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Header 3

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1640548

Procurement Type: Central Master Agreement

Vendor ID: VS0000048968

Legal Name: Arisma Group LLC

Alias/DBA: Cendien

Total Bid: \$2,000,000.00

Response Date: 05/06/2025

Response Time: 11:23

Responded By User ID: cendien

First Name: Israel

Last Name: Denis

Email: vendor@cendien.com

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SO Doc Code: CRFQ

SO Dept: 0802

SO Doc ID: DMV2500000004

Published Date: 4/28/25

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Status: Closed

Solicitation Description: Mainframe Application Programmer Technical Staffing Services

Total of Header Attachments: 3

Total of All Attachments: 3



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: 1640548
Solicitation Description: Mainframe Application Programmer Technical Staffing Services
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2025-05-06 13:30	SR 0802 ESR05062500000006754	1

VENDOR
VS0000048968
Arisma Group LLC

Solicitation Number: CRFQ 0802 DMV2500000004
Total Bid: 2000000
Response Date: 2025-05-06
Response Time: 11:23:26
Comments:

FOR INFORMATION CONTACT THE BUYER
John W Estep
304-558-2566
john.w.estep@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	Mainframe Application Programmer Technical Staffing Services				2000000.00

Comm Code	Manufacturer	Specification	Model #
81111600			

Commodity Line Comments:

Extended Description:

Mainframe Application Programmer Technical Staffing Services. This will be an open-end services contract that will provide the services of mainframe application programmer analysts on an hourly rate basis to provide technical expertise to meet agency needs. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the DMV.



West Virginia Division of Motor Vehicles (DMV)

Request for Quotation

RFQ No. CRFQ 0802 DMV2500000004

Mainframe Application Programmer Analysts



May 5, 2025

John Estep
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

CENDIEN
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Suite 200
Carrollton, TX 75007
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Cover Letter

Department of Administration
Purchasing Division
2019 Washington St East
Charleston, WV 25305-0130
Attention: John Estep

May 5, 2025

Arisma Group LLC, dba as Cendien, is pleased to submit this proposal to provide Mainframe Application Programmer Technical Staffing Services to the West Virginia Division of Motor Vehicles (WVDMV) in response to RFQ No. CRFQ 0802 DMV2500000004 for Mainframe Application Programmer Analysts.

Cendien offers a comprehensive suite of services, including application implementations, professional staffing, managed services, system migrations, upgrades, and application integrations. Our technical and functional expertise spans various domains such as financials, procurement, human resources, payroll, budgeting, tech support, system administration, cybersecurity, and analytics. Our team of consultants and application experts is committed to delivering results that consistently exceed expectations.

At Cendien, we believe in the transformative power of partnerships. We are dedicated to being your reliable ally, providing guidance and support whenever needed. Our mission is to empower your team to achieve their goals through our extensive range of services.

We recognize that every business faces unique challenges and has specific needs. As facilitators of your digital transformation journey, we tailor our services to meet your precise requirements. By aligning our solutions with your objectives, we ensure that you receive the most effective support possible.

Partnering with us grants you access to a vast pool of resources and expertise. Our diverse skillsets are designed to enhance your operations and drive growth, helping you navigate the complexities of the modern business landscape. Together, we can achieve remarkable success and foster sustainable growth for your organization.

As the President and Managing Director of Cendien, I am the primary point of contact for all matters related to this proposal. I am fully authorized to comply with all promises made herein. As a certified Minority Business Enterprise (MBE) with a long history of serving public sector clients, we look forward to the opportunity to discuss our proposal further in response to this RFQ.

Sincerely,

Israel Denis
Managing Director



Section 1 – Introduction

Arisma Group LLC dba Cendien submits this proposal to for West Virginia Division of Motor Vehicles (WVDMV) RFQ No. CRFQ 0802 DMV2500000004 for **Mainframe Programmer Technical Staffing Services**. Cendien recognizes the significance of this initiative and commits to providing skilled resources in support of WV DMV’s mission.

Cendien is a private corporation providing IT Professional Services nationwide. Since 1999, we’ve been delivering IT and talent services for important projects to a variety of clients, including commercial, government, and industrial sectors. Our proven success in attracting and retaining the best IT talent can help WVDMV build high-performing teams to meet its primary business goals.

Our staffing services cover a wide range of areas, including application support, infrastructure optimization, ERP implementation, managed services, project management, hardware and software evaluations, database upkeep, workflow analysis, application development, technical writing, operating system support, training, and hardware installation and troubleshooting. This breadth of services allows us to provide skilled personnel for all roles mentioned in the RFQ and beyond, as needed.

Our leadership team has over 25 years of experience in professional IT services and will manage the relationship with West Virginia DMV and ensure positive outcomes. We’ve successfully provided these services to clients with needs like those of West Virginia DMV. Our focus is on customer service, and we’re committed to providing WVDMV with professional, skilled, and result-driven resources. With a dedicated team, extensive experience, resource capabilities, recruitment procedures, and business insight, we are confident that our partnership with thrive.

Best in Class Services Team

Our team, our most prized asset, is highly skilled resources and our people are the heart of Cendien. Everyone, from our internal team to our field staff and the talented individuals we recruit, brings exceptional work ethic, attitude, skills, and a team spirit. We’re all dedicated to our clients’ success and united by our shared belief in our values and mission.

We are recognized for our talent and support models. We recruit and develop our team members, providing our clients with dedicated, highly skilled staff. Our top-tier resources bring value to organizations without the need for them to hire or train full-time employees. We offer flexible, reliable, scalable, and predictable services. These attributes enable WVDMV to reap the benefits of our services.

- Efficient and economical talent sourcing.
- Centralized management of contractors through specific processes and methodologies.
- Adoption of compliant practices to lessen co-employment risks.
- Decreased risk using robust and consistent contracts.

Cendien presents WVDMV with the following unique advantages that we believe are vital to the success of this engagement.

- Fixed bill rates for each position, eliminating the need for negotiating rates.
- A dedicated Manager and Resource Coordinator to prioritize future needs.
- Programs to ensure employee satisfaction and retention.

- A wide network of recruiters and partners to fill even the most challenging positions.
- Quick and agile response capabilities.
- Unique recruitment methods with clear processes and timelines.
- Quality assurance through thorough recruiting processes and multi-stage screening.
- Performance metrics for strategic staffing.
- Metric-based management with a proven SLA process.
- Savings by finding innovative ways to reduce costs while maintaining high-quality labor.
- A large proprietary database with a huge pool of candidates.
- A vetted database of past and current active candidates.

Relevant Experience and Past Performance

Cendien has a history of successful project completion and extensive experience in delivering IT professional services. Our recruitment process begins with a deep understanding of the local labor markets where our clients and consultants are based. Our managers and recruiters interact with IT professionals daily and personally meet some of them weekly.

We know what top IT consultants value and how to attract and retain them effectively. Our network comprises of IT professionals and our recruiters are well-versed in locating the best IT talent, understanding their earnings, and knowing their availability. Due to the high demand for IT talent in your market, we proactively create candidate pipelines for in-demand skills and anticipated client needs.

We get to know the specifics of your job openings and what would attract top IT professionals to these roles. We then create value propositions to highlight the benefits each position offers. Our dedicated teams find top-notch talent through their strong relationships with IT professionals and extensive referrals. We connect with our current and former consultants to identify potential candidates for your positions. It's a friendly and effective approach that works well!

Cendien as a Staffing Partner

Cendien believes that we are fully qualified to provide the Mainframe Application Programmer Technical Staffing Services requested by the RFQ because:

- **Expertise:** We're an experienced company that's adaptable in staffing.
- **Infrastructure:** We can find IT candidates using our own resources and experience.
- **Competency:** We have a tested process to find the best candidates, improved over 25+ years.
- **Local Talent:** We can provide skilled and dedicated local candidates.
- **Integrity:** We use a quality plan and manage engagements to use client feedback for successful projects.

