

**VENDOR NAME** : Devfi Inc  
**BUYER** : JOHN ESTEP  
**SOLICITATION NO** : CRFQ 0803 DOT2600000079  
**BID OPENING DATE**: March 31, 2026  
**BID OPENING TIME**: 1:30 PM  
**FAX NUMBER**: 304-558-3970

We at Devfi, Inc are pleased to submit our bid to tis solicitation CRFQ 0803 DOT2600000079.

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WV PURCHASING  
DIVISION

**WVDOT Information Technology Temporary  
Staffing Services  
Solicitation No: CRFQ 0803 DOT2600000079**

**Due Date: March 31, 2026 @ 1:30 PM EST**



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



**Devfi Inc.  
Attn: Ashwin Puppala, CEO  
Phone: 614-264-3128  
Email: [Ashwin@devfi.com](mailto:Ashwin@devfi.com)**



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1. COVER LETTER

March 31, 2026

John W. Estep, Buyer  
West Virginia Purchasing Division Department of Administration  
2019 Washington Street East  
Charleston, WV 25305-0130

**RE: Response to CRFQ 0803 DOT2600000079 - WV DOT Information Technology Temporary Staffing Services (81260081)**

**Dear Mr. Estep and Members of the WV DOT Evaluation Committee,**

Devfi, Inc. is pleased to submit this response on behalf of WV DOT for Information Technology Temporary Staffing Services. Founded in 2012 and headquartered in Vienna, Virginia, Devfi brings over 14 years of specialized IT staffing experience delivering mission-critical technology professionals to government agencies across the United States. We have carefully reviewed all specifications, mandatory requirements, and general terms and conditions of CRFQ 0803 DOT2600000079 and submit this response with no exceptions to any term or condition contained therein.

Our comprehensive staffing model covers all position categories in WV DOT's IT scope of service including but not limited to Mainframe, Client-Server, relational databases and enterprise GIS systems (Esri ArcGIS, ArcSDE, PostgreSQL/PostGIS), while maintaining full compliance with State policies and screening standards.

**What Sets Us Apart**

- **Direct service delivery** - All personnel are Devfi employees; no subcontractors
- **Rigorous screening** - Thorough vetting ensures quality placements from day one
- **Scalable capacity** - Responsive recruiting that adapts to your fluctuating needs
- **Performance oversight and Partnership with the City** - Continuous management support throughout each assignment and partner mindset in servicing the contract and the people it serves.

Offeror Details	
Company Name	Devfi, Inc.
Address	8150 Leesburg Pike, Suite 705, Vienna, VA 22182
Telephone No	877-637-0367
Email Address	info@devfi.com
Website	https://www.devfi.com
DUNS / Tax Identification Number	070525059 / 46-1359246
Primary Point of Contact	Ashwin Puppala, CEO    614-264-3128    Email: ashwin@devfi.com
Secondary Point of Contact	Rajesh Velusamy, CSO    443-929-2789    Email: rvelusamy@devfi.com

All pricing submitted is fully all-inclusive per **Section 4.2.3** of the specifications covering wages, payroll taxes, insurance, benefits, overhead, and travel. There are no hidden fees and no additional charges.

Sincerely,

**Ashwin Puppala, CEO, Devfi, Inc.**

**(IT) Professionals RFQ**

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## 2. EXECUTIVE SUMMARY

The West Virginia Department of Transportation deserves an IT staffing partner that delivers the right talent, at the right time, without fail. Devfi, Inc. is that partner.

Founded in 2012 and headquartered in Vienna, Virginia, Devfi is a specialized IT staffing and workforce solutions firm with over fourteen years of continuous experience delivering mission-ready technology professionals to government agencies and enterprise organizations across the United States. We have successfully deployed over 230+ IT consultants across active multi-year public-sector engagements, maintaining a 96.5% consultant retention rate, the direct result of disciplined vetting, W-2 employment stability, and hands-on performance management that no conventional staffing firm can replicate.

**We submit it as a proven public-sector IT workforce partner with the infrastructure, the talent pipeline, and the operational discipline to serve WVDOT's most critical technology needs on demand, on time, and without disruption for the full five-year contract term and beyond.**

### **Purpose-Built for WVDOT's Technology Environment**

WVDOT manages a complex, multi-platform technology environment spanning mainframe systems running COBOL, DB2, and VSAM client-server platforms built on Visual Studio, Microsoft SQL Server, and Oracle; and enterprise GIS systems powered by Esri ArcGIS. They require specialized professionals with deep, verifiable experience professionals who can contribute from day one, execute enhancements and modifications to critical State systems, and transfer knowledge that permanently strengthens WVDOT's internal capabilities.

Devfi maintains an active database of over 40,000 pre-vetted IT professionals, organized by skillset, certification status, and public-sector experience. Our dedicated talent pools span all fifteen classifications identified in this solicitation mainframe analysts, Oracle and DB2 database administrators, SQL Server professionals, PC programmer analysts, and GIS specialists across every level. These are not cold candidates sourced after a request is received. They are pre-validated professionals ready for immediate presentation, on-site deployment in the Charleston WV metro area, and seamless integration into WVDOT's existing technology teams.

### **What Sets Devfi Apart**

- **Rapid Response:** Devfi acknowledges all staffing requests in writing within 48 hours and delivers qualified candidates within 10 business days. This standard has been maintained across active contracts with New York State Information Technology Services, the Centers for Medicare and Medicaid Services, and the Ohio Department of Medicaid.
- **Five-Tier Technical Vetting:** All candidates presented to WVDOT are screened through Devfi's Five-Tier Technical Vetting process prior to submission. This process verifies technical qualifications, behavioral suitability, background clearance, and U.S. work authorization for every candidate.
- **Knowledge Transfer:** All Devfi consultants are selected based on their ability to mentor State analysts, deliver technical training, and provide shadowing opportunities in accordance with Section 1 of this solicitation.
- **W-2 Employment Model:** All Devfi consultants are employed as direct W-2 employees with full benefits including medical insurance, 401(k) matching, and paid time off. This model has produced a 96.5% consultant retention rate across active government engagements.



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- **Government Experience:** Devfi has delivered IT staffing services under active multi-year contracts with state agencies, federal programs, and enterprise organizations. Devfi maintains full compliance with all applicable government procurement requirements, security protocols, and employment regulations.

**Our Commitment to WV DOT**

Devfi commits to acknowledging every staffing request within 48 hours, delivering qualified candidates within 10 business days, replacing any departing consultant within 10 business days, and maintaining full compliance with all terms, conditions, and specifications of **Solicitation No. CRFQ 0803 DOT2600000079** throughout the life of this contract.

**Devfi, Inc. is ready to serve the West Virginia Department of Transportation from day one.**

**3 QUALIFICATIONS**

**3.1 Years of Business**

Devfi, Inc. was incorporated in 2012 and has been in continuous operation for over fourteen years. Devfi specializes exclusively in IT staffing and workforce solutions for government agencies and enterprise organizations across the United States.

Over fourteen years Devfi has maintained active multi-year contracts with state agencies, federal programs, and regulated enterprise organizations. Devfi's operational infrastructure supports a 48-hour response commitment and 10-business-day candidate delivery on all staffing requests.

Proof of incorporation and years in business is included as a supporting document with this submission.

**Proof of years in business is included in Appendix C.**

**3.2 Demonstrated Experience - Prior IT Staffing Placements**

The West Virginia Purchasing Division requires vendors to demonstrate the placement of at least six qualified IT professionals within the classifications identified in this solicitation over the past five years. Devfi does not simply meet this requirement. We exceed it.

Over the past five years, Devfi has placed IT professionals across state government agencies, federal health programs, and regulated enterprise organizations placing over **230 consultants** in roles spanning application development, database administration, systems programming, infrastructure support, and project management. Every placement was sourced, vetted, onboarded, and managed directly by Devfi under active multi-year contracts. Every client below is available for immediate verification by the West Virginia Purchasing Division.

**Placement 1 - New York State Information Technology Services**

Client	New York State Information Technology Services (ITS)
<b>Address</b>	Empire State Plaza, PO Box 2062, Albany, New York 12220
<b>Contact Person</b>	Subramanyam Bommaraju, Director - Application Development
<b>Phone</b>	518-894-0134
<b>Email</b>	Subramanyam.bommaraju@its.ny.gov
<b>Contract Period</b>	2022 - Present



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<b>Classifications Supplied</b>	Application Developers, Database Administrators, IT Analysts, Technical Support Professionals, and Project Management Staff
<b>Services Provided</b>	Devfi delivers comprehensive IT temporary staffing and staff augmentation to one of the largest state technology organizations in the United States. Our engagement spans application development, infrastructure support, database management, and specialized technical roles - with Devfi managing every phase from talent sourcing and five-tier technical vetting through onboarding, compliance, and sustained performance oversight across multi-year assignments.

**Placement 2 - Centers for Medicare & Medicaid Services (CMS)**

Client	Centers for Medicare & Medicaid Services (CMS)
<b>Address</b>	200 Independence Avenue SW, Washington, DC 20201
<b>Contact Person</b>	Vamshidhar Chethireddy, IT Specialist
<b>Phone</b>	732-986-4464
<b>Email</b>	Vamshidhar.chethireddy@cms.hhs.gov
<b>Contract Period</b>	May 2023 - Present
<b>Classifications Supplied</b>	Cloud Architects, Data Analysts, Application Developers, Database Administrators, and Project Management Staff
<b>Services Provided</b>	Devfi supports one of the most complex federal technology environments in the United States providing rigorously vetted technical professionals who drive federal operations, support large-scale modernization initiatives, and deliver mission-critical IT services without disruption. Every candidate placed at CMS cleared Devfi's full five-tier vetting process before submission, ensuring day-one readiness and sustained performance.

