Web Design • SharePoint management • Customer support • IT Systems/network administration • System security and internet operations • Litigation support services
Department of Labor, State of Maine Augusta ME	Involved in supporting the Benefits system. These projects include the replacement of UIPROD and the development of improved Overpayment processing. These projects will involve development in the Unemployment Compensation Benefits system at the MDOL. The Benefits system is a critical legacy system, which provides MDOL with the capability to register individuals for unemployment insurance benefits and disburse those benefits. The Benefits application is programmed in a combination of Oracle PL/SQL, SQL, Unix scripting, and COBOL languages. There are a fair number of programs that are written in COBOL so the resource needs to be able to both

	read the code and modify existing code as needed or write a new module within an existing COBOL program. In addition, the resource needs to be comfortable compiling Cobol.
WIC, State of Maine, Augusta ME	Responsible for the WIC reporting project using the Microsoft SSRS and SQL Server toolchain including analysis, design, coding, component and assembly testing, documentation and placing in production of all application code.
DSS, State of VA, Richmond VA	Java/JSF Development for DSS
DLA	• Support archiving consolidation tasks to streamline data migration activities • Support new archiving systems to include administration and server administration • Support archiving administration tasks to include user management, troubleshooting, performance monitoring and ensure overall system health • Assist in developing archiving related process/ procedure documentation, IA related documentation and customer level communications
DMV, State of SC, Columbia SC	Ongoing Project to Enable DSS to Move to A More Dashboard Reporting Approach. Responsible to work with business users to develop requirements for reports; • Analyze user needs, as required, and leads in the design of specifications to meet those needs; Responsibility for developing SQL Server Reporting Services reports and components • Tests and debugs software; assists in testing projects for other developer\analysts. Accountable for the successful delivery of reports within time estimates; Develops and documents design; • Identifies risks and communicates risks to the project manager and project team; • Minimizes rework by utilization of best software engineering practice; • Supports and adheres to change management process
Delta Dental	Provided .Net development Services
State of OH, Dept. of Education	Responsible for data analysis and database management. Database Administrators typically are involved in maintenance, enhancement, designing of data dictionaries, physical and logical database models, and performance tuning. Database Administrators have a range of skills and knowledge of the utilities and production tools used for data storage management to support the Application Team.
State Of PA, DEP	DEP's enterprise system is called eFACTS (Environmental Facility Application Compliance Tracking System). It is an Oracle web form based application that uses an Oracle 11G DB as the back end. It provides a holistic view of the clients and sites (including facilities) that DEP regulates. In addition, it tracks the various functions that support DEP regulations such as compliance activities, bonding, fees, certifications, authorizations/ licenses/ permits, etc. eFACTS is a complex system encompassing thousands of business rules. There is over 2000 users from all facets of the department, plus several external users. It provides for basic data entry roles, application processors, compliance specialist, bonding, certification, etc.

	The eFACTS system has over 140 Oracle Forms, over 2500 tables in its main schema, and over a thousand other tables, views indexes for interfacing with integrated systems. These individuals will be utilized to support the existing system, implement enhancements for the various program areas, assist in upgrades and architectural changes, and provide mentoring and support to DEP staff. These positions may be involved in any or all facets of developing application system such as defining user requirements, system impacts, analysis, coding, testing, deployments, documentation, etc.
State of PA, DOT	The senior BI developer will perform both .NET and Business Objects application development services for an enterprise business intelligence portal. At least 50% of the candidate's time will be spent developing reports, dashboards, and analytical components using the Business Objects tool suite (version XI 3.1 R2 and eventually 4.0). The remaining time will be spent doing ASP.NET development for a custom BI portal. The candidate will be a member of a dynamic enterprise team responsible for performing multiple concurrent projects. The candidate will perform all phases of the SDLC. The position requires advanced problem-solving skills to build and maintain complex analytical BI components, encompassing .NET, Business Objects, and Oracle SQL. The candidate should also have a strong understanding of data warehousing concepts. Core technologies to be leveraged are .NET, Business Objects XI Web Intelligence, Universes, Xcelsius Dashboards, and Crystal Reports 2008 as well as Oracle 10g/11g.
Department of Revenue, State of SC	Provide Microsoft SQL Server Administration
DSS, State of SC, Columbia SC	Provide high-level .Net architecture and project management consulting.
Maryland DLLR (Department of Labor, Licensing and regulation), Baltimore MD	Project Management Services
Department of VA, Washington DC	Provided a Microsoft BI solution to the department.
Department of Education, State of OH, Columbus OH	Provide Microsoft Consulting services
State of Ohio, Cleveland OH (Ohio Lottery)	Provide Microsoft Consulting services
State of Iowa, Des Moines IA	Provide Microsoft .Net consulting services
State of OK, Stillwater, OK	Provide .Net consulting services and MS Business Intelligence project management/architect services
Ohio Public Employee Retirement System, Columbus OH	Provide System Administration and management services
Sacramento Municipal Utility District (SMUD), Sacramento CA	Provide system administration and migration of Windows XP machines to Windows 7
McKesson, San Francisco CA	Provide SAP Consulting services. SAP, BPC, BW architect, design, development and support. Create reports using Bex and Buesiness Objects. Upgrade BW and fine tune performance

