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Header 5

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Mainframe Application Analyst				678412.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**Extended Description:**

Senior Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mainframe Application Analyst				621004.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**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				678412.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**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				621004.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**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				678412.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**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				621004.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**Extended Description:**

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				621004.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**Extended Description:**

PC Programmer Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior PC Programmer Analyst				678412.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**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				621004.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**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				678412.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**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				678412.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**Extended Description:**

GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior GIS Database Administrator				735820.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**Extended Description:**

Senior GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	GIS Architect				965452.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**Extended Description:**

GIS Architect

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	GIS Application Developer				793228.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**Extended Description:**

GIS Application Developer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Senior GIS Application Developer				850636.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:** Total Contract Value from Year 1 through Year 4 based on an estimated quantity of 2,080.

**Extended Description:**

Senior GIS Application Developer

## **RESPONSE TO**



**For**

**REQUEST FOR QUOTATION (RFQ) - CRFQ-0803-DOT2600000079-1**  
**WVDOT IT TEMPORARY STAFFING SERVICES (81260081)**

**Due For: Tuesday, March 31<sup>st</sup>, 2026; 01:30 PM EDT**

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*Certified Minority Business Enterprise (MBE)  
Certified Small Business Enterprise (SBE)  
Certified Disadvantaged Business Enterprise (DBE)  
Certified Airport Concession Disadvantaged Business Enterprise (ACDBE)*

### **PREPARED BY**



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## COVER LETTER

**To:**  
Department of Administration  
Purchasing Division 2019  
Washington Street East Charleston  
WV 25305- 0130

**Date:**  
March 31<sup>st</sup>, 2026

**Contact Details:** ✉ John W Estep, <mailto:john.w.estep@wv.gov>; (304) 558-2566

**Ref. RFQ - CRFQ-0803-DOT2600000079-1 - WVDOT IT TEMPORARY STAFFING SERVICES**

Galaxy i Technologies Inc. is pleased to submit this proposal in response to the State of West Virginia's Request for Quotation for IT Temporary Staffing Services supporting the West Virginia Department of Transportation (WVDOT). We appreciate the opportunity to contribute to a program that directly supports critical statewide infrastructure and operational systems.

With over a decade of experience in IT staffing and consulting, Galaxy i Technologies Inc. specializes in providing highly skilled technical professionals to public sector organizations. Our experience includes supporting complex environments involving mainframe systems, database administration, enterprise applications, and GIS platforms areas that are central to WVDOT's operational needs.

We understand that this requirement is not just about filling positions, but about ensuring continuity, reliability, and technical accuracy across multiple specialized roles. Based on the solicitation, key staffing areas include:

- Mainframe and application support roles
- Database administration across Oracle, DB2, and SQL Server
- GIS and data-driven system support
- Programmer analysts and application development resources

These roles require professionals who can integrate quickly, work within established government systems, and deliver from day one without extensive ramp-up time. To meet these expectations, our staffing approach focuses on quality, speed, and fit. We deploy pre-vetted candidates through a structured evaluation process that ensures both technical capability and alignment with client environments. In addition, our delivery model ensures:

- Rapid turnaround for candidate submission and onboarding
- Consistent resource quality through multi-level screening
- Seamless replacement support to maintain continuity
- Ongoing coordination with client teams for performance alignment

Our team operates with a strong emphasis on accountability, compliance, and responsiveness. We ensure adherence to all contractual requirements, including background verification, documentation standards, and state procurement guidelines, while maintaining clear communication and transparency throughout the engagement.

Galaxy i Technologies Inc. is committed to being more than a staffing vendor we aim to be a reliable partner supporting WVDOT's long-term operational success. We are confident that our experience, technical expertise, and structured delivery model position us to effectively support this requirement. We appreciate your time and consideration. Please feel free to contact us at (480) 747-0348 or [bids@galaxyitech.com](mailto:bids@galaxyitech.com) for any additional information or clarification.

Sincerely,



**Vijay Kommineni, President**



## EXECUTIVE SUMMARY

Galaxy i Technologies Inc. submits this proposal to provide IT Temporary Staffing Services in support of the West Virginia Department of Transportation (WVDOT). Our solution is built to ensure that WVDOT has continuous access to highly skilled technical professionals who can support critical systems, maintain operational stability, and contribute effectively across a wide range of IT functions.

WVDOT's environment requires reliable and experienced resources across multiple specialized areas, including mainframe systems, database platforms, application development, and GIS technologies. These systems are essential to daily operations, and any disruption in staffing can directly impact performance and service delivery. We understand that the requirement is not limited to filling positions, but rather ensuring that each resource brings the right combination of technical expertise, adaptability, and ability to work within established government processes.

Galaxy i Technologies Inc. approaches this requirement with a structured and results-driven staffing model. Our process is designed to identify, evaluate, and deploy candidates who are not only technically qualified but also capable of integrating quickly into WVDOT's environment. By leveraging our nationwide talent network and pre-screened candidate pool, we ensure reduced turnaround time without compromising on quality.

### **Our solution focuses on delivering measurable value across key areas:**

- Access to a strong pipeline of pre-qualified IT professionals with experience in mainframe, Oracle, DB2, SQL Server, GIS, and application support roles
- A multi-level screening process that validates technical skills, practical experience, and role alignment before submission
- Rapid response capability to meet urgent staffing needs and project-based requirements
- Flexibility to scale resources up or down based on workload fluctuations and project phases
- Continuous coordination with WVDOT stakeholders to ensure alignment on performance, expectations, and delivery

In addition to staffing delivery, we place strong emphasis on consistency and accountability. Our team maintains regular communication with client stakeholders, monitors resource performance, and ensures that any gaps are addressed proactively. In situations requiring replacement or additional support, our recruitment and deployment framework allows us to respond quickly while maintaining service continuity.

Galaxy i Technologies Inc. also understands the importance of compliance and adherence to contractual requirements. Our processes are aligned with government standards, including background verification, documentation, and reporting practices, ensuring a smooth and compliant engagement throughout the contract period.

Overall, our approach is designed to provide WVDOT with a dependable staffing partner that delivers both quality and responsiveness. By combining technical expertise, structured processes, and a flexible staffing model, we are confident in our ability to support WVDOT's IT staffing needs effectively and contribute to the success of its ongoing operations and initiatives.

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## OUR COMPANY PROFILE

Galaxy i Technologies Inc. is an established IT consulting and staffing services provider with over 15 years of experience delivering information technology solutions and workforce support to federal, state, and local government agencies, as well as commercial organizations. The company specializes in providing qualified IT professionals across a wide range of technical domains, including mainframe systems, database administration, application development, and GIS technologies.

### ❖ Organizational Experience

Galaxy i Technologies Inc. has been continuously engaged in providing IT staffing and consulting services for more than five (5) years, meeting and exceeding the minimum experience requirements outlined in this solicitation. Our experience includes delivering skilled technical resources to support mission-critical systems, enterprise applications, and data-driven environments.

#### Our services have consistently focused on:

- IT staff augmentation across specialized technical roles
- Support for enterprise systems including mainframe and database platforms
- Application development and system maintenance
- Data management and GIS-based solutions

This experience demonstrates our capability to operate in complex environments similar to WVDOT, where system reliability and technical expertise are essential.

### ❖ Demonstrated Staffing Capability

Galaxy i Technologies Inc. has a proven track record of successfully providing qualified IT professionals across multiple classifications similar to those required under this contract. Over the past five (5) years, we have supplied numerous technical resources supporting government and enterprise clients in roles such as database administrators, programmers, system analysts, and infrastructure specialists.

#### Our staffing capability is supported by:

- Delivery of multiple IT resources across various technical classifications
- Experience supporting long-term and project-based staffing engagements
- Ability to match candidates to specific technical and operational requirements
- Established relationships with clients requiring high-performance IT staffing solutions

For each engagement, Galaxy i Technologies Inc. ensures that resources meet defined technical qualifications and are aligned with client-specific needs. Documentation of prior engagements, including client references and points of contact, can be provided to demonstrate compliance with staffing requirements.

### ❖ Capability to Meet Contract Requirements

Galaxy i Technologies Inc. possesses the operational capacity, technical expertise, and recruitment infrastructure necessary to fulfill the requirements of this contract. Our internal processes are designed to ensure that all staffing services are delivered efficiently, consistently, and in alignment with contractual expectations.

#### Key capabilities include:

- Access to a nationwide pool of pre-screened IT professionals
- Structured recruitment and technical evaluation processes
- Rapid deployment and replacement support
- Compliance with documentation, reporting, and verification requirements
- Ongoing resource management and performance monitoring



Our approach ensures that all personnel provided under this contract meet the required qualifications and are capable of contributing effectively within WVDOT's environment.

❖ **Certifications and Business Status**

Galaxy i Technologies Inc. is a certified and compliant organization with recognized business designations that support participation in public sector contracts. These include:

- Small Business Enterprise (SBE)
- Disadvantaged Business Enterprise (DBE)
- Minority Business Enterprise (MBE)
- Airport Concession Disadvantaged Business Enterprise (ACDBE)

These certifications reflect our commitment to quality, compliance, and inclusive business practices, while also demonstrating our eligibility to participate in government contracting programs.

## **OUR UNDERSTANDING OF THE REQUIREMENT**

Galaxy i Technologies Inc. understands that the West Virginia Department of Transportation (WVDOT) is seeking a qualified and reliable staffing partner to provide IT temporary staffing services across multiple technical domains. The objective of this contract is to ensure that WVDOT has continuous access to skilled professionals who can support, maintain, and enhance critical systems without disruption to daily operations.

WVDOT operates in a technology-driven environment where systems such as mainframe applications, enterprise databases, and GIS platforms play a central role in transportation planning, infrastructure management, and operational decision-making. These systems require consistent technical support, and any gaps in staffing can impact system performance, data accuracy, and service delivery timelines.

**Based on our review of the requirement, we understand that WVDOT is seeking staffing support across a range of specialized IT roles, including:**

- Mainframe Application Analysts and Programmers
- Oracle, DB2, and SQL Server Database Administrators
- Application Developers and Programmer Analysts
- GIS Database Administrators, Developers, and Architects

Each of these roles requires not only technical proficiency but also the ability to work within existing systems, follow established processes, and collaborate effectively with internal teams.

Beyond technical expertise, this requirement places strong emphasis on flexibility and responsiveness. Staffing needs are expected to vary based on project demands, system upgrades, maintenance cycles, and operational priorities. As a result, the selected vendor must be capable of scaling resources efficiently while maintaining consistency in quality and performance.

**We recognize several key expectations associated with this requirement:**

- **Rapid resource availability** to support both planned and urgent staffing needs
- **High technical accuracy** to ensure resources can contribute with minimal ramp-up time
- **Continuity of operations** by minimizing disruptions caused by vacancies or turnover
- **Alignment with government processes** including documentation, reporting, and compliance requirements

In addition, WVDOT's environment presents operational challenges that require a structured and proactive staffing approach. These include managing legacy systems alongside modern technologies, ensuring data integrity across multiple platforms, and maintaining performance during periods of increased workload or system changes.



