



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 @ 7

List View

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

Procurement Folder: 1886131

Procurement Type: Central Master Agreement

Vendor ID: VS0000019861

Legal Name: NEXTROW INC

Alias/DBA:

Total Bid: \$13,752,960.00

Response Date: 04/14/2026

Response Time: 12:05

Responded By User ID: nextrow

First Name: Kiran

Last Name: Ranga

Email: kranga@nextrow.com

Phone: 847-592-2929

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: 7

Total of All Attachments: 7

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Mainframe Application Analyst				956800.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

Extended Description:

Senior Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mainframe Application Analyst				873600.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

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				998400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

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				832000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

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				915200.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

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				815360.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

Extended Description:

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				790400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

Extended Description:

PC Programmer Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior PC Programmer Analyst				873600.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

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				790400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

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				915200.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

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				915200.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

Extended Description:

GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior GIS Database Administrator				998400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

Extended Description:

Senior GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	GIS Architect				1164800.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

Extended Description:

GIS Architect

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	GIS Application Developer				915200.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

Extended Description:

GIS Application Developer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Senior GIS Application Developer				998400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total 4 years price.

Extended Description:

Senior GIS Application Developer

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 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 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.

NextRow Inc.

Company



Authorized Signature

4/14/2026

Date

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

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) Kiran Kumar Ranga. President

(Address) 1450 American Lane, Suite 1050, Schaumburg, IL 60173

(Phone Number) / (Fax Number) (847) 592-2929 / 847-464-8091


(email address) kranga@nextrow.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.

NextRow Inc.

(Company)



(Signature of Authorized Representative)

Kiran Kumar Ranga, President 4/14/2026

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

(847-592-2929) (847-464-8091)

(Phone Number) (Fax Number)

kranga@nextrow.com

(Email Address)



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			Reason for Modification:
Doc Description: WVDOT IT Temporary Staffing Services (81260081)			
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: VS0000019861
Vendor Name : NextRow Inc.
Address : 1450 American Lane, Suite 1050
Street :
City : Schaumburg
State : Illinois **Country :** USA **Zip :** 60173
Principal Contact : Kiran Kumar Ranga
Vendor Contact Phone: (847) 592-2929 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X *[Signature]*

FEIN# 262701048

DATE 4/14/2026

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

ADDITIONAL INFORMATION**REQUEST FOR QUOTATION:**

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Mainframe Application Analyst				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Mainframe Application Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Mainframe Application Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior Application Oracle Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application Oracle Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Application Oracle Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application Oracle Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Senior Application DB2 Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application DB2 Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Application DB2 Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior PC Programmer Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Application SQL Server Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application SQL Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application Oracle Server Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	GIS Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
GIS Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Senior GIS Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior GIS Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	GIS Architect				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

GIS Architect

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	GIS Application Developer				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

GIS Application Developer

INVOICE TO	SHIP TO
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DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV US	DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Senior GIS Application Developer				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
 Senior GIS Application Developer

SCHEDULE OF EVENTS

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

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

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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			Reason for Modification: ADDENDUM NO_1 Bid Opening Moves to April 14, 2026 Attach Revised Terms and Conditions
Doc Description: WVDOT IT Temporary Staffing Services (81260081)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-03-25	2026-04-14 13:30	CRFQ 0803 DOT2600000079	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000019861
Vendor Name : NextRow Inc.
Address : 1450 American Lane, Suite 1050
Street :
City : Schaumburg
State : Illinois **Country :** USA **Zip :** 60173
Principal Contact : Kiran Kumar Ranga
Vendor Contact Phone: (847) 592-2929 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X  **FEIN#** 262701048 **DATE** 4/14/2026

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

ADDITIONAL INFORMATION

ADDENDUM NO_1

Addendum No_1 issued to publish and distribute the attached information to the vendor community.

REQUEST FOR QUOTATION:

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Mainframe Application Analyst				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Mainframe Application Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Mainframe Application Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior Application Oracle Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application Oracle Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Application Oracle Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application Oracle Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Senior Application DB2 Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application DB2 Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Application DB2 Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior PC Programmer Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Application SQL Server Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application SQL Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application Oracle Server Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	GIS Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
GIS Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Senior GIS Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior GIS Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	GIS Architect				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

GIS Architect

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	GIS Application Developer				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

GIS Application Developer

INVOICE TO	SHIP TO
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DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV US	DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Senior GIS Application Developer				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior GIS Application Developer

SCHEDULE OF EVENTS

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

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

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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			Reason for Modification: ADDENDUM NO_2 Vendor Questions and Responses
Doc Description: WVDOT IT Temporary Staffing Services (81260081)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-03-31	2026-04-14 13:30	CRFQ 0803 DOT2600000079	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000019861
Vendor Name : NextRow Inc.
Address : 1450 American Lane, Suite 1050
Street :
City :Schaumburg
State : Illinois **Country :** USA **Zip :** 60173
Principal Contact : Kiran Kumar Ranga
Vendor Contact Phone: (847) 592-2929 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X *[Signature]* **FEIN#** 262701048 **DATE** 4/14/2026

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

ADDITIONAL INFORMATION

ADDENDUM NO_2

Addendum No_2 issued to publish and distribute the attached information to the vendor community.

REQUEST FOR QUOTATION:

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Mainframe Application Analyst				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Mainframe Application Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Mainframe Application Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior Application Oracle Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application Oracle Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Application Oracle Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application Oracle Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Senior Application DB2 Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application DB2 Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Application DB2 Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior PC Programmer Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Application SQL Server Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application SQL Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application Oracle Server Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	GIS Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
GIS Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Senior GIS Database Administrator				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior GIS Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	GIS Architect				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

GIS Architect

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	GIS Application Developer				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

GIS Application Developer

INVOICE TO	SHIP TO
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DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV US	DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Senior GIS Application Developer				

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
 Senior GIS Application Developer

SCHEDULE OF EVENTS

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

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

ADDITIONAL TERMS AND CONDITIONS

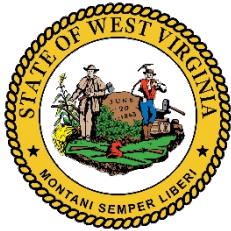
See attached document(s) for additional Terms and Conditions

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	\$115.00	\$115.00	\$115.00	\$115.00	\$956,800.00
4.1.2	Mainframe Application Analyst	2080	EA	\$105.00	\$105.00	\$105.00	\$105.00	\$873,600.00
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$120.00	\$120.00	\$120.00	\$120.00	\$998,400.00
4.1.4	Application Oracle Database Administrator	2080	EA	\$100.00	\$100.00	\$100.00	\$100.00	\$832,000.00
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$110.00	\$110.00	\$110.00	\$110.00	\$915,200.00
4.1.6	Application DB2 Database Administrator	2080	EA	\$98.00	\$98.00	\$98.00	\$98.00	\$815,360.00
4.1.7	PC Programmer Analyst	2080	EA	\$95.00	\$95.00	\$95.00	\$95.00	\$790,400.00
4.1.8	Senior PC Programmer Analyst	2080	EA	\$105.00	\$105.00	\$105.00	\$105.00	\$873,600.00
4.1.9	Application SQL Server Database Administrator	2080	EA	\$95.00	\$95.00	\$95.00	\$95.00	\$790,400.00
4.1.10	Senior Application Oracle Database Administrator	2080	EA	\$110.00	\$110.00	\$110.00	\$110.00	\$915,200.00
4.1.11	GIS Database Administrator	2080	EA	\$110.00	\$110.00	\$110.00	\$110.00	\$915,200.00
4.1.12	Senior GIS Database Administrator	2080	EA	\$120.00	\$120.00	\$120.00	\$120.00	\$998,400.00
4.1.13	GIS Architect	2080	EA	\$140.00	\$140.00	\$140.00	\$140.00	\$1,164,800.00
4.1.14	GIS Application Developer	2080	EA	\$110.00	\$110.00	\$110.00	\$110.00	\$915,200.00
4.1.15	Senior GIS Application Developer	2080	EA	\$120.00	\$120.00	\$120.00	\$120.00	\$998,400.00
Grand Total								\$956,800.00



West Virginia Purchasing Division
West Virginia Department of Transportation (WVDOT)
RFQ#: CRFQ 0803 DOT2600000079
Information Technology Temporary Staffing Services

Submission through email to:
West Virginia Department of Transportation (WVDOT)
Contact: Mr. John W. Estep
Email: john.w.estep@wv.gov
Phone: 304-558-2566

Prepared and presented by:
NextRow Inc.
Contact: Kiran Kumar Ranga, President
Address: 1450 American Lane, Suite 1050
Schaumburg, IL 60173
Email: kranga@nextrow.com



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To:

Dt: 04/14/2026

Mr. John W. Estep

Department of Transportation (WVDOT)

West Virginia

Subject: Response to RFQ#: CRFQ 0803 DOT2600000079, West Virginia Department of Transportation (“WVDOT”) – Information Technology Temporary Staffing Services

Dear Mr. John W. Estep,

NextRow Inc. d/b/a NextRow Digital (“NextRow”) is pleased to submit our proposal to CRFQ 0803 DOT2600000079 - West Virginia Department of Transportation (“WVDOT”) to provide Information Technology Temporary Staffing Services.

With over 17 years of proven experience in IT staffing, digital transformation, and enterprise technology support, NextRow is uniquely positioned to serve as a trusted, scalable, and low-risk partner for the West Virginia Department of Transportation (WVDOT). We have successfully supported federal and state agencies, delivering highly qualified IT professionals and technical solutions that meet stringent compliance, performance, and operational requirements. Our experience spans complex, multi-agency environments, with compliance, governance, and workforce continuity for critical project success.

Importantly, NextRow currently holds an active State of West Virginia Central Master Agreement (Contract No. CMA LOTITTEMP-K, Procurement Folder: 1568046), awarded under CRFQ LOT2400000011, for Prequalified IT Temporary Staffing Services. This existing contract with the West Virginia Lottery Commission demonstrates our established compliance standing, active vendor qualification, and direct experience delivering IT staffing services within the State’s procurement framework, making NextRow a proven and immediately deployable partner for WVDOT.

We understand that this RFQ represents a strategic initiative to establish multiple open-ended contracts to support WVDOT’s enterprise IT operations through on-demand, temporary technical staffing services across 15 specialized classifications, including Mainframe Analysts, Database Administrators (Oracle, DB2, SQL Server), Programmer Analysts, and GIS professionals. This initiative is designed to ensure timely access to highly skilled resources capable of supporting system enhancements, application development, database management, GIS operations, and knowledge transfer, while maintaining continuity of mission-critical transportation systems across the State.

NextRow’s solution is built on a qualification-driven, governance-led staffing framework that ensures full alignment with WVDOT’s mandatory requirements. Our approach emphasizes rapid response (≤ 10 Business Days candidate submission), strict compliance with role-specific qualifications, and delivery of pre-vetted, high-performing professionals. We leverage a structured staffing lifecycle that includes analysis, targeted sourcing, multi-layer technical screening, submission, onboarding, and performance management.

Our delivery model is designed to support both centralized operations in Charleston and distributed, statewide service needs, enabling WVDOT to scale resources efficiently based on evolving demands. We bring deep expertise across legacy and modern technology environments, including mainframe systems



(COBOL, CICS, DB2), enterprise databases (Oracle, SQL Server), application development (.NET), and GIS platforms (ESRI, ArcGIS), ensuring seamless support across WVDOT's hybrid IT landscape.

NextRow is committed to serving as a long-term strategic partner to WVDOT, delivering a responsive, reliable, and high-quality IT workforce solution. Our combination of technical depth, public sector experience, and governance-driven execution ensures that WVDOT receives consistent, best-value staffing support with minimal risk and maximum impact. Should you require any additional information or clarification, please feel free to contact us at 847-592-2929 or via email at kranga@nextrow.com.

A handwritten signature in black ink, appearing to read "Kiran Ranga".

Sincerely,

Kiran Kumar Ranga, President



1 Mandatory Requirements

NextRow acknowledges that WVDOT requires vendors to deliver highly qualified IT professionals who meet or exceed strict minimum education, experience, and technical competency criteria across all defined classifications. As outlined in the CRFQ (Section 4), each role—ranging from *Mainframe Analysts* to *GIS Architects* require:

- Verified education and/or equivalent experience
- Defined years of hands-on technical expertise
- Strong communication and stakeholder engagement capabilities
- Proven ability to operate within enterprise IT environments

Our approach is designed to ensure 100% compliance with all mandatory requirements, while consistently exceeding expectations through quality, speed, and reliability.

1.1 NextRow’s Approach to WVDOT’s Mandatory Requirements

NextRow applies a qualification-driven, governance-backed staffing model to ensure that every candidate submitted:

- Meets or exceeds minimum experience thresholds
- Demonstrates hands-on expertise in required technologies
- Is validated through multi-layer technical and functional screening
- Is supported with complete documentation (resume, certifications, eligibility)

1.2 Our Compliance Model Includes

- Role-based qualification mapping aligned to CRFQ criteria
- Pre-screened and categorized talent pools for each classification
- SME-led technical validation (DBA, GIS, Mainframe specialists)
- Documentation audit prior to submission
- Continuous performance monitoring post-placement

1.3 Position-Wise Coverage & Expertise Matrix

NextRow provides full coverage across all 15 position classifications, supported by specialized talent pools and demonstrated project experience.

