



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
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Bid Fax: 304-558-3970

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

Header 1

List View

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

Procurement Folder: 1886131

Procurement Type: Central Master Agreement

Vendor ID: VS0000051957

Legal Name: Relig Staffing, Inc.

Alias/DBA:

Total Bid: \$1,152.13

Response Date: 04/14/2026

Response Time: 13:21

Responded By User ID: Relig

First Name: Raghvendra

Last Name: Dubey

Email: bids@religstaffing.com

Phone: 4695817188

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2600000079

Published Date: 3/31/26

Close Date: 4/14/26

Close Time: 13:30

Status: Closed

Solicitation Description: WVDOT IT Temporary Staffing Services (81260081)

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia
 Solicitation Response**

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

| Solicitation Closes | Solicitation Response | Version |
|---------------------|------------------------------|---------|
| 2026-04-14 13:30 | SR 0803 ESR04142600000007119 | 1 |

VENDOR
 VS0000051957
 Relig Staffing, Inc.

Solicitation Number: CRFQ 0803 DOT2600000079
Total Bid: 1152.130000000000109139364212 **Response Date:** 2026-04-14 **Response Time:** 13:21:12
Comments:

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

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

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

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--------------------------------------|-----|------------|------------|-----------------------------|
| 1 | Senior Mainframe Application Analyst | | | | 82.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

Extended Description:

Senior Mainframe Application Analyst

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-------------------------------|-----|------------|------------|-----------------------------|
| 2 | Mainframe Application Analyst | | | | 63.25 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

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 | | | | 81.32 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

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 | | | | 76.34 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

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 | | | | 83.64 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

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 | | | | 69.36 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

Extended Description:

Application DB2 Database Administrator

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------|-----|------------|------------|-----------------------------|
| 7 | PC Programmer Analyst | | | | 63.26 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

Extended Description:

PC Programmer Analyst

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|------------------------------|-----|------------|------------|-----------------------------|
| 8 | Senior PC Programmer Analyst | | | | 73.65 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

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 | | | | 73.68 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

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 | | | | 93.67 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

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 | | | | 63.56 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

Extended Description:

GIS Database Administrator

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------------|-----|------------|------------|-----------------------------|
| 12 | Senior GIS Database Administrator | | | | 81.25 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

Extended Description:

Senior GIS Database Administrator

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------|-----|------------|------------|-----------------------------|
| 13 | GIS Architect | | | | 94.65 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

Extended Description:

GIS Architect

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------------------|-----|------------|------------|-----------------------------|
| 14 | GIS Application Developer | | | | 69.25 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

Extended Description:

GIS Application Developer

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|----------------------------------|-----|------------|------------|-----------------------------|
| 15 | Senior GIS Application Developer | | | | 83.25 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609 | | | |

Commodity Line Comments: This is our hourly proposed bill rate, including all cost included with the proposition.

Extended Description:

Senior GIS Application Developer

RESPONSE PROPOSAL

Response to CRFQ DOT2600000079 WVDOT IT Temporary Staffing Services

Submitted To:



Attention: Procurement Officer & Evaluation Committee
State of West Virginia
Department of Administration – Purchasing Division

Submitted By:



POC: Raghvendra Dubey- BDM
Email: bids@religstaffing.com
Phone: (469) 581-7188
FEIN: 37-1879194
Relig Staffing, Inc.
7300 State Highway 121, Suite 344
McKinney, TX 75070

An infographic on a dark blue background with a white border, listing eight key strengths of the company. Each strength is accompanied by a white icon. The strengths are: 1. Strong Government Experience across 15+ states and 30+ agencies (handshake icon); 2. Strong Recruitment and Delivery Team (magnifying glass over person icon); 3. Single Point-of-Contact (gear icon); 4. Strong Employee Retention Team, Process and Rate (person with arrows icon); 5. Candidate Database and Pre-Screened Pool (person with checkmark icon); 6. Financially Stable (hand holding coins icon); 7. Customer Satisfaction & Client Centric Model (smiling face with thumbs up icon).

*Strong Government Experience
across 15+ states and 30+ agencies*



Strong Recruitment and Delivery Team



Single Point-of-Contact



Strong Employee Retention Team, Process and Rate



Candidate Database and Pre-Screened Pool



Financially Stable



Customer Satisfaction & Client Centric Model



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Part A – Cover Letter & Introduction

A.1 Cover Letter

Date: April 14th, 2026

To:

State of West Virginia
Department of Administration – Purchasing Division
2019 Washington Street East
Charleston, WV 25305

Subject: Submission of Bid – WVDOT IT Temporary Staffing Services (CRFQ DOT2600000079)

Dear Evaluation Committee,

Relig Staffing, Inc. is pleased to submit this response to the State of West Virginia, Department of Transportation (WVDOT) for IT Temporary Staffing Services under Solicitation No. CRFQ DOT2600000079. We appreciate the opportunity to support WVDOT in fulfilling its requirement for reliable, qualified, and cost-effective IT staffing solutions.

Established in 2017, Relig Staffing, Inc. is a U.S.-based staffing organization specializing in IT staffing, workforce solutions, and recruitment services across government, healthcare, and enterprise sectors. Over the past eight years, we have developed a strong foundation in delivering high-quality talent in compliance-driven environments where responsiveness, accuracy, and adherence to standards are critical.

We understand that WVDOT requires a staffing partner capable of consistently delivering skilled IT professionals across multiple technical domains, including database administration, application development, infrastructure, and specialized roles. Our approach is built around maintaining ready pipelines of pre-qualified candidates, supported by a structured recruitment and screening framework that ensures both quality and speed of delivery. Typically, we are able to submit qualified candidates within 24 to 72 hours of requirement receipt, depending on role complexity.

Relig Staffing has demonstrated experience supporting federal and state agencies, including engagements with organizations such as the Federal Aviation Administration (FAA), State of Connecticut, State of New Jersey, Florida Department of Health, and New York City Department of Social Services. Across these engagements, we have successfully delivered IT professionals including Database Administrators (Oracle, DB2, SQL Server), Infrastructure Engineers, System Engineers, and Application Developers. Our experience working within government environments ensures that we understand procurement processes, compliance expectations, and the importance of operational continuity.

Why Choose Relig Staffing

Relig Staffing brings a balanced combination of experience, scalability, and cost efficiency that aligns directly with WVDOT's objectives:

- **Proven Government Experience:** Demonstrated success in delivering staffing solutions across federal and state agencies with strict compliance requirements.
- **Rapid Turnaround:** Established recruitment pipelines enabling timely submission of qualified candidates within defined timelines.
- **Quality-Driven Screening:** Multi-layer evaluation process including recruiter screening, SME validation, and role-based assessments.
- **Compliance-Focused Delivery:** Strong adherence to background verification, onboarding standards, and regulatory requirements.

- **Scalable Operations:** Capability to support both short-term and long-term staffing needs across multiple role categories.
- **Cost-Effective Solutions:** Competitive and market-aligned pricing designed for public sector engagements.

Our operational model ensures that WVDOT receives not just candidates, but dependable staffing support backed by structured processes and dedicated account management.

Company Legal Information

| | |
|-----------------------------|--|
| Legal Name | Relig Staffing, Inc. |
| Type of Organization | C-Corporation |
| Year Established | 2017 |
| Corporate Address | 7300 State Highway 121, Suite 344, McKinney, TX 75070 |
| FEIN | 37-1879194 |
| UEI | KWZMUSWUN2Y5 |
| CAGE Code | 8PYU8 |
| Primary Contact | Raghvendra Dubey |
| Phone | (469) 581-7188 |
| Email | bids@religstaffing.com |
| Website | www.religstaffing.com |

Relig Staffing, Inc. confirms that we have reviewed the complete solicitation, including all associated documents and addenda. We hereby acknowledge receipt of Addendum No. 1 and Addendum No. 2 and confirm that all updates have been incorporated into our submission. We accept all terms, conditions, and requirements outlined in the solicitation without exception. We further confirm our ability to meet all contractual, insurance, and compliance requirements upon award. There are no known conflicts of interest that would impact our ability to perform under this contract.

This submission is made by an authorized representative of Relig Staffing, Inc., and we affirm our commitment to delivering reliable, compliant, and high-quality staffing services to WVDOT. We look forward to the opportunity to partner with the State of West Virginia and contribute to the successful execution of its IT staffing requirements.

Please feel free to contact us should you require any additional information or clarification regarding this submission.

Sincerely,

Ankit
Chief
Relig Staffing, Inc.

Executive

Rathod
Officer

Authorized

Signature:

Ankit Rathod

Date: 4/14/2026

A.2 Executive Summary

Relig Staffing, Inc. respectfully submits this response to the State of West Virginia, Department of Transportation (WVDOT) for IT Temporary Staffing Services under Solicitation No. CRFQ DOT2600000079. This submission reflects our commitment to delivering reliable, compliant, and cost-effective staffing solutions that align with WVDOT's operational and technical requirements.

WVDOT's requirement for IT temporary staffing is critical to ensuring continuity of operations, system reliability, and timely execution of technology-driven initiatives. The need is not only for qualified professionals, but for a staffing partner capable of consistently delivering resources with the right technical expertise, within defined timelines, and in compliance with state standards. Relig Staffing understands these expectations and has structured its delivery model to meet them effectively.

Established in 2017, Relig Staffing, Inc. is a U.S.-based staffing organization with extensive experience supporting government agencies, healthcare systems, and enterprise clients. Over the years, we have developed strong capabilities in IT staffing, including roles such as Database Administrators (Oracle, DB2, SQL Server), Mainframe Analysts, Application Developers, Infrastructure Engineers, and specialized technical professionals. Our experience spans engagements that require adherence to strict compliance, security, and operational standards, making us well-aligned with WVDOT's requirements.

Our approach to IT staffing is built on three core pillars: **speed, quality, and compliance.**

Speed of Delivery: Relig Staffing maintains active talent pipelines and a continuously updated database of pre-screened candidates. This enables us to respond quickly to staffing requests and submit qualified candidates typically within 24 to 72 hours, depending on the complexity of the role. Our recruitment teams operate in a coordinated structure that ensures rapid sourcing without compromising quality.