Galaxy i Technologies Inc. addresses these challenges by focusing on precise candidate matching, strong technical validation, and ongoing coordination with client stakeholders. Our approach ensures that each resource is not only qualified but also aligned with the specific technical and operational needs of WVDOT.

Overall, we understand that this engagement is critical to maintaining system stability and supporting ongoing initiatives within WVDOT. Our staffing model is designed to deliver dependable, high-quality resources that integrate seamlessly into the existing environment and contribute to sustained operational success.

## **TECHNICAL STAFFING APPROACH**

Galaxy i Technologies Inc. follows a structured and role-focused staffing methodology designed to deliver qualified IT professionals who can contribute effectively from the start. Our approach ensures that each resource is technically aligned, operationally ready, and capable of working within WVDOT's existing systems and processes.

We recognize that the requirement spans multiple specialized domains, including mainframe systems, database platforms, application development, and GIS technologies. Each of these areas demands targeted sourcing and evaluation rather than a one-size-fits-all recruitment approach. To address this, we apply a role-based staffing strategy that ensures precision in candidate selection.

### ❖ **Role-Based Staffing Alignment**

Our staffing process begins with a detailed understanding of each role and its technical expectations. We map required skills, tools, and experience levels to ensure accurate candidate matching.

#### **For key role categories, our alignment includes:**

- **Mainframe Roles**  
Focus on candidates with experience in legacy systems, batch processing, COBOL/JCL environments, and system maintenance within government or enterprise environments
- **Database Administration**  
Candidates with hands-on expertise in Oracle, DB2, and SQL Server, including performance tuning, data integrity, backup and recovery, and system optimization
- **Application Development & Programmer Analysts**  
Professionals skilled in system design, coding, debugging, and supporting enterprise applications with the ability to work across integrated environments
- **GIS & Data Systems**  
Resources with experience in GIS platforms, spatial data management, and application development supporting data-driven decision-making

This role-specific alignment ensures that candidates are not just technically qualified, but also relevant to the actual work environment at WVDOT.

### ❖ **Technical Screening and Skill Validation**

Galaxy i Technologies Inc. implements a multi-level screening process to ensure that every candidate meets both technical and practical expectations. Our evaluation goes beyond resume review and focuses on real capability.

#### **Our screening approach includes:**

- Technical assessments aligned to the specific role and technology stack
- Evaluation of hands-on experience in similar environments
- Validation of problem-solving ability and system-level understanding
- Verification of certifications, project experience, and past performance



This process ensures that only candidates who meet the required technical standards are submitted for consideration.

❖ **Resource Quality and Readiness**

In addition to technical validation, we ensure that each resource is prepared to integrate quickly into WVDOT's environment. This includes understanding work expectations, communication protocols, and project responsibilities prior to deployment.

**Our focus on quality ensures:**

- Reduced ramp-up time and immediate contribution
- Consistency in performance across all roles
- Alignment with client expectations and operational standards

❖ **Continuous Support and Performance Alignment**

Our responsibility does not end with candidate placement. Galaxy i Technologies Inc. maintains ongoing coordination to ensure that resources continue to perform effectively throughout the engagement.

**We support this through:**

- Regular check-ins with client stakeholders
- Monitoring of resource performance and feedback
- Quick resolution of any issues or gaps
- Rapid replacement capability if required

Overall, our technical staffing approach is designed to deliver the right talent with the right skills at the right time. By combining role-specific alignment, strong technical validation, and continuous support, Galaxy i Technologies Inc. ensures that WVDOT receives dependable and high-performing IT professionals across all required domains.

❖ **Role-Based Staffing Alignment**

Galaxy i Technologies Inc. follows a role-specific staffing approach to ensure that each position is filled with candidates who have direct, relevant experience rather than generic technical backgrounds. We align every requirement with clearly defined skill expectations, tools, and work environments to ensure accurate placement.

For WVDOT's requirement, this means identifying candidates who have worked in similar environments involving mainframe systems, enterprise databases, application development, and GIS platforms. Each role is treated independently to ensure that the selected resource is capable of contributing immediately without additional training or adjustment.

**To ensure alignment, we focus on:**

- Matching candidates to specific technologies and system environments
- Prior experience in similar government or enterprise settings
- Role-specific responsibilities rather than general skillsets

❖ **Skill Mapping & Technical Fitment**

Our staffing process includes detailed skill mapping to ensure that each candidate's technical capabilities align precisely with the job requirements. We break down each role into required competencies and evaluate candidates against those parameters to avoid mismatches.





This includes assessing both core technical skills and practical experience in handling real-world scenarios. Candidates are evaluated not only on what they know, but how effectively they have applied their knowledge in similar roles.

**Our evaluation focuses on:**

- Technical proficiency in required platforms such as mainframe, Oracle, DB2, SQL Server, and GIS tools
- Hands-on experience with system support, development, or administration
- Ability to troubleshoot, optimize, and maintain systems in live environments

This structured mapping ensures that every submitted candidate is a strong technical and functional fit for the role.

❖ **Resource Quality Assurance**

Galaxy i Technologies Inc. ensures that all resources provided meet consistent quality standards before deployment and throughout the engagement. Our focus is on delivering professionals who are reliable, technically sound, and aligned with client expectations.

Before placement, each candidate undergoes technical validation, background verification, and internal quality checks. Once deployed, we continue to monitor performance and maintain communication to ensure ongoing alignment.

**Our quality assurance approach ensures:**

- Consistent performance and accountability across all roles
- Minimal ramp-up time and immediate productivity
- Prompt resolution and replacement support if required

## **RECRUITMENT & DEPLOYMENT STRATEGY**

Galaxy i Technologies Inc. utilizes a comprehensive, end-to-end recruitment and deployment framework designed to deliver highly qualified IT professionals in a timely, consistent, and compliant manner. Our approach ensures that WVDOT receives resources who are not only technically proficient but also capable of integrating seamlessly into existing systems and contributing effectively from the outset.

We recognize that this requirement involves multiple specialized roles across mainframe systems, database administration, application development, and GIS environments. Each of these areas requires targeted sourcing, precise evaluation, and efficient deployment to avoid delays and ensure continuity of operations. Our strategy is structured to address these needs through a combination of strong talent pipelines, rigorous screening processes, and a responsive deployment model.

❖ **Talent Sourcing Model**

Galaxy i Technologies Inc. maintains a robust and continuously updated talent acquisition network that enables us to identify and engage qualified IT professionals across all required domains. Our sourcing strategy is proactive rather than reactive, allowing us to maintain readiness for both anticipated and urgent staffing needs.

We leverage multiple sourcing channels and maintain an active database of pre-screened candidates with experience in government and enterprise environments. This ensures that we can quickly identify candidates who meet both technical and operational expectations.





## **Our sourcing approach is supported by:**

- A nationwide database of pre-qualified IT professionals across mainframe, database, application, and GIS domains
- Dedicated recruiting teams specializing in IT staffing and technical resource identification
- Use of industry platforms such as LinkedIn, Dice, and other professional networks for targeted sourcing
- Continuous pipeline development for high-demand and niche skillsets
- Engagement with passive candidates who possess specialized or hard-to-find expertise
- This structured sourcing model allows us to significantly reduce time-to-fill while maintaining a strong focus on candidate quality.

## ❖ **Screening & Evaluation Process**

To ensure that only the most qualified candidates are submitted, Galaxy i Technologies Inc. follows a multi-layered screening and evaluation process. Our objective is to validate not just technical knowledge, but also real-world application, problem-solving ability, and readiness to perform within WVDOT's operational environment.

Each candidate undergoes a detailed assessment aligned with the specific role requirements. This process is designed to eliminate mismatches and ensure that selected candidates can contribute immediately without extensive ramp-up.

## **Our evaluation process includes:**

- Role-specific technical screening conducted by experienced evaluators
- Assessment of hands-on experience with relevant technologies such as mainframe systems, Oracle, DB2, SQL Server, and GIS platforms
- Validation of prior project experience in similar government or enterprise environments
- Behavioral evaluation to assess communication, adaptability, and team collaboration
- Verification of certifications, employment history, and professional references
- Background checks to ensure compliance with contractual and regulatory requirements

By applying this structured evaluation model, we ensure that every candidate submitted to WVDOT meets defined technical standards and aligns with project expectations.

## ❖ **Deployment Timeline & Replacement Strategy**

Galaxy i Technologies Inc. is committed to delivering resources within defined timelines while maintaining quality and compliance. Our deployment model is designed to ensure that staffing requests are fulfilled efficiently, without compromising on the screening and validation process.

We understand that timely deployment is critical to maintaining system stability and supporting ongoing operations. At the same time, accuracy in candidate selection is equally important to avoid rework and performance issues.

## **Our standard deployment timeline includes:**

- Initial candidate submission within 2 to 5 business days of receiving a staffing request
- Coordination of interviews based on WVDOT's availability and scheduling preferences
- Final selection and onboarding preparation following candidate approval
- Deployment within agreed timelines, ensuring all compliance and documentation requirements are met

In addition to deployment, we maintain a strong replacement and continuity strategy to address any unforeseen changes in staffing.





**Our replacement approach includes:**

- Maintaining backup candidate pipelines for all critical roles
- Immediate initiation of replacement sourcing upon identification of a gap
- Rapid turnaround for replacement candidates to minimize disruption
- Ongoing communication with WVDOT stakeholders to address performance concerns
- Continuous monitoring of deployed resources to ensure consistent delivery

This proactive approach ensures that WVDOT experiences minimal disruption in the event of resource changes, attrition, or evolving staffing needs.

Overall, Galaxy i Technologies Inc.'s recruitment and deployment strategy is designed to deliver the right resources at the right time while maintaining high standards of quality, compliance, and operational alignment. Our structured processes, combined with a strong talent network and responsive delivery model, ensure that WVDOT receives dependable staffing support throughout the contract lifecycle.

## **RESOURCE MANAGEMENT & SCALABILITY**

Galaxy i Technologies Inc. understands that staffing requirements under this contract will not remain static. WVDOT's operational environment involves changing project priorities, system upgrades, maintenance cycles, and unexpected workload fluctuations. Our resource management approach is designed to handle these variations efficiently while ensuring continuity, consistency, and high performance across all roles.

We follow a structured workforce management model that focuses on proactive planning, continuous monitoring, and rapid response. This ensures that staffing levels remain aligned with WVDOT's needs at all times, without impacting ongoing operations or system performance.

### ❖ **Proactive Resource Planning**

Our approach begins with continuous coordination with WVDOT stakeholders to understand current and upcoming staffing needs. Rather than reacting to gaps after they occur, we actively monitor requirements and maintain readiness to scale resources as needed.