1.3.1 Position Coverage & Expertise Alignment

Category	Position	Key Skills / Technologies	NextRow Expertise & Experience
Mainframe	Senior Mainframe Application Analyst	COBOL, CICS, JCL, VSAM	Experience supporting legacy modernization and enterprise system maintenance in public sector environments
	Mainframe Application Analyst	COBOL, JCL, DB2	Strong bench for mainframe support and enhancement projects
Oracle DBA	Senior Application Oracle DBA	RMAN, PL/SQL, performance tuning	Delivered Oracle DBA support for enterprise systems, including optimization and high availability
	Application Oracle DBA	SQL, backup/recovery, scripting	Hands-on support for database operations and development teams
DB2 DBA	Senior Application DB2 DBA	DB2 admin, disaster recovery	Expertise in DB2 environments supporting legacy systems



	Application DBA	DB2	SQL tuning, permissions, data modeling	Proven experience in enterprise database management
Application Development	PC Programmer Analyst		.NET, SQL, system development	Delivered application development resources for state agencies
	Senior PC Programmer Analyst		Architecture, system integration	Led development initiatives and system enhancements
SQL Server DBA	Application Server DBA	SQL	SQL Server admin, backups, tuning	Supported enterprise SQL environments with performance optimization
	Senior SQL Server DBA		Data modeling, advanced tuning	Expertise in large-scale database environments
GIS	GIS Database Administrator		ArcGIS, ESRI, PostGIS	Delivered GIS support for spatial data systems
	Senior GIS Database Administrator		Enterprise GIS, performance tuning	Experience in enterprise GIS environments
	GIS Architect		Enterprise GIS architecture	Designed scalable GIS solutions and integrations
	GIS Application Developer		ArcGIS SDK, APIs, Python	Built GIS applications and integrations
	Senior GIS Application Developer		Advanced GIS development	Led GIS modernization and integration initiatives

1.4 Demonstrated Experience & Past Performance

NextRow brings a proven track record of delivering temporary IT staffing services that directly align with the requirements of this solicitation, including demonstrated experience providing qualified technical professionals across all fifteen (15) position classifications. Our past performance reflects successful delivery of resources in roles comparable to Senior and Junior Mainframe Application Analysts; Oracle, DB2, and SQL Server Database Administrators (both senior and mid-level); Programmer Analysts; and GIS roles including Database Administrators, Architects, and Application Developers—covering the full spectrum of technical expertise required.

Across engagements with organizations such as the State of Illinois, Atlanta Public School (APS), Chicago Public Schools (CPS), Hyatt Corporation, and VTech, NextRow has supported application development, system enhancements, database management, and data-driven/GIS platforms, ensuring alignment with both legacy (mainframe) and modern technology environments. This breadth of experience demonstrates our ability to meet the diverse technical demands represented across all classifications, while maintaining strict adherence to role-specific qualification requirements.

Notably, NextRow’s public sector IT staffing experience extends directly into the State of West Virginia. NextRow currently holds an active Central Master Agreement (Contract No. CMA LOTITTEMP-K, Procurement Folder: 1568046), awarded by the West Virginia Purchasing Division under CRFQ LOT240000011, for Prequalified IT Temporary Staffing Services with the WV Lottery Commission. This contract covers a broad range of IT roles—including Business Analyst, Data Analyst, Database Administrator, Network Engineer, Project Manager, Software Developer/Engineer, System Administrator, and others—directly paralleling the classifications required under this WVDOT solicitation. Our active WV state contract validates our compliance, responsiveness, and readiness to serve state agencies within West Virginia’s procurement and regulatory environment.

In alignment with RFQ expectations, NextRow has consistently demonstrated the ability to:



- Provide fully qualified, pre-vetted candidates across all 15 classifications, meeting defined education, experience, and technical criteria
- Achieve ≤10 business days for candidate submission, supporting rapid response requirements
- Maintain >95% fill rates across diverse technical roles, ensuring reliable fulfillment
- Deliver >90% resource retention, ensuring continuity and minimizing operational disruption
- Support mentoring, training, and knowledge transfer, strengthening internal workforce capability

Our experience includes operating in multi-agency, distributed environments, with the ability to scale staffing support across locations and adapt to evolving workload demands through a Delivery Order-based model. We maintain comprehensive documentation of resource qualifications, role alignment, and client references, ensuring full compliance with verification requirements outlined in the RFQ.

Through a combination of technical depth across all classifications, rapid staffing capability, and governance-driven delivery, NextRow consistently delivers responsive, compliant, and high-quality IT staffing services, positioning us as a trusted and capable partner to meet the full scope and objectives of this engagement.

1.5 Quality Assurance & Continuous Compliance

NextRow ensures ongoing compliance with mandatory requirements through:

<i>Pre-Submission Validation</i>	<i>Post-Placement Monitoring</i>	<i>Replacement & Continuity</i>
<ul style="list-style-type: none"> • Role-specific qualification checklist • Technical interview by SMEs • Documentation verification 	<ul style="list-style-type: none"> • Performance tracking against KPIs • Regular feedback loops with agency stakeholders • Continuous skill alignment 	<ul style="list-style-type: none"> • Backup candidates for all roles • Replacement within required timelines (≤ 10 business days) • Minimal disruption to agency operations



2 Vendor Responsibilities

NextRow will fully comply with all Vendor Responsibilities outlined in this RFQ by delivering qualified, responsive, and accountable IT staffing services across all fifteen (15) classifications, supported by our proven experience with the State of Illinois, APS, CPS, Hyatt, and VTekh in similar multi-role, delivery order-based environments.

- **Qualification Compliance & Documentation:** NextRow ensures all resources meet the education, experience, and technical requirements defined for each classification, including Mainframe Analysts, DBAs (Oracle, DB2, SQL Server), Programmer Analysts, and GIS roles. All candidates are pre-vetted, SME-validated, and supported with audit-ready documentation, ensuring full compliance with RFQ qualification and verification clauses.
- **Delivery Order Responsiveness & Execution:** Our experience in similar task/delivery order environments ensures rapid, scalable, and consistent fulfillment. Aligned with RFQ Delivery Order requirements, NextRow provides:
 - ≤ 10 Business Days candidate submission timelines
 - Accurate alignment to role, scope, duration, and location (statewide support)
 - Ability to manage multiple concurrent requests across WVDOT entities
- **Performance & Service Levels:** We provide transparent reporting and performance tracking to ensure accountability and continuous improvement. NextRow applies a KPI-driven model aligned with RFQ expectations:
 - >95% fill rate across all classifications
 - >90% retention ensuring continuity
 - 0% service disruption (zero default rate) through proactive workforce planning
- **Resource Management & Continuity:** We ensure optimal resource allocation, backup coverage, and rapid replacement, maintaining uninterrupted support for system enhancements, application development, database operations, and GIS services. Our scalable model supports ramp-up/down and surge requirements across statewide locations.
- **Communication & Governance:** NextRow provides a dedicated Program Manager and centralized coordination, ensuring:
 - Clear communication with WVDOT stakeholders and hiring managers
 - Timely updates on staffing status, issues, and resolutions
 - Structured governance aligned with RFQ expectations
- **Knowledge Transfer & Workforce Support:** In compliance with RFQ scope, our resources actively support mentoring, training, and shadowing, along with documentation and knowledge-sharing practices, ensuring long-term capability building and operational sustainability.
- **Timesheet Management & Reporting:** NextRow implements a structured time tracking and reporting framework to ensure accurate and compliant billing:
 - All resources submit timesheets on a weekly basis (minimum), with flexibility to align with monthly reporting cycles (maximum) as required
 - Timesheets are validated through manager approval workflows to ensure accuracy and accountability
 - Use of standardized templates or client-approved systems for consistent reporting
 - Maintenance of detailed records for audit and invoicing purposes
- **Work Authorization & Legal Compliance:** As part of pre-onboarding, NextRow performs a rigorous employment eligibility verification process to ensure all candidates are legally authorized to work in the United States.

3 Our Understanding

3.1 Purpose



The West Virginia Purchasing Division, on behalf of the West Virginia Department of Transportation (WVDOT), is establishing multiple open-ended contracts to procure high-quality information technology temporary staffing services across a diverse set of technical roles, including Mainframe Analysts, Database Administrators (Oracle, DB2, SQL Server), Programmer Analysts, and GIS specialists.

This contract is designed to ensure that WVDOT and its affiliated agencies have reliable, on-demand access to skilled IT professionals who can support system enhancements, application development, database administration, and enterprise GIS operations. This initiative emphasizes knowledge transfer through mentoring, training, and shadowing, enabling the State to strengthen its internal capabilities. While services will primarily support operations in the Charleston, West Virginia region, the contract provides the flexibility to deliver services statewide, ensuring responsiveness to evolving agency needs.

West Virginia Department of Transportation (WVDOT) is seeking qualified vendors to provide temporary IT staffing services across multiple technical classifications, including database administrators, application developers, GIS specialists, and mainframe analysts.

Key Objectives of the Contract Include:

- **On-Demand IT Workforce:** Provide rapid access to qualified technical professionals across 15 defined role classifications
- **Support for Mission-Critical Systems:** Enable development, enhancement, and maintenance of WVDOT's core IT systems
- **Enterprise-Wide Coverage:** Deliver staffing support across multiple WVDOT entities and locations statewide
- **Knowledge Transfer & Capacity Building:** Facilitate mentoring, training, and shadowing for State personnel
- **Flexibility & Scalability:** Support both short-term and long-term staffing needs based on Delivery Orders
- **Multi-Technology Expertise:** Cover legacy systems (mainframe) as well as modern platforms (databases, GIS, applications)
- **Consistency & Quality Assurance:** Ensure all resources meet defined qualification and performance standards

3.2 Our Understanding of WVDOT Vision and Strategic Intent

NextRow recognizes that WVDOT's CRFQ is not merely a staffing contract, but a strategic initiative to build a reliable, responsive, and technically proficient IT workforce ecosystem that supports the Department's mission-critical operations.

- **Ensuring Continuity of Mission-Critical Systems:** WVDOT operates a diverse technology landscape spanning mainframe systems, enterprise databases, GIS platforms, and modern application frameworks. The agency requires consistent access to highly skilled professionals to ensure uninterrupted system performance and support evolving transportation initiatives.
- **Establishing a Flexible, On-Demand Workforce Model:** Through a multi-vendor contract structure, WVDOT aims to create a scalable staffing model that can:
 - Respond quickly to changing workload demands
 - Support multiple agencies and locations
 - Provide both short-term and long-term technical expertise



- **Maintaining High Standards of Technical Excellence:** The detailed qualification requirements across roles (DBA, GIS, Mainframe, Developers) reflect WVDOT’s commitment to:
 - Hiring highly qualified professionals
 - Ensuring adherence to best practices in development, database management, and system integration
 - Supporting both legacy and modernized systems
- **Driving Efficiency Through Structured Governance:** WVDOT emphasizes:
 - Defined response timelines (e.g., ≤ 10 Business Days candidate submission)
 - Strict documentation and compliance requirements
 - Performance accountability and vendor prioritization
- **Supporting Long-Term IT Modernization:** While maintaining legacy systems, WVDOT is also positioned to evolve toward modern architectures, data-driven decision-making, and integrated GIS capabilities, requiring vendors who can bridge both worlds effectively.

3.3 Our Approach to WVDOT IT Staffing Services

NextRow brings a scalable, responsive, and governance-driven staffing model designed specifically for public sector IT environments with dynamic and mission-critical needs.

- **Qualification-Driven Talent Delivery:** We align strictly with WVDOT’s role-specific mandatory requirements (education, experience, and technical skills across Oracle, DB2, SQL Server, GIS, Mainframe, etc.).
 - Pre-vetted talent pool mapped to each classification
 - Role-based screening aligned to CRFQ criteria
 - Documentation-ready submissions (resumes, certifications, eligibility)
- **Rapid Response & Priority-Based Fulfilment:** Consistent with CRFQ expectations for 48-hour acknowledgement response windows, we ensure:
 - Immediate candidate identification from an active bench
 - Submission of multiple qualified candidates per request
 - Ability to support priority-based award structure (first, second, third vendor tiers)
- **Scalable Multi-Agency Support Model:** WVDOT’s requirement to support multiple departments and evolving needs is addressed through:
 - Centralized staffing coordination with decentralized delivery
 - Flexible engagement models (short-term, long-term, project-based)
 - Ability to scale across Charleston and statewide locations
- **Governance & Compliance Framework:** NextRow applies a structured governance model aligned with public sector standards:
 - Full compliance with contractual, documentation, and audit requirements
 - Timesheet tracking, performance monitoring, and SLA adherence
 - Strict adherence to security, access control, and agency policies
- **Continuity & Risk Mitigation:** Understanding the CRFQ emphasis on service continuity and replacement timelines, we provide:
 - Backup candidates for each role
 - Rapid replacement within defined timelines (≤ 10 business days)
 - Minimal disruption through proactive workforce management



3.4 Alignment with WVDOT Operating Environment

As highlighted in the CRFQ (Page 1–2), WVDOT operates within a complex, multi-technology ecosystem, including:

- Mainframe (COBOL, CICS, JCL)
- Oracle, DB2, SQL Server databases
- GIS platforms (ESRI, ArcGIS)
- .NET and modern application frameworks

NextRow aligns with this environment through:

- Specialized talent pools across legacy and modern technologies
- Experience supporting hybrid IT ecosystems (mainframe + cloud + GIS)
- Capability to provide both technical execution and advisory support

3.5 Why NextRow

- **Active State of West Virginia Contract Holder:** NextRow currently holds an active WV Central Master Agreement (Contract No. CMA LOTITTEMP-K, Procurement Folder: 1568046, awarded under CRFQ LOT240000011) for Prequalified IT Temporary Staffing Services with the WV Lottery Commission—demonstrating our proven vendor standing, compliance adherence, and established track record of delivering IT staffing services within West Virginia’s procurement framework.
- **Public Sector Staffing Expertise:** Proven experience supporting state agencies with compliance-driven staffing and mission-critical IT roles
- **Speed + Quality Balance:** Rapid turnaround without compromising on qualification accuracy or documentation completeness
- **Multi-Technology Coverage:** Ability to support the full spectrum of CRFQ roles:
 - Database (Oracle, DB2, SQL Server)
 - GIS (ESRI, ArcGIS)
 - Mainframe & Legacy Systems
 - Application Development
- **Governance-Driven Delivery:** Structured processes ensuring:
 - Transparency
 - Accountability
 - Performance tracking
- **Workforce Continuity & Reliability:** Strong bench strength and proactive planning to ensure:
 - Zero service disruption
 - Consistent delivery performance
- **Expanded NextRow Approach to WVDOT:** Building on our core approach, NextRow enhances value through:



Strategic Workforce Alignment	Bench Strength & Talent Pipeline	Proven Public Sector Delivery Model	Performance-Driven Execution
<ul style="list-style-type: none"> • Specific CRFQ role requirements • Technical environment compatibility • Long-term agency goals 	<ul style="list-style-type: none"> • Access to a large pool of pre-screened candidates • Specialized talent across niche roles (GIS, Mainframe, DBA) • Continuous pipeline development to meet fluctuating demand 	<ul style="list-style-type: none"> • Familiarity with government procurement processes • Experience with compliance, documentation, and audit readiness • Structured onboarding and transition processes 	<p>We embed KPIs such as:</p> <ul style="list-style-type: none"> • Time-to-submit (≤ 10 Business Days) • Candidate acceptance rate • Resource retention • SLA compliance



4 NextRow Overview



Founded in 2008, *NextRow* is a global digital transformation and IT services company specializing in delivering end-to-end technology solutions, staff augmentation, and managed services for public sector agencies, Fortune 500 companies, and high-growth enterprises. Headquartered in the United States, with global delivery centers in India, Canada, UAE, and Mexico, NextRow combines local expertise with worldwide reach to deliver scalable, cost-effective, and innovative solutions.

