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Header 4

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1698045

Procurement Type: Central Master Agreement

Vendor ID: VS0000049978

Legal Name: SARGAD LLC

Alias/DBA:

Total Bid: \$166,400.00

Response Date: 09/17/2025

Response Time: 11:49

Responded By User ID: SARGAD-WV

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Last Name: Thota

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SO Doc Code: CRFQ

SO Dept: 0802

SO Doc ID: DMV2600000001

Published Date: 9/10/25

Close Date: 9/18/25

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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: 1698045
Solicitation Description: Mainframe Application Programmer Technical Staffing Services
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2025-09-18 13:30	SR 0802 ESR09082500000001687	1

VENDOR
VS0000049978
SARGAD LLC

Solicitation Number: CRFQ 0802 DMV2600000001
Total Bid: 166400
Response Date: 2025-09-17
Response Time: 11:49:04
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				166400.00

Comm Code	Manufacturer	Specification	Model #
81111600			

Commodity Line Comments: Year One - Regular Time - 2,080 hours
Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Year One \$80 \$166,400
Year One - Overtime -832 hours Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Year One \$80 \$66,560
Optional Year Two -Regular Time - 2,080 hours
Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Optional Year Two \$81 \$168,480
Optional Year Two
Overtime" 832 hours Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Two \$81 \$67,392
Optional Year Three
Regular Time" "2,080 hours
Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Three \$82 \$170,560
Optional Year Three
Overtime" 832 hours
Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Three \$82 \$68,224
Optional Year Four
Regular Time" "2,080 hours
Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Four \$83 \$172,640
Optional Year Four
Overtime" 832 hours Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Four \$83 \$69,056

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.



Response to RFQ DMV2600000001

Mainframe Application Programmer Technical Staffing Services

John W. Estep

Buyer

West Virginia Purchasing Division

Department of Administration

2019 Washington St E Charleston,

WV 25305

Email: john.w.estep@wv.gov

SARGAD LLC.

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Troy, MI 48084

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Cover Letter

SARGAD LLC
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September 11, 2025

John W. Estep
Buyer
West Virginia Purchasing Division
Department of Administration
2019 Washington St E Charleston,
WV 25305
Email: john.w.estep@wv.gov

Proposal Submission for CRFQ 0802 DMV2600000001 – Mainframe Application Programmer
Technical Staffing Services

Dear Mr. Estep,

SARGAD LLC is pleased to submit this proposal in response to the Centralized Request for Quote (CRFQ) 0802 DMV2600000001, issued by the West Virginia Purchasing Division on behalf of the West Virginia Division of Motor Vehicles (WV DMV). As a minority-owned IT staffing and solutions provider with over 15 years of experience we bring a robust operational infrastructure and proven methodologies to deliver exceptional workforce solutions. Our focus on IT staffing, including temporary placements and staff augmentation, aligns seamlessly with the WV DMV's need for on-site Mainframe Application Programmer Analyst services.

We have thoroughly reviewed the solicitation, revised specifications, general terms and conditions, instructions to vendors, Addendum No. 1, Addendum 2 and all attached exhibits. This proposal complies with all mandatory requirements, including the provision of at least two qualified analysts to perform services on-site at WV DMV Headquarters (5707 MacCorkle Avenue, S.E., Charleston, WV 25304), Monday through Friday from 8:00 AM to 4:00 PM, excluding specified holidays, with U.S. work authorization and emergency response capability within 48 hours.

We propose to deploy the following highly qualified Mainframe Application Programmer Analysts, carefully selected to ensure full compliance with the WV DMV's requirements:

- Mikkili Jeevan Reddy, a Senior Mainframe Programmer Analyst with 11+ years of experience, fully meeting all RFP qualifications, including direct expertise with WV Drivers' systems, CA DB2/IBM Tools (RC/Update, PRF), and AAMVA applications (CDLIS, PDPS, SSOLV, UNI).

- Kannika Narayana, a Mainframe Developer with 13+ years of experience, exceeding core technical requirements (COBOL, JCL, DB2) with transferable skills in regulated environments, adaptable to WV DMV needs.

Candidate Resumes are included in Appendix A, with acknowledged Addendum(s), Exhibit A Pricing Page and CRFQ Form at the end of the document. We are a non-resident certified Small and Minority owned business and we have attached our certificate.

For any correspondence or official notices, please contact:

Name: Sri Thota

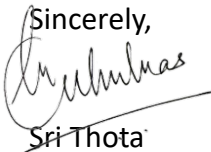
Title: CEO

Address: 755 W Big Beaver Rd, Suite 2020, Troy, MI, 48084

Email: sri.thota@sargad.com

Telephone: 248-302-0666

SARGAD commits to compliance with all terms, including independent contractor status (per IRS/DOL guidelines), security protocols (Exhibits B/C to be submitted post-award), and performance schedules. We look forward to partnering with the WV DMV to enhance its Drivers' License System and are available for further discussion.

Sincerely,

Sri Thota
CEO

Company Overview

SARGAD is a minority-owned IT staffing and solutions provider, established as a strategic spin-off from our parent company, i5 Systems with over 15 years of experience serving US public and private sector clients, including higher education, healthcare, and local government entities. This foundation equips us with robust operational infrastructure and proven methodologies while allowing us the agility and responsiveness of a specialized firm focused on IT workforce excellence across various sectors, including government IT modernization. Approximately 50% of SARGAD's business is dedicated to IT staffing and staff augmentation services. This includes temporary placements, contract-to-hire roles, and direct hire recruitment.

With a team of 20+ professionals, we maintain a nimble organizational structure designed to adapt quickly to client needs while delivering exceptional quality. Our leadership combines deep IT staffing expertise with executive experience from Fortune 200 companies, ensuring a unique blend of technical proficiency, regulatory compliance knowledge, and operational excellence. Our expertise in recruiting for complex, regulated IT environments ensures seamless support for WV DMV's goals of maintaining and enhancing its mainframe-based Drivers' License System.

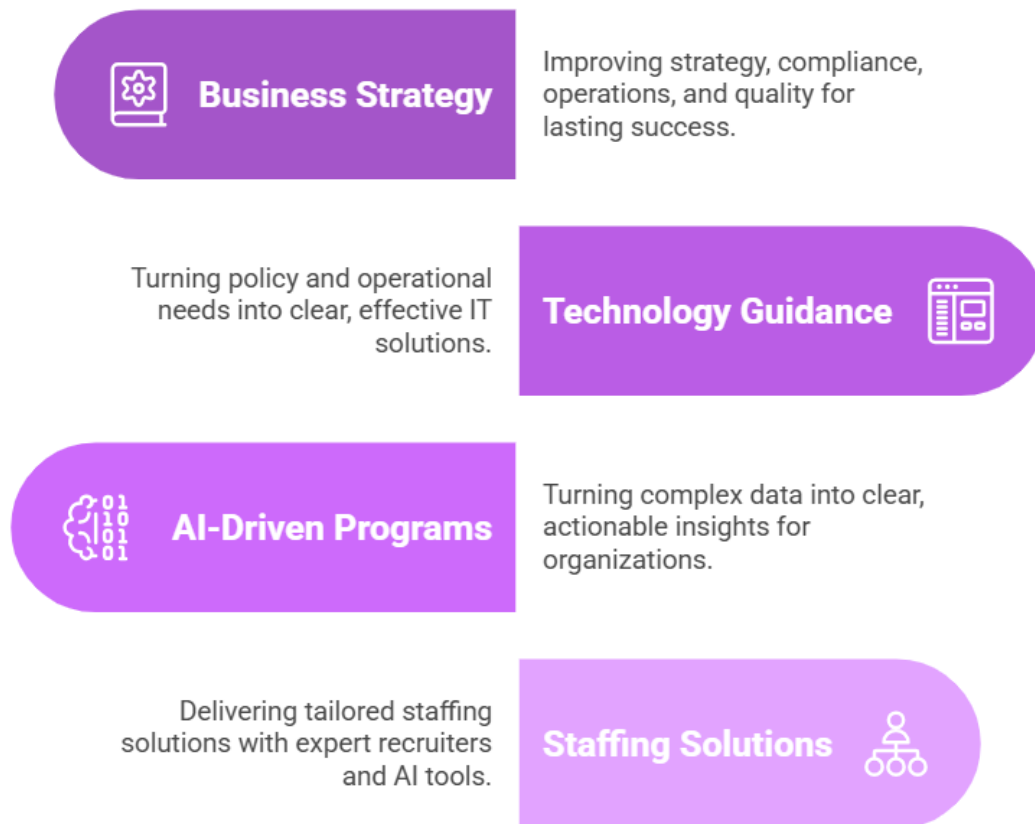
Management & Organizational Structure

Our organization operates with a flat leadership model, comprising:

- Executive Leadership (CEO, COO, CFO) with backgrounds in IT staffing, public sector procurement, and Fortune 200 corporate leadership.
- Practice Directors overseeing core service areas: IT Staff Augmentation, Direct Hire Services, and Workforce Optimization.
- Project Managers coordinating cross-functional teams tailored to each client engagement, including mainframe system support.

Subject Matter Experts, including IT recruiters certified in public sector staffing, compliance specialists familiar with federal and state regulations, and technical consultants experienced in mainframe environments.

Our Company Services



Business Strategy & Process Improvement

We help organizations grow by improving strategy, compliance, operations, and quality for lasting success.

Information Management & Technology Guidance

We bridge strategy and technology by turning policy and operational needs into clear, effective IT solutions.

AI-Driven Quality Programs & Performance Optimization

We turn complex data into clear, actionable insights to help organizations meet regulations and adapt to industry needs.

Expert Staffing Solutions

We deliver tailored staffing solutions— temporary, permanent, contract, and payroll— combining expert recruiters and AI tools to quickly connect you with the right talent.

IT STAFF AUGMENTATION SERVICES

SARGAD delivers tailored staffing solutions that ensure agencies have seamless access to the right IT talent when and where they need it. Our approach emphasizes flexibility, compliance, and speed, allowing us to support a wide range of client environments, from legacy mainframe operations to cloud transformation initiatives.

Our capabilities include, but are not limited to, Mainframe Application Programmer Analysts, Software Developers, System Architects, Business Analysts, Database Administrators,

Cybersecurity Specialists, Data Engineers, Network and Cloud Engineers, QA Analysts, IT Project Managers, and Technical Support staff.

We provide:

- Short-Term, Long-Term, and Project-Based Staffing – Flexible resourcing models tailored to project timelines, peak workloads, and specialized initiatives.
- Rapid Deployment of Qualified Professionals – Pre-screened candidates available for immediate placement to meet urgent client needs.
- Scalable Workforce Solutions – Ability to ramp up or down quickly based on agency requirements, ensuring cost-effectiveness and operational agility.
- Regulatory and Security-Cleared Resources – Professionals with background checks, compliance training, and (where applicable) security clearances to meet federal and state standards.
- Specialized Recruiting Expertise – Dedicated recruiters with deep networks in mainframe, cloud, cybersecurity, and emerging technologies to source niche talent.
- Onsite, Remote, and Hybrid Staffing Models – Providing candidates in alignment with client workplace requirements.
- Contract-to-Hire Options – Allowing agencies to evaluate professionals in a contract role before extending permanent employment offers.
- Backfill and Continuity Support – Rapidly replacing staff who exit during an engagement to ensure uninterrupted service delivery.
- Retention and Performance Monitoring – Regular check-ins, feedback loops, and performance reporting to confirm ongoing quality and client satisfaction.
- Geographic Flexibility – Access to local talent pools as well as relocation-ready professionals to support statewide or regional projects.

Our services ensure uninterrupted support for the WV DMV's mission-critical Drivers' License System, with expertise spanning mainframe programming, data integrity, and compliance with federal and state standards

Acknowledgement of Requirements & Candidate Alignment

SARGAD has thoroughly reviewed all documents associated with CRFQ 0802 DMV2600000001, including the solicitation, revised specifications, general terms and conditions, instructions to vendors, Addendum No. 1 (with vendor questions, responses, and revised specifications), Addendum No. 2, and all attached exhibits. We acknowledge and agree to comply with all mandatory requirements, terms, and conditions outlined therein.

SARGAD acknowledges and agrees to the staff replacement provisions. In the event that a proposed candidate becomes unavailable or is found unsuitable during the contract term, SARGAD will provide a qualified replacement who meets or exceeds all specified requirements. Written notice will be provided to the WV DMV within one (1) business day, and replacement candidates will be supplied within the required timeframe to ensure continuity of service. To further support uninterrupted operations, SARGAD maintains a pool of pre-identified backup candidates. For critical roles, backup candidates can be mobilized within 48 hours. Replacements will be provided at no additional cost, with expedited onboarding and knowledge transfer to minimize disruption to DMV operations.

We are proposing two highly qualified Mainframe Application Programmer Analysts to meet the WV DMV's need for on-site technical expertise in developing, enhancing, and maintaining its Drivers' License System in compliance with federal and state regulations, including AAMVA standards and FMCSA requirements. Our candidates are legally authorized to work in the United States, possess the requisite experience, and are prepared to deliver services Monday through Friday, 8:00 AM to 4:00 PM, excluding specified holidays, with the ability to respond to emergencies within 48 hours.

Resumes for the candidates are available in **Appendix A**

Compliance Matrix – Proposed Mainframe Application Programmer Analysts

RFP Requirement (CRFQ DMV2600000001)	Mikkili Jeevan Reddy (Ranked 1)	Kannika Narayana (Ranked 2)
5+ years IBM Mainframe programming (COBOL/CICS/DB2)	11+ years COBOL, CICS, DB2 across healthcare, banking, DMV Drivers System.	13+ years COBOL, CICS, DB2 across banking/financial/healthcare systems.
5+ years JCL in enterprise environment	10+ years JCL in batch/production job control and scheduling.	13+ years JCL, including Fiserv batch jobs and JPMorgan financial processing.
3+ years WV Drivers enterprise DB analysis & design	Direct experience analyzing and designing WV Drivers' DB; proven work in DMV environment.	13+ years DB2 design/analysis in large-scale enterprise systems; transferable to DMV Drivers.
3+ years CA DB2/IBM Tools (RC/Update, PRF)	3+ years hands-on with RC/Update and PRF for DB2 recovery and performance.	DB2 utilities (SPUFI, QMF, File-Aid); foundation to adapt to RC/Update/PRF.
1+ year CDL legal requirements (WV)	1+ year CDL WV compliance; integrated DMV Drivers System with court systems.	Experience in compliance-heavy environments (FATCA, HIPAA); transferable to CDL.
Experience with AAMVA applications (CDLIS, PDPS, SSOLV, UNI, State-to-State)	Direct AAMVA integration (CDLIS, PDPS, SSOLV, UNI, State-to-State).	Extensive interface development (MQ, NDM); adaptable to AAMVA applications.
U.S. Work Authorization & On-Site Availability (M–F, 8–4, Charleston, WV)	Legally authorized to work in US, fully available on-site; 48-hr emergency response.	Legally authorized to work in US, fully available on-site; 48-hr emergency response.

Proposed Mainframe Application Programmer Analysts

1. Mikkili Jeevan Reddy

Mikkili Jeevan Reddy is a seasoned Senior Mainframe Programmer Analyst with over 11 years of hands-on experience in developing and maintaining complex enterprise-level applications in IBM mainframe environments. Specializing in COBOL, CICS, DB2, and JCL, Jeevan has a proven track record of optimizing high-volume batch and online systems for critical business operations, including healthcare billing workflows, banking transaction processing, and regulatory compliance systems. His expertise includes designing and analyzing WV Drivers' enterprise mainframe databases, ensuring data integrity and performance in regulated federal and state environments, with direct experience in federal and state legal requirements for Commercial Driver Licensing in West Virginia.

Jeevan has utilized Computer Associates DB2/IBM tools such as RC/Update for database recovery and PRF for performance profiling, minimizing downtime and enhancing operational continuity. He has extensive integration experience with AAMVA applications, including CDLIS, PDPS, Social Security Online Verification (SSOLV), Unified Network Interface (UNI), and State-to-State systems, facilitating seamless data exchange and compliance reporting. Throughout his career at various organizations like Ascension Health, JPMorgan Chase, Bank of America, HCA Healthcare, and Verizon, Jeevan has excelled in code reviews, root cause analysis, automation of data extraction, and cross-functional collaboration using Agile and Waterfall methodologies. A U.S.-based professional legally authorized to work, Jeevan holds a strong commitment to security protocols and documentation standards, making him an ideal fit for on-site support at the WV DMV.

Compliance with RFP (CRFQ DMV2600000001):

Jeevan fully complies with the RFP requirements as outlined in Section 3 of the Revised Specifications. He exceeds the minimum five (5) years of paid full-time experience programming in IBM mainframe environments with complex COBOL/CICS/DB2 systems, bringing over 11 years of professional expertise. His 10+ years of JCL programming experience also surpasses the specified five-year threshold.

