



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

Header # 1

List View

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

Procurement Folder: 1475603

Procurement Type: Central Master Agreement

Vendor ID: 000000174943

Legal Name: COGENT INFOTECH CORPORATION

Alias/DBA:

Total Bid: \$5,785,187.20

Response Date: 10/31/2024

Response Time: 11:45

Responded By User ID: Justin2796

First Name: Sonam

Last Name: Magoo

Email: govt-bids@cogentinfo.com

Phone: 412-212-1155

SO Doc Code: CRFQ

SO Dept: 0511

SO Doc ID: MIS2500000001

Published Date: 10/16/24

Close Date: 10/31/24

Close Time: 13:30

Status: Closed

Solicitation Description: TECHNICAL TEMPORARY STAFFING SERVICES

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

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

Solicitation Closes	Solicitation Response	Version
2024-10-31 13:30	SR 0511 ESR10312400000003323	1

VENDOR
000000174943
COGENT INFOTECH CORPORATION

Solicitation Number: CRFQ 0511 MIS2500000001
Total Bid: 5785187.200000000186264514923 **Response Date:** 2024-10-31 **Response Time:** 11:45:56
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	70.200000	146016.00

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	71.080000	147846.40

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	71.970000	149697.60

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	72.870000	151569.60

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	78.300000	162864.00

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	79.280000	164902.40

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	80.270000	166961.60

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	81.270000	169041.60

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	76.950000	160056.00

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	77.910000	162052.80

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	78.890000	164091.20

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	79.870000	166129.60

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	74.250000	154440.00

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	75.180000	156374.40

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	76.120000	158329.60

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	77.070000	160305.60

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	32.400000	67392.00

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	32.810000	68244.80

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	33.220000	69097.60

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	33.630000	69950.40

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	74.250000	154440.00

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	75.180000	156374.40

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	76.120000	158329.60

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	77.070000	160305.60

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	59.400000	123552.00

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	60.140000	125091.20

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	60.890000	126651.20

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	61.660000	128252.80

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	67.500000	140400.00

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	68.340000	142147.20

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	69.200000	143936.00

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	70.060000	145724.80

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	76.950000	160056.00

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	77.910000	162052.80

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	78.890000	164091.20

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	79.870000	166129.60

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	72.230000	150238.40

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	73.130000	152110.40

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	74.040000	154003.20

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	74.970000	155937.60

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.



Proposal Response For:
CRFQ 0511 MIS2500000001
Technical Temporary Staffing Services

Due Date and Time:
October 31st, 2024, 1:30 PM ET

Proposed To:

State of West Virginia
Crystal G. Hustead
2019 Washington Street East
Charleston, WV 25305-0130
(304) 558-2402
crystal.g.hustead@wv.gov



COGENT Infotech Corporation

Manu Mehta, President

1035 Boyce Road, Suite 108, Pittsburgh, PA 15241

Email: manu.mehta@cogentinfo.com | Phone: (412) 246-0708

Website: www.cogentinfo.com



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Cover Letter

Date: October 31, 2024

Attn.: Crystal G. Hustead

Subject: Response to CRFQ-0511-MIS2500000001-2 – Technical Temporary Staffing Services

Cogent's Understanding of the RFP:

Cogent Infotech Corporation (Cogent) acknowledges that the West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Shared Administration, Office of Management Information Services (OMIS) to establish multiple open-end contracts for *technical temporary staffing services*. We understand that this contract shall cover the position classifications including but not limited to Senior Web Application Analyst, Senior Application Oracle Database Administrator, Senior Application DB2 Database Administrator, SQL Server Database Administrator, Help Desk Analyst, Business Analyst, Information Systems Assistant, Programmer Analyst, Senior Mainframe Application Analyst, and Mainframe Application Analyst.

Cogent's Outline:

Cogent brings to the table **21+** years of rich experience in delivering similar Technical Temporary Staffing Services to **160+** public sector entities across the nation. We have provided **11,000+** staff to various government and private sector agencies across the United States since 2003 across various categories. Currently, we are holding **90+ similar size of contracts** with agencies across the nation. We have the resources, experience, expertise, and proven processes to provide a complete solution. Our experienced, talented, world class management team of over **400 professionals** has been effective at meeting and delivering our public sector client needs.

Cogent's Solutions:

- Cogent, with an **ISO 9001:2015 registered Quality System**, is committed to delivering high-quality Technical Temporary Staffing Services to the State of West Virginia throughout this contract.
- We will establish a strong partnership to support the entire recruitment process and assist the State of West Virginia in candidate selection to meet its contractual needs.
- Cogent has a vast resource pool of resumes of over **4 Million highly skilled candidates** qualified to work on State and Federal government projects across the nation.

Cogent's Proposal:

To manage contracts with the State of West Virginia, our President, Mr. Manu Mehta (Contract Administrator) who is authorized to negotiate contracts, allocate appropriate staff, maintain their involvement, manage overall contract budgets, schedule, and quality commitments, and serve as the State of West Virginia's initial point of contact for the duration of the agreement. Through this proposal, Cogent agrees to enter into a contract under the *terms and conditions* prescribed in this RFP. We are eager to discuss any questions, concerns, or modifications the State of West Virginia may have. Should you have any questions, please do not hesitate to contact our POC on the below contact details:

Point of Contact	:	Manu Mehta
Title	:	President
HQ Address	:	1035 Boyce Road, Suite 108, Pittsburgh, PA 15241
Phone / Fax	:	(412) 246-0708 / (412) 774-1515
E-mail	:	govt-bids@cogentinfo.com

Kind Regards,



Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/11/2024

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

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

PRODUCER First National Insurance Agency, LLC 12 Federal Street Suite 405 One North Shore Center Pittsburgh PA 15212	CONTACT NAME: Allison Fuchs PHONE (A/C, No, Ext): 724-444-6761 FAX (A/C, No): 412-231-0249 E-MAIL ADDRESS: fuchsa@fnb-corp.com												
INSURER(S) AFFORDING COVERAGE													
INSURED Cogent Infotech Corp 1035 Boyce Rd Suite 108 Pittsburgh PA 15241	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A: Philadelphia Indemnity</td> <td style="width: 20%; text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER B: Twin City Fire Insurance Comp</td> <td style="text-align: center;">18058</td> </tr> <tr> <td>INSURER C: Hartford Ins Co Southeast</td> <td style="text-align: center;">29459</td> </tr> <tr> <td>INSURER D:</td> <td style="text-align: center;">38261</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER A: Philadelphia Indemnity	NAIC #	INSURER B: Twin City Fire Insurance Comp	18058	INSURER C: Hartford Ins Co Southeast	29459	INSURER D:	38261	INSURER E:		INSURER F:	
INSURER A: Philadelphia Indemnity	NAIC #												
INSURER B: Twin City Fire Insurance Comp	18058												
INSURER C: Hartford Ins Co Southeast	29459												
INSURER D:	38261												
INSURER E:													
INSURER F:													

COVERAGES
CERTIFICATE NUMBER: 1943941464


REVISION NUMBER:

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

DECLARATIONS AND CONDITIONS OF COVERAGE				LIMITS SHOWN WITH TYPE SELECTED					
INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	Y	Y	PHPK2634720	12/31/2023	12/31/2024	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/>	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/>							MED EXP (Any one person)	\$ 20,000
	<input type="checkbox"/>							PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/>	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/>	POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input type="checkbox"/>	OTHER:							\$
A		AUTOMOBILE LIABILITY	Y	Y	PHPK2634720	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/>	OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/>	HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/>	SCHEDULED AUTOS NON-OWNED AUTOS ONLY							\$
A	<input checked="" type="checkbox"/>	UMBRELLA LIAB			PHUB893069	12/31/2023	12/31/2024	EACH OCCURRENCE	\$ 8,000,000
	<input type="checkbox"/>	EXCESS LIAB						AGGREGATE	\$ 8,000,000
	<input type="checkbox"/>	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y / N	Y	40WECBU1670	12/31/2023	12/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/> N	N / A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Professional Liability				PHPK2634721	12/31/2023	12/31/2024	Aggregate/Occurrence	\$5,000,000
B	Cyber Liability				PHPK2634721	12/31/2023	12/31/2024	Aggregate/Occurrence	\$5,000,000
	Crime Primary				40 KB 0284070-23	12/31/2023	12/31/2024	Aggregate/Occurrence	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Employee Practices Liability # BMP1029757-00 Effective 12/31/23 to 12/31/24 , Employee Theft Client Premises \$ 5,000,000 Aggregate/Occurrence; Deductible \$ 25,000
 Professional Liability (Tech E & O / Cyber) #PHPK2634721 retro date 01/27/2012 policy is claims made.
 Crime Excess # 40TP0321715-23 Effective 12/31/23 to 12/31/24 \$ 4,000,000 Aggregate/Occurrence , \$1,000,000 Retention

CERTIFICATE HOLDER
CANCELLATION

Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston WV 25305-0130	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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Business License

Cogent's Response:

Once awarded with this contract, Cogent will provide the State of West Virginia with its Business License.

Registration

Cogent's Response:

Cogent will register with the West Virginia Purchasing Division and pay the \$125 fee after the award of this contract.

Designated Contact

Cogent's Response:

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) Manu Mehta, President

(Address) 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241

(Phone Number) / (Fax Number) (412) 246-0708

(email address) Govt-Bids@cogentinfo.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Cogent Infotech Corporation

(Company) _____

(Signature of Authorized Representative)

Manu Mehta, President

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

(412) 246-0708

(Phone Number) (Fax Number)

Govt-Bids@cogentinfo.com

(Email Address)

Revised 8/24/2023

Addenda Acknowledgement

Cogent's Response:

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: 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)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Cogent Infotech Corporation

Company



Authorized Signature

10/30/2024

Date

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

Miscellaneous**Cogent's Response:**

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

11. MISCELLANEOUS:

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

Contract Manager: Manu Mehta
Telephone Number: (412) 246-0708
Fax Number: (412) 774-1515
Email Address: Govt-Bids@cogentinfo.com

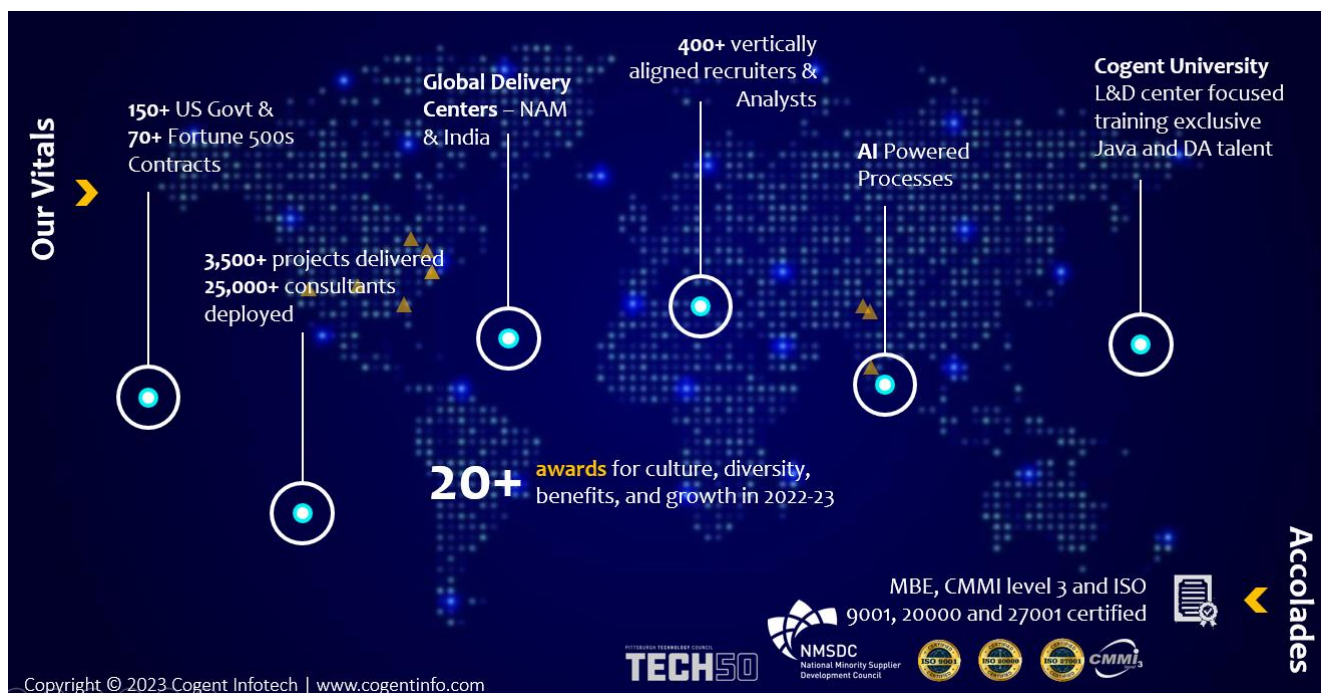
Revised 12/12/2017

Appendix B

Cogent's Response:

Cogent's Profile

Incorporated in 2003, Cogent is a global, award-winning Contingent Workforce Solutions firm with extensive experience providing **Technical Temporary Staffing Services** to the public sector. Cogent is a certified **Minority Business Enterprise (MBE)** as recognized by the **National Minority Supplier Development Council (NMSDC)** and **Capitol Region Minority Supplier Development Council (CRMSDC)**. Our company is among the fastest growing MBE firms in the United States. Due to unprecedented growth, Cogent has opened several satellite offices throughout the United States to better service our customers and has dedicated teams focused on meeting with customers consistently to understand their needs and deliver the absolute best solutions for their financial needs. Our headquarters is based in *Pennsylvania*, with additional offices strategically located in *Virginia, California, Texas, New York, and Florida*. These locations enable us to effectively serve our clients across various regions and provide comprehensive support and services.



Scope and Capabilities

Cogent is committed to being a positive force through the life of the contract, providing valuable long-term Technical Temporary Staffing Services to the State of West Virginia. The State of West Virginia can be assured of receiving the highest quality services and support from Cogent. We have the resources, experience, expertise and proven processes to provide a complete solution. **Provided below is a list of our key differentiators, professional capacity, best practices and reasons why we believe we can fulfill the State of West Virginia's requirements:**

- ✓ **Our People**
 - We only hire the **TOP 10%** of technical talent.
 - Over **55%** of our people possess master's degrees, the majority from leading US Universities.
 - One of the highest employee satisfaction ratings on www.glassdoor.com.
 - **96%** employee retention rate.
- ✓ **Dedicated Local Account Management Team**

Cogent will consist of a specialized local Account Management team for the State of West Virginia, headed by Manu Mehta as the Contract/Project Manager, with Michael Kosar serving as the Key Account Manager, Vivek Bakhri as a Recruitment Manager, and Suraj Gantayat as the Senior HR Manager. This team ensures close collaboration with the State of West Virginia, delivering personalized service and immediate responsiveness to meet the State of West Virginia's specific needs.