**Placement 3 - Blue Cross Blue Shield of North Carolina**

Client	Blue Cross Blue Shield of North Carolina
<b>Address</b>	4615 University Drive, Durham, NC 27707
<b>Contact Person</b>	Rupesh Chandra Allakonda, Lead - IT Security
<b>Phone</b>	989-824-1042
<b>Email</b>	rupeshchandra.allakonda@bcbsnc.com
<b>Contract Period</b>	2021 - Present
<b>Classifications Supplied</b>	IT Application Developers, Database Administrators, Systems Analysts, and Business Operations Support Staff
<b>Services Provided</b>	In one of the most compliance-sensitive industries in the United States, Devfi has consistently delivered qualified IT and business operations professionals to Blue Cross Blue Shield of North Carolina - managing end-to-end recruiting, placement, onboarding, compliance documentation, and ongoing performance monitoring across a five-year active engagement.



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#### Placement 4 - Ohio Department of Medicaid

Client	Ohio Department of Medicaid
<b>Address</b>	50 West Town Street, Columbus, Ohio 43215
<b>Contact Person</b>	Anish Yarrabelly
<b>Phone</b>	973-953-9747
<b>Email</b>	<a href="mailto:Anish.Yarrabelly@medicaid.Ohio.gov">Anish.Yarrabelly@medicaid.Ohio.gov</a>
<b>Contract Period</b>	January 2022 - Present
<b>Classifications Supplied</b>	IT Analysts, Business Analysts, Application Developers, Database Support Staff, and Administrative IT Personnel
<b>Services Provided</b>	Devfi has supported the Ohio Department of Medicaid with temporary IT staffing and staff augmentation across a broad range of technical and operational functions - delivering sourcing, onboarding, background screening, payroll management, compliance documentation, and workforce analytics that directly support state program oversight and active technology modernization projects.

#### Placement 5 - Gilead Sciences

Client	Gilead Sciences
<b>Address</b>	333 Lakeside Drive, Foster City, CA 94404
<b>Contact Person</b>	Harish Gadde
<b>Phone</b>	202-577-7989
<b>Email</b>	<a href="mailto:Harish.Gadde@gilead.com">Harish.Gadde@gilead.com</a>
<b>Contract Period</b>	2022 - Present
<b>Classifications Supplied</b>	IT Application Developers, Database Administrators, Systems Support Staff, and Enterprise IT Professionals
<b>Services Provided</b>	Across a six-year active engagement, Devfi has delivered comprehensive IT staffing and augmentation services to Gilead Sciences - one of the world's leading biopharmaceutical organizations. Every consultant placed has been managed under Devfi's W-2 employment model, ensuring workforce stability, full regulatory compliance, and sustained performance across short-term and multi-year project assignments.

#### Placement 6 - Commonwealth of Massachusetts

<b>Client</b>	Commonwealth of Massachusetts
<b>Address</b>	200 Arlington St, Chelsea, MA
<b>Contact Person</b>	Anil Mettu
<b>Phone</b>	617-999-0619
<b>Email</b>	<a href="mailto:mettua@dor.state.ma.us">mettua@dor.state.ma.us</a>
<b>Contract Period</b>	2017- Ongoing
<b>Classifications Supplied</b>	IT Application Developers, Mainframe Developers, Business Analyst, Database Administrators, Systems Support Staff, and Enterprise IT Professionals
<b>Services Provided</b>	Devfi has delivered comprehensive IT staffing and augmentation services managing end-to-end recruiting, placement, onboarding,



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	compliance documentation, and ongoing performance monitoring to the State.
--	----------------------------------------------------------------------------

*Complete supporting documentation for all placements listed above including client contact verification, engagement records, and placement history is provided in Appendix D.*

Devfi, Inc. confirms that all placements documented in this section are direct IT staffing engagements in which qualified professionals were sourced, vetted, placed, and managed by Devfi. All client references are available for verification and may be contacted directly by the West Virginia Purchasing Division.

#### 4 REQUIREMENTS

##### 4.1 Position Classifications & Candidate Requirements

Devfi, Inc. is fully qualified and prepared to provide candidates for all fifteen (15) position classifications identified in this solicitation. Every candidate presented to WVDOT will have cleared Devfi's proprietary Five-Tier Technical Vetting Ecosystem verified for technical proficiency, behavioral alignment, security readiness, documented with complete supporting credentials and full background clearance before submission.

In full accordance with Section 4.1 of Solicitation No. CRFQ 0803 DOT2600000079, Devfi, Inc. confirms that all Contract Services provided under this agreement will meet or exceed every mandatory requirement listed below. The table below provides a complete summary of all 15 classifications, followed by detailed requirement confirmation for each role.

##### Classification Summary Table

S No	Classification	Devfi Status	Core Technologies
1	Senior Mainframe Application Analyst	Ready to Staff	COBOL, CICS, JCL, DB2
2	Mainframe Application Analyst	Ready to Staff	COBOL, CICS, JCL
3	Senior Application Oracle DBA	Ready to Staff	Oracle, PL/SQL, RMAN, UNIX/LINUX
4	Application Oracle DBA	Ready to Staff	Oracle, PL/SQL, RMAN
5	Senior Application DB2 DBA	Ready to Staff	DB2, SQL, Data Modeling, DR
6	Application DB2 DBA	Ready to Staff	DB2, SQL, Data Modeling
7	PC Programmer Analyst	Ready to Staff	Visual Studio, SQL, .NET
8	Senior PC Programmer Analyst	Ready to Staff	Visual Studio, SQL, .NET
9	Application SQL Server DBA	Ready to Staff	SQL Server, T-SQL, UNIX/LINUX
10	Senior Application SQL Server DBA	Ready to Staff	SQL Server, T-SQL, Data Warehouse
11	GIS Database Administrator	Ready to Staff	ArcGIS Enterprise, ArcSDE, PostGIS
12	Senior GIS Database Administrator	Ready to Staff	ArcGIS Enterprise, Spatial SQL





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13	GIS Architect	Ready to Staff	ArcGIS, Azure/AWS, Cloud Migration
14	GIS Application Developer	Ready to Staff	ArcGIS SDK, JavaScript, Python, .NET
15	Senior GIS Application Developer	Ready to Staff	ArcGIS SDK, CI/CD, Python, REST

*Table 1: Position Classification & Candidate Requirements*

Devfi, Inc. confirms readiness to staff all fifteen (15) classifications listed above. All candidate submissions will include a current numbered resume, completed qualification documentation, and copies of all relevant degrees and certifications as required under Section 4.2.4 of this solicitation.

## 4.2 Vendor Responsibilities

Devfi Inc. fully understands and accepts all vendor responsibilities outlined in Section 4.2 of Solicitation No. CRFQ 0803 DOT2600000079. The following details how Devfi will meet and exceed each responsibility from day one of contract award through the full five-year contract term.

### 4.2.1 Hourly Rates & Candidate Submission

Devfi, Inc. has carefully reviewed every classification listed in **Section 4.1** of this solicitation and has submitted competitive all-inclusive hourly rates for **all fifteen (15)** classifications on the attached **Pricing Page (Exhibit A)**.

All hourly rates submitted are fully all-inclusive. Each rate covers candidate compensation, federal and state payroll taxes, Social Security and Medicare contributions, unemployment insurance, workers compensation, commercial general liability insurance, employee benefits, overhead, and profit margin. No additional charges will be invoiced to WVDOT.

Every candidate submitted to WVDOT will have completed Devfi's Five-Tier Technical Vetting process and will meet or exceed the mandatory minimum qualifications specified for their classification in Section 4.1. Devfi maintains a 96.5% consultant retention rate across active government contracts.

### 4.2.2 Fulfillment of Staffing Requests

Devfi, Inc. is committed to fulfilling all staffing requests issued under this contract. Upon receipt of any staffing request, Devfi's designated Account Manager the single point of contact assigned to this contract will respond in writing within 48 hours without exception. That response will confirm either Devfi's ability to fulfill the request and deliver qualified candidates within 10 business days or will include a formal written waiver submitted the same business day enabling WVDOT to proceed to the next priority vendor without delay. All requests will receive a written response within the required timeframe. Devfi maintains this standard across all active government engagements and will maintain it for every delivery order issued under this contract

Devfi's ability to fulfill requests consistently begins long before WVDOT ever calls from Charleston, West Virginia. We do not start recruiting when a request arrives. We start from a pre-vetted, pre-organized bench of over **40,000+ IT professionals** indexed by classification, technical skillset, years of experience, and deployment availability. Within that database, Devfi maintains active pipelines specifically aligned to WVDOT's environment:

- Mainframe specialists with hands-on COBOL, CICS, JCL, and VSAM experience
- Oracle and DB2 database administrators with government-sector deployment history

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- Microsoft SQL Server DBAs with enterprise-level high availability and disaster recovery expertise
- Esri ArcGIS professionals spanning GIS database administration, application development, and enterprise architecture

With 230+ consultants currently deployed across active state government, federal, and enterprise engagements **including New York State ITS, CMS, and Ohio Department of Medicaid** Devfi operates at the scale and speed WVDOT requires. Our average time-to-fill across comparable government IT staffing engagements is **24 to 48 hours**.

