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Header 4

List View

- General Information
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1886131

Procurement Type: Central Master Agreement

Vendor ID: VS0000051604

Legal Name: Applied Intellect LLC

Alias/DBA:

Total Bid: \$1,164.70

Response Date: 04/02/2026

Response Time: 10:18

Responded By User ID: CThiagaraj

First Name: Charles

Last Name: Thiagaraj

Email: charles.thiagaraj@ap-in.cor

Phone: 3019791849

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2600000079

Published Date: 3/31/26

Close Date: 4/14/26

Close Time: 13:30

Status: Closed

Solicitation Description: WVDOT IT Temporary Staffing Services (81260081)

Total of Header Attachments: 4

Total of All Attachments: 4



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

**State of West Virginia
 Solicitation Response**

Proc Folder: 1886131
Solicitation Description: WVDOT IT Temporary Staffing Services (81260081)
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2026-04-14 13:30	SR 0803 ESR03242600000006293	1

VENDOR
 VS0000051604
 Applied Intellect LLC

Solicitation Number: CRFQ 0803 DOT2600000079
Total Bid: 1164.70000000000045474735088 **Response Date:** 2026-04-02 **Response Time:** 10:18:26

Comments: Applied Intellect is fully aligned with the clients payment terms and conditions and does not require any early payment discount arrangements. We are comfortable adhering to the clients standard payment timelines and are committed to maintaining a smooth and efficient financial partnership.

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X **FEIN#** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Mainframe Application Analyst				81.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Senior Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mainframe Application Analyst				67.50

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior Application Oracle Database Administrator				88.75

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Senior Application Oracle Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Application Oracle Database Administrator				74.25

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Application Oracle Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Senior Application DB2 Database Administrator				87.75

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Senior Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Application DB2 Database Administrator				74.25

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				56.70

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

PC Programmer Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior PC Programmer Analyst				67.50

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Senior PC Programmer Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Application SQL Server Database Administrator				76.95

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Application SQL Server Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Senior Application Oracle Server Database Administrator				87.75

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Senior Application Oracle Server Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	GIS Database Administrator				60.75

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior GIS Database Administrator				78.30

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Senior GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	GIS Architect				101.25

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

GIS Architect

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	GIS Application Developer				74.25

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

GIS Application Developer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Senior GIS Application Developer				87.75

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Senior GIS Application Developer

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO DOT2600000079

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

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

Addendum Numbers Received:

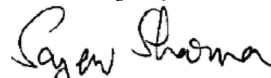
(Check the box next to each addendum received)

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

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

Applied Intellect LLC

Company



Authorized Signature

March 31, 2026

Date

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

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	\$81.00	\$81.81	\$83.65	\$84.91	\$689,249.60
4.1.2	Mainframe Application Analyst	2080	EA	\$67.50	\$68.18	\$69.71	\$70.76	\$574,392.00
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$87.75	\$88.63	\$90.62	\$91.98	\$746,678.40
4.1.4	Application Oracle Database Administrator	2080	EA	\$74.25	\$74.99	\$76.68	\$77.83	\$631,800.00
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$87.75	\$88.63	\$90.62	\$91.98	\$746,678.40
4.1.6	Application DB2 Database Administrator	2080	EA	\$74.25	\$74.99	\$76.68	\$77.83	\$631,800.00
4.1.7	PC Programmer Analyst	2080	EA	\$56.70	\$57.27	\$58.56	\$59.43	\$482,476.80
4.1.8	Senior PC Programmer Analyst	2080	EA	\$67.50	\$68.18	\$69.71	\$70.76	\$574,392.00
4.1.9	Application SQL Server Database Administrator	2080	EA	\$76.95	\$77.72	\$79.47	\$80.66	\$654,784.00
4.1.10	Senior Application Oracle Database Administrator	2080	EA	\$87.75	\$88.63	\$90.62	\$91.98	\$746,678.40
4.1.11	GIS Database Administrator	2080	EA	\$60.75	\$61.36	\$62.74	\$63.68	\$516,942.40
4.1.12	Senior GIS Database Administrator	2080	EA	\$78.30	\$79.08	\$80.86	\$82.08	\$666,265.60
4.1.13	GIS Architect	2080	EA	\$101.25	\$102.26	\$104.57	\$106.13	\$861,556.80
4.1.14	GIS Application Developer	2080	EA	\$74.25	\$74.99	\$76.68	\$77.83	\$631,800.00
4.1.15	Senior GIS Application Developer	2080	EA	\$87.75	\$88.63	\$90.62	\$91.98	\$746,678.40
Grand Total								\$689,249.60

Response to Request for Quotation (RFQ)

CAGE Code: 630X6
UEI: SKDNFVJ9K8U3

CRFQ 0803 DOT2600000079

TECHNICAL PROPOSAL

March 31, 2026

WVDOT INFORMATION TECHNOLOGY TEMPORARY STAFFING SERVICES (81260081)

Submitted by:

Applied Intellect LLC
43457 Bettys Farm Drive
Chantilly VA 20152

Sanjeev K. Sharma, President
Phone: 703-801-7025
Email: sanjeev.sharma@ap-in.com

Submitted to:

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

John Estep
Fax: (304) 558-3970
E-mail: john.w.estep@wv.gov

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction.