Vendor Profile	
Legal Name (as on W9 Form)	Arisma Group LLC, dba Cendien
Ownership Structure	Corporation
State of Incorporation	Texas
Date of Incorporation	1999
Number of years in business	20+ years
Years involved with services requested	20+ years



Total number of employees		40+ Consultants
Partnerships		Microsoft, Oracle, PeopleSoft, Infor, AWS
Certifications		Certified Microsoft and Infor Partner, Certified Delivery Partner, Minority Certified Vendor (MBE-Minority Business Enterprise), NCTRCA Minority Certified Vendor (MBE) HMMB47549N0725
Point of Contact	Name	Israel Denis
	Address	1846 E Rosemeade Parkway Suite 200, Carrollton, TX 75007
	Phone	(214) 245-4580 office (888) 353-6744 (214) 202-5896 cell
	Email	vendor@cendien.com
Website		https://cendien.com
FEIN		20-2859158
UEI		KLD6QM2MTNX5 MKXYFPN734H3

With Cendien's Mainframe Application Programmer Technical Staffing Services you will receive:

Superior Tools	We utilize top-tier tools to deliver the most suitable consultants for your IT needs.
Round the Clock Support	Our team provides solutions promptly, ensuring you have the consultants you need, when you need them.
Industry Best Practices	Our recruiters at Cendien are well-versed in local markets and prioritize your specific IT staffing requirements.
Assured Quality	Team of experts who are constantly screening and sourcing consultants, coupled with thorough interviews to guarantee the right fit for your roles.

Section 2 – Cost Proposal / Compensation Schedule

Please refer to the attached Compensation Schedule for detailed information.

We confirm that our cost proposal and compensation schedule will remain valid until the RFQ is awarded. If awarded, the terms outlined in our proposal will remain in effect for the entire five-year duration of the Value Contract, in accordance with its terms and conditions.

Section 3 – Relevant Experience & Understanding WVDMV's Objectives

Cendien is fully prepared to provide Mainframe Programmer Analysts positions to the West Virginia Division of Motor Vehicles. Recognizing WVDMV's need for seasoned and experienced IT staffing firms, we are thrilled about the opportunity to support you with our comprehensive IT staffing solutions.

Our recruiting team of highly skilled professionals is adept at meeting diverse IT needs across various categories. Whether you require expertise in application development, system administration, cybersecurity, data analytics, or any other IT domain, Cendien has the resources and experience to deliver exceptional results.

We are committed to understanding your specific staffing requirements and tailoring our services to ensure the best fit for your organization. Our goal is to enhance your skillset capabilities, streamline your operations, and contribute to your overall success.

Partnering with Cendien means gaining access to a vast pool of talent and expertise, ready to tackle your most challenging projects. We look forward to the opportunity to demonstrate how our IT staffing services can support WVDMV's mission and objectives.

We are delighted to present our **Mainframe Application Programmer** Technical Staffing Services in response to your RFQ. Our candidates will be categorized into three distinct levels of experience to best meet your needs:

- **Junior:** 1-5 years of experience
- **Mid-Level:** 5-10 years of experience
- **Senior:** 10+ years of experience

Each candidate we submit will be carefully selected to ensure they possess the necessary skills and expertise to excel in their respective roles. We are committed to providing top-tier talent to support your organization's IT requirements.

Our Service Offerings also include

Consulting/Staffing Roles Requested by WV OF DMV	
Applications Development and Support <ul style="list-style-type: none"> • ERP Developer • SAP Hana Developer • SAP ABAP Programmer • SAP Basis Developer • SAP BW/BI Analyst • SAP Functional Specialist • SAP Configuration Analyst • O365 SharePoint Developer • Software Developer • Power App Developer • Full Stack Engineer • Analyst/Programmer • Application Developer Business Analysis <ul style="list-style-type: none"> • Business Analyst • ERP Business Analyst • Systems Analyst Business Intelligence (BI) Data Analysis <ul style="list-style-type: none"> • Business Intelligence Developer • Power BI Developer 	IT Product Development <ul style="list-style-type: none"> • IT Product Manager • Scrum Master IT Support <ul style="list-style-type: none"> • Desktop Support Analyst • End User Support Engineer • Service Desk Analyst • Digital Services Specialist • Mobile Billing & Technology Support Analyst • Video Conference Support Technician IT Resiliency <ul style="list-style-type: none"> • IT Resiliency Analyst • Performance and Monitoring Analyst • IT Resiliency and Disaster Recovery Analyst IT Systems <ul style="list-style-type: none"> • IT Systems Administrator • Mainframe Application Programmer • Infrastructure Core Services Specialist • System Architect • Cloud Operations Engineer IT Project Management <ul style="list-style-type: none"> • Program Manager

<ul style="list-style-type: none"> • Database Administrator Data Engineering <ul style="list-style-type: none"> • Data Engineer • Data Architect Data Science & Modeling <ul style="list-style-type: none"> • Data Scientist Data Governance <ul style="list-style-type: none"> • Data Governance Analyst • Data Quality Specialist Information Security <ul style="list-style-type: none"> • Cyber Security Analyst • Identity & Access Management Specialist • Cyber Security Architect IT Architecture <ul style="list-style-type: none"> • Enterprise Architect • Solution Architect • IT Solutions Engineer • Cloud Engineer 	<ul style="list-style-type: none"> • Project Manager • Project Coordinator Network Solutions <ul style="list-style-type: none"> • Network Analyst • Network Architect • Wireless Engineer Technology Business Management <ul style="list-style-type: none"> • Portfolio Analyst • Portfolio Planning Manager • Business Relationship Manager • IT Governance Analyst Test Engineering <ul style="list-style-type: none"> • Test Engineer
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We are confident that our expertise and approach align perfectly with the needs of WV of DMV. We look forward to the opportunity to collaborate and contribute to the fulfillment of your IT staffing requirements. Our primary aim is always to ensure that the business objectives are met in accordance with the standards adopted by the client organization, whatever those standards may be.

Industries and Sectors Served		
<ul style="list-style-type: none"> • Government • Manufacturing • Services 	<ul style="list-style-type: none"> • Healthcare • Retail • Finance 	<ul style="list-style-type: none"> • Education • Transportation • Pharmaceuticals

We offer consulting services, managed services and IT staffing services to clients in various sectors including to top organizations like City of Concord, Valley Water, MV Transit, and Guilford County. For 15 years, we have consistently provided IT services to clients in both public and private sectors. Our aim is to deliver unmatched, world-class services and solutions to clients in all industries nationwide. We stay updated with emerging solutions and new technologies to equip our clients with resources that cater to their present and future needs. We believe in providing the right people, at the right time, with the right value.


Section 4 – Clients References and Portfolio

Cendien’s reputation, as seen in our references and past projects, shows a wide range of clients who have engaged us for services. We value the relationships we’ve formed with our clients over time. Their satisfaction and success are the best proof of our dedication to excellence. If you need references from our clients, we’re ready to provide them. These references will give you a firsthand look at our work quality, reliability, and commitment to exceeding client expectations. We’re confident that their experiences will confirm the value and expertise Cendien brings to every partnership. We have a list of current clients ready to vouch for our services.

To make the process smooth, we ask that you first contact these clients via email. This initial contact allows us to schedule reference checks at a time that suits everyone. We believe this approach not only makes the reference-checking process more efficient but also shows our respect for our clients’ time and privacy. We set out below some references as requested. Feel free to reach out to us for any other clients’ contact details, and we’ll be happy to help arrange these reference discussions.