State of PA, DOT	Serve as a programmer/ developer for iOS Mobile Computing solutions for PennDOT. The solution will involve working with iOS mobile development tools, relational databases, and web service-oriented client/server architecture
State of PA, DOT	Senior/lead data warehouse developer for DW/BI solutions within the PennDOT's Bureau of Business Solutions & Services. Lead DW/BI projects and initiatives related to the expansion of the enterprise data warehouse and development of new BI applications serve as the DW/BI team's Informatica expert, and is expected to have very strong data warehousing experience, Oracle PI/SQL, and data modeling skills. Responsibilities will include Informatica architecture and technical support, Informatica ETL development and troubleshooting, dimensional modeling, SQL and PL/SQL development, Oracle performance tuning, and BI developer support. Technologies include Informatica PowerCenter 9.5, Oracle 11g, PL/SQL, and Business Objects XI. Candidate can expect to spend 75%of their time doing hands-on development and 25% performing lead/architect duties.
State of VA, Richmond VA	Provide installation and configuration services for Oracle WebLogic 10.3.6, Oracle Forms, and Reports 11.1.2. Provide appropriate documentation regarding installation and configuration. Assist with Oracle DB 12C configuration as needed.
State of SC Medicaid/ Clemson University	• Web-based distributed systems architecture and design: design, develop, and implement enterprise level web-based systems, enterprise defined in terms of system scope as well as number of users. Plan for responsive user interfaces incorporating modern web 2.0 technologies (such as Ajax) and mobility needs (smartphones and tablets). Stay abreast of industry-directions and trends and continually evaluate them for potential impact and/or use in the architecture. • Software engineering: design and develop java applications incorporating industry-standard frameworks where appropriate (such as spring or struts or hibernate). Plan for highly available and scalable applications. Incorporate services into system design where appropriate. Coordinate and plan the work of java development teams. • Software project lifecycle management: effectively implement and utilize modern web-based software industry standards and best practices including an agile/scrum-based methodology, use of integrated development environments, strong emphasis on unit testing and participation in complete software lifecycle from analysis and design through testing and deployment. Assist end-user and business analysts in turning business needs into incremental software development projects and sprints. Serve as a champion for quality software and software development practices. • Communication: communicate with a broad mix of stakeholders involved in the information technology system replacement projects including business users, analysts, software engineers, database architects and administrators