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1.0 EXECUTIVE SUMMARY

Applied Intellect LLC (AI) is pleased to submit this proposal in response to the **West Virginia Department of Transportation (WVDOT) Request for Quotation for Information Technology Temporary Staffing Services (81260081)**. AI brings over fifteen (15) years of proven experience delivering compliant, responsive, and high-quality IT staffing solutions to commercial, federal and state agencies across the United States, with specialized expertise in database administration, application development, mainframe systems, and enterprise GIS environments.

AI operates under a mature and well-established delivery framework supported by industry-recognized certifications and governance standards. We are CMMI Maturity Level 3 (ML3) appraised for both development and services, ISO 9001:2015 certified for quality management, and maintain DCAA-compliant financial systems. As a certified Minority Business Enterprise (MBE), AI is committed to diversity, transparency, and operational excellence. These credentials ensure disciplined execution, audit readiness, and consistent delivery of high-quality staffing services aligned with public-sector expectations.

WVDOT operates within a complex hybrid technology environment that includes legacy mainframe platforms (COBOL, CICS, DB2), client-server systems (.NET, SQL Server, Oracle), and enterprise GIS solutions (Esri ArcGIS). AI has extensive experience supporting similar environments, providing highly qualified professionals capable of contributing immediately to system enhancement, maintenance, modernization, and operational continuity. Our ability to deliver talent across both legacy and modern technology stacks uniquely positions us to support WVDOT's evolving IT landscape.

As a total talent provider with access to a robust and continuously refreshed talent pipeline, AI has demonstrated success in recruiting, onboarding, and deploying IT professionals across all required classifications. Our sourcing model leverages advanced recruitment tools, domain-specific talent networks, and proactive workforce planning to ensure rapid fulfilment of staffing requests. We conduct detailed labour market analysis to ensure competitive and compliant compensation structures, enabling us to attract and retain highly skilled professionals for mission-critical government operations.

AI understands that WVDOT requires a reliable staffing partner capable of responding quickly to delivery orders, providing fully qualified candidates within defined timelines, and maintaining continuity of services across projects and locations statewide. Our staffing model is designed to meet and exceed these expectations, ensuring responsiveness, compliance, and consistent performance throughout the contract lifecycle.

Under this multi-award, delivery order-based contract structure, AI will provide a flexible, scalable, and fully compliant staffing solution aligned with WVDOT's operational requirements. Our centralized recruiting infrastructure, combined with structured account management and delivery governance, ensures consistent service quality and adherence to all contractual timelines, including 24–48-hour request acknowledgment and 10-business-day candidate submission requirements.



AI's approach to this engagement is built upon three core pillars: responsiveness, reliability, and results.

Responsiveness

AI maintains a pre-qualified talent pool across all required classifications, including mainframe analysts, database administrators (Oracle, DB2, SQL Server), programmer analysts, and GIS specialists. This enables rapid response to WVDOT staffing requests, ensuring timely submission of qualified candidates within required timeframes and minimizing delays in project execution.

Reliability

Our delivery model is grounded in structured workforce planning, rigorous candidate screening, and strong governance. Each engagement is supported by a dedicated Account Manager responsible for coordinating staffing requests, managing candidate submissions, and ensuring compliance with all RFQ requirements. Our onboarding processes ensure that all candidates meet mandatory qualifications, documentation standards, and work authorization requirements.

Results

AI measures success through key performance indicators including fulfilment timelines, candidate quality, retention rates, and client satisfaction. We provide continuous monitoring and proactive communication to ensure high performance and rapid issue resolution. Our replacement strategy ensures that any resource gaps are addressed within contractually defined timelines, maintaining uninterrupted service delivery.

AI's past performance reflects a consistent record of successfully delivering IT staffing services for federal and state agencies, including support for database systems, application development, and enterprise IT operations. We have extensive experience operating under task order and delivery order-based contracts, ensuring compliance, responsiveness, and high-quality outcomes.

If selected, AI will serve as a trusted staffing partner to WVDOT, delivering qualified talent, operational efficiency, and dependable service throughout the contract term. We are committed to support WVDOT's mission by providing skilled IT professionals who enhance system performance, enable modernization efforts, and ensure continuity of critical transportation services across the State of West Virginia.



2.0 ABOUT APPLIED INTELLECT

Applied Intellect LLC (AI) is a U.S.-based professional IT staffing and services firm specializing in delivering technology-focused staff augmentation solutions for public-sector and regulated environments. Founded in 2010, AI brings more than fifteen (15) years of experience providing high-quality, compliant, and scalable IT workforce solutions to federal, state, and local government agencies across the United States.

AI's core business is centred on the delivery of Information Technology staffing services, with deep specialization across database administration, application development, legacy system support, and enterprise GIS technologies. We operate as a single, integrated organization with centralized governance and nationally distributed recruiting and delivery capabilities. This model ensures consistent service quality, regulatory compliance, and accountability across all client engagements, while enabling rapid response to staffing requirements across multiple geographic locations.