✓ **Current Experience**

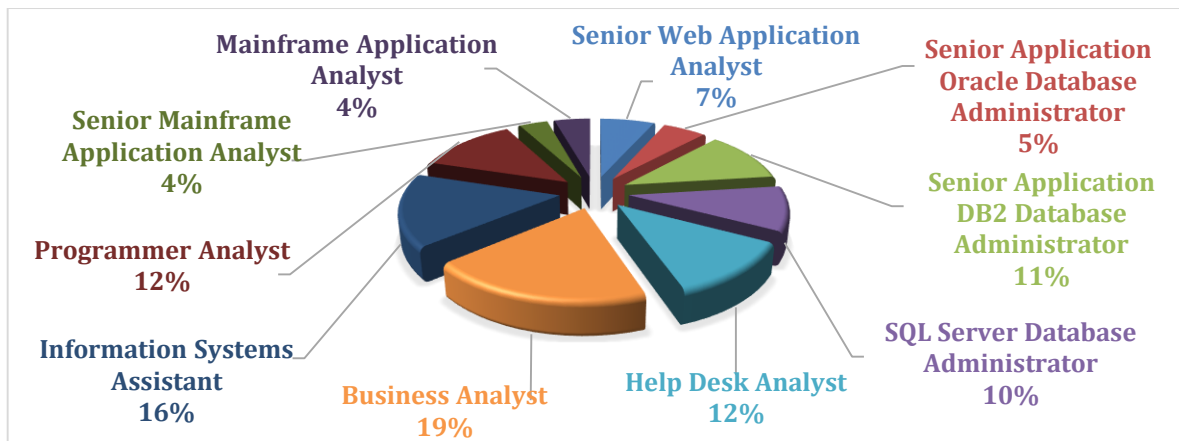
Cogent is currently providing Technical Temporary Staffing Services to entities nationwide. These contracts are very competitive and sometimes these contracts have 230+ vendors on them. We have embraced the competition as a challenge and have used that as motivation to outperform our competitors by *providing excellent talent at a much lower cost*. We have provided more than **11,000+** candidates to various agencies in the **last five (5) years** of our tenure.

✓ **Highly Capable Recruiting Team**

Cogent has a highly capable recruiting team comprising **400+** professionals in different capacities (recruiters, sourcing specialists etc.). The team has 20+ years of experience providing Technical Temporary Staffing Services to various public-sector entities (federal, state and local).

✓ **Strong pool of Pre-vetted candidates**

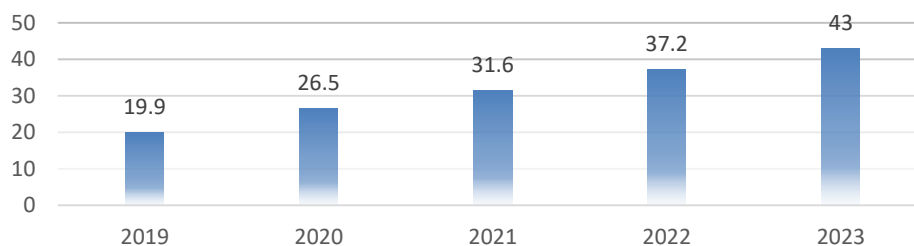
Cogent maintain a robust pool of **5500+** local candidates across various disciplines and other certified support staff, including but not limited to the positions mentioned in the table below. With over 100,000+ prescreened nationwide resources meticulously curated to cater to similar positions across various industries and sectors.



✓ **Financial Strength**

As for the financial health of our business, we are a financially strong and sound, well-funded company having direct & remote support services in various regions of the US sub-continent to deliver and implement projects on time. Our firm has a D&B PAYDEX score of 80, which shows that our firm is financially stable and well maintained. Cogent is privately held, profitable for the past 21+ years and has the financial capacity to make further investments. **Upon the State of West Virginia's request, Cogent provide annual reports and/or independently audited financial statements including its statement of financial position, statement of operations, and statement of cash flows.**

REVENUE IN MILLION



Cogent's Experience

Cogent has a robust history of providing exceptional services to educational institutions nationwide, underscoring its deep understanding and experience in meeting the unique needs of these entities. Our extensive

portfolio includes successful partnerships with several prominent institutions, where we have consistently delivered comprehensive staffing solutions tailored to the specific requirements of each client. Cogent has continually expanded and advanced the geography of our client base. We have successfully delivered Technical Temporary Staffing Services to various clients nationwide. **Cogent brings to the table more than two decades of rich experience successfully providing similar services to our clients. The following table lists our experience in the last 5 years:**

Title	Client	State
Temporary Clerical, Administrative and Other Support Personnel Services	City of Chicago - Department of Human Resources	IL
Temporary Staffing Services	Chicago Transit Authority	IL
Temporary Employment Services	Lansing Community College	MI
Temporary Personnel Services	Central Ohio Transit Authority	OH
Temporary Staff Augmentation and Recruiting Services for Permanent Executive and Shared Services Positions	Cincinnati Metropolitan Housing Authority	OH
Temporary Staffing for Harris County	Harris County	TX
Temporary Staffing Services	North Central Texas Council of Governments	TX
Temporary Staffing Services	Houston Housing Authority	TX
Temporary Clerical Personnel services	Tarrant County	TX
Temporary Staffing for Intake Centers	Harris County Purchasing Agent	TX
Temporary Staffing Services	Dallas Housing Authority	TX
Temporary Staffing Services	My Health My Resources (MHMR) Tarrant	TX
Temporary Personnel Staffing and Workforce Management Services	The Local Government Purchasing Cooperative(BuyBoard)	TX
Temporary Employee Services for Information Systems Positions	San Antonio Water System (SAWS)	TX
Temporary Employee Services	San Antonio Water System (SAWS)	TX
Annual Contract for Audio Visual Technician Temporary Staffing	Tarrant County	TX
Temporary Clerical Personnel	Tarrant County	TX
Temporary Staffing, Direct-Hire and Other Employer Services	Houston-Galveston Area Council of Governments	TX
Temporary Personnel for Event-Response Data Analysis	Tarrant County	TX
Temporary Services	ESC Region 19 Allied States Cooperative	TX
Temporary Staffing Services	Teacher Retirement System of Texas	TX
Temporary Staffing Services	The City of Austin	TX
Temporary Staffing Services	San Jacinto College	TX
Temporary Staffing Services	University of Texas at San Antonio	TX
Temporary Employment Services	State of Utah	UT
Temporary Labor Services	Dallas Independent School District	TX
Temporary Labor Services	Region 20 ESC	TX
Temporary Staffing Services, Direct-Hire and Other Employer Services	City of Denton	TX
Temporary Staffing Services	Broward College	FL
Temporary Personnel Service - Annual	Lee County	FL
Temporary Employment Services for Federally Funded Projects	Manatee County	FL
Temporary Labor Services	University of Central Florida	FL
Temporary Staffing Services	Orange County Public Schools	FL
Temporary Staffing Services	School Board of Volusia County	FL
Pre-Qual List for Temporary and Temp to Hire Admin Professional Services	Broward Sheriff's Office	FL
Temporary Employment Agencies	Montgomery County	PA
Temporary Staffing For Professional Services	School District of Philadelphia	PA
Temporary IT Professional Services	School District of Greenville County	SC
STC Temporary Medical Services	State of South Carolina	SC