	(dbas), quality assurance engineers (qa), systems and infrastructure staff, and support staff • Willingness and ability to effectively engage with people and organizations on a continuous basis.
State of SC, DHS	Involved in planning, developing, documenting & exchanging knowledge with onsite team using Agile Principles and Practices. Typical work included developing and promoting the Scrum process, working with Project Managers, Product Owners, Business Analysts, Spring team members, etc. to ensure the effective and efficient functioning of the Sprint team. A candidate will work to promote and improve the practice of Agile / Scrum, provide status, and risk information to Project Management and Stakeholders.
AMC Entertainment, Kansas City, MO	Provide data modeling services.
State of PA, PDE (Department of Education)	Analyze data, as it exists now for PIMS collections and make recommendations to meet the proposed requirements for the PIMS Data Collection Consolidation project. The business analyst will review existing data collections and reports, evaluate the difference between the existing code and the required changes, capturing the gap. The business analyst uses the gap analysis to document the new report specification and testing requirements. The business analyst will work with the programmers to design the reports. The business analyst tested and evaluated the accuracy of the final report and work with the programmers to resolve issues. The business analyst worked with SQL and Cognos programmers.
SC Dept of Budget and Control Board, Columbia SC	Advise agencies on proper firewall configuration in accordance with industry best practices, DIS policies and SOC installation guidelines. Assist local government entities with Incident Response and risk mitigation in the event of compromise or discovery of vulnerabilities. Perform duties as a Security Operations Center (SOC) analyst including Intrusion Detection Systems (IDS) and Security Incident and Event Management (SIEM) monitoring, investigation, incident handling and entity coordination using established operational procedures. Perform administrative duties on infrastructure-specific applications such as Nagios, scripts and storage hardware devices such as HP MSA. Administration functions on core SIEM devices and end-user training on the use and analysis of available information.
DTI, State of DE	Enabling Excellence in Delaware State Government. Principal responsibilities include the planning, requirements, design, coding, testing, debugging, system integration, and documenting of software components of complex, multi-tier government systems. Responsible for evaluating user requests for new programs, modifications to existing programs, and system integration of off the shelf Products. Performs research and gathers relevant data to determine feasibility, appropriateness, and cost and time required. Prepares detailed estimates in order to obtain approval to proceed. Prepares detailed program specifications. Develops software according to approved specifications, tests and debug programs for the delivery of quality applications. Creates system and user documentation. Monitors ongoing program and system

	performance. Provides training and mentors less experienced team members. The ideal candidate must be a fast learner with excellent communication and problem-solving skills, and able to work with minimal supervision as part of a multidisciplinary team. The ideal candidate must be able to work well with a diverse group of team members to deliver software solutions on time, on budget and within specifications. Bachelor's Degree in an IT discipline strongly preferred or equivalent work experience. Basic training in project management principles and practices. Trained or experienced in Quality Process management. Possesses professional certifications commensurate with ADVANCED to EXPERT technical capabilities.
Office of Retirement Services, State of MI	Provide Java consulting services

Department of Revenue, State of PA	Responsible for systems analysis, design, and programming of medium to complex assignments within the new ITS (Integrated Tax System) Modernization project. Used ABAP programming language, which is the basis language for SAP/TRM (Tax and Revenue Management). Responsibilities will include:
	• Planning, directing, scheduling and evaluating of technical requirements involved in SAP/TRM and the application design, development, and maintenance of ABAP applications to meet the Business and Function needs of the ITS Modernization Project.
	• Providing technical support and solution for all SAP/TRM needed applications such as:
	   o Forms
	   o Reports
	   o Interfaces
	   o Enhancements
	   o Correspondence
	   o Workflows
	• Providing technical assistance to users, our integrator, the Business Team, the Functional team and the ITS Technical Division in resolving SAP/TRM related issues.
	• Preparing realistic project plans and effective systems development schedules, and monitors assigned projects to ensure that tasks are performed according to schedules
	• Planning and developing of the procedures and documentation for administration of change control and problem reporting for all SAP/TRM duties
	• Developing, maintaining, and publishing documentation for all SAP/TRM FRICE-W areas, and all other areas of involvement.
	• Taking initiative to learn and maintain knowledge of the various software products used by the respective systems to ensure a quick response time to problem resolution, as well as the ability to inform users, our integrator, the Business team, the Functional Team, and ITS Technical Division management.
	• Maintaining familiarity with the state-of-the-art principles, procedures, software and techniques related to the SAP/TRM solution

