



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

Header 2

List View

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

Procurement Folder: 1886131

Procurement Type: Central Master Agreement

Vendor ID: VS0000004169

Legal Name: LANCESOFT INC

Alias/DBA:

Total Bid: \$8,101,941.12

Response Date: 04/14/2026

Response Time: 11:18

Responded By User ID: LanceSoft

First Name: Prashant

Last Name: Arni

Email: marketing@lancesoft.com

Phone: 703-674-4500

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: 2

Total of All Attachments: 2



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 ESR04142600000007110	1

VENDOR
 VS0000004169
 LANCESOFT INC

Solicitation Number: CRFQ 0803 DOT2600000079
Total Bid: 8101941.120000000111758708953 **Response Date:** 2026-04-14 **Response Time:** 11:18:13
Comments:

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

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Mainframe Application Analyst				614781.44

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				483042.56

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				636737.92

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				526955.52

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				647716.16

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				581846.72

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				351303.68

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				450107.84

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				537933.76

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				636737.92

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				395216.64

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				472064.32

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				779455.04

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				439129.60

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				548912.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Senior GIS Application Developer

LanceSoft Inc.

Proposal Submitted For



RFQ (81260081) -WVDOT IT Temporary Staffing Services (81260081)

Submitted By:

LanceSoft, Inc.

2121 Cooperative Way, Suite 130

Herndon, VA 20171

Phone: 703-674-4500

Fax: 703-935-0339

Submitted To:

**West Virginia Department of
Transportation (WVDOT)**

2019 Washington Street East

Charleston, WV 25305

United States



POC: Prashant Arni

Phone: 703-674-4565

Email: marketing@lancesoft.com

CAGE Code: 4AUM9

DUNS: 154610971

TIN: 54-1974095

Business Size: Minority Owned
Business Enterprise (MBE)



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LanceSoft Inc.



(703) 674-4500



www.lancesoft.com



2121 Cooperative Way, Suite 130
Herndon, VA 20171



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COVER LETTER



2121 Cooperative Way | Suite 130 | Herndon | VA 20171 | 703-674-4500 Phone | 703-935-0339 Fax

14-Apr-26

To Team,

Subject: Response to RFQ (81260081)-West Virginia Department of Transportation (WVDOT)-WVDOT IT Temporary Staffing Services (81260081)

LanceSoft Inc. is pleased to submit its proposal in response to RFQ (81260081)-West Virginia Department of Transportation (WVDOT)-WVDOT IT Temporary Staffing Services (81260081). Our offer is fully compliant with all requirements and, in many instances, exceeds them to provide the WVDOT with high-value Information Technology staffing and support services.

LanceSoft states acceptance of all solicitation terms, conditions, and provisions. This offer shall remain valid for a period of 180 days. We hereby acknowledge that we have read and understood the RFQ issued in response to this solicitation by the WVDOT. LanceSoft further acknowledges all issued addenda, including Addendum No. 1, Addendum No. 2 into this response.

Established in 2000, LanceSoft Inc. is a privately owned S corporation, headquartered at 2121 Cooperative Way, Suite 130, Herndon, VA. Our Federal Tax Identification Number is 54-1974095. LanceSoft has over 26 years of experience providing Information Technology staffing and managed services to a broad range of public-sector clients, including state agencies, municipalities, and quasi-government organizations across diverse industries and geographic regions.

LanceSoft is committed to establishing a long-term, strategic staffing partnership with the West Virginia Department of Transportation (WVDOT) and to delivering high-quality, reliable IT staffing services in accordance with the requirements of RFQ (81260081).

I, the undersigned, Prashant Arni, Sr. VP – Delivery and Operations of LanceSoft, Inc., am duly authorized to sign this proposal, serve as the designated representative for all matters related to this RFQ, and act as an authorized negotiator on behalf of the proposer. You may reach me at 703-674-4565 (phone), 703-935-0339 (fax), or via e-mail at marketing@lancesoft.com. We now look forward to associate with your WVDOT for a long term and mutually beneficial business relation. Should you require any further information, we shall be pleased to provide the same.

Respectfully

Prashant Arni,
Sr. V.P. - Delivery and Operations
LanceSoft, Inc.



1. FORMS

		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	
Proc Folder: 1886131		Doc Description: WVDOT IT Temporary Staffing Services (81260081)		Reason for Modification:	
Proc Type: Central Master Agreement					
Date Issued	Solicitation Closes	Solicitation No		Version	
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: VS00000041169 Vendor Name : LanceSoft Inc. Address : 2121 Cooperative Way, Street : Suite 130 City : Herndon State : VA Country : USA Zip : 20171 Principal Contact : 703-674-4565 Vendor Contact Phone: 703-674-4500 Extension:					
FOR INFORMATION CONTACT THE BUYER					
John W Estep 304-558-2566 john.w.estep@wv.gov					
Vendor Signature X		FEIN# 541974095		DATE 04/10/2026	
All offers subject to all terms and conditions contained in this solicitation					
Date Printed: Mar 12, 2026		Page: 1		FORM ID: WV-PRC-CRFQ-002 2020/05	



REQUEST FOR QUOTATION
WVDOT Information Technology Temporary Staffing Services (81260081)

11. MISCELLANEOUS:

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

Contract Manager: . Prashant Arni
Telephone Number: . 703 674-4500
Fax Number: . 703-935-0339
Email Address: . marketing@lancesoft.com

Revised 12/12/2017



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) Prashant Arni, Sr. VP-Delivery and Operations

(Address) 2121 Cooperative Way, Suite 130 Herndon, VA 20171


(Phone Number) / (Fax Number) 703-674-4500 / 703-935-0339

(email address) marketing@lancesoft.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.

LanceSoft Inc.

(Company) 

(Signature of Authorized Representative)

Prashant Arni, Sr. VP-Delivery and Operations 04/10/2026

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

703-674-4500, 703-935-0339

(Phone Number) (Fax Number)

marketing@lancesoft.com

(Email Address)

Revised 8/24/2023



2. ADDENDUM ACKNOWLEDGEMENT

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.

LanceSoft Inc.
Company

R. Smith
Authorized Signature

04/10/2026
Date

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



ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT260000079

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

I understand that failure to confirm the receipt of 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.