He offers more than three years of direct experience with the WV Drivers' enterprise mainframe database analysis and design, demonstrating proven familiarity with this highly specialized environment. His prior engagements in regulated industries (including banking under SOX and healthcare under HIPAA) further underscore his ability to operate effectively within compliance-driven domains.

Jeevan also brings over three years of hands-on experience with Computer Associates DB2/IBM Tools (RC/Update and PRF), aligning perfectly with the RFP's tool-specific requirements. He possesses over one year of demonstrated experience with federal and state Commercial Driver Licensing (CDL) requirements in WV, and has actively supported AAMVA applications including CDLIS, PDPS, SSOLV, and UNI, which are critical to the WV DMV environment.

Finally, Jeevan is legally authorized to work in the United States and is fully available for on-site assignment at WV DMV Headquarters, 5707 MacCorkle Avenue S.E., Charleston, WV, Monday through Friday, 8:00 AM to 4:00 PM (excluding holidays), with the ability to respond to emergencies within 48 hours. This ensures complete compliance with all contractual scope and staffing requirements.

Reference of Mikkili Jeevan Reddy

Reference Name	Role/Title	Company/Organization	Email ID
Madhumita Payala	Manager	JPMC	Madhumitha.payala@chase.com
Kumar	Manager	Bank of America	Kumar@bofa.com
Vishwas Kumar	Manager	Bank Of America	vishwas@bofam.com

2. Kannika Narayana

Kannika Narayana is an accomplished Mainframe Developer with more than 13 years of experience in the full System Development Life Cycle (SDLC), from analysis and design to implementation, testing, and production support for complex software and database applications. Proficient in COBOL, CICS, DB2, JCL, IMS DB, VSAM, and MQ on IBM Z-OS platforms, Kannika has delivered solutions across banking, financial services, and healthcare domains, including payments modernization, L3 production support, and cloud migrations to AWS. Her work at Fiserv (October 2024–Present) and JPMorgan Chase via Mphasis (January 2017–September 2024) involved coding, debugging, and deploying MetaCOBOL changes for high-stakes projects like Authorizations, Balance Transfers, and Federal/FATCA tax reporting, ensuring defect-free code and smooth bi-weekly releases.

Certified in AWS Cloud Practitioner and DB2 Family Fundamentals UDB V8, Kannika excels in agile ceremonies, requirement gathering, and onshore-offshore coordination, leading teams of up to 5 while monitoring critical batch cycles and resolving abends. She has hands-on experience with tools like Xpeditor, File-Aid, Changeman, Abend-Aid, and CA-7 for job scheduling and performance tuning in regulated environments, adhering to compliance standards such as HIPAA and financial regulations. Earlier roles at IBM Global Services (India, 2004–2009) for Medco Health and Syntel (India, 2003–2005) for American Express honed her skills in batch load processes, claims re-engineering, and transaction processing. Holding a valid visa, Kanika is eager to contribute her innovative problem-solving and team collaboration skills to the WV DMV's mainframe enhancements on-site.

Compliance with RFP (CRFQ DMV2600000001):

Kannika offers more than 13 years of paid full-time professional experience in IBM mainframe development, consistently delivering high-quality Contract Services across COBOL, CICS, DB2, and JCL environments. Her background surpasses the five (5) years minimum requirement for both COBOL/CICS/DB2 programming and JCL expertise, with extensive contributions such as batch job development and optimization at Fiserv and complex system integrations at JPMC and Medco.

Her career includes DB2 analysis, design, and maintenance in large-scale mainframe environments, which equips her with transferable expertise highly relevant to supporting the DMV Drivers Systems. In regulated industries such as financial services (7+ years of FATCA compliance at JPMC) and healthcare (HIPAA compliance at Medco), Kannika has successfully operated in environments requiring precision, adherence to strict standards, and seamless system performance—qualities that directly align with the WV DMV’s needs in a regulated federal/state context.

She has also developed proficiency with DB2 utilities and performance management tools (e.g., SPUFI, QMF, File-Aid for DB2) within enterprise systems, providing a solid foundation for supporting specialized toolsets such as CA DB2/IBM Tools (RC/Update and PRF). Her strong experience in building and maintaining enterprise-level interfaces (e.g., MQ, NDM Connect in JPMC projects) positions her well to adapt to and support AAMVA-related systems such as CDLIS, PDPS, SSOLV, and UNI.

Kannika is legally authorized to work in the United States and is fully prepared to provide on-site services at WV DMV Headquarters, Charleston, WV, Monday through Friday, 8:00 AM to 4:00 PM (excluding state holidays), with availability to respond to emergencies as required.

Reference of Kannika Narayanan

Reference Name	Role/Title	Company/Organization	Email ID
Jagadeesh Raju	Project Manager	Fiserv	Jagadish.raju@fiserv.com
Scott Jackson	Software Development Engineer	Fiserv	sejackson383@gmail.com
Sandhya Mannava	Developer	Fiserv	sandhyamannava751@gmail.com

Conclusion

SARGAD LLC is fully equipped to deliver the required Mainframe Application Programmer Analyst services, with candidates who exceed the RFQ’s qualifications and are prepared to support WV DMV’s mission-critical Drivers’ License System. We commit to compliance, quality, and cost-effectiveness, as demonstrated by our competitive pricing and robust candidate qualifications. We look forward to partnering with WV DMV and request the opportunity to discuss this proposal further.

Mikkili Jeevan Reddy

SENIOR MAINFRAME PROGRAMMER ANALYST

EXPERIENCE SUMMARY

- Over 11+ years of Programmed and maintained complex enterprise-level COBOL, CICS, and DB2 applications within IBM mainframe environments supporting critical business operations.
- Developed and supported batch and online jobs using JCL in high-volume enterprise mainframe processing systems.
- Analyzed and designed WV Drivers enterprise mainframe databases ensuring data integrity and performance optimization.
- Utilized Computer Associates DB2/IBM tools including RC/Update and PRF to manage database recovery and performance profiling.
- Applied in-depth knowledge of federal and state legal requirements related to Commercial Driver Licensing in WV.
- Worked extensively with AAMVA applications interfacing with the WV Drivers' System including CDLIS, PDPS, and Social Security Online Verification.
- Supported unified network interface and State-to-State system interactions ensuring seamless data exchange with AAMVA programs.
- Created, debugged, and optimized CICS online programs processing real-time driver and licensing data.
- Developed efficient batch COBOL programs processing large transactional datasets related to driver licensing systems.
- Managed JCL scripts for job scheduling, execution control, and system resource management in mainframe workflows.
- Performed database design tasks including schema refinement and index optimization within WV Drivers databases.
- Employed DB2 RC/Update tools minimizing recovery time and ensuring operational continuity.
- Utilized PRF for performance profiling identifying and addressing bottlenecks in mainframe database queries.
- Ensured compliance with federal and state mandates governing commercial driver licensing data and reporting.
- Facilitated integration testing of AAMVA-related applications maintaining data synchronization and integrity.
- Provided technical support and issue resolution for mainframe applications supporting driver licensing processes.
- Authored detailed technical documentation capturing coding standards, database schemas, and operational procedures.
- Participated actively in code reviews and knowledge-sharing sessions improving team coding standards.
- Implemented data security and audit measures protecting sensitive driver information in compliance with regulations.
- Collaborated with cross-functional teams including business analysts and state officials to align system functionalities.
- Managed release and deployment processes for mainframe application updates minimizing system downtime.
- Automated data extraction and reporting routines facilitating timely regulatory submissions.
- Conducted root cause analysis and problem resolution to prevent recurrence of system defects.
- Monitored system performance metrics ensuring efficient mainframe resource utilization.
- Maintained testing environments replicating production configurations for thorough validation of mainframe changes.
- Coordinated with QA, operations, and business subject matter experts to meet delivery and documentation goals
-

Technical skills:

Core Competencies	Technologies & Tools
Mainframe Programming	COBOL, JCL, DB2
System Design / Programming	AS400 (iSeries)
Current & Past COBOL/AS400 Experience	Legacy Modernization
SQL & Data Analysis Techniques	SQL/400, DB2, Query Tools
Data Mapping & Requirement Analysis	Documentation Standards
Program Logic Analysis	Debuggers, Testing Frameworks
Collaboration with Cross-Functional Teams	Agile / Waterfall, Communication Skills

WORKING EXPERIENCE:

Ascension, Missouri, United States— Mar 2023 - Present

Senior Mainframe Programmer analyst

Key Responsibilities:

- Built healthcare billing workflows leveraging Mainframe programming with COBOL, JCL, and DB2.
- Designed patient claim lifecycle via accurate system design/programming methods.
- Delivered batch insurance data reconciliations with SQL and data analysis techniques.
- Mapped hospital data flows into payer systems using data mapping, documentation standards, and requirement analysis.
- Identified and resolved bugs by analyzing program logic and providing technical solutions.
- Balanced priorities by applying communication and collaboration skills to work with cross-functional teams across IT and medical billing.
- Developed encounter tracking with COBOL on the AS400 platform coding standards.
- Actively maintained current production deliverables on COBOL/AS400.
- Automated batch claims jobs via Mainframe programming with COBOL, JCL, and DB2.
- Designed patient discharge modules applying system design/programming templates.
- Created analytical reports for hospital executives using SQL and data analysis techniques.
- Formalized business workflows into reusable diagrams via data mapping, documentation standards, and requirement analysis.
- Improved patient safety workflows by analyzing program logic and providing technical solutions.

- Coordinated with patient services through strong communication and collaboration skills to work with cross-functional teams.
- Converted legacy data to modernized interfaces using COBOL on the AS400 platform.
- Leveraged past COBOL on AS400 experience to design older claim integrations.
- Ensured integration pipelines met compliance through Mainframe programming with COBOL, JCL, and DB2 efficiency.
- Enhanced workflows with robust system design/programming architecture.
- Delivered advanced usage of views leveraging SQL and data analysis techniques.
- Validated claims documentation following data mapping, documentation standards, and requirement analysis.
- Debugged claim escalations by analyzing program logic and providing technical solutions.
- Led team peer sessions applying communication and collaboration skills to work with cross-functional teams.
- Migrated COBOL modules ensuring sustainability on the AS400 platform.
- Balanced knowledge transfer of current and past COBOL/AS400 involvement into medical records systems.
- Promoted changes via Endeavor to production.

Environment: OS/390, Enterprise COBOL, DB2, VSAM, GDG, SQL, JCL, TSO, ISPF/PDF, SQL, CHANGEMAN, Xpeditor, File-Aid, File-Aid for DB2, IBM Utilities, SPUFI, QMF, CA-7, SPUFI, SOAP.

JPMC, New York, United States— Aug 2021 - Feb 2023

Senior Mainframe Programmer analyst

Key Responsibilities:

- Developed enterprise COBOL and CICS applications processing high-volume banking transactions on IBM mainframe systems.
- Programmed and optimized JCL scripts managing complex batch scheduling for banking data workflows.
- Designed and maintained DB2 databases supporting merchant and customer data integrity within banking systems.
- Utilized Computer Associates DB2 tools (RC/Update and PRF) for disaster recovery and performance tuning in banking environments.
- Ensured compliance with regulatory banking requirements impacting driver licensing and financial identity validation.
- Integrated AAMVA-related applications such as CDLIS and PDPS ensuring accurate data exchange for compliance reporting.
- Developed real-time CICS online programs supporting banking user interfaces for licensing and identity verification.
- Reviewed and converted legacy code to modern standards improving maintainability of banking mainframe programs.
- Authored technical specifications and documentation supporting banking system audits and reviews.
- Managed system problem resolution ensuring banking systems were available during critical processing windows.
- Supported continuous deployment of banking applications minimizing downtime and service disruptions.
- Automated batch job error handling and notification reducing banking operational risks.
- Coordinated with business analysts gathering detailed banking requirements for mainframe system enhancements.
- Monitored banking system performance using PRF tools to identify SQL query optimization opportunities.
- Provided training and support to junior banking mainframe developers enhancing team capabilities.
- Enforced secure access and data protection measures complying with financial industry standards.
- Conducted root cause analyses resolving banking transaction errors rapidly mitigating business impact.

- Led multi-team collaboration sessions supporting efficient banking mainframe application development cycles.
- Participated in banking system change control boards ensuring governance and compliance during releases.
- Implemented testing strategies covering both batch and real-time banking operations validating system changes.
- Maintained version control and configuration management for banking mainframe artifacts.
- Engaged with infrastructure teams ensuring successful banking system upgrades and migrations.
- Developed reusable CICS subroutines improving banking transaction throughput and error handling.
- Reviewed banking JCL job streams optimizing resource allocation and job run times.
- Migrated extensions through new COBOL on the AS400 platform.
- Formalized lessons through current and past COBOL/AS400 programs for case study libraries.
- Revised data mapping specification between source and target system for new refinance products.
- Spearheaded process improvements and post-go-live reviews for deployed solutions.

Environment: OS/360, Enterprise COBOL, DB2, CICS,SQL,JCL, VSAM,GDG, TSO, ISPF/PDF, SQL, Xpeditor, SORT, File-Aid, File-Aid for DB2, Endeavor, IBM Utilities, MQ Series, SPUFI, BMC, QMF, CA-7,SPUFI, QC.

Bank Of America,North Carolina, United States— Dec 2018 - July 2021

Mainframe Programmer analyst

Key Responsibilities:

- Designed and enhanced COBOL/CICS programs processing mortgage and loan servicing data on IBM mainframe platforms.
- Created and maintained JCL scripts automating complex batch operations supporting banking financial processes.
- Administered DB2 databases ensuring high availability and optimized query performance for banking data analytics.
- Utilized CA DB2 tools RC/Update and PRF to support disaster recovery exercises and performance tuning initiatives.
- Applied knowledge of legal and compliance requirements related to commercial driver licensing and identity systems.
- Developed interfaces and supported applications integrating AAMVA systems such as Unified Network Interface.
- Conducted detailed code reviews and conversions ensuring Bank of America mainframe systems met corporate standards.
- Handled batch and online job troubleshooting maintaining uninterrupted banking operations.
- Authored comprehensive technical documentation enabling knowledge sharing for Bank of America IT teams.
- Implemented performance monitoring enhancing Bank of America system reliability and scalability.
- Engaged in requirement gathering sessions translating banking business needs into technical specifications.
- Supported deployment and patch management processes minimizing risks during banking system changes.
- Automated error tracking and notification workflows reducing banking incident response times.
- Provided on-call support resolving critical banking application incidents swiftly.
- Collaborated with data architects optimizing DB2 schema design for Bank of America data warehouses.
- Designed and developed reusable COBOL routines improving maintainability across banking applications.
- Ensured adherence to data security, privacy, and regulatory mandates in banking environments.
- Participated actively in Agile banking software development processes promoting iterative improvements.
- Facilitated cross-team communication between banking business users and technical teams.

- Maintained test environments mirroring production enabling thorough validation of banking system updates.
 - Prepared and presented technical status reports to Bank of America stakeholders improving project transparency.
 - Led disaster recovery drills ensuring Bank of America system resilience and readiness.
 - Mentored junior developers fostering Bank of America mainframe technical skill development.
 - Optimized JCL job dependencies and run stream sequences reducing banking batch processing times.
 - Balanced roadmaps using current and past COBOL/AS400 implementations unique to BOA.
 - Updated data mapping specification between source and target system for new data sources.
 - Led improvements in mainframe delivery and incident communication standards
- Environment:** OS/360, Enterprise COBOL, DB2, CICS,SQL,JCL, VSAM,GDG, TSO, ISPF/PDF, SQL, Xpeditor, SORT, File-Aid, File-Aid for DB2, Endeavor, IBM Utilities, MQ Series, SPUFI, BMC, QMF, CA-7,SPUFI, QC.