Mission, Values, and Business Philosophy

AI's mission is to deliver dependable, high-quality IT staffing solutions that enable public-sector organizations to achieve their operational and strategic objectives efficiently, securely, and compliantly.

Our core values guide all aspects of service delivery:

- **Integrity:** Operating with transparency, ethics, and accountability
- **Quality:** Delivering rigorously screened, technically qualified professionals
- **Responsiveness:** Providing timely and reliable staffing solutions aligned to client timelines
- **Partnership:** Building long-term, collaborative relationships with clients
- **Continuous Improvement:** Enhancing processes through performance monitoring and feedback

AI's business philosophy emphasizes specialization in IT workforce solutions, disciplined delivery processes, and alignment with client mission requirements. We focus on repeatable, compliance-driven staffing practices that ensure consistency, reliability, and measurable outcomes.

Certifications and Operational Maturity

AI maintains a mature and well-governed operational framework supported by industry-recognized certifications and compliance standards, including:

- **CMMI Maturity Level 3 (Development and Services):** Demonstrates standardized, repeatable, and auditable processes
- **ISO 9001:2015 Quality Management System Certification:** Ensures continuous quality improvement and customer satisfaction
- **DCAA-Compliant Accounting Systems:** Provides financial transparency and audit readiness
- **NMSDC-Certified Minority Business Enterprise (MBE):** Demonstrates commitment to supplier diversity and inclusive procurement

These certifications reflect AI's commitment to disciplined execution, risk mitigation, and consistent performance across all contract engagements.



National Delivery Capability

AI operates a national delivery model with centralized recruiting, compliance, and account management teams supporting engagements across the United States. Our delivery infrastructure includes:

- A centralized talent acquisition organization with role-specialized recruiters
- A robust national candidate database and sourcing network
- Technology-enabled applicant tracking and workforce management systems
- Structured onboarding and compliance verification processes

This infrastructure enables AI to rapidly source, screen, and deploy qualified IT professionals across all required classifications, while maintaining consistent service standards and compliance with contractual requirements.

Public-Sector Experience and Technical Expertise

AI has extensive experience supporting public-sector clients with IT staffing services across a wide range of technologies and environments. Our experience includes providing professionals in areas such as:

- Mainframe systems (COBOL, CICS, DB2)
- Database administration (Oracle, SQL Server, DB2)
- Application development and maintenance (.NET, JavaScript, Python)
- Enterprise GIS systems (Esri ArcGIS, spatial databases)
- Data management and system modernization

AI has successfully supported federal agencies, state governments, and regulated organizations, delivering qualified IT personnel for both legacy and modern technology environments.

Commitment to Quality, Compliance, and Partnership

AI's service delivery model is built on a foundation of quality, compliance, and long-term partnership. We emphasize transparent communication, proactive issue resolution, and adherence to all contractual requirements, including candidate qualification standards, documentation requirements, and service timelines.

AI approaches each engagement as a strategic partnership rather than a transactional staffing arrangement. This is demonstrated through our dedicated account management structure, disciplined operational processes, and commitment to continuous improvement.

Our ability to align staffing solutions with client mission objectives, technical environments, and compliance requirements has resulted in strong client retention and repeat engagements across the public sector.

Through its extensive experience, mature operational framework, national delivery capability, and commitment to service excellence, AI is uniquely positioned to serve as a reliable and responsive IT staffing partner for the West Virginia Department of Transportation under this contract.



3.0 PROPOSED SCOPE OF WORK

Applied Intellect LLC (AI) understands that the West Virginia Department of Transportation (WVDOT) seeks to establish multiple open-ended contracts to provide **temporary Information Technology staffing services** across a range of specialized technical classifications. These services are intended to support WVDOT's ongoing and project-based IT initiatives, including system development, enhancement, maintenance, and operational support. AI proposes to provide comprehensive IT staffing services aligned with all requirements outlined in the RFQ. Our scope of work includes the following:

1. Staffing Services Across All Classifications

AI will recruit, screen, and deploy qualified professionals across all required roles, including:

- Mainframe Application Analysts
- Oracle, DB2, and SQL Server Database Administrators
- Programmer Analysts (PC and Senior levels)
- GIS roles including Database Administrators, Application Developers, and Architects

All candidates will meet or exceed the minimum qualifications specified for each classification.

2. Candidate Sourcing, Screening, and Submission

AI will:

- Identify candidates through a robust talent pipeline and sourcing network
- Conduct technical, functional, and compliance-based screening
- Submit complete candidate packages, including resumes and qualification documentation
- Ensure all candidates meet required education, experience, and technical skill criteria

3. Rapid Response and Staffing Fulfilment

AI will adhere to all required timelines, including:

- Acknowledging staffing requests within 24-48 hours
- Providing qualified candidate submissions within 10 business days
- Supporting urgent or high-priority staffing needs through an active candidate pipeline

4. Onboarding and Compliance

AI will ensure that all candidates:

- Meet work authorization requirements
- Provide complete documentation, including education and certification verification
- Comply with WVDOT policies, security protocols, and operational procedures

5. Workforce Management and Continuity

AI will:

- Monitor candidate performance and engagement
- Maintain communication with WVDOT stakeholders
- Provide timely replacement of resources within required timelines
- Ensure continuity of services with minimal disruption

Through this structured and responsive approach, AI will deliver **qualified talent, consistent performance, and full compliance** with WVDOT requirements, ensuring successful execution of all staffing engagements under this contract.