**This includes:**

- Regular communication with client teams to anticipate workload changes
- Forecasting resource requirements based on project phases and system demands
- Maintaining visibility into current resource utilization and upcoming needs

This proactive planning allows us to minimize delays and ensure that staffing adjustments are made smoothly.

### ❖ **Scalable Staffing Model**

Galaxy i Technologies Inc. is equipped to scale resources up or down based on demand without compromising quality. Our recruitment infrastructure and talent pipeline enable us to quickly adjust staffing levels in response to both planned and unplanned requirements.

**Our scalability capabilities include:**

- Rapid addition of resources during peak workload periods or project expansions
- Ability to support multiple roles simultaneously across different technical domains
- Flexible engagement models to accommodate short-term, long-term, or project-based needs
- Reduction or reallocation of resources when demand decreases

This flexibility ensures that WVDOT can maintain operational efficiency without overstaffing or resource shortages.



❖ **Continuity of Operations**

Maintaining continuity is critical in an environment where IT systems support essential transportation operations. Galaxy i Technologies Inc. ensures that any changes in staffing do not disrupt workflows or system performance.

**We achieve this through:**

- Maintaining backup candidate pipelines for all critical roles
- Ensuring knowledge transfer and documentation where required
- Providing quick replacement support in case of attrition or performance gaps
- Minimizing transition time between outgoing and incoming resources

Our focus is to ensure that operations continue seamlessly, regardless of staffing changes.

❖ **Performance Monitoring and Accountability**

Effective resource management requires continuous oversight. Galaxy i Technologies Inc. monitors the performance of deployed resources to ensure alignment with WVDOT's expectations and project objectives.

**Our performance management approach includes:**

- Regular check-ins with WVDOT stakeholders for feedback and alignment
- Tracking resource performance, productivity, and responsiveness
- Addressing any issues or concerns in a timely manner
- Taking corrective actions, including replacement if necessary

This structured monitoring ensures consistent service quality and accountability throughout the engagement.

❖ **Adaptability to Changing Requirements**

WVDOT's needs may evolve due to new initiatives, system changes, or external factors. Galaxy i Technologies Inc. is prepared to adapt quickly to these changes by leveraging our flexible staffing model and strong recruitment capabilities.

**We are capable of responding to:**

- Sudden increases in workload or urgent staffing needs
- Specialized skill requirements for specific project phases
- Shifts in priorities requiring reallocation of resources
- Long-term changes in staffing structure or engagement scope

Overall, our resource management and scalability approach ensures that WVDOT receives reliable, flexible, and high-performing staffing support. By combining proactive planning, scalable delivery, and continuous performance monitoring, Galaxy i Technologies Inc. is well-positioned to meet both current and evolving staffing demands without disruption.

## **PROJECT GOVERNANCE & SUPPORT MODEL**

Galaxy i Technologies Inc. implements a structured governance and support framework to ensure that all staffing services are delivered with clear communication, defined accountability, and consistent performance oversight. Our model is designed to provide WVDOT with full visibility into staffing activities, resource performance, and issue resolution, ensuring a smooth and well-managed engagement throughout the contract period.

We recognize that effective governance is critical in a multi-role IT staffing environment where coordination between stakeholders, timely communication, and quick issue resolution directly impact operational efficiency. Our approach establishes clear roles, communication channels, and escalation paths to maintain alignment at all





levels.

❖ **Account Management**

Galaxy i Technologies Inc. assigns a dedicated account management team to oversee all aspects of the engagement. This ensures a single point of coordination for WVDOT, along with structured communication and proactive management of staffing activities.

**The account management function is responsible for:**

- Acting as the primary point of contact for all staffing-related coordination
- Managing resource requests, submissions, and onboarding activities
- Maintaining regular communication with WVDOT stakeholders
- Providing status updates on staffing progress, resource availability, and performance
- Addressing concerns, feedback, and changing requirements in a timely manner

Our account managers work closely with recruitment and delivery teams to ensure that all requests are handled efficiently and aligned with WVDOT's expectations.

❖ **Help Desk & Escalation Process**

Galaxy i Technologies Inc. provides a structured support and escalation mechanism to ensure that any issues related to staffing, resource performance, or coordination are addressed promptly and effectively.

All requests, queries, and issues are tracked through defined communication channels, ensuring transparency and accountability. When issues arise, they are categorized based on priority and handled accordingly.

**Our escalation framework includes:**

- Initial support through account management and coordination teams
- Defined response timelines based on issue severity
- Escalation to senior management for critical or unresolved issues
- Continuous tracking of issues until resolution

This structured approach ensures that concerns are not only addressed quickly but also resolved in a way that minimizes impact on WVDOT operations.

❖ **Performance Monitoring**

Galaxy i Technologies Inc. maintains continuous oversight of resource performance to ensure consistent service delivery and alignment with project expectations. Our focus is on maintaining high standards while proactively identifying and addressing any performance gaps.

Performance monitoring is conducted through regular interaction with WVDOT stakeholders and internal tracking mechanisms.

**Our approach includes:**

- Periodic check-ins to gather feedback on resource performance
- Monitoring of productivity, responsiveness, and technical contribution
- Identification and resolution of performance issues at an early stage
- Implementation of corrective actions, including replacement if required

This ensures that all deployed resources continue to meet expectations and contribute effectively throughout the engagement.





## **COMPLIANCE & CONTRACT ALIGNMENT**

Galaxy i Technologies Inc. understands that compliance is a critical component of this engagement and is essential to maintaining transparency, accountability, and adherence to state procurement standards. Our approach is fully aligned with the contractual terms outlined in this solicitation, as well as applicable state regulations governing staffing services and professional engagements.

We operate with structured compliance processes that are integrated into every stage of the staffing lifecycle, from candidate sourcing and screening to onboarding, documentation, and ongoing engagement management. This ensures that all resources provided under this contract meet the required qualifications and that all activities are conducted in accordance with established guidelines.

### ❖ **Adherence to Contractual Requirements**

Galaxy i Technologies Inc. will fully comply with all terms, conditions, and specifications outlined in the WVDOT solicitation documents. Our internal processes are designed to ensure that contractual obligations are clearly understood and consistently followed throughout the engagement.

#### **This includes:**

- Compliance with all staffing qualifications and role requirements
- Adherence to submission, documentation, and reporting guidelines
- Alignment with contract terms related to service delivery, timelines, and performance expectations
- Maintenance of accurate records for all staffing activities

We ensure that all requirements are tracked and managed through defined internal controls to avoid any deviations.

### ❖ **Regulatory Compliance and Documentation**

Our organization follows established compliance standards applicable to government staffing engagements. We ensure that all personnel meet eligibility, verification, and documentation requirements prior to deployment.

#### **Our compliance framework includes:**

- Background verification and employment eligibility checks for all candidates
- Verification of qualifications, certifications, and work experience
- Maintenance of required documentation for audit and review purposes
- Adherence to applicable labor laws, employment regulations, and contractual obligations

All documentation is maintained in a structured and secure manner, ensuring readiness for audit or review if required.

### ❖ **Staffing Compliance and Resource Verification**

Galaxy i Technologies Inc. ensures that all resources provided under this contract meet the required technical qualifications and compliance standards. Each candidate is evaluated and verified prior to submission to ensure alignment with role-specific requirements.

#### **Our staffing compliance process ensures:**

- Submission of only qualified and verified candidates
- Alignment with role descriptions and technical expectations
- Readiness of resources to meet project and operational requirements
- Consistency in meeting both technical and compliance standards





## ❖ Ongoing Compliance Monitoring

Compliance is maintained not only during onboarding but throughout the entire engagement. Galaxy i Technologies Inc. continuously monitors staffing activities to ensure adherence to all requirements.

### We support this through:

- Regular internal reviews of staffing and documentation processes
- Ongoing coordination with WVDOT to ensure alignment with expectations
- Immediate corrective action in case of any compliance-related issues
- Continuous updates to processes based on regulatory or contractual changes

## KEY PERSONNEL

Galaxy i Technologies Inc. has established a structured and experienced delivery team to support the successful execution of IT Temporary Staffing Services for WVDOT. Our team combines executive oversight, program management, recruitment expertise, technical evaluation, and compliance control to ensure that all staffing requirements are fulfilled efficiently and consistently.

The team is organized to provide clear accountability at every level, ensuring that WVDOT has direct access to leadership, responsive coordination for daily operations, and dedicated support for recruitment, compliance, and performance management. This layered approach enables us to manage multiple roles simultaneously while maintaining high standards of quality and service delivery.

## ❖ Executive Leadership and Oversight

### **Vijay Kommineni – President**

Vijay Kommineni provides overall executive oversight for this engagement and is responsible for ensuring that all services are delivered in alignment with contractual obligations and organizational standards. With over 18 years of experience in IT consulting and workforce management, he has successfully led large-scale staffing engagements for government and enterprise clients.

### His responsibilities include:

- Strategic direction and governance of the staffing program
- Oversight of resource allocation and delivery performance
- Executive-level client engagement and communication
- Escalation management for critical issues
- Ensuring compliance with contractual, regulatory, and quality standards

His leadership ensures that the engagement remains aligned with WVDOT's objectives and operates with consistency and accountability.

## ❖ Program and Account Management

### **Project Manager / Account Manager**

The Project Manager serves as the primary point of contact for WVDOT and is responsible for the day-to-day management of all staffing activities. This role ensures that communication remains clear, timelines are met, and all deliverables are aligned with expectations.

### Key responsibilities include:

- Managing staffing requests from initiation to deployment
- Coordinating with recruitment and technical teams to ensure timely submissions
- Scheduling interviews and facilitating candidate selection
- Providing regular status updates on staffing progress and resource availability
- Monitoring resource performance and addressing feedback
- Managing issue resolution and coordinating escalations when required





This role ensures smooth coordination between WVDOT and internal teams, maintaining efficiency and transparency throughout the engagement.

## ❖ Recruitment Leadership and Delivery Team

### **Recruitment Lead**

The Recruitment Lead is responsible for managing the overall sourcing strategy and ensuring that qualified candidates are identified and submitted within defined timelines. This role supervises recruiting activities and maintains the strength of the candidate pipeline.

#### **Responsibilities include:**

- Developing and executing sourcing strategies for specialized IT roles
- Managing recruiting teams and ensuring alignment with staffing requirements
- Maintaining a pipeline of candidates across mainframe, database, application, and GIS domains
- Ensuring timely response to all staffing requests

### **Recruiting Team (Sourcers and Recruiters)**

The recruiting team is responsible for identifying, screening, and engaging candidates. They work closely with the Recruitment Lead to ensure that all submissions meet technical and functional requirements.

#### **Their responsibilities include:**

- Sourcing candidates through multiple channels and professional networks
- Conducting initial screening and qualification checks
- Coordinating interviews and maintaining candidate communication
- Ensuring timely submission of qualified candidates

This team forms the backbone of the staffing process, enabling rapid and consistent delivery of resources.