HCA Healthcare, Nashville, Tennessee.— Oct 2016 - Nov 2018

Mainframe Programmer analyst

Key Responsibilities:

- Developed COBOL/CICS programs supporting healthcare patient records, billing, and claims processing on IBM mainframes.
- Created JCL job streams automating batch data processing for healthcare financial workflows.
- Maintained DB2 relational databases optimizing queries for critical healthcare reporting and analytics.
- Used Computer Associates DB2 tools RC/Update and PRF to maintain healthcare database performance and recovery.
- Ensured compliance with healthcare regulations and privacy standards impacting patient data handling.
- Integrated AAMVA and related applications with healthcare systems supporting identity verification processes.
- Conducted thorough application debugging and system problem resolution minimizing healthcare system downtime.
- Authored healthcare-specific technical documentation promoting process adherence and knowledge transfer.
- Developed subroutines increasing efficiency in healthcare data batch processing jobs.
- Participated in system testing validating healthcare application functionality and compliance requirements.
- Supported healthcare release and deployment activities ensuring continuity of clinical operations.
- Collaborated with healthcare business analysts refining system requirements and technical designs.
- Automated error detection and alerting improving healthcare system operational responsiveness.
- Conducted root cause analysis on healthcare data discrepancies preventing recurring issues.
- Provided technical mentorship enhancing team knowledge of healthcare mainframe systems.
- Managed healthcare system change control processes ensuring adherence to compliance mandates.
- Executed performance tuning improving healthcare batch processing throughput and resource utilization.
- Assisted in data extraction and report generation supporting healthcare regulatory submissions.
- Created and maintained secure healthcare environments supporting testing and production stability.
- Led disaster recovery planning and validations ensuring healthcare data availability.
- Enforced stringent security protocols protecting sensitive healthcare information.
- Monitored healthcare system metrics escalating issues proactively mitigating patient care disruptions.
- Coordinated cross-functional healthcare IT teams improving system integration and process consistency.
- Implemented software upgrades with minimal clinical impact sustaining healthcare service levels.
- Enhanced scripting and batch workflow logic for continual improvement.
- Optimized batch job dependencies for reduced runtime and resource conflicts.
- Supported change approval calls, providing technical explanation and risk assessment.

- Led process improvement for batch schedule handoffs and on-call rotations.

Environment: COBOL, JCL, VSAM, DB2, DB2 Stored Procedures, INSYN, CHANGEMAN, TSO, EZTRIEVE, CICS, CTG, CTS, EXCI, Web Services, XML, MQSeries, TWS

Verizon, Delaware, United States — Sep 2013 - Sep 2016

Mainframe Admin

Key Responsibilities:

- Engineered multi-platform CA-7 batch monitoring and escalation systems for telecom operations.
- Developed Control-M schedules for near-real-time operations support.
- Crafted advanced JCL to address diverse telecom data and operational jobs.
- Automated job submission and status escalations using Unix Shell scripts.
- Maintained SPOOL-driven alerting and dashboard updates for control teams.
- Resolved SB-37, SE-37 abends and catalog issues for mission-critical orders processing.
- Documented all workflows and job submissions using Endeavor and Service-Now integration.
- Led operational reviews to validate batch dependencies and scheduling design.
- Collaborated interdepartmentally to optimize batch flows across technology platforms.
- Provided on-call support for rapid incident response and job recovery.
- Deployed automated notification and alerting for job failures and SLA breaches.
- Trained batch operators in advanced scheduling, abend handling, and CA-7 best practices.
- Authored technical documentation for recovery/rollback procedures.
- Executed cron and shell script-driven scheduling enhancements.
- Managed job progression, incident escalation, and communication via Service-Now workflows.
- Led troubleshooting for job failures, catalog mismatches, and runtime conflicts.
- Automated end-of-day job closeouts streamlining shift changes and operational continuity.
- Provided weekly reporting packages for operational leaders and business clients.
- Enhanced CA-7 and Control-M security compliance via scripting and workflow controls.
- Supported cross-team project meetings as a subject matter expert for batch scheduling.
- Audited mainframe job libraries for compliance and redundancy.
- Assisted in the integration of new business systems into batch scheduling.

Environment: COBOL, JCL, VSAM, DB2, FILEAID, TSO, ABENDAID, XPEDITER, CICS, CTS, CTG, Zeke, Control-M, Shell scripting

KANNIKA NARAYANA

MAINFRAME DEVELOPER (COBOL, DB2, JCL, IMSDB, VSAM, CICS, MQ)

Professional Summary

- 13+ years of experience in analysis, design, development, testing, implementation, support and maintenance of complex Software and Database applications.
- Experience in all the phases of System Development Life Cycle (SDLC) such as strategy and analyzing, designing, building (coding), debugging, testing and documentation of software products
- Solid understanding of **agile and waterfall methodologies**
- Proficiency in analyzing and translating business requirements to technical requirements and architecture
- Possess strong database and mainframe programming skills on **COBOL, CICS, DB2, VSAM, JCL, IMSDB, MQ, SQL** using Mainframe application development suite IBM Z-OS
- Familiarity with modern front-end technologies and exposure to cloud technologies
- Worked on different domains like **Banking, Financial** and Health Care
- Good experience in **modernization, migration** and developmental and support projects
- Ability to work in large, collaborative teams to achieve organizational goals, and passionate about building an innovative culture
- Experience in L3 support and on-call work, an excellent team player with innovative problem-solving skills and fixes

CERTIFICATIONS

- Certified in **AWS CLOUD** Practitioner
- Certified in **DB2 FAMILY FUNDAMENTALS** UDB V8.

ACHIEVEMENTS

- Recognized for **multiple times Summit Awards** for excellent performance in Mphasis.
- Recognized as **Bravo Award winner** for excellent performance in IBM India for Medco Project.

SKILL SETS

Languages	COBOL, SQL, JCL, IMS DB, CICS, MQ, EASYTRIEVE, REXX
Database	SQL, DB2, MS-SQL Server
Development Tools	File-aid, File-master Plus, QMF, File-aid for DB2, File-aid for IMSDB, Abend-aid for Batch, MAINVIEW, NDM Connect, NDM Direct, SPUFI, INFOMAN, JOBTRAC, JHS, ZEKE, Abend-aid for Online, DCLGEN

Debugging Tools	XPEDITOR, INTERTEST, CECI, IBM Debug Tool, IBM Fault Analyzer
Version Control	Changeman, Endeavor
SCHEDULER	CA-7 and batch cards for job scheduling
Reporting Tools	CA-VIEW, SAR, WEB-VIEWER
Other Tools & Technologies	SFTP, ITPAM, SharePoint, Confluence, JIRA, Kanban, Cutover, Service Now, ITSM, IBM Rational Tools, RPM, WINS CP, Adobe tools, Microsoft Visio, AWS Console, KANBAN, Beyond Compare, IntelliJ, Platinum tools for Database querying, MFTS for File transmissions, NDM Connect direct
Operating Systems	Windows, IBM Z/OS, OS 390, IBM 3090, IBM ES/9000, MVS/ESA
Testing	Smoke Test, Unit test, QA testing, UAT testing, ZATE testing and Prod parallel testing
Methodologies	Agile, Waterfall, Hybrid (Kanban)

PROFESSIONAL EXPERIENCE

Roles: MAINFRAME DEVELOPER/LEAD/ ONSITE CO-ORDINATOR/RELEASE CO-ORDINATOR

Client: Fiserv

OCT 2024 – TILL DATE

Fiserv, Inc. is a global provider of financial services technology and payments which offers a wide range of solutions for financial institutions, businesses, and consumers, including digital banking, payments, and [e-commerce](#). It serves thousands of clients worldwide and has a large global workforce. They provide omnichannel billing and payment solutions for software providers and independent software vendors, small businesses and large enterprises. They also offer platforms and solutions for banks and credit unions to enhance their digital banking experiences and customer relationships.

Projects working include coding, testing and debugging of MetaCobol changes for online programs and incidents to meet the client requirements on the Product control file part.

Roles and Responsibilities include research, analysis, requirement gathering, coding, testing debugging and implementing the solutions along with the peer review. Also participate in the

validations of implemented projects developed by the team for every minor and major releases and all the agile ceremonies.

Roles: LEAD MAINFRAME-COBOL DEVELOPER

Client: JP MORGAN CHASE / Mphasis

JAN 2017 – SEP 2024

JPMC & Co. is one of the oldest financial services firms in the world. It has operations in 60 countries. It is a leader in financial services with assets of \$2 trillion and the largest market capitalization and third largest deposit base US Banking institution. JP Morgan is used by the Investment Bank as well as the Asset Management, Private Banking, Private wealth management and Treasury and securities services division.

The Chase brand is used for credit card services in the US & Canada. On the other hand, Chase is the consumer and Commercial banking division of JPMC. Currently, there are ~250 million accounts on C3 system.

List of Major Projects worked include:

- Payments Modernization from legacy mainframe to AWS Cloud
- L3 production support and development
- Anthem Phase2 market expansion
- Zementis
- Authorizations (Credit and Debit)
- Balance transfer (Migration from VSAM to DB2)
- Amazon promo financing phase2
- US and Canadian tax reporting
- Federal and FATCA tax withholding
- Stop hold processing
- Posting order changes
- OMNI Rejects
- Dearborn Merger Phase 4
- Auto ACAPS
- Cobol upgradation V5.2 to V6.2

Roles and Responsibilities

- Participated in the research and analysis of the legacy Entry run flow
- Proactively worked with the agility leads to groom and come up with stories for every sprint
- Developed defect-free code, tested and deployed successfully for all the payment files in periodic phases of releases.
- Performed the role of a release lead for few of the bi-weekly release
- Participated in all the Agile meetings like scrum calls, backlog refinements, sprint review, sprint planning and pre-planning meetings.
- Provided end-to-end support prior to and post-deployment

- Participated in prod parallel testing prior to go-live to ensure a smooth deployment and execution of the project. Checked the outputs obtained from both Mainframe end and the AWS end using the Beyond Compare tools and other batch compare jobs.
- Monitor/Support and fix all the issues/abends and ensure successful completion of critical batch cycle without any lateq's and abendq's in all the dev and prod regions
- Acknowledged for any issues during on-call and came up with solutions/fixes for the support issues including other cross applications.
- Performed different kind of release lead roles like Changeman lead, Adhoc lead, Playbook lead for every coordinated, quarterly & bi-weekly releases
- Worked on fixing major P1 issues which were part of nightly critical batch cycle stream.
- Developed and deployed adhoc programs in production on the same day to fix certain P1/P2 issues
- Developed and made scheduler changes as and when required in all the regions to fix the lateq abends. Also coded scheduler alerts cards in mainframe to create P1 incidents in case of file not received or jobs sitting in lateq.
- Trained new folks to groom-up for the on-call activities.
- Worked on improvement areas for certain long-running job runs due to space issues, buffer issues and checkpoint issues
- Pro-actively coordinated with L1 and L2 support teams and other application teams as part of on-call. Also worked with operations teams, DBA teams, performance teams and CICS teams to fix the issues.
- Provided on-time status updates and delegated tasks to offshore team members.
- Performed supporting lead role as an onshore-offshore coordinator.
- Tested and deployed software as per the project needs
- Did eyes on glass monitoring of the RMON screen for Kafka jobs statistics and performance
- Ensured that the MQ packets and online transactions did not cross the max threshold failure counts by monitoring in the Mainview as well as online.
- Participated in annual review of compares of output files prior and post deployment and provide justifications for any discrepancies encountered
- Exposure to cloud technologies and tools like Airflow, DAGS, AWS Console and interacted with the team on modern front-end technologies and concepts like gameday scenarios
- Documented critical batch flows and flow diagrams using Visio and transitioned knowledge to the team on the same
- Performed Lead role to handle a team of 5 people

Environment: COBOL, DB2, IMS DB, JCL, VSAM, CICS, XPEDITOR, FILE-AID, myMFTS, INTERTEST, Aws Console, JIRA, Service Now, Confluence, SharePoint, NDM Connect, SFTP, Changeman, ABEND-AID, CA-7, SAR, CA-VIEW, Web-viewer, ITPAM, Cutover, Mainframe Z-OS, Easytrieve, Rexx, Microsoft Visio File-aid for IMS & DB2, SPUFI.

Company: IBM Global Services, INDIA

Apr 2004 – May 2009

Roles: MAINFRAME DEVELOPER/LEAD

Client: MEDCO

MEDCO is basically a PBM (Pharmacy Benefit Management). This means that Medco Health is a Managed Care Organization (MCO) that focuses specifically on the cost-effective and appropriate delivery of prescription medications to the market. Prescription drug costs are rising faster than other healthcare areas, and prescription costs represent over 10% of total healthcare expenses in the United States today. Healthcare organizations are seeking ways to provide cost-effective and high-quality pharmaceuticals to the people they represent. Medco Health is in a position to offer this. As the nation's leading prescription drug benefit manager, we have pioneered the business of managing prescription drug care. There are totally 2000 customers for which Medco offers their services.

List of Major Projects worked include:

- OMS Batch Load Process
- PPT Automation Enhancement
- Max Dollars Limit
- External Claims Re-engineering Project
- NDC Master Expansion
- Renewal by Mail
- Medicare Part – D
- Multiplan Medicare – D
- Medicare –D Production Support
- Troop Transfer
- Polar Zap process

Responsibilities

- Translate customer requirements into formal requirements and design documents, establish specific solutions, and leading the efforts including programming and testing that culminate in client acceptance of the results.
- Responsible for providing a high-quality solution to our customer requirements by developing defect free code.
- Responsible for effective communication between the project team colleagues and the customer. Provide day to day regular updates to the customer about the project status.
- Utilize in-depth knowledge of Application Programming in developing and implementing the customer requirements along with industry standards.
- Applied Quality Procedures in the team and continuously ensured to meet quality goals. Participated in reviews and audits.
- Provided technical documentation and facilitated training the team and the new joiners on the system.

- Participated in development and maintenance of Cobol-IMS/DB2/VSAM/CICS modules based on the customers requirement.
- Provide inputs to the testing team and participated in reviews and fixes
- Provided end-to-end support right from development and testing phase till post deployment.

Environment: COBOL, DB2, JCL, VSAM, CICS, XPEDITOR, FILE-AID, JIRA, Endeavor, ABEND-AID, CA-11, Mainframe Z-OS, Easytrieve, Rexx, Microsoft Visio, File-Master Plus, BMC tools, Rational clear quest, Lotus Notes, SPUFI, File-AID for DB2

Company: SYNTEL, INDIA

OCT 2003 – MAR 2005

Roles: MAINFRAME DEVELOPER/PROGRAMMER ANALYST

Client: AMERICAN EXPRESS

WWCAS is a Global transaction processing system servicing the American Express card business and providing risk management. It is Amex's most mission critical system encompassing on-line, real-time and batch processing. CAS applications are developed and maintained in TPF, MVS and WebSphere environments. Presentation services developed in WebSphere are the Point of Arrival system. All the green screens that TPF uses are going to be migrated to PS. The primary areas of CAS are TPF, MVS, WebSphere, PS, Systems development and Production Support.

Major projects worked include Pay-in-gross enhancements and Genesis

Responsibilities

- As an entry level programmer and a mainframe developer, participated in analyzing and documenting the programs and create a flow chart of the same for future references
- Participated in making minor developmental code changes and enhancements to the system
- Participated in Unit testing and System Integration testing and get the review approvals for deployment
- Validated the results post deployment and monitor on a regular basis
- Participated in all the SDLC activities and audits
- Self-groomed and also helped the teammates to understand the work and the system

Environment: COBOL, DB2, IMS DB, JCL, VSAM, CICS, FILE-AID, Changeman, ABEND-AID, Mainframe Z-OS, Easytrieve, QMF, SPUFI

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 - Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Year One	\$80	\$166,400
Year One - Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Year One	\$80	\$66,560
Optional Year Two Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Optional Year Two	\$81	\$168,480
Optional Year Two Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Two	\$81	\$67,392
Optional Year Three Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Three	\$82	\$170,560
Optional Year Three Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Three	\$82	\$68,224
Optional Year Four Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Four	\$83	\$172,640
Optional Year Four Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Four	\$83	\$69,056

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



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

State of West Virginia
Centralized Request for Quote
Info Technology

Proc Folder: 1698045 **Reason for Modification:**

Doc Description: Mainframe Application Programmer Technical Staffing Services

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2025-08-14	2025-09-11 13:30	CRFQ 0802 DMV2600000001	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000049978

Vendor Name : SARGAD LLC

Address : 755 W Big Beaver Rd, Suite 2020

Street : W Big Beaver Rd

City : Troy

State : Michigan

Country : United States

Zip : 48084

Principal Contact : Sri Thota

Vendor Contact Phone: 248-302-0666

Extension:

FOR INFORMATION CONTACT THE BUYER

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

**Vendor
Signature X**

FEIN# 334147517

DATE 11 Sep,2025

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

ADDITIONAL INFORMATION**REQUEST FOR QUOTATION :**

The West Virginia Purchasing Division is soliciting bids on behalf of WV Division of Motor Vehicles (WV 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. All services will be provided at the DMV Headquarters location in Charleston, WV. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO

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

CHARLESTON WV
US

SHIP TO

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	1	Hours	\$80	\$166,400 for year one (2080hrs)

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	2025-09-02

	Document Phase	Document Description	Page 3
DMV2600000001	Final	Mainframe Application Programmer Technical Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Department of Administration
Purchasing Division
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Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Info Technology

Proc Folder: 1698045	Reason for Modification:
Doc Description: Mainframe Application Programmer Technical Staffing Services	ADDENDUM NO_1 Vendor Questions and Responses REVISED Specifications
Proc Type: Central Master Agreement	

Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-03	2025-09-11 13:30	CRFQ 0802 DMV2600000001	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000049978
Vendor Name : SARGAD LLC
Address : 755 W Big Beaver Rd, Suite 2020
Street : W Big Beaver Rd
City : Troy
State : Michigan
Country : United States
Zip : 48084
Principal Contact : Sri Thota
Vendor Contact Phone: 248-302-0666
Extension:

FOR INFORMATION CONTACT THE BUYER

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304-558-2566
john.w.estep@wv.gov

Vendor
Signature X

FEIN# 334147517

DATE 11 Sep,2025

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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 (WV 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 All services will be provided at the DMV Headquarters location in Charleston, WV. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO	SHIP TO
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

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	Document Phase	Document Description	Page 3
DMV2600000001	Final	Mainframe Application Programmer Technical Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

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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: 1698045			Reason for Modification: to post Addendum No. 2
Doc Description: Mainframe Application Programmer Technical Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-10	2025-09-18 13:30	CRFQ 0802 DMV2600000001	3

BID RECEIVING LOCATION

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

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FEIN# 334147517

DATE 16 Sep,2025

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ADDITIONAL INFORMATION

ADDENDUM NO_2

1. Attach vendor question and response.

2. To extend the bid opening date from 9/11/2025 to 9/18/2025.

3. The bid opening time remains at 1:30 pm.

No other changes

INVOICE TODIVISION OF MOTOR
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WV

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ADDITIONAL TERMS AND CONDITIONS

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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	2025-09-02

SOLICITATION NUMBER: CRFQ DMV2600000001

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DMV26000000001 (“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 Vendor Questions and responses

Revised Specifications

Bid Opening remains 09/11/2025 @ 1:30 PM

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 DMV2600000001
Mainframe Programmer**

Vendor Questions and Agency Response

Q1. Is it a vacant position or do you have an incumbent? In case there is an incumbent, do you intend to renew their services?