NextRow is a leading workforce management and staffing solutions provider, delivering agile, scalable, and high-performance talent services to clients across the United States, Canada, and India. With a proven track record of supporting federal agencies, state governments, and commercial enterprises, NextRow specializes in bridging skill gaps through strategic workforce planning and customized talent acquisition services.

Key Corporate Facts:

Name	NextRow Inc.
Year Founded	2008
Years in Business	17+ years
Headquarters	1450 American Lane, Suite 1050, Schaumburg, Illinois 60173
Certifications	MBE (Minority Business Enterprise) Illinois BEP Certified Adobe Gold Partner Microsoft Gold Partner
Inc. 5000 Recognition	No. 4560 (2022), No. 1891 (2023), No. 3158 (2024) — Three consecutive years
Delivery Model	US-led delivery; global support team for 24/7 coverage and scalability
Partnerships	Adobe Gold Partner, Microsoft Certified Partner, Oracle Gold Partner, IBM Consulting Partner, Salesforce Consulting Partner

4.1 Industry Verticals

NextRow has delivered solutions across diverse industry sectors, bringing specialized domain knowledge and best practices:

Travel & Hospitality	Transportation & Logistics	Financial Services
Healthcare	Retail & E-Commerce	Government & Public Sector

Our experience across verticals enables us to bring cross-industry best practices to WVDOT, identifying patterns and strategies proven successful in similar operating environments.

4.2 Core Services

NextRow delivers a comprehensive suite of IT and staffing solutions designed to support organizations across every stage of the talent lifecycle.

Staffing Services

IT Services



4.2.1 Staffing Services

Our core services include end-to-end recruitment, contract and project-based staffing, and workforce management, enabling clients to build and sustain agile, high-performing teams. We specialize in Recruitment Process Outsourcing (RPO), Talent Pipeline Development, and Strategic Workforce Planning, helping clients stay ahead of evolving talent demands.

End-to-end staffing services covering sourcing, screening, onboarding, and retention across IT, digital, project management, healthcare, engineering, and administrative roles. Access to a 50,000+ pre-vetted talent pool with flexible engagement models including contract, contract-to-hire, and permanent placement. Rigorous technical and cultural vetting supported by advanced HRMS tools ensures resources are productive from day one.

NextRow is a leading workforce management and staffing solutions provider, delivering agile, scalable, and high-performance talent services to clients across the United States, Canada, and India. With a proven track record of supporting federal agencies, state governments, and commercial enterprises, NextRow specializes in bridging skill gaps through strategic workforce planning and customized talent acquisition services.

We offer full-spectrum staffing solutions across multiple domains, including:

<ul style="list-style-type: none"> • End-to-end Recruitment Management • IT and Digital Talent Staffing (Software Development, Cloud, Cybersecurity, DevOps) • Project-Based and Contract Staffing • Workforce Augmentation and Surge Support 	<ul style="list-style-type: none"> • Talent Pipeline Development for Niche Skills • HRMS and Applicant Tracking System Integration • Diversity Hiring and Inclusion Support • Recruitment Process Outsourcing (RPO)
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4.2.1.1 Our Staffing Solutions

Temporary Staffing



Rapid, qualification-driven staffing model delivering pre-vetted, technically validated candidates within ≤ 10 Business Days, supported by role-based screening and comprehensive documentation. Consistently achieves >95% fill rate, >85% candidate acceptance rate, and <72-hour onboarding cycle, ensuring immediate productivity across application support, database administration, system operations, and technical services.

Project-Based Staffing (Outcome-Oriented Delivery)



Flexible staffing approach aligned to project-specific requirements, timelines, and deliverables, deploying specialized resources for application development, system enhancements, data management, and platform support. Enables 20–30% improvement in delivery efficiency through precise skill alignment, reduced ramp-up time, and optimized resource utilization.

Technical Skilled Resource Pool (Bench Strength & Talent Pipeline)



Robust pipeline of pre-screened, domain-specific professionals across multiple technology stacks, maintained through continuous sourcing and qualification mapping. Active bench ensures ≤8 - 10 business days turnaround for candidate submission, while maintaining >90% technical compliance and readiness for both planned and urgent requirements.

Surge Management & Scalability



Scalable staffing model capable of rapidly ramping resources up or down based on workload fluctuations and priority initiatives. Proven ability to support high-demand scenarios while maintaining consistent SLA adherence (>98%) and service quality across engagements.

Continuity, Retention & Risk Mitigation



Proactive workforce management ensuring 0% service disruption (zero default rate) through backup resources and transition planning. Maintains >90% retention rate, minimizing turnover and ensuring continuity, knowledge retention, and sustained performance

Governance, Compliance & Performance Management



Structured workforce lifecycle management including onboarding, timekeeping, payroll coordination, compliance tracking, and performance monitoring. KPI-driven governance framework tracks time-to-fill, resource utilization, retention, and service quality, ensuring transparency, accountability, and continuous improvement.

Knowledge Transfer & Workforce Enablement



Integrated mentoring, training, and documentation practices enabling effective knowledge transfer and capability building. Enhances internal team proficiency and supports long-term sustainability and reduced dependency on external resources.

4.2.1.2 Workforce Management Services

Comprehensive workforce lifecycle management including onboarding, timekeeping, payroll, compliance, and performance monitoring. Scalable solutions that reduce client administrative burden while maintaining strong governance, risk controls, and service quality. Workforce analytics, forecasting, and bench management capabilities improve continuity, productivity, and retention.

4.2.1.3 Recruitment Process Outsourcing (RPO)

Full-cycle RPO services delivered as an extension of the client’s HR team, from workforce planning to onboarding. Data-driven sourcing, screening, and hiring supported by automation and experienced recruiters with sector-specific expertise. Proven ability to support high-volume, specialized, and nationwide hiring initiatives with speed, quality, and compliance.

4.2.1.4 Talent Pipeline Development

Proactive development of future-ready talent pipelines in high-demand areas such as cloud, cybersecurity, data, and healthcare IT. Strategic partnerships with universities, bootcamps, and workforce programs to align training and certifications with client needs. Forward-looking approach reduces skill gaps, improves workforce continuity, and strengthens diversity and inclusion.

4.2.2 IT Services

4.2.2.1 Application Development Services

Our Application Development Services provides end-to-end services to design, build, enhance, and maintain secure, scalable, and high-quality applications that support business operations and digital service delivery. Our approach follows industry-recognized standards and frameworks, including Agile/Scrum, DevSecOps, ITIL 4, and ISO/IEC 12207 for software lifecycle management, ensuring predictable delivery, quality, and continuous improvement.

Development activities leverage modular, API-driven architectures and modern frameworks to enable interoperability, reusability, and future scalability. Secure coding practices aligned with OWASP Top 10, NIST Secure Software Development Framework (SSDF), and CWE guidelines are embedded throughout the development lifecycle. Automated testing, code quality checks, and CI/CD pipelines ensure early defect detection, rapid deployment, and consistent performance across environments.

Ongoing support includes application monitoring, defect resolution, performance tuning, and enhancement delivery under defined service levels and change management controls. Documentation, knowledge transfer, and configuration management are maintained in alignment with ITIL service management practices, ensuring operational continuity and long-term sustainability. This standards-based approach reduces risk, improves reliability, and enables applications to evolve efficiently with changing business and regulatory requirements.

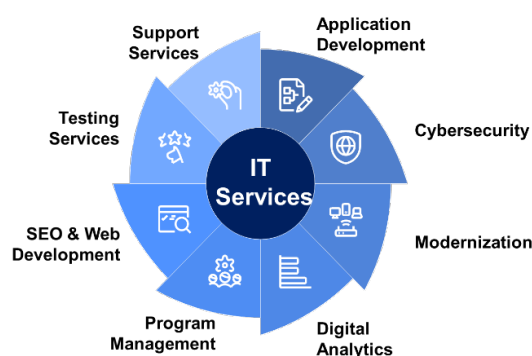


Figure 1: Application Development Services



4.2.2.2 Cyber Security Services

NextRow provides comprehensive cybersecurity services to protect mission-critical systems and sensitive citizen data. Our certified security analysts (CISSP, CISM, CEH) deliver proactive threat detection, vulnerability assessments, and incident response in compliance with NIST, HIPAA, GDPR, and Fairfax COUNTY IT Security Policy. We implement secure IAM solutions, encryption protocols, and continuous monitoring to safeguard against internal and external threats. In addition, our security teams are adept at rapid breach containment, forensic analysis, and recovery to maintain operational integrity during incidents.

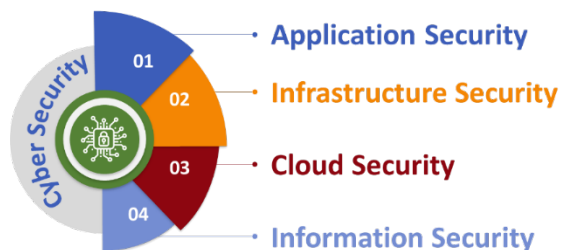


Figure 2: Cyber Security Services

4.2.2.3 Accessibility

Accessibility, modernization, and user experience are critical to delivering effective, inclusive, and high-quality digital services. Modern digital platforms must be designed to ensure that all users—regardless of ability, device, or language—can easily access information and complete tasks without barriers. Accessibility is treated as a foundational requirement, with designs and components aligned to recognized standards such as WCAG guidelines, ensuring usability for users with visual, auditory, motor, and cognitive needs.

4.2.2.4 Modernization

Modernization focuses on replacing legacy constraints with flexible, scalable, and secure digital architectures. A modern platform adopts a mobile-first approach, leverages cloud-ready and API-driven technologies, and supports seamless integration with enterprise systems and future capabilities. This approach improves performance, reliability, and maintainability while enabling faster updates, improved security, and long-term adaptability as business and regulatory requirements evolve.

4.2.2.5 Project Staffing

NextRow delivers a flexible and outcome-driven project staffing model designed to support IT initiatives across their full lifecycle, from planning and development to deployment and ongoing support. We deploy highly skilled, role-aligned professionals or cross-functional teams based on project scope, timelines, and technical requirements, ensuring optimal delivery and minimal ramp-up time. Our model is complemented by temporary staffing capabilities to address immediate resource gaps and support short-term or specialized needs.

We provide surge staffing and rapid ramp-up/down capabilities, enabling organizations to quickly scale resources in response to changing priorities, peak workloads, or critical project phases while maintaining cost efficiency and service continuity. Our proactive workforce planning ensures seamless transitions, quick replacements, and minimal disruption, supported by a strong talent pipeline and pre-vetted resource pool.

Backed by structured onboarding, performance monitoring, and governance processes, NextRow ensures that every resource contributes effectively to project outcomes while supporting knowledge transfer, collaboration, and long-term operational stability.

4.2.2.6 Project Management Services

For every engagement, we implement a *Program Management & Project Management (PMP)* framework throughout our strategic projects. This encompasses project governance (PM processes, tools, templates), strategical planning, forecasting, sizing, scope understanding, assessment, project execution, maintaining specific technological/industrial expertise pool and also nourish skills to generate additional resources in quick time. Our PMP processes will govern the overall performance of the project. All the project activities are monitored, and daily/weekly performance metrics are generated, these allow to understand the performance of the project. If any issues are identified and corrected accordingly.



Through PMP it is also very easy for resource monitoring, tracking and ramp up/down for various projects. Using the different project management tools, the project managers can track the work activities of the team members and based on the scope and project requirement – forecast resource utilization and ramp up/down resources as needed.

PMP’s process governs the overall project processes and ensures that every project that we manage is implemented using industrial-best practices for project management, completed within timelines and budget. Through PMP, we implement our standard Agile development methodology for project implementation, this allows effective scope, cost and project management. This also allows prioritizing project work activities over different milestones/phases and enhance decision-making across projects.



Figure 3: NextRow’s Program management Framework

4.2.2.7 Other Key Services

Application & Digital Platform Development Services	IT Staffing & Professional Services (Staff Augmentation)	Cybersecurity, Risk, and Compliance Services
<ul style="list-style-type: none"> • User Experience (UX) and User Interface (UI) Design (mobile-first, WCAG 2.2 AA compliant) • Website and Portal Development (public-facing and enterprise) • Headless CMS Implementation and Configuration (Contentful, Strapi, Sanity, or equivalent) • API-First and Microservices Architecture Development • System Integration Services (CRM, ERP, Knowledge Base, Identity Services) • AI-Enabled Features (chatbots, search, personalization, recommendations) • Content Migration, Rewrite, and Bilingual Content Enablement (Arabic / English) • Data Analytics, Dashboards, and Real-Time Reporting • Performance Optimization and Core Web Vitals Compliance • Cloud-Native Development and Deployment • Accessibility Engineering and Compliance Testing • Quality Assurance, Automation, and User Acceptance Testing (UAT) 	<ul style="list-style-type: none"> • Project Managers and Program Managers (Agile / Hybrid) • Solution and Enterprise Architects • UX/UI Designers and Accessibility Specialists • Front-End Developers (React, Angular, Vue) • Back-End Developers (Java, .NET, Node.js, Python) • CMS and Content Specialists • Integration and API Developers • Cloud Engineers (AWS, Azure,) • DevOps and Site Reliability Engineers (SRE) • Data Engineers and BI Analysts • Quality Assurance and Test Automation Engineers • IT Service Management (ITSM) and Support Analysts • Product Owners and Business Analysts 	<ul style="list-style-type: none"> • Secure Architecture Design and Security-by-Design Reviews • Web Application Firewall (WAF) Configuration and Management • Identity and Access Management (IAM) Integration (UAE Pass) • Vulnerability Assessments and Risk Analysis • Penetration Testing (Web, API, Infrastructure) • OWASP Top 10 Compliance and Secure Coding Practices • DDoS Protection and Traffic Scrubbing • Data Encryption (TLS 1.3 in transit, AES-256 at rest) • Security Information and Event Management (SIEM) Integration • Continuous Security Monitoring and Incident Response • Cybersecurity Policy, Governance, and Compliance Support • Disaster Recovery (DR) and Business Continuity Planning • Security Audits aligned with UAE and Dubai Government standards

4.2.2.8 Company Values

- **Technical Excellence:** We attract and retain the best practitioners in the industry, continuously invest in professional development, and maintain the highest standards of code quality and implementation rigor.
- **Knowledge Transfer:** We view success as increasing client capability and independence, not creating long-term vendor dependency. Every engagement includes comprehensive training and documentation.
- **Measurable Outcomes:** We obsess over business metrics and ROI. Our success is defined by the impact we deliver to client business objectives, not billable hours consumed.
- **Partnership:** We operate as an extension of the client team, not a detached vendor. Our team is accessible, responsive, and committed to client success.
- **Diversity and Inclusion:** Our MBE certification reflects our commitment to diversity, equity, and inclusion in business and our teams.
- **Workforce Strength:** As a diversity-driven organization, we are committed to building inclusive, high-performing teams, bringing varied perspectives and innovation to our client's IT initiatives while supporting broader public sector diversity goals.