Quality of Candidates: We follow a structured, multi-layered screening process to ensure that only qualified candidates are submitted. Each candidate undergoes recruiter screening, technical evaluation, and role-specific assessment. Where applicable, Subject Matter Experts (SMEs) are involved in validating technical capabilities. This process ensures alignment with job requirements and reduces the risk of skill mismatch.

Compliance & Reliability: Relig Staffing operates in full alignment with federal and state regulations, as well as client-specific requirements. Our onboarding and compliance processes include background verification, employment validation, and adherence to all applicable standards. We understand the importance of reliability in public sector engagements and ensure that all candidates are fully vetted and ready for deployment.

Relig Staffing's experience in government staffing further strengthens our ability to support WVDOT. We have successfully partnered with agencies such as the Federal Aviation Administration (FAA), State of Connecticut, State of New Jersey, Florida Department of Health, and New York City Department of Social Services. Across these engagements, we have delivered IT professionals and technical resources in compliance-driven environments, ensuring continuity of operations and adherence to contractual obligations.

Our operational model is designed to provide structured and accountable service delivery. Each client engagement is supported by a dedicated Account Manager who serves as the primary point of contact. The Account Manager coordinates with internal delivery and recruitment teams to ensure timely response, clear communication, and consistent service quality. This model minimizes communication gaps and ensures that client requirements are handled efficiently from initiation through completion.

In addition to delivery capability, Relig Staffing brings a strong value proposition to WVDOT:

- **Proven Experience in IT Staffing:** Demonstrated success in delivering technical roles across multiple domains including database administration, development, and infrastructure support.
- **Scalable Recruitment Model:** Ability to support multiple roles simultaneously while maintaining quality and turnaround timelines.
- **Structured Screening & Validation:** Comprehensive candidate evaluation process ensuring job readiness and technical alignment.
- **Dedicated Account Management:** Centralized communication and coordination for smooth engagement management.
- **Cost-Effective Pricing:** Competitive and market-aligned rates structured to deliver best value for public sector requirements.

We recognize that this solicitation is structured as a multi-vendor contract where pricing competitiveness and compliance are critical evaluation factors. Relig Staffing has carefully developed its pricing strategy to remain competitive while ensuring sustainability and quality of service. All pricing has been submitted through the designated procurement portal as required, and reflects fully loaded rates inclusive of wages, overhead, and administrative costs.

Relig Staffing is committed to being more than a staffing vendor—we aim to be a reliable partner that contributes to WVDOT's operational efficiency and project success. Our focus is on building long-term relationships by consistently delivering value, maintaining transparency, and aligning our services with client expectations.

We confirm our acceptance of all terms and conditions outlined in the solicitation, including all associated addenda. We further confirm our ability to meet all contractual, compliance, and insurance requirements upon award.

In conclusion, Relig Staffing offers a strong combination of experience, structured delivery, compliance-focused operations, and competitive pricing. We are confident in our ability to support WVDOT's IT staffing requirements and deliver consistent, high-quality results throughout the contract term.

We appreciate the opportunity to submit this response and look forward to the possibility of supporting the State of West Virginia in its IT staffing initiatives.

Part B – Vendor Information & Organizational Details

B.1 Vendor Identification Information

Relig Staffing, Inc. provides the following vendor identification and organizational details in response to Solicitation No. CRFQ DOT2600000079 issued by the State of West Virginia, Department of Administration – Purchasing Division.

Company Identification Details

| Field | Information |
|--------------------------------|--|
| Legal Name | Relig Staffing, Inc. |
| Doing Business As (DBA) | Not Applicable |
| Type of Organization | C-Corporation |
| Year of Incorporation | 2017 |
| State of Incorporation | Delaware |
| Corporate Headquarters Address | 7300 State Highway 121, Suite 344, McKinney, TX 75070 |
| Primary Business Phone | (469) 581-7188 |
| Official Email Address | bids@religstaffing.com |
| Website | www.religstaffing.com |

Federal & Registration Information

| Field | Information |
|---|------------------------|
| Federal Employer Identification Number (FEIN) | 37-1879194 |
| Unique Entity Identifier (UEI) | KWZMUSWUN2Y5 |
| CAGE Code | 8PYU8 |
| SAM Registration Status | Active |
| NAICS Codes | 561320, 541511, 541512 |
| Business Type | Small Business |

Primary Point of Contact

Relig Staffing, Inc. designates the following individual as the primary point of contact for all communications related to this solicitation and subsequent contract, if awarded:

| Field | Information |
|-------|--|
| Name | Raghvendra Dubey |
| Title | Business Development Manager |
| Phone | (469) 581-7188 |
| Email | bids@religstaffing.com |

The designated Point of Contact is authorized to coordinate with the State of West Virginia for all matters including bid clarifications, contract discussions, and service delivery coordination.

Authorized Signatory

The following individual is authorized to legally bind Relig Staffing, Inc. in all contractual matters related to this submission:

| Field | Information |
|-----------|-------------------------|
| Name | Ankit Rathod |
| Title | Chief Executive Officer |
| Authority | Authorized Signatory |

B.2 Company Overview

Relig Staffing, Inc. is a U.S.-based workforce solutions provider established in 2017, specializing in delivering high-quality staffing and recruitment services across information technology, healthcare, administrative, and government sectors. Over the past eight years, the company has developed a strong reputation for reliability, responsiveness, and compliance-driven service delivery, particularly in environments where operational continuity and regulatory adherence are critical.

Headquartered in McKinney, Texas, Relig Staffing operates with a nationwide delivery model, supporting clients across multiple states through a centralized yet scalable recruitment and account management structure. The organization has grown steadily from a small founding team into a full-service staffing firm with more than 150 employees, including a dedicated recruitment team of over 90 professionals. This scale enables Relig Staffing to manage both high-volume staffing requirements and specialized technical roles efficiently.

Core Service Areas

Relig Staffing provides a comprehensive range of workforce solutions, including:

- **IT Staffing & Staff Augmentation:** Placement of technical professionals across roles such as Database Administrators (Oracle, DB2, SQL Server), Mainframe Analysts, Application Developers, System Engineers, Infrastructure Specialists, and technical support personnel.
- **Government & Public Sector Staffing:** Delivery of compliant staffing solutions for federal, state, and local government agencies, aligned with procurement regulations and operational standards.
- **Recruitment Process Outsourcing (RPO):** End-to-end recruitment support including sourcing, screening, onboarding, and workforce management.
- **Direct Hire & Contract-to-Hire Services:** Permanent and transitional staffing solutions tailored to client-specific workforce strategies.

Organizational Structure & Delivery Model

Relig Staffing operates through a structured and accountable organizational model designed to ensure efficiency, quality, and clear communication:

- **Account Management Team:** Serves as the primary interface with clients, responsible for requirement intake, coordination, and overall service delivery.
- **Delivery Management Team:** Oversees recruitment execution, candidate quality, and alignment with client expectations.
- **Recruitment Team (90+ Recruiters):** Handles sourcing, screening, and candidate engagement through multiple channels including internal databases, job portals, referrals, and targeted outreach.
- **Onboarding & Compliance Team:** Manages background checks, documentation, verification processes, and ensures adherence to regulatory and client-specific requirements.

This integrated structure allows Relig Staffing to maintain a streamlined workflow, reduce turnaround times, and ensure consistent service quality across engagements.

Operational Capabilities

Relig Staffing's operational framework is built to support both rapid deployment and sustained workforce management:

- **Active Talent Pipeline:**
Continuously maintained database of pre-screened candidates across technical and administrative roles.
- **Rapid Turnaround:**
Ability to submit qualified candidates typically within 24–72 hours of receiving requirements.
- **Quality Assurance:**
Multi-level screening process including recruiter evaluation, technical validation, and role-specific assessments.
- **Scalability:**
Capability to support single-position requests as well as large-scale staffing needs across multiple job classifications.
- **Compliance-Focused Processes:**
Alignment with federal and state regulations, including background verification, employment validation, and onboarding standards.

Track Record & Performance

Relig Staffing has demonstrated consistent performance across a wide range of engagements:

- Over **3,00 successful placements** across industries
- Approximately **95% client retention rate**
- Proven ability to support **government and compliance-driven environments**
- Experience delivering both **technical and non-technical staffing solutions**

The company's client base includes federal agencies, state governments, healthcare systems, and enterprise organizations, reflecting its ability to adapt to diverse operational requirements and industry standards.

Commitment to Service Excellence

Relig Staffing is committed to delivering staffing solutions that prioritize quality, reliability, and client satisfaction. Our approach emphasizes:

- Clear and consistent communication
- Alignment with client requirements and expectations
- Continuous improvement based on feedback and performance evaluation
- Long-term partnership development rather than transactional service delivery

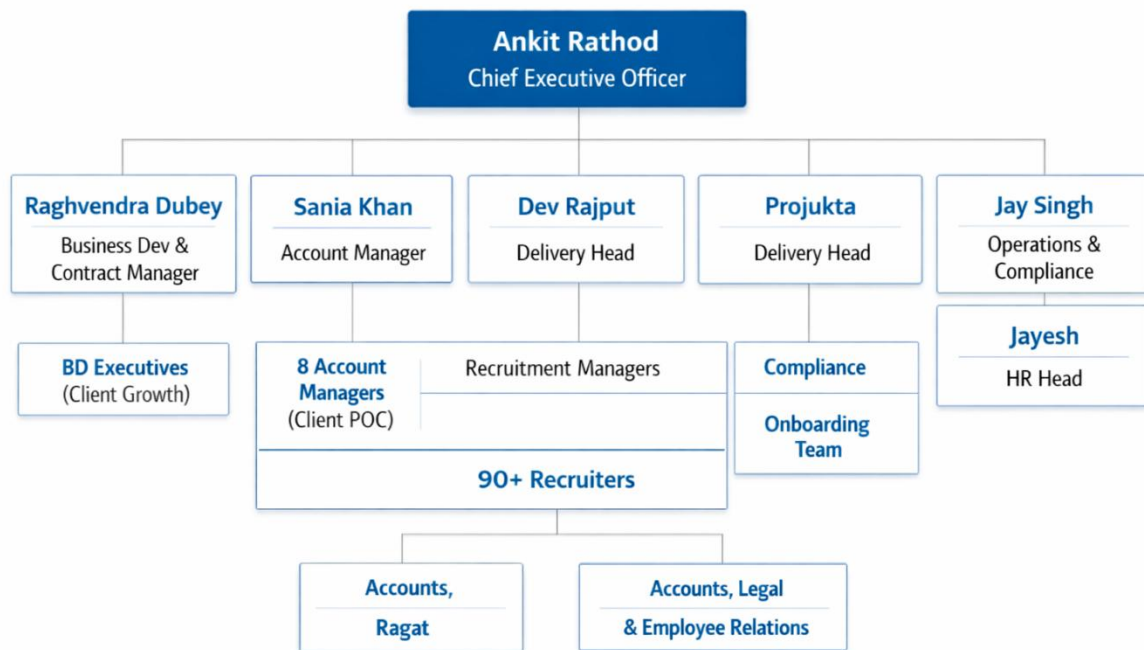
This commitment ensures that clients receive not only qualified personnel but also dependable support throughout the engagement lifecycle.

