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Header 2

List View

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

Procurement Folder: 1886131

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: TIMMONS GROUP INC

Alias/DBA:

Total Bid: \$795.40

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2600000079

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Status: Closed

Solicitation Description:

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 ESR04142600000007112	1

**VENDOR**  
 000000198170  
 TIMMONS GROUP INC

**Solicitation Number:** CRFQ 0803 DOT2600000079  
**Total Bid:** 795.399999999999772626324556 **Response Date:** 2026-04-14 **Response Time:** 11:29:23  
**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				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**Extended Description:**

Senior Mainframe Application Analyst

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**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				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**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				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**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				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**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				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**Extended Description:**

Application DB2 Database Administrator

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**Extended Description:**

PC Programmer Analyst

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**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				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**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				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** No bid

**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				95.00

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				128.75

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				221.45

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				159.65

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

GIS Application Developer

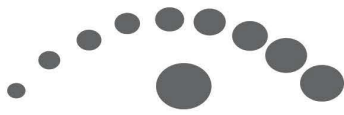
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Senior GIS Application Developer				190.55

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Senior GIS Application Developer



**TIMMONS GROUP**  
GEOSPATIAL SOLUTIONS

**CRFQ 0803 DOT2600000079**  
**Information Technology**  
**Temporary Staffing Services**  
**(81260081)**

**PREPARED FOR**

John W. Estep  
Senior Buyer  
West Virginia Department of Transportation  
Department of Administration  
Purchasing Division  
2019 Washington St. E  
Charleston, WV 25305

**SUBMITTED BY**

Matt McCracken  
Principal  
7053 Celebration Park Ave,  
Suite 300 Richmond, VA 23225  
804.433.2981

April 14, 2026

John W. Estep  
Senior Buyer  
West Virginia Department of Transportation  
Department of Administration  
Purchasing Division  
2019 Washington St. E  
Charleston, WV 25305

RE: CRFQ 0803 DOT260000079 Information Technology Temporary Staffing Services (81260081)

To John W. Estep and the Selection Committee:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Transportation (WVDOT) to establish multiple open-ended contracts for information technology temporary technical staffing services. These services would be used to develop modifications and enhancements to the computer systems for the end-user State agency, as well as mentor, provide technical training and support and provide "shadowing" opportunities for State analysts, among other tasks as defined by the enduser State agency on its Delivery Order for the services. Timmons Group is ready to provide GIS professionals to WVDOT. We have more than 30 years of geospatial-based technology solutions consulting experience for industry and government. We currently have more than 20 staff members directly supporting state DOTs across the country with similar business initiatives.

Timmons Group's team of over 200 GIS professionals delivers innovative solutions using the full suite of Esri technologies, including ArcGIS Pro, ArcGIS Enterprise, ArcGIS Online, ArcGIS Utility Network, and Roads and Highways. Timmons Group holds Esri Gold Partner status and multiple specialty designations, reflecting a commitment to best practices and advanced GIS capabilities. This depth of experience makes certain that clients receive tailored, efficient, and forward-thinking GIS solutions that address their unique needs and support their long-term goals.

Our expert, trusted staff are ready and prepared to collaborate with WVDOT. If you have any questions, please contact me directly at 804.433.2981 or at matt.mccracken@timmons.com.

Sincerely,



Matt McCracken, Principal, Contract Manager



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## SECTION 1 Qualifications

### FIRM'S HISTORY

Timmons Group has been in business for **more than 70 years** and has provided GIS services since 1989. Recognized for more than 30 years as one of Engineering News Record (ENR)'s Top 500 Design Firms, Timmons Group offers a wide range of engineering, survey, and technology services to public and private clients. Since 1953, Timmons Group has been at the forefront of civil engineering demands in the regions we serve. In our 70+ years, we have grown to 21 offices across 6 states, employ more than 1,100 individuals, and offer more than 50 different services from four operating groups: infrastructure, land development, field operations, and geospatial technology.

Originally founded in Richmond, Virginia as a land surveying company, Timmons Group is now a full-service civil engineering and technology firm. From civil engineering, survey, geotechnical, environmental, and structural to traffic and transportation, stormwater, water/wastewater, landscape architecture, and geospatial technology, our practices are all rooted in the same ideals: Enhancing the beauty, safety, and functionality of our contemporary world.