A1. This is a new procurement, refer to section 1 in the RFQ specifications.

Q2. Who are previous incumbents on this project?

A2. This is a new procurement, refer to section 1 in the RFQ specifications. Reporting data information can be requested via the FOIA process for previous contract information.

Q3. What was the annual spend for the previous year on this project?

A3. This is a new procurement, refer to section 1 in the RFQ specifications. Reporting data information can be requested via the FOIA process for previous contract information.

Q4. If this is a new contract, what is the anticipated budget for this contract?

A4. Purchasing rules and regulations prohibit the release of budgetary information.

Q5. Is this RFP intended for a single vendor award or multiple vendor award?

A5. The contract will be awarded to the lowest single bidder meeting all mandatory requirements. This is a request for quotations and is not an request for proposals.

Q6. Could you please advise whether interviews will be conducted in person at the DMV Headquarters in Charleston, WV, or virtually?

A6. Refer to section 5, vendor responsibilities.

Q7. Is a minimum of three years of DMV experience a mandatory requirement?

A7. All requirements outlined in this RFQ are mandatory requirements. Specific experience requirements are outlined in section 3.

Q8. Does this position offer the option to work remotely?

A8. Refer to section 1 and section 5 in the specifications.

Q9. Is this a new requirement, or is there an incumbent currently providing these services?

A9. This is a new procurement, for background information refer to section 1 in the specifications.

Q10. Is prior experience with the West Virginia Department a mandatory requirement?

A10. Refer to section 3 in the specifications for the mandatory experience requirements.

Q11. For the candidate selection process, will interviews be conducted on-site or through video conferencing?

A11. Refer to section 1 and section 5 in the specifications.

Q12. If a vendor has past performance in IT staffing but has not previously provided Mainframe Application Programmer positions, are they still eligible to bid?

A12. Vendors must comply with all mandatory requirements regardless of previous contract awards.

Q13. Are there any certifications or licenses required to be submitted by vendors apart from the WV business license?

A13. Refer to sections 3, 4 and 5 in the specifications for information regarding vendor submission requirements.

Q14. What is the estimated number of open positions or anticipated usage under this contract?

A14. Refer to sections 1 and 5 in the specifications. Estimated quantities are outlined in Exhibit A, Pricing Page.

Q15. Is it mandatory for vendors to have a local office in West Virginia to be eligible for award?

A15. A local office is not required; however, the vendor must comply with all mandatory contract requirements to be considered contract award.

Q16. What type of vendor past performance or experience is DMV specifically seeking for this requirement?

A16. Refer to sections 3, 4 and 5 in the specifications for mandatory experience requirements.

Q17. Can a vendor still bid if they have never provided this exact position before?

A17. Refer to sections 3, 4 and 5 in the specifications for mandatory requirements.

Q18. What is the estimated budget or expected spend for this contract?

A18. Refer to the response to question 4.

Q19. Are there any liquidated damages or penalties for non-performance under this contract?

A19. Refer to item 11 in the contract Terms and Conditions.

Q20. Could you clarify if vendor references are required, as this was not explicitly mentioned (other than references related to candidates)?

A20. Refer to sections 3, 4 and 5 in the specifications for mandatory submission requirements.

Q21. If vendor references are required, how many should be submitted?

A21. See the response to question 20.

Q22. Is this requirement considered a new need or a recompile of an existing contract? If a recompile, could you provide details on the incumbent vendor(s)?

A22. This is a new procurement, refer to section 1 in the specifications for background information. Historical information for previous contracts may be requested via the FOIA process.

Q23. Could you provide historical usage information such as hours billed, number of resources used, or total spend from previous similar contracts?

A23. See response to question 22.

Q24. Should resumes of proposed candidates be submitted with the proposal, or only provided upon request or award?

A24. See response to question 20.

Q25. Could you please provide the budget allocated for the contract?

A25. Refer to the answer for question 4.

Q26. Can we know the previous spending on the project?

A26. Refer to the answer for question 3.

Q27. Is this contract going to be a single award or multiple award?

A27. Refer to the answer for question 5.

Q28. Is there an incumbent?

A28. Refer to response for question 1.

Q29. What is the minimum number of references required for each candidate?

A29. Refer to sections 3, 4 and 5 for mandatory requirements and bid submission requirements.

Q30. Does the proposed candidate should meet all the qualifications mentioned in 3.1 – 3.7.

A30. All requirements listed in specifications document are mandatory requirements.

Q31. Is it mandatory for proposed candidates to have prior experience specifically related to federal and/or state legal requirements governing Commercial Driving Licensing in West Virginia as outlined in section 3.5.

A31. All requirements in the specifications document are mandatory requirements.

Q32. Can WV DMV confirm the anticipated state date for the selected candidates?

A32. The contract start date will be the date of the contract award. Candidates should be prepared to start upon receiving award notification and completion of the requirements outlined in section 5.

Q33. Is there a maximum number of hours per week or per year that the DMV expects to utilize?

A33. Anticipated work hours are outlined in section 5.1.

Q34. Will the WV DMV provide workstations and necessary software tools onsite, or should the vendor supply them?

A34. Equipment and software will be provided by the WV DMV for candidates to utilize on-site during the contract period.

Q35. Can WV DMV confirm whether the selected candidate to be fully on-site or hybrid work arrangement would be considered.

A35. Refer to sections 1 and 5 in the specifications.

Q36. Is there a preferred format or template for submitting candidate names and experience documentation?

A36. Refer to sections 3, 4 and 5 in the specifications for mandatory submission requirements.

Q37. In the event that a proposed candidate is deemed non-compliant or disqualified during the evaluation process, will the vendor be permitted to submit a replacement prior to contract award?

A37. Replacement/alternative candidates are subject to the same contract requirements and approval process as outlined in the specifications. Review section 5.

Q38. If a candidate becomes unavailable or is found to be unsuitable after the contracts has been awarded during the engagement period, the vendor will be allowed to propose a qualified replacement to ensure continuity of service.

A38. Replacement/alternative candidates are subject to the same contract requirements and approval process as outlined in the specifications. Review section 5.

Q39. What specific information is required to validate the professional references of the proposed candidate?

A39. The vendor will be required to submit information necessary to contact proposed applicant references as outlined in section 3.7. At a minimum the vendor should provide contact information for references, this must include a contact name, telephone number and email address for each reference provided.

Item 5.1.1.1 will be added to the specifications and shall read as follows:
“Vendors shall provide contact information for all references, this shall include at a minimum, contact name, vendor name, telephone number and email address.”

Q40. Will the WV DMV accept pricing adjustments in future renewal years due to inflation or market changes.

A40. Refer to pricing page Exhibit A. Space is provided for pricing for years 2, 3 and 4 option renewal years.

Q41. Is it mandatory for proposed candidates to have prior experience working with AAMVA applications that interface with the WV Drivers' System, including CDLIS, PDPS, SSOLV, UNI and State-to-State systems?

A41. All the requirements outlined in the specification document are mandatory.

Q42. Should the vendor need to be registered in WV to apply for this opportunity?
Please confirm.

A42. Vendor must be compliant with all vendor registration requirements prior to contract award.

Q43. If a highly qualified candidate working with mainframe systems and technologies does not have experience with the WV Drivers' System, can they still qualify for this bid?

A43. All requirements outlined in the specification document are mandatory.

Q44. Could the agency confirm where there are any consideration for extending the submission due date for this solicitation?

A44. The bid opening date is 9/11/2025. No extensions will be provided.

Q45. How would you prefer to receive the proposals, in PDF or Word format?

A45. Bid submission instructions are included in section 6 of the Instructions to Vendors.

Q46. Should the proposal response, resumes of candidates, references, amendment acknowledgement and pricing pages to be compiled in a single document?

A46. Bid submission instructions are included in section 6 of the Instructions to Vendors.

Q47. Will 2 candidates be selected from a single vendor?

A47. Refer to response to question 5.

Q48. Is it mandatory for the business to be licensed in WV to be eligible to apply for this bid.

A48. Vendor must be compliant with all vendor registration requirements prior to contract award.

Q49. Will the agency assist in coordinating background checks, or must the vendors handle all aspects independently?

A49. Refer to section 5 for details regarding vendor responsibilities.

Q50. What is the expected turnaround time for background check approvals?

A50. Refer to section 5 for details regarding vendor responsibilities. Item 5.1.1.2 has been added to include a turnaround requirement for background checks. The requirement will read as follows: "Vendor is responsible for completely background checks outlined in section 5 within fourteen days".

Q51. What criteria will the agency use to determine whether to exercise the renewal options for years 2, 3 and 4.

A51. Refer to section 6.1.

Q52. Will vendors be notified in advance if the agency intends to renew the contract? Would you like help drafting a formal email or preparing a Q&A sheet for your team?

A52. Refer to section 6.1. Assistance in drafting a formal email or Q&A sheet is not needed.

Q53. Can agency list the details to be included in the proposal document for submission?

A53. Vendor should review Bid submission instructions in section 6 of the Instructions to Vendors.

REQUEST FOR QUOTATION
Mainframe Application Programmer Analysts – Onsite Only

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of WV Division of Motor Vehicles (WV 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 on an on-site hourly rate basis. All services will be provided at the DMV Headquarters location in Charleston, WV. Proposals for providing services remotely will NOT be considered.

The Mainframe Programmer Analysts positions are needed to provide technical expertise to meet the temporary contracted staffing needs. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the West Virginia Division of Motor Vehicles (WV DMV). A minimum of two (2) analyst positions are currently needed, however, additional positions may be required in the future.

The Mainframe Programmer Analysts positions are located on-site only, at WV DMV Headquarters, 5707 MacCorkle Avenue, S.E., Charleston, WV 25304, Monday through Friday, 8:00 AM to 4:00 PM, excluding holidays listed herein. Proposed candidates must be legally authorized to work in the United States.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 “Contract Services” means application software analysis, programming support and development, code review, project reporting and project management services necessary for the day-to-day operations of the WV DMV Drivers’ Systems as more fully described in these specifications.

2.2 “Pricing Page” means the pages, contained in wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

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

2.4 “AAMVA” is the American Association of Motor Vehicle Administrators and is a national organization that is charged with improving highway safety and identification security by promoting uniform standards for all areas related to driver licensing.

2.5 “ACD” is the AAMVA Code Dictionary.

2.6 “DB2” or DataBase 2 is a Relational DataBase Management System designed by IBM to operate in a mainframe environment.

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- 2.7 “CA”** is a company that develops programming tools for the IBM mainframe environment.
- 2.8 “COBOL”** is a programming language designed for use in an IBM enterprise mainframe environment.
- 2.9 “CICS”** Customer Information Control System (CICS) is a family of mixed language application services that provide online transaction management connectivity for applications on IBM Mainframe systems.
- 2.10 “CD31”** means a sanitized Commercial Driver License Data File.
- 2.11 “CDLIS”** is a system mandated by the Commercial Motor Vehicle Safety Act of 1986 and is a nationwide computer system that enables licensing agencies to ensure that each commercial driver has only one driver’s license and one complete driver record.
- 2.12 “FMCSA”** means the Federal Motor Carrier Safety Administration
- 2.13 “JCL”** means Job Control Language.
- 2.14 “PRF”** means Pseudo Random Function and is a tool utilized on an IBM mainframe system.
- 2.15 “RC/UPDATE”** is a tool that allows for programming updates to a DB2 database in an IBM mainframe environment.
- 2.16 “RC/QUERY”** is a tool that allows for programming updates to a DB2 database in an IBM mainframe environment.
- 2.17 “HOLIDAY EXCEPTIONS”** is a list of holidays the WV DMV adheres to annually.
- New Year’s Day
 - Martin Luther King Day
 - Washington’s Birthday
 - Memorial Day
 - Juneteenth
 - West Virginia Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day

REQUEST FOR QUOTATION
Mainframe Application Programmer Analysts – Onsite Only

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

- 3.1.** The Application Programmer Analysts must have at least (5) five years of paid full-time experience programming in IBM Mainframe, designing and maintaining enterprise level complex COBOL/CICS/DB2 environments. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.
- 3.2.** The Application Programmer Analysts must have at least (5) five years of paid full-time experience programming with JCL in an enterprise mainframe environment. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.
- 3.3.** The Application Programmer Analysts must have at least (3) three years of paid full-time experience programming in the WV Drivers enterprise mainframe database analysis and design. Due to the complexity of the WV Driver's environment. The Application Programmer Analysts must also have experience working in a regulated environment either at the federal or state level. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.
- 3.4.** The Application Programmer Analysts must have at least (3) three years of paid full-time experience using Computer Associates DB2/IBM Tools – RC/Update and PRF. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.
- 3.5.** The Application Programmer Analysts must have at least (1) one year of experience working with the federal and/or state legal requirements regarding Commercial Driver Licensing in WV. Vendor shall provide Agency with

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Mainframe Application Programmer Analysts – Onsite Only

supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.

3.6. The Application Programmer Analysts must have experience working with the American Association of Motor Vehicle Administrators (AAMVA) applications which interfaces with the WV Drivers' System. These applications include the Commercial Driver's Licensing Information System (CDLIS), the Problem Driver Pointer System (PDPS) and the Social Security Online Verification and the Unified Network Interface as well as knowledge of the State-to-State system with AAMVA. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.

3.7. All references to experience requirements listed in this RFQ shall be demonstrated through references provided in the candidates resumes as described above. WV DMV will verify such experience by contacting the references provided in the resumes. In the event WV DMV is unable to confirm experience based on reference information, this may result in disqualification. The vendor will be required to provide resume documentation for a minimum of two (2) candidates. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 The vendor shall provide the Agency with an all-inclusive hourly rate and an overtime rate for the onsite contract services listed below on an open-end continuing basis. The individuals supplied by the vendor to fulfill the Contract Services must meet or exceed the mandatory requirements shown below:

4.1.1.1 Mainframe Application Programmer Analysts must create and implement modifications to the WV DMV Drivers' License System to meet the AAMVA CDLIS Modernization Federal requirements which will allow WV to create a clean CDL file (CD31).

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Mainframe Application Programmer Analysts – Onsite Only

- 4.1.1.2** Mainframe Application Programmer Analysts must perform enhancements to the WV DMV Driver License system to incorporate the new ACD codes as required by the Agency.
- 4.1.1.3** Mainframe Application Programmer Analysts must perform enhancements to the WV DMV Drivers' License System to satisfy the requirements of the FMCSA to interface with the WV Court System to comply with the requirement that all convictions involving a Commercial Driver License holder or Commercial Motor Vehicle must be added to the driver's record within (10) days from conviction date for compliance with federal law.
- 4.1.1.4** Mainframe Application Programmer Analysts must perform enhancements to the WV DMV Drivers' License System as required to establish the interface with all WV DMV systems.
- 4.1.1.5** Mainframe Application Programmer Analysts must perform enhancements to the current WV DMV Drivers' License System to ensure compliance with changes in both Federal and State laws.
- 4.1.1.6** Mainframe Application Programmer Analysts must perform enhancements and ensure the day-to-day operation of the WV DMV Drivers' License System resulting from mainframe system upgrades and new programming requests submitted by WV DMV.
- 4.1.1.7** Mainframe Application Programmer Analysts must perform daily operational support that includes, telephone support provided to end users, attending meetings, developing, conducting training and troubleshooting problems as they occur. Some examples of enhancements that would be required, include the development of a state-to-state interface based on mandated made by Federal and State regulatory authorities. The candidates would be required to develop code to programmatically meet these mandates. This would also involve system design, documentation, meeting with agency personnel, system testing and training.