In summary, Relig Staffing, Inc. combines experience, structured operations, and scalable delivery capabilities to provide effective staffing solutions. Our proven track record, strong recruitment infrastructure, and compliance-driven approach position us as a reliable partner for fulfilling the IT temporary staffing requirements of the State of West Virginia.

B.3 Organizational Structure

Relig Staffing, Inc. operates through a clearly defined and accountability-driven organizational structure designed to ensure efficient service delivery, strong governance, and seamless communication. The structure is aligned to support government clients such as WVDOT, where clarity in reporting, escalation, and responsibility is critical.

Organizational Hierarchy



Organizational Overview & Reporting Structure

At Relig Staffing, all department heads report directly to Ankit Rathod (CEO). This ensures clear accountability, faster decision-making, and strong control across all functions. The CEO serves as the final escalation point for all operational, contractual, and client-related matters.

Business Development & Contract Management

Raghvendra Dubey leads Business Development and also functions as the Contract Manager. He is supported by a team of Business Development Executives responsible for client acquisition and growth.

Key responsibilities include:

- Contract oversight and compliance
- Commercial and contractual alignment
- Secondary escalation for client-related matters
- Overall coordination between client expectations and internal delivery

Account Management (Primary Client Interface)

Sania Khan leads the Account Management function and is supported by a team of 8 Account Managers.

This team acts as the primary point of contact for the client (WVDOT).

Their responsibilities include:

- Requirement intake and clarification
- Coordination of candidate submissions
- Day-to-day client communication

- Tracking delivery progress
- Managing and resolving issues at the initial level

Delivery & Recruitment Organization

The Delivery function is led by Dev Rajput and Projukta, both reporting directly to the CEO. They manage a combined team of 90+ recruitment professionals, including:

- Recruitment Managers
- Team Leads
- Senior Recruiters
- Recruiters

Key responsibilities include:

- Talent sourcing and pipeline management
- Screening and evaluation of candidates
- Ensuring timely submission of qualified profiles
- Managing fulfillment across multiple requirements

This structure allows us to handle multiple requirements simultaneously while maintaining speed and quality.

Operations, Compliance & Support Functions

Jay Singh leads Operations and oversees all backend and compliance-related functions.

This includes:

- Compliance Team (background checks and regulatory requirements)
- Onboarding Team (documentation and candidate readiness)
- Accounts Team (billing and invoicing)
- Legal Team (contractual compliance)
- Employee Relations Team (workforce management and support)

This centralized operations structure ensures that all candidates meet compliance standards before deployment.

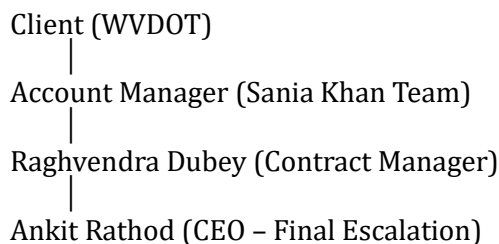
Human Resources

Jayesh (HR Head) manages Human Resources and is responsible for:

- Internal HR policies and governance
- Employee lifecycle management
- Workforce engagement and retention
- Organizational compliance

Client Communication & Escalation Flow

We follow a structured communication and escalation model to ensure clarity and accountability:



Key Strengths of the Organizational Model

- Clear reporting structure with direct accountability to leadership
- Defined roles and responsibilities across all functions
- Dedicated account management for client communication
- Strong delivery team with scalable recruitment capability
- Centralized operations ensuring compliance and process control
- Structured escalation model for quick issue resolution

B.4 Key Contact Information

Relig Staffing, Inc. designates the following key personnel for all communications, coordination, and contractual matters related to Solicitation No. CRFQ DOT2600000079. Our contact structure is designed to ensure clear communication, defined accountability, and timely response across all stages of engagement.

Primary Point of Contact (Client Communication)

The primary point of contact for WVDOT will be the Account Management team led by Sania Khan, ensuring centralized and consistent communication.

| Field | Information |
|--------------|---|
| Name | Sania Khan |
| Title | Account Manager Lead |
| Role | Primary Point of Contact for Client Communication |
| Phone | (469) 581-7188 |
| Email | bids@religstaffing.com |

Responsibilities:

- Requirement intake and coordination
- Candidate submission updates
- Day-to-day communication with WVDOT
- Issue tracking and resolution
- Coordination with internal delivery and operations teams

Secondary Contact / Contract Management

For contractual, escalation, and commercial matters, the designated contact is:

| Field | Information |
|--------------|--|
| Name | Raghvendra Dubey |
| Title | Business Development Head / Contract Manager |
| Phone | (469) 581-7188 |
| Email | bids@religstaffing.com |

Responsibilities:

- Contract management and compliance
- Escalation handling beyond account management
- Commercial alignment and coordination
- Oversight of service delivery commitments

Executive Escalation Contact

For critical escalations and executive-level decisions:

| Field | Information |
|--------------|----------------------------|
| Name | Ankit Rathod |
| Title | Chief Executive Officer |
| Role | Final Escalation Authority |

Operational & Delivery Contacts (Internal Coordination)

While not directly interacting with the client on a day-to-day basis, the following personnel support delivery and operations:

| Function | Name | Role |
|-----------------|------------|--------------------------------------|
| Delivery Head | Dev Rajput | Recruitment & Delivery Oversight |
| Delivery Head | Projukta | Recruitment & Delivery Oversight |
| Operations Head | Jay Singh | Compliance, Onboarding & Operations |
| HR Head | Jayesh | Workforce Management & HR Governance |

Communication & Escalation Model

Relig Staffing follows a structured communication flow to ensure clarity and accountability:

1. **Primary Communication:** Account Manager (Sania Khan Team)
2. **Escalation Level 1:** Contract Manager (Raghvendra Dubey)
3. **Final Escalation:** CEO (Ankit Rathod)

This model ensures:

- Single point of contact for all communications
- Controlled and timely escalation
- Clear ownership at every level

Availability & Responsiveness

All designated contacts are available during standard business hours, with flexibility to support urgent requirements and escalations as needed. Relig Staffing is committed to maintaining prompt communication and ensuring that all client queries and requirements are addressed in a timely and efficient manner.

In summary, Relig Staffing provides a well-defined contact structure with clear roles and responsibilities, ensuring seamless communication, efficient coordination, and reliable support throughout the engagement lifecycle.

Part C – Experience & Qualifications

C.1 Relevant Experience Overview

Relig Staffing, Inc. brings extensive and proven experience in delivering temporary staffing and workforce solutions across government, healthcare, and enterprise environments. Since our establishment in 2017, we have consistently supported clients requiring qualified personnel across technical and operational domains, with a strong focus on compliance, responsiveness, and quality of delivery.

Our experience is directly aligned with the requirements of WVDOT for IT Temporary Staffing Services, particularly in sourcing, screening, and deploying skilled professionals across multiple technical classifications.

Experience in IT Staffing Services

Relig Staffing has significant experience in providing IT professionals across a wide range of roles, including but not limited to:

- Database Administrators (Oracle, DB2, SQL Server)
- Mainframe Application Analysts
- Application Developers (.NET, Java, GIS)
- Infrastructure and System Engineers
- Technical Support and Analyst roles

These roles have been delivered in environments requiring:

- Strong technical expertise
- Adherence to defined service levels
- Compliance with organizational and regulatory requirements

Our recruitment and delivery teams are experienced in understanding technical job descriptions, aligning candidate profiles with role expectations, and ensuring accurate and timely submissions.

Government & Public Sector Experience

Relig Staffing has successfully supported multiple government agencies and public sector clients through direct engagements and vendor partnerships. Our experience includes working within procurement-driven environments where compliance, documentation, and structured delivery are essential.

Key engagements include support for:

- Federal Aviation Administration (FAA)
- State of Connecticut
- State of New Jersey
- Florida Department of Health
- New York City Department of Social Services

Across these engagements, we have delivered IT and technical personnel to support infrastructure, system operations, and application-related functions. Our ability to operate within government frameworks ensures familiarity with expectations related to compliance, background verification, and performance accountability.

Delivery Capability & Performance

Relig Staffing has built a strong track record of consistent performance through:

- **Rapid** **Turnaround:**
Submission of qualified candidates typically within 24 to 72 hours of requirement receipt
- **High** **Fill** **Rates:**
Ability to meet client requirements across multiple roles simultaneously

- **Quality** **Assurance:**
Multi-level screening process ensuring alignment with technical and functional requirements
- **Low** **Attrition:**
Focus on candidate fitment and readiness leading to reduced replacement needs

Our delivery model ensures that clients receive candidates who are not only technically qualified but also aligned with role expectations and organizational requirements.

Scalability & Resource Strength

With a recruitment team of over 90 professionals and a continuously maintained candidate pipeline, Relig Staffing has the capability to support:

- Single and multiple concurrent requirements
- Short-term and long-term staffing needs
- Specialized and niche technical roles

Our scalable recruitment infrastructure allows us to respond effectively to varying levels of demand without compromising on quality or turnaround time.