4.0 ACCOUNT MANAGEMENT MODEL

Applied Intellect LLC (AI) will implement a **dedicated, multi-tiered account management structure** to support the West Virginia Department of Transportation (WVDOT) IT Temporary Staffing Services program. This model is designed to ensure **rapid responsiveness, strict compliance with RFQ requirements, consistent service delivery, and workforce continuity** across all delivery orders.

AI will support WVDOT through an **integrated account team** led by an Executive Sponsor, Account Manager, and supported by recruiting, compliance, onboarding, payroll, reporting, and quality assurance functions. This structure ensures full lifecycle management of staffing services—from request intake through candidate deployment and performance monitoring.

Leadership and Oversight

Executive Sponsor

Provides executive-level governance and serves as the escalation authority. Responsible for strategic alignment, resolving critical issues, and supporting long-term program success.

Dedicated Account Manager (Primary Point of Contact)

Leads overall contract execution and serves as the senior operational liaison. Oversees fulfillment performance, ensures compliance with RFQ timelines (24-48-hour acknowledgment and 10-business-day submissions), manages staffing capacity, and drives continuous improvement. Serves as WVDOT’s central coordination point for all staffing activities.

Responsible for:

- Managing staffing requests and delivery orders
- Tracking candidate submissions, interviews, and placements
- Ensuring adherence to response timelines and service levels
- Coordinating communication and resolving issues
- Managing candidate replacements and service continuity
- Providing regular status updates and performance reporting

Recruitment and Talent Delivery

Recruiting Manager

Oversees sourcing strategy, talent pipelines, and recruiter performance across all classifications (Mainframe, DBA, GIS, Application Development). Ensures timely and high-quality candidate submissions.

Category-Specific Recruiters

Specialized technical recruiters aligned to WVDOT roles. Responsible for:

- Sourcing and screening candidates
- Validating technical skills and experience
- Preparing compliant submission packages
- Supporting interviews and candidate engagement

Compliance, Onboarding, and Operations

Compliance Manager

Ensures all candidates meet RFQ requirements and documentation standards, including qualification verification, work authorization, and audit readiness.

Onboarding and Workforce Coordinator



Manages onboarding, start dates, and workforce transitions. Ensures all documentation, system access, and onboarding requirements are completed efficiently.

Payroll and Billing Manager

Oversees timesheets, payroll processing, and invoicing. Ensures accuracy, compliance with fully loaded hourly rates, and timely resolution of billing issues.

Performance Management and Quality Assurance

Reporting and Performance Analyst

Tracks key metrics including time-to-fill, submission rates, retention, and service levels. Provides regular performance reports and data-driven insights.

Quality Assurance Manager

Ensures consistent service quality through audits, performance reviews, and continuous improvement initiatives aligned with ISO and CMMI standards.

Governance and Communication Framework

AI will implement a structured governance model to ensure transparency and accountability, including:

- Ongoing operational coordination and status updates
- Periodic performance reporting and reviews
- Executive-level oversight and escalation support
- Continuous improvement tracking and service optimization

Accessibility and Responsiveness

AI's account management model ensures **high accessibility and rapid response**, including:

- Dedicated Account Manager available via phone and email
- Defined escalation path to Program Director and Executive Sponsor
- Coordinated support across recruiting, compliance, and operations teams
- Proven ability to meet strict RFQ timelines for request acknowledgment and candidate submission

Key personnel proposed for this contract include:

Account Manager / Project Manager

Name: Charles Selven Thiagaraj

Role: Account Manager / Primary Point of Contact

- **Years of Experience:** 16+ years in technical staffing, workforce delivery, and account management
- **Relevant Experience:** Extensive experience managing high-volume contingent workforce programs for public-sector and enterprise clients, including staff augmentation, compliance oversight, SLA management, and client relationship leadership.
- **Large-Scale Program Management:** Successfully led multi-state, multi-category staffing programs with 1,000+ active contractors, ensuring adherence to SLAs, compliance standards, and cost optimization targets.
- **Government and Public-Sector Expertise:** Proven success in placing cleared and non-cleared resources for Government and Public sector clients, aligning with complex compliance, diversity, and audit requirements.
- **Compliance & Risk Mitigation:** Deep understanding of risk, audit readiness, and regulatory compliance throughout the workforce management lifecycle — from pre-employment screening through ongoing contractor oversight.



