



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

Header # 4

[List View](#)

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

Procurement Folder: 1640548

Procurement Type: Central Master Agreement

Vendor ID: VS0000022262

Legal Name: V Group Inc.

Alias/DBA: .

Total Bid: \$0.00

Response Date: 05/06/2025

Response Time: 12:34

Responded By User ID: Vgroupinc

First Name: Vijay

Last Name: Palandurkar

Email: bids@vgroupinc.com

Phone: 6093715400

SO Doc Code: CRFQ

SO Dept: 0802

SO Doc ID: DMV2500000004

Published Date: 4/28/25

Close Date: 5/6/25

Close Time: 13:30

Status: Closed

Solicitation Description: Mainframe Application Programmer Technical Staffing Services

Total of Header Attachments: 4

Total of All Attachments: 4



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 ESR05062500000006784	1

**VENDOR**  
VS0000022262  
V Group Inc.

**Solicitation Number:** CRFQ 0802 DMV2500000004  
**Total Bid:** 0  
**Response Date:** 2025-05-06  
**Response Time:** 12:34:51  
**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				0.00

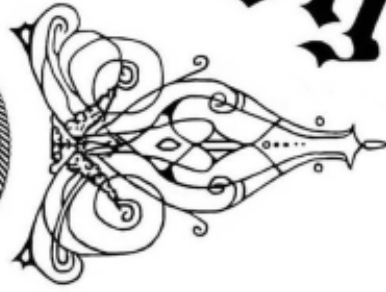
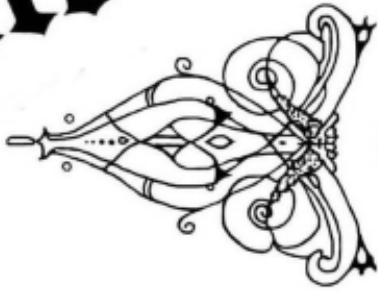
Comm Code	Manufacturer	Specification	Model #
81111600			

**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.

# State of West Virginia



## Certificate

*I, Mac Warner, Secretary of State,  
of the State of West Virginia, hereby certify that*

V GROUP INC.

has filed the appropriate registration documents in my office according to the provisions of the West Virginia Code and hereby declare the organization listed above as duly registered with the Secretary of State's Office.

*Given under my hand and  
the Great Seal of West Virginia  
on this day of  
December 03, 2024*



*Mac Warner*

*Secretary of State*



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:** VS0000022262

**Vendor Name :** V Group Inc.

**Address :** 379 Princeton Hightstown Road, Bldg.

**Street :** 3 Suite 2A,

**City :** East Windsor

**State :** New Jersey

**Country :** US

**Zip :** 08520

**Principal Contact :** Brijesh Ravi

**Vendor Contact Phone:** 609-371-5400

**Extension:** 312

**FOR INFORMATION CONTACT THE BUYER**

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

**Vendor  
Signature X**

**FEIN#** 522175892

**DATE** May 6, 2025

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**

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

# **SOLICITATION NUMBER: CRFQ DMV2500000004**

## **Addendum Number: 1**

The purpose of this addendum is to modify the solicitation identified as CRFQ DMV2500000004 (“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:**

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.

V Group Inc.



\_\_\_\_\_  
Company

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

May 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:** VS0000022262

**Vendor Name :** V Group Inc.

**Address :** 379 Princeton Hightstown Road, Bldg.

**Street :** 3 Suite 2A,

**City :** East Windsor

**State :** New Jersey

**Country :** US

**Zip :** 08520

**Principal Contact :** Brijesh Ravi

**Vendor Contact Phone:** 609-371-5400

**Extension:** 312

**FOR INFORMATION CONTACT THE BUYER**

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

**Vendor  
Signature X**

**FEIN#** 522175892

**DATE** May 6 , 2025

**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.,  
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: 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.

V Group Inc.

\_\_\_\_\_  
Company

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

May 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

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

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

<b>VENDOR</b>			
<b>Vendor Customer Code:</b> VS0000022262			
<b>Vendor Name :</b> V Group Inc.			
<b>Address :</b> 379 Princeton Hightstown Road, Bldg.			
<b>Street :</b> 3 Suite 2A,			
<b>City :</b> East Windsor			
<b>State :</b> New Jersey		<b>Country :</b> US	<b>Zip :</b> 08520
<b>Principal Contact :</b> Brijesh Ravi			
<b>Vendor Contact Phone:</b> 609-371-5400		<b>Extension:</b> 312	

<b>FOR INFORMATION CONTACT THE BUYER</b> John W Estep 304-558-2566 john.w.estep@wv.gov		
<b>Vendor Signature X</b> 	<b>FEIN#</b> 522175892	<b>DATE</b> May 6, 2025

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



<b>ADDITIONAL INFORMATION</b>
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 <i>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.</i>

<b>INVOICE TO</b>	<b>SHIP TO</b>
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200  CHARLESTON WV US	DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV US

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

# **SOLICITATION NUMBER: CRFQ DMV2500000004**

## **Addendum Number: 3**

The purpose of this addendum is to modify the solicitation identified as CRFQ DMV2500000004 (“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](mailto: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](mailto: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](mailto: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.

V Group Inc.