Our geospatial and information technology services include: requirements definition, strategic planning, implementation planning, infrastructure design, database design, data model development, application development, data conversion, field data collection, web development, and system integration and implementation.

Timmons Group is a national leader in innovative technology products and services. Inspired by our clients' visions, our client service teams solve technology challenges in imaginative and cost-effective ways. Our extensive experience providing GIS application solutions for a variety of clients enables Timmons Group to deliver a strong mix of technical expertise and proven processes for designing and developing applications that support client business requirements and day-to-day GIS operations.

Our Geospatial Services Division employs a broad range of subject matter experts across all areas of information technology and geospatial technologies. Our staff includes more than 200 GIS professionals – from GIS technicians to our database managers, programmers, systems engineers, consultants, and project managers, our award-winning team has the unique ability to understand each client's vision and create a solution tailored to each client's mission-critical business requirements.

## Who We Are



Timmons Group is a well-established consulting firm with more than 1,000 employees, providing information technology and geospatial consulting services to public and private clients throughout the U.S. and Canada since 1953. From our strategic planners and web developers to our database managers, systems engineers, consultants, and project managers, our award-winning team has the unique ability to understand your vision and offer a solution tailored to your mission-critical business requirements.

Timmons Group has worked across the country with multiple departments of transportation. We deliver successful projects and build long-term relationships based on mutual success. We have collaborated with many levels of the organizations from central, district, and regional offices and every business unit from planning to operations, to traffic engineering, to maintenance, to asset management, and structure and bridge.

### Primary Contact

#### Matt McCracken

7053 Celebration Park Ave  
Suite 300  
Richmond, VA 23225

PALISADES II, 5410 Trinity Rd  
Unit 102,  
Raleigh, NC 27607

610 E Morehead St Suite 250,  
Charlotte, NC 28202

 804.443.2981

 matt.mccracken@timmons.com



#### Planning

- Requirements Definition
- Strategic Planning
- Implementation Planning



#### Design

- Infrastructure Design
- Database Design
- Data Model Design
- Application Design
- GIS Infrastructure Design



#### Development

- Application Development
- Field Data Collection
- Mobile & Web Development
- System Integration
- Enterprise Data Management



#### Implementation

- Installation
- User & Admin
- Training
- Support



**70+** Years in Business



**200+** Geospatial Staff



**20** Office Locations



**3,500+** GIS Projects

[www.timmonsgis.com](http://www.timmonsgis.com)

We have a successful track record of delivering civil engineering, landscape architecture, surveying, planning, stormwater services, geographic information services (GIS)/ asset management, environmental science, and geotechnical engineering services for master contracts throughout North Carolina. We have successfully completed projects under term contracts for numerous municipalities, public schools, and higher education clients. Due to our responsive service to these clients, many have renewed their contracts with Timmons Group over the years.

Timmons Group is interested in providing our services to support your Information Technology Temporary Staffing initiative. We look forward to demonstrating our commitment to your technology initiatives. Our GIS technology service includes requirements definition, strategic planning, implementation planning, infrastructure design, database design, data model development, application development, data analysis, data conversion, data maintenance, data quality control and assurance, field data collection, and system integration and implementation.

Our company business model focuses on our clients and their satisfaction with the products and services that we provide. We are a national leader in innovative technology products and services. Inspired by your vision, our client service teams solve technology challenges in imaginative and cost-effective ways. From our technicians to our database developers, programmers, systems engineers, consultants, and project managers, our award-winning team provides the unique ability to understand your vision along with the skills to offer a solution tailored to your mission-critical business requirements.

Our extensive experience providing geospatial services and solutions for governments enables us to offer our clients an excellent mix of experience and proven processes for data conversion and data quality control. By working for many state DOTs across the country, we have a unique ability to identify and train staff in GIS data management. We understand that successful assistance for this effort will improve the WVDOT GIS and LRS by augmenting the staff managing and entering data into the system. Our unique experience with WVDOT will allow us to save time for state employees and reduce time of onboarding new DOT contractor embedded staff.