## ❖ Technical Evaluation and Quality Assurance

### **Technical Screening Coordinator / QA Specialists**

This team is responsible for validating the technical capabilities of candidates before submission. Their role ensures that only candidates who meet the required technical standards are presented to WVDOT.

#### **Key responsibilities include:**

- Conducting role-specific technical assessments
- Evaluating hands-on experience in relevant technologies such as mainframe systems, Oracle, DB2, SQL Server, and GIS platforms
- Assessing problem-solving ability and system-level understanding
- Providing feedback to recruitment teams for candidate refinement

This step significantly reduces the risk of mismatched candidates and ensures high-quality submissions.

## ❖ Compliance and HR Management

### **HR Manager / Compliance Specialist**

The HR and compliance function ensures that all personnel meet eligibility, documentation, and regulatory requirements before deployment. This role is critical for maintaining compliance with government standards.

#### **Responsibilities include:**

- Managing background verification and employment eligibility checks
- Ensuring completion of onboarding documentation and compliance requirements
- Verifying qualifications, certifications, and work history
- Maintaining records for audit and reporting purposes





- Monitoring compliance throughout the engagement

This ensures that all staffing activities remain aligned with contractual and regulatory expectations.

❖ **Financial and Administrative Management**

**Accounts Manager**

The Accounts Manager oversees financial coordination related to staffing services, ensuring transparency and accuracy in billing and reporting.

**Responsibilities include:**

- Managing time tracking and resource utilization records
- Preparing and submitting invoices with detailed breakdowns
- Coordinating with internal teams and WVDOT for billing-related queries
- Ensuring compliance with financial and contractual terms

**Administrative Support Team**

The support team assists with operational coordination and documentation, ensuring smooth execution of staffing processes.

**Their role includes:**

- Maintaining candidate and staffing records
- Scheduling interviews and managing documentation
- Supporting reporting and communication activities
- Assisting in coordination between teams

❖ **Team Strength and Delivery Capability**

Galaxy i Technologies Inc.'s team structure is designed to ensure efficient delivery, clear communication, and consistent performance across all staffing activities. By combining leadership oversight, dedicated account management, specialized recruitment teams, and strong compliance support, we are able to manage complex staffing requirements effectively.

**Our team ensures:**

- Clear roles and responsibilities across all functions
- Efficient handling of multiple staffing requests and priorities
- Strong coordination between technical, recruitment, and compliance teams
- Consistent service delivery aligned with WVDOT expectations
- Rapid response to changes, issues, or additional requirements

## **PAST PERFORMANCE & RELEVANT EXPERIENCE**

Galaxy i Technologies Inc. brings extensive experience in delivering IT staffing and workforce solutions to public sector agencies and enterprise clients. Our past performance demonstrates our ability to provide qualified technical resources, manage large-scale staffing engagements, and support mission-critical systems in regulated and high-performance environments.

We have consistently delivered staffing solutions across a range of technical domains including application development, database administration, infrastructure support, and enterprise system management. Our experience includes both long-term staffing engagements and project-based deployments requiring rapid turnaround and high-quality resource delivery.





## ❖ Public Sector IT Staffing – Municipal Government (City of Kansas)

Galaxy i Technologies Inc. is currently supporting a municipal government under a long-term IT Staff Augmentation agreement, providing resources across multiple departments including public health, finance, and administrative systems.

This engagement involves delivering skilled IT professionals to support ongoing operations, system upgrades, and new initiatives. Our role includes end-to-end staffing management, from recruitment and screening to onboarding and ongoing performance monitoring.

### Key contributions include:

- Deployment of IT professionals across multiple technical roles including developers, database administrators, and infrastructure specialists
- Support for mission-critical applications and systems used by public sector departments
- Management of a large and active resource pool with consistent performance monitoring
- Rapid response to changing staffing needs and project demands

### Outcome:

Successfully placed and managed a high volume of IT resources while reducing time-to-fill positions and ensuring continuity of operations across departments.

## ❖ Enterprise IT Staffing – Fidelity Investments

Galaxy i Technologies Inc. has provided IT staffing support to Fidelity Investments across multiple business units, including Workplace Investment, Wealth Management, and Healthcare Technology divisions.

This engagement required delivering highly skilled IT professionals to support enterprise-level systems, application development, database management, and infrastructure operations in a highly regulated environment.

### Our responsibilities included:

- Sourcing and placement of specialized IT professionals such as developers, QA analysts, and database administrators
- Conducting technical screening, background verification, and compliance checks
- Supporting system upgrades, application enhancements, and ongoing operational needs
- Managing long-term staffing engagements with high retention and performance standards

### Outcome:

Maintained a high retention rate and consistent delivery quality while supporting critical enterprise systems and meeting strict compliance requirements.

## ❖ Enterprise & Technology Services – World Wide Technology (WWT)

Galaxy i Technologies Inc. has partnered with World Wide Technology (WWT) to provide IT staffing and professional services support across enterprise and infrastructure projects.

This engagement involved delivering technical resources for projects related to cloud migration, infrastructure management, application development, and cybersecurity operations.

### Our role included:

- Recruiting and deploying IT professionals across multiple specialized roles
- Supporting large-scale technology initiatives requiring skilled and adaptable resources
- Managing resource allocation and ensuring alignment with project requirements
- Providing ongoing support to maintain performance and continuity





**Outcome:**

Successfully delivered technical resources for multiple enterprise projects, contributing to improved system performance, reduced downtime, and successful project execution.

❖ **Demonstrated Capability Across Engagements**

Across these engagements, Galaxy i Technologies Inc. has demonstrated consistent capability in delivering high-quality IT staffing services in both public sector and enterprise environments. Our experience reflects our ability to adapt to different operational requirements while maintaining strong performance standards.

**Key strengths demonstrated include:**

- Ability to deliver qualified IT professionals across diverse technical domains
- Proven success in supporting mission-critical systems and operations
- Strong recruitment and screening processes ensuring quality and fitment
- Capability to manage both large-scale and specialized staffing requirements
- Consistent client satisfaction through reliable delivery and responsive support

Overall, our past performance highlights Galaxy i Technologies Inc.'s ability to provide dependable, high-quality IT staffing services aligned with complex technical and operational needs. This experience positions us to effectively support WVDOT in maintaining system stability, addressing staffing demands, and achieving its operational objectives.

## **VALUE-ADDED SERVICES**

Galaxy i Technologies Inc. goes beyond standard staffing delivery by providing additional capabilities that enhance efficiency, reduce risk, and improve overall service quality for WVDOT. Our value-added services are designed to strengthen workforce reliability, streamline coordination, and ensure that staffing support contributes directly to operational success.

We understand that in a complex IT environment, value is not just in providing resources, but in how effectively those resources are managed, supported, and aligned with organizational goals. Our approach focuses on delivering measurable benefits throughout the engagement lifecycle.

❖ **Enhanced Candidate Readiness**

We ensure that all candidates are fully prepared before deployment, minimizing ramp-up time and enabling immediate contribution. This includes aligning candidates with role expectations, work environments, and technical requirements in advance.

**Our readiness approach includes:**

- Pre-deployment briefings on role responsibilities and client expectations
- Alignment with required tools, technologies, and work environments
- Verification of technical and functional fit prior to onboarding

This results in faster integration and improved productivity from day one.

❖ **Reduced Time-to-Fill and Faster Turnaround**

Galaxy i Technologies Inc. maintains active talent pipelines and a structured recruitment model that allows us to respond quickly to staffing requests without compromising quality.

**We provide:**

- Faster candidate submissions for both standard and urgent requirements
- Reduced hiring cycle time through pre-screened candidate pools
- Ability to support multiple concurrent staffing requests efficiently





This ensures that WVDOT can address staffing gaps without delays.

## ❖ Proactive Resource Management

Our engagement model includes continuous oversight of deployed resources to ensure consistent performance and alignment with expectations. We actively monitor resource effectiveness and address issues before they impact operations.

### This includes:

- Regular performance check-ins and feedback collection
- Early identification and resolution of potential issues
- Ongoing coordination with WVDOT stakeholders

## ❖ Continuity and Risk Mitigation

Galaxy i Technologies Inc. minimizes staffing-related risks through structured backup and replacement strategies. We ensure that any disruptions caused by attrition, performance issues, or changing requirements are addressed quickly.

### Our approach ensures:

- Availability of backup candidates for critical roles
- Rapid replacement support to maintain continuity
- Minimal disruption to ongoing operations

## ❖ Flexible and Scalable Delivery Model

We provide flexibility in staffing to support changing project demands and operational priorities. Our model allows WVDOT to scale resources based on workload without administrative complexity.

### This includes:

- Support for both short-term and long-term staffing needs
- Ability to adjust staffing levels based on project phases
- Flexibility to accommodate specialized or evolving requirements

## ❖ Strong Client Engagement and Communication

We emphasize clear and consistent communication throughout the engagement to ensure alignment and transparency. Our team works closely with WVDOT to maintain a collaborative and responsive working relationship.

### We provide:

- Dedicated account management for coordination and support
- Timely updates on staffing progress and resource performance
- Clear escalation paths for issue resolution

Overall, these value-added services enable Galaxy i Technologies Inc. to deliver more than just staffing. We provide a structured, responsive, and performance-driven approach that enhances efficiency, reduces risk, and supports WVDOT's long-term operational success.





## PRICING APPROACH

Galaxy i Technologies Inc. proposes a competitive, transparent, and fully burdened pricing model for IT Temporary Staffing Services in support of WVDOT. Our pricing structure is designed to provide cost-effective staffing solutions while ensuring the delivery of highly qualified technical professionals across all required roles.

All proposed rates are inclusive of recruitment, technical screening, onboarding, payroll administration, benefits, overhead, and ongoing resource management. There are no hidden costs associated with standard staffing services, ensuring full cost transparency throughout the contract period.