LanceSoft, Inc.
Company

R. Smith
Authorized Signature

04/10/2026
Date

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

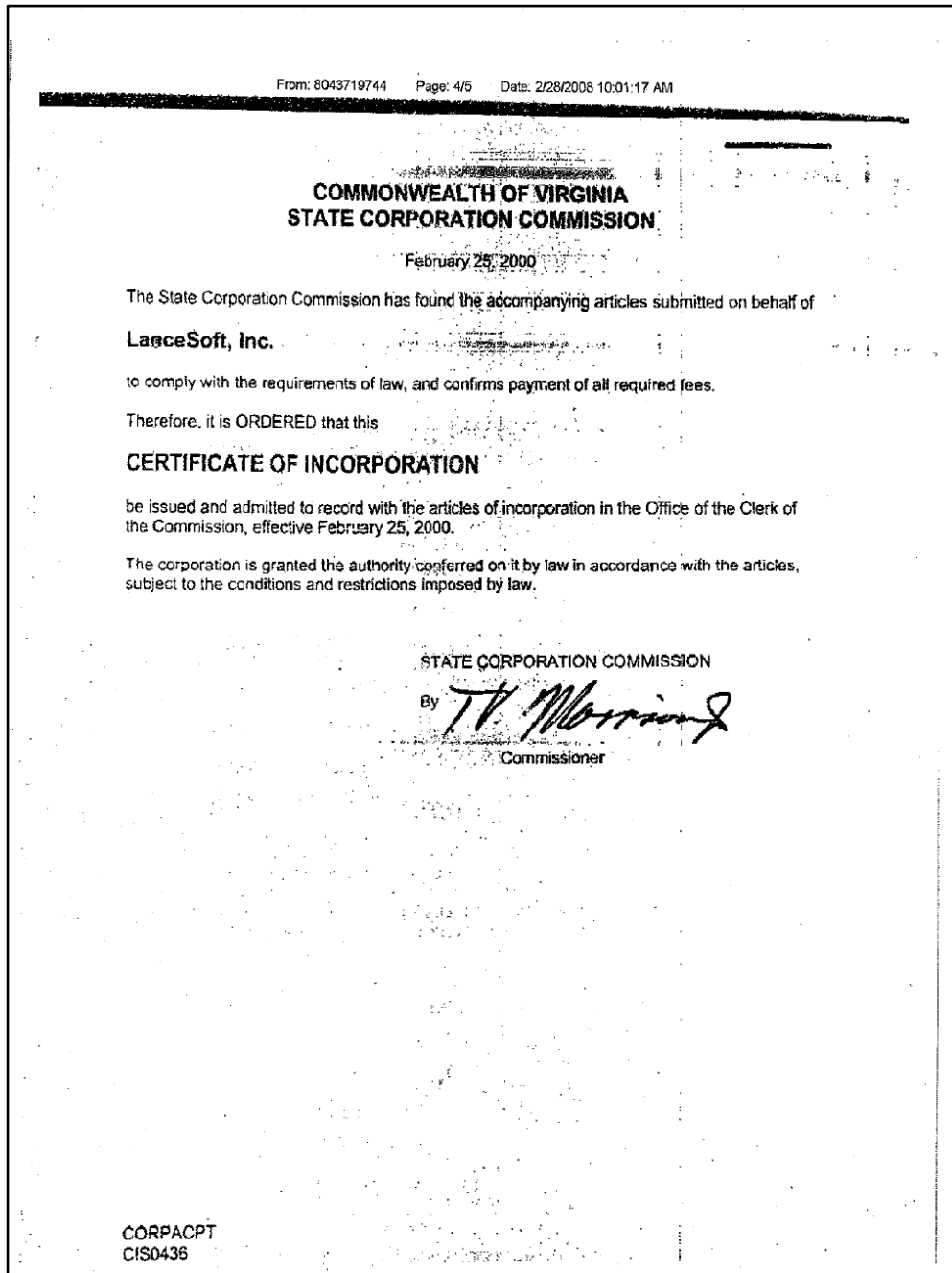


3. QUALIFICATIONS & EXPERIENCE

LanceSoft Inc. hereby confirms that it meets and exceeds all minimum qualification requirements outlined in Section 3 of this solicitation.

3.1 Experience Requirement:

Established in 2000, LanceSoft has over 26 years of experience providing Information Technology staffing services to public sector and enterprise clients. Our extensive experience in delivering IT staffing solutions fully satisfies the requirement of a minimum of five (5) years of experience in providing similar services.





3.2 Staffing Experience Requirement:

LanceSoft has successfully provided staffing services for IT roles comparable to the classifications listed in this RFQ, including Application Analysts, Developers, and Database-related roles.

Our experience includes providing the following resources:

- Christopher Martino – Business/Technical Architect
(Comparable to Application Analyst / Senior IT Analyst roles)
Client: Massachusetts Department of Revenue
Service Period: 2023–2025
- Rafael Zanatta – Project Manager / Technical Lead
(Supporting technical delivery and IT system implementation roles)
Client: Executive Office of Health & Human Services
Service Period: 2024–2025
- David Thompson – Senior Applications Architect
(Comparable to Senior Application Developer / Analyst roles)
Client: Executive Office of Health & Human Services
Service Period: 2025
- Aaron Albert – DevOps Developer
(Comparable to Application Developer / Systems Engineer roles)
Client: Massachusetts Department of Revenue
Service Period: 2026
- Tan Tran – Senior .NET Developer
(Comparable to Senior Application Developer roles)
Client: State of Massachusetts – Energy & Environmental Affairs
Service Period: 2026
- Prasad Reddy Teegala – Project Manager / Technical Lead
(Comparable to IT Project Manager / Technical Lead roles)
Client: Massachusetts Department of Revenue
Service Period: 2026
- Gyanesh Sharma – Senior Applications Developer
(Comparable to Senior Application Developer roles)
Client: Massachusetts Department of Revenue
Service Period: 2026
- Lakshmi Deepthi Matturu – Senior Salesforce Developer
(Comparable to CRM / Application Developer roles)



Client: Executive Office of Health & Human Services
Service Period: 2025–2026

These engagements demonstrate LanceSoft’s ability to provide qualified IT professionals across similar classifications as required under this solicitation. Multiple invoices are included as supporting documentation, reflecting ongoing staffing engagements and repeated resource placements.

LanceSoft confirms that it has provided staffing of more than six (6) individuals across comparable IT classifications within the past five (5) years.

Additional documentation and client references can be provided upon request.



These invoices serve as formal documentation of our experience.

Remit To:		INVOICE				
LanceSoft Inc P.O. Box 735310 Chicago, IL 60673-5310				Date:	05/09/2024	
				Invoice #:	LR-2024-O1864	
				Page	1 of 1	
				Due Date:	06/23/2024	
				Terms:	Net 45	
Bill To:				ACH Delivery/ Wire Transfers:		
State of MA Attn : EOHHS Accounts Payable Executive Office of Health & Human Services 7th Floor, 600 Washington St Boston, MA 02111				Bank : JPMorgan Chase Bank, New York Account Name : Lancesoft Inc. Collections Account Account Number : 889708795 Bank Routing Number : 021000021 Swift Code : CHASUS33 Tax ID# : 54-1974095		
				PO/Reference #: SFY24 Encumbrance ID: 24CAO1ZANATLANCESOKB Vendor Number: 00017652 CT-ANF-IT2023112CONSULTXDOR		

Name	Title/Description	Start Date	End Date	Hours	Rate	Amount
Rafael Zanatta	Project Manager (Regular)	03/24/2024	05/04/2024	204.00	\$180.00	\$36,720.00
TOTAL:						\$36,720.00



INVOICE



Remit To:

LanceSoft Inc
P.O. Box 735310
Chicago, IL 60673-5310

Date: 06/07/2023
Invoice #: LR-2023-E6539
Page 1 of 1
Due Date: 07/22/2023
Terms: Net 45

Bill To:

State of MA
Attn : Michelle Bessler
Massachusetts Department of Revenue
100 Cambridge Street 6th Floor, PO Box 9556
Boston, MA 02114

ACH Delivery/ Wire Transfers:
Bank : JPMorgan Chase Bank,
New York
Account Name : Lancesoft Inc.
Collections Account
Account Number : 889708795
Bank Routing Number : 021000021
Swift Code : CHASUS33
Tax ID# : 54-1974095

PO# : PO-21-1080-OSD03- SRC01-22412:14
VC0000843630
CT-DOR-IT2022253CONSULTXDOR

Name	Title/Description	Start Date	End Date	Hours	Rate	Amount
CHRISTOPHER MARTINO	Business/Technical Architect (Regular)	05/01/2023	05/31/2023	173.50	\$210.00	\$36,435.00
TOTAL:						\$36,435.00



INVOICE



Remit To:

LanceSoft Inc
P.O. Box 735310
Chicago, IL 60673-5310

Date: 10/10/2025
Invoice #: LR-2025-J5840
Page 1 of 1
Due Date: 11/24/2025
Terms: Net 45

Bill To:

State of MA
Attn : EOHHS Accounts Payable
Executive Office of Health & Human Services
7th Floor, 600 Washington St
Boston, MA 02111

ACH Delivery/ Wire Transfers:
Bank : JPMorgan Chase Bank,
New York
Account Name : Lancesoft Inc.
Collections Account
Account Number : 889708795
Bank Routing Number : 021000021
Swift Code : CHASUS33
Tax ID# : 54-1974095

PO/Reference #:SFY26 Encumbrance ID:
26CIO1THOMPSLANCESKB

Name	Title/Description	Start Date	End Date	Hours	Rate	Amount
David Thompson	Sr. Applications Architect (Regular)	08/24/2025	10/04/2025	220.00	\$215.00	\$47,300.00
TOTAL:						\$47,300.00



INVOICE



Remit To:

LanceSoft Inc
P.O. Box 735310
Chicago, IL 60673-5310

Date: 02/02/2026
Invoice #: LR-2026-B1534
Page 1 of 1
Due Date: 03/19/2026
Terms: Net 45

Bill To:

State of MA
Attn : Michelle Bessler
Massachusetts Department of Revenue
100 Cambridge Street 6th Floor, PO Box 9556
Boston, MA 02114

ACH Delivery/ Wire Transfers:
Bank : JPMorgan Chase Bank,
New York
Account Name : Lancesoft Inc.
Collections Account
Account Number : 889708795
Bank Routing Number : 021000021
Swift Code : CHASUS33
Tax ID# : 54-1974095

PO/Reference #:CT-DOR-IT2023401CONSULTXDOR
VC0000843630

Name	Title/Description	Start Date	End Date	Hours	Rate	Amount
Aaron Albert	DevOps Developer (Regular)	01/01/2026	01/31/2026	146.00	\$215.00	\$31,390.00
TOTAL:						\$31,390.00



INVOICE



Remit To:

LanceSoft Inc
P.O. Box 735310
Chicago, IL 60673-5310

Date: 02/02/2026
Invoice #: LR-2026-B1856
Page 1 of 1
Due Date: 03/19/2026
Terms: Net 45

Bill To:

State of MA
Attn : Energy Env Affairs EEA
100 Cambridge St and 1 Winter St
Boston, MA 02114

ACH Delivery/ Wire Transfers:
Bank : JPMorgan Chase Bank,
New York
Account Name : Lancesoft Inc.
Collections Account
Account Number : 889708795
Bank Routing Number : 021000021
Swift Code : CHASUS33
Tax ID# : 54-1974095

PO/Reference #:PO-21-1080-OSD03-SRC01-
22412:162

Name	Title/Description	Start Date	End Date	Hours	Rate	Amount
Tan Tran	Senior .NET Developer (Regular)	01/01/2026	01/31/2026	150.00	\$110.00	\$16,500.00
TOTAL:						\$16,500.00



INVOICE



Remit To:

LanceSoft Inc
P.O. Box 735310
Chicago, IL 60673-5310

Date: 02/05/2026
Invoice #: LR-2026-B2977
Page 1 of 1
Due Date: 03/22/2026
Terms: Net 45

Bill To:

State of MA
Attn : Michelle Bessler
Massachusetts Department of Revenue
100 Cambridge Street 6th Floor, PO Box 9556
Boston, MA 02114

ACH Delivery/ Wire Transfers:
Bank : JPMorgan Chase Bank,
New York
Account Name : Lancesoft Inc.
Collections Account
Account Number : 889708795
Bank Routing Number : 021000021
Swift Code : CHASUS33
Tax ID# : 54-1974095

PO/Reference #:CT-DOR-IT2022999CONSULTXDOR
VC0000843630
CT-DOR-IT2022999CONSULTXDOR

Name	Title/Description	Start Date	End Date	Hours	Rate	Amount
Prasad Reddy Teegala	Project Manager – Technical Lead (Regular)	01/01/2026	01/31/2026	163.00	\$135.00	\$22,005.00
TOTAL:						\$22,005.00



INVOICE



Remit To:

LanceSoft Inc
P.O. Box 735310
Chicago, IL 60673-5310

Date: 02/06/2026
Invoice #: LR-2026-B3776
Page 1 of 1
Due Date: 03/23/2026
Terms: Net 45

Bill To:

State of MA
Attn : Michelle Bessler
Massachusetts Department of Revenue
100 Cambridge Street 6th Floor, PO Box 9556
Boston, MA 02114

ACH Delivery/ Wire Transfers:
Bank : JPMorgan Chase Bank,
New York
Account Name : Lancesoft Inc.
Collections Account
Account Number : 889708795
Bank Routing Number : 021000021
Swift Code : CHASUS33
Tax ID# : 54-1974095

PO/Reference #:PO-21-1080-OSD03-SRC01-
22412:141
Vendor Code: VC0000843630
CT DOR IT2022267CONSULTXDOR

Name	Title/Description	Start Date	End Date	Hours	Rate	Amount
Gyanesh Sharma	Applications Developer, Senior (Regular)	01/01/2026	01/31/2026	168.00	\$110.00	\$18,480.00
TOTAL:						\$18,480.00



INVOICE



Remit To:

LanceSoft Inc
P.O. Box 735310
Chicago, IL 60673-5310

Date: 02/06/2026
Invoice #: LR-2026-B3848
Page 1 of 1
Due Date: 03/23/2026
Terms: Net 45

Bill To:

State of MA
Attn : EOHHS Accounts Payable
Executive Office of Health & Human Services
7th Floor, 600 Washington St
Boston, MA 02111

ACH Delivery/ Wire Transfers:
Bank : JPMorgan Chase Bank,
New York
Account Name : LanceSoft Inc.
Collections Account
Account Number : 889708795
Bank Routing Number : 021000021
Swift Code : CHASUS33
Tax ID# : 54-1974095

PO/Reference #: SFY26 Encumbrance ID:
26DPH1MATTURULANCEKB

Name	Title/Description	Start Date	End Date	Hours	Rate	Amount
Lakshmi Deepthi Matturu	SALESFORCE DEVELOPER - SENIOR (Regular)	12/28/2025	01/03/2026	30.00	\$85.00	\$2,550.00
Lakshmi Deepthi Matturu	SALESFORCE DEVELOPER - SENIOR (Regular)	01/04/2026	01/24/2026	105.00	\$90.00	\$9,450.00
TOTAL:						\$12,000.00



4. VENDOR RESPONSIBILITIES

LanceSoft hereby acknowledges and agrees to fully comply with all Vendor Responsibilities outlined in Section 4.2. We hereby commit to providing competitive, all-inclusive hourly rates and to delivering qualified candidates who meet all specified requirements, along with complete and accurate documentation. LanceSoft hereby ensures timely response to Agency requests, submission of candidates within the prescribed timelines, and consistent communication throughout the engagement. We hereby affirm that all candidates will adhere to Agency policies, perform assigned duties as required, and be promptly replaced, if necessary, to ensure continuity of services. Furthermore, LanceSoft hereby agrees to comply with all administrative, legal, and regulatory requirements, including timesheet submission and employment eligibility verification.



5. VENDOR INFORMATION

Established in 2000, LanceSoft is a privately-owned S corporation, headquartered at Herndon, VA along with more than 25 support offices throughout the USA. We have developed partnerships with top companies and deep relationships with IT professionals across the USA. LanceSoft has over 25+ years of experience in providing Temporary Staffing services to a diverse base of clients across various domains and geographies.

LanceSoft offers IT staff USA Contingent workforce services tailored to meet the diverse needs of small, medium and large-sized enterprises across diverse industries such as, IT, Non-IT, healthcare, Pharma, Transportation and Regional Development, Finance, Banking, Engineering, Automotive, Education, Utility, Oil & Gas, Petro Chemicals, Energy, Aerospace, Semi-Conductor, Telecom, Retail and many more.

Company Snapshot	
Legal Company Name	LanceSoft Inc.
Ownership Structure	S corporation
Headquarter Address	2121 Cooperative Way, Suite 130 Herndon, VA 20171 Phone: 703-674-4500 Fax: 703-935-0339
Year of Incorporation	2000
Employees & Contracto	3,600+ Contractors across USA 4600+ Contractors across the Globe 1200+ internal employees
Annual Revenue 2024	\$388 Million
POC Contact Details	POC: Prashant Arni Phone: 703-674-4565 Email: marketing@lancesoft.com
Website Address	www.lancesoft.com

Mission

“To Combine Human Touch, Community Curation & Technology to Recruit - Top Talent”. We focus on balancing cost, time, and quality - leveraging our experience, nurturing creativity, driven by ethics in a challenging and highly competitive area of talent acquisition to bring quality talent to our clients. With proven processes, methodologies and best practices, our core objective is not only to succeed but to exceed our customer expectations.

Vision

To be “One Source Global Work force provider” adding value to its customers, employees, and partners

Our Diversity Status

LanceSoft holds the MBE certification issued by NMSDC, State of Tennessee, NYC Small Business Services and Minority-Women Business Enterprise certification issued by Virginia Dept. of Small Business & Supplier Diversity (SWAM). **LanceSoft is a certified corporate plus member as MBE by NMSDC and certified as WBE & MBE by NCTRCA.** We have also invested in building our very own consciously bias diverse hiring platform called TADAH! (Together Achieve Diversity & Harmony) to promote, place & educate DEI candidates and corporations.





Line of Business



Financial Capacity

LanceSoft is a financially stable and rapidly growing company across the USA. LanceSoft currently has a **credit line of \$60 Million** with an annual revenue of \$388 million has the required financial capacity to provide the services. We assure the West Virginia Department of Transportation (WVDOT) that we have the necessary financial capacity and working capital to perform the contract without assistance from any outside source.

USA and Global Footprint

Headquarters in Herndon, VA, we have a network of **twenty-four (24) branch offices across the US** and currently service across 50 states of the USA. Below are the locations of our branch offices.

Richmond (VA)	Fremont (CA)	Atlanta (GA)	Beaverton (OR)	Cincinnati (OH)
Irving (TX)	Denver (CO)	Chicago (IL)	Salt Lake City (UT)	Birmingham (AL)
Sugar Land (TX)	Washington (DC)	Boston (MA)	Clarkston (MI)	Charlotte (NC)
San Diego (CA)	Orlando (FL)	New York (NY)	Seattle (WA)	Columbia (SC)
Lexington (KY)	Bloomington (MN)	Philadelphia (PA)		

In addition to this, LanceSoft can also quickly set up an additional office at any preferred location to be able to manage their large volume of requirements for that location.