Cendien clients include but are not limited to:

- Nurse Assist
- City of Concord
- Globe Life
- Guilford
- GNC
- MV Transportation
- Regional Transit City
- Bon Secours
- Rochester Medical
- JFK Medical Center
- Cinemark USA
- CVS Health
- Arvest Bank
- Eastern Maine Healthcare
- Olathe Medical Center
- Golden Gate Capital
- Boy Scouts of America
- Valley Water District
- DeVry University
- Cooks Children’s
- University Health
- Arabian Centers
- Froedtert Health
- McKinsey & Co
- City of Carrollton
- City of Arlington
- Sheridan Healthcare
- Novant Health
- Tift Regional Medical Center
- Workers Compensation of Manitoba


Reference 1: IT Staffing Services, IT Managed Services, and IT Support to Nurse Assist	
Project Description 	Nurse Assist required IT staff to help in maintaining their Microsoft Office and Infor CSI software products. This encompassed the oversight of their Office 365 and Azure environments. Cendien presently offers IT staffing services to handle tasks such as email security, Azure management, and continuous maintenance of Nurse Assist's IT infrastructure and surveillance systems. Additionally, Cendien supplies IT personnel to oversee corporate applications, including the ERP application Infor Syteline and Factory Track. Furthermore, Cendien extends its support to network and server management, as well as helping for end-users on their desktops.
Project Objective	Acquire technical proficiency to enhance application management. Seek technical support during organizational acquisitions. Initiate support requests with Cendien through incident tickets and service requests. Give priority to projects and initiatives focused on system automation, strategy, and guidance.
Dates of Engagement	2019 to present, 2 extensions of 5 Years
Project Owners	Israel Denis, Javier Silva

Team Members	Austin Hynes, Colby Criswell, Luis Acevedo, Shirley Duong, Brian Granados
Contact	Ryan Winter Chief Financial Officer 4409 Haltom Road, Haltom City, TX 76117 Phone: (505) 410-5684 rwinter@nurseassist.com
Contract Amount	\$250,000 (IT Staffing, IT Consulting, IT Managed Services)
Contract Duration	5+ years (Status: Ongoing)
Completion Date	12/31/2028 (Contract Projected)

Reference 2: IT Staffing Services, IT Managed Services, and IT Support to City of Concord

<p>Project Description</p> 	<p>The City of Concord faced challenges in adequately maintaining their Infor Lawson ERP Applications due to a shortage of staff. They required assistance with various aspects, including project management, continuous support, strategic planning, patch application, system upgrades, performance enhancement, LBI and 4GL development, Year-End closing procedures, interface support, and technical/functional expertise to optimize their Infor applications.</p> <p>Furthermore, the City of Concord sought help with their Windows servers, encompassing tasks such as database management, Windows server patch updates, replication rebuilding, and process automation.</p>
Project Objective	Provide both functional & technical expertise for issues resolution, business process improvement, system setup, configuration changes, user requirements, report design, enhancement requests, and system changes. Cendien was able to quickly integrate its IT team to City of Concord and become an extension of their support team.
Dates of Engagement	2021 to present, 2 years + of providing service
Project Owners	Israel Denis, Linda VanTran Gebbia
Team Members	Austin Hynes, Luis Acevedo, Shirley Duong, Nicole Sutti, Lakshmi Damerla, Dave Alwardt, Javier Silva
Contact	Damaris Sambajon IT Manager, Enterprise Applications 1950 Parkside Dr, Concord, CA 94519 Phone: (510) 207-9737 damaris.sambajon@cityofconcord.org
Contract Amount	\$300,000 (ERP Staffing, ERP Consulting, ERP Managed Services)
Contract Duration	5+ years (Status: Ongoing)
Completion Date	12/31/2026 (Contract Projected)

Reference 3: IT Managed Services and Consulting to Guilford County

<p>Project Description</p> 	<p>Guilford County recognized the necessity for a boost in technical and functional proficiency to strengthen their existing team as they embarked on the crucial journey of transitioning to Tyler Munis. This transition required comprehensive assistance, encompassing system support, functional expertise, the development of Integrations, Process Automation (IPA), and custom program development tailored to facilitate their smooth migration to the Tyler Munis platform.</p> <p>Additionally, they sought overarching guidance to effectively manage and optimize their Infor applications environment throughout this transformative process. In essence, Guilford County aimed to fortify their capabilities and ensure a successful transition to Tyler Munis with the aid of comprehensive technical and functional support.</p>
Project Objective	Provide both functional & technical expertise for issues resolution, business process improvement, system setup, configuration changes, user requirements, report design, enhancement requests, and system changes. Cendien was able to quickly integrate to Guilford and become an extension of their support team.
Dates of Engagement	2019 to present
Project Owners	Linda VanTran Gebbia, Joanne Delorenzo
Team Members	Joanne DeLorenzo, Lakshmi Damerla, Nicole Sutti, Sharon Jordan, Imran Khan, Javier Silva
Contact	<p>Sherry Bigelow Project Manager, Enterprise Applications 301 West Market Street, Greensboro, NC 27401 Phone: (336) 641-4836 sbigelow@guilfordcountync.gov</p>
Contract Amount	\$200,000 (ERP Staffing, ERP Consulting)
Contract Duration	4+ years (Status: Ongoing)
Completion Date	12/31/2024 (Contract Projected)

Cendien distinguishes itself with attributes that underscore our dedication to service excellence and client satisfaction. Below are the pivotal factors that position Cendien as a leading choice for IT staffing.

We provide seasoned experts for your IT requirements. Upholding a dedication to quality and excellence in delivery, Cendien guarantees the provision of services within the agreed time and budget. The company's top management is always accessible, ensuring streamlined procedures. Their fervor, extensive industry knowledge, and profound expertise distinguish them in the competitive landscape of IT staffing.

Key Differentiators of Cendien IT Services

- **Onshore Based IT Firm:** Our strategic location in the tech hub of Dallas, TX, enables us to tap into a vast pool of national IT talent and resources.

- **Experienced Team:** Our team, comprised of seasoned recruiters and professionals, brings a wealth of experience in consulting and staffing services, ensuring the right fit for your IT staffing needs.
- **Passion, Industry Experience, Deep Expertise:** Our passion for IT staffing services, coupled with our industry experience and deep expertise, sets us apart in delivering high-quality staffing solutions.
- **Commitment to Quality and Delivery Excellence:** We are committed to providing top-notch quality in our IT staffing services and strive for excellence in delivery, ensuring your projects are completed on time and within budget.
- **Consistent On-Time, On-Budget Delivery:** We pride ourselves on our track record of consistently delivering IT staffing services on time and within budget, ensuring your projects stay on track.
- **Accessible Executive Leadership:** Our executive leadership is readily available and committed to achieving the desired results, ensuring a smooth and efficient IT staffing process.

Cendien's Unique Selling Points

Cendien showcases the following distinctive advantages to WV of DMV, setting us apart from our competitors and empowering us to provide superior value:

- **Exceptional Account Management Team:** Employing a well-defined and documented team management approach, we ensure the fulfillment of contract requirements. WV of DMV will be assigned a dedicated Account Management team, ensuring services are delivered effectively with high satisfaction.
- **Robust Recruitment Strategy:** Drawing from our experience managing IT staffing & consulting contracts for federal, state, and local clients nationwide, we understand the importance of each recruitment step.
- **Strategic Business Partnerships:** Through partnerships with leading providers of open-standard software platforms, we deliver premium-quality services to clients, offering early access to new technologies, preferred training, and technical support.
- **Immediate Staffing Capability & Extensive Resume Database:** Recognizing WV of DMV's initiatives, we commit to providing top resources promptly. Cendien boasts an extensive resume database of highly skilled IT professionals, continually updated to meet client requirements at short notice.
- **Financial Stability & Established Reputation:** Cendien is a financially stable and rapidly growing company.
- **Tailored Engagement Process:** Our engagement process, the Perfect Fit Program, aligns with clients' business needs, ensuring the selection of the ideal candidate. This program includes Customer Analysis, Sourcing, Screening, Selection, and Performance Monitoring phases, customized to maximize efficiency and effectiveness.