-
- **Recruiting Excellence:** Expertise in full-cycle recruitment including cold calling, screening, behavioral evaluation, and technical qualification for both contract and direct-hire roles.
 - **Industry Breadth:** Managed delivery for clients across Hi-Tech, Engineering, Transportation, Government, Telecom, and Energy sectors
 - **Client Relationship Leadership:** Recognized for building and nurturing long-term partnerships with client executives and hiring managers, driving satisfaction, retention, and contract renewals.
 - **Operational Efficiency:** Strong track record in managing high-volume requisitions with diverse skill sets under tight deadlines, maintaining service excellence in fast-paced environments.
 - **CRM & Tools Expertise:** Proficient in JobDiva, CBIZ, and other CRMs with adaptive learning ability on emerging tools and analytics systems.
 - **Collaborative & Self-Driven:** Meticulous, hands-on leader who combines strategic insight with operational precision to ensure smooth, compliant, and efficient staffing delivery.

Accessibility and Day-to-Day Management

The assigned Account Manager will be fully dedicated to this account, supported by a strategic delivery team of recruiters, sourcing specialists, compliance coordinators, and consultant care representatives. He will maintain daily communication through scheduled check-ins, weekly performance reviews, and quarterly business reviews, ensuring alignment with program objectives and KPIs.

Our account management structure ensures 24x7 accessibility through:

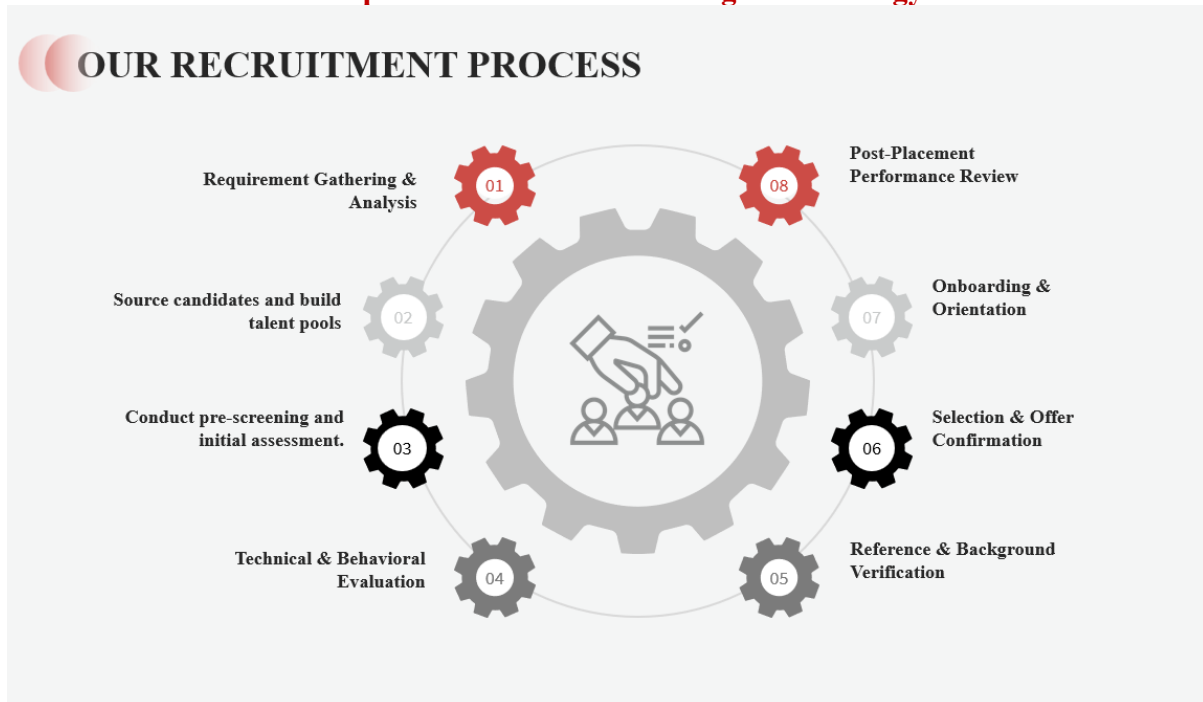
- Direct phone and email contact with the Account Manager.
- Escalation support from the Executive Sponsor and Delivery Lead.
- A dedicated consultant care helpline and shared services support for HR, payroll, and compliance queries.



5.0 RECRUITMENT MODEL, SOURCING & SCREENING, AND CANDIDATE RETENTION

Applied Intellect LLC (AI) employs a **structured, 8-step recruitment and workforce management methodology** designed to deliver **qualified, compliant, and assignment-ready IT professionals** in alignment with WVDOT requirements. This process emphasizes **speed, quality, transparency, regulatory compliance, and workforce continuity**, ensuring timely fulfillment of staffing requests and sustained performance across all delivery orders.