Alignment with WVDOT Requirements

The scope of work outlined in this solicitation requires a vendor capable of providing skilled IT resources across multiple technical domains. Relig Staffing's experience directly aligns with these needs through:

- Proven capability in IT staffing across required roles
- Experience working in compliance-driven environments
- Established processes for recruitment, screening, and onboarding
- Ability to deliver within defined timelines

We understand the importance of reliability and consistency in supporting government operations and are equipped to meet these expectations effectively.

Summary

Relig Staffing's relevant experience reflects a strong combination of technical staffing capability, government sector familiarity, and structured delivery processes. Our proven track record, scalable recruitment model, and commitment to quality position us as a capable and reliable partner for fulfilling the IT temporary staffing requirements of the State of West Virginia.

C.2 Government & Public Sector Experience

Relig Staffing, Inc. has developed strong and relevant experience in supporting government and public sector clients across federal, state, and local levels. Since our establishment in 2017, we have consistently delivered staffing solutions in environments that require strict adherence to compliance, security, and operational standards. Our experience reflects a clear understanding of public sector procurement processes, accountability requirements, and the importance of reliability in service delivery.

Overview of Government Experience

We have supported multiple government agencies through direct engagements and vendor partnerships, delivering both technical and non-technical staffing services. Our work in the public sector has involved:

- Providing qualified professionals across IT, infrastructure, and administrative roles
- Supporting compliance-driven environments with defined policies and procedures
- Adhering to background verification, onboarding, and documentation requirements
- Maintaining consistent communication and reporting standards

Our experience demonstrates the ability to align with government expectations while ensuring timely and effective staffing support.

Representative Government Engagements

Relig Staffing has contributed to staffing initiatives for various government agencies, including:

- **Federal Aviation Administration (FAA):** Supported infrastructure and technology-related staffing requirements through vendor partnerships, including placement of network and system engineering professionals.
- **State of Connecticut:** Provided system engineering and IT support roles for ongoing technology operations and infrastructure maintenance.
- **State of New Jersey:** Delivered infrastructure engineers and technical resources to support departmental IT initiatives.
- **Florida Department of Health:** Supplied system security and IT professionals for statewide programs requiring compliance with federal and state regulations.
- **New York City Department of Social Services (NYC DSS):** Supported system modernization initiatives by providing technical consultants and system engineers.
- **State of Missouri - Department of Transportation (DOT):** Assisted in providing infrastructure and IT support professionals aligned with transportation system operations.
- **Virginia Department of Health:** Delivered cybersecurity and IT resources supporting public health systems and data security initiatives.

Scope of Services Delivered

Across these engagements, Relig Staffing has supported roles such as:

- Database Administrators (Oracle, DB2, SQL Server)
- Infrastructure and System Engineers
- Network Engineers
- Application Developers
- IT Support Specialists
- Cybersecurity Professionals

These roles were delivered in environments requiring:

- Coordination with internal government teams
- Compliance with regulatory and security standards
- Alignment with project timelines and operational needs

Compliance & Operational Alignment

Our experience in government engagements has required strict adherence to:

- Background verification and screening requirements
- Federal and state labor and employment regulations
- Documentation and onboarding standards
- Data security and confidentiality protocols

We have established internal processes to ensure that all candidates meet these requirements prior to deployment, minimizing risk and ensuring compliance with client expectations.

Delivery Performance

Relig Staffing has consistently demonstrated strong performance in public sector engagements through:

- **Timely** **Candidate** **Submission:**
Ability to provide qualified candidates within defined timelines (typically 24–72 hours)
- **Quality** **of** **Placement:**
Structured screening ensuring alignment with technical and functional requirements
- **Operational** **Reliability:**
Consistent service delivery with minimal disruption to client operations
- **Client** **Retention:**
Continued engagement with clients over multiple assignments, reflecting satisfaction and trust

Understanding of Public Sector Requirements

Through our experience, we understand that government clients require:

- Transparency and accountability in service delivery
- Strict adherence to contractual and compliance requirements
- Reliable staffing support with minimal risk
- Clear communication and defined escalation processes

Our operational model is designed to address these requirements through structured workflows, defined roles, and centralized coordination.

C.3 IT Staffing Experience Across Required Roles

Relig Staffing, Inc. has extensive experience in providing IT staffing services across a wide range of technical roles that align directly with the requirements outlined in this solicitation. Our delivery model is built to support both specialized and high-volume staffing needs across database administration, application development, infrastructure, and emerging technology domains.

Coverage of Required IT Roles

We have successfully supported staffing requirements across roles similar to those requested by WVDOT, including:

Mainframe & Legacy Systems

- Senior Mainframe Application Analysts
- Mainframe Application Analysts
- COBOL, JCL, and CICS-based roles

We have experience sourcing professionals with strong expertise in maintaining and modernizing legacy systems, ensuring continuity in mission-critical operations.

Database Administration

- Oracle Database Administrators (Senior and Mid-Level)
- DB2 Database Administrators
- SQL Server Database Administrators

Our experience includes providing database professionals skilled in:

- Performance tuning and optimization
- Backup and recovery (RMAN, DB utilities)
- Data integrity and migration support
- Production support and troubleshooting

Application Development

- .NET Developers
- Java Developers
- Application Programmers and Analysts

We support development roles across:

- Enterprise applications
- Web-based systems
- Integration and API development

Our candidates are experienced in working within structured development environments, including Agile and Waterfall methodologies.

GIS & Specialized Technical Roles

- GIS Database Administrators
- GIS Application Developers
- GIS Architects

We have supported GIS-related roles requiring:

- Geospatial data management
- Mapping and analytics tools
- Integration with enterprise systems

Infrastructure & Systems Support

- System Engineers
- Infrastructure Engineers
- Network Engineers

These roles support:

- Server and network management
- System deployment and maintenance
- Performance monitoring and issue resolution

Recruitment Capability for IT Roles

Our recruitment team has strong experience in identifying and placing candidates across these technical domains. Key strengths include:

- Understanding of technical job requirements and skill mapping
- Access to a large pool of pre-screened IT professionals
- Multi-channel sourcing including internal database, job portals, and referrals
- Ability to evaluate both technical skills and practical experience

Each role is supported by a structured recruitment process to ensure that candidates meet both technical and functional requirements.

Screening & Evaluation Approach

To ensure quality across all IT roles, we follow a multi-level evaluation process:

- | | | |
|---------------------|--|--------------------|
| 1. Recruiter | Initial validation of experience, tools, and role alignment | Screening: |
| 2. Technical | Role-specific assessment conducted by experienced recruiters or subject matter experts | Evaluation: |
| 3. Skill | Practical and scenario-based evaluation where applicable | Validation: |
| 4. Final | Alignment check to ensure candidate readiness before submission | Review: |

This process ensures that only qualified and relevant candidates are submitted for consideration.

Delivery Experience & Performance

Our experience in IT staffing has demonstrated:

- | | | |
|---|--|--------------------|
| • Consistent | Turnaround | Time: |
| Submission of qualified candidates typically within 24–72 hours | | |
| • Ability to Handle | Multiple | Roles: |
| Simultaneous fulfillment across different technical categories | | |
| • Quality | of | Candidates: |
| Reduced mismatch through structured screening | | |
| • Adaptability: | Ability to adjust sourcing strategies based on role complexity and urgency | |

Alignment with WVDOT Requirements

The roles outlined in this solicitation require a vendor capable of supporting diverse technical needs. Relig Staffing’s experience aligns with these requirements through:

- Proven capability across all major IT staffing categories
- Structured recruitment and evaluation processes
- Scalable delivery model supported by a large recruitment team
- Experience working in compliance-driven and performance-oriented environments

Summary

Relig Staffing’s IT staffing experience across required roles demonstrates our ability to support a wide range of technical requirements with consistency and quality. Our structured approach to sourcing, screening, and delivery ensures that we can meet the expectations of WVDOT for timely and reliable staffing support across all specified job classifications.

C.4 Past Performance & Delivery Capability

Relig Staffing, Inc. has demonstrated consistent and reliable past performance in delivering staffing solutions across government, healthcare, and enterprise clients. Our delivery capability is built on structured processes, a scalable recruitment model, and a strong focus on quality, compliance, and turnaround time. Over the years, we have successfully executed staffing engagements that required timely fulfillment, adherence to strict requirements, and sustained operational support.

Past Performance Overview

Since 2017, Relig Staffing has supported a wide range of clients through both direct contracts and vendor partnerships. Our performance across these engagements reflects:

- Successful delivery of staffing services across multiple domains, including IT, infrastructure, and administrative roles
- Ability to operate within compliance-driven environments
- Consistent alignment with client expectations and service requirements
- Long-term engagement with repeat clients, indicating trust and reliability

We have supported federal and state agencies, healthcare systems, and enterprise organizations where continuity of operations and adherence to defined processes were critical.

Key Performance Metrics

Our delivery performance is supported by measurable outcomes:

- **Turnaround** **Time:**
Candidate submission typically within 24–72 hours of requirement receipt
- **Placement** **Success** **Rate:**
High fill rates across multiple roles and job classifications
- **Client** **Retention:**
Approximately 95% retention across recurring clients
- **Volume** **Capability:**
Ability to manage both single-role and multi-role staffing requirements simultaneously

These metrics reflect our ability to consistently meet client expectations while maintaining service quality.

Delivery Capability

Relig Staffing’s delivery capability is driven by a structured and scalable model:

1. Recruitment Strength

- 90+ recruiters supporting multiple domains
- Continuous sourcing through internal database, job boards, and referrals
- Active pipeline of pre-qualified candidates

2. Process-Driven Execution

- Defined recruitment lifecycle from requirement intake to onboarding
- Multi-level screening and validation process
- Clear coordination between account management and delivery teams

3. Scalability

- Ability to ramp up resources based on demand
- Support for multiple concurrent requirements
- Flexibility to handle both short-term and long-term staffing needs

Quality Assurance

We maintain quality across all placements through:

- Structured screening and technical evaluation
- Alignment of candidate skills with job requirements
- Continuous coordination between recruitment and account management teams

- Feedback-driven improvement in recruitment processes

This approach reduces the risk of mismatch and ensures that candidates meet client expectations from the outset.