We also have an international footprint as follows:

We have an international footprint with four (4) country offices in Canada, five (5) in India and one each in UK, Ireland, Belgium, Netherlands, Norway, Poland, Romania, Germany, France, Greece, Bangladesh, China, Vietnam, Thailand, Indonesia, China, Malaysia, Turkey, Australia, Costa Rica, Czech Republic, Malaysia, Nepal, Philippines, Saudi Arabia, Singapore, Sri Lanka, Turkey, United Arab Emirates, Bulgaria, Brunei and Ethiopia.

Our Affiliations, Accreditations and Awards

LanceSoft is an **ISO 9001:2015** certified company fulfilling the requirements for a quality management system (QMS). LanceSoft has been assessed and found to confirm the requirements of **ISO 14001:2015 & ISO/IEC 27001:2013**.



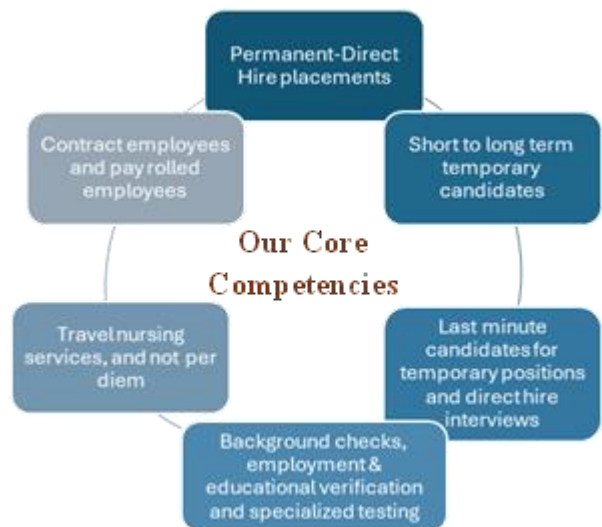
Our extensive staffing experience and top performance across several staffing programs is a great testament of our credibility. LanceSoft is currently an active "Preferred-Supplier" for over 200 mid to large staffing programs across the globe. Our list of Awards and Accolades that LanceSoft received recently from our clients include.

- Randstad Sourceright preferred supplier 2025
- 2024, 2023, 2022, 2021, 2020, 2019 - Clearly Rated (Inavero's) Best of Staffing- Client Satisfaction & Talent Satisfaction (Diamond Award-Continuous 5 years)
- 2024, 2022- Randstad Preferred Supplier
- 2023- Kelly PSN Partner
- 2023-SIA Largest US IT Staffing companies
- 2023-SIA Largest US Legal Staffing companies
- 2023-SIA's Global Power 150 Women in Staffing
- 2023- Magnit Global Supply Excellent Award
- 2023, 2022, 2020 SIA Largest US Staffing companies
- eTalent Expedia-Premier Partner Achievement-Jet Stream & First Class-2022
- SIA Largest Travel Nurse Staffing firms in the US for the year 2022
- SIA Largest IT Staffing Firms in the US for the year 2022
- Kelly OCG - preferred supplier for the year 2020 and 2021
- Workforcelogic - preferred supplier for the year 2020 and 2021
- Tapfin Supplier Distinction-2020
- 2020,2019,2018 Workforce Logiq Proven Performer
- Nclusion Supplier – Guidant Global – 2019, 2020.
- 2020,2019,2018,2017 SIA Fastest growing staffing firms
- 2020 Fast 100 Asian American Business Award
- 2018,2017- Premier Partner by Tapfin
- Proven Performer by ZeroChaos -2017
- Supplier Excellence award by Kelly OCG-2017
- "Service Excellence Award" from Johnson & Johnson (J&J).
- Deloitte Fast 50 Finalist
- E&Y Entrepreneur of the year Finalist
- Featured in Silicon Valley magazine for our talent management solution
- Inc 500 Fastest growing firms
- Smart 100 Award
- USPAACC Fastest growing firms
- Better Business Bureau (BBB) Accreditation: LanceSoft has accredited by the Better Business Bureau (BBB) Rating (A+)

• **Qualification of Firm**

LanceSoft delivers exceptional temporary staffing experience within the Information Technology sector. We currently support more than 25 active IT accounts, consistently providing high-quality service and responsive workforce solutions tailored to client needs. Our commitment is rooted in integrity, reliability, and long-term partnership, ensuring dependable delivery in a rapidly evolving IT landscape.

LanceSoft has established strong, trusted relationships with leading organizations across both the public and private sectors, including government agencies, by successfully placing highly skilled IT professionals in temporary and contract roles. Our IT staffing practice continues to experience steady growth and represents a significant and expanding portion of

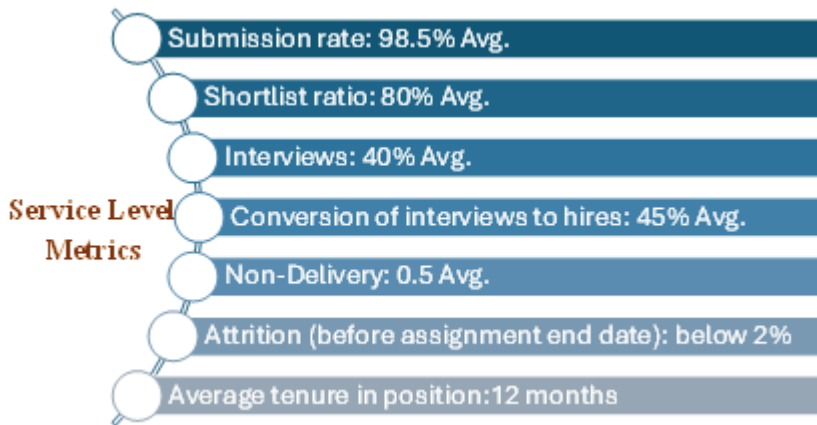




LanceSoft’s overall business, reflecting our sustained investment and success in this domain.

Extensive Contractor Network

Over the years, through our proactive recruitment initiative and working on several IT requirements, LanceSoft has been able to intelligently build an extensive database of 25 million Qualified profiles of candidates. This talent pool includes pre-vetted professionals across multiple domains, extending beyond Information Technology to include public sector, enterprise technology environments, and government agencies. That have demonstrated working experience in diverse project environments and are highly qualified to best suit your requirements. This database further prepares us to provide prequalified candidates who are ready, willing, and lawfully able to perform the services in the shortest possible timeframe.



LanceSoft’s business strategy has been to work closely with our clients and become a cost effective and one of the top performing vendors. We have consistently met this goal with all our major clients and are positive that we have submitted a compelling proposal and will be afforded an opportunity to emulate this success with WVDOT.

Our Ability & Success Rate

Success at LanceSoft is a very well-articulated and metric-based function. We monitor various quality metrics on a continual basis that includes requirement coverage ratio, shortlist ratio, Interview ratio, Shortlist ratio, Interview ratio, Start ratio, No-starts/dropouts/back-outs ratio, Tenure completion ratio, Attrition ratio, Customer satisfaction as well as Onboarding/Off- boarding compliance issues and contractor’s issue resolution metrics.

LanceSoft follows a best-in-class recruiting process that adds value to the client program, thereby setting a benchmark for all other organizations. To improve our services and to keep track of a good job done, LanceSoft gets its performance evaluated on a monthly/quarterly basis.

Our clients

LanceSoft brings extensive experience in delivering high-quality Information Technology staffing services to a diverse portfolio of public sector agencies and leading global enterprises. Our proven ability to support large-scale, multi-location staffing requirements aligns closely with the needs outlined in this Request for Quotation for IT Temporary Staffing Services.

We have successfully partnered with numerous state and local government agencies across the United States, including State of Arizona, State of Colorado, State of Connecticut, State of Florida, State of Georgia, State of Iowa, State of Massachusetts, State of Maine, State of Michigan, State of Minnesota, State of New Jersey, State of North Carolina, State of New York, State of Ohio, State of Oregon, State of Pennsylvania, State of South Carolina, State of Utah, State of Virginia, State of Washington, State of Delaware, State of Arkansas, State of Maryland, and various county and municipal entities such as Hennepin County, Gwinnett County, Harris County, Riverside County, and Maricopa County.



In addition, we have supported public sector institutions including Anne Arundel County Public Schools and other regional agencies, demonstrating our ability to operate within structured, regulated government environments and comply with stringent service delivery and reporting requirements.