All of our prequalification's with WVDOT are current. Timmons Group does not have any conflict of interests regarding this RFLOI. This LOI contains the justification for Timmons Group to support this 2026 Staff Full-Time Equivalent (FTE) On-site for GIS-Engineering Technician and GIS Analyst LSC and WVDOT. We have detailed similar experience, the personnel that Timmons Group proposes for this effort, and a technical approach to onboard staff and supply the resources necessary for WVDOT to be successful.

## SECTION 2 Experience

Timmons Group has unique experience with many state DOTs. This section details similar project experience related to data conversion, staff augmentation, and Roads and Highways experience that we can offer to WVDOT to successfully support the Information Technology Temporary Staffing Services contract. Timmons Group has providing these types of staffing services for **more than a decade**. The following projects are **ongoing engagements**.

### Strategic Transportation Investments (STI) Support

#### STI Support | NCDIT-T

NCDIT-T selected Timmons Group for GIS support and related technical expertise for the GIS-Based STI application and related efforts. These support services include spatial analysis, requirements gathering, spatial data editing, and quality control. The purpose is to enable delivery of STI in a timely manner. The requested services have varied throughout the duration of the current STI cycle, and the Timmons Group staff members have adapted to the changing needs of the program, including shifting roles and responsibilities. Due to Covid-19 conditions, the Timmons Group personnel have alternated locations between on-site and remote, under the supervision of the GIS Unit.

- Staff Provided: 3 GIS Analysts and 2 Business Analysts
- Reference: Brooke Boyle, GISP, P6 GIS PM/Analyst  
NCDIT Transportation – GIS Unit  
919.707.2242  
[eboyle@WVDOT.gov](mailto:eboyle@WVDOT.gov)

### Roads and Highways / LRS Data Editing

#### aLRS Route Data Conversion | NCDIT-T

Timmons Group was selected by NCDIT-T to provide four GIS analysts to support the conversion all NC counties worth of local roads on a cyclical basis. The initial data conversion effort was completed in a little over a year. The staff were retained to continue supporting this process along with additional ongoing maintenance and support of the on-system statewide LRS data. All the analysts have taken on additional duties previously only assigned to State employees. These additional tasks, including process reengineering and oversight, advanced LRS editing, and LRS data analysis. Additionally, Timmons Group is supporting enterprise LRS data quality assurance and quality control with measures to make certain accurate data is available to the agency. Due to Covid-19 conditions, the Timmons Group personnel have alternated locations between on-site and remote, under the supervision of the Spatial Data Operations Group.

- Staff Provided: 4 GIS Analysts
- Reference: Erin Lesh, GISP, Supervisor, Spatial Data Operations Group  
NCDIT Transportation –GIS Unit  
919.707.2181  
[ealesh@WVDOT.gov](mailto:ealesh@WVDOT.gov)

#### aLRS Event Editing | WVDOT

Our firm was selected to provide up to six Engineering/GIS Technicians to support the attribution of the enterprise WVDOT advanced LRS with roadway characteristics data, field data collection, validation of, and research to provide corrected roadway characteristics data. Additional support includes creating mapping products, and creating, managing, displaying, and analyzing spatial information. The technicians are responsible for using the Roads and Highway server-based Event Editor to create, update, and maintain various roadway datasets. Due to Covid-19 conditions, our firm's personnel have alternated locations between on-site and remote, under the supervision of the Road Inventory Section.

- Staff Provided: maximum of 6 contracted

- Reference: John Davis, Road Inventory Engineer Road Inventory Section  
WVDOT – Operations Program Management  
919.835.8464  
[jtdavis4@WVDOT.gov](mailto:jtdavis4@WVDOT.gov)

## Mobile Data Coordination

### Mobile GIS Support | NCDIT-T

Timmons Group was selected by NCDIT-T for Mobile GIS support and related technical expertise to support the Mobile GIS Coordinator. Since the project began, the WVDOT Mobile GIS Coordinator resigned and the Timmons Group Senior GIS Analyst has assumed many of the duties assigned to that position. The purpose is to support and enable the collection and delivery of mobile data promptly using a variety of devices and software. These support services are offered by an on-site analyst performing work in the scope of Mobile GIS concepts and practice, working with Esri GIS technology, documentation creation, and technical writing tasks. Additionally, the Timmons Group analyst has a background in the use of UAS pertaining to Mobile GIS with flight experience. Due to Covid-19, the analyst has alternated locations between on-site and remote, under the supervision of the Spatial Data Operations Group.