Reliability & Continuity of Service

Relig Staffing understands the importance of reliability in staffing engagements, particularly in government environments where service interruptions can impact operations.

To ensure continuity, we provide:

- Consistent communication with clients
- Backup candidate pipelines for critical roles
- Replacement support in case of performance or availability issues
- Ongoing monitoring of candidate performance and engagement

Operational Capability

Our operational framework supports delivery through:

- Dedicated account management for coordination and oversight
- Centralized operations for compliance and onboarding
- Defined escalation paths for issue resolution
- Integrated teams working across recruitment, operations, and management

This ensures that all aspects of delivery are managed efficiently and aligned with client requirements.

Alignment with WVDOT Requirements

The requirements of this solicitation demand a vendor capable of delivering qualified IT professionals within defined timelines and maintaining consistent service quality. Relig Staffing's past performance demonstrates:

- Proven ability to deliver across similar technical roles
- Experience working within structured and compliance-driven environments
- Capacity to meet timelines and manage multiple requirements
- Strong internal coordination supporting reliable service delivery

Summary

Relig Staffing's past performance reflects a consistent ability to deliver staffing services effectively and reliably. Our structured processes, scalable recruitment capability, and focus on quality and compliance position us to meet the IT temporary staffing needs of the State of West Virginia with confidence and consistency.

Part D – Staffing Capability & Technical Approach

D.1 Understanding of Requirements

Relig Staffing, Inc. understands that the State of West Virginia, Department of Transportation (WVDOT) is seeking to establish a contract with qualified vendors to provide **IT Temporary Technical Staffing Services** across multiple role categories. The intent of this solicitation is to create a reliable pool of staffing partners capable of delivering qualified IT professionals on an as-needed basis, supporting ongoing operations, system maintenance, and project-based initiatives.

Understanding of Scope

Based on the solicitation, WVDOT requires support across a range of technical roles, including but not limited to:

- Mainframe Application Analysts (Senior and Mid-Level)
- Database Administrators (Oracle, DB2, SQL Server)
- Application Programmers and Analysts
- GIS-related roles including Database Administrators, Developers, and Architects

These roles are critical to maintaining and enhancing WVDOT's IT infrastructure and systems. The requirement is not limited to sourcing candidates, but extends to ensuring that resources are technically qualified, properly vetted, and capable of contributing effectively from the start of the assignment.

Nature of Engagement

We understand that this is a multi-vendor, task-based staffing contract, where:

- Vendors will be selected and empaneled
- Specific staffing requirements will be issued on an as-needed basis
- Vendors will be expected to respond with qualified candidates within defined timelines
- Selection will be based on both pricing and candidate suitability

This structure requires vendors to maintain readiness, flexibility, and responsiveness at all times.

Key Client Expectations

From our understanding, WVDOT's key expectations from selected vendors include:

1. Timely Delivery

Ability to provide qualified candidates within short turnaround times, typically within 24–72 hours depending on role complexity.

2. Technical Competency

Candidates must meet the required skill sets and experience levels as defined for each role category, including both legacy and modern technology environments.

3. Compliance & Documentation

Adherence to all state requirements, including background checks, documentation, and onboarding processes prior to deployment.

4. Consistency & Reliability

Ability to consistently deliver candidates across multiple requests while maintaining quality and service standards.

5. Cost Competitiveness

Submission of competitive and fully loaded hourly rates aligned with public sector expectations.

Operational Requirements

We understand that the engagement will involve:

- Coordination with designated client representatives for requirement intake
- Submission of candidate profiles aligned with job descriptions
- Participation in interview coordination and selection process
- Support in onboarding and deployment of selected candidates

- Ongoing communication and issue resolution during the assignment period
- Additionally, vendors are expected to maintain transparency in communication and provide timely updates on submission status and candidate availability.

Challenges Identified

Based on our experience in similar engagements, we recognize the following challenges associated with this type of requirement:

- Availability of niche skill sets, particularly in legacy systems and specialized roles
- Need for rapid turnaround without compromising quality
- Ensuring compliance with background and onboarding requirements
- Managing multiple concurrent requirements efficiently

Relig Staffing has structured its delivery model to address these challenges through proactive sourcing, strong internal coordination, and a scalable recruitment team.

Our Approach to Meeting Requirements

To align with WVDOT's requirements, Relig Staffing will:

- Maintain an active pipeline of pre-qualified candidates across all required roles
- Utilize a structured screening process to ensure technical and functional alignment
- Deploy a dedicated account management team for coordination and communication
- Ensure compliance with all onboarding and documentation requirements
- Provide timely submissions and maintain consistent follow-up

D.2 Staffing & Delivery Model

Relig Staffing, Inc. follows a structured and scalable staffing and delivery model designed to ensure timely fulfillment of requirements, consistent quality of candidates, and alignment with client expectations. Our approach combines proactive pipeline building with reactive recruitment execution, enabling us to respond effectively to both planned and urgent staffing needs.

Staffing Model Overview

Our staffing model is built on three key components:

1. **Proactive Talent Pipeline Development**
2. **Reactive Requirement-Based Recruitment**
3. **Structured Delivery & Coordination Framework**

This integrated approach ensures that we maintain readiness while also adapting quickly to dynamic client requirements.

1. Proactive Talent Pipeline

Relig Staffing continuously builds and maintains a strong pipeline of pre-qualified candidates across all major IT skill sets required under this contract.

Pipeline Development Sources:

- Internal candidate database with pre-screened profiles
- Job boards (Indeed, Dice, Monster, LinkedIn)
- Professional networks and referrals
- Local talent pools and regional communities
- Passive candidate outreach and engagement

Local & Regional Focus

Where applicable, we prioritize sourcing candidates within or near the project location to ensure:

- Faster onboarding
- Better availability and retention
- Reduced relocation or logistical challenges

We also engage with local professional communities and networks to identify candidates with relevant experience and regional familiarity.

2. Reactive Recruitment Model

In addition to maintaining pipelines, we follow a responsive recruitment approach when new requirements are received.

Process Flow:

End-to-End Recruitment & Delivery Process



Requirement Analysis

Each requirement is analyzed to identify:

- Core technical skills
- Experience level (junior/senior)
- Tools, platforms, and environment
- Location and availability expectations

This ensures accurate sourcing and reduces mismatch.

Targeted Sourcing Strategy

Recruitment is aligned based on:

- **Skill specialization** (e.g., Oracle DBA, Mainframe, GIS)
- **Geographic location** (local, regional, remote candidates)
- **Experience level** (mid-level, senior, niche expertise)

Dedicated recruiters with domain familiarity handle specific categories to improve sourcing accuracy.

3. Screening & Evaluation Process

To ensure quality, we follow a multi-layered screening process:

Step 1: Recruiter Screening

- Experience validation
- Role alignment
- Communication assessment

Step 2: Technical Evaluation

- Role-specific technical questions
- Practical and scenario-based validation
- SME involvement for niche roles

Step 3: Final Review

- Internal quality check
- Alignment with client requirements
- Submission readiness confirmation

Only candidates meeting all criteria are submitted.

4. Delivery & Coordination Framework

Our delivery model is supported by structured coordination across teams:

- **Account Management Team:** Requirement intake, client communication, submission tracking
- **Delivery Team:** Sourcing, screening, and candidate submission
- **Operations Team:** Compliance, onboarding, and documentation

This ensures that all stages of the staffing lifecycle are handled efficiently.

5. Turnaround & Fulfillment Capability

- Candidate submission within **24–72 hours** (depending on role complexity)
- Ability to handle **multiple concurrent requirements**
- Scalable recruitment team supporting rapid ramp-up

6. Tools & Technology

We utilize industry-standard tools and platforms to support recruitment and delivery:

- Applicant Tracking Systems (ATS)
- Job portals and sourcing platforms
- Internal candidate database
- Communication and coordination tools

These tools enable efficient tracking, faster sourcing, and improved coordination.

7. Continuous Pipeline & Engagement

To maintain readiness, we:

- Regularly update candidate database
- Re-engage previously qualified candidates
- Track availability and skill updates
- Maintain ongoing communication with active candidates

This ensures that we always have candidates ready for immediate deployment.

8. Quality & Reliability

Our staffing model ensures:



- Consistent candidate quality
- Reduced turnaround time
- Better alignment with client requirements
- Reliable and repeatable delivery process

D.3 Recruitment & Talent Sourcing Strategy

Relig Staffing, Inc. follows a structured and multi-channel recruitment and talent sourcing strategy designed to ensure consistent access to qualified IT professionals across all required roles. Our approach combines proactive sourcing, targeted recruitment, and continuous pipeline management to meet both immediate and long-term staffing needs.

Recruitment Strategy Overview

Our recruitment strategy is built on three core principles:

1. **Targeted Sourcing Based on Role Requirements**
2. **Multi-Channel Candidate Acquisition**
3. **Continuous Pipeline Development & Engagement**

This approach allows us to maintain flexibility, improve candidate quality, and ensure timely delivery.

1. Requirement-Based Targeting

Each requirement is analyzed in detail before initiating sourcing activities. This includes:

- Identification of required technical skills and tools
- Experience level (mid-level, senior, specialized)
- Industry and domain relevance
- Location preferences (local, regional, remote)

Based on this analysis, sourcing efforts are aligned to ensure accuracy and relevance.

2. Multi-Channel Sourcing Approach

Relig Staffing utilizes multiple sourcing channels to access a wide and diverse talent pool:

Internal Database

- Continuously updated repository of pre-screened candidates
- Includes active, passive, and previously placed professionals
- Enables faster turnaround for repeat or similar roles

Job Portals & Professional Platforms

- Indeed, Dice, Monster, LinkedIn
- Targeted job postings and candidate searches
- Access to both active job seekers and passive candidates

Professional Networks & Referrals

- Candidate referrals from existing network
- Industry connections and peer recommendations
- Higher quality and reliability of candidates

Local & Regional Talent Pools

- Focus on candidates located near the project site where applicable
- Engagement with local communities and professionals
- Improved availability and reduced onboarding challenges

Passive Candidate Outreach

- Direct outreach to candidates not actively seeking roles
- Engagement through networking and targeted communication
- Access to niche and experienced talent

3. Role-Based Recruiter Alignment

Our recruitment team is structured to align recruiters based on:

- **Technology specialization** (e.g., DBAs, Mainframe, GIS, Developers)
- **Experience level** (junior, mid, senior roles)
- **Geographic focus** (local or remote hiring needs)

This ensures that each requirement is handled by recruiters familiar with the specific skill set and market conditions.

