



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 4

List View

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

Procurement Folder: 1886131

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: Sapphirus Systems LLC

Alias/DBA: Sapphirus

Total Bid: \$1,279.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2600000079

Published Date: 3/31/26

Close Date: 4/14/26

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 4

Total of All Attachments: 4

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				90.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

Extended Description:

Senior Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mainframe Application Analyst				76.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

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				85.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

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				70.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

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				88.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

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				78.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

Extended Description:

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				62.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

Extended Description:

PC Programmer Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior PC Programmer Analyst				73.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

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				69.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

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				83.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

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				90.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

Extended Description:

GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior GIS Database Administrator				102.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

Extended Description:

Senior GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	GIS Architect				112.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

Extended Description:

GIS Architect

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	GIS Application Developer				94.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

Extended Description:

GIS Application Developer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Senior GIS Application Developer				107.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Sapphirus Systems LLC submits this response in full compliance with the requirements of CRFQ 0803 DOT2600000079. We confirm our ability to provide qualified IT staffing resources across all requested classifications with timely delivery, competitive pricing, and adherence to all contractual and compliance requirements. We look forward to the opportunity to support the West Virginia Department of Transportation.

Extended Description:

Senior GIS Application Developer



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

State of West Virginia
 Centralized Request for Quote
 Service - Prof

Proc Folder: 1886131		Reason for Modification:	
Doc Description: WVDOT IT Temporary Staffing Services (81260081)		ADDENDUM NO_2 Vendor Questions and Responses	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-03-31	2026-04-14 13:30	CRFQ 0803 DOT2600000079	3

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

VENDOR	
Vendor Customer Code:	
Vendor Name : Sapphirus Systems LLC	
Address : 3000 Northwoods Pkwy, Suite 150	
Street :	
City : Peachtree Corners	
State : Georgia (GA)	Country : USA
Zip : 30071	
Principal Contact : Ravi Mantena, COO	
Vendor Contact Phone: 417-766-9523	Extension:

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

Vendor Signature X	FEIN# 57-1158152
DATE Apr 13, 2026	

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

ADDITIONAL INFORMATION

ADDENDUM NO_2

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

REQUEST FOR QUOTATION:

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Mainframe Application Analyst	2080	1	90\$/hr	187200

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Senior Mainframe Application Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Mainframe Application Analyst	2080	1	76	158080

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Mainframe Application Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior Application Oracle Database Administrator	2080	1	85	176800

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application Oracle Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Application Oracle Database Administrator	2080	1	70	145600

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application Oracle Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Senior Application DB2 Database Administrator	2080	1	88	183040

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application DB2 Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Application DB2 Database Administrator	2080	1	78	162240

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application DB2 Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	PC Programmer Analyst	2080	1	62	128960

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
PC Programmer Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Senior PC Programmer Analyst	2080	1	73	151840

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior PC Programmer Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Application SQL Server Database Administrator	2080	1	69	143520

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Application SQL Server Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Senior Application Oracle Server Database Administrator	2080	1	83	172640

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior Application Oracle Server Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	GIS Database Administrator	2080	1	90	187200

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
GIS Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Senior GIS Database Administrator	2080	1	102	212160

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Senior GIS Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	GIS Architect	2080	1	112	232960

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
GIS Architect

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	GIS Application Developer	2080	1	94	195520

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
GIS Application Developer

Exhibit A - Pricing Page

WVDOT Information Technology Staffing Services RFQ(81260081)

CRQM DOT26*44

Contract Item	Description	Est. Qty.	Unit of Measure	Year 1 Unit Cost	Year 2 Unit Cost	Year 3 Unit Cost	Year 4 Unit Cost	Extended Cost
4.1.1	Senior Mainframe Application Analyst	2080	EA	\$90.00	\$90.00	\$90.00	\$90.00	\$187,200.00
4.1.2	Mainframe Application Analyst	2080	EA	\$76.00	\$76.00	\$76.00	\$76.00	\$158,080.00
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$85.00	\$85.00	\$85.00	\$85.00	\$176,800.00
4.1.4	Application Oracle Database Administrator	2080	EA	\$70.00	\$70.00	\$70.00	\$70.00	\$145,600.00
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$88.00	\$88.00	\$88.00	\$88.00	\$183,040.00
4.1.6	Application DB2 Database Administrator	2080	EA	\$78.00	\$78.00	\$78.00	\$78.00	\$162,240.00
4.1.7	PC Programmer Analyst	2080	EA	\$62.00	\$62.00	\$62.00	\$62.00	\$128,960.00
4.1.8	Senior PC Programmer Analyst	2080	EA	\$73.00	\$73.00	\$73.00	\$73.00	\$151,840.00
4.1.9	Application SQL Server Database Administrator	2080	EA	\$69.00	\$69.00	\$69.00	\$69.00	\$143,520.00
4.1.10	Senior Application Oracle Database Administrator	2080	EA	\$83.00	\$83.00	\$83.00	\$83.00	\$172,640.00
4.1.11	GIS Database Administrator	2080	EA	\$90.00	\$90.00	\$90.00	\$90.00	\$187,200.00
4.1.12	Senior GIS Database Administrator	2080	EA	\$102.00	\$102.00	\$102.00	\$102.00	\$212,160.00
4.1.13	GIS Architect	2080	EA	\$112.00	\$112.00	\$112.00	\$112.00	\$232,960.00
4.1.14	GIS Application Developer	2080	EA	\$94.00	\$94.00	\$94.00	\$94.00	\$195,520.00
4.1.15	Senior GIS Application Developer	2080	EA	\$107.00	\$107.00	\$107.00	\$107.00	\$222,560.00
Grand Total								\$2,660,320.00