8-Step Recruitment and Staffing Methodology



Step 1: Requirement Gathering & Analysis

- Review WVDOT delivery order requirements including role, technical skills, duration, location, and project scope
- Confirm reporting structure, expectations, and compliance requirements
- Assign a dedicated recruiting team aligned to the classification (Mainframe, DBA, GIS, etc.)
- Establish service timelines aligned with RFQ (48-hour acknowledgment, 10-business-day submission)

Step 2: Strategic Sourcing

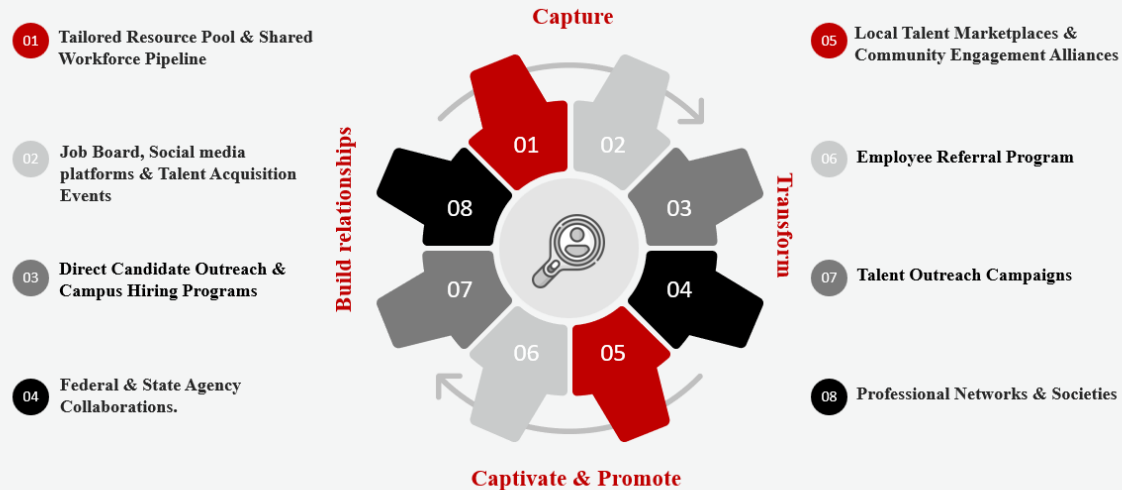
AI utilizes a **multi-channel, technology-enabled sourcing model** to identify both active and passive candidates:

- Proprietary database of 50,000+ pre-screened professionals
- AI-powered recruitment tools for resume parsing and skill matching
- Job boards, professional networks, and targeted outreach
- Strategic partnerships with institutions and industry networks
- Employee referral program

AI maintains **proactive pipelines** for high-demand roles to enable rapid response.



OUR SOURCING METHODOLOGY



Step 3: Pre-Screening & Shortlisting

- Conduct structured recruiter interviews
- Validate technical experience and role alignment
- Assess communication skills, availability, and work eligibility
- Shortlist **3–5 qualified candidates per role**

Step 4: Technical & Behavioural Evaluation

- Perform role-specific technical validation (e.g., COBOL/CICS, Oracle PL/SQL, ArcGIS)
- Conduct competency-based and behavioural interviews
- Evaluate certifications, project experience, and problem-solving ability

Step 5: Reference & Background Verification

AI executes a **comprehensive compliance-driven screening process**:

- Employment and reference checks
- Education and certification verification
- Criminal background screening
- Identity and work authorization validation

All screenings are conducted via accredited providers and validated internally prior to submission.

Step 6: Selection & Offer Confirmation

- Submit candidate packages including resume and qualification summary
- Coordinate interviews with WVDOT
- Support final selection and confirmation
- Issue conditional offers subject to compliance clearance
- Confirm assignment terms, start dates, and work schedules
-

Step 7: Onboarding & Assignment Readiness

- Complete all employment and compliance documentation (I-9, eligibility verification, etc.)
- Conduct onboarding and orientation on policies and procedures
- Coordinate system access, onboarding requirements, and timekeeping setup