4. Talent Pipeline Management

We maintain an active and continuously updated pipeline of candidates through:

- Regular database updates and validation
- Tracking candidate availability and interest
- Re-engaging previously screened candidates
- Maintaining long-term candidate relationships

This allows us to respond quickly to new requirements and reduce sourcing time.

5. Screening Integration with Sourcing

Sourcing is closely integrated with our screening process to ensure quality from the initial stage:

- Preliminary validation during sourcing
- Alignment check before candidate submission
- Early filtering of unqualified profiles

This reduces turnaround time and improves submission accuracy.

6. Technology & Tools

We utilize industry-standard tools to support recruitment activities:

- Applicant Tracking System (ATS) for candidate management
- Job portals for sourcing and job posting
- Internal tracking tools for pipeline and submission management

These tools enable efficient coordination and visibility across recruitment activities.

7. Scalability & Flexibility

Our recruitment strategy is designed to scale based on demand:

- Ability to handle multiple concurrent requirements
- Flexible allocation of recruiters based on workload
- Capability to support both niche and high-volume roles

8. Continuous Improvement

We continuously refine our sourcing strategy based on:

- Market trends and talent availability
- Feedback from clients and hiring outcomes
- Internal performance tracking

This ensures that our approach remains effective and aligned with client expectations.

D.4 Candidate Screening & Evaluation Process

Relig Staffing, Inc. follows a structured and multi-layered candidate screening and evaluation process designed to ensure that all submitted candidates meet the required technical, interpersonal, and role alignment criteria. Our approach focuses not only on verifying skills and experience but also on assessing a candidate's ability to perform effectively within the client's environment.

Screening Framework Overview

Our evaluation process is built on four key pillars:

1. **Technical Competency**
2. **Interpersonal & Communication Skills**
3. **Role Alignment & Practical Fit**
4. **Commitment, Availability & Willingness**

Each candidate is assessed across these dimensions before submission.

1. Initial Recruiter Screening

The first level of screening is conducted by experienced recruiters and includes:

- Verification of resume details and employment history
- Validation of core technical skills and tools used
- Understanding of role responsibilities handled in past assignments
- Basic communication and professionalism assessment

This step ensures that only relevant candidates proceed to further evaluation.

2. Technical Evaluation

Candidates undergo role-specific technical assessment to validate their expertise.

Technical Assessment Includes:

- Knowledge of required technologies (e.g., Oracle, DB2, SQL Server, Mainframe, GIS)
- Practical experience in similar environments
- Scenario-based and problem-solving questions
- Understanding of systems, tools, and processes relevant to the role

For specialized or senior roles, technical validation may include input from Subject Matter Experts (SMEs) to ensure depth of expertise.

3. Interpersonal & Communication Assessment

In addition to technical capability, candidates are evaluated on their ability to function effectively within a professional environment.

Assessment Areas:

- Verbal and written communication skills
- Ability to understand and respond to requirements clearly
- Professional attitude and behavior
- Team collaboration and adaptability

This ensures that candidates can interact effectively with client teams and stakeholders.

4. Role Alignment & Practical Fit

We assess how well the candidate's experience aligns with the specific requirements of the role.

Key Considerations:

- Relevance of past experience to job responsibilities
- Familiarity with similar systems, tools, or environments
- Ability to perform required tasks with minimal onboarding
- Fit with the level of responsibility (junior, mid, senior)

This step helps reduce mismatch and ensures that candidates are job-ready.

5. Commitment, Availability & Willingness

Before submission, we confirm the candidate's readiness and willingness to take up the assignment.

Validation Includes:

- Availability to start within required timelines
- Willingness to work at the specified location (onsite/remote/hybrid)
- Understanding of role expectations and responsibilities
- Compensation alignment and acceptance

This ensures that selected candidates can be onboarded without delays or drop-offs.

6. Final Internal Review

Before submission to the client, each candidate undergoes a final internal quality check:

- Verification of all screening steps completed
- Confirmation of technical and functional alignment
- Review of documentation and profile accuracy
- Approval for submission

Only candidates meeting all criteria are forwarded for client consideration.

7. Documentation & Compliance Check

As part of the evaluation process, we also ensure readiness for compliance requirements:

- Identity verification
- Background check readiness
- Documentation completeness for onboarding

This minimizes delays during the onboarding phase.

8. Continuous Feedback & Improvement

We continuously improve our screening process based on:

- Client feedback on submitted candidates
- Interview outcomes
- Placement success rates

This allows us to refine evaluation criteria and improve candidate quality over time.

D.5 Turnaround Time & Fulfillment Capability

D.5 Turnaround Time & Fulfillment Capability

Relig Staffing, Inc. maintains a strong focus on responsiveness and timely delivery of qualified candidates. Our turnaround time and fulfillment capability are supported by a scalable recruitment infrastructure, pre-built talent pipelines, and a structured coordination model across account management, delivery, and operations teams.

Turnaround Time Commitment

We understand that timely staffing is critical to maintaining operational continuity and meeting project timelines. Based on the nature and complexity of requirements, our typical turnaround timelines are as follows:

- **Standard** **IT** **Roles:**
Submission of qualified candidates within **24 to 48 hours**
- **Specialized** / **Senior** **Roles:**
Submission within **48 to 72 hours**
- **Niche** or **Hard-to-Fill** **Roles:**
Timeline defined based on market availability, with continuous updates provided to the client

These timelines are achievable due to our proactive pipeline management and efficient internal processes.

Fulfillment Capability

Relig Staffing has the capability to support both single and multiple concurrent staffing requirements across various technical domains.

Key Capabilities Include:

- Ability to handle **multiple role requests simultaneously**
- Support for both **short-term and long-term assignments**
- Coverage across **diverse IT skill sets**
- Scalability to meet increased demand when required

Our recruitment team of 90+ professionals allows us to distribute workload effectively and maintain consistent delivery performance.

Factors Enabling Fast Turnaround

1. Pre-Qualified Talent Pipeline

- Continuously updated database of screened candidates
- Immediate access to profiles aligned with common role requirements

2. Dedicated Recruitment Teams

- Recruiters aligned by technology, experience level, and location
- Faster sourcing and screening due to domain familiarity

3. Multi-Channel Sourcing

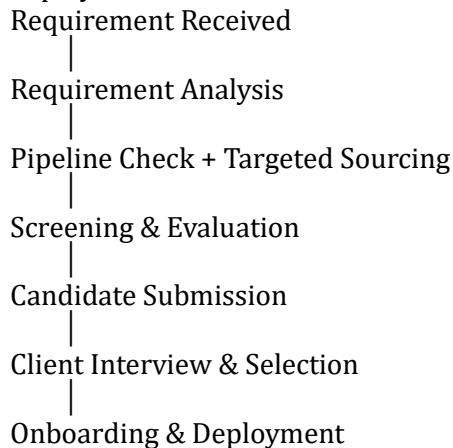
- Simultaneous sourcing across job boards, internal database, referrals, and networks
- Reduced dependency on a single sourcing channel

4. Streamlined Screening Process

- Parallel screening and validation
- Quick elimination of non-relevant candidates
- Faster submission readiness

Fulfillment Process

Our fulfillment process ensures efficient movement from requirement intake to candidate deployment:



Each stage is coordinated across internal teams to minimize delays and maintain accountability.

Volume & Scalability

Relig Staffing's infrastructure allows us to scale delivery based on client demand:

- Ability to increase recruiter allocation for high-volume requirements
- Parallel processing of multiple roles across different teams
- Flexible resource allocation to meet urgent needs

This ensures that we can maintain service levels even during peak demand periods.

Reliability & Continuity

To ensure consistent fulfillment, we maintain:

- Backup candidate pipelines for critical roles
- Continuous candidate engagement and availability tracking
- Replacement support in case of drop-offs or performance issues

This approach minimizes disruption and ensures continuity of service.

Communication & Status Updates

We provide regular updates to the client on:

- Submission status
- Candidate availability
- Challenges (if any) in sourcing specific roles

This ensures transparency and allows for timely adjustments if required.

Relig Staffing's turnaround time and fulfillment capability are driven by a combination of proactive planning, scalable recruitment resources, and structured processes. Our ability to deliver qualified candidates within defined timelines, while maintaining quality and compliance, ensures that we can effectively support WVDOT's staffing requirements with reliability and consistency.

Part E – Compliance & Operational Framework

E.1 Background Checks & Verification Process

Relig Staffing, Inc. follows a structured and compliance-driven background checks and verification process to ensure that all candidates meet the required standards prior to deployment. Our process is designed to verify the authenticity of candidate information, ensure workplace suitability, and align with federal, state, and client-specific requirements.

Overview of Verification Process

Our background verification process is conducted as part of the pre-onboarding stage and includes multiple checks to validate a candidate's identity, qualifications, and professional history. The objective is to minimize risk and ensure that only verified and reliable candidates are presented for engagement.

1. Identity Verification

We verify the identity of each candidate to ensure authenticity and compliance.

Process Includes:

- Validation of government-issued identification
- Confirmation of candidate details against submitted documents
- Cross-check of personal information

This step ensures that the candidate's identity is accurate and consistent.

2. Employment Verification

We conduct employment verification to confirm the candidate's work history and experience.

Verification Includes:

- Previous employer details
- Duration of employment
- Role and responsibilities
- Reason for separation (where applicable)

This helps validate the accuracy of the candidate's professional background.

3. Education Verification

Where required, we verify educational qualifications to ensure that candidates meet role-specific criteria.