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

(Printed Name and Title) Ravi Mantena, COO

(Address) 3000 Northwoods Pkwy, Suite 150, Peachtree Corners, GA 30071

(Phone Number) / (Fax Number) 877-247-2661

(email address) Ravi.mantena@sapphirus.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through WVOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Sapphirus Systems LLC

(Company)



(Signature of Authorized Representative)

Ravi Mantena, COO / Apr 13, 2026

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

417-766-9523

(Phone Number) (Fax Number)

Ravi.mantena@sapphirus.com

(Email Address)

Response To

**# 81260081 – WVDOT Information Technology
Temporary Staffing Services**

West Virginia – Purchasing Division

2019 Washington Street East, Charleston, WV 25305-0130

Attn:

John Estep

Contract Officer

Submitted By



Ravi Mantena, COO

Sapphirus Systems LLC

3000 Northwoods Pkwy, Suite 150

Peachtree Corners, GA 30071

Email: Hello@sapphirus.com

Phone: 877-247-2661

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1 COVER LETTER

Kind Attention: Mr. John Estep

West Virginia Department of Administration - Purchasing Division

Subject: Proposal Submission – CRFO 0803 DOT260000079 WVDOT Information Technology Temporary Staffing Services (81260081)

Dear Mr. John Estep,

Sapphirus Systems LLC (“Sapphirus”) is pleased to submit its response to **CRFO 0803 DOT260000079, Version 3**, issued by the West Virginia Department of Administration, Purchasing Division, on behalf of the **West Virginia Department of Transportation (WVDOT)** for **Information Technology Temporary Staffing Services**. We appreciate the opportunity to support the State of West Virginia in establishing a qualified, responsive, and dependable staffing partner to deliver specialized IT technical resources under this multiple open-ended contract vehicle.

Sapphirus fully understands the objective of this solicitation and, as a specialized provider of IT staffing and professional workforce solutions, brings extensive experience in delivering highly skilled technical personnel to government, public sector, and enterprise clients. Our staffing delivery framework is specifically designed to support time-sensitive and project-driven requirements through rapid candidate sourcing, rigorous technical screening, compliance verification, and responsive replacement support. This approach ensures that WVDOT receives qualified resources aligned to each requested labor category and delivery order requirement.

Through this response, Sapphirus confirms its ability to meet and exceed the mandatory qualification and staffing requirements established in the solicitation, including demonstrated experience in providing similar IT temporary staffing services and in successfully placing qualified professionals in comparable technical roles. We further affirm that we have carefully reviewed the solicitation documents, and we acknowledge and accept all applicable requirements and conditions contained therein.

Sapphirus is committed to supporting WVDOT with a responsive, scalable, and quality-driven staffing model that delivers technical professionals across all requested labor categories while maintaining strict compliance with contractual, operational, and administrative requirements.

Thank you for considering our response. We appreciate the opportunity to be considered for an award under this solicitation and look forward to supporting the State of West Virginia and WVDOT in achieving its information technology staffing objectives.

We appreciate the opportunity to participate in this procurement and look forward to supporting the Washington Suburban Sanitary Commission.

Respectfully Submitted,



Ravi Mantena, COO
Sapphirus Systems LLC

2 COMPANY OVERVIEW

Sapphirus Systems LLC (“Sapphirus”) is a specialized **Information Technology staffing and workforce solutions firm** with a proven capability to deliver highly qualified temporary technical personnel to support government and enterprise IT operations.

Our service model is purpose-built to provide **responsive, scalable, and role-specific IT staffing support** for organizations that require specialized technical resources to sustain mission-critical systems, enterprise applications, database environments, and modernization initiatives. For the West Virginia Department of Transportation (“WVDOT”), Sapphirus brings directly aligned capability to support the full range of labor categories identified under this solicitation, including:

SAPPHIRUS

Directly Aligned Labor Category Support

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2.1 DIRECT ALIGNMENT TO WVDOT REQUIREMENT

Sapphirus understands that WVDOT requires a dependable staffing partner capable of providing **temporary technical resources across specialized IT disciplines** to support ongoing transportation systems, enterprise databases, GIS platforms, and application support needs.

Our organization is specifically structured to support requirements involving:

- Legacy Mainframe and Enterprise Application Environments
- Oracle, DB2, and SQL Server Database Administration

- Programming and Application Development Support
- GIS Architecture and Geospatial Application Services
- Project-Based and Delivery - Order Staffing Needs

This alignment directly supports the scope and labor classifications established under the CRFQ.

2.2 SPECIALIZED STAFFING CAPABILITY

Sapphirus maintains an established technical recruiting and delivery framework designed to place qualified IT professionals rapidly.

Our staffing process includes:



This framework enables us to quickly identify professionals whose experience aligns with WVDOT’s role-specific requirements for mainframe systems, database administration, GIS support, and application development.

2.3 PUBLIC SECTOR AND MISSION-CRITICAL SUPPORT EXPERIENCE

Sapphirus has experience supporting clients operating in **high-accountability and mission-critical environments**, where continuity of technical staffing directly impacts operational performance.

Our staffing support has included resources for:



This experience positions Sapphirus to support WVDOT’s operational and project-driven staffing needs with minimal ramp-up time.