STC- IT Temporary Staff Augmentation SVS	State of South Carolina	SC
IT Temporary Staff Augmentation	State of South Carolina	SC
Temporary and Recruiting Staffing Services	CalOptima	CA
Temporary Agency Support Services	Housing Authority of the City of Alameda	CA
Temporary Staffing Services	Hemet Unified School District	CA
Temporary Agency Services	Alameda-Contra Costa Transit District's	CA
Temporary Staffing Services	San Diego Metropolitan Transit System	CA
Temporary Staffing Services	City of Los Angeles, Office of the City Clerk	CA
Temporary or Permanent Role Services	Board of Governors of the Federal Reserve System (FRB) - Technology Services Branch	DC
Temporary or Permanent Talent Acquisition Services	Board of Governors of the Federal Reserve System (FRB) - Talent Acquisition Department	DC
Statewide Temporary Staffing Services	State of Idaho	ID
Temporary Staffing	City of Durham	NC
Temporary IT Professional Services	Beaufort County School District	SC
Temporary Staffing Services	Rowan College at Burlington County	NJ
Temporary Employment Services - Administrative	Denver Housing Authority	CO
Temporary Staffing Positions	Colorado Department of Human Services	CO
Temporary Personnel Services	Department of Personnel and Administration	CO
Temporary Staffing	Denver Water	CO
Temporary Staffing Services	Denver Water	CO
RFP Temporary to Hire Staffing	Tulsa County	OK
Temporary Information Technology	Office of Management and Enterprise Services	OK
Information Technology Temporary Staffing	Department of Administration	KS
Temporary Staffing Services	Kansas Department of Administration	KS
Temporary Staffing	State of Kansas (Department of Administration)	KS
SCS IT Temporary Staffing Services	Shelby County Schools	TN
IT Temporary Staffing Services	Memphis-Shelby County Schools	TN
SCS HR Temporary Staffing Services	Shelby County Schools	TN
Information Technology Temporary Personnel Services	The Metropolitan Nashville Davidson County	TN
Temporary Employment Services	The Cartwright School District #83	AZ
Temporary Staffing Services	Tucson Unified School District	AZ
Temporary Employment Services Information Technology	New Jersey Higher Education Student Assistance Authority	NJ
Temporary Employment Agency for Rowan University School of Osteopathic Medicine	Rowan University	NJ
Temporary Employment Services	County College of Morris	NJ
HRA Professional Technical Temporary Personnel	The Department of Human Resources Administration, NYC	NY
Administrative Services – Temporary Personnel (Statewide)	NY-Office of General Services Procurement Services	NY
Temporary Staffing Services	DeKalb County School District	GA
Temporary Staffing Services	Housing Authority of Savannah	GA
Temporary Employment Services	City of Las Cruces	NM
Temporary Medical Staffing Services	City of Albuquerque	NM
Temporary Employment Services	State of New Mexico General Services Department/State Purchasing Division	NM
Temporary Staffing Services	Eastern Kentucky University	KY
Temporary Staffing Services	Community Transit	WA
Temporary Staffing Services	Arkansas State University	AR
Temporary Employment Services	State of Delaware	DE
Temporary Employment Services	Ramsey County	MN
UA Little Rock Temporary Staffing	University of Arkansas at Little Rock	AR
Statewide Temporary Medical Professional Services	State of Missouri	MO
Temporary Medical Staffing Services	State of Delaware	DE

IT Temporary Labor Services	NiSource	-
Temporary And Temporary To Permanent CDL Drivers and Material Handlers	Baltimore County Public Schools	MD
Temporary Professional Staff Services	The South Dakota Department of Social Services (DSS)	SD
Preapproved List of Vendors for Temporary Staffing Services	The Public Procurement Review Board	MS

Cogent has provided West Virginia University, WV



Functional/Technical Consulting Service

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Cogent's Past Performance



Web Applications Programmer (C. Advanced)

Our consultant is a seasoned Full Stack Developer with over three years of experience in developing and maintaining dynamic web applications. Skilled in front-end technologies (HTML, CSS, JavaScript, Angular, Vue) and back-end frameworks (.NET Core, SQL, IIS), they collaborate effectively with stakeholders to define specifications and implement efficient, reliable solutions. Their expertise includes backend database design, seamless data handling, and troubleshooting operational issues to enhance user experience. Proficient in TFS and Git, they excel in delivering high-performance, scalable applications tailored to meet complex requirements.



Web Application Tester

Our consultant performed various types of testing including functional, system integration, and regression. Also, our consultant performed manual and automated testing and created, standardized, and executed testing and QA processes. Further, our consultant created and implemented test scripts wherever possible utilizing automated test tools including Selenium or Open Source tools. Also, our consultant integrated testing processes into existing development and deployment Sprint cycles. Furthermore, our consultant designed test scenarios based on requirements and user stories



Web Application Developer/Designer

Our consultant is expert in Video Surveillance System Design Physical Security System Design Access Control System Design Genetec Security Center Certification Lenel OnGuard Certification





Oracle Fusion Developer

Our consultant developed Fusion Middleware applications by working closely with both functional and technical areas. Also, our consultant provided hands-on delivery of integrating different systems. This included developing code, reviewing business requirements, authoring technical documents, designing processes and procedures. Further, our consultant promoted best practices in design and development of applications and integrating systems. Besides, our consultant collaborated with other groups by offering technical expertise where required and supported multiple concurrent efforts. Also, our consultant developed and maintained code with quality standards and provide support in all phases of different projects. Also, our consultant designed and developed full-stack applications with SOA, ADF, Java/J2EE and WebLogic, XML, XSD, DOM, XSLT, XPath, XQuery.



Database Administrator

Our consultant (Database Administrator) has assisted Oregon Marion County by developing, implementing, administering, and maintaining policies and procedures for ensuring the security and integrity of the company database. The responsibilities also included implementing data models, database designs, data access and table maintenance codes and resolving database performance and capacity issues, and replication and other distributed data issues.



Oracle Database Administrator

Our consultant has provided comprehensive Oracle DBA (version 8) services with expertise in scripting (Shell/Python) and PostgreSQL knowledge. With 2-4 years of hands-on experience, they have successfully managed production and system monitoring, ensuring optimal server performance through proactive metrics analysis and reporting to executive teams. Their contributions include setting up robust database environments, executing seamless database migrations, and troubleshooting complex production issues by collecting and analyzing thread dumps.





Logical Database Analyst

Our consultant analysed and ensured efficient transition of all technical design documents and developed various SQL packages to provide support to all application developers at the department. Also, our consultant evaluated all architecture for Oracle applications and prepared layouts for all logical models and maintained database objects for various application components. Further, our consultant designed and analysed all computer hardware, firmware and embedded systems and prepared and maintain various reports for metrics and collaborated with various departments and perform research on all data processing functions



Help Desk

Our consultant served as the first point of contact for customers seeking technical assistance over the phone or email. Performed remote troubleshooting through diagnostic techniques and pertinent questions. Determined the best solution based on the issue and details provided by customers. Created, maintained and monitored helpdesk tickets and insured they are properly entered into the Remedy Force ITSM platform. Troubleshot software and hardware failures and took steps to remedy problem(s). Installed and upgraded software applications. Provided on-site support, equipment and technical services for staff and organization events. Coordinated with functional managers on all project teams. Worked with subject matter experts to create/update task estimates. Communicated with architecture/product teams for project architecture / requirements / implementation documentation.