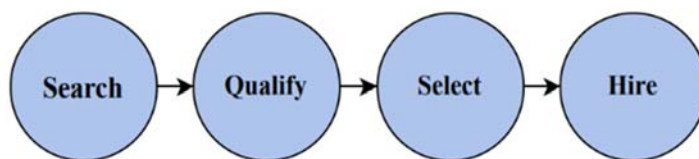
Section 5 – Approach and Methodology

Cendien has established a robust recruitment procedure, and our client-focused methodology consistently delivers outstanding results. Upon receiving the Scope of Work (SOW) or project details from our clients, our recruiting team initiates a comprehensive process to Search, Qualify, Select, and Hire. This is followed by a meticulous evaluation of candidates by our experts, focusing on both business and behavioral aspects.

We employ a strategic and thorough approach to recruitment, ensuring we identify and attract top-tier talent for your IT staffing needs. Our methodologies include:

- **Proprietary Database:** We maintain an extensive, up-to-date database of qualified IT professionals across various disciplines and experience levels. This allows us to quickly match candidates with your specific requirements.
- **Advanced Search Engines:** We utilize proprietary search engines and AI-driven tools to scour multiple platforms and databases, ensuring we find the best candidates. These tools help us filter and identify individuals with the precise skills and experience needed for your roles.
- **Professional Networks:** We leverage our vast network of industry contacts and professional associations to source candidates. This includes tapping into specialized IT communities and forums where top talent is often found.
- **Job Portals and Social Media:** We use leading job portals and social media platforms to post job openings and attract a wide range of candidates. Platforms like LinkedIn, Indeed, and Glassdoor are integral to our recruitment strategy.
- **Employee Referrals:** We encourage and reward employee referrals, recognizing that our current employees can be a valuable source of high-quality candidates.
- **Recruitment Marketing:** We employ targeted recruitment marketing campaigns to attract passive candidates who may not be actively seeking new opportunities but are open to the right offer.
- **Screening and Assessment:** Our rigorous screening and assessment process includes technical evaluations, behavioral interviews, and reference checks to ensure candidates meet our high standards.

By combining these methodologies, we ensure a robust and efficient recruitment process, delivering candidates who are not only highly qualified but also a great fit for your organizational culture and goals.



Source	Description
Internet Job sites	We have been aggressively recruiting through electronic bulletins and the Internet. Our company subscribes to various leading job sites, and we have also established an Internet website dedicated to recruitment purposes.
Internal Recruiting Database	At Cendien, we maintain an extensive internal database of qualified consultants, featuring over 50,000 available IT candidates. Our automated and persistent communication processes ensure that candidate profiles are always up to date. Potential candidates receive an automated email every two months to confirm their continued interest in new assignments. If a candidate does not respond within two cycles, they are marked as dormant and not considered for active deployment.
Cendien Recruiting / Partnerships	Our team of recruiters at Cendien is highly skilled in sourcing candidates. To enhance our recruiting efforts, we also maintain a network of partners who can assist with finding hard-to-locate skills, recruiting local candidates, or rapidly deploying a large team.
Others	<p>We also utilize various channels to discover suitable candidates, such as:</p> <ul style="list-style-type: none"> • Attendance at job fairs • Recommendations from clients • Referrals from contractors • Recruitment from colleges • Recommendations from potential candidates • Engagement through social media

We use internal automation tools to assign tasks and stay on the timelines. Regular reports will help us to keep the recruitment team tuned in to the priorities.

Sourcing and Engagement Process

Cendien has developed a comprehensive and strategic approach to recruitment. This approach is designed to be flexible and adaptable, ensuring that it can meet the unique needs of each client. The process begins with a thorough understanding of your requirements. This includes not only the skills and qualifications needed for the job, but also the company culture and the type of personality that would fit well within the team.

Next, Cendien's team of experienced recruiters utilize their extensive network and various recruitment tools to identify potential candidates. This involves a careful review of each candidate's qualifications and experience to ensure they are a good match for the job. Once potential candidates have been identified, the next step is the interview process. This is a crucial stage where Cendien's recruiters assess the candidate's suitability for the role and the organization. This may involve one or more rounds of interviews, depending on the client's preferences.

After the interviews, the recruiters will provide the client with a shortlist of the most suitable candidates. The client then can make the final decision on who they wish to hire. Finally, once the client has made their decision, Cendien assists with the negotiation and onboarding process to ensure a smooth transition for both the client and the new hire.

Please note that this is a high-level overview of Cendien’s recruitment process. The actual process may vary depending on the specific needs and preferences of each client. Cendien is committed to providing a personalized and effective recruitment service that meets the unique needs of each client.

Activity involved	Time (hours)
Client Requisition <ul style="list-style-type: none"> Examine the requisition, create a summary of the requisition, and submit the Job Description along with client requirements in the Req Tool. 	2-4
Identify Consultant <ul style="list-style-type: none"> Assign to Cendien team lead through Req Tool. Check if there is a matching skilled consultant available "on the bench". Identify existing skill sets and candidates within Cendien Job database. Share job profile to all consultants by posting it on our website and sending a mailer to approved consultants for referrals. Post job to the external job sites (Cendien website, LinkedIn, Dice, CareerBuilder) 	4-8
Pre-Screening & Security Prescreening <ul style="list-style-type: none"> Execute a comprehensive prescreening plan that confirms experience, motivation, salary, skill level, and potential team fit. Pre-Screening includes online test and internal tools Discuss salary and relocation needs with candidates and update in Req Tool. Evaluate attitude and aptitude by discussing team scenarios Provide Cendien overview and explain benefits Review existing clearances. Check references and conduct basic background checks. 	2-4
Candidate Interviews <ul style="list-style-type: none"> Candidate Skill Evaluation Conduct initial assessment of the candidate's qualifications Conduct detailed interviews based on job requirement Soft Skills and Personal Skills Evaluation Evaluate communication, creativity, analytical thinking, diplomacy, flexibility, change-readiness, problem-solving, leadership, team building, and listening skills 	2-4
Evaluation Summary <ul style="list-style-type: none"> Prepare the feedback form to summarize the results of the interview Update Req Tool with qualified consultants Relay interview results to the consultants Check consultant's references 	1-2
Consultant presentation and Client Interviews <ul style="list-style-type: none"> Create skill matrix matching required skills with experience of consultants to present consistent skill summary to WV of DMV. Submit resumes with a Skill summary of consultants and references to client Discuss interview schedule with the hiring manager for pre-qualified consultants Set face to face or telephone interview depending upon WV of DMV's requirements 	4-6

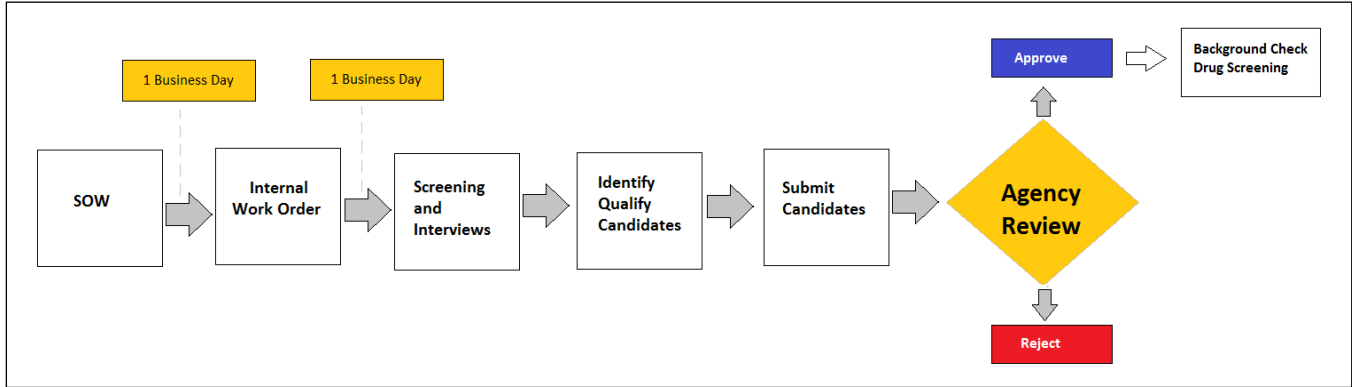
Final Security Screening <ul style="list-style-type: none"> • Conduct criminal, credit and background check including driving record and sexual offender database search • Conduct drug check for selected consultants • Verification of employment, education, certifications, and licenses 	12-24
Consultant Offer <ul style="list-style-type: none"> • Complete all due diligence before extending an offer to successful consultants 	4-6