2.4 DELIVERY STRENGTHS FOR THIS ENGAGEMENT

For this contract, Sapphirus offers a staffing model centered on:

- Rapid Response and Time-To-Fill
- Pre-Vetted Technical Talent Pipelines
- Quality-Driven Candidate Screening
- Backup Resource and Replacement Support
- Ongoing Performance Oversight

Our ability to deliver qualified technical resources quickly while maintaining strict alignment with role requirements and contractual obligations makes Sapphirus a strong and dependable partner for WVDOT’s temporary IT staffing services.

3 QUALIFICATIONS

Our qualifications are demonstrated through our ability to consistently support government and enterprise organizations with highly skilled technical personnel across specialized disciplines, ensuring continuity of operations, rapid resource deployment, and measurable service excellence. The breadth of our technical staffing capability aligns directly with the labor categories and scope requirements established under this solicitation.

3.1 PROVEN CAPABILITY IN IT TEMPORARY STAFFING SERVICES

Sapphirus has established strong expertise in delivering **temporary IT staffing, staff augmentation, and project-based workforce solutions** for complex technical environments.

Our qualifications extend across the full staffing lifecycle, including:

- Requisition intake and role analysis
- Targeted technical sourcing
- Candidate qualification and screening
- Interview coordination
- Onboarding and placement
- Replacement and continuity support

We have successfully supported organizations requiring specialized professionals in roles such as:

- Senior Mainframe Application Analysts
- Oracle / DB2 / SQL Server Database Administrators
- Programmer Analysts
- Application Developers
- GIS Database Administrators
- GIS Architects and Developers

This experience directly supports WVDOT’s requirement for qualified technical personnel across multiple labor classifications. More importantly, our staffing model is outcome-driven—focused not only on filling positions but on ensuring that each placement contributes to **operational continuity, system stability, and project success**.

3.2 DEMONSTRATED EXPERTISE IN SPECIALIZED TECHNICAL DOMAINS

A significant qualification and differentiator for Sapphirus is our deep niche expertise and hard-to-source **technical skill areas**. We maintain dedicated recruiting expertise and talent pipelines across the following technology domains:

Mainframe and Legacy Systems	Enterprise Database Administration
<ul style="list-style-type: none"> ▪ COBOL ▪ CICS ▪ JCL ▪ Legacy Application Support ▪ Systems Analysis And Enhancement 	<ul style="list-style-type: none"> ▪ ORACLE & DB2 ▪ Microsoft SQL Server ▪ Performance Tuning ▪ Backup And Recovery ▪ Data Migration And Optimization
Application Development and Support	GIS and Geospatial Technologies
<ul style="list-style-type: none"> ▪ Business Systems Programming ▪ SDLC Support 	<ul style="list-style-type: none"> ▪ GIS Architecture ▪ Spatial Database Administration

<ul style="list-style-type: none">▪ Maintenance And Enhancements▪ Integration And Testing	<ul style="list-style-type: none">▪ Geospatial Application Development▪ Mapping And Analytics Support
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This technical depth enables Sapphirus to confidently support WVDOT’s specialized staffing needs across both legacy and modern enterprise environments.

3.3 WHY SAPPHIRUS

Sapphirus offers a combination of **technical staffing specialization, public-sector delivery maturity, and service responsiveness** that positions us as a strong partner for this engagement.

Our qualifications are strengthened by:

- A Specialized IT Staffing Focus
- Strong Technical Talent Pipelines
- Rapid Turnaround Capability
- Structured Candidate Evaluation
- Strong Client Communication And Accountability
- Performance-Driven Service Delivery

We understand that WVDOT requires resources who can contribute quickly to mission-critical transportation and enterprise systems. Our ability to provide technically aligned candidates with minimal ramp-up time directly supports this need.

3.4 KEY DIFFERENTIATORS

Sapphirus differentiates itself through a **specialized, technology-first staffing delivery model** specifically designed for public-sector organizations that require rapid access to highly qualified IT professionals for mission-critical operations. For this engagement, our differentiators are centered on the exact needs of WVDOT’s temporary technical staffing program:

- **Specialized expertise in hard-to-source IT roles**, including mainframe analysts, Oracle / DB2 / SQL Server dbas, GIS specialists, and application developers
- **Rapid time-to-fill capability** for both planned and urgent staffing requests
- **Pre-qualified technical talent pipelines** aligned to the labor categories identified in the CRFQ
- **Structured continuity and replacement support** to minimize operational risk
- **Performance-based delivery oversight** throughout the assignment lifecycle

Unlike general staffing providers, Sapphirus is purpose-built to support **specialized IT staffing environments**, enabling us to respond with greater speed, precision, and role alignment for WVDOT’s transportation systems, enterprise databases, and GIS platforms.

3.5 QUALITY-DRIVEN CANDIDATE EVALUATION

Sapphirus applies a rigorous, role-specific candidate evaluation framework to ensure every resource submitted to WVDOT is technically aligned and immediately deployable. Our evaluation process includes:

Technical Role Mapping: Each staffing request is mapped directly to WVDOT’s labor category requirements, mandatory qualifications, and technical skill expectations. This includes alignment to:

<ul style="list-style-type: none">▪ Years of Experience▪ Education Requirements
--

- Platform-Specific Expertise
- Domain Experience
- Role Seniority

Multi-Level Technical Screening: Candidates are evaluated through a structured screening workflow that includes:

- Technical Resume Review
- Technology Stack Validation
- Role-Based Competency Assessment
- Relevant Project History Verification
- Communication And Client-Facing Readiness

For specialized roles such as **mainframe analysts, database administrators, and GIS professionals**, we apply domain-specific screening criteria to validate hands-on expertise.