Data Entry (Help Desk)

Our consultant responsible for Answering phone calls, Creating/Documenting Tickets through ServiceNow, Customer Service Microsoft Suite knowledge Our consultant helping students and teachers with their usernames and passwords for remote learning typically.





Help Desk

Our consultant was responsible for handling huge volume of emails and Siebel Service Tickets from both Applicants and Tenants to provide accurate, efficient, and courteous service and helped them with the application process.



Technology Help Desk Services

Our consultant supported the overall technology operation of the school including computer labs and classrooms by: installing and upgrading various types of equipment software, maintaining a technology help desk for the school, updating and maintaining the electronic bulletin board for daily video announcements, acquiring and distributing multi-media materials, performing equipment maintenance, assisting students and staff with hardware and/or software, preparing and distributing computers at the school, troubleshooting hardware/software problems, maintaining records of computer lab utilization and equipment repairs, assisting in implementation of networking procedures.



Help Desk Support

Our consultant was responsible for communicating and accepting Help Desk calls from users. Further, our consultant provided telephone and on-site technical support to troubleshoot and fix PC system and application problems or routes the user to the appropriate personnel for problem resolution. Also, our consultant analysed and resolved PC user problems by telephone, remote connections, and on-site. Besides, our consultant installed, configured, and maintained software and hardware. Furthermore, our consultant managed network accounts and security for all County computer users and computers by assigning security profiles while following procedures established by Technical Services.





Business Analyst - Lead

Our consultant possesses working knowledge of PCI DSS v3.2.1 and has intermediate expertise in multiple critical technical areas. These areas include network segmentation, operating system security, encryption and key management, tokenization, anti-virus and malware protection, secure system development, identity and access management, vulnerability management, physical access controls, penetration testing, and information security policy. This skill set enables them to provide robust support for maintaining secure, compliant systems across diverse security domains.



Senior Business Analyst

Our Senior Business Analyst consultant supported Austin Energy by facilitating requirements gathering, developing project charters, and defining business processes for system integration and Grid Modernization efforts. They created models, use cases, and specifications, evaluated system compatibility, and conducted cost-benefit analyses to aid decision-making. Additionally, they coordinated testing, provided post-implementation support, and delivered recommendations to improve IT applications. Engaging with stakeholders, they tracked issues, led meetings, and presented updates to the Executive Steering Committee, ensuring alignment with organizational goals.



Business Analyst

Our candidate gathered the functional requirement for application requirements specifications. Worked with Customer analysts and contributed to finalizing and prioritizing the functional requirements. Carried out business process mapping and business process analysis wherever needed. Reviewed UAT scenarios and training materials. Finalised scope, requirements, design and established a base-line on which delivery of a solution can commence. Sought effective business solutions through improvements of new or changed processes and organisation.





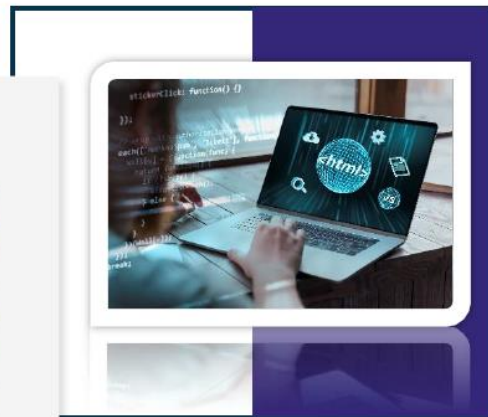
Business Analyst

Our consultant was responsible for assisting with strategic business projects focuses on improving operational processes and compliance that enabled NYCHA to achieve the objectives outlined in its 10-year Strategic Business Plan. Also, our consultant served as the point person during planning and implementation ensuring all key deliverables and milestones were met for NYCHA's Mold Busters Program. Also, our consultant developed effective working relationships with key stakeholders and assisted lead project managers with preparing progress reports works with Departmental and Property Management staff and residents to implement new business practices, policies and procedure



Business Analyst

Our consultant supported Business Analysis activities for ServiceNow Implementation and Common App LEM projects. Our consultant delivered the following activities over the course of the engagement: Performed data profiling, data quality check, data querying, data cleanup, data mapping, developed Interface Requirements and Specifications, developed test scenarios, plans, and scripts, define document and manage detailed requirements (functional and technical) including storyboards, wireframes, use cases, etc. Gather data, analyze, and document business processes. Engage and communicate with stakeholders at all levels of the organization. Present, facilitate and document effective meetings. Facilitate and drive development of application support plan, RACI, and support handover documents. Demonstrated experience as business analyst in software implementations or deployments



Business Analyst

Our consultant has provided critical support in developing current and new technology solutions by serving as a key liaison between business stakeholders and the development team. They analyzed and translated business requirements into functional requirements and application mock-ups, prepared user requirement specification documents, and created business process flow diagrams. Additionally, our consultant effectively communicated designs to stakeholders, developers, and testers, ensuring that the application met both business needs and end-user expectations.

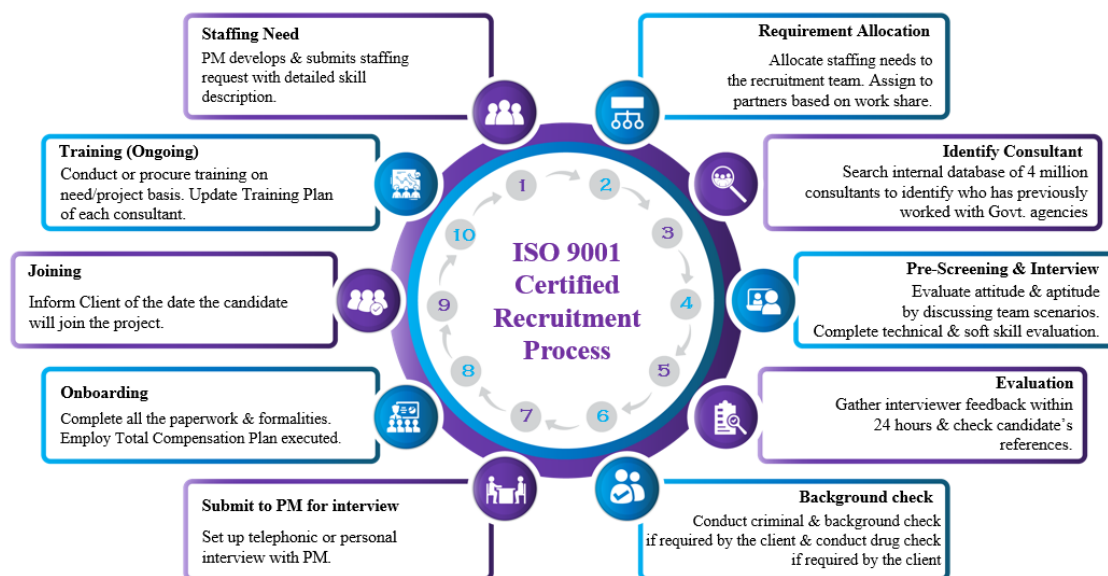


Cogent's Work Plan

Cogent has developed a streamlined workflow divided into **four (4) major phases** to provide the best services to its clients. This work plan involves the assessment and fact finding for the needs and requirements of our clients. For the State of West Virginia, we will follow the below mention plan from the contract start and stay compliant with the same throughout the contract term's entirety:

Phase 1 – Contract Kick-Off Meeting	<p>Cogent's Program Manager, Mr. Manu Mehta, will meet with the State of West Virginia's representative to discuss:</p> <ul style="list-style-type: none"> ➤ The State of West Virginia's needs, including job descriptions, expectations, and assessments. ➤ The State of West Virginia's order process (approval, ordering, payment methods). ➤ Orientation procedures, including the employee handbook, reporting, and timekeeping. ➤ Preferred placement method (resume, interview, direct send). ➤ Follow-up processes and scheduling a safety walk-through tour.
Phase 2 – Resource Building and Account Generation	Following the Project Kick-Off Meeting, Cogent will assemble a specialized team led by President, Manu Mehta. This team will develop a tailored recruitment plan to ensure the State of West Virginia's receives highly qualified consultants for its projects and services.
Phase 3 – Contract Execution/Recruitment Lifecycle	Cogent will implement the recruitment plan by assembling consultants for the specific requirements. We will conduct background checks and drug/criminal records screening before assigning them to the State of West Virginia's projects, including any necessary clearances. Monthly assurance meetings (or as desired by the State of West Virginia) will be held to ensure consultants meet or exceed expectations. Any performance issues will be promptly addressed and resolved.
Phase 4 – Management & Compliance	Cogent will maintain regular communication with the State of West Virginia during business hours from contract execution onward. We will implement changes and improvements as needed, conducting employee evaluations, quality checks, monthly meetings, and ongoing account reviews. Additionally, we keep in close contact with our candidates to ensure their availability and commitment, reducing the need for costly new recruitments and orientations.

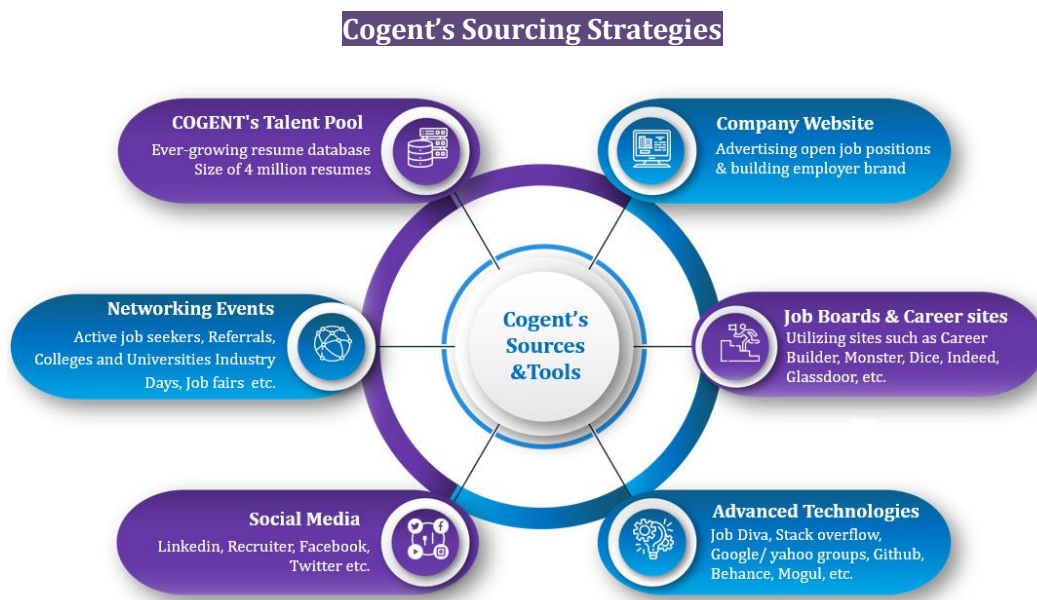
Our Recruitment Process



Our recruitment process kick-starts as soon as our Account Manager, receives a requirement from the client. Account Manager then discusses the requirement with the Recruitment Manager who subsequently creates a skill matrix accordingly. The Recruitment Manager assigns the requisition to our Sourcing Team. Our Sourcing team looks for candidates from a wide range of resources utilizing a variety of sourcing techniques. Beside our ever expanding 'Talent Pool', we source candidates from job boards, career sites, social media, company websites, networking events, and employee referrals. Our sourcing team continuously submits the best-fit resumes to Recruiters and Recruiter starts preliminary screening. Additionally, HR related information (W2, I-9 etc.) is gathered. Once preliminary screening has been completed, the best-fit candidate details are sent to the

Recruitment Manager for in-depth screening. Our Recruitment Manager utilizes his/her strong technical background to conduct a thorough technical screening round with the candidate which includes a detailed discussion of all the candidate's previous projects and skills & technologies used, type of applications the project entailed, and overall role of the candidate on the project. After the in-depth screening process, our Recruitment Manager verifies the credentials of the candidate including but not limited to: educational qualifications, any/all relevant certifications listed on the resume, employment history and eligibility to work in the US. The minute credentials are verified, the Recruitment Manager runs a reference check which gives insights into the candidate's performance, attitude, and aptitude with former employers. We also verify the reason for leaving the last assignment.

After the successful verification, the Recruitment Manager submits details of qualified candidate to the Subject Matter Expert (SME). SME then speaks with the candidate to further qualify the candidate and inform the account details, location, project information (technical requirements, functional requirements, type of applications, team size, and other relevant technical/functional information the candidate may have questions about.). Every skill critical to the completion of assigned deliverables is identified and assessed in terms of the level of skill required. Only when it's established that the candidate meets or exceeds the qualification of the position, will the SME approve him/her for submittal to the client. Once we receive the green flag from the client for candidate, we coordinate with the selected candidate for the acceptance, background check (as desired by the client), relocation and project start.



Cogent's employee base, referral program, and existing recruiting force have lent it the ability to meet client requirements in some of the hardest to find skill-sets and on large-scale projects that require teams of resources. We use multiple methods for sourcing and have a large database of pre-screened candidates. Cogent's vertical market experience with its clients over the years has invariably created a pool of existing employees and resources from referrals and/or in our database, from which Cogent works on an on-going basis.

Our Smart Recruiter A.R.I.A

ARIA – Cogent's advanced collective intelligence algorithm, harnesses the power of Natural Language Processing (NLP) and Deep Learning to decipher billions of unstructured data across various channels. This cutting-edge engine streamlines the process of data collection, cleansing, and analysis by leveraging Bidirectional Encoder Representations from Transformers (BERT) and LLMs for tasks such as text classification, sentiment analysis, topic modeling, and document matching to generate valuable insights. Our proprietary NLP engine also powers our SMART Staffing Program, making recruitment faster, better, and easier.

Sourcing

- Over 25 third-party integrations fuel our job boards, taking our overall vetted talent pool to over 1.5 million.
- Our L&D arm, Cogent University, adds to our unique talent pool in full-stack java and data analytics.