Cendien's Training Process

At Cendien, we prioritize staff development through a comprehensive approach aimed at equipping employees with the necessary tools for success. This includes providing virtual assistants, talent transformation sabbaticals, expert guidance for accelerated growth, and fostering a culture of democratic empowerment. We attribute our success to the dedication of our consultants and believe in compensating them fairly. While we acknowledge the significance of pre-employment selection, rigorous training, and robust management support, we firmly believe that our inclusive employee benefits package, performance incentives, and individual recognition awards significantly contribute to attracting, retaining, and motivating a stellar team of professionals.

- **Assess Training Needs:** We begin by identifying problem areas in the workplace, the specific tasks and skills required for the job, and pinpointing employees who require training.
- **Determine Training Requirements:** Our training aims to ensure employees can perform their roles effectively and safely. We analyze additional data to identify specific training needs.
- **Establish Goals and Objectives:** When crafting objectives, we consider the audience, desired behaviors, relevant conditions, and performance standards.
- **Design Learning Activities:** We tailor training methods (such as lectures, role-plays, simulations, or self-paced modules), select appropriate media, and develop supporting materials and assessments.
- **Execute the Training:** We kick off training with a brief overview, linking objectives to employee goals and experiences. Active participation and practice in a supportive environment are key components.
- **Assess the Program:** We employ various evaluation methods including tests, supervisor observations, injury rates, and informal discussions to gauge the effectiveness of the training and identify areas for improvement.

Cendien operates with an efficient recruitment process. Within a span of 48-72 hours, we submit resumes and provide clients with a detailed proposal that includes a list of shortlisted candidates, an overview of our internal screening process, and two professional references for each candidate. Candidates are ready for interviews within 24 hours of shortlisting and can commence work immediately upon approval. We facilitate interviews, either via telephone or in-person, based on client preferences. Selected candidates undergo necessary checks such as drug tests and background investigations to meet client criteria. These records, along with the consultant's proposal, are readily available to the client upon request.



Client Onboarding

Once we receive a purchase order, our account manager will guide the onboarding process, quickly bringing each of our candidates up-to-speed and facilitating their integration with the team in question. Our goal is to make each candidate productive as quickly as possible. As part of our onboarding process, our contract manager will educate candidates on specific rules of conduct, security procedures, and other applicable rules, regulations, policies, or procedures. We also will make sure our candidates are aware of IT acceptable use policies.

Section 6 – Additional Information

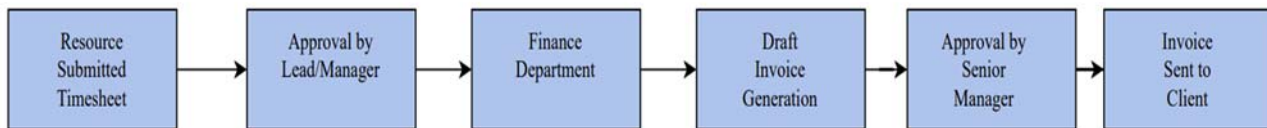
Strong financial standing

Since its inception in 1999, Cendien has maintained a strong financial standing, never having filed for bankruptcy or defaulted on any projects. Our nearly 25 years of experience in the industry underscore our commitment to reliability and excellence in service delivery.

As a privately held company, we prioritize confidentiality and do not disclose our financial reports in response to RFQs. However, we are more than willing to discuss our financial stability and provide detailed information during contract negotiations. This approach ensures that sensitive financial data is shared securely and appropriately.

Accurate and timely invoice and contract handling processes

At Cendien, our goal is to provide our clients with the highest level of billing accuracy and timeliness. Our Finance department works closely with our front and back-office teams to ensure that billing processes and procedures are clearly communicated and well-supported. As a standard practice, we submit separate and distinct invoices for each temporary employee.



We have a robust payment system in place to ensure our consultants and sub-vendors are paid on time. Cendien has a fully integrated in-house Accounting and payment team that handles our payroll services. We use EFT (Electronic Fund Transfer) to make payments to our sub-vendors and payroll solutions for our internal payroll system.

EXHIBIT A - PRICING PAGE

MAINFRAME APPLICATION PROGRAMMER ANALYSTS				
LOCATION - 5707 MacCorkle Avenue, S.E., Charleston, WV 25304				
Item Number	Quantity	Description	Hourly Rate	Annual Total
Year One	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Year One	\$100	\$2,000,000
Optional Year Two	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Optional Year Two	\$100	\$2,000,000
Optional Year Three	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Optional Year Three	\$100	\$2,000,000
Optional Year Four	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Optional Year Four	\$100	\$2,000,000

**** THIS AMOUNT IS FOR EVALUATION PURPOSES ONLY****

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of one (1 year). The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☒ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐☐☐☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐☐☐☐

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☐ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

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) Israel Denis, Managing Director

(Address) 1846 E Rosemeade Parkway Suite 200, Carrollton, TX 75007

(Phone Number) / (Fax Number) (214) 245-4580

(email address) vendor@cendien.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.

Arisma Group LLC dba Cendien
(Company)

Israel Denis, Managing Director
(Signature of Authorized Representative) 5/6/2025

(214) 245-4580
(Printed Name and Title of Authorized Representative) (Date)

(214) 245-4580
(Phone Number) (Fax Number)

vendor@cendien.com
(Email Address)



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
Info Technology

Proc Folder: 1640548

Doc Description: Mainframe Application Programmer Technical Staffing Services

Reason for Modification:

ADDENDUM NO_1
Vendor Questions & Responses

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2025-04-08	2025-05-01 13:30	CRFQ 0802 DMV2500000004	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

**Vendor
Signature X**

FEIN#

DATE

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

ADDITIONAL INFORMATION**ADDENDUM NO_1**

Addendum No_1 issued to publish and distribute the attached information to the Vendor Community

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of WV Division of Motor Vehicles (DMV) to establish a contract for *technical mainframe application programmer technical staffing services. This will be an Open-End services contract that will provide the services of Mainframe Application Programmer Analysts. Per the Bid Requirements, Specifications, Terms and Conditions attached to this contract.*

INVOICE TO

DIVISION OF MOTOR
VEHICLES
5707 MACCORKLE AVE. S.E.,
SUITE 200

CHARLESTON
US

WV

SHIP TO

DIVISION OF MOTOR
VEHICLES
RECEIVING AND
PROCESSING
5707 MACCORKLE AVENUE,
S.E. SUITE 200

CHARLESTON
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Mainframe Application Programmer Technical Staffing Services				

Comm Code	Manufacturer	Specification	Model #
81111600			

Extended Description:

Mainframe Application Programmer Technical Staffing Services. This will be an open-end services contract that will provide the *services of mainframe application programmer analysts on an hourly rate basis to provide technical expertise to meet agency needs. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the DMV.*

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2025-04-17

SOLICITATION NUMBER: CRFQ DMV25000000004

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DMV25000000004 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

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

Additional Documentation:

Vendor Question and Response

Bid Opening remains 05/01/2025 at 1:30pm

Terms and Conditions:

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

CRFQ 0802 DMV2500000004
Mainframe Programmer

Vendor Questions and Agency Response

Q1. Where can we find our Vendor Customer Code? Does this look correct:
VS0000048747?