The Synergy of Technical Excellence Drivers



Figure 4: Company Values



5 Qualifications

Vendors shall have been in business a minimum of five (5) years, providing similar information technology services. Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this documentation with their bid.

NextRow fully satisfies the requirement of having a minimum of five (5) years of experience in providing similar information technology services, bringing over 17 years of proven performance in IT staffing and enterprise technology support. Our experience directly aligns with the scope of this requirement, including the delivery of qualified technical professionals across all key domains represented in the 15 position classifications.

Over the past decade, NextRow has consistently provided staffing support across roles such as:

- Mainframe Application Analysts (COBOL, CICS, JCL, DB2 environments)
- Database Administrators (Oracle, DB2, SQL Server)
- Programmer Analysts and Application Developers (.NET and enterprise systems)
- GIS Specialists, including GIS Developers, Administrators, and Architects (ESRI, ArcGIS platforms)

This breadth of experience demonstrates our ability to support both legacy and modern technology environments, which is essential for organizations operating complex IT ecosystems similar to those outlined in this RFQ.

NextRow has successfully delivered these services to public sector agencies and large enterprise clients, including the State of Illinois, Atlanta Public School (APS), Chicago Public Schools (CPS), and Hyatt Corporation, where we supported:

- Application development and system enhancements
- Database administration and performance optimization
- Enterprise system operations and integration
- Scalable IT staffing across multi-agency and distributed environments

Our delivery model is designed to meet the core expectations of this RFQ, including:

- Rapid deployment of qualified candidates aligned to role-specific requirements
- Strict compliance with education, experience, and technical qualifications
- Support for system enhancements, development, and operational continuity
- Knowledge transfer through mentoring, training, and shadowing of client personnel

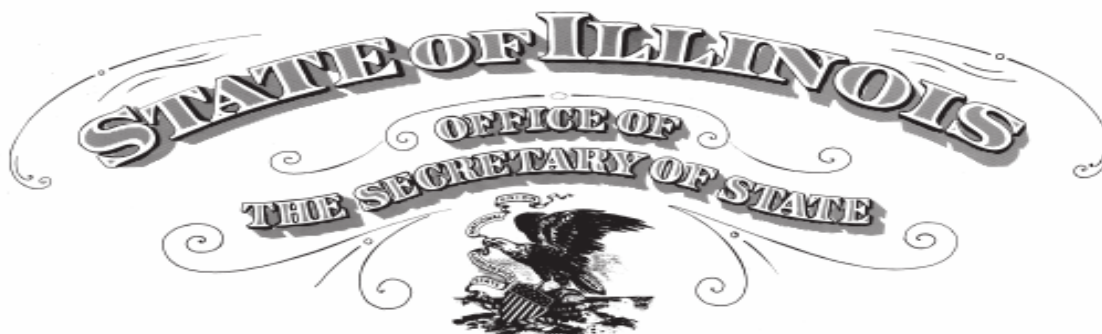
With established processes for candidate screening, onboarding, performance monitoring, and workforce continuity, NextRow ensures that all resources contribute effectively from day one while maintaining high standards of quality and compliance.

Our long-standing experience, combined with demonstrated success across all relevant technical domains, positions NextRow as a stable, experienced, and low-risk partner capable of delivering consistent, high-quality IT staffing services aligned with the requirements and classifications defined in this RFQ.



Our Business Incorporation Certificate

File Number 6644-744-8



To all to whom these Presents Shall Come, Greeting:

I, Alexi Giannoulis, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

NEXTROW INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON MAY 27, 2008, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



Authentication #: 2504403404 verifiable until 02/13/2026
Authenticate at: <https://www.ilsos.gov>

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 13TH day of FEBRUARY A.D. 2025 .

Alexi Giannoulis
SECRETARY OF STATE

5.1.1 Our Capabilities aligned to the WVDOT's Requirements

NextRow is a proven public-sector IT staffing and digital transformation partner, uniquely positioned to support WVDOT's requirement for a responsive, scalable, and high-quality temporary IT workforce across all 15 defined classifications.

We understand that this CRFQ is not simply a staffing exercise—it is a strategic enabler for WVDOT's mission-critical operations, requiring:

- Immediate access to highly qualified technical professionals
- Support for a hybrid IT ecosystem (mainframe, databases, applications, GIS)
- A delivery model that ensures continuity, compliance, and performance accountability



- A partner who can operate effectively within a multi-vendor, statewide environment

NextRow brings a mature, governance-driven staffing model, backed by demonstrated public sector experience, ensuring that WVDOT receives consistent, high-value, and risk-free staffing support.

- **Temporary Staffing (Core RFQ Requirement):** Rapid, qualification-driven temporary IT staffing model delivering 100% compliant, pre-vetted candidates across all 15 classifications within ≤ 10 Business Days, supported by role-based screening, SME technical validation, and audit-ready documentation. Consistently achieves >95% fill rate, >85% candidate acceptance rate, and <72-hour onboarding cycle, ensuring immediate productivity for system enhancements, application support, database administration, and GIS operations.
- **Project-Based Staffing (System Enhancements & Delivery Orders):** Flexible, Delivery Order–aligned staffing approach deploying specialized resources for application development, database optimization (Oracle, DB2, SQL Server), mainframe support, and GIS initiatives. Structured engagement model supports defined deliverables, timelines, and outcomes, enabling 20–30% improvement in delivery efficiency and reduced rework through precise skill alignment and technical fit.
- **Technical Skilled Resource Pool (Bench & Pipeline Strength):** Robust pipeline of pre-screened, domain-specific IT professionals across mainframe, database, application, and GIS technologies, maintained through continuous sourcing and qualification mapping. Active bench enables ≤ 10 Business Days submission turnaround, while maintaining >90% compliance with role-specific technical requirements and ensuring readiness for both planned and urgent staffing needs.
- **Surge & Statewide Scalability:** Scalable staffing model capable of supporting multi-agency, statewide demand across WVDOT, including Charleston and distributed locations. Proven ability to ramp resources up or down based on workload fluctuations, maintaining consistent SLA adherence (>98%) during peak demand and high-priority initiatives.
- **Continuity, Replacement & Risk Mitigation:** Proactive workforce continuity model with 0% service disruption (zero default rate) supported by backup resources, transition planning, and rapid replacement within defined timelines. Maintains >90% retention rate, reducing turnover risk and ensuring sustained operational stability across mission-critical systems.
- **Compliance, Governance & Performance Management:** Structured staffing lifecycle management including qualification validation, onboarding, timekeeping, and performance monitoring, aligned with WVDOT requirements. KPI-driven governance framework tracks time-to-submit, fill rate, retention, and resource performance, ensuring transparency, audit readiness, and continuous improvement.
- **Knowledge Transfer & Workforce Enablement:** Embedded mentoring, training, and shadowing programs enabling progressive skill transfer to State personnel, reducing dependency and improving internal capability. Documented knowledge-sharing practices contribute to long-term workforce sustainability and operational resilience.

Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years: documentation should include enough information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 1, above: the documentation should name the entity to whom the individual was supplied and provide contact information for that entity. Vendors must provide documentation to indicate that



their company meets this requirement prior to award; however, bidders may include this documentation with their bid.

Our delivery model is designed to meet and exceed the mandatory requirements of qualification compliance, rapid response, and workforce continuity, ensuring that every resource deployed contributes immediately to operational success while supporting long-term capability development through mentoring, training, and knowledge transfer.

Here is a comprehensive Role-Wise Experience Matrix aligned to the 15 classifications, showcasing NextRow’s expertise, past experience, and relevance to similar services in a clean, proposal-ready format:

#	Client	Position Classification
1	VTekh Inc.	<ul style="list-style-type: none"> • Senior Mainframe Application Analyst • Senior Application Oracle DBA • Application Oracle DBA • Application DB2 DBA • PC Programmer Analyst • Senior PC Programmer Analyst • Application SQL Server DBA • Senior Application SQL Server DBA
2	Hyatt Hotels Corporation	<ul style="list-style-type: none"> • Senior Application Oracle Database Administrator • Application Oracle Database Administrator • Senior PC Programmer Analyst • Application SQL Server Database Administrator • Senior Application SQL Server Database Administrator
3	Atlanta Public School (APS)	<ul style="list-style-type: none"> • PC Programmer Analyst • Senior PC Programmer Analyst
4	Chicago Public School (CPS)	<ul style="list-style-type: none"> • Senior PC Programmer Analyst
5	AbbVie	<ul style="list-style-type: none"> • Senior Application DB2 Database Administrator • Application DB2 Database Administrator • Application SQL Server Database Administrator

5.1.1.1 Project Experience 1: Professional Services

Client Name	VTekh Inc.
Project Name	Professional Services
Contract Start and End Date	2018 - Ongoing
Name, phone number, and email address of point of contact	Mr. Venkat Peddada Managing Director ven.peddada@vtekh.com 847-844-9991
Detailed description of the work performed	
For VTekh, NextRow delivers comprehensive temporary IT staffing and technical support services, aligned with dynamic operational needs and project-driven requirements. Our engagement is focused on providing highly qualified, pre-vetted technical professionals across multiple roles to support both day-to-day operations and targeted system enhancement initiatives, ensuring continuity, responsiveness, and performance.	



NextRow supports VTekh by supplying resources with expertise across application development, database administration, systems analysis, and enterprise platform support, ensuring alignment with defined role qualifications and technical requirements. Each resource undergoes a structured screening and validation process, ensuring compliance with education, experience, and skill requirements prior to deployment, and enabling immediate productivity within client environments.

Our temporary staffing model enables VTekh to quickly address resource gaps, fluctuating workloads, and specialized skill needs, with the ability to provide qualified candidates within accelerated timelines. We support both short-term assignments and project-based engagements, ensuring flexibility while maintaining consistency in service delivery. Resources are seamlessly integrated into client teams, working collaboratively with internal stakeholders to deliver system enhancements, resolve operational challenges, and support ongoing IT functions.

In addition to staffing, NextRow provides program-level oversight and coordination, ensuring that all resources align with project goals, timelines, and performance expectations. Our approach includes ongoing performance monitoring, rapid replacement capabilities, and knowledge transfer, ensuring minimal disruption and sustained operational efficiency.

Our project resources included:

<ul style="list-style-type: none"> • Senior Mainframe Application Analyst • Senior Application Oracle DBA • Application Oracle DBA • Application DB2 DBA 	<ul style="list-style-type: none"> • PC Programmer Analyst • Senior PC Programmer Analyst • Application SQL Server DBA <p>Senior Application SQL Server DBA</p>
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5.1.1.2 Project Experience 2 : Staff Augmentation and Consulting Services

Client Name	Hyatt Hotels Corporation
Project Name	Staff Augmentation and Consulting Services
Contract Start and End Date	2016 – ongoing
Name, phone number, and email address of point of contact	Mr. Paul Stinsa, Procurement Manager, paul.stinsa@hyatt.com, 312 -780 - 6238
Detailed description of the work performed	
<p>Hyatt required a trusted partner to deliver consistent, high-quality staffing solutions to support both strategic initiatives and day-to-day IT operations. The goal was to ensure smooth execution of critical projects and maintain operational stability across its global hospitality network.</p> <p>NextRow provided staffing services across multiple disciplines, including Project Management, Business Analysis, and IT Operations. These roles were integral in managing enterprise-level projects, streamlining business processes, and ensuring uptime and efficiency in IT systems critical to guest services and internal operations.</p> <p>For over eight years, NextRow has acted as a Tier-One service provider to Hyatt. Our structured talent acquisition process ensured that each role was filled with certified professionals possessing deep domain knowledge of hospitality IT standards. We deployed project managers skilled in Agile/PMBOK methodologies, business analysts experienced in enterprise transformation, and IT operators trained in compliance and operational excellence. By leveraging pre-vetted talent pools and maintaining retention strategies, NextRow ensured Hyatt had reliable staffing support that aligned with evolving project demands, demonstrating our ability to scale and sustain performance in a global, high-standard environment</p> <p>Our project resources included:</p>	
<ul style="list-style-type: none"> • Senior Application Oracle Database Administrator • Application Oracle Database Administrator • Senior PC Programmer Analyst 	<ul style="list-style-type: none"> • Application SQL Server Database Administrator • Senior Application SQL Server Database Administrator



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5.1.1.3 Project Experience 3 : Professional Services

Client Name	Chicago Public Schools
Project Name	Technical Service Consultants
Contract Start and End Date	2023 -ongoing
Name, phone number, and email address of point of contact	Kristen Griffin kgriffin53@cps.edu, (312) 952-2832
Detailed description of the work performed	
<p>NextRow partnered with Chicago Public Schools to provide IT consulting and staffing services in support of the district's application management, infrastructure, and cybersecurity needs. By providing certified IT professionals across multiple skill categories.</p> <p>Our project resource included:</p>	
<ul style="list-style-type: none"> Organizational Change Management (OCM) Lead 	



6 Experience in Similar Services

NextRow's experience delivering temporary IT staffing services is purpose-built for engagements like this RFQ, where success depends on speed, qualification compliance, scalability, and continuity. Our work with the State of Illinois, Atlanta Public School (APS), Chicago Public Schools (CPS), Hyatt Corporation, and VTekh demonstrates a consistent ability to meet requirements analogous to this solicitation—providing qualified resources across all 15 classifications, operating within Delivery Order–driven models, and supporting statewide, multi-entity environments.