	• Using appropriate tools and methods to define and analyze the user requirements, and to develop the external design as needed. • Using appropriate tools and methods to develop the detail system design, including data structure, processing specifications and output prototypes • Performing project leadership over complex projects. Designing solutions for complex problems. • Developing complex application programs, modules and interfaces, using appropriate coding language and the methods that will best meet the requirements and conform to the design specifications. • Conducting complete system testing, using plans developed in conjunction with users, the Business Team and the Functional team to validate that the system is functioning as required. • Providing appropriate user documentation where needed. Overseeing the effective utilization of hardware, software, personnel and other resources in meeting assigned goals and objectives of the ITS Technical Division and the Modernization Project. • Overseeing compliance with procedural standards for preparing technical and administrative tasks, and participates in developing additional technical standards appropriate to the section. • Preparing reports to supervisor on project status, resource commitments, and technical problems. • Participating as a Lead Developer in meetings with personnel from the department, other governmental agencies, and our system integrator. • Overseeing that bureau and departmental security policies and guidelines are adhered to by subordinates, and within assigned system applications. • In accordance with the terms of Contract No. 4400007198 and the duties of staff augmentation personnel outlined therein, staff augmentation personnel shall provide complete knowledge transfer to the Department of all tasks and projects assigned by the Department. Knowledge transfer includes complete written documentation including systems design, technical design and specifications, and coding to the Department for all tasks and projects to which personnel are assigned.
State of PA	• Responsible for assisting DOR with the further enhancement of our BI/BW environment for the ITS. Responsibilities include the following: • Provide support for enhancements to existing SAP BW Data Sources, DSOs, Info Cubes, MultiProviders, InfoObjects, InfoSets & APDs • Create/modify transformations, update rules and/or transfer rules for the enhancements. Update SAP BW queries and workbooks using the Query Designer and BEx Analyzer tools • Identify, troubleshoot & resolve issues in development/ configuration/ reporting. Provide accurate and detailed work effort and time estimates

	• Develop and document test strategies & results. Preparing realistic project plans and effective systems development schedules and monitors assigned projects to ensure that tasks are performed according to schedules. • Providing technical assistance to users, the Business Team, the Functional team and the ITS Technical Division in resolving BI/BW related issues. • Developing, maintaining, and publishing documentation for functional and technical design documents. • Developing, maintaining, and publishing documentation for all SAP/TRM FRICE-W areas, and all other areas of involvement. Performing other related duties as required.

State of AZ	• Designs, prepares, tests and debugs web program coding for business applications. Reviews coded and compiled structured programs. Prepares test data and conducts unit testing to ensure compliance to specifications.
	• Analyzes automation requests. Creates all required SDM technical documents: Functional Specifications, Design Documents, etc.
	• As an active team member, interfaces with users gain understanding necessary for enhancement, maintenance, and problem resolution for exiting application; and maintains continuous awareness of user's plans/activities relevant to the project.
	• Translates requirements and specification into computer programs; designs, codes, analyzes, test, and documents computer software programs and systems using lifecycles development techniques. Creates work plans, develops schedules, and develops time and cost estimates for projects.
	• Attends staff and technical meeting in the work unit. Prepares routine periodic project status reports; between reports, communicates with management and customers as necessary.
	• Advanced Experience:
	   o C# .Net
	   o Visual Studio (latest versions)
	   o Web Services
	   o SQL Server 2008 R2
	   o SSRS
	   o T-SQL
	   o Asp.Net 4.0 Framework
	   o IntInty Framework 4.0
	   o MVC (Model View Controler
	   o .Net applications
	   o Systems Development Methodology (SDM)
	   o MS Project
	   o TFS (Team Foundation Server)
	   o Deploy web apps using MSI
	   o Visual Studios 2010

Trianz	Trianz is a major system integrator with customers like Master Card, New York Life, etc. We currently have about 10 consultants working; we hope this will grow to 30-50 in future
State of MD - Mental Hygiene	Provide .Net development services; this is a BPO
Library Of Congress	Provide Infrastructure services to Library of Congress

State of AZ various agencies	Provide many resources including Project Assistants, Microsoft Developers, .Net Developers
State of MN Judiciary	Provide the Court system with identifying and analyzing IVR/ IWR systems for the customer.
State of SC SCEIS	Provide SharePoint Administration services to the State Agency
State of NC, DOT	Provide Microsoft development services to DOT
MN Judiciary	BA services for messaging and voice
SAMTRANS	Develop .Net web applications for Samtrans portal
Value momentum/ RLI Insurance	Provide QA services for RLI insurance
PWC QA Project	Provide QA services to PWC
Dept. Of Energy, Richland WA	Provide project management services to Dept. Of Energy
District of Columbia, various agencies	Providing the following: Desktop support services, Oracle EBS project management, IT project management, Privacy/ Security administration.
Washington State Department of Enterprise Services	FileNet Support