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5. VENDOR RESPONSIBILITIES:

5.1 The vendor must provide an all-inclusive hourly rate and an overtime rate that is inclusive of all costs including, but not limited to federal, state, and local withholding taxes, social security, and Medicare taxes as well as all unemployment compensation, workers compensation, general and professional liability premiums. All overhead for the vendor and fringe for the candidates must be included in the successful vendor's hourly rates. All travel expenses must be included in the vendor's hourly rates. Vendor must be located within the continental US, recommended candidates are required to work onsite at WV DMV Headquarters located at 5707 MacCorkle Avenue, S.E., Charleston, WV 25304. It is anticipated that the proposed candidates will be working approximately 40 hours per week onsite. The number of hours per week will be determined by the WV DMV. In the event of emergencies, candidates must be able to report to the DMV Offices within 48 hours to respond to emergencies, meetings, etc.

5.1.1. Vendor shall provide the Agency with information for the candidates according to state and federal standards, including applications for each candidate, that include candidates experience and background, with a description of each candidates programming language experience, years of experience and work history using said experience. Documentation should be provided with the bid; however, documentation must be provided prior to award. Failure to provide documentation will result in disqualification.

5.1.1.1 Vendor shall provide contact information for all references, this shall include at a minimum, contact name, vendor name, telephone number and email address.

5.1.1.2 Vendor is responsible for completing background checks as outlined in Section 5 within fourteen (14) days.

5.1.2. The Vendor's candidates must consistently perform the contracted duties as outlined in these specifications and in accordance with the delivery order issued against this open-end contract.

5.1.3. The successful candidates will be required to present a timesheet along with a brief summary of the tasks performed for approval on a weekly basis.

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Mainframe Application Programmer Analysts – Onsite Only

- 5.1.4.** If during the term of the Delivery Order the candidate(s) placed by the vendor leaves the company and/or has to be replaced; the vendor must give written notice to the Agency within one (1) business day, explaining the circumstances of the departure, and must replace the candidate(s) with another candidate(s) meeting or surpassing all the requirements for the classification listed sections 3 and 4 to maintain continuity of services. Vendor must provide the Agency a list of potential candidates for replacement staffing needs within 2 weeks (10 business days) of the notification of replacement. Vendor must provide documentation and resumes for every candidate which indicates their meeting the classification. Vendors may send multiple resumes so that the agency may make the selection. Any interruption of service greater than (10) business days will be grounds for cancellation of the Delivery Order.
- 5.1.5.** The successful vendor and candidates must comply with all Agency policies and procedures. Any access or user accounts issued to a candidate to permit work in the State computing environment are subject to revocation without notice.
- 5.1.6** All potential candidates proposed for service under this contract must have a complete background check performed by the vendor at the vendor's sole cost. The background check will include but not be limited to the following:
1. A credit check
 2. Confirmation of previous employment
 3. Verification of references
 4. Criminal record check on the state and federal level
 5. Driver's license verification and background information
 6. Fingerprint validation

5.2. DUTIES AND RESPONSIBILITIES OF THE AGENCY:

- 5.2.1.** Ordering Procedure: Agency will issue an Agency Delivery Order to the successful vendor requesting the total number of hours for the positions defined in sections 3 and 4.

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5.2.2. Successful Vendor's candidates shall work under Agency supervision. The Agency shall be solely responsible for providing the candidates with day-to-day guidance in the execution of responsibilities at the Agency.

5.2.3. Agency reserves the right to terminate the candidate(s) selected for the position providing services to the Agency without cause if it is determined in the best interest and wellbeing of the Agency. Termination would occur by cancellation of the remainder of the Delivery Order and does not require prior notification to the Vendor.

5.2.4. Independent Contractor Status: The purpose of this contract is to obtain temporary services that are provided by individuals or entities as independent contractors and not as employees of the State of West Virginia. The distinction between independent contractor and an employee is complex and can require analysis of 20 or more factors relating to the circumstances of each contract. The Internal Revenue Service and the U.S. Department of Labor have provided guidance on the issue at:

IRS – <http://www.irs.gov/pub/irs-pdf/p15a.pdf>

IRS– <http://www.irs.gov/Business/Small-Business-&Self-Employed/Independent-Contractor-Self-Employed-or-Employee>

DOL – <http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp>

Prior to utilizing the services available under this contract, the agency and Vendor must ensure that the factors relating to the broad categories of behavioral control, financial contract, and the type of relationship between the state and the temporary worker will not cause the independent contractor relationship to be constructed as an employee/employer relationship. Items that must be considered, include but are not limited to, the degree of control exercised by the State over the temporary worker relating to performance of the job and the degree to which the temporary worker is integrated into the State's system. The Purchasing Division recommends that the agency and Vendor review the IRS and DOL publications found at the links above and obtain further assurances from their respective internal legal counsel to maintain the independent contractor status of individuals and entities under this contract.

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6. CONTRACT AWARD:

6.1 Contract Award: The Contract is intended to provide Agency with an open-end contract to provide an hourly rate and an overtime rate for the services described in this RFQ. Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

Contract will be evaluated on all lines but will only be awarded on first year. Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

6.2 Pricing Page: Vendor must complete the Pricing Page by completing Exhibit A with an hourly rate unit price and total annual rate for an estimated 2080 hours and an overtime hourly rate unit price and for an estimated 832 hours. Then complete the same for each of the optional years. The estimated hours will be used for evaluation purposes. Vendor must complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. Vendors are able to download the Exhibit A Pricing Page from the wvOASIS VSS website for this solicitation.

- 7. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 8. PAYMENT:** Agency shall pay an hourly rate and overtime rate annually, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 9. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

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10. FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. If access cards and/or keys are required:

10.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

10.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

10.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

10.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures. This includes, but is not limited to, agreeing to and

submitting the attached Exhibit "B", WVDMV PII Acknowledgement form, and Exhibit "C" Notice of State of West Virginia Confidentiality Policies and Information Security Accountability Requirements. The WVDMV is the record owner of, and bears the responsibility for maintaining electronic Driver Licensing and Motor Vehicle Information, including Personal Information and Sensitive Personal Information as defined in the Federal Drive Privacy Protection Act ("DPPA") and the Uniform Motor Vehicles Records Disclosure Act (W. VA. Code § 17A-2A-1 et seq.) ("UMVRDA")

10.5. Vendor shall inform all staff of Agency's security protocol and procedures.

11. VENDOR DEFAULT:

11.1 The following shall be considered a vendor default under this Contract.

11.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

11.1.2. Failure to comply with other specifications and requirements contained herein.

11.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

11.1.4. Failure to remedy deficient performance upon request.

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11.2 The following remedies shall be available to Agency upon default.

11.2.1. Immediate cancellation of the Contract.

11.2.2. Immediate cancellation of one or more release orders issued under this Contract.

11.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

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

Contract Manager: Sri Thota _____

Telephone Number: 248-302-0666 _____

Fax Number: _____

Email Address: sri.thota@sargad.com _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DMV2600000001

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 the 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:

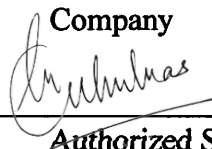
(Check the box next to each addendum received)

<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 the 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.

Sri Thota

Company



Authorized Signature

11 Sep,2025

Date

NOTE: This addendum acknowledgment 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: 1698045			Reason for Modification: to post Addendum No. 2
Doc Description: Mainframe Application Programmer Technical Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-10	2025-09-18 13:30	CRFQ 0802 DMV2600000001	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000049978
Vendor Name : SARGAD LLC
Address : 755 W Big Beaver Rd, Suite 2020
Street : W Big Beaver Rd
City : Troy
State : Michigan
Country : United States
Zip : 48084
Principal Contact : Sri Thota
Vendor Contact Phone: 248-302-0666
Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

FEIN# 334147517

DATE 16 Sep,2025

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

ADDITIONAL INFORMATION
ADDENDUM NO_2
1.Attach vendor question and response.
2.To extend the bid opening date from 9/11/2025 to 9/18/2025.
3.The bid opening time remains at 1:30 pm.
No other changes

INVOICE TO	SHIP TO
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	1	Hours	\$80	\$166,400 for year one

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	2025-09-02

SOLICITATION NUMBER: CRFQ DMV26*01

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as (“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

Description of Modification to Solicitation:

1. **Attach vendor question and response.**
2. **To extend the bid opening date from 9/11/2025 to 9/18/2025.**
3. **The bid opening time remains at 1:30 pm.**

No other changes

Additional Documentation: **Documentation** related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

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.

Attachment A

Addendum No. 2 - CRFQ 0802 DMV26*01 Mainframe Programmer Follow Up Questions with Agency Response.

1. Do vendors need to provide separate references for each subsection 3.1 to 3.6, or will 2-3 overall references for the proposed candidates be sufficient to cover all the requirements outlined in subsection 3.1 to 3.6.

Answer: Per the Purpose and Scope section of the RFQ, this solicitation is for a minimum of two analyst positions; however additional candidates may be required in the future. Proposed candidates are required to meet all the requirements outlined in sections 3.1 to 3.6.

2. Is there a specific format for submitting responses, or can the vendor provide them in its own format.

Answer: The vendor should review the Instructions to Vendors item #6. There is not a specific template for reference information.

3. Are there any license and certification requirements for the proposed candidates that must be submitted with the response.

Answer: The vendor should review the following sections in the specification document: 3 - Qualifications, 4 - Mandatory Requirements and 5 - Vendor Responsibilities.

4. Please confirm whether or vendors are required to submit the proposed candidates' resumes along with the proposed response.

Answer: The vendor should review Section 5 in the RFQ specifications.

5. What is the estimated budget for this contract. If unknown, please provide previous spending.

Answer: This was addressed in the previous addendum. Review the response to Q 3, Q4 and Q5.

6. Is this a new initiative or does the DMV have an incumbent on this? If there is an incumbent, please disclose their names and if possible, provide the incumbent's proposals along with their cost proposals to facilitate competitive pricing.

Answer: This is a new stand-alone solicitation as described in section 1 of the specifications. The RFQ question answer period is intended to address questions/concerns regarding the current solicitation. Information on past procurements such as previous solicitations can be found by searching VSS and reviewing the Bids Received Page on the Purchasing Division website. Other historical information can be requested via the FOIA process as indicated in the previous addendum.

7. How many temporary staff are currently working under this contract?

Answer: This is a new solicitation as stated above. A contract will not be issued until the bids are opened and evaluated.

8. Please specify the issues that DMV is facing under the current contract.

Answer: This is a new solicitation as stated above. A contract will not be issued until the bids are opened and evaluated. The vendor should review Section 1 of the specifications regarding the purpose and scope.

9. Do vendors need to provide separate references for each subsection 3.1 to 3.6, or will 2-3 overall references for the proposed candidates be sufficient to cover all the requirements outlined in subsection 3.1 to 3.6.

Answer: Review answer for question 1.

10. Is there a specific format for submitting responses, or can the vendor provide them in its own format.

Answer: Review answer to question 2.

11. Are there any license and certification requirements for the proposed candidates that must be submitted with the response.

Answer: Review answer to question 3.

12. Please confirm whether or vendors are required to submit the proposed candidates' resumes along with the proposed response.

Answer: Review response to question 4.

13. Do you require a cost to be provided per candidate or as an overall project cost?

Answer: Review Section 5 Vendor Responsibilities and Pricing Page Exhibit A.

14. Is it mandatory for the vendor to be a Small, Women-Owned, or Minority Business in order to bid on this opportunity.

Answer: All vendors are encouraged to bid regardless of their business classification. The solicitation will be awarded to the vendor with the lowest bid that meets all the mandatory specifications.

15. Are there any subcontracting goals associated with this solicitation?

Answer: The solicitation will be awarded to the vendor with the lowest bid that meets all the mandatory specifications. The vendor that is awarded the bid will be solely responsible for providing the services outlined in this solicitation.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DMV26*01

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.

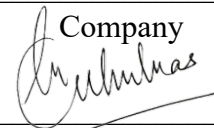
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(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
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Sri Thota



Authorized Signature

16 Sep,2025

Date

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

SARGAD is a certified small and minority owned business.



National Minority Supplier
Development Council

Advancing Economic
Impact Together

This certificate attests that the below mentioned company is an NMSDC-Certified
Minority Business Enterprise(MBE):

SARGAD LLC

MI439168

Certificate Number

07-31-2025

Issuance Date

07-31-2026

Expiration Date

A handwritten signature in black ink, appearing to read "Ying McGuire", is written over a horizontal line.

Ying McGuire
CEO and President
NMSDC

541611

NAICS Codes

-

UNSPSC Codes

Supporting Regional Affiliate: Michigan MSDC



Response to RFQ DMV2600000001

Mainframe Application Programmer Technical Staffing Services

John W. Estep

Buyer

West Virginia Purchasing Division

Department of Administration

2019 Washington St E Charleston,

WV 25305

Email: john.w.estep@wv.gov

SARGAD LLC.

755 W Big Beaver Rd, Suite 2020

Troy, MI 48084

Email: sri.thota@sargad.com

Phone: 248-302-0666

Table of Contents

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Company Overview	5
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Acknowledgement of Requirements & Candidate Alignment	7
Proposed Mainframe Application Programmer Analysts.....	9
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Exhibit A,Forms, Addendum.....	24

Cover Letter

SARGAD LLC
755 W Big Beaver Rd, Suite 2020
Troy, MI 48084
Email: sri.thota@sargad.com
Phone: 248-302-0666

September 11, 2025

John W. Estep
Buyer
West Virginia Purchasing Division
Department of Administration
2019 Washington St E Charleston,
WV 25305
Email: john.w.estep@wv.gov

Proposal Submission for CRFQ 0802 DMV2600000001 – Mainframe Application Programmer
Technical Staffing Services

Dear Mr. Estep,

SARGAD LLC is pleased to submit this proposal in response to the Centralized Request for Quote (CRFQ) 0802 DMV2600000001, issued by the West Virginia Purchasing Division on behalf of the West Virginia Division of Motor Vehicles (WV DMV). As a minority-owned IT staffing and solutions provider with over 15 years of experience we bring a robust operational infrastructure and proven methodologies to deliver exceptional workforce solutions. Our focus on IT staffing, including temporary placements and staff augmentation, aligns seamlessly with the WV DMV's need for on-site Mainframe Application Programmer Analyst services.

We have thoroughly reviewed the solicitation, revised specifications, general terms and conditions, instructions to vendors, Addendum No. 1, Addendum 2 and all attached exhibits. This proposal complies with all mandatory requirements, including the provision of at least two qualified analysts to perform services on-site at WV DMV Headquarters (5707 MacCorkle Avenue, S.E., Charleston, WV 25304), Monday through Friday from 8:00 AM to 4:00 PM, excluding specified holidays, with U.S. work authorization and emergency response capability within 48 hours.

We propose to deploy the following highly qualified Mainframe Application Programmer Analysts, carefully selected to ensure full compliance with the WV DMV's requirements:

- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- [REDACTED]

Candidate Resumes are included in Appendix A, with acknowledged Addendum(s), Exhibit A Pricing Page and CRFQ Form at the end of the document. We are a non-resident certified Small and Minority owned business and we have attached our certificate.

For any correspondence or official notices, please contact:

Name: Sri Thota

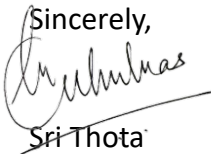
Title: CEO

Address: 755 W Big Beaver Rd, Suite 2020, Troy, MI, 48084

Email: sri.thota@sargad.com

Telephone: 248-302-0666

SARGAD commits to compliance with all terms, including independent contractor status (per IRS/DOL guidelines), security protocols (Exhibits B/C to be submitted post-award), and performance schedules. We look forward to partnering with the WV DMV to enhance its Drivers' License System and are available for further discussion.

Sincerely,

Sri Thota
CEO

Company Overview

SARGAD is a minority-owned IT staffing and solutions provider, established as a strategic spin-off from our parent company, i5 Systems with over 15 years of experience serving US public and private sector clients, including higher education, healthcare, and local government entities. This foundation equips us with robust operational infrastructure and proven methodologies while allowing us the agility and responsiveness of a specialized firm focused on IT workforce excellence across various sectors, including government IT modernization. Approximately 50% of SARGAD's business is dedicated to IT staffing and staff augmentation services. This includes temporary placements, contract-to-hire roles, and direct hire recruitment.