**Single point of contact.**

Each WVDOT staffing request is managed end-to-end by Devfi’s assigned Account Manager, who coordinates directly with recruiting, technical screening, compliance, and onboarding teams to maintain continuous oversight. This process ensures all requests are monitored, all deadlines are met, and agency supervisors remain informed throughout.

Devfi maintains responsibility for staffing performance after placement through ongoing oversight and proactive issue resolution.

Devfi acknowledges that repeated failures to meet staffing requirements or maintain responsiveness may result in contract termination across all classifications. The company takes this obligation seriously. Devfi’s 96.5% consultant retention rate, 24-to-48-hour time-to-fill, and long-term record of successful government delivery reflect a staffing approach designed specifically for consistent execution under contracts of this nature. WVDOT will receive this level of performance from contract initiation through completion.

**DEVFI, INC. – PURPOSE-BUILT FULFILLMENT MODEL FOR WVDOT.**

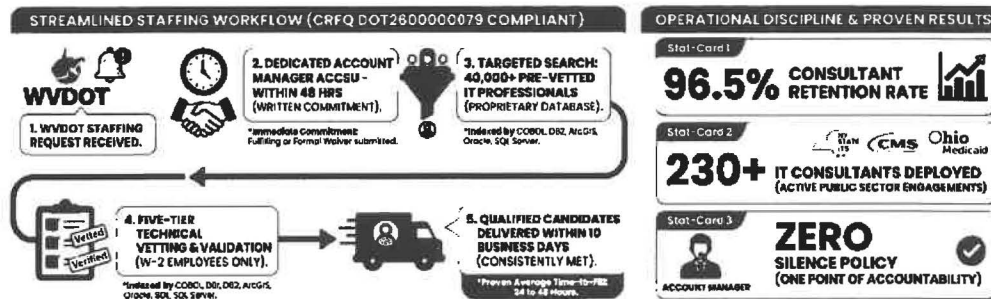


Figure 1: Staffing Workflow





**4.2.3 Organization chart**

Devfi, Inc. has established a dedicated WVDOT Contract Delivery Team specifically structured to ensure clear accountability, rapid response, and executive-level oversight for every staffing request issued under this contract. The organizational structure below illustrates the direct chain of command from Devfi's executive leadership through to the West Virginia Department of Transportation with Rajesh Velusamy serving as the single named point of contact at every level of engagement.



**Organizational Chart**

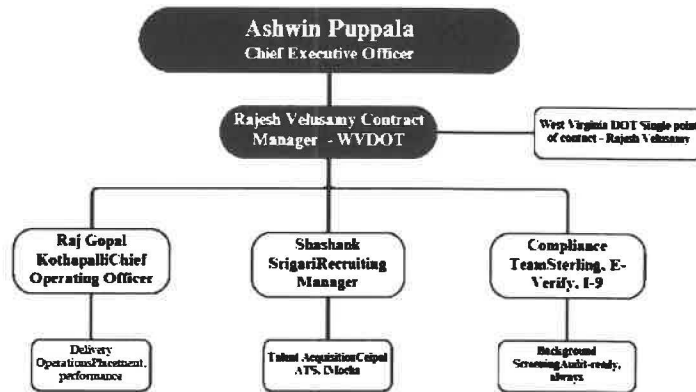


Figure 2 :: Devfi, Inc. WVDOT delivery team

Every layer of this structure serves WVDOT directly. Ashwin Puppala provides executive oversight and ultimate accountability. Rajesh Velusamy owns the WVDOT relationship end to end receiving every request, coordinating every response, and ensuring nothing falls through the cracks. Raj Gopal Kothapalli manages all delivery operations and performance oversight. Shashank Srigari leads talent acquisition across all 15 classifications. The Compliance Team manages all background screening, E-Verify, and I-9 verification through Sterling before any candidate is presented to WVDOT.

**4.2.4 All-Inclusive Hourly Rate**

Devfi, Inc. confirms that all hourly rates submitted on Exhibit A are fully all-inclusive. Each rate covers all costs associated with the placement, deployment, support, and retention of a qualified IT professional at WVDOT for the duration of the assignment. This includes candidate compensation, all applicable taxes, insurance, benefits, overhead, and profit margin.

No supplemental invoices will be issued. No additional charges will be applied beyond the rates submitted on the Pricing Page. WVDOT will be invoiced solely based on the approved hourly rate and approved timesheet hours for each assignment.

**Devfi's all-inclusive rate covers without exception:**

- **Candidate hourly compensation:** Market-competitive, verified against current West Virginia and federal government IT labor benchmarks
- **All federal, state, and local payroll taxes:** FICA, FUTA, SUTA, fully absorbed by Devfi
- **Social Security and Medicare contributions:** Employer share, 100% Devfi responsibility
- **Workers' compensation insurance:** Full statutory coverage for every deployed consultant
- **Commercial general liability:** Insurance \$1,000,000 per occurrence, active throughout the contract term



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- All employee benefits and fringe costs medical, dental, vision, 401(k) matching, paid time off
- All travel, mileage, and incidental deployment expenses to WVDOT's Charleston, WV work locations
- Devfi overhead, compliance infrastructure, and profit margin

Devfi does not use 1099 independent contractors and if we use it only for 1-3 months engagements. Devfi does not use subcontractors. Devfi does not use offshore resources. Every IT professional presented to WVDOT is a direct W-2 employee of Devfi, Inc. which means every tax obligation, every insurance requirement, every compliance responsibility is owned entirely by Devfi before the consultant ever sets foot in a WVDOT facility.

Devfi has maintained this all-inclusive, W-2 billing model across every active government engagement New York State ITS, the Centers for Medicare and Medicaid Services, the Ohio Department of Medicaid, and Blue Cross Blue Shield of North Carolina. Not one of those clients has ever received a surprise invoice from Devfi. Not one has ever disputed an unauthorized charge. They approve time sheets. They receive accurate invoices. The work gets done.

WVDOT will have the same experience for every classification, every delivery order, and every year of this five-year contract.

#### 4.2.5 Candidate Documentation

When Devfi submits a candidate to WVDOT, it is not sending a resume. It delivers a complete, verified, submission-ready package that gives WVDOT everything it needs to evaluate, interview, and select the right professional without a single follow-up request.

Every candidate package submitted by Devfi will include without exception:

- **Current resume:** pages numbered sequentially (1 of 2, 2 of 2) as required by this solicitation, reflecting verified and up-to-date work history, technical skills, and relevant experience
- **Completed WVDOT qualification documentation form:** Filled out in full against the specific classification requirements of the requested role, referencing each mandatory requirement by section
- **Copies of all relevant degrees and certifications:** Verified for authenticity through Devfi's Five-Tier Technical Vetting Ecosystem before submission
- **Verification of all stated experience:** Every year of experience claimed in the resume is confirmed through Devfi's employment verification process conducted by Sterling, our third-party background screening partner

#### **Devfi may submit multiple qualified candidates per staffing request.**

This is intentional. WVDOT deserves options. When Devfi presents two or three candidates for a single classification, each one has already cleared every tier of our Five-Tier Technical Vetting Ecosystem technical assessment, behavioral evaluation, background screening, and compliance verification.

This approach has produced a 96.5% consultant retention rate across Devfi's active government engagements. When candidates are vetted thoroughly before submission, first-time placement

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success rates are dramatically higher and WVDOT spends less time interviewing, less time onboarding, and more time getting the work done.

Every candidate Devfi presents to WVDOT will be ready to contribute from day one. That is not an aspiration. That is the documented outcome of a vetting process built specifically to make it true.

#### 4.2.6 U.S. Work Authorization

Every consultant Devfi place with WVDOT is either a United States citizen or an individual legally authorized to work in the United States. This is not a policy Devfi adopted for this contract. It is a foundational requirement of how Devfi operates on every engagement, with every client, without exception.

Before any candidate is submitted to WVDOT before a resume is numbered, before a qualification form is completed, before a single document leaves Devfi's hands every consultant has completed the following without exception:

- **Form I-9 verification:** Completed in full, reviewed and retained by Devfi in strict compliance with federal employment eligibility requirements. Every I-9 is verified by Devfi's dedicated compliance team and stored in our audit-ready documentation system
- **E-Verify processing:** Every consultant is run through the federal E-Verify system, the gold standard for U.S. work authorization confirmation, before placement begins.
- **Identity and work authorization confirmation:** Independently verified by Devfi's compliance team as part of Tier 5 of our Five-Tier Technical Vetting Ecosystem, which includes comprehensive background screening conducted through Sterling, our nationally accredited third-party screening partner
- **Employment history verification:** Every year of work history stated on the candidate's resume is confirmed through direct contact with prior employers, ensuring the credentials WVDOT reviews are accurate, complete, and fully verified

Upon request by WVDOT at any point before, during, or after a placement Devfi will provide immediate written verification of work authorization status for any candidate submitted or active under this contract. No delay. No exceptions. No follow-up required.

Devfi's 100% W-2 employment model is the structural reason this guarantee is possible and unbreakable. Because every consultant is a direct W-2 employee of Devfi never a 1099 independent contractor, never a subcontractor, never sourced through a third-party agency. Devfi owns every I-9, every E-Verify record, and every compliance document for every person it places. There is no gap in the chain. There is no intermediary holding documentation that Devfi cannot immediately access and produce.

Every record is Devfi's record. Every verification is Devfi's responsibility. Every compliance obligation is Devfi's burden to carry not WVDOT's.