Credential and Experience Verification: Sapphirus performs verification of:

- Academic Qualifications
- Certifications (Where Applicable)
- Employment History
- Client References
- Relevant Years of Experience

3.6 RAPID DEPLOYMENT AND REPLACEMENT READINESS

Sapphirus's staffing delivery model is specifically designed to support **rapid resource mobilization** for time-sensitive public-sector staffing needs.

We maintain an active and continuously refreshed talent network of technical professionals across the exact labor categories required under this contract. This enables us to provide:

- Rapid Candidate Submission Turnaround
- Accelerated Onboarding Support
- Short-Notice Replacement Capability
- Surge Staffing Readiness For Urgent Requests

For WVDOT, this means reduced vacancies and faster continuity of support for critical systems and applications.

3.7 REPLACEMENT AND CONTINUITY ASSURANCE

To minimize disruption, Sapphirus maintains **replacement-ready talent pipelines** for all major labor categories.

In the event of:

- Resource attrition
- Performance concerns
- Assignment expansion
- Emergency backfill requirements

We are positioned to provide qualified replacement resources within an accelerated response window. This continuity-focused approach is especially critical for WVDOT's operational environments, where gaps in system support can affect business continuity.

CLIENT-CENTERED DELIVERY OVERSIGHT

Sapphirus employs a proactive delivery governance model that emphasizes transparency, responsiveness, and continuous client engagement. For WVDOT, this includes dedicated oversight for:

- Requisition tracking
- Candidate submission status
- Onboarding coordination
- Performance follow-up
- Issue escalation and resolution

Our delivery lead remains actively engaged with client stakeholders to ensure that staffing support remains aligned with evolving operational needs.

PERFORMANCE MONITORING

- Periodic client feedback reviews
- Resource performance check-ins
- Service quality monitoring
- Proactive risk identification
- Replacement planning when needed

Throughout each assignment, we conduct structured performance oversight that includes:

COMMITMENT TO SUCCESSFUL OUTCOMES

Sapphirus' commitment extends beyond staffing fulfillment to ensuring **measurable operational success for WVDOT**.

For this engagement, successful outcomes mean:

- Reduced vacancy and hiring cycle time
- Qualified resources delivered on schedule
- Continuity of mission-critical IT support
- High-performing technical placements
- Minimal disruption during staffing transitions

Our focus is on providing professionals who deliver immediate value to WVDOT's systems, projects, and operational objectives from the start of each assignment.

By combining technical specialization, rapid deployment capability, and disciplined delivery oversight, Sapphirus is fully positioned to support successful outcomes throughout the life of this contract.

4 EXPERIENCE IN SIMILAR SERVICES

Sapphirus brings extensive, directly relevant experience in delivering Information Technology temporary staffing and staff augmentation services to public-sector agencies, educational institutions, transportation entities, and enterprise organizations requiring highly specialized technical resources.

Our experience includes successful sourcing, placement, onboarding, and ongoing management of IT professionals in mission-critical environments that demand rapid response, service continuity, and highly qualified technical expertise. This experience aligns directly with the WVDOT’s requirement for temporary technical staffing support across specialized labor categories, including mainframe analysts, database administrators, programmer analysts, GIS professionals, and application developers.

4.1 DEMONSTRATED EXPERIENCE IN IT TEMPORARY STAFFING SERVICES

Sapphirus has successfully supported multiple public-sector and regulated clients through **on-demand IT professional services, temporary staffing, and staff augmentation contracts**.

Our prior experience includes delivering technical resources for:

- Application Development and Maintenance
- Database Administration and Support
- Systems Analysis and Programming
- Technical Infrastructure Support
- GIS and Geospatial Application Services
- Data Management and Reporting Systems
- Project-Based IT Modernization Initiatives

Across these engagements, our teams have consistently delivered qualified professionals within accelerated timelines while maintaining high standards for screening, compliance, and placement quality.

SIMILAR ENGAGEMENT EXPERIENCE

Sapphirus brings directly relevant and proven experience delivering **Information Technology temporary staffing, workforce augmentation, and specialized technical resource support** across public-sector transportation agencies, enterprise technology environments, and large-scale contingent workforce programs.

Our experience demonstrates our ability to successfully provide qualified IT professionals, maintain rapid response staffing pipelines, and deliver measurable operational outcomes aligned to

4.1.1 Georgia Department of Transportation (GaDoT) – IT and Workforce Support Services

Sapphirus has supported staffing and workforce augmentation initiatives for the **Georgia Department of Transportation (GaDoT)**, delivering qualified technical and operational resources for transportation-related systems, enterprise applications, and agency support functions.

This engagement required a disciplined staffing framework capable of supporting:

- Application and systems support resources
- Database and data management professionals
- Technical analysts and programmers’ support
- Project-based IT augmentation
- Continuity and replacement support

Our experience supporting a state transportation agency environment is highly relevant to WVDOT’s requirement for specialized temporary technical staffing services.

Key strengths demonstrated through this engagement include:

- Public-sector compliance and reporting alignment
- Support for mission-critical agency systems
- Rapid staffing response capability
- Workforce continuity and backfill support
- Structured service oversight

This experience directly aligns with WVDOT's operational environment and transportation technology support needs.

4.1.2 Covendis – Large-Scale IT Staffing and Contingent Workforce Delivery

Sapphirus has partnered with **Covendis**, a well-established contingent workforce and IT staffing solutions provider, in delivering highly specialized technical resources across multiple client environments.