- Ensure candidates are fully **assignment-ready prior to start**

Step 8: Post-Placement Performance & Retention Management

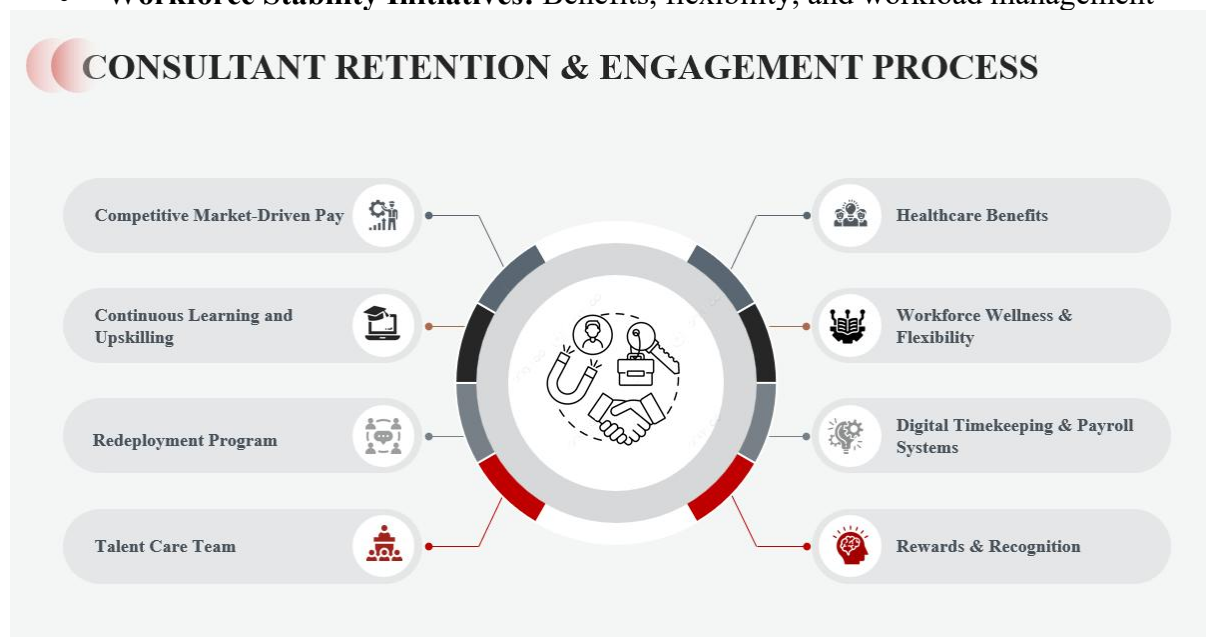
- Conduct ongoing performance monitoring and check-ins
- Evaluate productivity, attendance, and compliance
- Gather feedback from WVDOT stakeholders
- Implement corrective actions or replacement (within RFQ timelines) if needed

Candidate Retention and Workforce Continuity

AI's retention model is designed to ensure **long-term workforce stability and minimal service disruption**.

Key Retention Strategies

- **Market-Aligned Compensation:** Competitive, data-driven pay structures
- **Continuous Engagement:** Regular communication and support from Account and Talent Care teams
- **Performance Monitoring:** Proactive tracking and early issue resolution
- **Learning & Upskilling:** Access to training and certification programs
- **Redeployment Program:** Seamless transition of high-performing candidates to new assignments
- **Workforce Stability Initiatives:** Benefits, flexibility, and workload management



Integrated Workforce Delivery Model

AI's recruitment, sourcing, screening, onboarding, and retention processes operate as a **continuous lifecycle model**, ensuring:

- Rapid response to staffing requests
- Submission of fully qualified and compliant candidates
- Adherence to all WVDOT timelines and requirements
- High retention and workforce continuity
- Consistent service quality across all assignments



6.0 PAST PERFORMANCE AND CLIENT REFERENCES

Applied Intellect LLC (AI) has successfully delivered **IT staff augmentation services** to federal agencies with complex, hybrid technology environments. These engagements demonstrate AI's ability to deliver **qualified resources, rapid response, and full compliance with government staffing requirements**, directly aligning with WVDOT's RFQ.

1. U.S. Department of Health & Human Services – Administration for Children & Families (HHS–ACF)

Contract Type: IT Staff Augmentation and Workforce Support

Performance Period: Ongoing / Multi-Year

Contact Person: Erik Syfert

Phone: (202) 309-5759

Email: Erik.syfert@acf.hhs.gov

Scope of Services

AI provided comprehensive IT staffing services to support enterprise applications, database systems, and program operations across multiple ACF divisions. Resources were engaged in system enhancement, maintenance, data management, and user support activities within a regulated federal environment.

Job Categories Supported (Aligned to WVDOT Classifications)

AI provided **28 IT professionals**, including:

- Oracle / SQL Server Database Administrators
- Application Developers (.NET / Java/ Data Systems)
- Business / Systems Analysts
- Application Support Specialists
- GIS Application Developers
- PC Programmer Analysts
- Solution Architects
- QA Analysts
- Business Analysts / Functional Analysts
- Project Coordinators / Technical Project Managers

Solution Implemented

AI implemented a centralized, compliance-driven staffing model, including:

- Role-specific IT talent pipelines for rapid sourcing
- Technical screening aligned to database, application, and system requirements
- Structured background verification and credential validation
- Digital onboarding and documentation management
- Continuous performance monitoring and reporting

Outcomes and Results

- Reduced average time-to-fill by 28%
- Achieved 95% on-time fulfilment for staffing requests
- Maintained 96% assignment completion rate
- Improved workforce retention by 20%+
- Achieved 100% compliance in documentation and audit reviews



2. U.S. Department of Health & Human Services – Office of Refugee Resettlement (ORR)

Client Type: Federal Agency

Contract Type: IT and Technical Staffing Support

Performance Period: Multi-Year Engagement

Contact Person: Summer De La Cruz

Phone: (202) 760-5423

Email: Summer.delacruz@acf.hhs.gov

Scope of Services

AI provided IT staffing services supporting application systems, data platforms, and reporting environments critical to program operations. Resources supported system maintenance, data analysis, and application performance improvements.