Devfi has applied this verification standard across 230+ active consultant deployments spanning federal agencies, state governments, and enterprise organizations. Not one placement has resulted in an employment eligibility violation. That record is not accidental it is the direct outcome of a compliance infrastructure built to catch every issue before it ever reaches a client.

In the unlikely event that any work authorization discrepancy is ever identified after placement, Devfi will notify WVDOT in writing within one business day, immediately suspend the (IT) Professionals RFQ

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consultant's assignment, and initiate the replacement process within 24 hours. WVDOT will never be left exposed, uninformed, or without a qualified replacement candidate in motion.

WVDOT deserves a staffing partner whose compliance record is as strong as its candidate pipeline. With Devfi, it gets both verified, documented, and backed by fourteen years of government delivery without a single employment eligibility failure.

#### 4.2.7 The 48-Hour Response & 10-Day Delivery Commitment

This is the section that separates vendors who win contracts from vendors who keep them.

WVDOT has built two non-negotiable operational requirements into this solicitation a 48-hour written response and a 10-business-day candidate delivery. These requirements exist for one reason: WVDOT has likely experienced vendors who go silent after award. Vendors who do not answer calls. Vendors who miss deadlines. Vendors who force WVDOT to chase them down while critical IT work sits incomplete.

##### Step 1 - 48-Hour Written Response

Upon receipt of a staffing request, Devfi's designated Contract Manager Rajesh Velusamy will respond in writing within 48 hours. The written response will confirm one of the following:

**Yes** - Devfi can fulfill the request and will deliver a complete candidate package within 10 business days. The response will include an estimated delivery timeline and the classifications being sourced.

**No** - Devfi is unable to fulfill the request at this time. A formal written waiver will be submitted the same business day to allow WVDOT to proceed to the next priority vendor without delay.

Every staffing request will receive a written response within 48 hours. Devfi's average response time across comparable government engagements is same day. The 48-hour window is the contractual requirement. Devfi consistently performs within that window.

##### Step 2 - The 10-Business-Day Candidate Delivery

When Devfi confirms YES, the clock starts. Within 10 business days WVDOT will receive a complete, submission-ready candidate package for every individual submitted including:

- Current resume pages numbered sequentially as required
- Completed WVDOT qualification documentation form
- Copies of all relevant degrees and certifications
- Verification of all stated experience and credentials
- Confirmation that the candidate has cleared all five tiers of Devfi's Technical Vetting Ecosystem

##### What Happens If Devfi Cannot Fill a Request

If Devfi determines it cannot fulfill a staffing request for any reason the following process is immediate and non-negotiable:

- A formal written waiver is submitted to WVDOT the same business day the determination is made
- The waiver includes a clear explanation of why the request cannot be filled
- WVDOT is immediately free to contact the next priority vendor without waiting
- Devfi's Account Manager remains available to WVDOT for any follow-up or clarification





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This process protects WVDOT's operations. It ensures no staffing gap is prolonged by a vendor's silence or delay. It is the standard Devfi has maintained across every active government engagement, and it is the standard WVDOT will experience for every delivery order issued under this contract.

#### 4.2.8 Timesheets

Devfi operates a disciplined, transparent, and fully auditable timekeeping process. Every hour billed to WVDOT is an hour that was worked, documented, and approved with no exceptions and no billing surprises.

##### How the process works:

Every Devfi consultant placed with WVDOT will submit a timesheet on a weekly basis every Friday without exception through Devfi's centralized timekeeping platform, ConnectWise Manage, which provides real-time visibility into consultant activity, hours worked, and approval status always. Each timesheet will capture:

- Consultant name and employee identification
- WVDOT department and delivery order reference number
- Date and hours worked each day of the week
- Description of work performed
- Any overtime hours only if pre-approved in writing by WVDOT prior to being worked

##### Approval process:

No timesheet is processed for payment until it has been reviewed and approved by the designated WVDOT supervisor. The approval chain is simple and clean:

1. Consultant submits timesheet every Friday via ConnectWise Manage
2. WVDOT supervisor receives automatic notification and reviews hours
3. WVDOT supervisor approves or requests correction same business day
4. Devfi operations team conducts secondary review against delivery order terms
5. Approved hours are processed through Devfi payroll
6. Invoice is generated based solely on approved hours

#### 4.2.9 Candidate Replacement

Service continuity is non-negotiable for WVDOT. When a consultant is placed and performing WVDOT's operations depend on that person showing up, delivering, and staying. Devfi understands this. Our replacement process is built around one principle: WVDOT should never experience a gap in service that lasts longer than it takes Devfi to act.

##### When a replacement is required:

If a placed consultant must be replaced for any reason resignation, performance failure, personal circumstances, or any other cause. Devfi's response is immediate and structured across seven steps:

##### Step 1: Detection & Notification

The moment a consultant departure is known whether reported by the consultant, flagged by a WVDOT supervisor, or identified through Devfi's proactive performance monitoring. Devfi's



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Account Manager Rajesh Velusamy is notified immediately. A replacement ticket is opened in **ConnectWise Manage** and the talent pipeline is activated in **Ceipal ATS** within the same hour.

### Step 2: Pipeline Activation - Within 2 Hours

Rajesh Velusamy immediately notifies Shashank Srigari, Devfi's Recruiting Manager. Shashank queries Devfi's database of 40,000+ pre-vetted IT professionals through Ceipal ATS filtering by the exact classification, technical skillset, years of experience, and deployment availability required by WVDOT. LinkedIn Talent Insights is activated simultaneously for supplemental sourcing if the bench requires it. Devfi is never starting from zero. The pipeline was built before the vacancy occurred.

### Step 3: WVDOT Notification - Within 1 Business Day

Devfi notifies WVDOT in writing within one business day of the consultant's departure. That notification includes the consultant's name and classification, the reason for departure stated clearly and honestly, the anticipated last day of service, and written confirmation that the replacement process is already in motion with an estimated delivery timeline.

WVDOT will never find out a consultant is leaving through the consultant themselves or through a supervisor noticing an empty desk. Devfi owns that communication and delivers it first.

### Step 4: Candidate Identification & Vetting-Days 1 Through 5

The top two to three replacement candidates are identified from Devfi's pre-vetted bench and put through an accelerated Five-Tier Vetting process focused on the specific classification being replaced

- Technical SME assessment conducted through iMocha role specific to COBOL, DB2, SQL Server, Oracle, or ArcGIS as applicable
- Background screening re-confirmed through Sterling at local, state, and national levels
- Work authorization re-verified through E-Verify
- Behavioral and cultural alignment evaluation conducted through structured video interview
- All documentation verified and compiled through Ceipal ATS

### Step 5: Candidate Package Preparation- Days 5 Through 8

Every replacement candidate package is prepared to the same standard as the original submission:

- Current resume pages numbered sequentially
- Completed WVDOT qualification documentation form
- Copies of all degrees and certifications
- Full experience verification documentation
- Five-Tier Vetting clearance confirmation

All documents tracked and managed through **ConnectWise Manage and Ceipal ATS**.

### Step 6: Submission to WVDOT - Within 10 Business Days

The complete replacement candidate package is submitted to WVDOT within 10 business days. Devfi's operational target is 24 to 48 hours. The 10-day window is the contractual requirement. Devfi consistently performs well inside it. WVDOT selects the preferred candidate, the delivery order is updated, and the new consultant's start date is confirmed.

### Step 7: Knowledge Transfer & Onboarding - Overlap Period

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Wherever operationally possible Devfi coordinates a direct overlap period between the departing consultant and the incoming replacement. This is especially critical in WVDOT's complex mainframe, client server, and GIS environments where institutional knowledge system configurations, active project status, workflow specifics must transfer before the outgoing consultant leaves. Devfi's Account Manager monitors the transition daily for the first two weeks to ensure continuity.

**If documentation is found to be falsified:**

If at any point a placed consultant is found to have provided false or misrepresented credentials, experience, certifications, or work authorization Devfi will immediately suspend the assignment, notify WVDOT in writing within one business day, and initiate a full replacement at no cost to WVDOT. No delays. No disputes. No cost to the State.

**Summary:**

Step	Action	Timeline	Platform
1	Departure detected, ticket opened	Within an hour	ConnectWise Manage, Ceipal ATS
2	Pipeline activated	Within 2 hours	Ceipal ATS, LinkedIn Talent Insights
3	WVDOT notified in writing	Within 1 business day	Email, ConnectWise Manage
4	Candidates identified and vetted	Days 1 to 5	iMocha, Sterling, E-Verify, Ceipal ATS
5	Candidate package prepared	Days 5 to 8	ConnectWise Manage, Ceipal ATS
6	Submitted to WVDOT	Within 10 days - target 24 to 48 hrs	ConnectWise Manage
7	Knowledge transfer and onboarding	Overlap period	ConnectWise Manage, Ceipal ATS

*Table 2: Knowledge Transfer & Onboarding*

**4.2.10 Agency Policy Compliance**

All consultants deployed to WVDOT are direct W-2 employees of Devfi, Inc. and are required to conduct themselves in accordance with all WVDOT policies, procedures, and professional standards from the first day of assignment through its completion.

**Full compliance - no exceptions:**

Every Devfi consultant placed with WVDOT will comply fully and without reservation with every **WVDOT policy, procedure, security protocol, operational standard, and administrative requirement** in effect at the time of their assignment and with any updates or changes WVDOT implements during the course of that assignment. Compliance is not optional. It is not negotiable. It is a condition of employment at Devfi and a condition of placement at WVDOT.