6.1 Understanding the Requirement

This RFQ calls for establishing multiple open-ended contracts to deliver temporary IT staffing services across 15 classifications, supporting system enhancements, application development, database operations, GIS functions, and knowledge transfer.

NextRow has executed similar models where clients required:

- On-demand staffing across multiple technical domains
- Support for both legacy and modern IT ecosystems
- Ability to operate across distributed teams and multiple agencies

Our experience directly mirrors these expectations, enabling us to step in with a ready, proven delivery model.

6.2 Engagement & Program Management

NextRow implements a governance-driven engagement and program management framework designed to ensure structured delivery, responsiveness, compliance, and performance accountability in alignment with the RFQ's requirements for temporary IT staffing services across multiple classifications and delivery orders.

NextRow operates with a governance-driven engagement model, ensuring structured oversight and accountability:

- Dedicated Program Manager and Account Management Team
- KPI-driven performance tracking (time-to-submit, fill rate, retention)
- Proactive risk management and escalation handling
- Continuous stakeholder communication and reporting

This aligns with the RFQ's expectations for structured delivery, responsiveness, and performance monitoring.

6.2.1 Structured Governance & Oversight

NextRow establishes a dedicated Program Manager supported by an Account Management and Delivery Team responsible for end-to-end oversight of all staffing activities. This team serves as the single point of coordination for the State, ensuring seamless management of multiple concurrent Delivery Orders, role classifications, and agency needs across locations.

6.2.1.1 Delivery Order Management & Responsiveness

Aligned with the RFQ's Delivery Order–based model, NextRow ensures:

- Rapid intake, prioritization, and fulfillment of staffing requests
- Clear alignment of resources to specific role classifications, technical requirements, and timelines
- Ability to manage multiple, parallel staffing requests across departments and locations
- Consistent adherence to response timelines and submission expectations



6.2.1.2 KPI-Driven Performance Management

NextRow employs a metrics-based performance framework to ensure transparency and continuous improvement, including:

- **Time-to-Submit:** ≤48 hours of acknowledgement and ≤ 10 Business Days for candidate delivery
- **Fill Rate:** >95% across requested roles
- **Retention Rate:** >90% ensuring continuity
- **Onboarding Efficiency:** Accelerated integration with minimal ramp-up

These KPIs are actively monitored and reported to ensure alignment with RFQ performance expectations.

6.2.1.3 Risk Management & Escalation Control

- NextRow proactively identifies and mitigates risks through:
- Structured risk tracking and mitigation plans (RAID logs)
- Availability of backup resources and rapid replacement mechanisms
- Defined escalation paths ensuring timely resolution of issues
- Continuous monitoring to ensure zero disruption in service delivery

6.2.1.4 Communication & Reporting

As the engagement progresses project(s) will engage in various types of formal communication. The expected communication and reporting guidelines will be as below:

Status Meetings – There are five basic types of status meetings for the proposed Project:

- Status meetings internal to the project business team to discuss assignments, activities, and to share information
- Status meetings and reports between the project business team, and the technical project team
- Advisory Committee meetings with the project sponsor, project stakeholders, and project manager to review progress, risks, and issues
- Status meetings and reports between the project sponsors and the steering committee

Status Reports - A variety of status reports shall be produced during the life cycle of the project. The status reports will be produced on regular intervals to provide stakeholders project information on the status and progress of the project. At a minimum the reports will contain:

- Project status on major activities
- Project schedule
- Budget and cost tracking
- Status of issues and risks
- Status of action items, if applicable
- Future or planned activities

6.2.1.5 Compliance & Quality Assurance

NextRow ensures all staffing activities are:

- Fully aligned with qualification requirements for each classification
- Supported by audit-ready documentation and validation processes
- Delivered in accordance with contractual, operational, and performance standards

6.3 Delivery Order Management

NextRow's delivery model is purpose-built to align with the RFQ's Delivery Order-based contracting structure, enabling WVDOT to request and receive qualified IT staffing resources on-demand across all



15 classifications. We understand that each Delivery Order represents a distinct scope of work, requiring precise alignment of skills, timelines, location, and performance expectations, and we bring a proven, repeatable approach to ensure seamless execution.

6.3.1 Rapid Intake & Requirement Alignment

Upon receipt of a Delivery Order, NextRow initiates a structured intake and validation process to clearly understand:

- Required position classification and level (senior/junior)
- Specific technical skills, experience, and qualifications
- Location, duration, and reporting structure
- Any knowledge transfer or mentoring expectations

Our experience supporting clients such as the State of Illinois, APS, CPS, and VTekh has equipped us to quickly interpret and translate requirements into targeted staffing actions, ensuring accuracy from the outset.

6.3.2 Accelerated Candidate Sourcing & Submission

Aligned with RFQ expectations for responsiveness, NextRow leverages its pre-qualified talent pipeline and active bench to deliver:

- ≤ 10 Business Days candidate submission timelines
- 100% qualification-aligned candidates with verified experience
- Audit-ready documentation including resumes, credentials, and role mapping

Across similar engagements, this approach has consistently resulted in >95% fill rates and high acceptance ratios, ensuring both speed and quality.

6.3.3 Multi-Order & Multi-Location Execution

The RFQ requires the ability to support multiple Delivery Orders across different WVDOT entities and locations statewide. NextRow has proven experience managing:

- Concurrent staffing requests across agencies and departments
- Distributed teams across multiple geographic locations
- Varying demand levels through scalable staffing models (ramp-up/down, surge support)

Our centralized program management ensures consistency, coordination, and accountability across all active Delivery Orders.

6.3.4 Performance Tracking & SLA Adherence

Each Delivery Order is managed with a KPI-driven performance framework, ensuring:

- Adherence to submission timelines and fulfillment targets
- Monitoring of resource performance, retention, and productivity
- Continuous tracking of fill rate, response time, and onboarding efficiency

We provide transparent reporting and status updates, ensuring WVDOT has full visibility into delivery performance.

6.3.5 Continuity, Replacement & Risk Mitigation

NextRow ensures uninterrupted service delivery across all Delivery Orders through:

- Pre-identified backup resources for each role
- Rapid replacement within defined timelines
- Structured knowledge transfer and transition support



This approach has enabled us to maintain a 0% service disruption (zero default rate) across similar engagements.

6.3.6 Proven Experience in Delivery Order Environments

NextRow has successfully operated in delivery order-driven contracts, where responsiveness, compliance, and scalability are critical. In engagements with State of Illinois, APS, CPS, Hyatt, and VTek, we have:

- Managed high-volume, on-demand staffing requests
- Delivered resources across diverse technical domains
- Ensured compliance with role-specific qualifications and documentation requirements
- Supported both short-term assignments and long-term initiatives

6.4 Resource Management

NextRow implements a structured and proactive resource management framework aligned with the RFQ requirements to ensure the timely availability, optimal utilization, and sustained performance of qualified IT professionals across all 15 classifications. Our approach focuses on maintaining a pre-vetted talent pipeline and active bench, enabling rapid fulfillment of Delivery Orders with candidates who meet defined education, experience, and technical qualifications. We continuously align resources to specific role requirements, project priorities, and location needs, ensuring effective deployment across both centralized and statewide environments.

Through centralized program oversight, NextRow manages resource allocation, workload balancing, and performance monitoring, ensuring that each resource contributes effectively from day one. We support scalable staffing (ramp-up and ramp-down) to address fluctuating demand, while maintaining continuity through backup resources and rapid replacement mechanisms to prevent service disruption. Additionally, our model emphasizes knowledge transfer, mentoring, and collaboration with State personnel, ensuring long-term capability building. Backed by KPI-driven tracking of fill rates, response times, and retention, NextRow's resource management approach ensures responsive, compliant, and high-quality staffing delivery fully aligned with the objectives and operational expectations of this RFQ.

6.4.1 Staffing Execution Model

In alignment with the RFQ's emphasis on qualified resources and rapid response, NextRow follows a qualification-driven staffing lifecycle:



This model ensures:

- 100% compliance with role-specific qualifications across all 15 classifications
- ≤10 Business Days candidate submission timelines
- Delivery of pre-vetted, audit-ready candidates

Across our engagements, this approach has consistently delivered >95% fill rates and high candidate acceptance, ensuring both quality and speed.

6.4.2 Multi-Classification & Technical Coverage

NextRow's experience spans all technical areas represented in this RFQ, including:

- *Mainframe Systems:* COBOL, CICS, DB2
- *Database Platforms:* Oracle, DB2, SQL Server
- *Application Development:* .NET and enterprise systems
- *GIS Technologies:* ESRI, ArcGIS



Across our past engagements, we have successfully deployed resources across these domains, ensuring seamless support for system enhancements, database management, and application delivery—fully aligned with the scope of services required.

6.4.3 Workforce Continuity & Knowledge Transfer

The RFQ emphasizes not only staffing but also mentoring, training, and knowledge transfer.

NextRow embeds this into every engagement by:

- Ensuring resources actively mentor and collaborate with client personnel
- Supporting documentation and knowledge-sharing practices
- Providing backup resources and rapid replacement to maintain continuity

This approach has resulted in:

- >90% retention rates
- 0% service disruption (zero default rate)
- Sustained operational stability and capability building

6.4.4 Proven Outcomes

Across similar engagements, NextRow has consistently delivered:

- ≤ 10 Business Days response time for candidate submissions
- >95% fill rate across technical roles
- >90% retention, ensuring continuity
- 20–25% improvement in delivery efficiency
- 25% faster onboarding, accelerating productivity

These outcomes demonstrate our ability to meet and exceed performance expectations under similar staffing models.

6.4.5 Expertise of Staff Augmentation Resources

NextRow provides highly qualified, enterprise-ready IT staffing resources with proven experience supporting complex, multi-technology environments similar to the West Virginia Department of Transportation's IT ecosystem. Our professionals bring a strong combination of technical expertise, role-specific qualifications, and hands-on experience in delivering support for mission-critical systems, application enhancements, database operations, and GIS platforms, fully aligned with the scope of this RFQ.

Our staffing capabilities span all fifteen (15) position classifications, including:

- Mainframe Application Analysts (Senior and Mid-level) supporting COBOL, CICS, and DB2 environments
- Database Administrators (Oracle, DB2, SQL Server) ensuring performance, availability, and data integrity
- Programmer Analysts and Application Developers supporting system enhancements and enterprise applications
- GIS professionals (Administrators, Developers, Architects) supporting spatial data systems and enterprise GIS platforms

NextRow's resources are carefully aligned to role-specific requirements, technical environments, and Delivery Order needs, ensuring each candidate meets the defined education, experience, and skill criteria. Our professionals are experienced in working within structured, governance-driven environments, supporting both legacy systems and modern platforms, and integrating seamlessly into client teams across centralized and statewide operations.

Our consultants typically bring:

- Role-aligned technical expertise, validated through multi-layer screening, technical interviews, and SME assessments
- Hands-on experience in similar environments, including public sector and large enterprise organizations
- Proven ability to support system enhancements, operational support, and development initiatives
- Strong collaboration, communication, and documentation skills to support stakeholder engagement and knowledge transfer

By combining deep technical coverage across all classifications, strict qualification compliance, and rapid deployment capability, NextRow ensures delivery of high-performing, reliable, and fully aligned IT staffing resources, enabling WVDOT to effectively support its technology initiatives and operational objectives.

6.5 Training

We strive to help our employees develop their skills and expertise in order to continually build our team’s capabilities and provide customer value. Our training program also supports employee job satisfaction and retention. We provide ongoing professional development planning and certification support to all employees. Each employee’s annual performance plan includes a training goal and component. We offer online courses, help employees match with mentors, and provide opportunities to employees to participate in learning events, conferences, seminars, training, learning initiatives, knowledge sharing and hack-a-thons.

As part of project plan, there will be regular knowledge transfer sessions going on. These sessions are mentor-oriented, where the project manager/lead takes up the responsibility of updating the complete team on the project progress and performance. Sometimes sessions are undertaken for new resources on-boarded onto the project.

Most of the knowledge transfer is done through class-room training, face-to-face through chat and explanation, and conference calls. Apart from this, we employ different tools and methods to successfully accomplish knowledge transfer. The unit will undertake peer-to-peer and team training activities such as mentor networks, coaching, work shadowing, technological skills training.

Based on the training objectives, the mentors will create education and training plans:

- A training plan and training schedule.
- Identify and create application-functionality based demos (Audio & Video)
- Create training sessions as per the approved plan
- Plan on how to provide training based on the training sessions

There are different types of training that are planned

- **Long-Term Training:** This is a 90 to 120 days plan, which is usually planned for new staff.
- **Short-Term Training:** This is a 60 to 75 days plan, which is planned for experienced staff in specific emerging technologies. These are usually for staff, who are in the talent pool and waiting for project allocations.
- **Fast-Tracks:** This is a 20 to 30 days plan for staff, which has been selected to be placed into a client project and/or to be deployed at the client location (onsite).

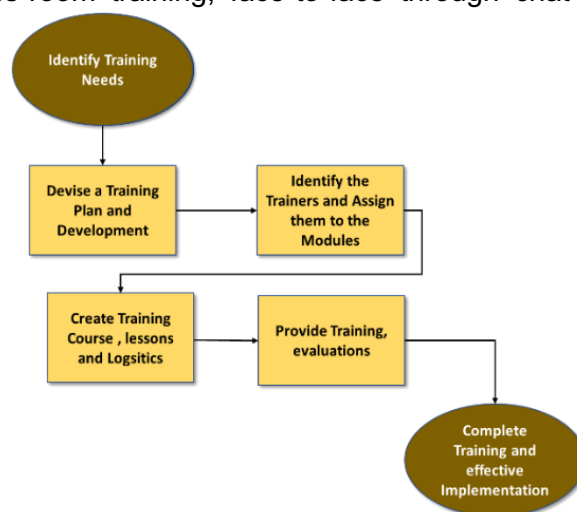


Figure 5: Training Process



- *Training on the Fly*: This is a training, which is done through web and an online process, which can be taken anytime while the staff can continue their work.