Job Categories Supported

AI provided **25 IT professionals**, including:

- Application Support Analysts / Systems Analysts
- PC Programmer Analysts / Senior Programmer Analysts
- Software Developers / Application Developers (.NET, Java, Web Technologies)
- Oracle Database Administrators (Application / Senior)
- SQL Server Database Administrators
- DB2 Database Administrators
- Data Engineers / ETL Developers
- GIS Application Developers / GIS Analysts
- Technical Support Specialists / IT Support Analysts
- Help Desk Technicians / Desktop Support Engineers
- Systems Administrators / Infrastructure Engineers
- Network Support Specialists / Cloud Support Engineers
- Business Analysts / Functional Analysts
- Project Coordinators / Technical Project Managers

Solution Implemented

AI deployed a **hybrid staffing and compliance model**, including:

- Pre-qualified candidate pipelines for rapid response
- Technical and functional screening aligned to system requirements
- Enhanced background checks and compliance validation
- Centralized onboarding and workforce tracking
- Ongoing engagement and performance monitoring

Outcomes and Results

- Achieved 96% fulfilment rate for staffing requests
- Reduced response time for candidate submission by 25%
- Maintained 95%+ retention rate across assignments
- Improved system support efficiency through qualified staffing
- Ensured full compliance with federal screening and documentation standards



3. U.S. Forest Service – U.S. Department of Agriculture

Client Type: Federal Agency

Contract Type: IT Staffing and Operational Support

Performance Period: Multi-Year Engagement

Contact Person: Jacob Tadeo

Phone: (520) 456-5751

Email: jacob.tadeo@usda.gov

Scope of Services

AI provided IT and technical staffing to support infrastructure systems, application environments, and operational programs across geographically distributed locations. Services included system support, troubleshooting, and maintenance activities.

Job Categories Supported

AI provided **38 IT professionals**, including:

- Application Support Analysts / Systems Analysts
- PC Programmer Analysts / Senior Programmer Analysts
- Systems Analysts and IT Support Specialists
- Network and Infrastructure Support Personnel
- Application Support Resources
- GIS Architects / Geospatial Solutions Architects
- Database and Reporting Analysts / Data Analysts
- Mainframe Application Analysts (COBOL, CICS, JCL)
- GIS Database Administrators
- Business Analysts / Functional Analysts

Solution Implemented

AI implemented a rapid-deployment staffing model, including:

- Pre-qualified talent pools for immediate deployment
- Accelerated onboarding and credentialing processes
- Real-time workforce availability tracking
- Backup resource planning for continuity
- Structured compliance and safety protocols

Outcomes and Results

- Reduced staffing response time by 40%
- Increased assignment completion rate to 97%
- Reduced vacancy duration by 33%
- Improved workforce readiness by 35%
- Achieved 100% compliance with operational and safety requirements



7.0 WHY APPLIED INTELLECT

Applied Intellect LLC (AI) provides a **scalable, compliant, and performance-driven staffing solution** aligned to WVDOT's IT Temporary Staffing Services requirements. Our key strengths include:

- National recruiting and delivery presence supporting **multi-location and statewide staffing needs**
- Regional and local sourcing networks to ensure **geographically aligned workforce availability**
- Proven ability to support **surge and delivery order-based staffing requirements**
- CMMI Maturity Level 3 and ISO 9001:2015 certified processes ensuring **consistent quality delivery**
- Comprehensive background screening and credential verification for all candidates
- Role-specific screening protocols aligned to **technical, security, and compliance requirements**
- Secure data management and adherence to **regulatory and privacy standards**
- Multi-channel, AI-enabled sourcing ecosystem for **speed and precision in hiring**
- Proprietary database of **50,000+ pre-screened professionals**
- Proactive talent pipelining to reduce **time-to-fill and staffing gaps**
- Ability to meet strict response timelines and provide **qualified candidates quickly**
- Fully digital onboarding platform with automated **I-9, E-Verify, and compliance workflows**
- End-to-end payroll administration with **electronic timekeeping and audit controls**
- Real-time workforce dashboards and **customized performance reporting**
- Dedicated Talent Care Team ensuring **continuous employee engagement and support**
- Structured candidate retention and redeployment programs to **minimize turnover**
- Market-driven wage benchmarking to **attract and retain qualified IT professionals**
- Rapid replacement guarantee with **24–48-hour response commitment**
- Proactive issue resolution and performance monitoring
- Quarterly performance reviews and **continuous improvement initiatives**
- Access to broad and diverse talent pools across IT and technical domains
- Proven ability to deliver **qualified IT professionals across multiple classifications**
- Strong alignment with **WVDOT's delivery timelines, compliance requirements, and operational needs**
- Reliable, responsive, and scalable staffing partner for **long-term program success**

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

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to (3) Three 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open 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) Sanjeev K Sharma, President

(Address) 43457 Bettys Farm Dr, Chantilly, Loudoun County, VA 20152-1435

(Phone Number) / (Fax Number) Phone: 703-801-7025 Fax: 724-703-1666

(email address) sanjeev.sharma@ap-in.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.

Applied Intellect LLC

(Company) 

(Signature of Authorized Representative) Sanjeev K Sharma, President

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

Phone: 703-801-7025 Fax: 724-703-1666

(Phone Number) (Fax Number)

sanjeev.sharma@ap-in.com

(Email Address)