Beyond the public sector, LanceSoft has delivered IT staffing solutions to leading organizations such as Capgemini America Inc., Tech Mahindra Americas Inc., CDK Global, Cognizant Technology Solutions U.S. Corporation, Conduent, EMD Millipore Corporation, Infosys America, Unisys Corporation, Zoox Labs Inc., KPIT Infosystems Inc., Object Technology Solutions Inc., Sun Technologies Inc., Celerity IT LLC, Intel, Coolsoft LLC, CGI Technologies and Solutions Inc., Computer Enterprises Inc., Michigan Software Labs, Ericsson, Honeywell International Inc., L&T Technology Services, IDC Technologies Inc., CSC, AT&T, and many others.



LanceSoft's Value Adds

LanceSoft follows best-in-class business processes that add value to the client program, thereby setting a benchmark for all other organizations. By implementing these unique approaches in delivering our staffing solutions to our clients, LanceSoft is consistently recognized as a top performer across several client contingent worker programs.



- Our award winning CPX platform leverages AI to streamline workflows and deliver deep analytics.
- We invest in self-training and vocational training schools in HUB zones, enhancing workforce skills.
- We focus on engaging and re-training veterans, deploying their skills effectively in the workforce.
- Our commitment to diversity & inclusion includes meeting federally required minimum spending targets for diverse hiring.
- LanceSoft utilizes crowdsourcing to access a wide talent pool, ensuring efficient and diverse hiring.
- We incorporate VR Headsets into our recruiting processes, offering immersive experiences at trade shows and recruitment drives.
- LanceSoft uses targeted social media campaigns to enhance branding and reach specific audiences.
- We organize national hiring events, particularly around major metropolitan areas, to connect employers with potential candidates.
- Our mobile recruitment strategies ensure flexibility and reach, enabling us to connect with candidates anytime, anywhere.
- We utilize machine learning to optimize the matching of candidates with job opportunities, enhancing our talent pipeline.
- LanceSoft offers a global staffing model that supports clients with operations in multiple countries, ensuring consistent service.
- We provide competitive pricing to deliver exceptional value in our staffing solutions.
- Our services include scalable solutions that can be adjusted up or down based on client needs.





- Our award winning CPX platform leverages AI to streamline workflows and deliver deep analytics.
- We invest in self-training and vocational training schools in HUB zones, enhancing workforce skills.



6. COMPLIANCE WITH MANDATORY REQUIREMENTS

LanceSoft Inc. confirms that we have reviewed and fully understand the Mandatory Requirements outlined in Section 4.1 of the RFQ for WVDOT IT Temporary Staffing Services. We affirm that we meet or exceed all mandatory requirements specified for each position classification listed in the solicitation.

LanceSoft has extensive experience providing highly qualified IT professionals across all required categories, including but not limited to Mainframe Application Analysts, Oracle and DB2 Database Administrators, SQL Server Database Administrators, GIS professionals, and Programmer Analysts. Our candidates are thoroughly vetted to ensure they meet the minimum education, experience, and technical skill requirements as defined in the RFQ.

We maintain a robust recruitment and screening process that ensures all proposed candidates possess the required qualifications, certifications, and relevant experience, including expertise in technologies such as COBOL, CICS, DB2, Oracle, SQL Server, GIS platforms, and modern development frameworks.

Additionally, LanceSoft confirms our ability to comply with all vendor responsibilities outlined in Section 4.2, including:

- Providing qualified candidates within required timelines
- Submitting complete candidate documentation and resumes upon request
- Ensuring all rates are fully inclusive of costs as specified
- Supporting ongoing staffing needs and replacement requirements as needed
- Complying with all applicable federal, state, and agency policies

LanceSoft has been in business for over five (5) years and has successfully delivered similar IT staffing services to public sector and enterprise clients, demonstrating our capability to fulfill the requirements of this contract.

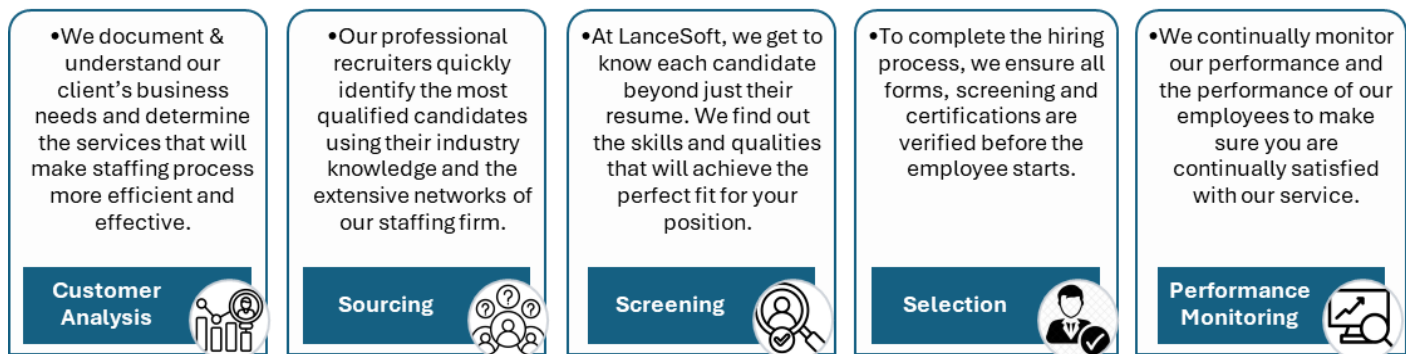
We are committed to delivering high-quality, compliant staffing services and supporting the West Virginia Department of Transportation in achieving its operational and technical objectives.



7. STAFFING CAPABILITY STATEMENT

Making the match is what we do and LanceSoft aims for a superior match each time we place technology talent on assignment. We will work closely with WVDOT to gain an in-depth understanding of your staffing and partnership requirements. Rather than simply collect a “laundry list” of requirements and skills, LanceSoft asks questions that allow us to build a functional job profile, including key success milestones and attributes that allow us to match not only skills and experience, but also subtle elements such as fit with managerial style, corporate culture, etc. With this knowledge, we have developed a thorough candidate profile that forms the basis of our recruitment strategy.

Our engagement process is focused on our clients and their business needs. This consultative approach, known as our **Match Fit Program**, details from start to finish how our staffing firm selects the perfect candidate for the client’s organization. The Match Fit Program includes five phases, which are customized to service your account most effectively.



Sourcing/Recruiting Methods

1. Careers Website

LanceSoft careers website is a central aspect of managing the recruiting processes. Our goal is to attract potential candidates to our company, build long-term relationships, assess candidate fit for open positions and finally capture and process candidate information in a structured way.

With careers Website best practices in place, we achieve a competitive edge in recruiting the most-qualified candidates quickly and gain financial benefits from direct and opportunity cost reductions. These practices automate recruiting activities that have a direct impact on the cost, reach, and breadth of candidate sourcing and processing. High quality and fit of hires translate into higher productivity and better work satisfaction, consequently producing higher retention rates.

The following are the best practices for careers websites which increases our odds of recruiting the most-qualified candidates and reduces direct as well as opportunity costs.



Applicants Anonymity

• Because many potential IT candidates will be employed while they search our career website for openings, privacy and confidentiality are important. We ensure that the database management, workflow rules, and recruiting processes are aligned to protect the candidates' anonymity.

Tailor Online Applications

• We are using pre-screening tools which will quickly separate qualified from unqualified IT candidates based on answers to questionnaires.

Keep Track of Candidate Information

• The candidates will create and maintain a personal profile on our careers Website and attach IT job **applications** to their profile. The profile is then saved in our company's candidate database and accessed through an appropriate password. Our recruiters will view structured data about a candidate, including access to job-specific screening questions to easily assess fit. By tracking candidate information by job, we gather the necessary data for compliance reporting as well.

Job Seekers & Employees Post our Open Positions on Facebook

• We allow our job seekers to post IT Positions job openings on their Facebook page, which helps increase the exposure of our open IT positions and reach a larger pool of IT Positions candidates at lower sourcing costs. In addition, we believe that employees are one of our best sources for referrals. We encourage them to post open IT positions on their Facebook page and refer their friends.

Enable Job Searches

• A job search engine is a core component of our careers Website. It helps job seekers **find IT Positions job openings** that meet their requirements quickly and efficiently. We ensure that current IT Positions job openings are included in the searchable database, which also reduces the administrative burden of maintaining a manual list. The three best search criteria are Job Search by Job Category, Job Search by Location, and Job Search by Keyword.