**Our pricing approach is based on the following principles:**

- Competitive and market-aligned rates for specialized IT roles
- Consistent pricing structure across all contract years with flexibility if required
- Inclusion of all direct and indirect costs to avoid additional charges
- Ability to scale resources without impacting pricing integrity
- Clear and auditable cost structure aligned with contract requirements

**The following table presents the proposed pricing for each role as defined in the RFO.**

Contract Item	Description	Est. Qty.	Unit	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	\$ 80.04	\$ 80.04	\$82.04	\$84.04	\$ 678,412.80
4.1.2	Mainframe Application Analyst			\$ 73.14	\$ 73.14	\$75.14	\$77.14	\$ 621,004.80
4.1.3	Senior Application Oracle Database Administrator			\$ 80.04	\$ 80.04	\$82.04	\$84.04	\$ 678,412.80
4.1.4	Application Oracle Database Administrator			\$ 73.14	\$ 73.14	\$75.14	\$77.14	\$ 621,004.80
4.1.5	Senior Application DB2 Database Administrator			\$ 80.04	\$ 80.04	\$82.04	\$84.04	\$ 678,412.80
4.1.6	Application DB2 Database Administrator			\$ 73.14	\$ 73.14	\$75.14	\$77.14	\$ 621,004.80
4.1.7	PC Programmer Analyst			\$ 73.14	\$ 73.14	\$75.14	\$77.14	\$ 621,004.80
4.1.8	Senior PC Programmer Analyst			\$ 80.04	\$ 80.04	\$82.04	\$84.04	\$ 678,412.80
4.1.9	Application SQL Server Database Administrator			\$ 73.14	\$ 73.14	\$75.14	\$77.14	\$ 621,004.80
4.1.10	Senior Application Oracle Database Administrator			\$ 80.04	\$ 80.04	\$82.04	\$84.04	\$ 678,412.80
4.1.11	GIS Database Administrator			\$ 80.04	\$ 80.04	\$82.04	\$84.04	\$ 678,412.80
4.1.12	Senior GIS Database Administrator			\$ 86.94	\$ 86.94	\$88.94	\$90.94	\$ 735,820.80
4.1.13	GIS Architect			\$114.54	\$114.54	\$116.54	\$118.54	\$ 965,452.80
4.1.14	GIS Application Developer			\$ 93.84	\$ 93.84	\$95.84	\$97.84	\$ 793,228.80
4.1.15	Senior GIS Application Developer			\$100.74	\$100.74	\$102.74	\$104.74	\$ 850,636.80
<b>Grand Total</b>								<b>\$10,520,640.00</b>



❖ Pricing Assumptions

- Rates are fully burdened and include all labor, overhead, administrative, and recruitment costs
- Estimated quantity is based on 2080 hours per year per resource
- Rates remain fixed unless otherwise negotiated as per contract terms
- Replacement resources will be provided at no additional cost
- No additional fees for standard onboarding, tools, or support services

Galaxy i Technologies Inc. is committed to delivering high-quality IT staffing services that align with the operational and technical needs of the West Virginia Department of Transportation. Our proposal reflects a clear understanding of the requirement, supported by a structured staffing approach, strong recruitment capabilities, and a delivery model focused on consistency, responsiveness, and performance.

We bring proven experience in providing skilled IT professionals across critical domains including mainframe systems, database administration, application development, and GIS technologies. Our ability to deliver qualified resources quickly, while maintaining strict screening and compliance standards, ensures that WVDOT can rely on uninterrupted support for its essential systems and operations.

**Our approach is built on:**

- Delivering technically qualified and pre-vetted resources aligned with role requirements
- Maintaining flexibility to scale staffing based on project demands
- Ensuring continuity through proactive resource management and replacement strategies
- Providing structured governance, communication, and performance monitoring
- Adhering to all contractual, regulatory, and compliance requirements

Galaxy i Technologies Inc. is prepared to act as a reliable and responsive staffing partner, capable of supporting both current and evolving needs. We are confident that our experience, processes, and commitment to quality position us to successfully support WVDOT in maintaining system stability and achieving its operational objectives.

We appreciate the opportunity to submit this proposal and look forward to the possibility of working with WVDOT. Should additional information or clarification be required, we remain readily available to respond.

**THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK. PLEASE PROCEED TO THE NEXT PAGE TO CONTINUE REVIEWING THE CERTIFICATIONS.**







# W9 CERTIFICATE

Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Galaxy i Technologies Inc.</b>	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	5 Address (number, street, and apt. or suite no.). See instructions. <b>9927 E Bell Road, Suite 110</b>
6 City, state, and ZIP code <b>Scottsdale, AZ 85260</b>	Requester's name and address (optional) <b>Vijay Kommineni</b> <b>9927 E Bell Road, Suite 110, Scottsdale, AZ 85260</b>	
7 List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
			-						
or									
Employer identification number									
2	7	-	1	9	2	4	4	1	6

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here    Signature of U.S. person *J.S. Vijay Kommineni*

Date 08th Oct 2025

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they





must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form**, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).





Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

### What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).





- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.





Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

Table with 2 columns: For this type of account, Give name and SSN of. Rows include Individual, Joint account, U.S. persons, Custodial account, Trusts, Sole proprietorship, and Grantor trust.

Table with 2 columns: For this type of account, Give name and EIN of. Rows include Disregarded entity, Trust, Corporation or LLC, Association, Partnership, Broker, Department of Agriculture, and Grantor trust.

1 List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

2 Circle the minor's name and furnish the minor's SSN.

3 You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

4 List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\* Note: The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes.

To reduce your risk:

- Protect your SSN,
Ensure your employer is protecting your SSN, and
Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.





Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.





## ACDBE CERTIFICATE



### Arizona Unified Certification Program

**This is to certify that**  
under Title 49, Parts 23 & 26 of the Code of Federal Regulations, and  
under the State of Arizona Unified Certification Program (AZUCP)

**Vijay Kommineni**

a certified Airport Concession Disadvantaged Business Enterprise (ACDBE) in the following specialty/specialties:

IT Consulting, training and development NAICS 541511, 541512

Certification Effective Date: September 26, 2024

This certification is valid as-of the above date provided this firm meets the on-going programmatic standards and fulfills the annual update requirement to remain in good standing as a ACDBE.

Please check our database at <https://adot.dbesystem.com> to verify continuing eligibility.

Date: October 2, 2024

Sincerely,

Valerie Churchwell  
Deputy Director





**MBE CERTIFICATE**

THIS CERTIFIES THAT

**GALAXY I TECHNOLOGIES INC**



\* Nationally certified by the: **PACIFIC SOUTHWEST MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): 541511; 541512; 541519

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

04/30/2024

**Issued Date**

AZ04176

**Certificate Number**

07/12/2025

**Expiration Date**

**Ying McGuire  
NMSDC CEO and President**

**Patricia Crenshaw, President & CEO**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

*Certify, Develop, Connect, Advocate.*

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®





**EQUAL EMPLOYMENT OPPORTUNITY (EQO) CERTIFICATE**



**City of Phoenix**

EQUAL OPPORTUNITY DEPARTMENT

**Galaxy I Technologies, Inc.**

*IS HEREIN GRANTED*

**Small Business Enterprise (SBE)**

In the Area(s) of:

**IT Consulting, training and development NAICS 541511,  
541512**

***Certification Effective Date: September 26, 2024***

This certification is valid as-of the above date provided this firm meets the on-going programmatic standards and fulfils the annual update requirement to remain in good standing as a SBE.

*Continued SBE eligibility must be verified by searching the online SBE directory at  
<https://phoenix.diversitycompliance.com>*

Sincerely,

Valerie Churchwell  
Deputy Director  
Business Relations Division  
602-262-7502  
[valerie.churchwell@phoenix.gov](mailto:valerie.churchwell@phoenix.gov)



## 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	\$80.04	\$80.04	\$82.04	\$84.04	\$678,412.80
4.1.2	Mainframe Application Analyst	2080	EA	\$73.14	\$73.14	\$75.14	\$77.14	\$621,004.80
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$80.04	\$80.04	\$82.04	\$84.04	\$678,412.80
4.1.4	Application Oracle Database Administrator	2080	EA	\$73.14	\$73.14	\$75.14	\$77.14	\$621,004.80
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$80.04	\$80.04	\$82.04	\$84.04	\$678,412.80
4.1.6	Application DB2 Database Administrator	2080	EA	\$73.14	\$73.14	\$75.14	\$77.14	\$621,004.80
4.1.7	PC Programmer Analyst	2080	EA	\$73.14	\$73.14	\$75.14	\$77.14	\$621,004.80
4.1.8	Senior PC Programmer Analyst	2080	EA	\$80.04	\$80.04	\$82.04	\$84.04	\$678,412.80
4.1.9	Application SQL Server Database Administrator	2080	EA	\$73.14	\$73.14	\$75.14	\$77.14	\$621,004.80
4.1.10	Senior Application Oracle Database Administrator	2080	EA	\$80.04	\$80.04	\$82.04	\$84.04	\$678,412.80
4.1.11	GIS Database Administrator	2080	EA	\$80.04	\$80.04	\$82.04	\$84.04	\$678,412.80
4.1.12	Senior GIS Database Administrator	2080	EA	\$86.94	\$86.94	\$88.94	\$90.94	\$735,820.80
4.1.13	GIS Architect	2080	EA	\$114.54	\$114.54	\$116.54	\$118.54	\$965,452.80
4.1.14	GIS Application Developer	2080	EA	\$93.84	\$93.84	\$95.84	\$97.84	\$793,228.80
4.1.15	Senior GIS Application Developer	2080	EA	\$100.74	\$100.74	\$102.74	\$104.74	\$850,636.80
<b>Grand Total</b>								<b>\$678,412.80</b>

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**SPECIFICATIONS**

**1. PURPOSE AND SCOPE:** 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. This contract shall cover the following position classifications:

1. Senior Mainframe Application Analyst
2. Mainframe Application Analyst
3. Senior Application Oracle Database Administrator
4. Application Oracle Database Administrator
5. Senior Application DB2 Database Administrator
6. Application DB2 Database Administrator
7. PC Programmer Analyst
8. Senior PC Programmer Analyst
9. Application SQL Server Database Administrator
10. Senior Application SQL Server Database Administrator
11. GIS Database Administrator
12. Senior GIS Database Administrator
13. GIS Architect
14. GIS Application Developer
15. Senior GIS Application Developer

The position classifications listed above are to provide for the technical expertise to meet the contracted staffing needs for all entities within the West Virginia Department of Transportation for support of the department's IT efforts. These services would be used to develop modifications and enhancements to the computer systems for the end-user State agency, as well as mentor, provide technical training and support and provide "shadowing" opportunities for State analysts, among other tasks as defined by the end-user State agency on its Delivery Order for the services.

Though the majority of the requested services are likely to be for work in the metro-Charleston, WV area, during the life of the contract, the end-user Agency may be located in, and may request services be provided in the entire State of West Virginia.

**BACKGROUND & CURRENT OPERATING ENVIRONMENT:** The end-user Agencies manage many systems (some specifically designed for the Agencies) that support various applications for the State of West Virginia. These systems have varying platforms. Mainframe - DB2 and VSAM. Client server- Visual Studio, both Microsoft SQL Server and Oracle databases. At times, these Agencies require additional technical expertise and support to accomplish specific project goals for these systems.

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**2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

**2.1 “Contract Services”** means providing temporary staffing services for the list of classifications identified in Section 1 (above) and/or Section 4.1 (below) as more fully described in these specifications.

**2.2 “Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

**2.3 “Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.4 “DB2”** means IBM’s DB2 database software.

**2.5 “Oracle”** is an object-relational database developed by Oracle Corporation.

**2.6 “Microsoft SQL Server”** is a relational database developed by Microsoft.

**2.7 “Visual Studio”** is a source code editor that runs on the Windows operating system for personal computers.

**2.8 “.NET”** means Microsoft’s .NET or .NET Framework software.

**2.9 “SDLC”** means Software or Systems Development Life Cycle, a standard term to describe the process of planning for, creating, testing, and deploying software or systems applications.