Process Includes:

- Confirmation of degrees and certifications
- Validation with issuing institutions (where applicable)

4. Criminal Background Check

We perform background checks in accordance with applicable laws and client requirements.

Scope Includes:

- Criminal history check (as permitted by law)
- Review of any records that may impact job suitability

All checks are conducted in compliance with federal and state regulations.

5. Reference Checks

We obtain professional references where required to assess candidate performance and reliability.

Focus Areas:

- Work ethic and professionalism
- Technical capability
- Reliability and teamwork

6. Compliance & Documentation Review

Prior to onboarding, we ensure that all required documentation is complete and verified.

Includes:

- Work authorization verification (as applicable)
- Completion of required forms and documentation
- Alignment with client-specific onboarding requirements

7. Process Compliance

Our background verification process adheres to:

- Federal and state labor laws
- Applicable background screening regulations
- Client-specific compliance requirements

We ensure that all checks are conducted with appropriate candidate consent and confidentiality.

8. Timeline & Coordination

Background checks are initiated promptly upon candidate selection and are coordinated to align with onboarding timelines. We work to complete verification efficiently while maintaining accuracy and compliance.

9. Exception Handling

In cases where discrepancies are identified:

- The issue is reviewed and validated
- Clarifications are obtained from the candidate
- The client is informed where necessary

Candidates with unresolved or disqualifying discrepancies are not moved forward.

Relig Staffing's background checks and verification process ensures that all candidates are thoroughly vetted before deployment. Our structured approach, combined with compliance adherence and documentation validation, supports the delivery of reliable and qualified resources aligned with client expectations.

E.2 Compliance with Federal & State Requirements

Relig Staffing, Inc. operates with a strong commitment to compliance with all applicable federal and state laws, regulations, and contractual requirements. Our processes and internal controls are designed to ensure that all staffing activities, employment practices, and service delivery align with regulatory standards and client expectations, particularly in government engagements.

Compliance Framework Overview

We maintain a structured compliance framework that governs all aspects of our operations, including recruitment, onboarding, employment, and contract execution. This framework ensures that:

- All candidates meet legal and regulatory requirements
- Employment practices adhere to applicable labor laws
- Documentation and reporting obligations are fulfilled
- Client-specific compliance requirements are incorporated into our processes

1. Federal Compliance

Relig Staffing ensures adherence to all relevant federal laws and regulations, including but not limited to:

- **Fair Labor Standards Act (FLSA):** Compliance with wage and hour regulations, including minimum wage and overtime requirements
- **Equal Employment Opportunity (EEO):** Non-discriminatory hiring practices in accordance with federal guidelines
- **Immigration Reform and Control Act (IRCA):** Verification of employment eligibility through proper documentation (e.g., I-9 compliance)
- **Occupational Safety and Health Act (OSHA):** Commitment to maintaining safe and compliant work environments
- **Health Insurance Portability and Accountability Act (HIPAA) (where applicable):** Protection of sensitive information in regulated environments

2. State-Level Compliance

We ensure compliance with applicable state-specific requirements, including those relevant to the State of West Virginia, such as:

- State labor laws and employment regulations
- Wage and tax requirements
- Worker classification standards
- Any licensing or registration requirements applicable upon contract award

We are prepared to complete all necessary state registrations and comply with jurisdiction-specific obligations as required.

3. Employment & Workforce Compliance

Our employment practices are aligned with legal and regulatory standards through:

- Proper classification of employees and contractors
- Verification of work authorization
- Adherence to payroll and taxation requirements
- Maintenance of employment records and documentation

4. Client-Specific Compliance Requirements

Relig Staffing incorporates client-specific requirements into its processes, including:

- Background checks and verification standards
- Confidentiality and data protection requirements

- Onboarding documentation and approvals
- Contractual terms and service obligations

This ensures alignment with both regulatory and organizational expectations.

5. Internal Compliance Controls

We maintain internal controls and processes to monitor and enforce compliance, including:

- Dedicated compliance and operations team
- Standardized onboarding and documentation procedures
- Periodic review of processes and records
- Coordination with legal and HR functions

These controls help ensure consistency and accountability across all engagements.

6. Data Protection & Confidentiality

We recognize the importance of protecting sensitive information and ensure:

- Secure handling of candidate and client data
- Restricted access to confidential information
- Compliance with applicable data protection standards

7. Audit Readiness & Documentation

Relig Staffing maintains proper documentation and records to support compliance, including:

- Employment and onboarding records
- Verification and background check documentation
- Payroll and tax records

We are prepared to provide documentation as required for audit or review purposes.

8. Commitment to Ongoing Compliance

We continuously monitor regulatory updates and adjust our processes as needed to remain compliant with evolving federal and state requirements. Our teams are trained to ensure adherence to policies and procedures at all stages of the staffing lifecycle.

Relig Staffing's compliance approach ensures adherence to all applicable federal and state requirements through structured processes, internal controls, and continuous monitoring. Our experience in compliance-driven environments enables us to deliver staffing services that meet regulatory standards and support the operational needs of the State of West Virginia.

E.3 Workplace Readiness & Quality Assurance

Relig Staffing, Inc. follows a structured approach to ensure that all candidates are fully prepared for deployment and that service delivery maintains consistent quality throughout the engagement. Our Workplace Readiness and Quality Assurance framework focuses on candidate preparedness, delivery quality, contract management, and continuous alignment with client expectations.

Workplace Readiness Process

Before deployment, each selected candidate undergoes a readiness process to ensure they are fully aligned with role requirements and client expectations.

Pre-Deployment Readiness Includes:

- Confirmation of role understanding and responsibilities
- Verification of availability and start date
- Alignment with work location (onsite/remote/hybrid)
- Completion of required documentation and onboarding formalities
- Communication of client expectations, policies, and work environment

This ensures that candidates are prepared to contribute effectively from the first day of assignment.

Quality Assurance Framework

Our quality assurance process is embedded across the staffing lifecycle and focuses on maintaining consistency and reliability in delivery.

Key Quality Measures:

- Submission of candidates aligned with technical and functional requirements
- Multi-level screening and validation prior to submission
- Continuous coordination between account management and delivery teams
- Monitoring of candidate performance post-deployment

Contract Management & Service Oversight

Contract execution and service delivery are managed through a structured oversight model led by the Contract Manager.

Key Aspects Include:

- Monitoring adherence to contractual terms and service expectations
- Ensuring alignment with agreed timelines and deliverables
- Coordinating between client and internal teams
- Managing escalations and issue resolution

This ensures that service delivery remains aligned with contractual obligations.

Meeting & Alignment Structure (P1 / P2 / P3)

To maintain continuous alignment and address issues proactively, we follow a structured meeting framework:

P1 – Critical / Immediate Issues

- Address urgent concerns impacting delivery or operations
- Immediate response and resolution
- Involvement of senior management if required

P2 – Operational Alignment

- Regular coordination meetings with client and internal teams
- Review of ongoing requirements, submissions, and progress
- Identification and resolution of operational challenges

P3 – Strategic / Performance Review

- Periodic review of overall service performance
- Discussion on improvements, process enhancements, and future planning

- Alignment on long-term objectives and expectations

This structured approach ensures that issues are categorized, prioritized, and resolved effectively.

Performance Monitoring

We continuously monitor candidate and service performance through:

- Feedback from client stakeholders
- Internal tracking of submissions and placements
- Review of turnaround time and fulfillment metrics
- Ongoing communication with deployed candidates

This allows us to identify gaps early and take corrective actions where required.

Issue Resolution & Continuous Improvement

Any issues identified during delivery are addressed through:

- Immediate escalation based on severity
- Root cause analysis
- Implementation of corrective measures
- Continuous feedback integration

This ensures ongoing improvement in both process and delivery quality.

Coordination Across Teams

Our quality assurance process is supported by coordination across:

- Account Management (client communication and oversight)
- Delivery Team (recruitment and fulfillment)
- Operations Team (compliance and onboarding)

This integrated approach ensures consistency at every stage of the staffing lifecycle.

Relig Staffing's Workplace Readiness and Quality Assurance framework ensures that candidates are fully prepared before deployment and that service delivery remains consistent and aligned with client expectations. Through structured processes, contract oversight, and continuous alignment mechanisms, we maintain high standards of quality and reliability across all engagements.

E.4 Issue Resolution & Escalation Process

Relig Staffing, Inc. maintains a structured and responsive Issue Resolution and Escalation Process to ensure that any concerns related to staffing, delivery, or operations are addressed promptly and effectively. Our approach is designed to minimize disruption, maintain service continuity, and ensure clear accountability at every level.

Issue Resolution Framework

We categorize issues based on severity and impact to enable appropriate prioritization and response:

P1 – Critical Issues

- Immediate impact on service delivery or operations
- Examples: candidate no-show, sudden attrition, compliance risk, urgent client concern

Response:

- Immediate action initiated
- Direct involvement of senior management
- Continuous updates provided until resolution

P2 – Operational Issues

- Moderate impact on delivery or coordination
- Examples: delays in submission, communication gaps, minor performance concerns

Response:

- Addressed through coordination between Account Management and Delivery teams
- Resolution within defined timelines
- Follow-up to ensure closure

P3 – General / Process-Level Issues

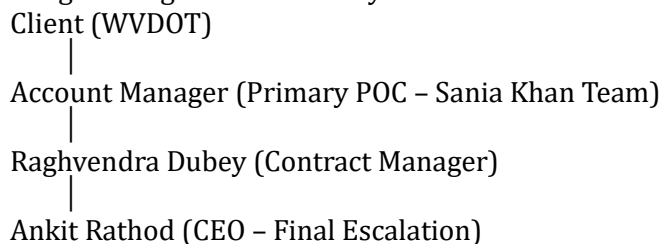
- Low impact or improvement-related concerns
- Examples: process enhancements, feedback on delivery, reporting adjustments

Response:

- Reviewed during periodic meetings
- Addressed through process improvements
- Incorporated into ongoing service refinement

Escalation Structure

Relig Staffing follows a clearly defined escalation hierarchy to ensure timely resolution:



Roles & Responsibilities

Account Management (Level 1)

- First point of contact for all issues
- Immediate acknowledgment and initial resolution attempt
- Coordination with internal teams

Contract Manager (Level 2)

- Handles escalations beyond operational level
- Ensures alignment with contractual commitments

- Coordinates resolution across departments

Executive Leadership (Level 3)

- Final escalation authority
- Involved in critical or unresolved issues
- Ensures strategic resolution and client satisfaction

Issue Handling Process

Issue Identified

Acknowledgment by Account Manager

Assessment & Categorization (P1 / P2 / P3)

Resolution by Relevant Team

Escalation (if required)

Closure & Confirmation with Client

Response & Resolution Timelines

- **P1 Issues:** Immediate response and continuous follow-up until resolved
- **P2 Issues:** Resolution within agreed operational timelines
- **P3 Issues:** Addressed in periodic reviews and process updates

Communication & Transparency

We ensure clear and consistent communication throughout the issue resolution process:

- Timely acknowledgment of issues
- Regular updates on progress
- Clear documentation of resolution
- Confirmation upon closure

Preventive Measures & Continuous Improvement

To reduce recurrence of issues, we:

- Conduct root cause analysis for major concerns
- Implement corrective and preventive actions
- Update internal processes based on feedback
- Monitor trends to identify recurring challenges

Summary

Relig Staffing's Issue Resolution and Escalation Process ensures that all concerns are handled efficiently, transparently, and with clear accountability. Our structured approach, combined with defined escalation levels and proactive communication, enables us to maintain service quality and support the operational needs of WVDOT effectively.