Through this engagement, Sapphirus has demonstrated strong capability in:

- Large-scale contingent workforce support
- Temporary IT staffing services
- Rapid candidate sourcing and deployment
- Niche technical resource placements
- Ongoing replacement and bench readiness

This work required a high-performance staffing model capable of supporting both recurring and surge technical staffing requirements across multiple labor categories.

The Covendis engagement highlights our strength in:

- Maintaining pre-vetted technical talent pipelines
- Accelerated time-to-submit and time-to-fill
- High-quality candidate-role alignment
- Sustained workforce continuity

This experience strongly supports WVDOT's requirement for an open-ended, multi-vendor staffing contract structure.

4.1.3 PossibleNOW – Enterprise Technology Staffing and Specialized IT Support

Sapphirus has also supported **PossibleNOW**, a leading enterprise technology solutions provider, by delivering specialized IT staffing and technical workforce support services.

This engagement involved the placement of highly qualified professionals supporting:

- Enterprise application environments
- Software development and maintenance
- Database and systems support
- Technical project delivery
- Business systems analysis

Our work in this environment demonstrates our capability to provide technical professionals who can integrate quickly into complex enterprise technology ecosystems and contribute to immediate service continuity.

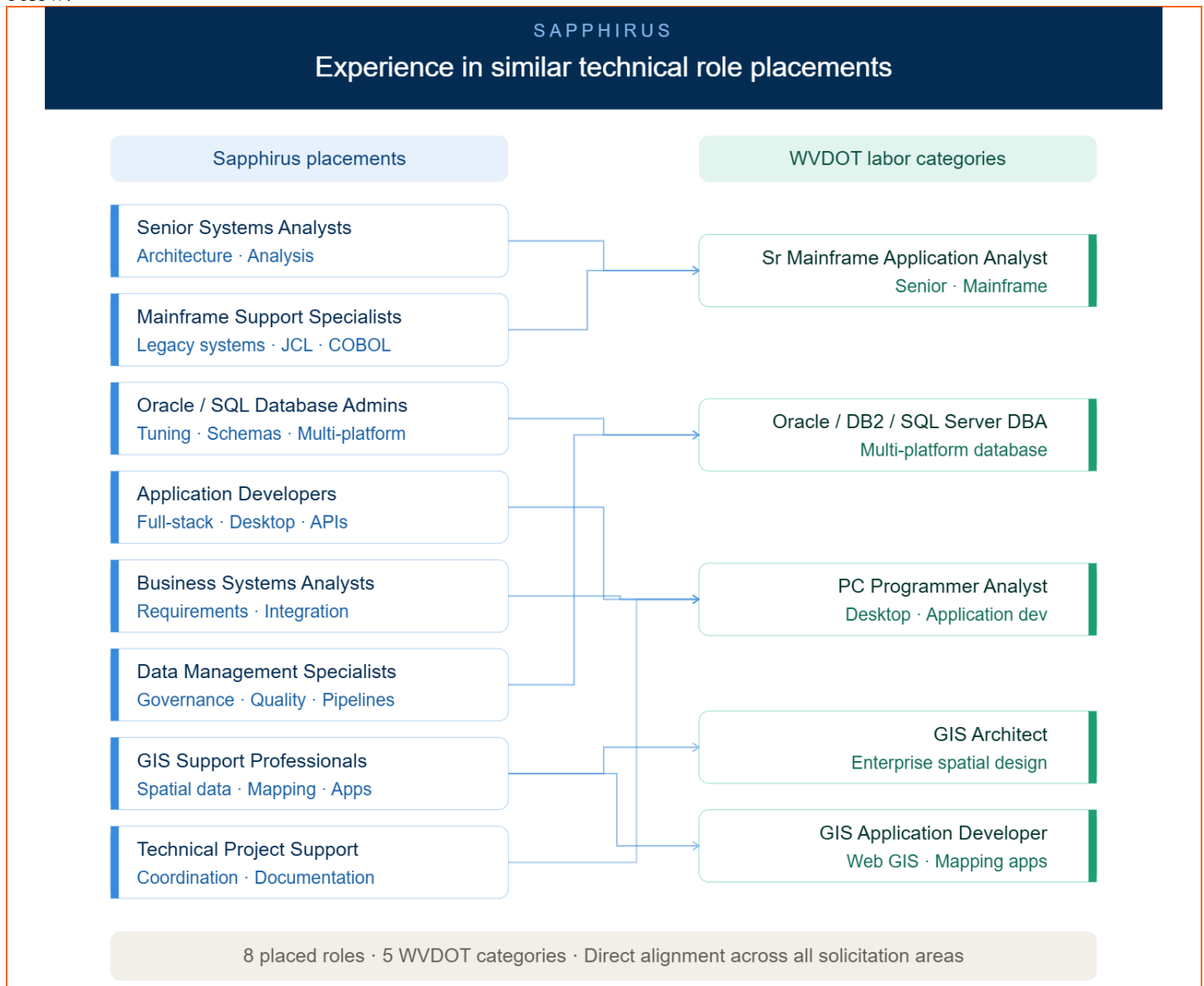
Key outcomes from this engagement include:

- Strong technical candidate alignment
- Low replacement and attrition rates
- High performance in enterprise technology roles
- Consistent delivery against project timelines

This directly supports WVDOT’s need for technical personnel across application, database, and analyst roles.