- Staff Provided: 1 Senior GIS Analyst
- Reference: Erin Lesh, GISP, Supervisor, Spatial Data Operations Group  
NCDIT Transportation – GIS Unit  
919.707.2181  
[ealesh@WVDOT.gov](mailto:ealesh@WVDOT.gov)

## Hydraulics

### On-site GIS Analyst | NCDIT-T

NCDIT-T selected Timmons Group to provide an on-site GIS Analyst. The position is assigned to the GIS Unit to primarily provide GIS support to the WVDOT Hydraulics Unit. The analyst performs GIS analysis and GIS hydraulic modeling, develops GIS collection methods, implements GIS data management, and implements GIS data dissemination solutions. Due to Covid-19, the analyst has alternated locations between on-site and remote, under the supervision of the NCDIT GIS Unit.

- Staff Provided: 1 Senior GIS Analyst
- Reference: Matthew (Matt) Lauffer, PE, CPM, State Hydraulics Design Engineer – Hydraulics Unit  
North Carolina Department of Transportation  
919.707,6703 office, 919 621 0443 mobile  
[mslauffer@WVDOT.gov](mailto:mslauffer@WVDOT.gov)

## Roads and Highways Strategic Support

### Various Support Tasks | WVDOT

Tim Sheldon, a Roads and Highways expert with Timmons Group, has assisted in a range of activities with the WVDOT's Roads and Highways implementation project and operations and maintenance over the past years. Having previously worked as an WVDOT employee for nine years, part of which was spent beta testing Roads and Highways and working on the instantiation of the solution at WVDOT, Tim makes significant contributions to the Roads and Highways aLRS solution knowledge base at Timmons Group. Tasks over a five year span included management responsibilities, including task management, technical leadership, and both technical and business process guidance. In the business process reengineering arena, Timmons Group has documented work process for areas including LRS workflows, business unit workflows, and user acceptance requirements.

Timmons Group has further assisted in the release and deployments through WVDOT's testing environments. These tasks consisted of database configuration and implementation, Esri Roads and Highways configuration, Esri Workflow

Manager configuration and implementation, and Esri Roads and Highways for Server - Event Editor (EE) configuration. Lastly, Timmons has been a valuable partner to QA/QC data to make certain it will meet the needs of the business units.

To successfully implement a Roads and Highways project it is crucial to understand business user's workflows and what their appetite is for technology. Keeping the two in balance is extremely important. Tim Sheldon, a Business Analyst for Timmons Group has frequently expressed, "Just because you can do it doesn't mean that you should." This is one of the areas that makes Timmons Group uniquely positioned to serve our clients – having a deep understating of their needs while possessing the expertise in GIS to carry solutions through.

- Staff Provided: 1 Senior GIS Consultant
- Reference: Erin Lesh, GISP, Supervisor, Spatial Data Operations Group  
NCDIT Transportation – GIS Unit  
919.707.2181  
[ealesh@WVDOT.gov](mailto:ealesh@WVDOT.gov)

## Staff Augmentation at VDOT

### Multiple Projects | Virginia Department of Transportation (VDOT)

#### Linear Referencing System Data Editing – Roadway Inventory Management System

Timmons Group has supported VDOT with data editing of its road network. VDOT operates the third largest state-maintained highway system in the United States, just behind North Carolina and Texas. The 57,867-mile state-maintained system is divided into these categories:

- Interstate - 1,118 miles of four-to-ten lane highways that connect states and major cities
- Primary - 8,111 miles of two-to-six-lane roads that connect cities and towns with each other and with interstates
- Secondary - 48,305 miles of local connector or county roads, generally are numbered 600 and above; Arlington and Henrico counties maintain their own county roads
- Frontage - 333 miles of frontage roads

A separate system includes 10,561 miles of urban streets, maintained by cities and towns with the help of state funds.