With a team of 20+ professionals, we maintain a nimble organizational structure designed to adapt quickly to client needs while delivering exceptional quality. Our leadership combines deep IT staffing expertise with executive experience from Fortune 200 companies, ensuring a unique blend of technical proficiency, regulatory compliance knowledge, and operational excellence. Our expertise in recruiting for complex, regulated IT environments ensures seamless support for WV DMV's goals of maintaining and enhancing its mainframe-based Drivers' License System.

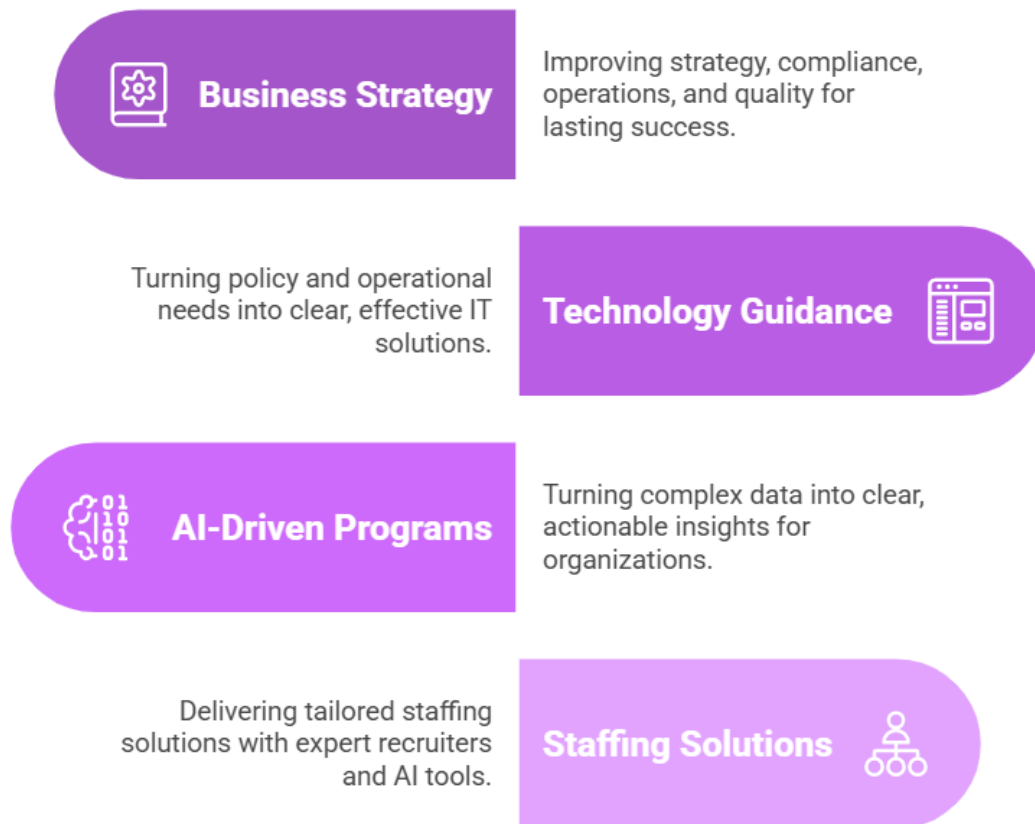
Management & Organizational Structure

Our organization operates with a flat leadership model, comprising:

- Executive Leadership (CEO, COO, CFO) with backgrounds in IT staffing, public sector procurement, and Fortune 200 corporate leadership.
- Practice Directors overseeing core service areas: IT Staff Augmentation, Direct Hire Services, and Workforce Optimization.
- Project Managers coordinating cross-functional teams tailored to each client engagement, including mainframe system support.

Subject Matter Experts, including IT recruiters certified in public sector staffing, compliance specialists familiar with federal and state regulations, and technical consultants experienced in mainframe environments.

Our Company Services



Business Strategy & Process Improvement

We help organizations grow by improving strategy, compliance, operations, and quality for lasting success.

Information Management & Technology Guidance

We bridge strategy and technology by turning policy and operational needs into clear, effective IT solutions.

AI-Driven Quality Programs & Performance Optimization

We turn complex data into clear, actionable insights to help organizations meet regulations and adapt to industry needs.

Expert Staffing Solutions

We deliver tailored staffing solutions— temporary, permanent, contract, and payroll— combining expert recruiters and AI tools to quickly connect you with the right talent.

IT STAFF AUGMENTATION SERVICES

SARGAD delivers tailored staffing solutions that ensure agencies have seamless access to the right IT talent when and where they need it. Our approach emphasizes flexibility, compliance, and speed, allowing us to support a wide range of client environments, from legacy mainframe operations to cloud transformation initiatives.

Our capabilities include, but are not limited to, Mainframe Application Programmer Analysts, Software Developers, System Architects, Business Analysts, Database Administrators,

Cybersecurity Specialists, Data Engineers, Network and Cloud Engineers, QA Analysts, IT Project Managers, and Technical Support staff.

We provide:

- Short-Term, Long-Term, and Project-Based Staffing – Flexible resourcing models tailored to project timelines, peak workloads, and specialized initiatives.
- Rapid Deployment of Qualified Professionals – Pre-screened candidates available for immediate placement to meet urgent client needs.
- Scalable Workforce Solutions – Ability to ramp up or down quickly based on agency requirements, ensuring cost-effectiveness and operational agility.
- Regulatory and Security-Cleared Resources – Professionals with background checks, compliance training, and (where applicable) security clearances to meet federal and state standards.
- Specialized Recruiting Expertise – Dedicated recruiters with deep networks in mainframe, cloud, cybersecurity, and emerging technologies to source niche talent.
- Onsite, Remote, and Hybrid Staffing Models – Providing candidates in alignment with client workplace requirements.
- Contract-to-Hire Options – Allowing agencies to evaluate professionals in a contract role before extending permanent employment offers.
- Backfill and Continuity Support – Rapidly replacing staff who exit during an engagement to ensure uninterrupted service delivery.
- Retention and Performance Monitoring – Regular check-ins, feedback loops, and performance reporting to confirm ongoing quality and client satisfaction.
- Geographic Flexibility – Access to local talent pools as well as relocation-ready professionals to support statewide or regional projects.

Our services ensure uninterrupted support for the WV DMV's mission-critical Drivers' License System, with expertise spanning mainframe programming, data integrity, and compliance with federal and state standards

Acknowledgement of Requirements & Candidate Alignment

SARGAD has thoroughly reviewed all documents associated with CRFQ 0802 DMV2600000001, including the solicitation, revised specifications, general terms and conditions, instructions to vendors, Addendum No. 1 (with vendor questions, responses, and revised specifications), Addendum No. 2, and all attached exhibits. We acknowledge and agree to comply with all mandatory requirements, terms, and conditions outlined therein.

SARGAD acknowledges and agrees to the staff replacement provisions. In the event that a proposed candidate becomes unavailable or is found unsuitable during the contract term, SARGAD will provide a qualified replacement who meets or exceeds all specified requirements. Written notice will be provided to the WV DMV within one (1) business day, and replacement candidates will be supplied within the required timeframe to ensure continuity of service. To further support uninterrupted operations, SARGAD maintains a pool of pre-identified backup candidates. For critical roles, backup candidates can be mobilized within 48 hours. Replacements will be provided at no additional cost, with expedited onboarding and knowledge transfer to minimize disruption to DMV operations.

We are proposing two highly qualified Mainframe Application Programmer Analysts to meet the WV DMV's need for on-site technical expertise in developing, enhancing, and maintaining its Drivers' License System in compliance with federal and state regulations, including AAMVA standards and FMCSA requirements. Our candidates are legally authorized to work in the United States, possess the requisite experience, and are prepared to deliver services Monday through Friday, 8:00 AM to 4:00 PM, excluding specified holidays, with the ability to respond to emergencies within 48 hours.

Resumes for the candidates are available in **Appendix A**

Compliance Matrix – Proposed Mainframe Application Programmer Analysts

5+ years IBM Mainframe programming (COBOL/CICS/DB2)	11+ years COBOL, CICS, DB2 across healthcare, banking, DMV Drivers System.	13+ years COBOL, CICS, DB2 across banking/financial/healthcare systems.
5+ years JCL in enterprise environment	10+ years JCL in batch/production job control and scheduling.	13+ years JCL, including Fiserv batch jobs and JPMorgan financial processing.
3+ years WV Drivers enterprise DB analysis & design	Direct experience analyzing and designing WV Drivers' DB; proven work in DMV environment.	13+ years DB2 design/analysis in large-scale enterprise systems; transferable to DMV Drivers.
3+ years CA DB2/IBM Tools (RC/Update, PRF)	3+ years hands-on with RC/Update and PRF for DB2 recovery and performance.	DB2 utilities (SPUFI, QMF, File-Aid); foundation to adapt to RC/Update/PRF.
1+ year CDL legal requirements (WV)	1+ year CDL WV compliance; integrated DMV Drivers System with court systems.	Experience in compliance-heavy environments (FATCA, HIPAA); transferable to CDL.
Experience with AAMVA applications (CDLIS, PDPS, SSOLV, UNI, State-to-State)	Direct AAMVA integration (CDLIS, PDPS, SSOLV, UNI, State-to-State).	Extensive interface development (MQ, NDM); adaptable to AAMVA applications.
U.S. Work Authorization & On-Site Availability (M–F, 8–4, Charleston, WV)	Legally authorized to work in US, fully available on-site; 48-hr emergency response.	Legally authorized to work in US, fully available on-site; 48-hr emergency response.

Proposed Mainframe Application Programmer Analysts

1. Mikkili Jeevan Reddy

Mikkili Jeevan Reddy is a seasoned Senior Mainframe Programmer Analyst with over 11 years of hands-on experience in developing and maintaining complex enterprise-level applications in IBM mainframe environments. Specializing in COBOL, CICS, DB2, and JCL, Jeevan has a proven track record of optimizing high-volume batch and online systems for critical business operations, including healthcare billing workflows, banking transaction processing, and regulatory compliance systems. His expertise includes designing and analyzing WV Drivers' enterprise mainframe databases, ensuring data integrity and performance in regulated federal and state environments, with direct experience in federal and state legal requirements for Commercial Driver Licensing in West Virginia.

Jeevan has utilized Computer Associates DB2/IBM tools such as RC/Update for database recovery and PRF for performance profiling, minimizing downtime and enhancing operational continuity. He has extensive integration experience with AAMVA applications, including CDLIS, PDPS, Social Security Online Verification (SSOLV), Unified Network Interface (UNI), and State-to-State systems, facilitating seamless data exchange and compliance reporting. Throughout his career at various organizations like Ascension Health, JPMorgan Chase, Bank of America, HCA Healthcare, and Verizon, Jeevan has excelled in code reviews, root cause analysis, automation of data extraction, and cross-functional collaboration using Agile and Waterfall methodologies. A U.S.-based professional legally authorized to work, Jeevan holds a strong commitment to security protocols and documentation standards, making him an ideal fit for on-site support at the WV DMV.

Compliance with RFP (CRFQ DMV2600000001):

Jeevan fully complies with the RFP requirements as outlined in Section 3 of the Revised Specifications. He exceeds the minimum five (5) years of paid full-time experience programming in IBM mainframe environments with complex COBOL/CICS/DB2 systems, bringing over 11 years of professional expertise. His 10+ years of JCL programming experience also surpasses the specified five-year threshold.

He offers more than three years of direct experience with the WV Drivers' enterprise mainframe database analysis and design, demonstrating proven familiarity with this highly specialized environment. His prior engagements in regulated industries (including banking under SOX and healthcare under HIPAA) further underscore his ability to operate effectively within compliance-driven domains.

Jeevan also brings over three years of hands-on experience with Computer Associates DB2/IBM Tools (RC/Update and PRF), aligning perfectly with the RFP's tool-specific requirements. He possesses over one year of demonstrated experience with federal and state Commercial Driver Licensing (CDL) requirements in WV, and has actively supported AAMVA applications including CDLIS, PDPS, SSOLV, and UNI, which are critical to the WV DMV environment.

Finally, Jeevan is legally authorized to work in the United States and is fully available for on-site assignment at WV DMV Headquarters, 5707 MacCorkle Avenue S.E., Charleston, WV, Monday through Friday, 8:00 AM to 4:00 PM (excluding holidays), with the ability to respond to emergencies within 48 hours. This ensures complete compliance with all contractual scope and staffing requirements.

Reference of Mikkili Jeevan Reddy

2. Kannika Narayana

Kannika Narayana is an accomplished Mainframe Developer with more than 13 years of experience in the full System Development Life Cycle (SDLC), from analysis and design to implementation, testing, and production support for complex software and database applications. Proficient in COBOL, CICS, DB2, JCL, IMS DB, VSAM, and MQ on IBM Z-OS platforms, Kannika has delivered solutions across banking, financial services, and healthcare domains, including payments modernization, L3 production support, and cloud migrations to AWS. Her work at Fiserv (October 2024–Present) and JPMorgan Chase via Mphasis (January 2017–September 2024) involved coding, debugging, and deploying MetaCOBOL changes for high-stakes projects like Authorizations, Balance Transfers, and Federal/FATCA tax reporting, ensuring defect-free code and smooth bi-weekly releases.

Certified in AWS Cloud Practitioner and DB2 Family Fundamentals UDB V8, Kannika excels in agile ceremonies, requirement gathering, and onshore-offshore coordination, leading teams of up to 5 while monitoring critical batch cycles and resolving abends. She has hands-on experience with tools like Xpeditor, File-Aid, Changeman, Abend-Aid, and CA-7 for job scheduling and performance tuning in regulated environments, adhering to compliance standards such as HIPAA and financial regulations. Earlier roles at IBM Global Services (India, 2004–2009) for Medco Health and Syntel (India, 2003–2005) for American Express honed her skills in batch load processes, claims re-engineering, and transaction processing. Holding a valid visa, Kanika is eager to contribute her innovative problem-solving and team collaboration skills to the WV DMV's mainframe enhancements on-site.

Compliance with RFP (CRFQ DMV2600000001):

Kannika offers more than 13 years of paid full-time professional experience in IBM mainframe development, consistently delivering high-quality Contract Services across COBOL, CICS, DB2, and JCL environments. Her background surpasses the five (5) years minimum requirement for both COBOL/CICS/DB2 programming and JCL expertise, with extensive contributions such as batch job development and optimization at Fiserv and complex system integrations at JPMC and Medco.

Her career includes DB2 analysis, design, and maintenance in large-scale mainframe environments, which equips her with transferable expertise highly relevant to supporting the DMV Drivers Systems. In regulated industries such as financial services (7+ years of FATCA compliance at JPMC) and healthcare (HIPAA compliance at Medco), Kannika has successfully operated in environments requiring precision, adherence to strict standards, and seamless system performance—qualities that directly align with the WV DMV’s needs in a regulated federal/state context.

She has also developed proficiency with DB2 utilities and performance management tools (e.g., SPUFI, QMF, File-Aid for DB2) within enterprise systems, providing a solid foundation for supporting specialized toolsets such as CA DB2/IBM Tools (RC/Update and PRF). Her strong experience in building and maintaining enterprise-level interfaces (e.g., MQ, NDM Connect in JPMC projects) positions her well to adapt to and support AAMVA-related systems such as CDLIS, PDPS, SSOLV, and UNI.

Kannika is legally authorized to work in the United States and is fully prepared to provide on-site services at WV DMV Headquarters, Charleston, WV, Monday through Friday, 8:00 AM to 4:00 PM (excluding state holidays), with availability to respond to emergencies as required.







Reference of Kannika Narayanan

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Conclusion

SARGAD LLC is fully equipped to deliver the required Mainframe Application Programmer Analyst services, with candidates who exceed the RFQ’s qualifications and are prepared to support WV DMV’s mission-critical Drivers’ License System. We commit to compliance, quality, and cost-effectiveness, as demonstrated by our competitive pricing and robust candidate qualifications. We look forward to partnering with WV DMV and request the opportunity to discuss this proposal further.

████████████████████

████████████████████

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- Coordinated with patient services through strong communication and collaboration skills to work with cross-functional teams.