4.2 EXPERIENCE IN SIMILAR TECHNICAL ROLE PLACEMENTS

Sapphirus has successfully met staffing requirements for technical roles that are substantially similar to the WVDOT labor categories. Representative roles placed, and those placements directly align with WVDOT’s requested roles, are depicted below:



PROVEN OUTCOMES AND DELIVERY EXCELLENCE

Across similar service engagements, Sapphirus has consistently delivered measurable outcomes, including:

- Rapid time-to-submit
- High placement success ratios
- Strong retention and continuity
- Minimal replacement rates
- High client satisfaction and repeat engagements

Our staffing delivery model is designed not only to fill requisitions but to ensure that placed personnel contribute immediately to operational continuity and project success.

4.3 RELEVANCE TO WVDOT

The depth, relevance, and proven success of Sapphirus’ prior staffing engagements position us as a highly qualified and low-risk partner for the West Virginia Department of Transportation’s (“WVDOT”) Information Technology Temporary Staffing Services contract.

Our demonstrated experience supporting state transportation agencies, public-sector clients, and enterprise technology environments directly aligns with WVDOT’s need for qualified temporary technical professionals across specialized labor categories, including:

Senior Mainframe Application Analysts	Mainframe Application Analysts	Oracle / DB2 / SQL Server Database Administrators
Programmer Analysts	GIS Database Administrators	GIS Architects & GIS Application Developers

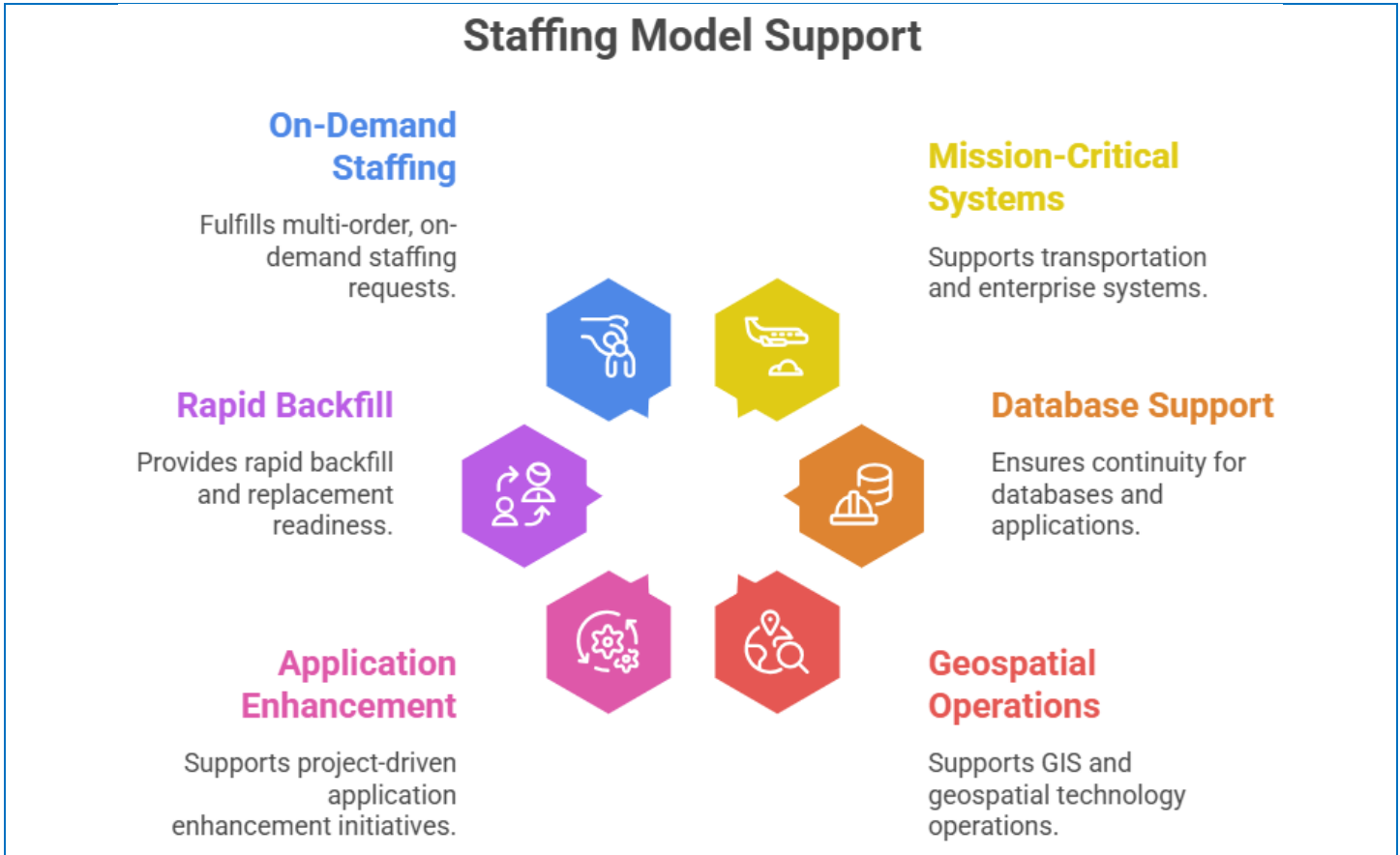
This alignment is especially strengthened by our prior support to transportation-focused and public-sector engagements, where continuity of critical systems, rapid staffing response, and strict compliance requirements were essential to successful service delivery.

Our proven capability in sourcing and deploying specialized technical personnel ensures that WVDOT receives resources who are not only technically qualified but also prepared to integrate quickly into the Department’s existing operational and project teams.

In addition, our public-sector staffing maturity, structured compliance controls, and rapid deployment framework directly support the Department’s expectations for dependable service, minimal vacancy risk, and sustained workforce continuity throughout the contract term.