E.5 Timesheet Submission & Billing Process

Relig Staffing, Inc. follows a structured and transparent timesheet submission and billing process to ensure accuracy, compliance, and timely invoicing. Our approach is aligned with standard government contracting practices and can be adapted to meet WVDOT's specific requirements and systems.

Overview

Our process ensures that:

- All work hours are accurately recorded and approved
- Billing is based on verified timesheets
- Invoices are submitted in a timely and compliant manner
- Clear documentation is maintained for audit and review

Timesheet Submission Process

1. Time Recording

- Each deployed resource records hours worked on a daily or weekly basis
- Time is captured in the format required by the client (client system or approved template)

2. Timesheet Submission

- Timesheets are submitted on a **weekly basis** (or as specified by WVDOT)
- Submission is done through:
 - Client-provided system (if applicable), or
 - Standardized timesheet template

3. Client Approval

- Submitted timesheets are reviewed and approved by the designated WVDOT supervisor or authorized representative
- Any discrepancies are addressed prior to approval

4. Internal Verification

- Approved timesheets are reviewed by Relig Staffing's Accounts/Operations team
- Verification includes:
 - Accuracy of hours
 - Alignment with contract terms
 - Confirmation of approval

Billing & Invoicing Process

1. Invoice Preparation

- Invoices are generated based on **approved timesheets only**
- Each invoice includes:
 - Resource name
 - Role / classification
 - Approved hours worked
 - Bill rate (as per contract)
 - Total amount

2. Invoice Submission

- Invoices are submitted to WVDOT as per defined billing cycle (typically weekly or bi-weekly)
- Submission format aligns with client requirements (electronic or system-based submission)

3. Supporting Documentation

- Approved timesheets are attached or referenced with each invoice
- Any additional documentation required by the client is included

4. Payment Tracking

- Invoices are tracked through the payment lifecycle
- Follow-ups are conducted as needed to ensure timely payment

Compliance & Accuracy

Our billing process ensures:

- Billing strictly based on approved work hours
- Adherence to contract rates and terms
- Accurate calculation and documentation
- Readiness for audit or financial review

Issue Handling

In case of discrepancies related to timesheets or invoices:

- Issue is reviewed by Accounts and Account Management teams
- Corrections are made promptly
- Revised documentation is shared with the client
- Confirmation is obtained before finalization

System Flexibility

Relig Staffing is flexible in adapting to client-specific systems and processes, including:

- Client-managed timesheet systems
- Vendor portals
- Custom billing formats

Summary

Relig Staffing's timesheet and billing process ensures accuracy, transparency, and compliance at every stage. By aligning time tracking with client approval and structured invoicing, we maintain a reliable and audit-ready system that supports the financial and operational requirements of WVDOT.

Part F – Commercial & Pricing

F.1 Pricing Submission Declaration

F.1 Pricing Submission Declaration

Relig Staffing, Inc. confirms that all pricing for Solicitation No. CRFQ DOT2600000079 has been submitted through the official procurement system (wvOASIS) under the designated line items, in accordance with the instructions provided in the solicitation.

Pricing Submission Confirmation

- All required line items have been completed with corresponding hourly bill rates
- Pricing has been entered directly into the procurement portal as required
- No line items have been left blank or incomplete

The pricing submitted in the portal constitutes our official commercial offer for this solicitation.

Pricing Structure

The proposed hourly bill rates are **fully loaded rates**, inclusive of:

- Employee wages and compensation
- Payroll taxes and statutory obligations
- Overhead and administrative costs
- Recruitment and operational expenses
- Profit margin
- Compliance-related costs

These rates represent the total cost to the State for the provision of staffing services.

Pricing Compliance

Relig Staffing confirms that:

- All pricing has been prepared in accordance with the solicitation requirements
- Rates are firm, fixed, and valid for the duration specified in the solicitation
- No additional or hidden charges will apply beyond the submitted rates
- Pricing aligns with market standards and public sector expectations

Understanding of Evaluation Criteria

We understand that pricing is a key factor in the evaluation process and that awards may be made based on competitive rates across the defined role categories. Our pricing has been structured to remain competitive while ensuring the ability to deliver consistent and reliable staffing services.

Consistency & Accuracy

We confirm that:

- Pricing submitted in the portal is accurate and consistent with our internal calculations
- All rates correspond to the roles and classifications defined in the solicitation
- Any supporting pricing documents (if submitted) are aligned with portal entries

Commitment

Relig Staffing is committed to honoring the submitted rates and providing services in accordance with the agreed commercial terms upon award.

Summary

Relig Staffing, Inc. confirms that all pricing has been properly submitted through the designated procurement portal, is fully compliant with solicitation requirements, and represents a complete and final commercial offer for the services outlined in this solicitation.

F.2 Cost Structure Overview

Relig Staffing, Inc. has developed a structured and transparent cost framework to support the delivery of IT Temporary Staffing Services under this solicitation. Our pricing is designed to be competitive, sustainable, and aligned with public sector expectations while ensuring consistent quality of service and compliance with all applicable requirements.

Overview of Cost Structure

The hourly bill rates submitted for each role represent **fully loaded rates**, encompassing all costs associated with sourcing, employing, managing, and supporting the assigned personnel. These rates are inclusive of both direct and indirect cost components required for successful service delivery.

Key Cost Components

1. Employee Compensation

- Base wages or salaries for assigned personnel
- Market-aligned compensation based on role, experience level, and skill set

2. Payroll Burden & Statutory Costs

- Employer-paid taxes (Social Security, Medicare, etc.)
- Unemployment insurance and other statutory contributions
- Any applicable state and federal employment-related obligations

3. Recruitment & Sourcing Costs

- Job postings and advertising
- Recruiter effort and sourcing activities
- Candidate screening and evaluation processes
- Technology tools and platforms used for recruitment

4. Overhead & Administrative Costs

- Account management and coordination
- Operational support (compliance, onboarding, documentation)
- Internal systems and infrastructure
- General administrative expenses

5. Compliance & Onboarding Costs

- Background checks and verification processes
- Documentation and onboarding support
- Alignment with regulatory and client-specific requirements

6. Profit Margin

- A reasonable and sustainable margin included to support continued service delivery, operational stability, and quality assurance

Cost Efficiency & Value

Relig Staffing has structured its pricing to provide:

- Competitive rates aligned with market standards
- Efficient cost management through optimized recruitment processes
- Value-driven delivery without compromising quality
- Scalability to support varying levels of demand

Cost Control Measures

To maintain cost efficiency, we implement:

- Streamlined recruitment and sourcing processes
- Utilization of existing talent pipelines
- Efficient coordination across teams to reduce overhead
- Continuous monitoring of operational efficiency

Transparency & Consistency

Our pricing model ensures:

- Clear visibility into cost components
- Consistency across all role categories
- Alignment with contract terms and billing practices
- No hidden or additional charges beyond the agreed rates

Alignment with Public Sector Requirements

We understand the importance of cost accountability in government engagements. Our cost structure is designed to:

- Meet budgetary expectations
- Support audit and review requirements
- Ensure compliance with procurement standards
- Deliver measurable value to the client

Relig Staffing's cost structure reflects a balanced approach that combines competitive pricing with the ability to deliver reliable and high-quality staffing services. By incorporating all necessary cost components into a transparent and fully loaded rate, we ensure consistency, compliance, and value for the State of West Virginia.

G.3 FEIN & Authorization

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

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

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

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

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.)
Relig Staffing, Inc.

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 one of the following seven boxes.
 Individual/sole proprietor C corporation S corporation Partnership Trust/estate
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
 Note: 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.
 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) _____
(Applies to accounts maintained outside the United States.)

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

5 Address (number, street, and apt. or suite no.). See instructions.
8 The Grn Ste 7460,
6 City, state, and ZIP code
Dover, DE 19901

7 List account number(s) here (optional)

Requester's name and address (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.
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.

| | | | | | | | | | |
|--------------------------------|---|---|---|---|---|---|---|---|---|
| Social security number | | | | | | | | | |
| | | | - | | | | | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| 3 | 7 | - | 1 | 8 | 7 | 9 | 1 | 9 | 4 |

Part II Certification
Under penalties of perjury, I certify that:
 1. 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
 2. 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
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. 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 *Ashley Hood* Date **03/11/2026**

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.
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

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

G.4 Addendum Acknowledgment (No. 1 & No. 2)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO DOT260000079

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Relig Staffing, Inc.

 Company
Ankit Rathod

 Authorized Signature
 4/13/2026

 Date

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT2600000079

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Relig Staffing, Inc.

 Company
Ankit Rathod

 Authorized Signature
 4/13/2026

 Date

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