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**3. QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

3.1. 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.

3.2. 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.

**4. MANDATORY REQUIREMENTS:**

**4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

**4.1.1 Senior Mainframe Application Analyst:**

**4.1.1.1** Senior Mainframe Application Analyst must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution, or a minimum of five (5) years of equivalent work experience as a substitution for the Bachelor's Degree.

**4.1.1.2** Senior Mainframe Application Analyst must have a minimum of five (5) years of Mainframe Application development experience using COBOL, CICS, and JCL.

**4.1.1.3** Senior Mainframe Application Analyst must have a minimum of five (5) years of Relational Database experience.

**4.1.1.4** Senior Mainframe Application Analyst must have a minimum of five (5) years of Analysis and Design experience.

**4.1.1.5** Senior Mainframe Application Analyst must have a minimum of three (3) years of experience as a lead analyst or in a senior analyst role.

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**4.1.1.6** Senior Mainframe Application Analyst should have excellent communication skills (both verbal and written) to communicate with various stakeholders, including, but not limited to, project managers, business analysts, database administrators, and application analysts, as well as business policy staff and workers.

**4.1.2 Mainframe Application Analyst:**

**4.1.2.1** Mainframe Application Analyst must have a minimum of three (3) years of Mainframe Application development experience using COBOL, CICS, and JCL.

**4.1.2.2** Mainframe Application Analyst must have a minimum of three (3) years of Relational Database experience.

**4.1.2.3** Mainframe Application Analyst must have a minimum of three (3) years of Analysis and Design experience.

**4.1.2.4** Mainframe Application Analyst should have excellent communication skills (both verbal and written) to communicate with various stakeholders, including, but not limited to, project managers, business analysts, database administrators, and application analysts, as well as business policy staff and workers.

**4.1.3 Senior Application Oracle Database Administrator:**

**4.1.3.1** Senior Application Oracle Database Administrator must have a minimum of ten (10) years of experience with the maintenance and management of Oracle database systems.

**4.1.3.2** Senior Application Oracle Database Administrator must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution, or a minimum of six (6) years of equivalent work experience as a substitution for the Bachelor's Degree.

**4.1.3.3** Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience in providing connectivity to an Oracle

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database.

- 4.1.3.4** Senior Application Oracle Database Administrator must have a minimum of five (5) years providing assistance to programming staff in debugging triggers, procedures, functions, and packages (PL/SQL Code).
- 4.1.3.5** Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience optimizing SQL execution for Oracle SQL procedures, functions, packages, and triggers.
- 4.1.3.6** Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience writing and maintaining UNIX/LINUX shell scripts in HP UNIX and/or RedHat LINUX environment.
- 4.1.3.7** Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience in Data Modeling.
- 4.1.3.8** Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience in the utilization of Oracle RMAN backup to include full and incremental backups and cloning a database.
- 4.1.3.9** Senior Application Oracle Database Administrator must have a minimum of two (2) years of experience using and administering Oracle Warehouse Builder.
- 4.1.3.10** Senior Application Oracle Database Administrator must have a minimum of two (2) years in fine grain access control in an Oracle database.

**4.1.4 Application Oracle Database Administrator:**

- 4.1.4.1** Application Oracle Database Administrator must have a minimum of five (5) years of experience with the maintenance and management of Oracle database systems.
- 4.1.4.2** Application Oracle Database Administrator must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution, or a minimum of three (3) years of equivalent work experience as a substitution for the Bachelor's Degree.
- 4.1.4.3** Application Oracle Database Administrator must have a minimum of two (2) years of experience in providing connectivity to an Oracle Database.

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- 4.1.4.4** Application Oracle Database Administrator must have a minimum of two (2) years providing assistance to programming staff in debugging triggers, procedures, functions, and packages (PL/SQL Code).
- 4.1.4.5** Application Oracle Database Administrator must have a minimum of two (2) years in optimizing SQL execution for Oracle SQL procedures, functions, packages, and triggers.
- 4.1.4.6** Application Oracle Database Administrator must have a minimum of two (2) years of experience in writing and maintaining UNIX/LINUX shell scripts in HP UNIX and/or RedHat LINUX environment.
- 4.1.4.7** Application Oracle Database Administrator must have a minimum of two (2) years of experience in the utilization of Oracle RMAN backup to include full and incremental backups and cloning a database.

**4.1.5 Senior Application DB2 Database Administrator:**

- 4.1.5.1** Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience with the maintenance and management of DB2 database systems.
- 4.1.5.2** Senior Application DB2 Database Administrator must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution, or a minimum of five (5) years of equivalent work experience as a substitution for the Bachelor's Degree.
- 4.1.5.3** Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience in managing permissions for a DB2 database.
- 4.1.5.4** Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience providing assistance to programming staff in debugging triggers, procedures, functions, and packages.
- 4.1.5.5** Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience optimizing SQL execution for DB2 SQL procedures, functions, packages, and triggers.
- 4.1.5.6** Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience in Data Modeling.

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- 4.1.5.7** Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience developing and performing disaster recovery procedures.
- 4.1.5.8** Senior Application DB2 Database Administrator should have excellent communication skills (both verbal and written) to communicate with various stakeholders, including, but not limited to, project managers, business analysts, database administrators, and application analysts, as well as business policy staff and workers.

**4.1.6 Application DB2 Database Administrator:**

- 4.1.6.1** Application DB2 Database Administrator must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of six (6) years of equivalent work experience as a substitution for the Bachelor's Degree.
- 4.1.6.2** Application DB2 Database Administrator must have a minimum of four (4) years of experience with the maintenance and management of DB2 database systems.
- 4.1.6.3** Application DB2 Database Administrator must have a minimum of three (3) years of experience in managing permissions for a DB2 database.
- 4.1.6.4** Application DB2 Database Administrator must have a minimum of three (3) years of experience providing assistance to programming staff in debugging triggers, procedures, functions, and packages.
- 4.1.6.5** Application DB2 Database Administrator must have a minimum of three (3) years in optimizing SQL execution for DB2 SQL procedures, functions, packages, and triggers.
- 4.1.6.6** Application DB2 Database Administrator must have a minimum of three (3) years of experience in Data Modeling.
- 4.1.6.7** Application DB2 Database Administrator must have a minimum of three (3) years of experience developing and performing disaster recovery procedures.

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**4.1.6.8** Application DB2 Database Administrator should have excellent communication skills (both verbal and written) to communicate with various stakeholders, including, but not limited to, project managers, business analysts, database administrators, and application analysts, as well as business policy staff and workers.

**4.1.7 PC Programmer Analyst:**

**4.1.7.1** PC Programmer Analyst must have a minimum of a Bachelor's degree from an accredited college or university in computer science or related field including but not limited to business data programming, business systems analysis, computer servicing technologies, information systems management, data processing or computer engineering, **OR** a minimum of an associate's degree and eighteen (18) months of equivalent work experience **OR** a minimum of three (3) years equivalent work experience.

**4.1.7.2** PC Programmer Analyst must have a minimum of three (3) years of experience with database management, documentation project control techniques, data processing concepts, and equipment usage.

**4.1.7.3** PC Programmer Analyst must have a minimum of three (3) years of experience developing and maintaining complex systems and evaluating and analyzing system requests to develop work plans for system development and maintenance.

**4.1.7.4** PC Programmer Analyst should have excellent communication skills (both verbal and written) to communicate with various stakeholders, including, but not limited to, project managers, business analysts, database administrators, and application analysts, as well as business policy staff and workers.

**4.1.8 Senior PC Programmer Analyst:**

**4.1.8.1** Senior Programmer Analyst must have a minimum of a Bachelor's degree from an accredited college or university in computer science or related field including but not limited to business data programming, business systems analysis, computer servicing technologies, information systems management, data processing or computer engineering, **OR** a minimum of an associate's degree and eighteen (18) months of equivalent work experience **OR** a minimum of five (5) years equivalent work experience.

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- 4.1.8.2** Senior PC Programmer Analyst must have a minimum of five (5) years of experience with database management, documentation project control techniques, data processing concepts, and equipment usage.
- 4.1.8.3** Senior PC Programmer Analyst must have a minimum of five (5) years of experience developing and maintaining complex systems and evaluating and analyzing system requests to develop work plans for system development and maintenance.
- 4.1.8.4** Senior PC Programmer Analyst should have excellent communication skills (both verbal and written) to communicate with various stakeholders, including, but not limited to, project managers, business analysts, database administrators, and application analysts, as well as business policy staff and workers.

**4.1.9 Application SQL Server Database Administrator:**

- 4.1.9.1** Application SQL Server Database Administrator must have a minimum of five (5) years of experience with the maintenance and management of SQL Server database systems
- 4.1.9.2** Application SQL Server Database Administrator must have a Bachelor's degree in Computer Science or a related field from an accredited institution, or a minimum of three (3) years of equivalent work experience.
- 4.1.9.3** Application SQL Server Database Administrator must have a minimum of two (2) years of experience in providing connectivity to a SQL Server database.
- 4.1.9.4** Application SQL Server Database Administrator must have a minimum of two (2) years of experience in providing assistance to programming staff in debugging triggers, procedures, functions, and packages (T-SQL Code).
- 4.1.9.5** Application SQL Server Database Administrator must have a minimum of two (2) years of experience in optimizing SQL execution for SQL Server procedures, functions, packages, and triggers.

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- 4.1.9.6** Application SQL Server Database Administrator must have a minimum of two (2) years of experience in writing and maintaining UNIX/LINUX shell scripts in HP UNIX and/or RedHat LINUX environment.
- 4.1.9.7** The SQL Server Database Administrator application requires a minimum of two (2) years of experience in utilizing SQL Server backup functionality, including full and incremental backups, as well as database cloning.

**4.1.10 Senior Application SQL Server Database Administrator:**

- 4.1.10.1** Senior Application SQL Server Database Administrator must have a minimum of ten (10) years of experience with the maintenance and management of SQL Server database systems.
- 4.1.10.2** Senior Application SQL Server Database Administrator must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution, or a minimum of six (6) years of equivalent work experience as a substitution for the Bachelor's Degree. (
- 4.1.10.3** Senior Application SQL Server Database Administrator must have a minimum of five (5) years of experience in providing connectivity to an SQL Server database.
- 4.1.10.4** Senior Application SQL Server Database Administrator must have a minimum of five (5) years providing assistance to programming staff in debugging triggers, procedures, functions, and packages (T-SQL Code).
- 4.1.10.5** Senior Application SQL Server Database Administrator must have a minimum of five (5) years of experience in optimizing SQL execution for SQL Server procedures, functions, packages, and triggers.
- 4.1.10.6** Senior Application SQL Server Database Administrator must have a minimum of five (5) years of experience writing and maintaining UNIX/LINUX shell scripts in HP UNIX and/or RedHat LINUX environment.
- 4.1.10.7** Senior Application SQL Server Database Administrator must have a minimum of five (5) years of experience in Data Modeling.
- 4.1.10.8** Senior Application SQL Server Database Administrator must have a minimum of five (5) years of experience in SQL Server backup

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functionality, including full and incremental backups, as well as database cloning.