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| 13 | 100 | 100 | 90 |
| 14 | 100 | 100 | 75 |
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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 - Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Year One	\$80	\$166,400
Year One - Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Year One	\$80	\$66,560
Optional Year Two Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Optional Year Two	\$81	\$168,480
Optional Year Two Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Two	\$81	\$67,392
Optional Year Three Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Three	\$82	\$170,560
Optional Year Three Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Three	\$82	\$68,224
Optional Year Four Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Four	\$83	\$172,640
Optional Year Four Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Four	\$83	\$69,056

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



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

State of West Virginia
Centralized Request for Quote
Info Technology

Proc Folder: 1698045 **Reason for Modification:**

Doc Description: Mainframe Application Programmer Technical Staffing Services

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2025-08-14	2025-09-11 13:30	CRFQ 0802 DMV2600000001	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000049978

Vendor Name : SARGAD LLC

Address : 755 W Big Beaver Rd, Suite 2020

Street : W Big Beaver Rd

City : Troy

State : Michigan

Country : United States

Zip : 48084

Principal Contact : Sri Thota

Vendor Contact Phone: 248-302-0666

Extension:

FOR INFORMATION CONTACT THE BUYER

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

**Vendor
Signature X**

FEIN# 334147517

DATE 11 Sep,2025

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

ADDITIONAL INFORMATION**REQUEST FOR QUOTATION :**

The West Virginia Purchasing Division is soliciting bids on behalf of WV Division of Motor Vehicles (WV 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. All services will be provided at the DMV Headquarters location in Charleston, WV. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO

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

CHARLESTON WV
US

SHIP TO

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	1	Hours	\$80	\$166,400 for year one (2080hrs)

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	2025-09-02

	Document Phase	Document Description	Page 3
DMV2600000001	Final	Mainframe Application Programmer Technical Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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: 1698045			Reason for Modification: ADDENDUM NO_1 Vendor Questions and Responses REVISED Specifications
Doc Description: Mainframe Application Programmer Technical Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-03	2025-09-11 13:30	CRFQ 0802 DMV2600000001	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000049978
Vendor Name : SARGAD LLC
Address : 755 W Big Beaver Rd, Suite 2020
Street : W Big Beaver Rd
City : Troy
State : Michigan
Country : United States
Zip : 48084
Principal Contact : Sri Thota
Vendor Contact Phone: 248-302-0666
Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

FEIN# 334147517

DATE 11 Sep,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 (WV 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 All services will be provided at the DMV Headquarters location in Charleston, WV. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO	SHIP TO
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
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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	2025-09-02

	Document Phase	Document Description	Page 3
DMV2600000001	Final	Mainframe Application Programmer Technical Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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: 1698045			Reason for Modification: to post Addendum No. 2
Doc Description: Mainframe Application Programmer Technical Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-10	2025-09-18 13:30	CRFQ 0802 DMV2600000001	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 : SARGAD LLC
Address : 755 W Big Beaver Rd, Suite 2020
Street : W Big Beaver Rd
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State : Michigan
Country : United States
Zip : 48084
Principal Contact : Sri Thota
Vendor Contact Phone: 248-302-0666
Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

FEIN# 334147517

DATE 16 Sep,2025

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

ADDITIONAL INFORMATION

ADDENDUM NO_2

1. Attach vendor question and response.

2. To extend the bid opening date from 9/11/2025 to 9/18/2025.

3. The bid opening time remains at 1:30 pm.

No other changes

INVOICE TODIVISION OF MOTOR
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SUITE 200CHARLESTON
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WV

SHIP TODIVISION OF MOTOR
VEHICLES
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PROCESSING
5707 MACCORKLE AVENUE,
S.E. SUITE 200CHARLESTON
US

WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Mainframe Application Programmer Technical Staffing Services	1	Hour	\$80	\$166,400 for year one (2080hrs)

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	2025-09-02

	Document Phase	Document Description	Page 3
DMV2600000001	Final	Mainframe Application Programmer Technical Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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Purchasing Division
2019 Washington Street East
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Info Technology

Proc Folder: 1698045			Reason for Modification: ADDENDUM NO_1 Vendor Questions and Responses REVISED Specifications
Doc Description: Mainframe Application Programmer Technical Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-03	2025-09-11 13:30	CRFQ 0802 DMV2600000001	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000049978
Vendor Name : SARGAD LLC
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State : MI **Country :** United States **Zip :** 48084
Principal Contact : Sri Thota
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FOR INFORMATION CONTACT THE BUYER

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Vendor
Signature X

FEIN# 334147517

DATE 11 Sep,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 (WV 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 All services will be provided at the DMV Headquarters location in Charleston, WV. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.*

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SHIP TO

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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	2025-09-02

SOLICITATION NUMBER: CRFQ DMV2600000001

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DMV26000000001 (“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 Vendor Questions and responses

Revised Specifications

Bid Opening remains 09/11/2025 @ 1:30 PM

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 DMV2600000001
Mainframe Programmer

Vendor Questions and Agency Response

Q1. Is it a vacant position or do you have an incumbent? In case there is an incumbent, do you intend to renew their services?

A1. This is a new procurement, refer to section 1 in the RFQ specifications.

Q2. Who are previous incumbents on this project?

A2. This is a new procurement, refer to section 1 in the RFQ specifications. Reporting data information can be requested via the FOIA process for previous contract information.

Q3. What was the annual spend for the previous year on this project?

A3. This is a new procurement, refer to section 1 in the RFQ specifications. Reporting data information can be requested via the FOIA process for previous contract information.

Q4. If this is a new contract, what is the anticipated budget for this contract?

A4. Purchasing rules and regulations prohibit the release of budgetary information.

Q5. Is this RFP intended for a single vendor award or multiple vendor award?

A5. The contract will be awarded to the lowest single bidder meeting all mandatory requirements. This is a request for quotations and is not an request for proposals.

Q6. Could you please advise whether interviews will be conducted in person at the DMV Headquarters in Charleston, WV, or virtually?

A6. Refer to section 5, vendor responsibilities.

Q7. Is a minimum of three years of DMV experience a mandatory requirement?

A7. All requirements outlined in this RFQ are mandatory requirements. Specific experience requirements are outlined in section 3.

Q8. Does this position offer the option to work remotely?

A8. Refer to section 1 and section 5 in the specifications.

Q9. Is this a new requirement, or is there an incumbent currently providing these services?

A9. This is a new procurement, for background information refer to section 1 in the specifications.

Q10. Is prior experience with the West Virginia Department a mandatory requirement?

A10. Refer to section 3 in the specifications for the mandatory experience requirements.

Q11. For the candidate selection process, will interviews be conducted on-site or through video conferencing?

A11. Refer to section 1 and section 5 in the specifications.

Q12. If a vendor has past performance in IT staffing but has not previously provided Mainframe Application Programmer positions, are they still eligible to bid?

A12. Vendors must comply with all mandatory requirements regardless of previous contract awards.

Q13. Are there any certifications or licenses required to be submitted by vendors apart from the WV business license?

A13. Refer to sections 3, 4 and 5 in the specifications for information regarding vendor submission requirements.

Q14. What is the estimated number of open positions or anticipated usage under this contract?

A14. Refer to sections 1 and 5 in the specifications. Estimated quantities are outlined in Exhibit A, Pricing Page.

Q15. Is it mandatory for vendors to have a local office in West Virginia to be eligible for award?

A15. A local office is not required; however, the vendor must comply with all mandatory contract requirements to be considered contract award.

Q16. What type of vendor past performance or experience is DMV specifically seeking for this requirement?

A16. Refer to sections 3, 4 and 5 in the specifications for mandatory experience requirements.

Q17. Can a vendor still bid if they have never provided this exact position before?

A17. Refer to sections 3, 4 and 5 in the specifications for mandatory requirements.

Q18. What is the estimated budget or expected spend for this contract?

A18. Refer to the response to question 4.

Q19. Are there any liquidated damages or penalties for non-performance under this contract?

A19. Refer to item 11 in the contract Terms and Conditions.

Q20. Could you clarify if vendor references are required, as this was not explicitly mentioned (other than references related to candidates)?

A20. Refer to sections 3, 4 and 5 in the specifications for mandatory submission requirements.

Q21. If vendor references are required, how many should be submitted?

A21. See the response to question 20.

Q22. Is this requirement considered a new need or a recompile of an existing contract? If a recompile, could you provide details on the incumbent vendor(s)?

A22. This is a new procurement, refer to section 1 in the specifications for background information. Historical information for previous contracts may be requested via the FOIA process.

Q23. Could you provide historical usage information such as hours billed, number of resources used, or total spend from previous similar contracts?

A23. See response to question 22.

Q24. Should resumes of proposed candidates be submitted with the proposal, or only provided upon request or award?

A24. See response to question 20.

Q25. Could you please provide the budget allocated for the contract?

A25. Refer to the answer for question 4.

Q26. Can we know the previous spending on the project?

A26. Refer to the answer for question 3.

Q27. Is this contract going to be a single award or multiple award?

A27. Refer to the answer for question 5.

Q28. Is there an incumbent?

A28. Refer to response for question 1.

Q29. What is the minimum number of references required for each candidate?

A29. Refer to sections 3, 4 and 5 for mandatory requirements and bid submission requirements.

Q30. Does the proposed candidate should meet all the qualifications mentioned in 3.1 – 3.7.

A30. All requirements listed in specifications document are mandatory requirements.

Q31. Is it mandatory for proposed candidates to have prior experience specifically related to federal and/or state legal requirements governing Commercial Driving Licensing in West Virginia as outlined in section 3.5.

A31. All requirements in the specifications document are mandatory requirements.

Q32. Can WV DMV confirm the anticipated state date for the selected candidates?

A32. The contract start date will be the date of the contract award. Candidates should be prepared to start upon receiving award notification and completion of the requirements outlined in section 5.

Q33. Is there a maximum number of hours per week or per year that the DMV expects to utilize?

A33. Anticipated work hours are outlined in section 5.1.

Q34. Will the WV DMV provide workstations and necessary software tools onsite, or should the vendor supply them?

A34. Equipment and software will be provided by the WV DMV for candidates to utilize on-site during the contract period.

Q35. Can WV DMV confirm whether the selected candidate to be fully on-site or hybrid work arrangement would be considered.

A35. Refer to sections 1 and 5 in the specifications.

Q36. Is there a preferred format or template for submitting candidate names and experience documentation?

A36. Refer to sections 3, 4 and 5 in the specifications for mandatory submission requirements.

Q37. In the event that a proposed candidate is deemed non-compliant or disqualified during the evaluation process, will the vendor be permitted to submit a replacement prior to contract award?

A37. Replacement/alternative candidates are subject to the same contract requirements and approval process as outlined in the specifications. Review section 5.

Q38. If a candidate becomes unavailable or is found to be unsuitable after the contracts has been awarded during the engagement period, the vendor will be allowed to propose a qualified replacement to ensure continuity of service.

A38. Replacement/alternative candidates are subject to the same contract requirements and approval process as outlined in the specifications. Review section 5.

Q39. What specific information is required to validate the professional references of the proposed candidate?

A39. The vendor will be required to submit information necessary to contact proposed applicant references as outlined in section 3.7. At a minimum the vendor should provide contact information for references, this must include a contact name, telephone number and email address for each reference provided.

Item 5.1.1.1 will be added to the specifications and shall read as follows:
“Vendors shall provide contact information for all references, this shall include at a minimum, contact name, vendor name, telephone number and email address.”

Q40. Will the WV DMV accept pricing adjustments in future renewal years due to inflation or market changes.

A40. Refer to pricing page Exhibit A. Space is provided for pricing for years 2, 3 and 4 option renewal years.

Q41. Is it mandatory for proposed candidates to have prior experience working with AAMVA applications that interface with the WV Drivers' System, including CDLIS, PDPS, SSOLV, UNI and State-to-State systems?

A41. All the requirements outlined in the specification document are mandatory.

Q42. Should the vendor need to be registered in WV to apply for this opportunity?
Please confirm.

A42. Vendor must be compliant with all vendor registration requirements prior to contract award.

Q43. If a highly qualified candidate working with mainframe systems and technologies does not have experience with the WV Drivers' System, can they still qualify for this bid?

A43. All requirements outlined in the specification document are mandatory.

Q44. Could the agency confirm where there are any consideration for extending the submission due date for this solicitation?

A44. The bid opening date is 9/11/2025. No extensions will be provided.

Q45. How would you prefer to receive the proposals, in PDF or Word format?

A45. Bid submission instructions are included in section 6 of the Instructions to Vendors.

Q46. Should the proposal response, resumes of candidates, references, amendment acknowledgement and pricing pages to be compiled in a single document?

A46. Bid submission instructions are included in section 6 of the Instructions to Vendors.

Q47. Will 2 candidates be selected from a single vendor?

A47. Refer to response to question 5.

Q48. Is it mandatory for the business to be licensed in WV to be eligible to apply for this bid.

A48. Vendor must be compliant with all vendor registration requirements prior to contract award.

Q49. Will the agency assist in coordinating background checks, or must the vendors handle all aspects independently?

A49. Refer to section 5 for details regarding vendor responsibilities.

Q50. What is the expected turnaround time for background check approvals?

A50. Refer to section 5 for details regarding vendor responsibilities. Item 5.1.1.2 has been added to include a turnaround requirement for background checks. The requirement will read as follows: "Vendor is responsible for completely background checks outlined in section 5 within fourteen days".

Q51. What criteria will the agency use to determine whether to exercise the renewal options for years 2, 3 and 4.

A51. Refer to section 6.1.

Q52. Will vendors be notified in advance if the agency intends to renew the contract? Would you like help drafting a formal email or preparing a Q&A sheet for your team?

A52. Refer to section 6.1. Assistance in drafting a formal email or Q&A sheet is not needed.

Q53. Can agency list the details to be included in the proposal document for submission?

A53. Vendor should review Bid submission instructions in section 6 of the Instructions to Vendors.

REQUEST FOR QUOTATION
Mainframe Application Programmer Analysts – Onsite Only

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of WV Division of Motor Vehicles (WV 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 on an on-site hourly rate basis. All services will be provided at the DMV Headquarters location in Charleston, WV. Proposals for providing services remotely will NOT be considered.

The Mainframe Programmer Analysts positions are needed to provide technical expertise to meet the temporary contracted staffing needs. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the West Virginia Division of Motor Vehicles (WV DMV). A minimum of two (2) analyst positions are currently needed, however, additional positions may be required in the future.

The Mainframe Programmer Analysts positions are located on-site only, at WV DMV Headquarters, 5707 MacCorkle Avenue, S.E., Charleston, WV 25304, Monday through Friday, 8:00 AM to 4:00 PM, excluding holidays listed herein. Proposed candidates must be legally authorized to work in the United States.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 “Contract Services” means application software analysis, programming support and development, code review, project reporting and project management services necessary for the day-to-day operations of the WV DMV Drivers’ Systems as more fully described in these specifications.

2.2 “Pricing Page” means the pages, contained in wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

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

2.4 “AAMVA” is the American Association of Motor Vehicle Administrators and is a national organization that is charged with improving highway safety and identification security by promoting uniform standards for all areas related to driver licensing.

2.5 “ACD” is the AAMVA Code Dictionary.

2.6 “DB2” or DataBase 2 is a Relational DataBase Management System designed by IBM to operate in a mainframe environment.

REQUEST FOR QUOTATION
Mainframe Application Programmer Analysts – Onsite Only

- 2.7 “CA”** is a company that develops programming tools for the IBM mainframe environment.
- 2.8 “COBOL”** is a programming language designed for use in an IBM enterprise mainframe environment.
- 2.9 “CICS”** Customer Information Control System (CICS) is a family of mixed language application services that provide online transaction management connectivity for applications on IBM Mainframe systems.
- 2.10 “CD31”** means a sanitized Commercial Driver License Data File.
- 2.11 “CDLIS”** is a system mandated by the Commercial Motor Vehicle Safety Act of 1986 and is a nationwide computer system that enables licensing agencies to ensure that each commercial driver has only one driver’s license and one complete driver record.
- 2.12 “FMCSA”** means the Federal Motor Carrier Safety Administration
- 2.13 “JCL”** means Job Control Language.
- 2.14 “PRF”** means Pseudo Random Function and is a tool utilized on an IBM mainframe system.
- 2.15 “RC/UPDATE”** is a tool that allows for programming updates to a DB2 database in an IBM mainframe environment.
- 2.16 “RC/QUERY”** is a tool that allows for programming updates to a DB2 database in an IBM mainframe environment.
- 2.17 “HOLIDAY EXCEPTIONS”** is a list of holidays the WV DMV adheres to annually.
- New Year’s Day
 - Martin Luther King Day
 - Washington’s Birthday
 - Memorial Day
 - Juneteenth
 - West Virginia Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day

REQUEST FOR QUOTATION
Mainframe Application Programmer Analysts – Onsite Only

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

- 3.1.** The Application Programmer Analysts must have at least (5) five years of paid full-time experience programming in IBM Mainframe, designing and maintaining enterprise level complex COBOL/CICS/DB2 environments. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.
- 3.2.** The Application Programmer Analysts must have at least (5) five years of paid full-time experience programming with JCL in an enterprise mainframe environment. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.
- 3.3.** The Application Programmer Analysts must have at least (3) three years of paid full-time experience programming in the WV Drivers enterprise mainframe database analysis and design. Due to the complexity of the WV Driver's environment. The Application Programmer Analysts must also have experience working in a regulated environment either at the federal or state level. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.
- 3.4.** The Application Programmer Analysts must have at least (3) three years of paid full-time experience using Computer Associates DB2/IBM Tools – RC/Update and PRF. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.
- 3.5.** The Application Programmer Analysts must have at least (1) one year of experience working with the federal and/or state legal requirements regarding Commercial Driver Licensing in WV. Vendor shall provide Agency with

REQUEST FOR QUOTATION
Mainframe Application Programmer Analysts – Onsite Only

supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.