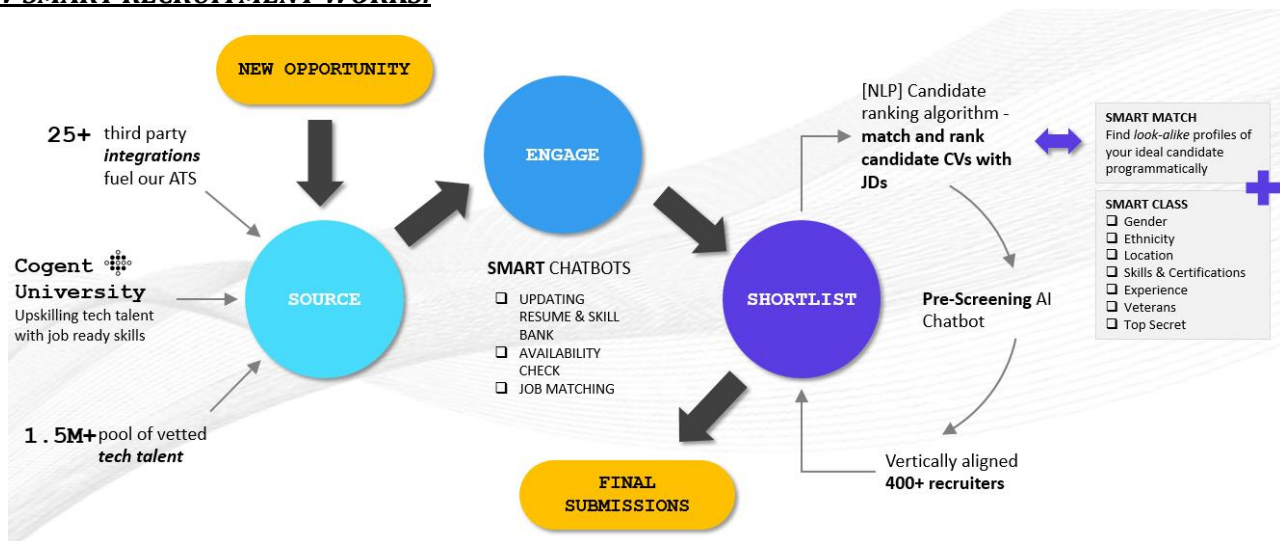
Engagement

- We use AI chatbots to keep the skills and resumes in our database up to date.
- We also capture and predict candidate availability for new projects and roles, helping us engage passive talent when it matters
- Our AI programmatically matches interested candidates with open opportunities, increasing our talent pipeline

Shortlisting

- Our NLP model helps rank our candidate pipeline based on how well they match the requirements listed in a JD. It goes beyond keywords to include context, synonyms, and industry-relevant experiences. This helps us engage and submit the best-fit candidate within 24 hours of receiving a new requirement.
- We are also able to programmatically identify veteran and cleared talent for niche hiring requirements
- ARIA also supports pro-diversity programs by programmatically identifying a candidate's ethnicity and gender with 90% accuracy.
- Our 400+ vertically aligned recruiters and analysts vet, curate, and submit the final list of top candidates

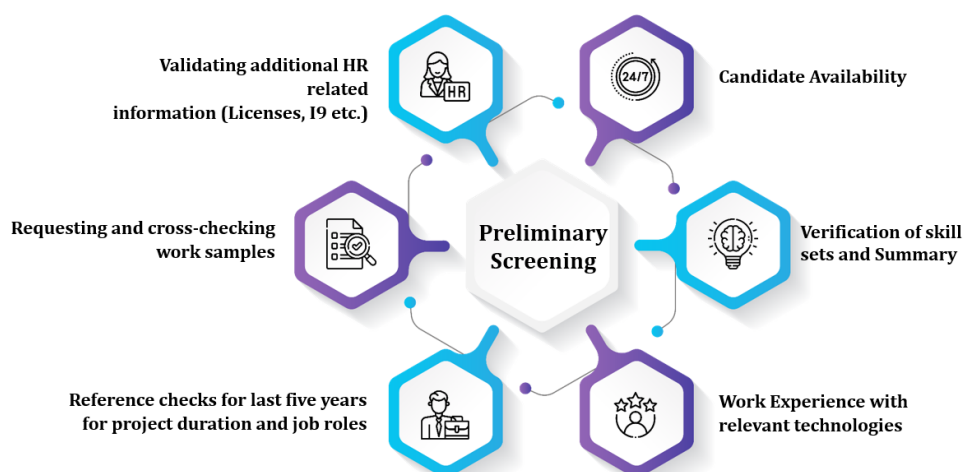
HOW SMART RECRUITMENT WORKS:



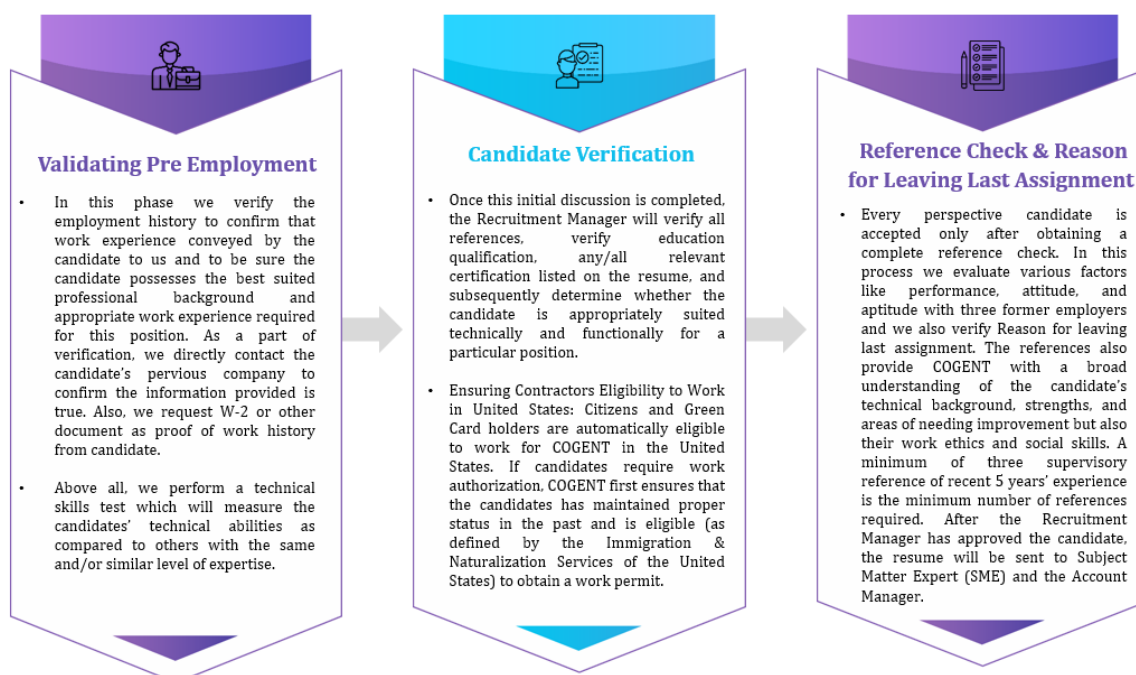
Our Screening Process

Cogent's candidate vetting process is thorough, ensuring that the right talent is selected to meet the specific needs of clients. The process involves several critical steps to guarantee that candidates not only possess the necessary technical skills but also align with the client's organizational culture and values. At Cogent, we use our proven **3-layered** testing and screening framework to assess validate candidates' technical competency. Our process begins with the review of a candidate's employment application and resume, followed by a telephone interview. We also use candidates' social networking profile as a tool in the screening process. **Provided below is a pictorial description of the steps we take in testing and screening candidates:**