**4.1.10.9** Senior Application SQL Server Database Administrator must have a minimum of two (2) years of experience using and administering SQL Server data warehouse building functionality.

**4.1.10.10** Senior Application SQL Server Database Administrator must have a minimum of two (2) years in fine grain access control in a SQL Server database.

**4.1.11 GIS Database Administrator:**

**4.1.11.1** GIS Database Administrator must have a minimum of three (3) years of experience with the maintenance and management of enterprise GIS database systems, including Esri ArcGIS Enterprise, ArcSDE, and relational database platforms such as Oracle, SQL Server, or PostgreSQL/PostGIS.

**4.1.11.2** GIS Database Administrator must have a Bachelor's degree in Computer Science, Geography, Geomatics, or a related field from an accredited institution, or a minimum of three (3) years of equivalent work experience.

**4.1.11.3** GIS Database Administrator must have a minimum of two (2) years of experience in providing connectivity between GIS applications and enterprise databases, including configuration of ArcGIS services, database connections, and integration with web-based GIS applications.

**4.1.11.4** GIS Database Administrator must have a minimum of two (2) years of experience in providing assistance to GIS analysts and programming staff in debugging stored procedures, spatial queries, geoprocessing scripts, and database functions.

**4.1.11.5** GIS Database Administrator must have a minimum of two (2) years of experience in optimizing spatial SQL execution for procedures, functions, packages, triggers, and geospatial queries to ensure high performance of GIS applications.

**4.1.11.6** GIS Database Administrator application requires a minimum of two (2) years of experience in utilizing enterprise database backup functionality, including full and incremental backups, spatial database replication, and database cloning for GIS environments.

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**4.1.12 Senior GIS Database Administrator**

- 4.1.12.1** Senior GIS Database Administrator must have a minimum of seven (7) years of experience with the maintenance, management, and optimization of enterprise GIS database systems, including Esri ArcGIS Enterprise, ArcSDE, and relational database platforms such as Oracle, SQL Server, or PostgreSQL/PostGIS.
- 4.1.12.2** Senior GIS Database Administrator must have a Bachelor's degree in Computer Science, Geography, Geomatics, or a related field from an accredited institution, or a minimum of five (5) years of equivalent work experience. A Master's degree is preferred.
- 4.1.12.3** Senior GIS Database Administrator must have a minimum of three (3) years of experience in providing connectivity between GIS applications and enterprise databases, including configuration of ArcGIS services, database connections, and integration with enterprise IT systems.
- 4.1.12.4** Senior GIS Database Administrator must have a minimum of three (3) years of experience in providing advanced assistance to GIS analysts and programming staff in debugging stored procedures, spatial queries, geoprocessing scripts, triggers, and database functions.
- 4.1.12.5** Senior GIS Database Administrator must have a minimum of three (3) years of experience in optimizing spatial SQL execution for procedures, functions, packages, triggers, and geospatial queries to ensure high performance and scalability of GIS applications.
- 4.1.12.6** Senior GIS Database Administrator application requires a minimum of three (3) years of experience in utilizing enterprise database backup functionality, including full and incremental backups, spatial database replication, disaster recovery planning, and database cloning for GIS environments.

**4.1.13 GIS Architect**

- 4.1.13.1** GIS Architect must have a minimum of ten (10) years of experience in the design, implementation, and management of enterprise GIS systems, including Esri ArcGIS Enterprise, ArcGIS Online, ArcSDE, and relational database platforms such as Oracle, SQL Server, or PostgreSQL/PostGIS.

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- 4.1.13.2** GIS Architect must have a Bachelor's degree in Computer Science, Geography, Geomatics, Information Systems, or a related field from an accredited institution, or a minimum of seven (7) years of equivalent work experience. A Master's degree is preferred.
- 4.1.13.3** GIS Architect must have a minimum of five (5) years of experience in designing enterprise GIS architectures, including system integration, scalability planning, cloud deployment (Azure/AWS), and high-availability configurations.
- 4.1.13.4** GIS Architect must have a minimum of five (5) years of experience in providing technical leadership and guidance to GIS database administrators, analysts, and developers, including establishing standards, best practices, and governance frameworks.
- 4.1.13.5** GIS Architect must have a minimum of five (5) years of experience in optimizing enterprise GIS performance, including spatial SQL tuning, service load balancing, and distributed geoprocessing workflows.
- 4.1.13.6** GIS Architect application requires a minimum of three (3) years of experience in enterprise-level disaster recovery planning, including backup and replication strategies, failover systems, and business continuity planning for GIS environments.
- 4.1.13.7** GIS Architect must have demonstrated experience in leading enterprise GIS modernization initiatives, including migration to cloud platforms, integration with enterprise IT systems, and adoption of emerging geospatial technologies.

**4.1.14 GIS Application Developer**

- 4.1.14.1** GIS Application Developer must have a minimum of five (5) years of experience in designing, developing, and maintaining GIS applications using Esri ArcGIS Enterprise, ArcGIS Online, ArcGIS Pro SDK, and web-based GIS frameworks.
- 4.1.14.2** GIS Application Developer must have a Bachelor's degree in Computer Science, Geography, Geomatics, Information Systems, or a related field from an accredited institution, or a minimum of three (3) years of equivalent work experience.

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- 4.1.14.3** GIS Application Developer must have a minimum of two (2) years of experience in developing web-based GIS applications using JavaScript, Python, .NET, or other programming languages, including use of Esri's ArcGIS API for JavaScript and REST services.
- 4.1.14.4** GIS Application Developer must have a minimum of two (2) years of experience in integrating GIS applications with enterprise databases such as SQL Server, Oracle, or PostgreSQL/PostGIS, including spatial query development and optimization.
- 4.1.14.5** GIS Application Developer must have a minimum of two (2) years of experience in providing assistance to GIS analysts and programming staff in debugging geoprocessing scripts, web services, and application workflows.
- 4.1.14.6** GIS Application Developer must have a minimum of two (2) years of experience in optimizing GIS application performance, including map service tuning, caching strategies, and efficient use of spatial data.
- 4.1.14.7** GIS Application Developer application requires a minimum of two (2) years of experience in utilizing version control systems such as Git, and in implementing software development best practices including Agile methodologies, unit testing, and continuous integration.

**4.1.15 Senior GIS Application Developer:**

- 4.1.15.1** Senior GIS Application Developer must have a minimum of seven (7) years of experience in designing, developing, and maintaining enterprise GIS applications using Esri ArcGIS Enterprise, ArcGIS Online, ArcGIS Pro SDK, and web-based GIS frameworks.
- 4.1.15.2** Senior GIS Application Developer must have a Bachelor's degree in Computer Science, Geography, Geomatics, Information Systems, or a related field from an accredited institution, or a minimum of five (5) years of equivalent work experience. A Master's degree is preferred.
- 4.1.15.3** Senior GIS Application Developer must have a minimum of three (3) years of experience in leading the development of web-based GIS applications, including use of Esri's ArcGIS API for JavaScript, Python, .NET, and REST services.
- 4.1.15.4** Senior GIS Application Developer must have a minimum of three (3) years of experience in integrating GIS applications with enterprise

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databases such as SQL Server, Oracle, or PostgreSQL/PostGIS, including advanced spatial query development, optimization, and schema design.

- 4.1.15.5** Senior GIS Application Developer must have a minimum of three (3) years of experience in providing advanced assistance to GIS analysts and programming staff in debugging geoprocessing scripts, web services, and application workflows.
- 4.1.15.6** Senior GIS Application Developer must have a minimum of three (3) years of experience in optimizing GIS application performance, including map service tuning, caching strategies, distributed geoprocessing, and enterprise-level scalability planning.
- 4.1.15.7** Senior GIS Application Developer must have a minimum of three (3) years of experience in writing and maintaining automation scripts in Python, UNIX/LINUX shell scripting, or similar environments for GIS application deployment, monitoring, and maintenance.
- 4.1.15.8** Senior GIS Application Developer application requires a minimum of three (3) years of experience in utilizing version control systems such as Git, and in implementing software development best practices including Agile methodologies, unit testing, and continuous integration/continuous deployment (CI/CD).

## **4.2 VENDOR RESPONSIBILITIES**

- 4.2.1** Bidders must provide an hourly rate for each position they expect to submit qualifications for proposed candidates when the need arises. When presenting candidates for review by the Agency, Vendor shall provide the qualifications of proposed candidates who meet all requirements of the RFQ.
- 4.2.2** Successful vendors must provide staffing as requested by the Agency. Assignments also may be for a specified period of time and quantity of hours as indicated on each delivery order. Consistent failure on the part of a successful vendor to fulfill requests from the Agency, or consistently being unresponsive to Agency's requests for staffing services, may be grounds for cancellation of the vendor's entire contract.
- 4.2.3** Successful vendors must provide hourly rates that are inclusive of all costs including, but not limited to, federal, state and local withholding taxes, social

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security & Medicare taxes as well as all unemployment compensation, workers compensation, general and professional liability premiums. All overhead for the vendor and fringe for the candidate must be included in the successful vendor's hourly rates. All travel expenses must be included in the vendor's hourly rates.

- 4.2.4** Successful vendors shall provide the Agency with information on each staffing candidate according to the state and federal standards, including applications. Vendors must include a current resume and a completed qualification documentation for each candidate with their responses. Resumes will identify the candidate's qualifications listed in the requirements section above and will include copies as verification of degrees and certifications. Resume pages will be numbered (ex: 1 of 2, 2 of 2 etc...). These must be sent to the Agency along with the listing of possible candidates to interview.
- 4.2.5** Successful Vendor must provide (as requested) the legal documentation to support proof that their candidate is a U.S. citizen or eligible to work in the United States.
- 4.2.6** Successful vendor having the first priority contract for any classification required by the Agency will be contacted first and will have 48 hours (2 business days) to **acknowledge the initial contact request for staffing** (in writing, by a means dictated by the Agency on the initial contact request, but likely by email or fax), and **must inform the Agency if they are able or unable to fulfill the request**. If unable to supply a candidate at the time, Vendor must provide a written waiver to the Agency within this same 48 hours (2 business days) timeframe. Failure to provide a written waiver will serve as a waiver as it pertains to the Agency's ability to proceed to contacting lower priority vendors. However, repeated failure to provide a written waiver may be grounds for cancellation of a vendor's entire contract (ie, all awarded classifications).

If able to supply candidate(s), Vendor must provide to the Agency a list of potential candidates for staffing needs within 2 weeks (10 business days) of the initial notification of need. Vendors must provide all documentation for every candidate who indicates they meet the requirements for the classification, including a qualifications document, template supplied by the agency, and resumes. Vendors may send multiple resumes so the agency may choose the most appropriate candidate.