If the training is remote, we create a separate learning setup and provide the training through an audio-video facility. Apart from providing regular training to the District's staff on the smart system, the mentors will train the identified staff in a planned and using a scheduled training calendar process.

6.6 Knowledge Transfer (KT)

NextRow adopts a structured and collaborative knowledge transfer (KT) approach to ensure continuity, minimize dependency, and strengthen client-side capabilities throughout the engagement. Our KT framework is embedded within both project execution and ongoing staffing activities, enabling seamless sharing of technical, functional, and operational knowledge across project teams, client stakeholders, and incoming resources.

At the outset of each engagement or Delivery Order, NextRow develops a Knowledge Transfer Plan aligned with project scope, timelines, and role responsibilities. This includes defined KT schedules, session formats (hands-on, walkthroughs, documentation reviews), and ownership, ensuring a systematic and measurable transfer of knowledge. Our resources actively collaborate with client personnel through pairing, shadowing, and reverse shadowing, enabling real-time learning and practical exposure to systems, processes, and tools.

KT sessions are conducted regularly and may include:

- System walkthroughs and architecture overviews
- Code, database, and process-level knowledge sharing
- Operational procedures, troubleshooting, and support practices
- Documentation handoffs, including SOPs, runbooks, and technical guides

NextRow ensures that all knowledge artifacts are well-documented, version-controlled, and accessible, supporting long-term sustainability. Additionally, our approach includes transition planning for resource onboarding and offboarding, ensuring no loss of critical knowledge and maintaining operational continuity.

Through structured planning, continuous collaboration, and disciplined execution, NextRow's knowledge transfer model enables clients to build internal expertise, reduce risk, and maintain consistent service delivery, fully aligning with the RFQ's emphasis on mentoring, training, and workforce enablement.



7 Our Team

NextRow’s strength lies in a highly structured, multi-disciplinary team model designed to deliver qualified, responsive, and reliable IT staffing services across diverse technology domains. Our team operates as an integrated unit of recruitment specialists, technical subject matter experts (SMEs), account managers, and program leadership, ensuring that every staffing request is fulfilled with precision, speed, and full compliance with client requirements.

At the core of our delivery model is a dedicated recruitment and talent acquisition team that specializes in sourcing and screening candidates across key areas such as mainframe systems, database administration (Oracle, DB2, SQL Server), application development, and GIS technologies. This team is supported by technical SMEs who conduct in-depth evaluations to validate candidate expertise, ensuring alignment with role-specific qualifications and immediate readiness for deployment.

Our account and program management team provides centralized coordination, ensuring seamless communication, rapid response to requests, and alignment with organizational priorities. They oversee the end-to-end staffing lifecycle—from requirement intake and candidate submission to onboarding, performance monitoring, and ongoing support—ensuring consistency, transparency, and accountability.

NextRow also emphasizes workforce continuity and knowledge transfer, with team members who not only deliver technical expertise but also actively engage in mentoring, training, and collaboration with client personnel, strengthening internal capabilities and ensuring long-term value.

Backed by a robust talent pipeline and active bench, our team is equipped to support both immediate and evolving staffing needs, scaling resources efficiently while maintaining high standards of quality and compliance. With a strong focus on performance, retention, and service excellence, NextRow’s team operates as an extension of the client organization, delivering dependable, high-quality IT staffing solutions with minimal risk and maximum impact.

7.1 Proposed Engagement Management Team Structure

- *Executive Sponsor (“President”)*: Provides executive oversight, strategic alignment, and issue escalation support. Ensures contractual compliance, performance accountability, and alignment with WVDOT’s mission and priorities.
- *Primary Point of Contact – Program Manager(PgM)*: Serves as NextRow’s primary interface for all contract-related matters, including task work orders, staffing requests, performance monitoring, reporting, and coordination with internal WVDOT stakeholders.
- *Workforce Operations, Contract & Compliance Manager*: Manages onboarding, background checks, confidentiality agreements, timekeeping, payroll, invoicing, and ongoing compliance with WVDOT policies and applicable state requirements.

7.2 Team Collaboration

We have extensive experience in management and collaboration of projects and project teams. Our resources play a major role in working with WVDOT’s project teams, their partners, stakeholders, contractors/suppliers and marketing agencies to establish the ideal project environment and ensure that the project team has a shared vision to motivate their activities and decisions.

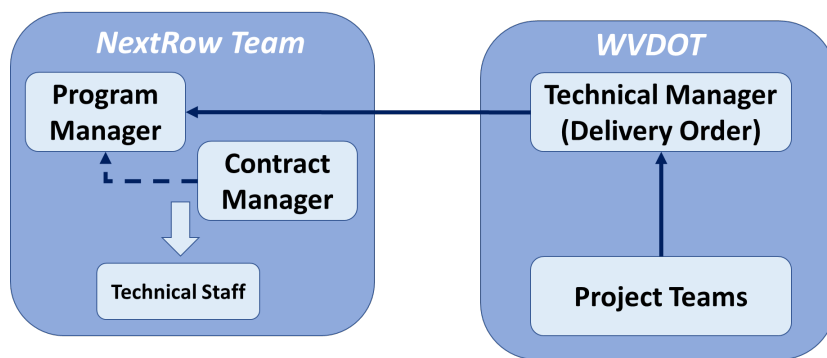


Figure 6: Work Collaboration



Our Program Manager(PgM) will support as a coordinator and facilitator and is capable of working closely with all technical disciplines in their day-to-day efforts.

For each Delivery Order a formal process will be employed to facilitate collaboration during the project. There will be two key vehicles for providing this collaboration a weekly status report and a weekly status online meeting.

For each Delivery Order engagement, our PgM will schedule meetings with WVDOT for better understanding the Delivery order and technical area. Specifically, how NextRow will get involved in the present engagement. Based on the facts gathered from the meetings and the scope of collaboration at the different phases of the work, we will collaborate to complete the work as part of the engagement.

7.2.1.1 Key Personnel – Program Manager (PgM)

Rajesh Podjale is a PMP-certified Program Manager with over 20 years of experience leading large-scale, cross-functional IT programs across public sector, healthcare, and enterprise environments. He brings deep expertise in Agile program delivery, multi-vendor coordination, enterprise governance, and large-scale system implementation, making him well-suited to oversee complex IT staffing engagements aligned with diverse technical domains.

Rajesh has successfully managed programs involving application development, database platforms, enterprise systems, and digital transformation initiatives, including support for organizations such as FDIC, AbbVie, Optum, and Health Care Service Corporation. His experience spans hybrid IT environments, integrating legacy systems, cloud platforms, and enterprise applications, which aligns closely with the technical landscape required across the 15 classifications in this RFQ.

He is highly skilled in stakeholder engagement, delivery governance, resource planning, and performance management, ensuring that all initiatives are executed on schedule, within scope, and in alignment with organizational objectives.

Skillset Mapping to RFQ Requirements

RFQ Requirement Area	Rajesh Podjale (Program Manager) Alignment
Multi-Role IT Staffing Oversight (15 Classifications)	Manages cross-functional teams including developers, DBAs, analysts, and technical specialists across enterprise programs
Application Development & System Enhancements	Oversees end-to-end delivery of application development, migration, and enhancement programs (AEM, CRM, enterprise platforms)
Database & Data Platform Support	Manages programs involving Oracle, SQL-based systems, data migration, and enterprise data platforms
Legacy & Modern System Integration	Experience managing hybrid environments integrating legacy systems with modern cloud and enterprise applications
GIS / Data-Driven Platforms (Indirect Alignment)	Experience managing data-intensive and analytics-driven programs supporting large-scale data ecosystems
Rapid Resource Planning & Deployment	Leads resource planning, prioritization, and allocation across multiple concurrent programs and workstreams
Governance & Compliance	Implements PMP, Agile, ITIL-aligned governance frameworks, ensuring compliance, reporting, and audit readiness
Multi-Vendor Coordination	Extensive experience managing distributed teams, vendors, and stakeholders across global environments
Performance Monitoring & SLA Management	Tracks delivery metrics, manages RAID logs, and ensures adherence to timelines, quality, and SLAs



Stakeholder Communication & Reporting	Provides executive reporting, dashboards, and governance reviews for C-level and agency stakeholders
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Role & Responsibility (Aligned to RFQ Scope)

Rajesh will serve as the Program Manager overseeing IT staffing delivery and execution, ensuring that all staffing requests across the defined classifications are fulfilled with qualified, compliant, and high-performing resources.

Key Responsibilities Include:

- **Program Oversight & Delivery Management:** Lead end-to-end staffing delivery across all roles, ensuring alignment with requirements for application development, database administration, mainframe support, and GIS-related services
- **Resource Planning & Allocation:** Coordinate staffing requests, prioritize delivery needs, and ensure timely submission and onboarding of qualified candidates
- **Governance & Compliance Management:** Establish structured governance processes, ensuring adherence to qualification requirements, documentation standards, and performance expectations
- **Multi-Vendor & Stakeholder Coordination:** Act as the central point of coordination across stakeholders, internal teams, and vendors, ensuring seamless execution in a multi-vendor environment
- **Performance Monitoring & Continuous Improvement:** Track key metrics such as time-to-submit, fill rate, and resource performance, ensuring consistent service quality and continuous optimization
- **Risk Management & Escalation Handling:** Proactively identify risks, manage escalations, and ensure minimal disruption to operations through structured mitigation strategies
- **Knowledge Transfer & Workforce Enablement:** Ensure resources contribute to mentoring, training, and knowledge-sharing activities, supporting long-term capability development



8 Project Approach and Methodology

Our Approach for WVDOT

NextRow employs a rigorous, structured, and repeatable process to source, vet, deploy, and manage as-needed IT professionals across multiple technical and functional disciplines in support of WVDOT’s enterprise and COTS-centric IT environment. Our approach is designed to deliver speed, quality, compliance, and continuity, aligning directly with WVDOT’s task work order-based staffing model.

8.1 Recruiting Process

Strategy to Recruit, Train, and Retain IT Workforce

We have invested in our internal recruiting organization, which has significant experience and network available to secure top talent. We maintain relationships with several recruiting organizations and have access to industry-leading proprietary talent databases. We have established a large repository of candidates with skills that complement our core technology offerings. We will utilize our proven Recruiting Methodology, shown below consists of the following steps for recruiting process:

- **Requirement Understanding:** At NextRow, we dedicate considerable time and resources in ensuring a complete understanding of our clients’ needs. We take the time to listen and understand our clients’ needs.
- **Database Search:** Using our internal staffing policy, we attempt to match the requirements with our current and previous employees. If that does not provide the right candidate, we expand our search to identify the bestfit.
- **Skill Testing:** We will employ a variety of skill-based assessment tools (including online portals such as HireRight) and questionnaires to provide fast and effective evaluation of candidates. We have an experienced group of consultants who process the candidates through an extensive interview process to ensure that they are indeed knowledgeable in the field they represent.
- **Background & Reference Checking:** We will follow a comprehensive background check process as part of the Pre-employment screening. This includes checking with references as well as doing a background check via a third party.
- **Arranging Interviews:** Liaises with the selected resources to arrange interviews at our clients’ convenience, ensuring that they are fully briefed about the exact nature of the position: skills, experience and certifications.
- **Follow Up and Performance Review:** We will follow-up with the client on a timely basis to ensure that we are providing the highest level of service in the industry.

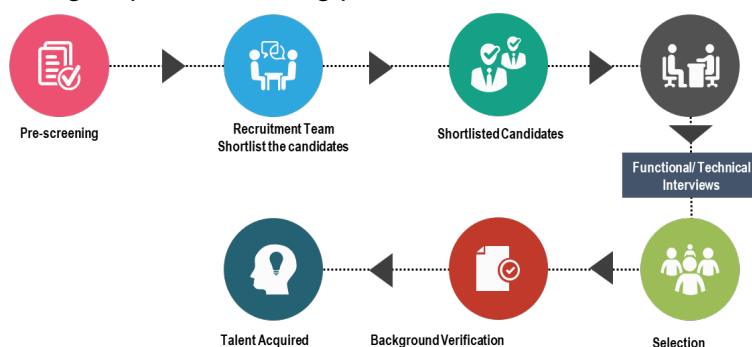


Figure 7: Recruitment Process

8.2 Selection Process

NextRow applies a compliance-driven resume validation protocol to ensure the accuracy and authenticity of all candidate information submitted for IT Staff Augmentation Services. This process minimizes risks for Customers and guarantees that only fully qualified, credentialed, and trustworthy professionals are proposed. Each resume undergoes multiple layers of verification before submission:

- **Education Verification:** We validate all degrees, diplomas, and professional coursework claimed by a candidate. Verification is conducted through official transcripts, direct confirmation with educational



institutions, or accredited third-party verification services. This process ensures that candidates possess the academic qualifications necessary to meet the Job Title requirements outlined in the Delivery order.

- **Experience Validation:** NextRow cross-checks professional experience against prior employer references, project documentation, and public records where available. Recruiters confirm job titles, employment duration, and project responsibilities directly with supervisors or HR departments. This ensures that candidates not only held the positions listed but also performed relevant duties aligned to the role being sought by the Customer.
- **Licensure & Certification Verification:** All professional licenses and technical certifications are validated directly with issuing authorities or certification bodies. For example:
 - PMI for Project Management Professional (PMP)
 - ISC² for CISSP or CCSP certifications
 - Microsoft, AWS, and Google for cloud credentials
 - CompTIA for security and networking certifications

These checks confirm that certifications are current, active, and in good standing, ensuring candidates meet the technical and compliance thresholds for specialized IT roles.

- **Integrity and Compliance Safeguards:** Each validation step is documented, and results are stored in NextRow's Applicant Tracking System (ATS). Any discrepancies trigger an internal escalation for further investigation. Candidates found to have misrepresented credentials are immediately disqualified from consideration.