By combining transportation-sector relevance, specialized IT staffing expertise, and a disciplined service delivery model, Sapphirus is fully positioned to provide WVDOT with responsive, compliant, and high-performing temporary IT staffing services that support both immediate operational needs and long-term technology objectives.

For WVDOT, this means **Sapphirus brings a staffing model specifically suited to support:**



5 OUR TEAM

Sapphirus Systems LLC (“Sapphirus”) has established a dedicated, cross-functional delivery team specifically designed to support temporary IT staffing engagements for public-sector and enterprise clients.

Our team structure is built to ensure rapid response, high candidate quality, continuous client communication, and seamless service continuity throughout the contract term.

For the WVDOT, our team combines executive oversight, recruitment expertise, workforce operations, and delivery governance to support timely and successful staffing outcomes.

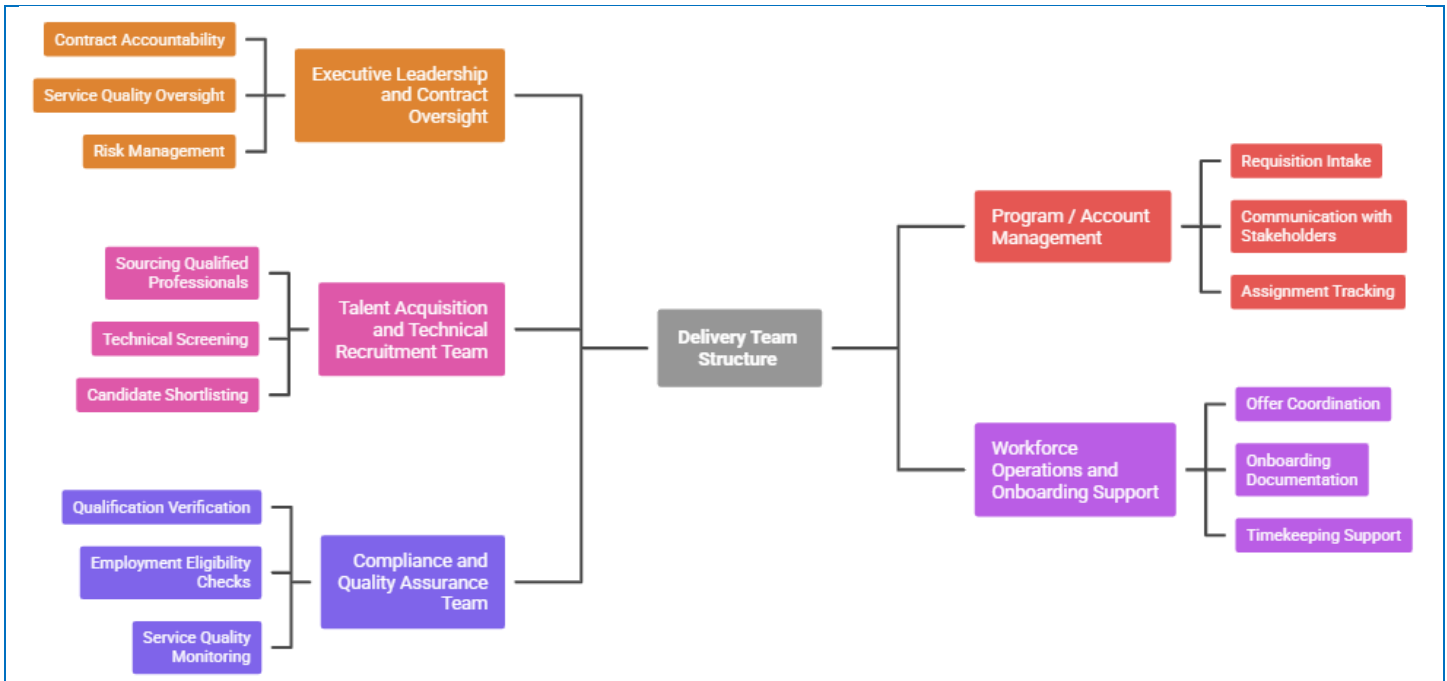
5.1 DELIVERY TEAM STRUCTURE

Our proposed team for this engagement includes the following core functions:

5.1.1 Executive Leadership and Contract Oversight

Provides strategic oversight, contract governance, escalation management, and executive-level support. Responsibilities include:

- Overall Contract Accountability
- Service Quality Oversight
- Risk Management And Issue Resolution
- Performance Review And Continuous Improvement
- Executive Escalation Support



This leadership layer ensures strong governance and accountability throughout the life of the contract.

5.1.2 Program / Account Management

A dedicated Program Manager / Account Lead will serve as the **single point of contact for WVDOT**.

Key responsibilities include:

- Requisition Intake and Staffing Coordination
- Communication with WVDOT Stakeholders
- Submission and Interview Coordination
- Assignment Tracking
- Issue Escalation and Resolution
- Replacement Coordination

This role ensures streamlined communication and responsive service delivery.

5.1.3 Talent Acquisition and Technical Recruitment Team

Sapphirus maintains a specialized recruitment team focused on **IT and technical workforce solutions**. This team is responsible for:

- Sourcing Qualified Technical Professionals
- Role-To-Skill Mapping
- Technical Screening
- Experience Validation
- Candidate Shortlisting
- Rapid Replacement Support

Our recruiters specialize in sourcing candidates across roles such as:

- Mainframe Analysts
- Oracle / DB2 / SQL Server Dbas
- Programmer Analysts
- GIS Specialists
- Application Developers

This directly aligns with WVDOT's requested labor categories.