Before any consultant sets foot in a WVDOT facility in Charleston West Virginia, they will have completed a formal pre-deployment orientation covering:



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- WV DOT's code of conduct and professional standards
- Timekeeping, attendance, and reporting expectations
- Confidentiality requirements and data handling protocols
- System access rules and cybersecurity awareness standards
- Facility access procedures and physical security requirements
- Chain of command and escalation procedures
- All applicable State of West Virginia administrative policies

### **WV DOT's right to revoke access fully accepted:**

Devfi acknowledges and fully accepts that WV DOT retains the unconditional right to revoke any consultant's system credentials, computer account access, facility access cards, and physical entry permissions at any time without prior notice, without explanation, and without appeal. This right belongs entirely to WV DOT. Devfi will never challenge it, delay it, or interfere with it.

If WV DOT revokes a consultant's access for any reason, **Devfi's Account Manager Rajesh Velusamy** will be notified immediately and will initiate the appropriate response whether that is a policy clarification, a performance discussion, or a full replacement within one business day.

### **WV DOT's right to audit fully accepted:**

Devfi acknowledges and fully accepts that WV DOT may conduct random audits of any consultant's activity on State systems at any time and without advance notice. Devfi will cooperate completely and immediately with every audit request providing any documentation, records, or information WV DOT requires. Our consultants are trained to expect this. Our compliance infrastructure is built to support it.

Devfi maintains its own internal weekly compliance audits of all active consultant files verifying that documentation is current, access credentials are appropriate, timesheets are accurate, and all WV DOT policy requirements are being met. WV DOT will never discover a compliance gap through an audit that Devfi did not already know about and address.

## **4.3 Devfi - Staffing Methodology & Approach**

Devfi's staffing methodology is a structured, operationally proven framework designed for complex government IT environments. This methodology has been adapted specifically for WV DOT's technology environment spanning mainframe systems, client server platforms, and enterprise GIS infrastructure.

Every step in this methodology is designed to ensure that each candidate presented to WV DOT meets the mandatory technical qualifications, compliance requirements, and professional standards required for their classification prior to submission.

### **4.3.1 Phase 1- Understanding WV DOT Staffing Needs**

When WV DOT issues a staffing request, Devfi does not immediately start searching for candidates. We start by making sure we completely understand what WV DOT needs before a single candidate profile is pulled from our database.

**Devfi's dedicated Account Manager, Rajesh Velusamy, coordinates directly with the request WV DOT department to confirm:**

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- The exact classification being requested from the 15 classifications defined in Section 4.1
- The specific technical skills required COBOL, DB2, Oracle, SQL Server, ArcGIS, or other platforms
- The assignment duration and expected hours per delivery order
- Performance expectations and success criteria for the role
- Any project-specific context system being modified, enhancement being built, or training being delivered
- Security and system access requirements specific to the assignment
- Knowledge transfer expectations what WVDOT analysts should learn from this consultant

#### 4.3.2 Phase 2 - Candidate Identification WVDOT Specific Sourcing

Government environment fit is active, targeted, and already underway before a formal request is ever received.

**Our sourcing methodology is powered by:**

**40,000+ pre-vetted IT professionals in Devfi's active talent network** not just resumes, but a curated database of IT specialists personally screened, indexed by technical skillset, government sector experience, security clearance eligibility, and specialized certifications. Within this database Devfi maintains dedicated pipelines for every WVDOT classification mainframe professionals,



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Oracle and DB2 DBAs, SQL Server administrators, PC programmer analysts, and Esri ArcGIS specialists at every experience level.

**AI-enabled recruitment platforms; Ceipal ATS and LinkedIn Talent Insights** that go beyond keyword matching to identify candidates with the specific competencies that drive success in state government IT environments: deep hands-on technical proficiency, adaptability to legacy and modern platforms, clear communication with non-technical stakeholders, and demonstrated experience in regulated, compliance-driven environments.

**Real-time labor market intelligence through Light cast and Talent Neuron** enabling Devfi to benchmark competitive compensation for West Virginia IT roles, forecast talent availability for hard-to-fill classifications like Senior Mainframe Analyst and GIS Architect, and provide WVDOT with accurate, realistic recruitment timelines before the search begins.

**Multi-channel strategic sourcing** across Indeed, LinkedIn, government-focused talent boards, mainframe and GIS specialist communities, and professional associations reaching both active job seekers and passive candidates who may be the perfect fit for WVDOT's specialized environment.

**Trusted referral networks** within the government IT staffing community connecting Devfi to proven performers who have already demonstrated success in comparable state government technology environments and who understand the expectations, culture, and operational standards of public sector IT work.

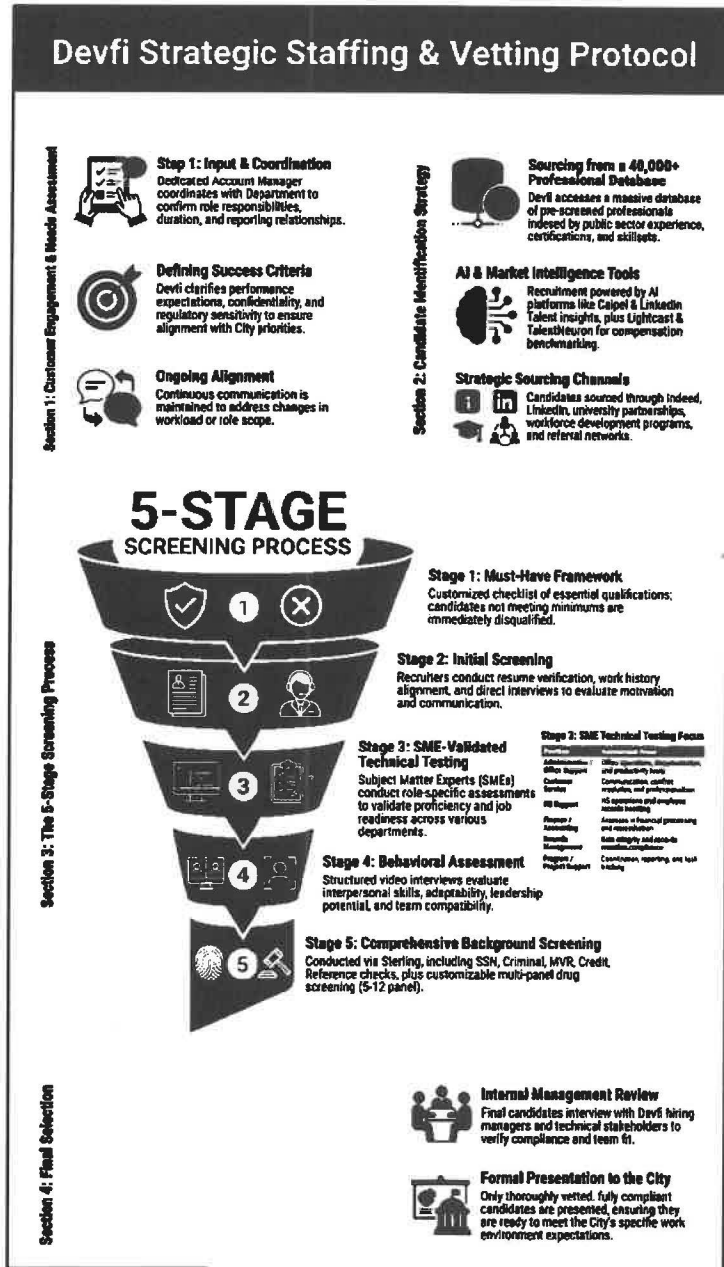


Figure 3: Strategic Staffing Fulfillment

### 4.3.3 Phase 3 - Five-Stage Screening Process

Every candidate Devfi considers for a WVDOT placement passes through five sequential screening stages. A candidate who fails any stage is immediately removed from consideration. There are no exceptions and no shortcuts.

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• **Stage 1. Must-Have Framework: Zero Compromise on Essentials**

The Must-Have Framework is a structured, non-negotiable checklist of mandatory qualifications built directly from the classification requirements specified in Section 4.1 of this solicitation. It is the first gate every candidate must clear and the most important one.

**Purpose:** To ensure that every candidate possesses the minimum technical qualifications, certifications, years of experience, and educational background required for the specific WVDOT classification being filled before any other evaluation resource is invested.

**Execution:** Every candidate's resume undergoes a rigorous review against the Must-Have Framework for the requested classification. For a Senior Mainframe Application Analyst, the checklist requires a minimum of 5 years COBOL, CICS, and JCL experience, 5 years relational database experience, 3 years in a lead or senior role, and a bachelor's degree or equivalent. For a GIS Architect it requires 10 years of enterprise Esri ArcGIS architecture experience. Every classification has its own specific checklist built directly from the RFP. Our recruiters apply the same exacting standards that have produced a 96.5% consultant retention rate across all active government engagements.

**Outcome:** Candidates who do not meet every item on the checklist are immediately disqualified regardless of how strong they appear in other areas. WVDOT will never receive a candidate from Devfi who does not meet the mandatory minimum qualifications. That is not a goal. It is a structural guarantee built into our process.

• **Stage 2. Initial Screening: Authenticity and Alignment Verification**

The initial screening phase is where experience meets scrutiny. This stage filters out candidates who meet the minimum requirements on paper but cannot demonstrate genuine, hands-on proficiency in WVDOT's specific technology environment.