- Staff Provided: 3 GIS Technicians
- Reference: Brack Dunn, Roadway Inventory Management Unit – Maintenance Division  
Virginia Department of Transportation  
804-786-0757 office  
804-317-2460 cell  
[brack.dunn@VDOT.Virginia.gov](mailto:brack.dunn@VDOT.Virginia.gov)

#### Bike and Pedestrian Data Coordinator – Transportation Planning

The VDOT Bicycle and Pedestrian Program has provided planning assistance to state and local transportation planners since it was established in the late 1970s. At VDOT, the program plays a leadership role in advancing bicycle and pedestrian accommodations throughout Virginia.

The program is within the Transportation and Mobility Planning Division and part of the Multimodal Section, which includes the Park and Ride and Safe Routes to School programs. The Statewide Bicycle and Pedestrian Planner oversees and coordinates intradepartmental and interagency efforts to shape bicycle and walking policies and practices and to make certain of statewide consistency with the Commonwealth Transportation Board's 2004 Policy for Integrating Bicycle and Pedestrian Accommodations. Timmons Group supports the program with data collection and GIS data management needs.

- Staff Provided: 1 GIS Specialist
- Reference: John Bolecek, AICP, Statewide Bicycle and Pedestrian Planner  
Virginia Department of Transportation

804.371.4869

[John.Bolecek@vdot.virginia.gov](mailto:John.Bolecek@vdot.virginia.gov)

### **GIS Analyst – Transportation Planning**

Timmons Group supplies staff to perform tasks associated with the data management for Pathways for Planning. VDOT Pathways for Planning is an easy-to-use, interactive mapping and data analysis tool. Users of all GIS skill levels can spatially view and query a variety of data including route classification systems, traffic characteristics, safety, improvements, and forecasts.

The application also enables data owners to create and edit data within the system, such as access points, and potential improvements for streamlined analysis and viewing. Pathways for Planning is accessible internally and externally to VDOT's local and regional planning partners.

- Staff Provided: 1 GIS Analyst
- Reference: Geraldine Jones, Program Manager, Transportation Planning and Mobility Division  
Virginia Department of Transportation  
804.482.6942  
[Geraldine.Jones@vdot.virginia.gov](mailto:Geraldine.Jones@vdot.virginia.gov)

### **Software Developer / Programmer – Transportation Planning**

Timmons Group supplies staff to perform the software development and programming for Pathways for Planning application described above.

- Staff Provided: 2 GIS Developers
- Reference: Geraldine Jones, Program Manager, Transportation Planning and Mobility Division  
Virginia Department of Transportation  
804.482.6942  
[Geraldine.Jones@vdot.virginia.gov](mailto:Geraldine.Jones@vdot.virginia.gov)

### **GIS Specialist – Local Assistance**

The VDOT Local Assistance Division develops policy and provides guidance for special funding programs and other programs that impact work performed by localities and serves as a liaison to local governments. The division also:

- Manages several special funding programs
- Manages urban roadway inventory and system changes
- Manages the local assistance payments program
- Provides policy oversight and guidance for locally administered projects
- Provides outreach and training for local programs

Timmons Group provides a GIS analyst to support the data management of 84 registered cities and towns that receive funding. An LRS dataset is maintained to properly allocate funding to each locality. Our analyst also assists the outreach by creating documentation with cartographic work products about discrepancies in data reported and tracked for funding.

- Staff Provided: 1 GIS Specialist
- Reference: John Leonard, Urban Programs Manager Local Assistance Division  
Virginia Department of Transportation  
804.225,4466  
[john.leonard@vdot.virginia.gov](mailto:john.leonard@vdot.virginia.gov)

## SECTION 3 Technical Approach

Timmons Group has supported many state DOTs with data conversion, conflation, and quality assurance / quality control. Setting clear goals and objectives upfront allows us to fulfill our client's expectations. To fulfill this on-site GIS-Engineering Technicians and GIS Analyst requests, we assume the goals are:

1. Continue to provide existing full-time on-site staff augmentation
2. Onboard additional staff provide more support and augmentation as directed
3. Minimize WVDOT staff's time to train new personnel
4. Maximize capacity of all embedded employees

We will continue to work with WVDOT to refine process workflows, communication patterns, and checkpoint/approvals for completed work as directed.

### Data Maintenance Plan

Timmons Group will provide for the editing of WVDOT's LRS data according to WVDOT-developed data maintenance guidelines. Timmons Group is available to support WVDOT if a future need to alter this existing plan emerges.