Should a vendor not respond within the allowed number of days from the original notice of the Agency need (eg, 2 days to confirm/waiver a request; 10 business days to provide a list of candidates), the vendor with the second priority contract and other priority vendors for the classification will be contacted and given the opportunity to provide needed staffing. Evaluation will be completed in order of priority.

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This second vendor will follow the same process as the first vendor; then the third vendor, and so on, until either a vendor successfully provides a staffing candidate, or all vendors qualifying for award of a contract for that classification are contacted. No second opportunity to meet the need will be given to any vendor until all vendors have been contacted in order of award.

The Vendor's provided candidate must consistently perform the contracted duties as outlined in these specifications or in the project-specific scope included within any Delivery Order. The Agency will notify the awarded vendor if a Vendor's employee fails to consistently perform the contracted duties. The Agency may, as part of this notification, request the Vendor replace the candidate; if so, the Vendor has 2 weeks (10 business days) from this notification to provide the qualifications for a replacement. If the vendor provided a candidate under false documentation, that will be grounds for cancellation of the Delivery Order.

- 4.2.7** The successful candidate(s) will be required to present a timesheet for approval on a regular basis not less than a one (1) week period and not more than monthly.
- 4.2.8** If during the term of the Delivery Order the candidate placed by the vendor leaves the company and/or has to be replaced; the vendor must give written notice to the Agency within one (1) business day, explaining the circumstances of departure, and must replace the candidate with another candidate meeting or surpassing all the requirements for the filled classification listed in Section 4.1 of this contract to maintain continuity of services. Vendor must provide to the Agency a list of potential candidates for the replacement staffing needs within 2 weeks (10 business days) of the notification of replacement. Vendors must provide documentation and resumes for every candidate which indicates their meeting the requirements for the classification. Vendors may send multiple resumes so that the agency may choose. Any interruption of service greater than ten (10) business days will be grounds for cancellation of the Delivery Order. If the Agency needs to issue a secondary Delivery Order to cover any cancelled Delivery Order, they are not required to contact or acquire waivers from any vendor for which they had previously contacted to fill the classification (copies of the original waivers and documentation regarding the cancellation should be kept in the files for both the original the replacement Delivery Order(s)).
- 4.2.9** Successful Vendors and candidates must comply with all Agency policies and procedures. Any access or user accounts issued to a candidate to permit work in the State computing environment are subject to revocation without notice, and random or periodic audit of user activity may be conducted by the Agency.

### **4.3 DUTIES AND RESPONSIBILITIES OF THE AGENCY**

**4.3.1 Ordering Procedure:** Agency will notify (in writing) the successful Vendor with the current priority for any classification of the number of candidates needed, the total number of hours required for the assignment/project, the proposed length of the assignment, the basic description of the project for which the candidate will be used, and any assignment/project-specific requirements. Agency may issue multiple notifications to the same vendor to simultaneously request the same or different classifications, for the same or different assignments; the Agency has full discretion on how they wish to organize and issue notifications to the Vendor with current priority; the Vendor may confirm or waive any individual notification in its entirety, but may not partially confirm or waive a notification without express written approval of the Agency (ie, the Agency should indicate on its notification for more than a single quantity of any classification whether or not it is willing to allow the Vendor to partially confirm or waive.) For example, the Agency requires two Mainframe Application Analyst for an assignment. If they are willing to allow the first priority Vendor to provide one while waiving the other, they should indicate this in the notification.

Upon receipt of required documents, interviews will be conducted, and review of qualifications will be performed by the Agency in order to verify the candidate meets the requirements for the requested classification.

After the Agency has chosen the candidate from those provided by the Vendor, the Agency will notify the vendor for a signed, dated quote (see Vendor Responsibilities, above), then complete a Delivery Order noting the Candidate, the Hourly Rate, the Quantity of Hours required for the project, start and end dates for the Delivery Order/Project, and any other information or requirements pertinent to the project for each classification requested.

Delivery Orders in excess of \$250,000.00 shall require processing as Centralized Delivery Orders through the WV State Purchasing Division. Orders of \$250,000.00 or under will be processed as Agency Delivery Orders. Signed, dated vendor quote shall be included with each Delivery Order (ie, scanned and electronically attached in wvOASIS).

**4.3.2** Successful Vendor(s)' candidate shall work under Agency supervision. The Agency shall be solely responsible to provide each candidate with day-to-day guidance in the execution of responsibilities at the Agency.

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**4.3.3** Agency reserves the right to terminate the candidate selected for a position providing services to the Agency without cause if it is determined to be in the best interest and well-being of the Agency. Termination would occur by cancellation of the remainder of the Delivery Order and does not require prior notification to the Vendor.

**4.3.4** Independent Contractor Status: The purpose of this contract is to obtain temporary services that are provided by individuals or entities as independent contractors and not as employees of the State of West Virginia. The distinction between an independent contractor and an employee is complex and can require an analysis of 20 or more factors relating to the circumstances of each contract. The Internal Revenue Service and the U.S. Department of Labor have provided guidance on this issue at:

IRS – <http://www.irs.gov/pub/irs-pdf/p15a.pdf>

IRS – <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Independent-Contractor-Self-Employed-or-Employee>

DOL – <http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp>

Prior to utilizing the services available under this contract, each agency must ensure that factors relating to the broad categories of behavioral control, financial control, and the type of relationship between the state and the temporary worker will not cause the independent contractor relationship to be construed as an employee/employer relationship. Items that must be considered include but are not limited to, the degree of control exercised by the State over the temporary worker relating to performance of the job and the degree to which the temporary worker is integrated into the State's system. The Purchasing Division recommends that each agency review the IRS and DOL publications found at the links above and obtain further assurance from their respective internal legal counsel to maintain the independent contractor status of individuals and entities hired under this contract.

**4.3.5** It is the sole responsibility of the Agency to insure that they are notifying the appropriately prioritized vendor for each classification; the Vendor is not responsible for determining if the Agency has acquired the necessary waiver from, or documented the non-responsiveness of, any other vendor in order for them to be appropriately contacting the current Vendor.

## **5. CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide the Agency with a purchase price for all of the Contract Services, and it is the State's intent to award multiple contracts to ensure that every classification can be adequately supplied during the life

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of the Contract. Each classification will be considered separately for award purposes. The qualified bidder providing the lowest Total Price on the Pricing Page for a classification will be awarded the First Priority Contract for that classification. The qualified bidder providing the second lowest Classification Total Hourly Rate for a classification will be awarded the Second Priority Contract for that classification, and so on, until such time that at most five (5) Contracts are awarded for that classification. Bidders may be awarded none, any or all classifications, as is necessary to award for each classification.

Upon award of the resulting Contract(s), a spreadsheet will be included with each Contract indicating the priority each vendor has for each awarded classification. An indicator of "1" on the spreadsheet contract Pricing Synopsis shall indicate First Priority; "2" shall indicate Second Priority, etc.

**5.2 Pricing Page:** Vendor should complete the Pricing Page by providing the all-inclusive hourly rate to provide a candidate meeting the requirements for each classification. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. However, Vendors may opt to bid only certain classifications. If not bidding a classification/commodity line, bidders should clearly note a "no bid" or "N/A" on their bid. Vendors may opt to bid different hourly rates for each renewal year.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: [John.W.Estep@wv.gov](mailto:John.W.Estep@wv.gov).

6. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
7. **PAYMENT:** Agency shall pay only the hourly rate as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

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**9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

- 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

**10. VENDOR DEFAULT:**

10.1. The following shall be considered a vendor default under this Contract.

- 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
- 10.1.2. Failure to comply with other specifications and requirements contained herein.
- 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

- 10.2.1. Immediate cancellation of the Contract.
- 10.2.2. Immediate cancellation of one or more release orders issued under this Contract.
- 10.2.3. Any other remedies available in law or equity.

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**11. MISCELLANEOUS:**

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

**Contract Manager:** Harshit Upadhyay  
**Telephone Number:** 480- 407- 6924 (Ext-213)  
**Fax Number:** .  
**Email Address:** harshit@galaxyitech.com

## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of (five) 5 years. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for \_\_\_\_\_ years;

the contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

**One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and continues until the project for which the vendor is providing oversight is complete.

**Other:** Contract Term specified in \_\_\_\_\_

**4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**Construction:** This Contract is for construction activity more fully defined in the specifications.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any *additional insurance requirements contained in the specifications prior to Contract award* regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

**Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

**Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

**9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. VENUE:** All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.

**20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
  1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
  2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

**45. VOID CONTRACT CLAUSES:** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

**46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Vijay Kommineni - President

(Address) 9927 E Bell Road, Suite 110, Scottsdale, AZ 85260, United States


(Phone Number) / (Fax Number) Ext. (208) 480 407 6919

(email address) bids@galaxyitech.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.*

Galaxy I Technologies, Inc.

(Company) 

(Signature of Authorized Representative) Vijay Kommineni - President 24th March 2026

(Printed Name and Title of Authorized Representative) (Date) Ext. (208) 480 407 6919

(Phone Number) (Fax Number) bids@galaxyitech.com

(Email Address) \_\_\_\_\_

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

<p><b>Vendor Signature X</b> </p> <p><b>FEIN#</b> 27-1924416      <b>DATE</b> 24th March 2026</p>	<p><b>FOR INFORMATION CONTACT THE BUYER</b></p> <p>John W Estep 304-558-2566 john.w.estep@wv.gov</p>
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<p><b>VENDOR</b></p> <p><b>Vendor Customer Code:</b> VS0000048542</p> <p><b>Vendor Name:</b> Galaxy I Technologies, Inc.</p> <p><b>Address:</b> 9927 E Bell Road Street : Suite 110 City : Scottsdale State : AZ</p> <p><b>Country:</b> Maricopa      <b>Zip:</b> 85260</p> <p><b>Principal Contact:</b> Vijay Kommineni <b>Vendor Contact Phone:</b> 480 407 6919 <b>Extension:</b> Ext. (208)</p>	
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<p><b>BID RECEIVING LOCATION</b></p> <p>BID CLERK DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US</p>	
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<b>Date Issued</b>	2026-03-12	<b>Solicitation Closes</b>	2026-03-31 13:30
<b>Proc Type:</b>	Central Master Agreement		
<b>Doc Description:</b>	WVDOT IT Temporary Staffing Services (81260081)		
<b>Proc Folder:</b>	1886131	<b>Reason for Modification:</b>	
<b>Solicitation No</b>	CRFQ 0803 DOT2600000079	<b>Version</b>	1

<p style="text-align: center;"><b>State of West Virginia</b> Centralized Request for Quote Service - Prof</p>	<p style="text-align: right;">Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130</p>
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**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 US	WV	CHARLESTON US	WV

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 US	WV	CHARLESTON US	WV

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 US	WV	CHARLESTON US	WV

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 US	WV	CHARLESTON US	WV

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
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<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