2. Smart Sourcing

The following best practices for smart sourcing help us to find the best talent for the job while decreasing the sourcing costs and time to hire.





a. Job Board Processes:

Our Recruiters have access to numerous external, national, and vertical job boards and use them only to supplement our customized recruitment mediums. This is unlike other firms who generally rely on subscription databases. A sampling of websites that we utilize regularly includes:

- ✓ GitHub
- ✓ Stack Overflow
- ✓ CareerBuilder
- ✓ Twitter
- ✓ LinkedIn Enterprise
- ✓ Dice
- ✓ Monster

b. Talent Pool:

To stay competitive, LanceSoft has adopted a proactive recruiting model, building a database of over 25 million qualified candidates, including 1.2 million authorized to work in US and relevant to WVDOT’s needs. This pool includes pre-cleared, highly experienced candidates. Our specialized recruiting team combines technical, business, and domain expertise to screen and select the best-fit candidates, even for hard-to-fill positions.

c. Social Networks:

According to CareerBuilder, 54% of IT Positions candidates are using social media to apply and to research a company’s brand, culture, and reputation.

Accordingly, LanceSoft continues to develop innovative social media strategies to stay aligned with the ever-changing marketplace. New tools, services, and applications are revolutionizing the way we can market your jobs. Our inbound marketing strategy leverages our social media, search engine optimization, content marketing, and social listening efforts in a unified approach, increasing the effectiveness of each.

- For example, our new Facebook job search application allows candidates to search our IT Positions openings directly through Facebook on any device, receive job alerts, and share details across any of their social networks.
- We have Twitter and Google+ feeds to send optimized job opening details targeting job-search oriented queries and new Twitter initiatives allowing us to target follow users openly inquiring about specific position types or availabilities.
- To complement this strategy, we are improving the search visibility of our local offices through optimized Google Local pages.



Further, as part of our agreement with CareerBuilder, we have access to their mobile-friendly product called Talent Network. This is a LanceSoft branded microsite that is built to house all our jobs. It allows for search engine optimization and is a great tool to allow us to network with passive candidates. Once passive candidates join our IT Positions Talent Network they are continually notified when one of our IT Positions postings matches their profile. This has been very beneficial in keeping us in contact with high performing talent that are not actively on the market.

d. Local Recruiting Mediums:

As a highly visible local employer we can significantly augment our recruitment efforts through partnerships with the following local organizations:



- ✓ Colleges, universities, and technical schools
- ✓ Community and networking events
- ✓ Job fairs and trade shows
- ✓ Community and professional organizations
- ✓ Volunteer organizations (e.g., Year Up)

e. Patent Recruitment Technology - Talent Community Building (CPX):

LanceSoft constantly strives and invests in improving to be the best and stay ahead in this highly competitive process of talent identification and talent acquisition. We pride ourselves on our approach such as proactive pipelining, and 24/7 sourcing and recruiting.



One of our key differentiators is our in-house patented CPX technology. CPX empowers our Delivery/Recruitment team to identify passive candidates and build talent communities around them.

We have dedicated specialists that manage each community and build, manage, and maintain these communities. The Innovation Initiative's objective is to keep up with Disruptive Innovations in the recruiting landscape and stay ahead of all our competitors. The Talent Community Solution reaches into various social networks and identifies potential candidates to become part of our community.

f. Crowd Sourcing:

LanceSoft has been working on a proprietary networking initiative, working on harnessing the power of the Crowd to source candidates. Currently LanceSoft's Crowd **consists of over 2200 professionals** including free-lance recruiters, skill specific, domain specific industry SME's who are carefully curated and engaged to ensure we have access to passive and hidden talent that can be delivered in the shortest amount of time with high success of deliverability.



Our Crowd RPO / Talent community / referrals are one of the topmost sources of candidate employment followed by our exhaustive internal database where profiles have been harvested for 24+ years, networking events and then job boards such as LinkedIn, Dice, CB, Indeed and Monster.

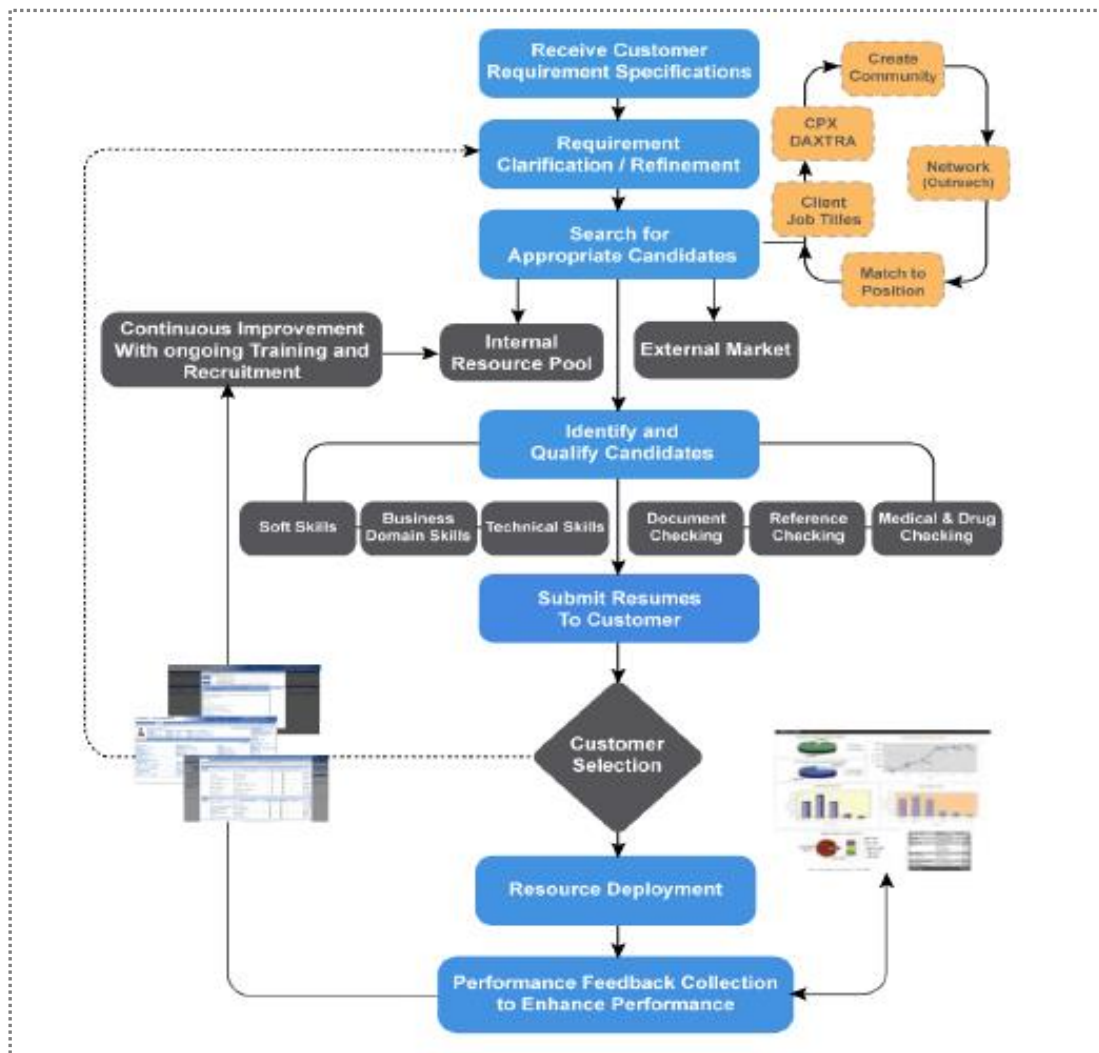
LanceSoft follows best-in-class business processes that add value to the client program, thereby setting a benchmark for all other organizations. By implementing these unique approaches in delivering our staffing solutions to our clients, LanceSoft is being recognized consistently as a top performer across several client CW programs.



A. CANDIDATE SCREENING PROCESS

We will employ a comprehensive WVDOT - specific recruitment strategy that examines the state of the local market(s), allowing us to understand its dynamics, including demographics, labor conditions, unemployment rate, and statistical workforce projections.