**Resume Verification:** Devfi's experienced recruiters perform a detailed forensic review of every candidate's work history, education, certifications, and career progression confirming the authenticity of all stated qualifications through direct contact with prior employers. We have screened over 40,000 IT professionals using this methodology. We know what real mainframe experience looks like. We know what inflated GIS credentials look like. WVDOT will only see the real ones.

**DEVFI Candidate Evaluation Form**  
"MUST-HAVE" FRAMEWORK - INITIAL SCREENING CHECKLIST

1 MANDATORY 2 COMPETENCY 3 CITY ALIGNMENT 4 OVERALL 5 RECRUITER

POSITION TITLE: \_\_\_\_\_ CANDIDATE NAME: \_\_\_\_\_  
 RECRUITER NAME: \_\_\_\_\_ DATE OF REVIEW: \_\_\_\_\_

**MANDATORY QUALIFICATIONS**

MANDATORY QUALIFICATIONS	MANDATORY	YES/NO	NOTED / COMMENTS
1. EDUCATIONAL CRITERIA Minimum Education & Experience Master's Degree in Computer Science	MANDATORY	YES/NO	NOTED / COMMENTS
2. Required Certifications & Licenses Professional or Registered Credentials	MANDATORY	YES/NO	NOTED / COMMENTS
3. Technical Skills & Domain Knowledge Demonstrable, Proven Skill Set	MANDATORY	YES/NO	NOTED / COMMENTS
4. Minimum Years of Experience Years of Professional Experience	MANDATORY	YES/NO	NOTED / COMMENTS

**COMPETENCY ASSESSMENT**

COMPETENCY ASSESSMENT	MANDATORY	YES/NO	NOTED / COMMENTS
1. Technical Skills Programming Language Proficiency in SQL, PL/SQL, etc.	MANDATORY	YES/NO	NOTED / COMMENTS
2. Software & Database Proficiency Proficiency in ArcGIS, etc.	MANDATORY	YES/NO	NOTED / COMMENTS
3. Public Sector Experience Public Sector or Government Experience	MANDATORY	YES/NO	NOTED / COMMENTS
4. Compliance & Regulatory Awareness Understanding of Government Regulations	MANDATORY	YES/NO	NOTED / COMMENTS

**CITY ALIGNMENT**

CITY ALIGNMENT	MANDATORY	YES/NO	NOTED / COMMENTS
1. Employment Authorization Ability to Work in the United States	MANDATORY	YES/NO	NOTED / COMMENTS
2. Schedule & Availability Availability to Work on the Schedule	MANDATORY	YES/NO	NOTED / COMMENTS

**OVERALL DETERMINATION**

OVERALL DETERMINATION	MANDATORY	YES/NO	NOTED / COMMENTS
1. Overall Candidate Fit Overall Candidate Fit	MANDATORY	YES/NO	NOTED / COMMENTS
2. Resume Quality & Career Progression Professionalism and Experience	MANDATORY	YES/NO	NOTED / COMMENTS
3. Overall City Alignment Candidate Alignment with City Needs	MANDATORY	YES/NO	NOTED / COMMENTS

**FINAL DETERMINATION**

RECOMMENDATION:  APPROVED  DISQUALIFIED

RECRUITER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Figure 4: Must have Framework



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**Alignment Assessment:** Using targeted screening questions refined through years of government IT placements, our recruiters assess whether the candidate's technical skills, project history, and key achievements genuinely align with WVDOT's requirements not just in general IT terms but specifically in the platforms WVDOT runs: COBOL, DB2, VSAM, Visual Studio, SQL Server, Oracle, and Esri ArcGIS.

**Candidate Engagement:** Devfi's recruiters engage directly with every candidate to evaluate motivation, communication clarity, professional maturity, and genuine understanding of the role. A candidate who cannot clearly explain their mainframe experience to a recruiter will not be able to explain it to a WVDOT supervisor either. We find that out before WVDOT ever meets them.

- **Stage 3. Technical Testing: SME-Led Validation**

Devfi applies a role-specific technical assessment framework administered through iMocha our AI-powered skills assessment platform and scored by Devfi Subject Matter Experts with direct, hands-on experience in WVDOT's technology environment.

This is not a multiple-choice quiz. These are real-world technical scenarios that mirror the actual work WVDOT consultants will perform:

WVDOT Classification	Technical Assessment Focus
<b>Mainframe Application Analyst</b>	COBOL coding, JCL job stream analysis, CICS transaction handling, VSAM file management
<b>Senior Mainframe Application Analyst</b>	Advanced COBOL, DB2 query optimization, systems analysis, lead-level problem solving
<b>Oracle DBA</b>	Oracle administration, PL/SQL development, RMAN backup and recovery, performance tuning
<b>DB2 DBA</b>	IBM DB2 administration, SQL optimization, disaster recovery planning
<b>SQL Server DBA</b>	T-SQL proficiency, high availability configuration, performance monitoring
<b>PC Programmer Analyst</b>	Visual Studio development, SQL Server integration, systems analysis scenarios
<b>GIS Database Administrator</b>	Esri ArcGIS administration, ArcSDE configuration, PostGIS spatial database management
<b>GIS Architect</b>	Enterprise GIS architecture design, ArcGIS Enterprise deployment, spatial data governance
<b>GIS Application Developer</b>	ArcGIS API development, JavaScript and Python scripting, spatial data integration

*Table 3: SME Led validation*

Every assessment is scored objectively by iMocha and reviewed by Devfi's SME panel before any candidate advances. Scores are documented and available to WVDOT upon request.

- **Stage 4. Behavioral Assessment: Professional and Cultural Alignment**

WVDOT's consultants will work alongside State analysts, interact with department supervisors, and operate within a structured government environment that has specific expectations around professionalism, communication, confidentiality, and conduct. Devfi evaluates every candidate's readiness for that environment through structured behavioral assessments conducted via video interview.



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**Assessors evaluate:**

- **Communication clarity:** Can this candidate explain a complex technical problem to a non-technical WVDOT supervisor clearly and professionally?
- **Government environment fit:** Does this candidate understand the expectations of a state government workplace chain of command, policy adherence, public accountability?
- **Team compatibility:** Will this candidate collaborate effectively with WVDOT's internal analysts and contribute positively to the team environment?
- **Adaptability:** Can this candidate pivot between WVDOT's legacy mainframe systems and modern client server platforms without disruption?
- **Knowledge transfer orientation:** Is this candidate genuinely willing and able to mentor WVDOT analysts, document workflows, and build internal capability? This is not optional for WVDOT placements. It is a requirement of Section 1 of this solicitation.

Candidates who score well technically but fail the behavioral assessment do not advance. WVDOT deserves professionals who are both capable and professional. Devfi delivers both.

- **Stage 5 - Comprehensive Background Screening & Compliance Verification**

Devfi partners with Sterling a nationally accredited third-party background screening provider to conduct comprehensive investigations at the local, state, and national levels for every candidate before submission to WVDOT.

Screening Component	Purpose	Scope/Details
<b>Social Security Verification</b>	Confirms candidate identity is accurate and valid	Ensures lawful employment eligibility
<b>Criminal Records Check</b>	Comprehensive review of criminal history	Maintains workplace safety and meets WVDOT compliance standards at local, state, and national levels
<b>Motor Vehicle Report (MVR)</b>	Assesses driving history	Required for candidates in roles involving vehicle operation or requiring a valid driver's license
<b>Civil Records Check</b>	Verifies involvement in civil litigation	Conducted where relevant to the role
<b>Credit Reports</b>	Evaluates financial reliability and risk	Conducted for positions involving financial responsibilities
<b>Employment and Education Verification</b>	Confirms previous employment details	Validates job titles, tenure, and academic credentials to ensure accuracy and authenticity
<b>Reference Checks</b>	Obtains feedback from professional references	Validates candidate's experience, job performance, and work ethic



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<b>Drug Screenings</b>	Tests for controlled substances	5-panel, 9-panel, 10-panel, and 12-panel options covering THC, Cocaine, Opiates, Morphine, Codeine, Heroin, and other substances as required by WVDOT
<b>Customized Background Checks</b>	Additional checks tailored to specific needs	Meets unique requirements outlined in individual delivery orders or WVDOT compliance needs

Table 4: Background Checking

No candidate is submitted to WVDOT until every component of this screening is complete, cleared, and documented in Devfi's audit-ready compliance system.

**4.3.4 Phase 4 - Final Selection & WVDOT Presentation**

Once a candidate clears all five screening stages, they undergo a final review by Devfi's senior account management team confirming that every document is complete, every credential is verified, and the candidate is fully briefed on WVDOT's work environment, policies, system access expectations, and reporting structure before a single page is submitted.

This final review is completed within 24 hours of screening clearance. WVDOT will never wait for Devfi's internal process.

Devfi typically presents two to three qualified candidates per staffing request giving WVDOT the ability to evaluate options and select the best fit for the specific delivery order, project context, and team environment. Whether the role is a Senior Mainframe Analyst working in WVDOT's COBOL and DB2 environment or a GIS Architect designing enterprise ArcGIS infrastructure WVDOT receives a shortlist of professionals who have all been proven qualified before the first interview takes place.

What WVDOT receives is not a stack of resumes. It is a curated, certified shortlist of professionals who have been proven technically, evaluated behaviorally, verified legally, and prepared operationally. WVDOT selects. Devfi delivers. The work begins.

**4.3.5 Phase 5 - Onboarding: Accelerated Readiness for WVDOT**

The moment WVDOT selects a consultant, and a delivery order is issued, Devfi's onboarding process begins immediately triggered automatically in ConnectWise Manage, our centralized operations platform, ensuring no step is missed and no day is wasted. Every consultant placed with WVDOT completes a structured pre-deployment onboarding program a minimum of 48 hours before their first day on site never the morning of, never rushed, never incomplete.