Unbiased Selection of Candidates

NextRow employs structured and objective screening practices to minimize bias and promote equitable candidate evaluation:

- Role-based qualification matrices aligned strictly to WVDOT's Delivery Order requirements (skills, experience, certifications), eliminating subjective criteria.
- Blind resume screening practices, where feasible, to reduce unconscious bias related to name, age, gender, ethnicity, or background.
- Standardized interview frameworks using consistent evaluation criteria, scoring rubrics, and competency-based questions.
- Mandatory Right-to-Represent validation, ensuring ethical candidate engagement and transparency.

8.3 Reference Checking Process

NextRow conducts structured and documented reference checks as a standard component of our candidate validation protocol. This step ensures that candidates not only possess the skills listed on their resumes but also have a proven history of reliability, professionalism, and performance in prior engagements.

- **Minimum Requirement:** Each candidate must provide at least two professional references from prior employers, supervisors, or project managers who directly oversaw their work. For senior or specialized roles, additional references may be requested.
- **Focus Areas of Verification:** During reference checks, our recruitment specialists follow a standardized questionnaire to ensure consistency across all candidates. Key areas of evaluation include:
 - **Job Duties & Role Accuracy:** Confirmation that the candidate performed the responsibilities listed on their resume.



- **Technical Capabilities:** Assessment of core technical skills, use of required platforms/tools, and problem-solving ability.
- **Adherence to Deadlines & Reliability:** Ability to manage workloads, meet critical deadlines, and maintain project commitments.
- **Professional Conduct & Communication:** Evaluation of teamwork, stakeholder interaction, and clarity in communication.
- **Overall Performance & Rehire Eligibility:** Determination of whether the reference would recommend or rehire the candidate.
- **Documentation & Compliance:** All reference check feedback is documented, stored securely in NextRow's Applicant Tracking System (ATS), and attached to the candidate's compliance package. This package can be made available to Customers for review, providing transparency and assurance that only thoroughly vetted candidates are submitted.
- **Risk Mitigation:** If references identify concerns about a candidate's past performance or reliability, the candidate is either removed from consideration or flagged for additional internal review. This process reduces the risk of placing unqualified or unsuitable staff into critical roles within West Virginia agencies.

Background Screening Procedures

NextRow recognizes that background screening is essential to protecting the integrity, security, and compliance of WV's IT Staff Augmentation Services.

- **Standard Background Screenings (All Staff):**

For all staff provided under the Contract, NextRow conducts comprehensive baseline checks that include:

- **Criminal Background Checks:** Nationwide and state-level searches to identify any disqualifying convictions.
- **Employment Verification:** Confirmation of prior employers, job titles, and dates of employment.
- **Education Validation:** Verification of degrees, transcripts, and institutions attended to confirm academic claims.
- **Identity Verification:** Confirmation of legal work authorization and eligibility to work in the United States.
- **Compliance and Documentation**
 - All background checks are documented and securely maintained in compliance with state and federal privacy regulations.
 - NextRow provides certification to Customers that screenings have been completed prior to staff placement.
 - If any disqualifying information is found, the candidate is immediately withdrawn and replaced with a fully compliant resource.
- **Ongoing Security Assurance**
 - For long-term engagements, NextRow refreshes screenings as required by agency or statutory standards.
 - Staff are also required to adhere to Customer-specific security and conduct policies during the duration of their assignments.



8.4 Tools Used for Recruiting

8.4.1 Systems and Search Tools Used to Source Candidates

NextRow leverages a combination of technology-enabled sourcing platforms and human-led oversight to ensure broad, inclusive outreach:

- Enterprise Applicant Tracking System (ATS) with AI-assisted matching based on skills, certifications, and experience—not demographic attributes.
- Diverse talent databases and professional networks, including underrepresented groups in technology.
- Partnerships with minority-serving institutions, workforce development organizations, and diversity-focused professional associations.
- Continuous mining of NextRow's 50,000+ pre-vetted talent pool, which includes diverse professionals across geography, background, and experience levels.

This multi-channel sourcing strategy ensures access to broad, representative candidate pools while meeting WVDOT's timelines and quality expectations.

8.4.2 Systems / Search Tools Used to Source Candidates

NextRow leverages a technology-enabled, multi-channel sourcing strategy to reach broad and diverse candidate populations while meeting WVDOT's quality and timeline requirements. Our enterprise Applicant Tracking System (ATS) supports AI-assisted skill matching based on qualifications, certifications, and experience—without using demographic attributes. This is complemented by access to a nationwide network of pre-vetted professionals, including candidates with experience in public-sector and regulated environments.

NextRow also sources talent through professional networks, targeted outreach to underrepresented technology communities, and partnerships with workforce development organizations. This blended approach ensures access to diverse, high-quality talent pools while maintaining consistency, traceability, and compliance throughout the recruiting process.

8.4.3 Inclusive Language in Advertisements and Job Postings

NextRow uses inclusive, bias-free language standards in all job advertisements and postings:

- Focus on essential skills and outcomes, avoiding unnecessary degree inflation or exclusionary language.
- Use of gender-neutral and culturally inclusive terminology.
- Clear statements supporting equal opportunity, accessibility, and accommodation.
- Avoidance of jargon or phrasing that may discourage qualified candidates from diverse backgrounds from applying.

8.5 Performance Monitoring

NextRow follows structured procedures to address and remedy any performance issues for Staff placed pursuant to a Request for Quote (RFQ). Our approach is designed to ensure rapid resolution, transparency with the Customer, and minimal operational disruption.

NextRow ensures that performance issues for Staff placed under RFQs are addressed quickly, remedied transparently, and escalated effectively, giving Customers confidence that service delivery will remain uninterrupted and compliant with contract requirements.

- *Customer Feedback and Issue Identification*
 - Upon staff placement, NextRow establishes regular check-ins with the Customer to gather feedback on staff performance.



- If performance concerns are raised, we engage with the Customer immediately (typically within one business day) to document the issue, confirm expectations, and outline corrective actions.
- **Corrective Actions – Coaching and Retraining**
 - The first step is to retain the Staff member and provide targeted interventions such as mentorship, skills refreshers, compliance reminders, or retraining.
 - All corrective actions are tracked in our internal system and updates are shared with the Customer to ensure alignment.
- **Escalation and Replacement if Necessary**
 - If performance does not improve after corrective measures, NextRow activates its escalation matrix.
 - Within days—not weeks—we provide a replacement candidate from our pre-vetted pipeline, ensuring continuity of services and adherence to the RFQ requirements.
- **Continuous Improvement**
 - Each performance issue and resolution is reviewed internally, and lessons learned are integrated into our screening, onboarding, and monitoring processes.
 - This ensures that future candidates are better aligned to Customer expectations, reducing the likelihood of recurring issues.

8.6 Retention Management

Ongoing Staffing Management & Retention

NextRow’s workforce management model emphasizes stability, engagement, and accountability throughout each assignment.

- **Retention-Focused Practices:** Competitive compensation, benefits, training support, and certification assistance help maintain above-average retention for enterprise and public-sector engagements.
- **Active Account Management:** Dedicated account managers conduct regular check-ins with both WVDOT stakeholders and assigned personnel to ensure performance alignment and rapid issue detection.
- **Knowledge Continuity:** Structured knowledge transfer protocols are used for any transition to prevent service disruption.
- **Performance Monitoring:** Resources are monitored against defined deliverables and expectations, with periodic performance reviews and corrective actions as needed.

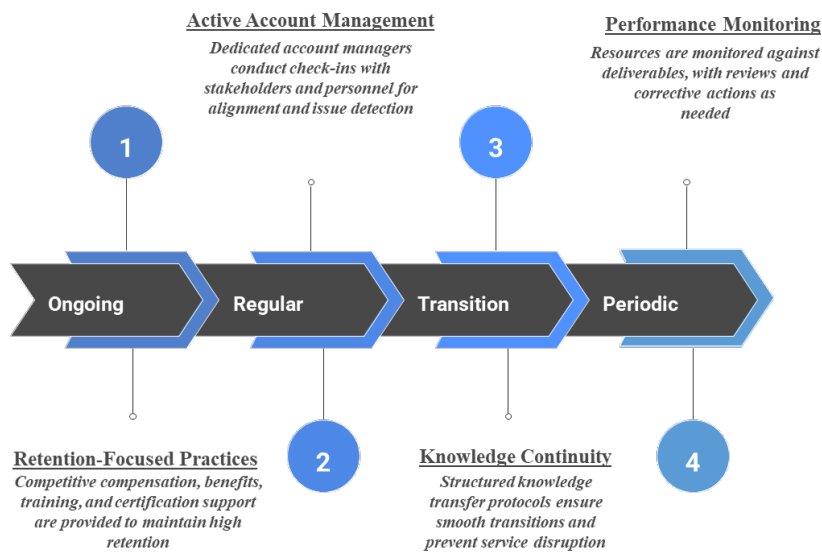


Figure 8: Retention Management

8.7 Surge Management

NextRow is structured to support WVDOT’s variable demand and surge requirements, including:

- **Pre-Vetted Talent Bench:** Immediate access to qualified professionals across key labor categories enables rapid deployment for urgent needs.



- **Scalable Delivery Model:** A nationwide recruiting network supports fast ramp-up for large initiatives or peak workload periods without impacting service quality.
- **Cross-Skilled Resources:** Many consultants possess multi-discipline capabilities (e.g., cloud and security, infrastructure and operations), increasing flexibility and responsiveness.

8.8 Key Resource backup

We understand the importance of the Key Personnel for this engagement and if there arises a situation where key personnel are unavailable or are reported as underperforming for any reason, then an immediate mitigation plan will be devised to identify at least 3 to 5 resources with similar competency, skills, and experience. These resources will be presented to the agency for investigation, interview, and approval. On selection, the resource will be on-boarded and provided adequate training on the District's standards and work culture, work management, technical– then the unavailable resource will be replaced.

8.9 Onboarding Process

NextRow follows a structured, rapid, and compliant onboarding process aligned with the RFQ's requirements for timely deployment, qualification verification, and seamless integration of resources across all fifteen (15) classifications. Our onboarding approach ensures that selected candidates are fully validated, prepared, and productive from day one, while meeting all Delivery Order–specific expectations related to role, location, and reporting.

8.9.1 Pre-Onboarding Compliance & Verification (Post-Selection)

Immediately upon candidate selection, NextRow initiates a compliance-driven onboarding checklist to ensure:

- Verification of education, experience, and technical qualifications aligned to the classification
- Completion of background checks (as required)
- Submission of audit-ready documentation (resume, credentials, identification)
- Execution of confidentiality and compliance agreements

Outcome: 100% compliance with RFQ qualification and documentation requirements prior to start

8.9.2 Delivery Order Alignment & Role Preparation

NextRow aligns each resource to the specific Delivery Order by:

- Reviewing scope of work, responsibilities, and reporting structure
- Confirming work location (Charleston or statewide), schedule, and duration
- Preparing the resource for technical environment and project expectations

Outcome: Resource is fully aligned to role-specific and Delivery Order requirements

8.9.3 Day 1 Readiness & System Access

We ensure that each resource is operationally ready on Day 1, including:

- Coordination with WVDOT for system access, credentials, and workspace setup
- Orientation on tools, processes, and communication protocols
- Introduction to project teams and stakeholders

Outcome: Immediate productivity with minimal ramp-up time

8.9.4 Integration with Project Teams

NextRow resources integrate seamlessly into WVDOT teams by:

- Participating in team meetings, stand-ups, and project workflows
- Collaborating with State personnel and other vendors
- Aligning with ongoing system enhancement, development, and support activities



Outcome: Smooth transition into active project and operational roles

8.9.5 Performance Monitoring & Support (Early Stage)

During the initial onboarding period, NextRow provides:

- Close monitoring of resource performance and role alignment
- Regular check-ins with WVDOT stakeholders and hiring managers
- Immediate resolution of any onboarding or integration issues

Outcome: Early stabilization and performance assurance

8.9.6 Knowledge Transfer & Role Familiarization

Aligned with RFQ expectations, onboarding includes:

- System walkthroughs and process orientation
- Shadowing and collaboration with existing teams
- Access to documentation, SOPs, and technical artifacts



9 Staffing Plan

NextRow delivers a responsive, qualification-driven staffing plan aligned to the RFQ’s requirements for temporary IT staffing across all fifteen (15) classifications, supporting Delivery Orders, statewide operations, and knowledge transfer expectations. Our approach ensures rapid fulfillment, strict qualification compliance, and continuity, backed by proven experience with the State of Illinois, CPS, Hyatt, and VTekh in similar multi-role, delivery order–based environments.

Coverage Across 15 Classifications

NextRow provides full staffing coverage across:

- Mainframe (COBOL, CICS, DB2)
- Database (Oracle, DB2, SQL Server)
- Application Development (.NET, enterprise systems)
- GIS (ESRI, ArcGIS – DBA, Developer, Architect)

Our pre-vetted talent pipeline and active bench ensure readiness across all classifications. NextRow delivers a real-world, execution-ready staffing lifecycle tailored to the RFQ’s Delivery Order model, ensuring each request is translated into qualified, deployed, and productive resources across all 15 classifications with speed, precision, and continuity. Our approach reflects how we operate in live engagements with the State of Illinois, APS, CPS, Hyatt, and VTekh, where multiple concurrent requests, strict qualification compliance, and rapid turnaround are critical.