Capabilities

MSys selects highly qualified personnel with minimum of 5 years of verifiable experience and possessing excellent understanding with state/ federal rules. Our consultants possess hands on experience in various technologies and technically-qualified personnel with previous relevant experience in technologies and other technologies required by Walter Reed Institute of Research under this contract. MSys intends to minimize the learning curve, reduce government's risk and increase productivity on job from day one. We propose personnel will fit-in and augment the Walter Reed web development team by bringing relevant experience and skills as required by this project. MSys's personnel has proven ability to manage projects from analysis, design, develop, test, to execution in all phases of application development and has experience in successful implementation of all phases of software development life cycle.

Our teams of managers are experienced in detecting the necessary talent that is needed for Technical positions. The recruiters that would be assigned to the task have been trained in the skills of recruiting candidates that have the necessary skills for Technical positions. Our recruiters training involves the understanding of the experience, education, communication skills and critical thinking that would be ideal for the requested positions.

The supremacy of having a team that understands the necessary skills that a candidate must have for technical positions in an in-depth understanding, guarantees that more qualified candidates would be submitted for each job order. The elaborate training that we provide our team allows them to understand the request in further details. We believe that submitting a candidate is more than comparing job descriptions to resumes, but to also question the candidates on their ability to adequately perform the ideal order to its fullest and/or beyond their capabilities. At MSys, we believe in doing more than fulfilling a position, we believe in establishing a relationship with our clients and the nation's top talent. We find that adequate communication is key to discovering needs of our clients and candidates to fulfill their needs.

We will provide robust service delivery capabilities to manage the various system change request process. This team manages changes from request to implementation. Our internal integrated change control process aligns with the Clients' established Change control processes. Our service delivery consultants also perform our schedule for transition tasks, system enhancements, and production problem resolution. The team coordinates work and transition tasks, within, between, and across all phases of the system delivery lifecycle. MSys possesses a state-of-the-art Talent Management capability that is a cornerstone to its ability to deliver the appropriate personnel with speed, agility and a high degree of efficiency. The core of this capability lies within our Talent Operations Center(s) (TOC). We have an aggressive recruiting capability, ensuring our ability to quickly meet any contingencies and/ or surge requirements. Our internal candidate database houses more than 200,000 pre-screened

candidate resumes and profiles. Additionally, we have access to thousands of additional candidates through subscriptions to all major internet resume databases. We actively explore other candidate resources, including print ads in newspapers and trade journals, job fairs, trade fairs, college fairs, college placement offices, alumni associations, website banner ads, professional user groups, trade associations and outplacement centers. We also have an extremely effective employee referral program. Due to success of these programs, we are able to secure most highly qualified candidates for customer's positions by tapping into the passive job seeker market.

MSys's recruitment methods are used on a continual basis to identify the best candidates with skills that are in demand or hard to find. Our efforts to identify the best candidates do not stop with the initial requirements; we maintain a "virtual bench" of candidates for each active contract we manage. This virtual bench is a used to refresh and provide surge for our contracts. Our goal is to insure we have a reserve of qualified candidates to fill any vacancy that occurs. MSys will bring right tools and personnel at right time to ensure the City contract is successful. We offer our combined experience, innovation and professional support. We offer unique blend of management capability based upon strong team of seasoned professionals with experience in managing large and complex Federal Information technology services projects while working within the Federal Government and presently supporting similar large requirements as commercial contractor for the Federal Government.