### QA/QC Procedures

Timmons Group will follow all WVDOT guidelines for QA/QC. Timmons Group is available to support WVDOT if a future need to alter this existing QA/QC methodology emerges.

### Onboarding Staff

While the data are being maintained by staff providing services for WVDOT, additional staff onboarding can be conducted in parallel, as directed. Onboarding will start with obtaining clearances, security badges, network accounts, etc. The editing staff will undergo training to understand the basics of WVDOT's LRS procedures. **Timmons Group is highly knowledgeable on WVDOT's GIS and LRS, at their request, we can conduct on-boarding and training to allow seamless integration into LRS and GIS editing processes.** We welcome WVDOT's involvement but do not require that they lead or attend the training.

### Staffing Management Team

Staffing and recruitment is managed by our Staffing Management Team. The team is designed to efficiently document the client staffing needs and respond with qualified candidates in a timely manner. The team will work with WVDOT key staff to define the client needs then identify, acquire, and integrate the needed human resources. The Staffing Management Team consists of:

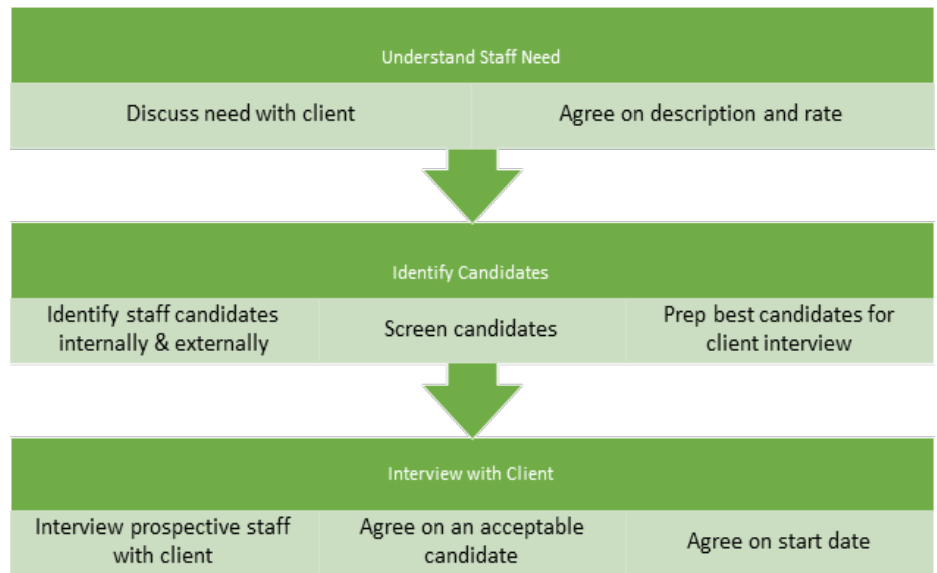
**Staffing Program Manager**, responsible for overall client satisfaction and making certain that WVDOT's interests are paramount and your goals are successfully realized. The Program Manager will assist WVDOT staff with determining and articulating your needs as necessary (see Project Staffing Approach below).

**Staff Resource Coordinator**, responsible for assessing the candidates from within our existing staff and applicant pools to determine a "short-list" of candidates for review by WVDOT.

**Recruitment Coordinator**, responsible for developing and managing a pool of qualified applicants. The candidate pools are based on areas of business expertise (e.g., GIS, Application Development, Engineering, etc.) The pools are constantly updated to make certain we can respond to WVDOT's needs in a timely manner.

## Project Staffing Approach

Timmons Group typically conducts this process through several discussions and interviews. Project staffing for a specific Task Order begins by meeting with the client's Project Manager to review and refine the project purpose, goals, requirements, scope of work, project assignments, schedule, and budget. This is typically coordinated by the Timmons Group Project Manager. We document the client's requirements in terms of technical capabilities, timeframe, budget, and performance location (on-site or remote). We then review our staff candidate pool to determine the best candidate for the position. Most of the time, we fulfill the client needs using existing staff. In cases where we need to augment our staff, we have established relationships with universities and professional organizations throughout the US that provides us a pool of candidates we can draw from as needs arise.