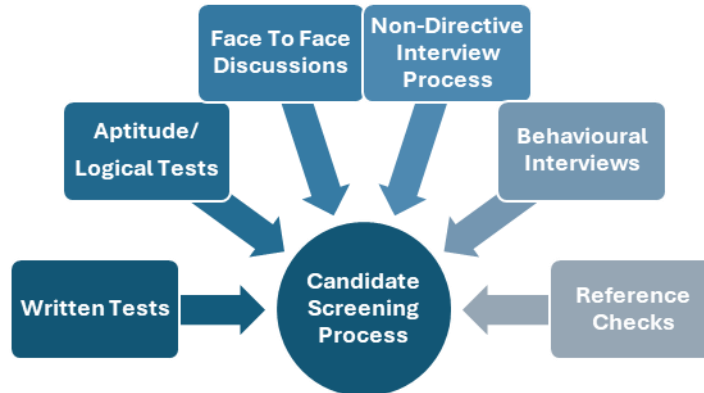
Based upon labor market conditions and the types of skills WVDOT requires, we identify the highest-yield target groups from which to recruit and determine an appropriate strategy to attract talent from those areas. This includes selecting appropriate sources for talent, isolating the most effective tactics to penetrate these sources, and creating an overall market approach.



LanceSoft's Recruiting Strategy

LanceSoft is dedicated towards providing quality candidates to its clients in line with their requirements. We pay close attention to the quality of candidates we select to meet the high standards we set for our customers. LanceSoft

is known for its robust recruitment process that attracts the very best talent and offers an unconditional guarantee on all the work they provide to our customers.



Step-1: Candidate Vetting and Technical Testing

LanceSoft has developed a standard screening process that is followed for all its clients. However, if required, LanceSoft in the past has customized its screening process depending upon the specific requirements of the client. LanceSoft provides a customized screening process including a two-level quality review process (Two-step resume qualification) for all shortlisted candidates at both Lead Recruiter and National Account Manager-level to provide the best-fit candidates to our clients.

We follow a well-structured interview process as per Industry Best Practices, where the short-listed candidates are screened at an initial level followed by a detailed assessment of his/her skills by our technical team via a telephonic interview. After clearing these two levels, a final selection round is arranged between the candidate and the National Account Manager.

Some of the methods that the recruiters use for evaluating the technical and logical ability of the candidates are as follows:



Written Tests: All candidates are required to take a written test to demonstrate their grasp on the basic knowledge required for a specified role. The test covers the fundamentals. LanceSoft also uses the same set of questions and methodology for all the candidates to be interviewed for a given position, which gives LanceSoft and the client a common objective performance baseline.



Aptitude/Logical Tests: LanceSoft has designed a series of logical and aptitude tests in order to gauge the individual personality traits. These tests enable LanceSoft to assess the aptitude and skills of the shortlisted candidates. LanceSoft conducts standardized tests in terms of their reliability and validity in order to provide correct results.

Technical/Software Skills Test:

**HackerRank Platform**

LanceSoft is using HackerRank, a platform designed to help to find the best engineering and software candidates using skills-based screening and interviewing tools. We will send these assessments to candidates or embed them on our careers page to build our pipeline through our internal tool CPX for our future use, and this platform automatically scores and ranks each one. It also offers a coding interview tool, allowing us to watch our candidates code in real time while we talking to the candidates.

TOSA Digital

We source our candidates based on the online real time assessments, a digital skills certification program. TOSA Digital helps us to test applicants with 20-25 interactive questions and exercises to evaluate things like programming skills and digital communication. Based on the client technology, the technology questions and coding will match the candidate’s level, and we will get a detailed report of the candidate’s skills, including how they measure up against the target profile. In this way, LanceSoft screens the quality candidates, and it will be sourced to WVDOT based on the requirements.

Glider AI

This Glider AI platform helps us to analyze a candidate’s skill level, personality traits, skills, and cultural fitment with the help of holistic interactive assessments, real-world simulations, and general programming. With Glider, we can simulate a vast range of tech stacks from data science to DevOps and from backend development to frontend development.

eSkill

LanceSoft is using eSkill, a platform designed to help to find the best IT candidates using skills-based screening and interviewing tools. We will source the quality candidates within a short span of time based on the FII requirements.

Proveit

For Accounting and Finance positions, LanceSoft uses the Proveit! Accounting and Financial Knowledge test package to evaluate core accounting and finance competencies. Testing titles include, but are not limited to: Financial Management, Financial Analysis, Cost Accounting, Accounts Payable & Receivable, ACCPAC Pro Series, Advanced Accounting & Auditing, Corporate Tax Accounting, General Accounting, JD Edwards, MAS 90 – Bookkeeping, Microsoft Dynamics GP, MYOB Accounting Plus, Payroll Management, QuickBooks Pro, Sage MAS 90/200, Quicken etc.

Step-2: Conducting Interviews

Following are different types of Interviews we conduct to shortlist a suitable candidate:



Face-To-Face Discussions: LanceSoft conducts a thorough screening process to evaluate the technical and logical know-how of the candidates comprising of a face-to-face/web/video conferencing interview depending on client requirements. All applicants are assessed for competence and personal attributes including inter- personnel skills and communication skills. Our recruiters stringently test the domain knowledge and experience of clients in order to shortlist best candidate for clients.



Non-Directive Interview Process: At times, we also follow a non-directive interview process - generally, a less formal process to assess the candidate's skills and personality attributes.



Behavioural Interviews: We conduct behavioural and situational based interviews as well, to evaluate candidates on their past behaviour and experience and the candidate's judgment ability and knowledge that may be required for the job. In some cases, we also conduct group discussions to compare the soft skills of the short-listed candidates to make the best selection.

Step-3: Background Checks

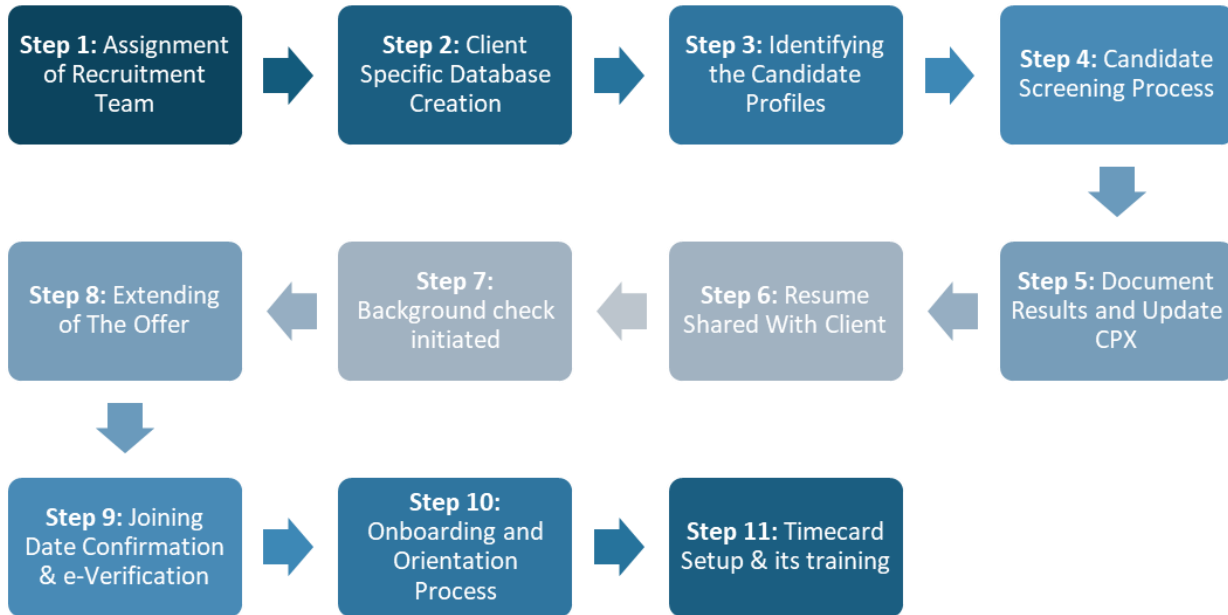
The client-dedicated onboarding team runs a sequence of procedures that help the candidates in fulfilling the formalities and paperwork at the client end. As a prerequisite prior to an offer made by LanceSoft for employment, LanceSoft's onboarding team conduct various checks that include but are not limited to:

- ✓ Complete background verification
- ✓ Previous employment checks
- ✓ Education verification
- ✓ Credit Reports
- ✓ Driver's Report/DMV Checks
- ✓ Social Security Trace/Validation
- ✓ Reference checks - LanceSoft recruiters thoroughly check with at least 2-3 references of the candidates being short-listed to verify their credibility.
- ✓ Drug Screening to test the candidates for the use of illicit/illegal drugs LanceSoft offers a 5 and 10 panel drug screening with additional panels available upon request to our customers.
- ✓ Work Permit Checks : To verify the active work permit status of the candidates to ensure they are legally authorized to work in Canada/ USA.
- ✓ Work eligibility verification – Use E-Verify to ensure each candidate is eligible to work.
- ✓ Criminal background checks.