A1. Yes, VS0000048747 is the correct Vendor Customer Code.

Q2. Can the resource be remote for this position? Or is there a specific worksite or city the resource must be located in?

A2. No, the resource can not be remote. Worksite will be WV DMV headquarters located at 5707 MacCorkle Avenue, S.E., Suite 200, Charleston, WV 25304.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DMV2500000004

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 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.

Arisma Group LLC dba Cendien

Company

Authorized Signature

5/6/2025

Date

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



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
Info Technology

Proc Folder: 1640548

Doc Description: Mainframe Application Programmer Technical Staffing Services

Reason for Modification:

ADDENDUM NO 2
To Add Revised Exhibit A Pricing
Page

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2025-04-10	2025-05-01 13:30	CRFQ 0802 DMV2500000004	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

**Vendor
Signature X**

FEIN#

DATE

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

ADDITIONAL INFORMATION**ADDENDUM NO_2**

Addendum No_2 issued to publish and distribute the attached information to the Vendor Community

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of WV Division of Motor Vehicles (DMV) to establish a contract for *technical mainframe application programmer technical staffing services. This will be an Open-End services contract that will provide the services of Mainframe Application Programmer Analysts. Per the Bid Requirements, Specifications, Terms and Conditions attached to this contract.*

INVOICE TO

DIVISION OF MOTOR
VEHICLES
5707 MACCORKLE AVE. S.E.,
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CHARLESTON
US

WV

SHIP TO

DIVISION OF MOTOR
VEHICLES
RECEIVING AND
PROCESSING
5707 MACCORKLE AVENUE,
S.E. SUITE 200

CHARLESTON
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Mainframe Application Programmer Technical Staffing Services				

Comm Code	Manufacturer	Specification	Model #
81111600			

Extended Description:

Mainframe Application Programmer Technical Staffing Services. This will be an open-end services contract that will provide the *services of mainframe application programmer analysts on an hourly rate basis to provide technical expertise to meet agency needs. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the DMV.*

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2025-04-17

SOLICITATION NUMBER: CRFQ DMV25000000004

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ DMV25000000004 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

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

Additional Documentation:

Attach Revised Exhibit A Pricing Page

Bid Opening remains 05/01/2025 at 1:30pm

Terms and Conditions:

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

EXHIBIT A - PRICING PAGE

MAINFRAME APPLICATION PROGRAMMER ANALYSTS				
LOCATION - 5707 MacCorkle Avenue, S.E., Charleston, WV 25304				
Item Number	Quantity	Description	Hourly Rate	Annual Total
Year One	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Year One		
Optional Year Two	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Optional Year Two		
Optional Year Three	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Optional Year Three		
Optional Year Four	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Optional Year Four		

**** THIS AMOUNT IS FOR EVALUATION PURPOSES ONLY ****

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT2500000004

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Arisma Group LLC dba Cendien

Company

Authorized Signature

5/6/2025

Date

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



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
Info Technology

Proc Folder: 1640548			Reason for Modification: ADDENDUM NO_3 Vendor Questions and Response Bid Opening Moves to 05/06/25
Doc Description: Mainframe Application Programmer Technical Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-04-28	2025-05-06 13:30	CRFQ 0802 DMV2500000004	4

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

VENDOR			
Vendor Customer Code:			
Vendor Name :			
Address :			
Street :			
City :			
State :	Country :	Zip :	
Principal Contact :			
Vendor Contact Phone:		Extension:	

FOR INFORMATION CONTACT THE BUYER John W Estep 304-558-2566 john.w.estep@wv.gov		
Vendor Signature X	FEIN#	DATE

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

ADDITIONAL INFORMATION**ADDENDUM NO_3**

Addendum No_3 issued to publish and distribute the attached information to the Vendor Community

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of WV Division of Motor Vehicles (DMV) to establish a contract for *technical mainframe application programmer technical staffing services. This will be an Open-End services contract that will provide the services of Mainframe Application Programmer Analysts. Per the Bid Requirements, Specifications, Terms and Conditions attached to this contract.*

INVOICE TO

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WV

SHIP TO

DIVISION OF MOTOR
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RECEIVING AND
PROCESSING
5707 MACCORKLE AVENUE,
S.E. SUITE 200

CHARLESTON
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Mainframe Application Programmer Technical Staffing Services				

Comm Code	Manufacturer	Specification	Model #
81111600			

Extended Description:

Mainframe Application Programmer Technical Staffing Services. This will be an open-end services contract that will provide the *services of mainframe application programmer analysts on an hourly rate basis to provide technical expertise to meet agency needs. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the DMV.*

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2025-04-17

SOLICITATION NUMBER: CRFQ DMV25000000004

Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as CRFQ DMV25000000004 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

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

Additional Documentation:

Vendor Question and Response

Bid Opening moves to 05/06/2025 at 1:30pm

Terms and Conditions:

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

**CRFQ 0802 DMV2500000004
Mainframe Programmer**

Vendor Questions and Agency Response

Q1. Where can we find our Vendor Customer Code? Does this look correct:
VS0000048747?

A1. Yes, VS0000048747 is the correct Vendor Customer Code

Q2. Can the resource be remote for this position? Or is there a specific worksite or city the resource must be located in?

A2. No, the resource can not be remote. Worksite will be WV DMV headquarters located at 5707 MacCorkle Avenue, S.E., Suite 200, Charleston, WV 25304

Q3. Is there any estimated hourly rate fixed from government for Mainframe Application Programmer?

A3. No

Q4. Who is current incumbent, what was their hourly rate?

A4. This information will not be provided

Q5. What are the instructions for vendor to include in their response to this RFQ (any technical, managerial, reference questions to include in proposal)?

A5. See Section 5 “Vendor Responsibilities” of the Specifications

Q6. Is portal submission sufficient or hard copy also needed?

A6. Portal submission is sufficient

Q7. Is sample or actual resumes required in response to this RFQ?

A7. See 3.8 of the Specifications

Q8. How many resumes need to be included in proposal response?

A8. One per candidate. See 3.1 of the Specifications

Q9. The pricing page does not have any formulas built in to calculate the annual cost. Additionally, there isn't anywhere to put year 2-4 hourly rates. Can an updated pricing page be issued?

A9. Pricing Page has been updated

Q10. Could you kindly confirm whether the 2,500 hours per resource per year reflects an anticipated inclusion of overtime, weekend work, or shift-based scheduling?

A10. The 2,500 hours per resource per year is an estimate only

Q11. If this is an ongoing contract, can you please share the rates of the incumbents or from where could I request it from?

A11. New contract open for the competitive bid process.

Q12. Could you please provide the ceiling rate?

A12. No

Q13. Do we need to provide live resume along with the pricing for this role or is it requested as on needed basis/Task order?

A13. Yes

Q14. In terms & conditions, pg-9 states that the Vendor must be licensed and in good standing in accordance with any and all State and local laws and requirements by any state or local agency of West Virginia including but not limited to the West Virginia Secretary of State's office, the West Virginia Tax Department, West Virginia Insurance Commission or any other state agency or political subdivision. Is the good standing certificate mandatory at the bid submission or after the award?

A14. Prior to award

Q15. Are resumes mandatory at the time of the bid submission? If we need to provide resumes, how many resumes are required?

A15. See 3.8 of the Specifications

Q16. Is there any incumbent or a new requirement?

A16. New contract

Q17. Please specify, if there is any response format to submit the bid or if only pricing and resumes required?

A17. See Section 5 “Vendor Responsibilities” of the Specifications

Q18. The instructions on how to prepare proposals are not clear. Can you please clarify what exactly is to be submitted as a part of the proposal submission package?

A18. Please see Instructions to Vendors Submitting Bids in the Terms and Conditions.

Q19. Is it an LPTA?

A19. Lowest bidder meeting specifications

Q20. Are required resumes to be submitted with the bid. If yes, what is the limit?