 .Company

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

May 6, 2025

\_\_\_\_\_  
Date

NOTE: This 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	\$100	\$250,000.00
Optional Year Two	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Optional Year Two	\$109.75	274,375.00
Optional Year Three	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Optional Year Three	\$120.45	301,125.00
Optional Year Four	20,000 (8x2500 hrs)	Application Programmer Analysts Contract Cost for 1 year based on hourly rate - - Optional Year Four	\$120.45	301,125.00

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



# Dennis A. Strawn

**Project-Oriented Programmer Analyst** with a 30+ year track record of exemplary performance. Well versed in all phases of the software development life cycle, with a strong emphasis on coding and data structures, while promoting software development standards. Demonstrated proven successes by engineering customized solutions that improve business processes, operations, and profitability. Managed long term projects with interactions with numerous departments inside and outside the company.

## Technical Skills

Software Development, Coding & Scripting, Debugging & Troubleshooting

User Training, Support Requirement Definitions, Testing & Documentation

Programming: COBOL, DB2, II/MVS, CICS, JCL, TSO/ISPF, SAS, Easytrieve, DYL280

Software: MS Office Suite, Google Workspace, CA-ESP, CA-SYSVIEW, ArcGIS, AutoCAD

Platforms: OS/390, MVS, z/OS, UNIX

## Professional Experience

**Mott MacDonald** - Charleston, WV

**Project Coordinator**, 2023 – present

- Responsibilities include managing a water project for a client's federally mandated infrastructure improvement program.
- Serve as office manager handling new employee onboarding, act as quartermaster for office supplies, maintain logs for field crews and handle company required safety protocols.

**West Virginia Department of Health Human Resources** - Charleston, WV

**Programmer Analyst III**, 2022 – 2023

- Responsibilities include maintaining FACTS, PATH, Family Planning and other DHHR systems, which include data storage, data manipulation, report processing and file transfers to various third-party vendors contracted with the agency.
- Verifying file transfers to and from WVOASIS server.

**West Virginia Department of Transportation** - Charleston, WV

**Programmer Analyst III**, 2019 – 2022

- Responsibilities include maintaining DMV systems (not limited to: Driver and Vehicle Online Applications, Daily Registration Card, Title creation and Revocation/Suspension Letters, Daily coordination with data transfers to outside entities IDEMIA, AMMVA, NMVTIS, CORE and WVI.
- Responsible for distribution of daily Highway reporting, opening test files for UNI lookup and verifying file transfer from WVOASIS server.

**City of Charleston** - Charleston, WV

**Information Systems GIS Analyst**, 2017 to 2019

**Parking Systems Deputy Director**, 2016 – 2017

**Collector's Office Auditor**, 2014 - 2016

- As a GIS analyst tasked with converting old paper documents and maps into geospatially referenced documents/maps that will enable departments to better manage information as required by municipal code of the city. Worked in ERSI ArcMap and AutoCAD.

- While in parking managed day to day activities, which included 17 employees, 6 public parking garages, 3 surface parking lots, 1100 parking meters and a fleet of 7 vehicles. Tasks included scheduling employees weekly work assignments, submitting payroll, processing invoices for payment, monitoring garage access equipment and software, performing disciplinary actions when necessary, hiring/firing personnel.
- While in the collector's office set up procedures with Kanawha County Assessor's office to maintain property ownership for proper municipal billing. Created and maintained dossier of business and resident delinquent accounts that were used in third party legal action.

### **Highmark WV Blue Cross Blue Shield (Health Insurance) - Charleston, WV**

#### **Programmer Analyst, 2014 – 1991**

Responsible for maintaining five test regions for claims processing and OPL, including: job submissions through CA-ESP,abend resolution and daily reporting on results throughout release testing until production moved, then resyncing other test regions moving forward.

- Trained new team members to assist with their successful onboarding and performance with various projects and to perform as my backup when needed.
- Participated as a member of a team that developed subrogation routines for OPL.
- Met with department managers to understand the business need, worked with a team to formalize changes, wrote applications to fulfill the business need, tested the changes and then moved into successful production.
- Maintained CA-Panvalet while software was utilized by company; also taught software to various employees on rollout and became the expert on resolving any issues that arose.
- Monitored 200 production jobs in the FEP cycle and ensured their accuracy daily.
- Created and maintained software for 30 different kinds of ID cards' generation for 90,000 membership base.
- Developed ad hoc reports for business development purposes and interacted with employees and managers to ensure successful outcomes.
- Annually attended the FEP conference to learn new software and kept up to date in software changes.

### **Education**

BS in Mathematics, West Virginia State University, Institute, WV

AS in Computer Science, West Virginia State University, Institute, WV

GIS Certification, West Virginia University Institute of Technology, Beckley, WV

### **Volunteer Activities**

Volunteer for non-profit organizations, focusing on promoting exercise and healthy activities. Serve on boards, active in fundraising, organizing projects and acting as liaison with government entities.

- Complete Streets Advisory Board - appointed to the by Governor Justice, to help make recommendations to the Division of Highways, counties, and municipalities for restructuring procedures, updating design guidance, providing educational opportunities to employees
- Regional Intergovernmental Council - local MPO, serve on the Transportation Technical Advisory Committee (TTAC) and the Bicycle Pedestrian Advisory Committee.
- WV Trail - board member of statewide advocacy organization influencing public policy and law for improving walking and bicycling safety and access.