B. RECRUITMENT PROCESS

LanceSoft follows a simple and efficient recruitment process to source, screen, and place qualified IT professionals.



Step-1: LanceSoft identifies the recruiting team and defines responsibilities for each member for the contract. Our Account Manager drafts a report about understanding of the client. This report gives input to Recruitment Manager about the nature of work at client site. It also details out WVDOT’s future needs and explains about the location parameters.

Step-2: Based on the input received from Account Manager, the recruiting team starts the pro-active approach to identify the resources internally and externally to build database for the client.

Step-3: The work is initiated as soon as we get the staffing requirement from the WVDOT. The staffing requirement is immediately entered into our centralized recruiting portal, i.e., CPX. The Account Manager understands the requirement of the WVDOT based upon the staffing requirement received from them. This includes an understanding of the project requirements, SOW, environment, qualification, experience, mandatory and desirable skill set requirement. The Accounts Manager drafts a requisition about the requirement and submits the requirement in CPX along with sending it to the Recruitment Manager. The Recruitment Manager assigns this requirement to the dedicated recruitment team for the WVDOT. From there, recruitment team source the candidate using one of following methods but not limited to: proprietary database, job boards and traditional advertising, Crowd Sourcing, Evergreen Harvesting, Effective networking, Employee Referral, Headhunting, Patent Recruitment Technology, Social-media Recruiting (LinkedIn, Twitter, Facebook, etc.), Community Curators, Community Discussions, web-based recruitment portal, community outreach etc.

Step-4: After finding the 4-5 potential candidates per requirement, they undergo a rigorous screening process that includes:

- A thorough assessment of prior work history and education (through Aversafe & Sterling- Back check verification process).
- Assess the candidate's skills and personality attributes. (Written Tests, Aptitude/Logical Tests, Face-To-Face Discussions, Non-Directive Interview Process).
- A blended interview including both traditional and behavioral event questions. (Behavioral Interviews).



- Technical skills assessments which cover hundreds of different skill types, with appropriate assessments selected by the recruitment manager based upon the skill requirements uncovered during the requirements meeting.
- A minimum of three professional references.
- Conduct Basic Background Checks.

Step-5: After candidates' complete evaluation, Our Recruitment team will prepare the feedback form to summarize the results of the interview and will update CPX with qualified Consultants.

Step-6: Our Account Manager will submit the resumes with a skill summary of the selected consultants and references to WVDOT and will discuss the interview schedule with hiring manager for pre-qualified consultants. Our Account Management Team will set up face to face or telephone interview depending upon the WVDOT's requirements.

Step-7: Our Employee Care Manager will conduct appropriate background screening, based on the client requirements (Education verification, Credit Reports, Driver's Report/DMV Checks, Social Security Trace/Validation, Reference checks, Drug Screening, Work Permit Checks, Work eligibility verification & Criminal background checks) for the selected candidates.

Step-8: Our HR Department will complete all due diligence before extending an offer to successful consultants and extend the offer. Share candidate's decision or initial response with hiring managers and submit security forms to WVDOT.

Step-9: Our Account Manager will inform the joining date of the candidate to WVDOT and Conducts e-Verification. Candidate Joins on a specified date.

Step-10: Once a candidate has been interviewed and selected by WVDOT, the candidate begins the onboarding and orientation process. LanceSoft offers a number of manual and automated solutions to assist with on-boarding that can be customized to each of your engagements. Onboarding procedures for all temporaries assigned to the locations will be coordinated by the dedicated single point of contact. The following is an overview of a typical orientation process which will be customized to meet your needs:

- WVDOT summary information
- Overview of the WVDOT's workplace policies
- Assignment of work schedule
- Software training if applicable (submitting timecards, etc.)
- Security/badge access procedure review/assignment (if applicable)
- Establish regular series of check-in calls
- A review of wages and benefits
- Contract flow downs
- Completion/sign-off all required documents
- We also help the candidates walk through the client work environment and assist them in completion of the hiring formalities.

Step-11: LanceSoft's On-boarding team will train our resources on electronic timecards operations from entry to submission in the client system for the client manager's approval. These timecards are routed to the concerned managers for approval. The timecard may require only the respective manager's approval or may be routed to the manager and the project manager for approval. Upon approval, these items are annexed in a consolidated invoice and



submitted to WVDOT for payment. Additionally, our team trains the Temporary workers on the process for submission of expense reimburse reports for approval. The report encloses the date, the merchant, the reason for the request, an account number (if required), a PO number (if required) and the amount. All approved expenses are included in the consolidated invoice. We also train our resources on the process of updating timecards daily or at the end of the week and the process of saving them. Our resources will be trained on timecard resubmission procedure if an error is found while submission.

C. TRAINING

Our strategy has always been to recruit based on the unique needs of our clients and to become experts in those skill sets. Accordingly, our contractors generally do not require much training. However, we are committed to continually exceeding expectations and recognize that ongoing training is essential both for clients and contractors who want to thrive in today's rapidly changing technology marketplace.

In the event a contractor requires training for additional skills, we have free training opportunities available to our contractor's base. Currently, our training programs are available to contractors who are placed on assignment with our clients. LanceSoft will leverage our training subsidiary named UPTECH, to customize and curate a training program to develop and upskill talent with the necessary knowledge and understanding that aligns with the real-world enterprise business needs, for WVDOT talent needs, to help address the opportunity/ skill gap that exists in the market and to also support hard to fill/ niche talent skills. At UPTECH, we work in collaboration with young, diverse talented adults and corporate businesses to help narrow the opportunity gap by:

- **UP Skill** – We build customized and curated training curriculums in collaboration with business enterprises to ensure these young adults are trained and skilled on technology that is aligned to enterprise business requirements and goals
- **UP Knowledge & Experience** – We train our employees in a simulated business environment. Through immersive learning and a cutting-edge curriculum adapted in real time by industry professionals, we deliver training in person to prepare employees with the knowledge and professional experience that will simply integrate into a company's current technology teams.

We leverage a unique combination of technical knowledge, educational expertise, and an understanding of methodologies to provide a dynamic, self-paced learning environment that offers professionals the training they need. Courses include a mixture of static conceptual content, interactive "knowledge builders" to reinforce topics, embedded quiz questions to verify comprehension, and hands-on exercises.

Partnered with best-in-class training provider – New Horizons - with offices based in both the US and Canada



8. EXCEPTIONS

LanceSoft Inc. hereby confirms that it has reviewed all requirements, specifications, terms and conditions, and addenda associated with this solicitation and takes no exceptions. LanceSoft Inc. agrees to fully comply with all requirements, conditions, and provisions outlined in the RFQ.

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	\$72.80	\$72.80	\$ 74.98	\$74.98	\$614,781.44
4.1.2	Mainframe Application Analyst	2080	EA	\$57.20	\$57.20	\$ 58.92	\$58.92	\$483,042.56
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$75.40	\$75.40	\$ 77.66	\$77.66	\$636,737.92
4.1.4	Application Oracle Database Administrator	2080	EA	\$62.40	\$62.40	\$ 64.27	\$64.27	\$526,955.52
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$76.70	\$76.70	\$ 79.00	\$79.00	\$647,716.16
4.1.6	Application DB2 Database Administrator	2080	EA	\$68.90	\$68.90	\$ 70.97	\$70.97	\$581,846.72
4.1.7	PC Programmer Analyst	2080	EA	\$41.60	\$41.60	\$ 42.85	\$42.85	\$351,303.68
4.1.8	Senior PC Programmer Analyst	2080	EA	\$53.30	\$53.30	\$ 54.90	\$54.90	\$450,107.84
4.1.9	Application SQL Server Database Administrator	2080	EA	\$63.70	\$63.70	\$ 65.61	\$65.61	\$537,933.76
4.1.10	Senior Application Oracle Database Administrator	2080	EA	\$75.40	\$75.40	\$ 77.66	\$77.66	\$636,737.92
4.1.11	GIS Database Administrator	2080	EA	\$46.80	\$46.80	\$ 48.20	\$48.20	\$395,216.64
4.1.12	Senior GIS Database Administrator	2080	EA	\$55.90	\$55.90	\$ 57.58	\$57.58	\$472,064.32
4.1.13	GIS Architect	2080	EA	\$92.30	\$92.30	\$ 95.07	\$95.07	\$779,455.04
4.1.14	GIS Application Developer	2080	EA	\$52.00	\$52.00	\$ 53.56	\$53.56	\$439,129.60
4.1.15	Senior GIS Application Developer	2080	EA	\$65.00	\$65.00	\$ 66.95	\$66.95	\$548,912.00
Grand Total								\$614,781.44