3.6. The Application Programmer Analysts must have experience working with the American Association of Motor Vehicle Administrators (AAMVA) applications which interfaces with the WV Drivers' System. These applications include the Commercial Driver's Licensing Information System (CDLIS), the Problem Driver Pointer System (PDPS) and the Social Security Online Verification and the Unified Network Interface as well as knowledge of the State-to-State system with AAMVA. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.

3.7. All references to experience requirements listed in this RFQ shall be demonstrated through references provided in the candidates resumes as described above. WV DMV will verify such experience by contacting the references provided in the resumes. In the event WV DMV is unable to confirm experience based on reference information, this may result in disqualification. The vendor will be required to provide resume documentation for a minimum of two (2) candidates. Documentation should be provided with the bid; however, document must be provided prior to the award. Failure to provide documentation will result in disqualification.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 The vendor shall provide the Agency with an all-inclusive hourly rate and an overtime rate for the onsite contract services listed below on an open-end continuing basis. The individuals supplied by the vendor to fulfill the Contract Services must meet or exceed the mandatory requirements shown below:

4.1.1.1 Mainframe Application Programmer Analysts must create and implement modifications to the WV DMV Drivers' License System to meet the AAMVA CDLIS Modernization Federal requirements which will allow WV to create a clean CDL file (CD31).

REQUEST FOR QUOTATION
Mainframe Application Programmer Analysts – Onsite Only

- 4.1.1.2** Mainframe Application Programmer Analysts must perform enhancements to the WV DMV Driver License system to incorporate the new ACD codes as required by the Agency.
- 4.1.1.3** Mainframe Application Programmer Analysts must perform enhancements to the WV DMV Drivers' License System to satisfy the requirements of the FMCSA to interface with the WV Court System to comply with the requirement that all convictions involving a Commercial Driver License holder or Commercial Motor Vehicle must be added to the driver's record within (10) days from conviction date for compliance with federal law.
- 4.1.1.4** Mainframe Application Programmer Analysts must perform enhancements to the WV DMV Drivers' License System as required to establish the interface with all WV DMV systems.
- 4.1.1.5** Mainframe Application Programmer Analysts must perform enhancements to the current WV DMV Drivers' License System to ensure compliance with changes in both Federal and State laws.
- 4.1.1.6** Mainframe Application Programmer Analysts must perform enhancements and ensure the day-to-day operation of the WV DMV Drivers' License System resulting from mainframe system upgrades and new programming requests submitted by WV DMV.
- 4.1.1.7** Mainframe Application Programmer Analysts must perform daily operational support that includes, telephone support provided to end users, attending meetings, developing, conducting training and troubleshooting problems as they occur. Some examples of enhancements that would be required, include the development of a state-to-state interface based on mandated made by Federal and State regulatory authorities. The candidates would be required to develop code to programmatically meet these mandates. This would also involve system design, documentation, meeting with agency personnel, system testing and training.

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Mainframe Application Programmer Analysts – Onsite Only

5. VENDOR RESPONSIBILITIES:

5.1 The vendor must provide an all-inclusive hourly rate and an overtime rate that is inclusive of all costs including, but not limited to federal, state, and local withholding taxes, social security, and Medicare taxes as well as all unemployment compensation, workers compensation, general and professional liability premiums. All overhead for the vendor and fringe for the candidates must be included in the successful vendor's hourly rates. All travel expenses must be included in the vendor's hourly rates. Vendor must be located within the continental US, recommended candidates are required to work onsite at WV DMV Headquarters located at 5707 MacCorkle Avenue, S.E., Charleston, WV 25304. It is anticipated that the proposed candidates will be working approximately 40 hours per week onsite. The number of hours per week will be determined by the WV DMV. In the event of emergencies, candidates must be able to report to the DMV Offices within 48 hours to respond to emergencies, meetings, etc.

5.1.1. Vendor shall provide the Agency with information for the candidates according to state and federal standards, including applications for each candidate, that include candidates experience and background, with a description of each candidates programming language experience, years of experience and work history using said experience. Documentation should be provided with the bid; however, documentation must be provided prior to award. Failure to provide documentation will result in disqualification.

5.1.1.1 Vendor shall provide contact information for all references, this shall include at a minimum, contact name, vendor name, telephone number and email address.

5.1.1.2 Vendor is responsible for completing background checks as outlined in Section 5 within fourteen (14) days.

5.1.2. The Vendor's candidates must consistently perform the contracted duties as outlined in these specifications and in accordance with the delivery order issued against this open-end contract.

5.1.3. The successful candidates will be required to present a timesheet along with a brief summary of the tasks performed for approval on a weekly basis.

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- 5.1.4.** If during the term of the Delivery Order the candidate(s) placed by the vendor leaves the company and/or has to be replaced; the vendor must give written notice to the Agency within one (1) business day, explaining the circumstances of the departure, and must replace the candidate(s) with another candidate(s) meeting or surpassing all the requirements for the classification listed sections 3 and 4 to maintain continuity of services. Vendor must provide the Agency a list of potential candidates for replacement staffing needs within 2 weeks (10 business days) of the notification of replacement. Vendor must provide documentation and resumes for every candidate which indicates their meeting the classification. Vendors may send multiple resumes so that the agency may make the selection. Any interruption of service greater than (10) business days will be grounds for cancellation of the Delivery Order.
- 5.1.5.** The successful vendor and candidates must comply with all Agency policies and procedures. Any access or user accounts issued to a candidate to permit work in the State computing environment are subject to revocation without notice.
- 5.1.6** All potential candidates proposed for service under this contract must have a complete background check performed by the vendor at the vendor's sole cost. The background check will include but not be limited to the following:
1. A credit check
 2. Confirmation of previous employment
 3. Verification of references
 4. Criminal record check on the state and federal level
 5. Driver's license verification and background information
 6. Fingerprint validation

5.2. DUTIES AND RESPONSIBILITIES OF THE AGENCY:

- 5.2.1.** Ordering Procedure: Agency will issue an Agency Delivery Order to the successful vendor requesting the total number of hours for the positions defined in sections 3 and 4.

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5.2.2. Successful Vendor's candidates shall work under Agency supervision. The Agency shall be solely responsible for providing the candidates with day-to-day guidance in the execution of responsibilities at the Agency.

5.2.3. Agency reserves the right to terminate the candidate(s) selected for the position providing services to the Agency without cause if it is determined in the best interest and wellbeing of the Agency. Termination would occur by cancellation of the remainder of the Delivery Order and does not require prior notification to the Vendor.

5.2.4. Independent Contractor Status: The purpose of this contract is to obtain temporary services that are provided by individuals or entities as independent contractors and not as employees of the State of West Virginia. The distinction between independent contractor and an employee is complex and can require analysis of 20 or more factors relating to the circumstances of each contract. The Internal Revenue Service and the U.S. Department of Labor have provided guidance on the issue at:

IRS – <http://www.irs.gov/pub/irs-pdf/p15a.pdf>

IRS– <http://www.irs.gov/Business/Small-Business-&Self-Employed/Independent-Contractor-Self-Employed-or-Employee>

DOL – <http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp>

Prior to utilizing the services available under this contract, the agency and Vendor must ensure that the factors relating to the broad categories of behavioral control, financial contract, and the type of relationship between the state and the temporary worker will not cause the independent contractor relationship to be constructed as an employee/employer relationship. Items that must be considered, include but are not limited to, the degree of control exercised by the State over the temporary worker relating to performance of the job and the degree to which the temporary worker is integrated into the State's system. The Purchasing Division recommends that the agency and Vendor review the IRS and DOL publications found at the links above and obtain further assurances from their respective internal legal counsel to maintain the independent contractor status of individuals and entities under this contract.

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6. CONTRACT AWARD:

6.1 Contract Award: The Contract is intended to provide Agency with an open-end contract to provide an hourly rate and an overtime rate for the services described in this RFQ. Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

Contract will be evaluated on all lines but will only be awarded on first year. Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

6.2 Pricing Page: Vendor must complete the Pricing Page by completing Exhibit A with an hourly rate unit price and total annual rate for an estimated 2080 hours and an overtime hourly rate unit price and for an estimated 832 hours. Then complete the same for each of the optional years. The estimated hours will be used for evaluation purposes. Vendor must complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. Vendors are able to download the Exhibit A Pricing Page from the wvOASIS VSS website for this solicitation.

- 7. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 8. PAYMENT:** Agency shall pay an hourly rate and overtime rate annually, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 9. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

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Mainframe Application Programmer Analysts – Onsite Only

10. FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. If access cards and/or keys are required:

10.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

10.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

10.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

10.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures. This includes, but is not limited to, agreeing to and

submitting the attached Exhibit "B", WVDMV PII Acknowledgement form, and Exhibit "C" Notice of State of West Virginia Confidentiality Policies and Information Security Accountability Requirements. The WVDMV is the record owner of, and bears the responsibility for maintaining electronic Driver Licensing and Motor Vehicle Information, including Personal Information and Sensitive Personal Information as defined in the Federal Drive Privacy Protection Act ("DPPA") and the Uniform Motor Vehicles Records Disclosure Act (W. VA. Code § 17A-2A-1 et seq.) ("UMVRDA")

10.5. Vendor shall inform all staff of Agency's security protocol and procedures.

11. VENDOR DEFAULT:

11.1 The following shall be considered a vendor default under this Contract.

11.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

11.1.2. Failure to comply with other specifications and requirements contained herein.

11.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

11.1.4. Failure to remedy deficient performance upon request.

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11.2 The following remedies shall be available to Agency upon default.

11.2.1. Immediate cancellation of the Contract.

11.2.2. Immediate cancellation of one or more release orders issued under this Contract.

11.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

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

Contract Manager: Sri Thota

Telephone Number: 248-302-0666

Fax Number: _____

Email Address: sri.thota@sargad.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DMV2600000001

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 the 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:

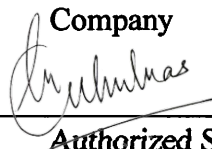
(Check the box next to each addendum received)

<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 the 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.

Sri Thota

Company



Authorized Signature

11 Sep,2025

Date

NOTE: This addendum acknowledgment 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: 1698045			Reason for Modification: to post Addendum No. 2
Doc Description: Mainframe Application Programmer Technical Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-10	2025-09-18 13:30	CRFQ 0802 DMV2600000001	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000049978
Vendor Name : SARGAD LLC
Address : 755 W Big Beaver Rd, Suite 2020
Street : W Big Beaver Rd
City : Troy
State : Michigan
Country : United States
Zip : 48084
Principal Contact : Sri Thota
Vendor Contact Phone: 248-302-0666
Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

FEIN# 334147517

DATE 16 Sep,2025

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

ADDITIONAL INFORMATION
ADDENDUM NO_2 1.Attach vendor question and response. 2.To extend the bid opening date from 9/11/2025 to 9/18/2025. 3.The bid opening time remains at 1:30 pm. No other changes

INVOICE TO	SHIP TO
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	1	Hours	\$80	\$166,400 for year one

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	2025-09-02

SOLICITATION NUMBER: CRFQ DMV26*01
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as (“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

Description of Modification to Solicitation:

- 1. Attach vendor question and response.**
- 2. To extend the bid opening date from 9/11/2025 to 9/18/2025.**
- 3. The bid opening time remains at 1:30 pm.**

No other changes

Additional Documentation: **Documentation** related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

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.

Attachment A

Addendum No. 2 - CRFQ 0802 DMV26*01 Mainframe Programmer Follow Up Questions with Agency Response.

1. Do vendors need to provide separate references for each subsection 3.1 to 3.6, or will 2-3 overall references for the proposed candidates be sufficient to cover all the requirements outlined in subsection 3.1 to 3.6.

Answer: Per the Purpose and Scope section of the RFQ, this solicitation is for a minimum of two analyst positions; however additional candidates may be required in the future. Proposed candidates are required to meet all the requirements outlined in sections 3.1 to 3.6.

2. Is there a specific format for submitting responses, or can the vendor provide them in its own format.

Answer: The vendor should review the Instructions to Vendors item #6. There is not a specific template for reference information.

3. Are there any license and certification requirements for the proposed candidates that must be submitted with the response.

Answer: The vendor should review the following sections in the specification document: 3 - Qualifications, 4 - Mandatory Requirements and 5 - Vendor Responsibilities.

4. Please confirm whether or vendors are required to submit the proposed candidates' resumes along with the proposed response.

Answer: The vendor should review Section 5 in the RFQ specifications.

5. What is the estimated budget for this contract. If unknown, please provide previous spending.

Answer: This was addressed in the previous addendum. Review the response to Q 3, Q4 and Q5.

6. Is this a new initiative or does the DMV have an incumbent on this? If there is an incumbent, please disclose their names and if possible, provide the incumbent's proposals along with their cost proposals to facilitate competitive pricing.

Answer: This is a new stand-alone solicitation as described in section 1 of the specifications. The RFQ question answer period is intended to address questions/concerns regarding the current solicitation. Information on past procurements such as previous solicitations can be found by searching VSS and reviewing the Bids Received Page on the Purchasing Division website. Other historical information can be requested via the FOIA process as indicated in the previous addendum.

7. How many temporary staff are currently working under this contract?

Answer: This is a new solicitation as stated above. A contract will not be issued until the bids are opened and evaluated.

8. Please specify the issues that DMV is facing under the current contract.

Answer: This is a new solicitation as stated above. A contract will not be issued until the bids are opened and evaluated. The vendor should review Section 1 of the specifications regarding the purpose and scope.

9. Do vendors need to provide separate references for each subsection 3.1 to 3.6, or will 2-3 overall references for the proposed candidates be sufficient to cover all the requirements outlined in subsection 3.1 to 3.6.

Answer: Review answer for question 1.

10. Is there a specific format for submitting responses, or can the vendor provide them in its own format.

Answer: Review answer to question 2.

11. Are there any license and certification requirements for the proposed candidates that must be submitted with the response.

Answer: Review answer to question 3.

12. Please confirm whether or vendors are required to submit the proposed candidates' resumes along with the proposed response.

Answer: Review response to question 4.

13. Do you require a cost to be provided per candidate or as an overall project cost?

Answer: Review Section 5 Vendor Responsibilities and Pricing Page Exhibit A.

14. Is it mandatory for the vendor to be a Small, Women-Owned, or Minority Business in order to bid on this opportunity.

Answer: All vendors are encouraged to bid regardless of their business classification. The solicitation will be awarded to the vendor with the lowest bid that meets all the mandatory specifications.

15. Are there any subcontracting goals associated with this solicitation?

Answer: The solicitation will be awarded to the vendor with the lowest bid that meets all the mandatory specifications. The vendor that is awarded the bid will be solely responsible for providing the services outlined in this solicitation.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DMV26*01

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.

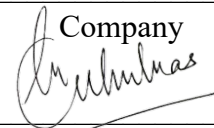
Addendum Numbers Received:

(Check the box next to each addendum received)

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

Sri Thota



Authorized Signature

16 Sep,2025

Date

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

SARGAD is a certified small and minority owned business.



National Minority Supplier
Development Council

Advancing Economic
Impact Together

This certificate attests that the below mentioned company is an NMSDC-Certified
Minority Business Enterprise(MBE):

SARGAD LLC

MI439168

Certificate Number

07-31-2025

Issuance Date

07-31-2026

Expiration Date

A handwritten signature in black ink, appearing to read "Ying McGuire", is written over a horizontal line.

Ying McGuire
CEO and President
NMSDC

541611

NAICS Codes

-

UNSPSC Codes

Supporting Regional Affiliate: Michigan MSDC

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 - Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Year One	\$80	\$166,400
Year One - Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Year One	\$80	\$66,560
Optional Year Two Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours- - Optional Year Two	\$81	\$168,480
Optional Year Two Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Two	\$81	\$67,392
Optional Year Three Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Three	\$82	\$170,560
Optional Year Three Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Three	\$82	\$68,224
Optional Year Four Regular Time	2,080 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, regular time hours - - Optional Year Four	\$83	\$172,640
Optional Year Four Overtime	832 hours	Application Programmer Analysts Contract Cost for 1 year based on hourly rate, overtime hours - - Optional Year Four	\$83	\$69,056

**** 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) Sri Thota, CEO
(Address) 755 W Big Beaver Rd, Suite 2020, Troy, MI, 48084
(Phone Number) / (Fax Number) 248-302-0666
(email address) sri.thota@sargad.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.

SARGAD LLC
(Company)

(Signature of Authorized Representative)
Sri Thota, CEO 11 Sep, 2025
(Printed Name and Title of Authorized Representative) (Date)
248-302-0666
(Phone Number) (Fax Number)
sri.thota@sargad.com
(Email Address)