Timmons Group uses a variety of tools and processes to identify and vet potential candidates. The process takes into consideration the position requirements in terms of technical capabilities, experience, location, security, duration, and budgeting parameters. Potential candidates are evaluated through a series of online, phone, and in-person interviews and meetings. Finalist candidates are further evaluated by performing background and reference checks.

For engaging experienced professionals, we use interviews and assessments that provide candidates with an opportunity to demonstrate their abilities and validate the experience shown on their resume. The coordinators contact the candidate, determine their eligibility, and begin the candidate assessment process. Candidates are then screened on-line and in-person by the Project Manager and technical staff. Successful candidate(s) are offered a position, conditioned on client approval.

To engage junior-level staff, we offer student internships through universities. We bring students in, provide professional training, and then offer the "best of the best" opportunities for employment on their graduation. This process makes certain we can offer our clients experienced professional staff and junior level staff to meet their specific needs. Selected candidates are proposed by Timmons Group and reviewed/approved by the client, as needed, prior to commencement of specific project tasks. On approval, the candidate is processed through any client-required security, vetting, and onboarding processes.

## Ongoing Staff Management

Ongoing staff management is provided by the Project Manager assigned to a specific Task Order. The Project Manager is the primary point of contact for our clients. They have the authority and responsibility to make certain the project is successful in our client's eyes and ours. This includes making sure that the right resources are available to perform the work when needed. In the event that staff changes are required during the project, our Project Manager will alert the client Project Manager and provide equitable alternatives for approval, using the staff selection process described above.

## SECTION 4 Addenda Acknowledgement Forms

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO 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 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.

Timmons Group, Inc.

\_\_\_\_\_  
Company



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

April 14, 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.

Timmons Group, Inc.

Company



Authorized Signature

April 14, 2026

Date

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

## SECTION 5 Certification and Signature Form

**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)     Matt McCracken, Principal    

(Address)     7053 Celebration Park Ave., Suite 300, Richmond, VA 23225    


(Phone Number) / (Fax Number)     804.433.2981 / N/A    

(email address)     matt.mccracken@timmons.com    

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wwOASIS, 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.*

    Timmons Group, Inc.      
(Company)

  
(Signature of Authorized Representative)

    Matt McCracken, Principal      
(Printed Name and Title of Authorized Representative)

    April 14, 2026      
(Date)

    804.433.2981      
(Phone Number) (Fax Number)

    matt.mccracken@timmons.com      
(Email Address)

Revised 8/24/2023

## SECTION 6 Contract Manager Form

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

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### 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:** · Matt McCracken  
**Telephone Number:** · 804.433.2981  
**Fax Number:** · n/a  
**Email Address:** · matt.mccracken@timmons.com

Revised 12/12/2017

## 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	No Bid				
4.1.2	Mainframe Application Analyst	2080	EA	No Bid				
4.1.3	Senior Application Oracle Database Administrator	2080	EA	No Bid				
4.1.4	Application Oracle Database Administrator	2080	EA	No Bid				
4.1.5	Senior Application DB2 Database Administrator	2080	EA	No Bid				
4.1.6	Application DB2 Database Administrator	2080	EA	No Bid				
4.1.7	PC Programmer Analyst	2080	EA	No Bid				
4.1.8	Senior PC Programmer Analyst	2080	EA	No Bid				
4.1.9	Application SQL Server Database Administrator	2080	EA	No Bid				
4.1.10	Senior Application Oracle Database Administrator	2080	EA	No Bid				
4.1.11	GIS Database Administrator	2080	EA	\$95.00	\$97.85	\$100.79	\$103.81	\$826,684.70
4.1.12	Senior GIS Database Administrator	2080	EA	\$125.00	\$128.75	\$132.61	\$136.59	\$1,087,743.02
4.1.13	GIS Architect	2080	EA	\$215.00	\$221.45	\$228.09	\$234.94	\$1,870,917.99
4.1.14	GIS Application Developer	2080	EA	\$155.00	\$159.65	\$164.44	\$169.37	\$1,348,801.34
4.1.15	Senior GIS Application Developer	2080	EA	\$185.00	\$190.55	\$196.27	\$202.15	\$1,609,859.67
<b>Grand Total</b>								<b>\$6,744,006.72</b>