A20. Yes, one per candidate

Q21. How many candidates are they looking to hire?

A21. Minimum of 2 candidates

Q22. Are there any incumbents for this role?

A22. New contract

Q23. Is there any budget in mind for this role?

A23. Yes

Q24. Is this position onsite, remote or hybrid, if hybrid how many days in a week candidates need to be onsite?

A24. Onsite only. Worksite will be WV DMV headquarters located at 5707 MacCorkle Avenue, S.E., Suite 200, Charleston, WV 25304

Q25. Interviews will be conducted virtually or in person?

A25. Either/or

Q26. Is citizenship required for this?

A26. No, but must be legal to work in the United States

Q27. Refer to Point no. 3.7 on Page no. 3, from the document "CRFQ DMV2500000004 Specifications", you are asking for a very specific experience working with AAMVA applications. We understand that there is an incumbent who is currently providing you this support. We request you to clarify the following:

Please provide the name of the incumbent

A27. This information will not be provided

Q28. Current annual spend on the incumbent

A28. This information will not be provided

Q29. How many FTEs the current incumbent is providing

A29. Current contract is 2 FTEs

Q30. When is the incumbent contract is expiring?

A30. July 2025

Q31. Will you allow the successful bidder to hire the resources from the incumbent since you are asking for a very specific experience as stated above?

A31. That would be up to the incumbent or individual contractors

Q32. Refer Point no. 6 Bid Submission, we have checked on this wvOASIS portal that we can submit the bid electronically but there is only option of putting the total price.

Whereas, you have provided a table under Exhibit A in the document titled Addendum no. 2, can you please clarify how to use that table and where to submit that table?

A32. The total price in Oasis can be bid as \$0.00. Please complete the table under Exhibit A and upload the completed table to the Header of the bid response. If further assistance with uploading documents to Oasis is needed, please contact the Oasis helpdesk at helpdesk@wvOASIS.gov or 855-666-8823

Q33. Also please confirm that the option of submitting online will not be disabled till the bid submission time and date.

A33. Correct

Q34. Refer table under Exhibit A in the document titled Addendum no. 2, you have mentioned 8x2500 Hrs = 20000. As per industry standards, one FTE can work only for 1920 hours in a year (8 hours a day, 40 hours a week for 52 weeks). Can you please clarify what is the basis of 2500 hours? It seems you need 10 FTEs in a year instead of 8. Kindly clarify

A34. The 2500 hours is an estimated allotment of time to use as needed

Q35. Refer document "CRFQ DMV2500000004 Specifications", Please clarify and provide information for below points:

We understand that you need a resume of the resources. As per the price sheet you need 8 or more FTEs, can you clarify how many resumes you need and is there any page limit of the resume?

A35. One per candidate, no page limit

Q36. We have not found any evaluation criteria in this document which explains how you will evaluate our response and what weightage will be assigned to technical proposal, resumes, and price. Please elaborate.

A36. The award will be made to the lowest bid vendor that meets all specifications

Q37. We have not found any eligibility criteria in this document which explains what kind of bidder's experience and current/past performances you are looking for. Please elaborate.

A37. See Section 3 and Section 4 of the Specifications

Q38. Please also provide information on the page limit of the proposal we have to Submit.

A38. No page limit

Q39. Please provide working hours, the working days and the list of holidays your Agency adheres to as it is very important for us to communicate these details to the resources.

A39. Usual business hours are M-F, 8:00AM to 4:00

New Year's Day

Martin Luther King Day

Washington Birthday

Memorial Day

June tenth

West Virginia Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

Q40. Please provide the contract start date.

A40. Upon award

Q41. What would be the number of awards you intend to give (approximate number)?

A41. One

Q42. What are the estimated funds that are estimated to be allocated for this contract?

A42. This information will not be provided

Q43. What is the tentative start date of this engagement?

A43. Upon award

Q44. Please provide the evaluation criteria for evaluating the bids for this CRFQ.

A44. Lowest bid vendor that meets specifications

Q45. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

A45. New Contract

Q46. Are there any pain points or issues with the current vendor(s)?

A46. No

Q47. Could you please share the previous spending on this contract, if any?

A47. This is a new contract open for competitive bidding

Q48. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

A48. No

Q49. How many positions were used in the previous contract (approximate)?

A49. Two (2)

Q50. How many positions will be required per year or throughout the contract term?

A50. Minimum of two (2)

Q51. If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

A51. Yes

Q52. Can we provide hourly rate ranges in the price proposal?

A52. No

Q53. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

A53. Onsite only. Worksite will be WV DMV headquarters located at 5707 MacCorkle Avenue, S.E., Suite 200, Charleston, WV 25304.

Q54. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

A54. Yes

Q55. Could you please provide the list of holidays?

A55.

**New Year's Day
Martin Luther King Day
Washington Birthday
Memorial Day
June tenth
West Virginia Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day**

Q56. Are there any mandated Paid Time Off, Vacation, etc.?

A56. No

Q57. How many mainframe positions do you anticipate will be released to work on in the course of a year?

A57. Minimum of two (2)

Q58. Can the Department provide the required proposal response format?

A58. Yes, please see instructions to vendors submitting bids

Q59. What is the place of performance for this work?

A59. Onsite at 5707 MacCorkle Avenue, S.E., Charleston, WV 25304

Q60. Can the work be performed remotely.

A60. No

Q61. Can the Department extend the deadline by a week? It will give us adequate time to find suitable candidates for the required position.

A61. Yes

Q62. Is there an incumbent on this contract? If so, will the Agency Name provide the incumbent name, current contract number, duration, historical level of effort, and value of the contract?

A62. This information will not be provided

Q63. Also, is the incumbent eligible to bid on this project?

A63. Yes

Q64. Is US citizenship required to work on this project or Green Card and H1 VISA holders will also be allowed to work on this project?

A64. Citizenship is not required as long as they are eligible to work in the United States.

Q65. Can the Department provide the level of effort (key personnel) required for this effort?

A65. No

Q66. Section 3.8 reads that "all references to experience requirements listed in this RFQ shall be demonstrated through references". Is the offeror expected to provide a reference per each experience listed in section 3 of the RFQ?

A66. Yes

Q67. Can the department please clarify how many references are required for each proposed personnel?

A67. Enough references to substantiate vendor's claim that the mandatory requirements are being met.

Q68. Can the Department please clarify the expected start date for this contract?

A68. Upon award.

Q69. Has the Department determined a budget for this contract? If so, can the budget amount be shared?

A69. Yes, there is a determined budget. No, the budget will not be shared.

Q70. To be responsive, the firm must be MBE/WBE/SB certified. Please Clarify.

A70. There is no such requirement.

Q71. Exhibit A – Price Page reads that 20,000 (8x2500 hrs.). Can the Department please clarify what 8 refers to?

A71. Yes, 8 indicates number of Programmer Analysts. 20000 hours equals 2500 hours per year per Analyst x 8 Analysts.

Q72. Are all living expenses and travel to be included in the pricing?

A72. Yes

Q73. Or can they be billed separately? (Not needed if the person already lives in the area.)

A73. Must be included in pricing.

Q74. As mentioned in the pricing sheet under the quantity column as 8 x \$2,500, do you require us to submit resumes for 8 candidates?

A74. No, Minimum of 2

Q75. Could you please clarify the hourly rates mentioned?

A75. Hourly rates are set by Vendor

Q76. You have stated 2,500 hours/year — since a standard full-time year consists of approximately 1,920 to 2,080 hours, will there be any payment for overtime? If yes, kindly clarify the overtime hourly rates.

A76. The number of hours is an estimate only

Q77. Is subcontracting permitted under this engagement?

A77. It is not prohibited

Q78. Are we required to submit a proposal along with the other documents?

A78. Yes

Q79. Do we also need to submit the Addendum along with the proposal?

A79. Yes

Q80. If a candidate is willing to relocate, will that be acceptable?