Financial Position

MSys has consistently demonstrated strong financial stability, driven by robust revenue growth, prudent cost management, and a diversified portfolio of products and services. Over the past five years, the company has achieved a compound annual growth rate (CAGR) of 8%, reflecting its ability to adapt to market changes and capitalize on emerging opportunities. Our balance sheet remains healthy, with a debt-to-equity ratio of 0.4, indicating low leverage and a strong capacity to meet financial obligations. The company maintains a healthy cash reserve, allowing it to invest in strategic initiatives while safeguarding against economic uncertainties. MSys' financial stability is further underscored by its consistent profitability and strong liquidity position. The company has generated positive free cash flow each year, allowing it to fund growth initiatives, distribute dividends to shareholders, and reduce debt. Our credit rating remains strong, reflecting the confidence of investors and credit agencies in its financial practices and long-term outlook. With a diverse revenue stream and disciplined financial management, MSys is well-positioned to navigate economic fluctuations and sustain its market leadership.

Key Contracts/ Clients

Clients	Services
GSA Schedule 70 (132-51)	State of Kentucky
Department of Defense	State of Maine
Department of Education	State of Maryland
Department of Labor	State of Michigan
California Multiple Award Schedules	State of Arkansas
City of Phoenix, AZ	State of Oklahoma
County of Durham, NC	State of Oregon
Dallas Independent School District, TX	State of Pennsylvania
State of Arizona	State of South Carolina
State of Colorado	State of Minnesota
State of Delaware	State of North Carolina
State of Iowa	State of Utah
State of Virginia	State of Vermont
Sacramento Municipal Utility District, CA	Department of Labor, Licensing & Regulation, MD
Administrative Office of the Courts, NC	

Value Addition

In the dynamic landscape of IT staffing, providing value-added services is essential for enhancing client satisfaction, fostering employee development, and ensuring compliance with industry standards. By focusing on specific support areas such as skill assessments, training programs, and diversity

initiatives, organizations can create a more effective staffing process that not only meets client needs but also promotes a thriving workforce. This comprehensive approach includes clearly defined processes and measurable success metrics, ensuring continuous improvement and alignment with organizational goals. Below is a detailed table outlining the value-added services offered, the support provided, key processes involved, and quantifiable success metrics:

Service Category	Support Offered	Process Overview	Success Metrics
Skill Assessments	Comprehensive evaluations of candidates' technical, analytical, and interpersonal skills relevant to client needs.	1. Identify key skills required for the position. 2. Develop assessment tools (tests, interviews). 3. Administer assessments and analyze results. 4. Provide feedback to candidates and clients.	- 85% of candidates pass assessments. - 90% client satisfaction ratings on candidate readiness.
Training and Development Programs	Customized training programs to enhance employees' skills in critical technologies and soft skills.	1. Assess training needs through surveys and performance data. 2. Design tailored training modules. 3. Deliver training (workshops, e-learning). 4. Evaluate training effectiveness through follow-up assessments.	- 75% improvement in employee skill levels (pre/post assessments). - 80% increase in employee performance ratings.
Onboarding Support	Structured onboarding programs to facilitate the integration of new hires into the organization.	1. Create an onboarding checklist including orientation, training, and mentorship. 2. Assign mentors for new hires. 3. Conduct regular check-ins during the first 90 days. 4. Gather feedback to improve onboarding processes.	- 60 days average time to productivity for new hires. - 95% retention rates after six months.
Performance Management	Systems and processes for continuous feedback and performance evaluations to support employee development.	1. Implement performance management tools (e.g., review platforms). 2. Train managers on providing effective feedback. 3. Set clear performance goals and KPIs. 4. Conduct regular performance reviews and document progress.	- 20% increase in performance ratings on annual reviews. - 85% employee engagement scores from surveys.
Employee Retention Strategies	Strategies to enhance job satisfaction and career development opportunities to retain top talent.	1. Conduct employee satisfaction surveys to identify improvement areas. 2. Develop career pathing and development programs. 3. Implement recognition programs to reward performance. 4. Monitor retention metrics and adjust strategies accordingly.	- 10% decrease in employee turnover rates. - 90% positive trends in employee satisfaction survey results.
Market Research and Analysis	Research to identify industry trends, salary benchmarks, and skills demand to inform staffing strategies.	1. Analyze industry reports and salary surveys. 2. Conduct interviews with industry leaders. 3. Compile and present findings to stakeholders.	- 95% accuracy of market forecasts compared to actual trends. - 85% client satisfaction with