Every consultant completes the following before arrival:

- **Compliance documentation:** I-9, E-Verify, background check confirmation, benefits enrollment all completed through Devfi's secure digital onboarding platform and verified by our compliance team before the consultant is cleared up for deployment
- **WVDOT-specific orientation:** Conduct, workplace policies, timekeeping procedures, system access protocols, confidentiality requirements, and cybersecurity awareness standards specific to West Virginia state government



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- **Assignment briefing:** Specific responsibilities, performance expectations, KPIs, reporting structure, escalation procedures, and full project context for the specific delivery order being fulfilled
- **Knowledge transfer briefing:** Explicit expectations for mentoring WVDOT analysts, documenting workflows, transferring technical knowledge, and building internal capability throughout the assignment not optional, not suggested, required
- **Safety and security protocols:** WVDOT facility access procedures in Charleston, WV, emergency procedures, physical security requirements, and system access boundaries

Every onboarding step is documented, signed by the consultant, and retained in ConnectWise Manage with a complete audit trail. Records are maintained for the full duration of the contract plus the retention period required by the State of West Virginia available immediately to WVDOT, the West Virginia State Auditor's Office, or any authorized oversight authority upon request.

WVDOT will never receive a consultant who arrived on site without knowing exactly what is expected of them. That is not a goal. That is the documented outcome of a process that has been running on every Devfi government engagement for fourteen years.

**4.3.6 Phase 6 - Performance Management & Quality Assurance**

Devfi's responsibility does not end when a consultant starts. It continues every day of the assignment through a structured performance management framework that has produced a 96.5% consultant retention rate across all active government engagements. That number is not a coincidence. It is the direct outcome of a performance management system that identifies issues early, addresses them immediately, and ensures WVDOT never experiences a service disruption caused by a consultant performance failure.

Component	What Devfi Does	Value to WVDOT
30-Day Evaluation	Integration assessment technical performance, workplace fit, knowledge transfer progress reviewed with WVDOT supervisor	Early identification of any issues before they become problems corrective action initiated same week if needed
60-Day Evaluation	Performance confirmation alignment with WVDOT expectations, project contribution, knowledge transfer milestones verified	Confirms placement is on track for successful completion of any gaps addressed before they affect delivery
90-Day Evaluation	Full performance review structured scorecard, WVDOT supervisor feedback, consultant self-assessment, knowledge transfer documentation reviewed	Comprehensive data-driven performance validation formal written report provided to WVDOT
Quarterly Reviews	Ongoing performance monitoring for long-term assignments formal written	Sustained accountability and full transparency throughout multi-year delivery orders



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	report delivered to WVDOT leadership every quarter including utilization, performance metrics, and knowledge transfer progress	
Weekly Status Reports	Utilization rates, staffing levels, active placements, open issues, and any emerging concerns delivered every Monday morning via ConnectWise Manage	Full real-time transparency for WVDOT leadership at all times nothing hidden, nothing delayed
Immediate Remediation	When a performance concern is identified Devfi initiates a structured Performance Improvement Plan within 24 hours with specific measurable goals and a 15-business day improvement window. If improvement is not demonstrated replacement process is initiated immediately with a qualified candidate delivered within 24 to 48 hours	Zero service disruption to WVDOT operations WVDOT is never left without a performing consultant

*Table 5: Performance Management & Quality Assurance*

Every evaluation is documented, signed, and retained in Devfi's compliance system audit ready for WVDOT or the West Virginia State Auditor's Office at any time.

WVDOT will never be surprised by a consultant performance failure. Devfi sees it first. Devfi acts first. And if action is not enough Devfi replaces it first. That is the standard that produced 96.5% retention. That is the standard WVDOT will experience every day of this five-year contract.

**4.3.7 Phase 7 - Knowledge Transfer & Continuous Improvement**

This is the section most staffing vendors will not write because most staffing vendors do not think about it.

WVDOT does not just need consultants to do the work. WVDOT needs consultants who make WVDOT stronger while they are there. Section 1 of this solicitation is explicit: consultants must mentor State analysts, provide technical training, and create shadowing opportunities that build WVDOT's internal IT capability permanently. This is not a preference. It is a requirement and Devfi has built it into every layer of our staffing methodology specifically for this contract.

Devfi takes this requirement more seriously than any other vendor bidding on this solicitation. Every consultant placed with WVDOT is selected in part for their ability and willingness to transfer knowledge not just execute tasks. During the behavioral assessment in Stage 4, every candidate is evaluated specifically on their knowledge transfer orientation. Candidates who cannot or will not mentor others do not advance. A Senior Mainframe Analyst who knows COBOL deeply but refuses



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to teach it to WVDOT's internal analysts is not the right candidate for this contract. Devfi will not send them.

**What knowledge transfer looks like in practice:**

- A Senior Mainframe Application Analyst documents every COBOL workflow modification creating reference materials WVDOT analysts can use independently after the assignment ends
- A GIS Architect walks WVDOT's internal GIS staff through every ArcGIS Enterprise configuration decision building institutional knowledge that does not leave when the consultant does
- A Senior SQL Server DBA conducts weekly shadowing sessions with WVDOT database analysts transferring query optimization and high availability skills directly to State staff
- An Oracle DBA creates a documented runbook of all database administration procedures, so WVDOT never has to start from scratch when the next engagement begins

**Formal knowledge transfer deliverables:**

At every 30-60-90-day evaluation Devfi's Account Manager submits a formal Knowledge Transfer Log to WVDOT documenting:

- Which WVDOT analysts were mentored and on what topics
- What workflows were documented and where they are stored
- What technical training sessions were conducted and who attended
- What shadowing opportunities were created and completed
- What institutional knowledge has been built and what remains in progress

This log is not an internal Devfi document. It belongs to WVDOT. It is a permanent record of the capability being built inside the agency one that outlasts every consultant assignment and every contract renewal.

During the assignment Devfi's Account Manager monitors knowledge transfer progress at every milestone evaluation confirming that WVDOT analysts are being mentored, that workflows are being documented, and that the institutional knowledge being built will outlast the consultant's assignment. If knowledge transfer progress falls behind Devfi flags it immediately and works with the consultant and WVDOT supervisor to get it back on track before the next evaluation.

When the engagement ends WVDOT should be stronger than when it began. Not just operationally technically stronger, institutionally stronger, and more capable of managing its own critical IT systems without depending on outside vendors indefinitely.

That is the Devfi commitment. It is not written in this section alone. It is written into our screening criteria, our behavioral assessments, our onboarding briefings, our performance evaluations, and our account management process from the first day of this contract to the last day of the fifth year.



**5 PRICING PAGE ALL-INCLUSIVE HOURLY RATES**

Devfi, Inc. has completed the attached Pricing Page **Exhibit A** in full for all fifteen (15) classifications identified in Solicitation No. CRFQ 0803 DOT2600000079. All rates submitted are fully all-inclusive covering candidate compensation, all federal state and local taxes, insurance, benefits, overhead, and profit. There are no hidden fees and no additional charges. The completed and signed Pricing Page is attached as part of this bid submission.

**6 SECTION 11 CONTRACT MANAGER INFORMATION**

In accordance with Section 11.1 of Solicitation No. CRFQ 0803 DOT2600000079, Devfi, Inc. hereby designates the following individual as the Contract Manager responsible for the performance of all work under this contract.

**Designated Contract Manager**

Field	Details
<b>Name</b>	Rajesh Velusamy
<b>Title</b>	Chief Strategy Officer & Contract Manager - WVDOT
<b>Company</b>	Devfi, Inc.
<b>Address</b>	8150 Leesburg Pike, Suite 705, Vienna, VA 22182
<b>Phone</b>	443-929-2789
<b>Email</b>	rvelusamy@devfi.com
<b>Availability</b>	Available 24 hours a day, 7 days a week for all WVDOT staffing requests, emergencies, and contract-related matters

*Table 6:Point of Contact*

**Responsibilities**

Rajesh Velusamy will serve as WVDOT's single, named point of contact for every aspect of this contract from the day of award through the full five-year contract term. His responsibilities include:

- Receiving and acknowledging every WVDOT staffing request in writing within 48 hours
- Coordinating Devfi's internal recruiting, vetting, compliance, and onboarding teams in real time to fulfill every delivery order
- Submitting formal written waivers to WVDOT immediately when a request cannot be filed
- Delivering complete candidate packages to WVDOT within 10 business days of confirming a staffing request
- Notifying WVDOT in writing within one business day of any consultant departure or replacement need
- Submitting formal Knowledge Transfer Logs to WVDOT at every 30-60-90-day evaluation milestone
- Providing weekly status reports every Monday morning covering utilization, active placements, open issues, and any emerging concerns





WV DOT  
Information Technology Temporary Staffing Services

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- Serving as the primary escalation point for any performance, compliance, or contract issue requiring immediate resolution
- Cooperating fully and immediately with any WV DOT audit, inspection, or compliance review

**Certificate of Liability Insurance**

In accordance with Section 8 of the General Terms and Conditions Document 4, Page 5 Devfi, Inc. maintains comprehensive insurance coverage that meets and exceeds all requirements specified in Solicitation No. CRFQ 0803 DOT2600000079.