A80. Yes

Q81. As mentioned in Exhibit A – Pricing Page, Quantity 20,000 (8x2500 hrs), Please clarify – Is it mandatory to provide 8 candidates in response to this Requirement?

A81. The number of hours is an estimate only

Q82. If no, How many minimum candidates we can propose?

A82. Minimum of 2 candidates

Q83. If yes, Do we need to provide all 8 Live resumes with our bid submission?

A83. One per candidate

Q84. Is it allowed to use Sub-contractors to fulfil the requirements of this contract?

A84. Yes

Q85. Are H1B candidates allowed for this contract?

A85. No

Q86. We are not able to locate Exhibit B and Exhibit C in the neither in the RFP documents nor on the portal, could you please suggest.

A86. Exhibit B and Exhibit C will be provided upon award

Q87. Assuming all these onsite positions, is there any preference for local candidates?

A87. No

Q88. Could you please clarify if there is any budget allocation for this RFQ?

A88. This information will not be provided

Q89. If you could please share the previous spend.

A89. This will not be provided

Q90. Do we have to provide the Total Bill Rates for the positions?

A90. Yes

Q91. Could the agency share the Pay Rate for the Position?

A91. This information will not be provided

Q92. In Attachment- "CRFQ DMV2500000004 Inst to Vendors", under "Section 12 – Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable, Could you please clarify- We are registered on WV OASIS – will that suffice?

If not, Could you please explain more on how to get registered?

A92. Yes, WV OASIS registration will suffice

Q93. Do we need to provide the Insurance certificate along with our response?

A93. Insurance Certificate will be required prior to award

Q94. On WVOASIS, while responding – Do we need to provide the Total contract amount under Tab 2 – Respond to Lines?

A94. The total price in Oasis can be bid as \$0.00. Please complete the table under Exhibit A and upload the completed table to the Header of the bid response. If further assistance with uploading documents to Oasis is needed, please contact the Oasis helpdesk at helpdesk@wvOASIS.gov or 855-666-8823

Q95. How many candidate references are required to be included in the candidate resume?

A95. Enough references to substantiate vendor's claim that the mandatory requirements are being met.

Q96. Could you please provide the budget allocated for the contract?

A96. This information will not be provided

Q97. Can we know the previous spending on the project?

A97. No

Q98. Is the contract going to be a single award contract or multiple awards?

A98. Single award

Q99. Is there an incumbent?

A99. This is a new contract

Q100. Are the incumbents allowed to rebid?

A100. Yes

Q101. Are resumes required for bid submission?

A101. Yes

Q102. What is the minimum number of resumes required with the bid?

A102. One per candidate

Q103. Are references for candidates required for bid submission?

A103. Yes

Q104. What is the minimum number of references required for each candidate?

A104. Enough references to substantiate vendor's claim that the mandatory requirements are being met.

Q105. Is experience with the DMV system a mandatory requirement?

A105. Yes

Q106. If a highly qualified candidate working with mainframe systems and technologies does not have experience with the Motor Vehicle System Or Drivers' License System, can they still qualify for this bid?

A106. No

Q107. Should the vendor need to be registered in West Virginia to apply for this opportunity? Please confirm.

A107. No, not to apply but is required to be registered prior to award

Q108. Could you please tell us where to find the vendor customer code?

A108. When you become a registered vendor, this number is provided to you

Q109. How would you prefer to receive the proposal, in a PDF or Word format?

A109. PDF

Q110. Should the proposal response, resumes of candidates, references, amendment acknowledgment, and pricing page be compiled in a single document?

A110. Yes

Q111. Should the pricing page be submitted separately in the Excel sheet provided? Please confirm.

A111. No

Q112. Could you please confirm the anticipated start date of the contract?

A112. Upon award

Q113. Can you provide the incumbent's name, contract number, duration, past effort, and value?

A113. This information will not be provided

Q114. Where can we find the incumbent vendor's proposal and pricing?

A114. This information will not be provided

Q115. Will there be candidate interviews?

A115. Yes

Q116. Will all 8 candidates be selected from a single vendor?

A116. Yes

Q117. What is the estimated budget for this contract?

A117. This information will not be provided

Q118. Is the Subcontractor mandatory for this RFP?

A118. No

Q119. How many requirements are anticipated to be released annually?

A119. Minimum of 2

Q120. How many awards are to be made through this contract?

A120. One

Q121. What is the expected lead time for vendors to supply the requested staff after task orders are issued?

A121. Upon award

Q122. What would be the estimated award date for this RFP?

A122. Upon award

Q123. When would be the kick off meeting after award?

A123. Within 10 days of contract award

Q124. What is the preferred channel of communication (e-mail or portal) for sharing your requirements?

A124. For CRFQ requirements, please contact John Estep at john.w.estep@wv.gov

Q125. Can you please clarify the format vendors should use to respond to this RFP?

A125. See Section 5 “Vendor Responsibilities” of the Specifications

Q126. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing?

A126. New contract open for the competitive bid process.

Q127. Will this be awarded on a lowest-price basis?

A127. Yes

Q128. Does the vendor need to submit two proposals, one for technical and the other for pricing?

A128. No

Q129. Do we need to provide references for this proposal?

A129. Yes

Q130. How many resumes are we supposed to submit, do you require live resumes for this proposal?

A130. One per candidate, live resumes

Q131. Please confirm if there is any local preference?

A131. None

Q132. Is there a specific format required for the proposal response?

A132. No

Q133. Should we submit a single resume or resumes for all 8 qualified candidates.

A133. One per candidate

Q134. Licensing- Is it mandatory for the business to be licensed in West Virginia to be eligible to apply for this bid? As per Term and Condition Attachment # 32, it is mentioned- 'Vendor must be licensed and good standing in accordance with laws of West Virginia'.

A134. Vendor must be licensed and in good standing prior to contract award

Q135. Registration- Can the business be registered in West Virginia prior to the contract award? As per Instruction in the vendor document it states, "Prior to contract award, the vendor must be registered in West Virginia."

A135. Yes

Q136. Candidate Experience- Is it mandatory that all eight candidate resumes should demonstrate experience with the Motor Vehicle System or the Drivers and License System for a vendor to qualify for this bid?

A136. Yes

Q137. Are each of the 8 candidates expected to provide 2500 hours per year during the contract term?

A137. The number of hours is an estimate only

Q138. How many resources are needed to be submitted?

A138. Minimum of 2 (two)

Q139. Does vendor need to submit the actual resumes or sample resumes?

A139. Actual resumes

Q140. Does vendor need to submit anything else apart from pricing and resumes of the resources in order to submit the proposal?

A140. No

Q141. Do vendors need to provide resumes of candidates in the response? If so, how many do vendors need to provide?

A141. Yes, one per candidate, minimum of 2 (two) candidates

Q142. How many resources will be needed for this skill set?

A142. Minimum of 2 (two)

Q143. How many vendors will be awarded?

A143. One

Q144. Will WV provide the tax exempt certificate?

A144. Yes

Q145. What are the background and drug requirements?

A145. That is the responsibility of the awarded vendor

Q146. Will WV provide laptops?

A146. Yes

Q147. How long will the duration of the contract be once resource is placed?

A147. The contract upon award will be in effect for a period of one year

Q148. What is the timeline on current needs? Or is this just “as needed”?

A148. For the duration of the contract

Q149. Is online notarization permitted?

A149. Yes

Q150. Are digitally signed documents acceptable, or are original ink signatures required?

A150. Digital is sufficient

Q151. Is there a specific checklist or set of guidelines available for reference?

A151. No there is not a specific checklist - See Section 4 “Mandatory Requirements”

Q152. Is offshore development or support permitted for this project?

A152. No, Onsite only

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DMV2500000004

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" 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 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.

Arisma Group LLC dba Cendien

Company

Authorized Signature

5/6/2025

Date

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