9.1 Our Staffing Workflow & Execution Model

9.1.1 End-to-End Delivery Order Staffing Lifecycle

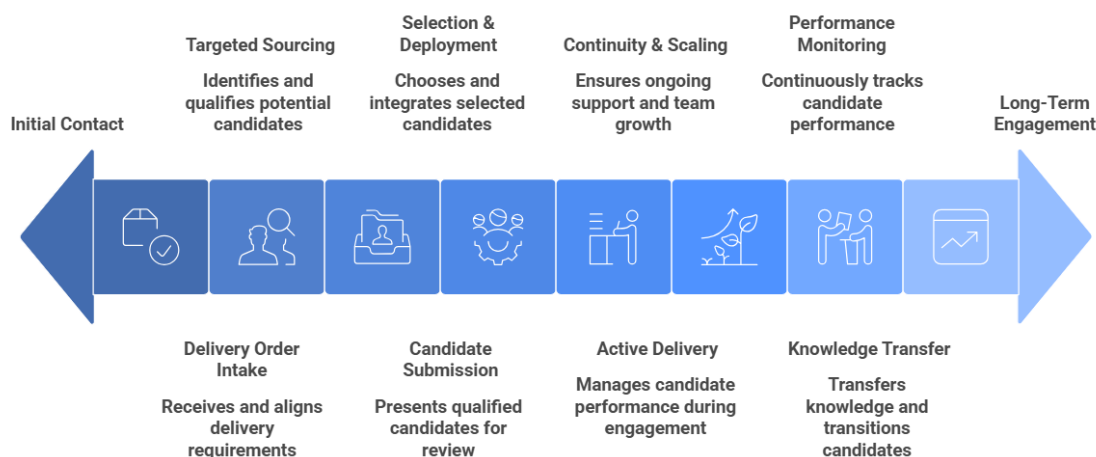


Figure 9: Delivery Order Staffing Lifecycle

9.1.1.1 Phase 1: Delivery Order Intake & Alignment (Day 0–1)

- Receive Delivery Order and conduct rapid requirement triage
- Validate classification (e.g., Mainframe, DBA, Programmer, GIS), level, skills, duration, and location
- Identify dependencies (project deadlines, system impacts, knowledge transfer needs)
- Assign internal delivery lead + recruiter + SME

Outcome: Clear, validated staffing requirement with ownership assigned

9.1.1.2 Phase 2: Targeted Sourcing & Qualification Mapping (Day 1–2)

- Map requirement to pre-qualified talent pool / active bench
- Initiate targeted sourcing for niche roles (e.g., DB2 DBA, GIS Architect)



- Perform multi-layer screening:
 - Technical validation (SME-led)
 - Experience verification aligned to classification
 - Soft skills and stakeholder readiness

Outcome: Shortlisted candidates fully aligned to RFQ qualification criteria

9.1.1.3 Phase 3: Candidate Submission (≤ 10 Business Days)

- Submit 2–3 highly qualified candidates per role
- Provide audit-ready documentation (resume, skills mapping, experience alignment)
- Ensure 100% compliance with classification requirements

Outcome: High-quality, ready-to-interview candidates within RFQ timelines

9.1.1.4 Phase 4: Selection, Onboarding & Deployment (Day 3–5)

- Coordinate client interviews and feedback loop
- Finalize selection and initiate fast-track onboarding
- *Ensure:*
 - System access readiness
 - Environment orientation
 - Role-specific onboarding

Outcome: Resource deployed and productive within 3–5 business days

9.1.1.5 Phase 5: Active Delivery & Performance Management (Ongoing)

- Monitor resource performance, productivity, and alignment to tasks
- Track KPIs:
 - Task completion
 - SLA adherence
 - Stakeholder satisfaction
- Provide weekly/monthly status reporting

Outcome: Consistent, high-quality service delivery aligned to project needs

9.1.1.6 Phase 6: Continuity, Scaling & Replacement (As Needed)

- Support ramp-up/down based on workload and Delivery Orders
- Maintain backup resources for each role
- Execute ≤5-day replacement cycle if needed
- Ensure knowledge continuity during transitions

Outcome: Zero disruption and seamless scalability across engagements

9.1.1.7 Phase 7: Knowledge Transfer & Transition (Ongoing / Exit)

- Conduct structured KT sessions (walkthroughs, documentation, shadowing)
- Deliver SOPs, runbooks, and technical documentation
- Support handover to State personnel or incoming resources

Outcome: Sustained capability and reduced dependency

9.1.1.8 Performance Metrics Embedded in Lifecycle

- *Submission Time:* ≤ 10 Business Days



- **Onboarding Time:** 3–5 business days
- **Fill Rate:** >95%
- **Retention:** >90%
- **Replacement SLA:** ≤5 business days
- **Service Disruption:** 0% (zero default)

9.1.2 Standard Timeline (Per Delivery Order)

Phase	Activities	Timeline
Intake & Validation	Review role, classification, skills, location	Day 0–1
Sourcing & Screening	Identify candidates, conduct technical validation	Day 1–2
Acknowledgement	Initial Submission acknowledgement	≤ 48 Hours
Submission of Resource	provide to the Agency a list of potential candidates for staffing needs within	2 weeks (10 business days)
Selection & Onboarding	Interview coordination, onboarding, deployment	Day 3–5
Performance Monitoring	Ongoing tracking, reporting, support	Continuous

9.2 Execution Model

9.2.1 Key Components of our Execution

We bring a structured, end-to-end approach to managing the full consultant lifecycle in alignment with WVDOT's operational, programmatic, and compliance requirements. Our process is designed to ensure timely mobilization of qualified professionals under both specific time-bound and project-based engagements, while upholding WVDOT's standards of performance, accountability, and ethical employment practices.

We take ownership of the complete lifecycle—from publishing opportunities and shortlisting candidates to contract issuance, onboarding, compliance tracking, and invoicing—ensuring seamless coordination with WVDOT's HR and program teams.

Consultant Recruitment & Selection



- **Delivery Order SON Analysis:** On receipt of the Delivery Order from WVDOT, we validate scope clarity, essential qualifications, and deliverables before publishing job postings on LinkedIn, Indeed and other approved portals.
- **Automated CV Sieving:** Our HRMS-enabled recruitment engine uses pre-defined criteria to sieve resumes/CVs based on technical fit, geography, availability, and past sector experience, enabling efficient longlisting.
- **Diverse Sourcing Pools:** Our recruitment network spans public health, data analytics, capacity building, and M&E domains—allowing access to both national and regional consultant pools across USA.
- **Selection Support:** We submit the resume/CV dump for HR/Hiring Supervisor review and coordinate structured interviews for shortlisted candidates using WVDOT's evaluation templates.
- **Interview Evaluation Tools:** Structured forms and scoring matrices are used for the final shortlisted candidates to ensure objectivity and consistency.



Onboarding & Consultant Engagement



- **Reference & Background Checks:** We conduct formal verifications (employment, criminal, financial, academic, etc.) and document the results for WVDOT prior to selection confirmation.
- **Contract Issuance:** Draft and execute Consultancy Service Agreements (CSA) per WVDOT's format, ensuring that all consultants are legally engaged with clear deliverables, reporting lines, timelines, and fee structures.
- **Orientation & Mobilization:** Conduct onboarding sessions covering WVDOT's code of conduct, deliverable expectations, documentation protocols, and field-level reporting tools.
- **Onboarding Support:** Where applicable, NextRow will support the smooth transition of existing consultants, or facilitate onboarding of new consultants per WVDOT's direction

Compliance & Governance



- **Leave and Statutory Compliance:** Monitor and track leaves in line with the agreed terms in the CSA. Manage statutory compliance such as Provident Fund (if applicable), accidental insurance coverage, and tax declarations.
- **Disciplinary Management:** We enforce performance expectations and handle misconduct cases in consultation with WVDOT, ensuring a fair and documented process.

Consultant Records & Performance Oversight



- Maintain a centralized digital repository for all consultant documents, contracts, deliverables, and correspondence.
- Periodically review performance against deliverables, share feedback templates with Hiring Supervisors, and track consultant engagement history to improve future deployment quality

Invoicing & Payments



- Consultants submit supervisor-approved worksheets and invoices to our team.
- We conduct a validation check before submitting the compiled documents to WVDOT's Finance.
- Management fee is invoiced only upon successful processing of the consultant's fee, with no upfront financial commitment from WVDOT.

Scalability & Flexibility



- We maintain an active bench of pre-vetted consultants across disciplines and geographies, allowing for rapid deployment.
- Our framework supports multi-project staffing with no minimum guarantee, making it ideal for fluctuating demands.

Data Protection & Confidentiality



- All consultant data is maintained in secure, access-controlled systems.
- We are fully compliant with data privacy norms and ensure confidentiality in all phases of consultant interaction and reporting.

Travel Helpdesk Support



- Coordinate end-to-end travel arrangements for consultants, including transportation, lodging, and itineraries, based on WVDOT's predefined travel entitlements.
- Ensure all bookings comply with WVDOT's travel policies and are validated for cost efficiency and logistical suitability.
- Facilitate seamless consultant mobilization across US to support timely deployment for field assignments and project deliverables.
- Process travel and accommodation reimbursements upon submission of validated claims, in coordination with WVDOT's finance team.
- Maintain secure documentation of all travel-related transactions for audit readiness and financial reconciliation.
- Enable uninterrupted field operations through proactive logistics planning and centralized helpdesk support.

Transition Plan



- Facilitate seamless transition of existing consultants where applicable, ensuring minimal disruption to ongoing project activities.
- Coordinate with outgoing vendors or WVDOT's internal teams to collect and verify existing consultant documentation, contracts, and compliance records.
- Conduct onboarding or re-orientation sessions for transitioning consultants to align them with NextRow's operational framework and WVDOT's expectations.
- Establish a communication bridge between WVDOT, existing consultants, and NextRow's delivery team to ensure clarity of roles, timelines, and reporting structures.
- Provide a transition checklist and maintain continuity of deliverables through phased onboarding, shadowing, or handover planning when necessary including document verification, payroll setup, travel coordination (if needed), and access provisioning.
- Monitor the transition process through weekly status updates, risk tracking, and escalation protocols to ensure a smooth and controlled shift.
- Ensure full compliance with WVDOT's contracting and guidelines during the transition phase

Quality Control / SLA Governance



- Establish measurable Service Level Agreements (SLAs) to monitor key performance areas such as CV submission turnaround, onboarding time, reference checks, and invoicing accuracy.
- Conduct periodic quality audits to assess compliance with WVDOT's recruitment protocols, onboarding processes, documentation standards, and consultant performance.
- Implement a feedback mechanism with WVDOT's hiring supervisors to evaluate consultant effectiveness, responsiveness, and overall alignment to project objectives.
- Perform monthly review meetings with WVDOT's stakeholders to assess SLA adherence, identify improvement areas, and resolve any performance gaps.
- Deploy a dedicated account manager to oversee quality governance, coordinate issue resolution, and ensure continuous improvement in service delivery.
- Ensure all consultant records, compliance checklists, and lifecycle activities are maintained in an audit-ready format and regularly reviewed for accuracy.



- Align all quality control activities with WVDOT’s SOPs and donor compliance requirements to ensure transparency, consistency, and accountability.

Dedicated Contract Manager



- Assign a Dedicated Contract Manager (DCM) as the single point of contact for all contractual, operational, and escalation matters related to WVDOT’s consultant engagement.
- Ensure the DCM works closely with WVDOT and program teams to oversee recruitment timelines, onboarding coordination, and performance tracking.
- Monitor compliance with WVDOT’s Delivery Order, SLAs, and policy frameworks across all consultants and processes.
- Facilitate weekly progress reports and monthly review meetings to keep all stakeholders aligned on consultant status, hiring pipelines, and risk indicators.
- Oversee end-to-end documentation, including contract issuance, extensions, renewals, and closure of consultant engagements.
- Support issue resolution including consultant grievances, disciplinary actions, or any deviation from WVDOT’s standards, ensuring timely redressal and documentation.
- Maintain audit-ready records for all engagements and coordinate with WVDOT’s compliance team during any review or inspection process.
- Continuously optimize staffing workflows based on feedback, data insights, and WVDOT’s evolving programmatic priorities.

9.3 Comprehensive Onboarding Workflow & Responsibilities

NextRow follows a structured, SLA-driven onboarding process designed to ensure a seamless and compliant integration of consultants into WVDOT’s programs. Upon receiving a finalized Delivery Order and requisition from WVDOT, NextRow activates its sourcing pipeline, leveraging both internal talent pools and external job platforms. Shortlisted candidates undergo a rigorous evaluation process, including structured interviews and reference checks conducted using WVDOT’s prescribed format.

Once a candidate is selected, NextRow prepares and executes the Consultancy Service Agreement (CSA), facilitates onboarding sessions covering WVDOT’s code of conduct, deliverable expectations, and reporting protocols, and ensures all documentation is completed and securely stored in the HRMS. WVDOT supports access provisioning and oversees final approval before deployment. NextRow also submits an onboarding completion report to enable invoicing, maintaining audit-ready records for all consultants. This collaborative approach ensures consultants are mobilized efficiently, compliantly, and with full visibility across both organizations.

Phase	Key Activities	Responsibility
1. Delivery Order Finalization	Review role-specific Delivery Order, validate deliverables, budget band, location, and expected start date	WVDOT
2. Requisition Raised	Share formal requisition with NextRow, including SoW, evaluation criteria, timeline, and budget	WVDOT / Program Manager
3. Job Advertisement & Sourcing	Publish roles on LinkedIn, Indeed and other portals, activate internal talent pool sourcing	NextRow
4. CV Screening & Longlisting	Use HRMS and manual review to screen CVs as per SoW; prepare longlist	NextRow



5. Shortlisting by Hiring Supervisor	Share CV dump with WVDOT for review; WVDOT shortlists 3–5 candidates per role	NextRow + WVDOT
6. Interview Coordination	Schedule virtual interviews, provide evaluation templates, and consolidate feedback	NextRow
7. Final Selection	Finalize candidate(s), obtain internal approval, and trigger onboarding process	WVDOT Hiring Lead
8. Reference Check	Conduct reference checks (using WVDOT’s format), verify previous employment, conduct compliance review	NextRow
9. CSA Drafting & Contracting	Prepare Consultancy Service Agreement (CSA) and share with consultant for signature	NextRow
10. Consultant Orientation	Conduct remote onboarding session covering: <ul style="list-style-type: none"> • WVDOT code of conduct • Deliverables & timelines • Reporting structure • Travel and claim protocols 	NextRow (Lead) WVDOT (Support)
11. Documentation Submission	Consultant shares required documents (ID, PAN, bank details, signed CSA, etc.)	NextRow + Consultant
12. System Registration	Register consultant in NextRow’s HRMS; WVDOT assigns project/departmental access (if applicable)	NextRow + WVDOT IT (if needed)
13. Deployment Confirmation	Consultant receives deployment confirmation email with reporting instructions and point of contact	NextRow
14. Onboarding Completion Report	NextRow submits onboarding checklist and confirmation of readiness for invoice eligibility	NextRow