Step 1 - Preliminary Screening



Step 2 - In-Depth Screening



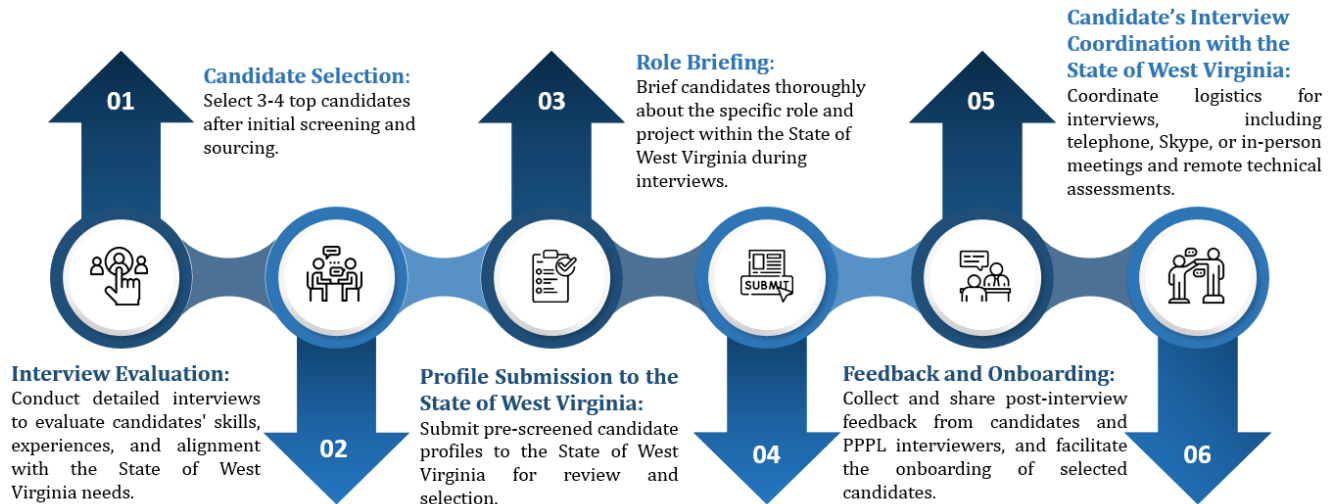
Step 3 - Skill Testing by Subject Matter Expert

A Subject Matter Expert (SME) interviews the candidate to assess qualifications and provide details about the account, project (technical/functional requirements, team size, etc.). Each essential skill is evaluated on a scale from 1 (Proficient) to 4 (Novice) using a matrix. If the candidate meets the required qualifications, the SME approves them for client submission. The SME then recommends the candidate to the Sales/Account Executive for client submission. **Below provided is the skill and gap plan used to evaluate candidates before project assignment:**

Required Skills and Skill Gap Plan						
Required Skill	Skill Level Required				Actual Skill Level	Skill Gap Mitigation Plan
	1	2	3	4		
	Proficient	Competent	Learner	Novice		
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

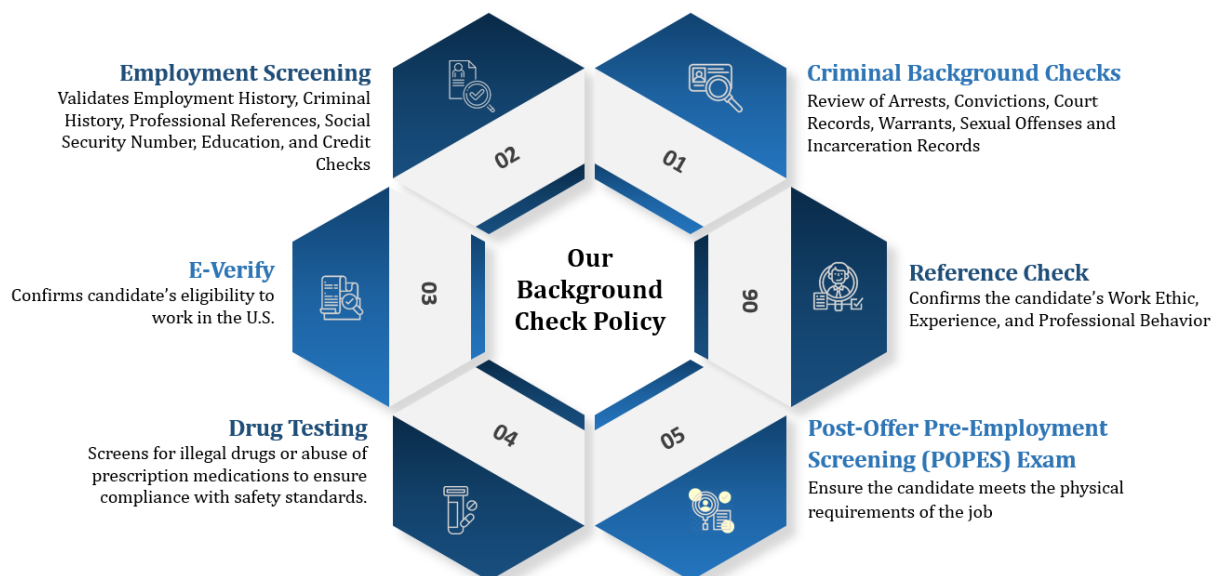
Our Interview Process

Cogent conducts detailed telephone interviews with prospective candidates to gain a full understanding of their skills, experiences, and aspirations; if they match client's requirements, we will fully brief them about the role, client, and project. Cogent presents pre-screened candidates to client in the format which the client chooses, which can be through our online *Applicant Tracking System (ATS)* or emailed in a certain format. Referring to the previous point, we never submit the resume of an applicant who has not been briefed about the role, client, and project. Once client reviews the profiles submitted and selects the candidates, Cogent coordinates the interview process for client. It includes but not limited to arranging telephone/Skype, in-person interviews and facilitating remote technical assessment where required.



Our Background Check Policy

All offers of employment at Cogent are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary. Cogent is able to provide stated background checks and we have a well-defined and documented Background Check Policy to perform as a pre-employment exam. Under this policy, based upon the State of West Virginia's requirement, resources are subjected to compulsory pre-employment background checks. If the resource is being selected by the State of West Virginia then, **Cogent along with SafestHires, Inc.**, will perform a background check on the selected resources. In addition to our thorough screening, sometimes we also rely upon third party vendors like **A-Check, Hire Right, Pink Screening, FADV, Sterling, E-Screening, Concentra, TalentWise** perform checks against public databases. The resource will be notified and will be required to sign a consent and authorization form as to the procedures set forth in our Background Check Policy. We will notify the State of West Virginia in writing regarding the result of the background checks conducted for the resources. The resources, only after successfully clearing the background checks, can proceed to join the State of West Virginia's project. **We will perform below mentioned background checks on all resources before sending them to work with the State of West Virginia:**



Our Onboarding Process

Once the negotiation phase is over, we move on with the candidate on boarding process. This involves all the necessary documentation and steps involved in preparing the candidate to commence work as well as ensuring that they assimilate well into the client premises on the first day and beyond. On boarding documentation which we take care of are Letter of Offer, Tax File Declaration Form, employee superannuation form etc. When a new staff joins the project, the Account Manager provides an orientation to the project. **The orientation discusses the following topics:**

- | | |
|--|--|
| ➤ Background of the project. | ➤ Status of the project. |
| ➤ Specific job duties and expectations. | ➤ Introduction to the staff and consultants. |
| ➤ Overview of the facility and infrastructure. | ➤ Project processes overview, including time reporting, attendance, and status meetings. |