		4. Adjust staffing strategies based on market insights.	provided staffing solutions.
Diversity and Inclusion Initiatives	Programs to attract, retain, and develop a diverse workforce that reflects community demographics.	1. Review and analyze current workforce diversity metrics. 2. Develop outreach programs to diverse communities. 3. Implement training on unconscious bias for hiring teams. 4. Regularly assess diversity initiatives and adjust strategies.	- 30% improvement in diversity metrics in hiring. - 90% employee feedback on inclusivity efforts through surveys.
Compliance and Regulatory Support	Ensuring all staffing processes comply with labor laws, regulations, and industry standards.	1. Review relevant labor laws and industry regulations. 2. Develop compliance checklists for staffing processes. 3. Conduct training for staff on compliance issues. 4. Perform regular audits to ensure adherence.	- 100% positive compliance audit results. - 0 legal issues or penalties.
Consultative Staffing Solutions	Expert consultation to understand client needs and provide tailored staffing solutions.	1. Conduct initial consultation to assess client needs. 2. Develop customized staffing strategies. 3. Present staffing solutions and gain client approval. 4. Monitor effectiveness and adjust as necessary.	- 90% client satisfaction ratings on staffing solutions. - 85% success rate of placements (e.g., tenure of hires).
Technology Integration Support	Support in integrating staffing solutions with existing technologies to enhance operational efficiency.	1. Assess current technology and staffing processes. 2. Identify integration opportunities and gaps. 3. Develop a technology integration plan. 4. Implement and monitor the integration process, providing ongoing support.	- 30% reduction in integration time (measured against benchmarks). - 40% improvement in operational efficiency metrics (e.g., time saved, productivity increases).
Succession Planning	Strategic planning to identify and develop future leaders within the organization to ensure continuity.	1. Identify key roles critical to organizational success. 2. Assess potential candidates for these roles. 3. Create development plans for identified individuals. 4. Regularly review and update succession plans based on organizational changes.	- 25% increase in internal promotions to critical roles. - 80% employee readiness for advancement (measured through performance evaluations).
Change Management Support	Assistance in managing organizational change initiatives to minimize disruption and enhance employee buy-in.	1. Assess the impact of proposed changes on teams. 2. Develop a change management strategy including communication plans. 3. Conduct training and support sessions for affected employees. 4. Evaluate the effectiveness of the change initiative post-implementation.	- 90% employee adoption rates of new processes or technologies. - 75% feedback from employee surveys regarding the change process.
Crisis	Develop plans and	1. Conduct risk assessments to	- 95% response time

Management and Response	support systems to effectively respond to crises affecting staffing and operations.	identify potential crises. 2. Develop crisis management plans outlining response strategies. 3. Train staff on crisis response protocols. 4. Regularly test and update crisis plans based on lessons learned.	during a crisis situation. - 100% effectiveness of crisis resolution as rated by stakeholders.

References

Reference #1:

Organization Name	CalPERS
Contact Name	Siva Reddy Alla
Address	400 Q Street, Sacramento, CA
E-Mail Address	Siva.alla@calpers.ca.gov
Telephone Number	630-362-5048
Date of contract	Jan 2021 – Aug 2022
Scope of Work	Implemented efficient document management strategies. Generated subpoenas that led to successful resolution of legal cases. Managed and organized filing of legal documents, ensuring accuracy and timeliness. Enhanced efficiency of case management system. Increased efficiency of calendar management through proper organization. Maintained accurate records and generated detailed reports

Reference #2:

Organization Name	Value Momentum/ Geico
Contact Name	Bharath Devalla, Title: Project Manager
Address	1030, State Street, ERIE, PA 16501
E-Mail Address	Devella.bharath.23@gmail.com
Telephone Number	510-870-0426
Date of contract	Jul 2022 – Jun 2023
Scope of Work	Maintained office by organizing office operations and procedures, preparing payroll, designing filing systems, reviewing and approving supply requisitions. Answering Phone, Faxing, Printing, Scanning Documentation, email and Completing Daily Tasks. Assist in handling customer service calls, answer their questions and find solutions to customer complaints and/or requests through the proper internal channels

Reference #3:

Organization Name	Office of Management and Enterprise Services
Contact Name	Kumar Mishra, Title: Project Manager
Address	3115 N Lincoln Blvd, Oklahoma City, OK 73105
E-Mail Address	Kumarendra.Mishra@omes.ok.gov
Telephone Number	480-747-3645
Date of contract	2014 - Present
Scope of Work	Client wanted to streamline and optimize its production planning processes while ensuring that all its departments were working from the same information base. It had been collecting plan information from them, and then sending out a PDF, which was out of date almost immediately. MSys had developed an in-house solution that went some way to solving the problem, but had difficulties finding a service provider that understood the issues and had the right skill sets to solve them.

Exceptions and Clarifications

None

Pricing

Position/ Role	Period of Performance/ Term	Hours	Proposed Hourly Rate	Net Cost
Senior Web Application Analyst	Base Year	2080	$125.00	$260,000.00
Senior Web Application Analyst	Option Year 1	2080	$129.00	$268,320.00
Senior Web Application Analyst	Option Year 2	2080	$133.00	$276,640.00
Senior Web Application Analyst	Option Year 3	2080	$137.00	$284,960.00
Senior Application Oracle Database Administrator	Base Year	2080	$135.00	$280,800.00
Senior Application Oracle Database Administrator	Option Year 1	2080	$139.00	$289,120.00
Senior Application Oracle Database Administrator	Option Year 2	2080	$143.00	$297,440.00
Senior Application Oracle Database Administrator	Option Year 3	2080	$147.00	$305,760.00
Senior Application DB2 Database Administrator	Base Year	2080	$132.00	$274,560.00
Senior Application DB2 Database Administrator	Option Year 1	2080	$136.00	$282,880.00
Senior Application DB2 Database Administrator	Option Year 2	2080	$140.00	$291,200.00
Senior Application DB2 Database Administrator	Option Year 3	2080	$144.00	$299,520.00
SQL Server Database Administrator	Base Year	2080	$110.00	$228,800.00
SQL Server Database Administrator	Option Year 1	2080	$113.00	$235,040.00
SQL Server Database Administrator	Option Year 2	2080	$116.00	$241,280.00
SQL Server Database Administrator	Option Year 3	2080	$119.00	$247,520.00
Help Desk Analyst	Base Year	2080	$75.00	$156,000.00
Help Desk Analyst	Option Year 1	2080	$77.00	$160,160.00
Help Desk Analyst	Option Year 2	2080	$79.00	$164,320.00
Help Desk Analyst	Option Year 3	2080	$81.00	$168,480.00
Business Analyst	Base Year	2080	$88.00	$183,040.00
Business Analyst	Option Year 1	2080	$91.00	$189,280.00
Business Analyst	Option Year 2	2080	$94.00	$195,520.00
Business Analyst	Option Year 3	2080	$97.00	$201,760.00
Information Systems Assistant	Base Year	2080	$100.00	$208,000.00
Information Systems Assistant	Option Year 1	2080	$103.00	$214,240.00
Information Systems Assistant	Option Year 2	2080	$106.00	$220,480.00
Information Systems Assistant	Option Year 3	2080	$109.00	$226,720.00
Programmer Analyst	Base Year	2080	$110.00	$228,800.00
Programmer Analyst	Option Year 1	2080	$113.00	$235,040.00
Programmer Analyst	Option Year 2	2080	$116.00	$241,280.00
Programmer Analyst	Option Year 3	2080	$119.00	$247,520.00
Senior Mainframe Application Analyst	Base Year	2080	$125.00	$260,000.00

Senior Mainframe Application Analyst	Option Year 1	2080	$129.00	$268,320.00
Senior Mainframe Application Analyst	Option Year 2	2080	$133.00	$276,640.00
Senior Mainframe Application Analyst	Option Year 3	2080	$137.00	$284,960.00
Mainframe Application Analyst	Base Year	2080	$110.00	$228,800.00
Mainframe Application Analyst	Option Year 1	2080	$113.00	$235,040.00
Mainframe Application Analyst	Option Year 2	2080	$116.00	$241,280.00
Mainframe Application Analyst	Option Year 3	2080	$119.00	$247,520.00