### WVDOT Information Technology Temporary Staffing Services



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/26/2026

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

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

<b>PRODUCER</b> TechServe Alliance Services Corp. 1800 Diagonal Rd Ste 600 Alexandria, VA 22314  www.techservealliance.org	<b>CONTACT NAME</b> Don Beemer <b>PHONE</b> 703-997-4271 <b>E-MAIL</b> beemer@techservealliance.org <b>ADDRESS</b> beemer@techservealliance.org	<b>FAA IAC No.</b>
<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	
<b>INSURER A</b> - Massachusetts Bay Insurance Company	22306	
<b>INSURER B</b> - Allmerica Financial Benefit Insurance Co	41840	
<b>INSURER C</b> - The Hanover Insurance Company	22292	
<b>INSURER D</b>		
<b>INSURER E</b>		
<b>INSURER F</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** 85440998      **REVISION NUMBER:**

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

TYPE	TYPE OF INSURANCE	ADDL. BUSH (INSUR. ENDG)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OTHER AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PER OCCUR <input checked="" type="checkbox"/> LOSS OTHER		Z2R-J399409	5/7/2025	5/7/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - CUMULATIVE AGG \$2,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SUMMERGED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		AWR-J391230	5/7/2025	5/7/2026	COMBINED SINGLE LIMIT (EA OCCUR) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DEED <input checked="" type="checkbox"/> RETENTION \$0		Z2R-J399409	5/7/2025	5/7/2026	EACH OCCURRENCE \$8,000,000 AGGREGATE \$8,000,000
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETARY OR PARTNER/REGULATIVE OFFICERS/INSURERS EXCLUDED? (Mandatory in PA) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	W2R-J364532	5/7/2025	5/7/2026	<input checked="" type="checkbox"/> PER STATE <input type="checkbox"/> PER EMP E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Technology Errors & Omissions		LHR-J392066	5/7/2025	5/7/2026	\$5,000,000 Ea Claim/\$5,000,000 Aggregate
C	Network & Info Security Liab/Cyber		LHR-J392066	5/7/2025	5/7/2026	\$5,000,000 Ea Claim/\$5,000,000 Aggregate
C	Crime - Third Party Blanket		BDR-H252567	5/7/2025	5/7/2026	\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 991, Additional Remarks Schedules, may be attached if more space is required)  
Certificate Holder is Additional Insured if required by written contract, per policy terms and exclusions

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE: Mark B. Roberts

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ACORD 25 (2016/03)      The ACORD name and logo are registered marks of ACORD  
1444299    2025 04 Reprint Certificate | 2111    Boston    3/26/2026 12:28:00 PM (EST)    Page 1 of 1

### Signed Documents Confirmation

The following documents have been duly signed by Ashwin Puppala, Chief Executive Officer of Devfi, Inc., and are attached to this bid submission as required by Solicitation No. CRFQ 0803 DOT2600000079:

(IT) Professionals RFQ

Confidential- Use or disclosure of data contained on this sheet is subject to restriction of the Author





WVDOT  
Information Technology Temporary Staffing Services

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- Signed CRFQ Cover Page
- Signed General Terms & Conditions
- Proof of 5+ Years in Business
- Prior Placement Documentation 6 Placements
- Certificate of Liability Insurance
- WV Purchasing Division Registration Confirmation
- Addendum Acknowledgement Form

All documents are current, accurate, and complete as of the date of this submission. Devfi, Inc. confirms full compliance with all attachment requirements specified in Solicitation No. CRFQ 0803 DOT2600000079.

\*\*\*\*\* End of Proposal Response \*\*\*\*\*



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

**State of West Virginia**  
**Centralized Request for Quote**  
**Service - Prof**

<b>Proc Folder:</b> 1886131			<b>Reason for Modification:</b>
<b>Doc Description:</b> WVDOT IT Temporary Staffing Services (81260081)			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2026-03-12	2026-03-31 13:30	CRFQ 0803 DOT2600000079	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000031588  
**Vendor Name :** Devfi,Inc  
**Address :** 8150 Leesburg Pike, Suite 705  
**Street :**  
**City :** Vienna  
**State :** Virginia **Country :** USA **Zip :** 22182  
**Principal Contact :** Ashwin Puppala  
**Vendor Contact Phone:** 877-637-0367 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
John W Estep  
304-558-2566  
john.w.estep@wv.gov

  
**Vendor Signature X** **46-1359246** **03/31/2026**  
**FEIN#** **DATE**

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 the West Virginia Department of Transportation (WVDOT) to establish multiple open-ended contracts for information technology temporary technical staffing services. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON US	WV	CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Mainframe Application Analyst	2080	EA	\$103.00	\$883,013.30

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
 Senior Mainframe Application Analyst

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON US	WV	CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Mainframe Application Analyst	2080	EA	\$90.00	\$771,565.02

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
 Mainframe Application Analyst

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON US	WV	CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior Application Oracle Database Administrator	2080	EA	\$105.00	\$900,159.19

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Database Administrator

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON US	WV	CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Application Oracle Database Administrator	2080	EA	\$90.00	\$771,565.02

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application Oracle Database Administrator

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Senior Application DB2 Database Administrator	2080	EA	\$105.00	\$900,159.19

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application DB2 Database Administrator

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Application DB2 Database Administrator	2080	EA	\$90.00	\$771,565.02

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application DB2 Database Administrator

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	PC Programmer Analyst	2080	EA	\$85.00	\$728,700.29

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
PC Programmer Analyst

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Senior PC Programmer Analyst	2080	EA	\$88.00	\$754,419.13

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior PC Programmer Analyst

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Application SQL Server Database Administrator	2080	EA	\$90.00	\$771,565.02

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application SQL Server Database Administrator

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Senior Application Oracle Server Database Administrator	2080	EA	\$105.00	\$900,159.19

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Server Database Administrator

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	GIS Database Administrator	2080	EA	\$70.00	\$600,106.12

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Database Administrator

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Senior GIS Database Administrator	2080	EA	\$85.00	\$728,700.29

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior GIS Database Administrator

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	GIS Architect	2080	EA	\$120.00	\$1,028,753.36

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Architect

INVOICE TO				SHIP TO			
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720				DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	GIS Application Developer	2080	EA	\$75.00	\$642,970.85

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Application Developer

INVOICE TO		SHIP TO	
DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720		DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Senior GIS Application Developer	2080	EA	\$75.00	\$642,970.85

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior GIS Application Developer

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2026-03-20

	Document Phase	Document Description	Page 10
DOT2600000079	Final	WVDOT IT Temporary Staffing Services (81260081)	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## **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 (five) 5 years. 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 \_\_\_\_\_ 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: \$1,000,000.00 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.

**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](http://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](mailto: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 heath, 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) Rajesh Velusamy  
(Address) 8150 Leesburg Pike, Suite 705 Vienna, VA 22182  
(Phone Number) / (Fax Number) 443-929-2789  
(email address) rvelusamy@devfi.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.

Devfi, Inc  
(Company)  
  
(Signature of Authorized Representative)  
Ashwin Puppala, CEO — March 31, 2026  
(Printed Name and Title of Authorized Representative) (Date)  
614-264-3128  
(Phone Number) (Fax Number)  
ashwin@devfi.com  
(Email Address)

## Exhibit A - Pricing Page

### WVDOT Information Technology Staffing Services RFQ(81260081)

CRQM DOT26\*44

Contract Item	Description	Est Qty	Unit of Measure	Year 1 Unit Cost	Year 2 Unit Cost	Year 3 Unit Cost	Year 4 Unit Cost	Extended Cost
4.1.1	Senior Mainframe Application Analyst	2080	EA	\$103.00	\$105.06	\$107.16	\$109.30	\$883,013.30
4.1.2	Mainframe Application Analyst	2080	EA	\$90.00	\$91.80	\$93.64	\$95.51	\$771,565.02
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$105.00	\$107.10	\$109.24	\$111.43	\$900,159.19
4.1.4	Application Oracle Database Administrator	2080	EA	\$90.00	\$91.80	\$93.64	\$95.51	\$771,565.02
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$105.00	\$107.10	\$109.24	\$111.43	\$900,159.19
4.1.6	Application DB2 Database Administrator	2080	EA	\$90.00	\$91.80	\$93.64	\$95.51	\$771,565.02
4.1.7	PC Programmer Analyst	2080	EA	\$85.00	\$86.70	\$88.43	\$90.20	\$728,700.29
4.1.8	Senior PC Programmer Analyst	2080	EA	\$88.00	\$89.76	\$91.56	\$93.39	\$754,419.15
4.1.9	Application SQL Server Database Administrator	2080	EA	\$90.00	\$91.80	\$93.64	\$95.51	\$771,565.02
4.1.10	Senior Application Oracle Database Administrator	2080	EA	\$105.00	\$107.10	\$109.24	\$111.43	\$900,159.19
4.1.11	GIS Database Administrator	2080	EA	\$70.00	\$71.40	\$72.83	\$74.28	\$600,106.12
4.1.12	Senior GIS Database Administrator	2080	EA	\$85.00	\$86.70	\$88.43	\$90.20	\$728,700.29
4.1.13	GIS Architect	2080	EA	\$120.00	\$122.40	\$124.85	\$127.34	\$1,028,753.36
4.1.14	GIS Application Developer	2080	EA	\$75.00	\$76.50	\$78.03	\$79.59	\$642,970.85
4.1.15	Senior GIS Application Developer	2080	EA	\$75.00	\$76.50	\$78.03	\$79.59	\$642,970.85
<b>Grand Total</b>								<b>\$11,796,371.82</b>