5.1.4 Workforce Operations and Onboarding Support

This function manages all post-selection administrative activities to ensure smooth and timely onboarding.

Responsibilities include:

- Offer and Engagement Coordination
- Onboarding Documentation
- Eligibility And Compliance Checks
- Timekeeping And Payroll Support
- Assignment Continuity Administration

This structure minimizes delays between candidate selection and deployment.

5.1.5 Compliance and Quality Assurance Team

Sapphirus's Compliance and QA team provides oversight to ensure all staffing activities remain aligned with contractual and regulatory requirements.

This includes:

- Qualification Verification
- Employment Eligibility Checks
- Documentation Control
- Service Quality Monitoring
- Replacement Readiness Oversight
- Periodic Performance Reviews

This function is especially important in public-sector staffing environments that require accountability and assurance of compliance.

5.2 WHY OUR TEAM STRUCTURE BENEFITS WVDOT

Our team is intentionally designed to support WVDOT's need for:

- Rapid Staffing Response
- Specialized IT Talent Sourcing
- Clear Communication Channels
- Minimal Service Disruption
- High-Quality Candidate Submissions
- Continuous Contract Oversight

This integrated team structure enables Sapphirus to provide dependable, scalable, and client-focused staffing services throughout the contract term.

6 PROJECT APPROACH AND METHODOLOGY

Our approach is built to ensure rapid response, high-quality candidate alignment, minimal vacancy time, and sustained workforce continuity across all requested labor categories, including mainframe analysts, database administrators, programmer analysts, GIS specialists, and application developers.

6.1 REQUIREMENT INTAKE AND POSITION ALIGNMENT

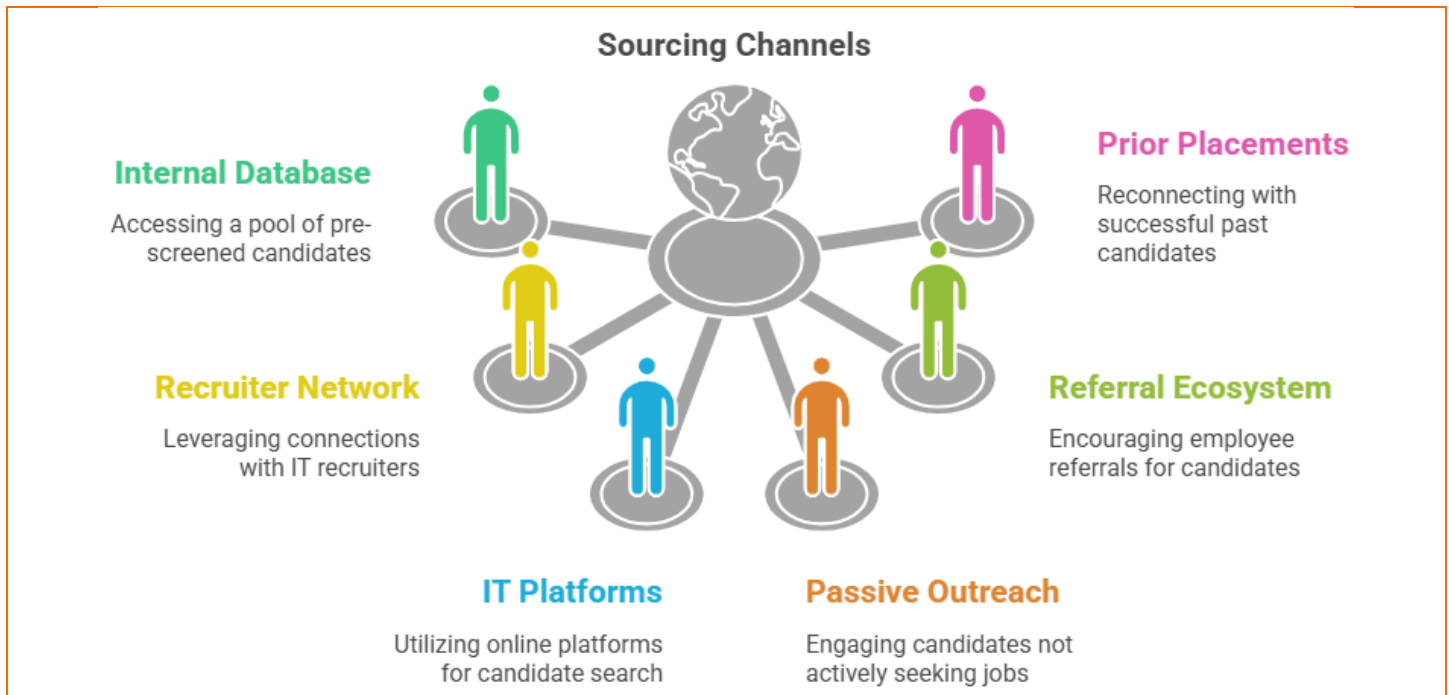
Upon receipt of a staffing request, Sapphirus will initiate a structured **requisition intake and role alignment process**. This step includes coordination with the designated WVDOT representative to confirm:

- Labor Category and Role Title
- Required Qualifications and Years of Experience
- Technical Skill Set and Platform Expertise
- Work Location and Reporting Expectations
- Anticipated Duration and Schedule
- Preferred Start Date
- Any Project-Specific Requirements

This ensures complete alignment between WVDOT’s staffing needs and our sourcing strategy from the outset.

TARGETED SOURCING AND TALENT PIPELINE ACTIVATION

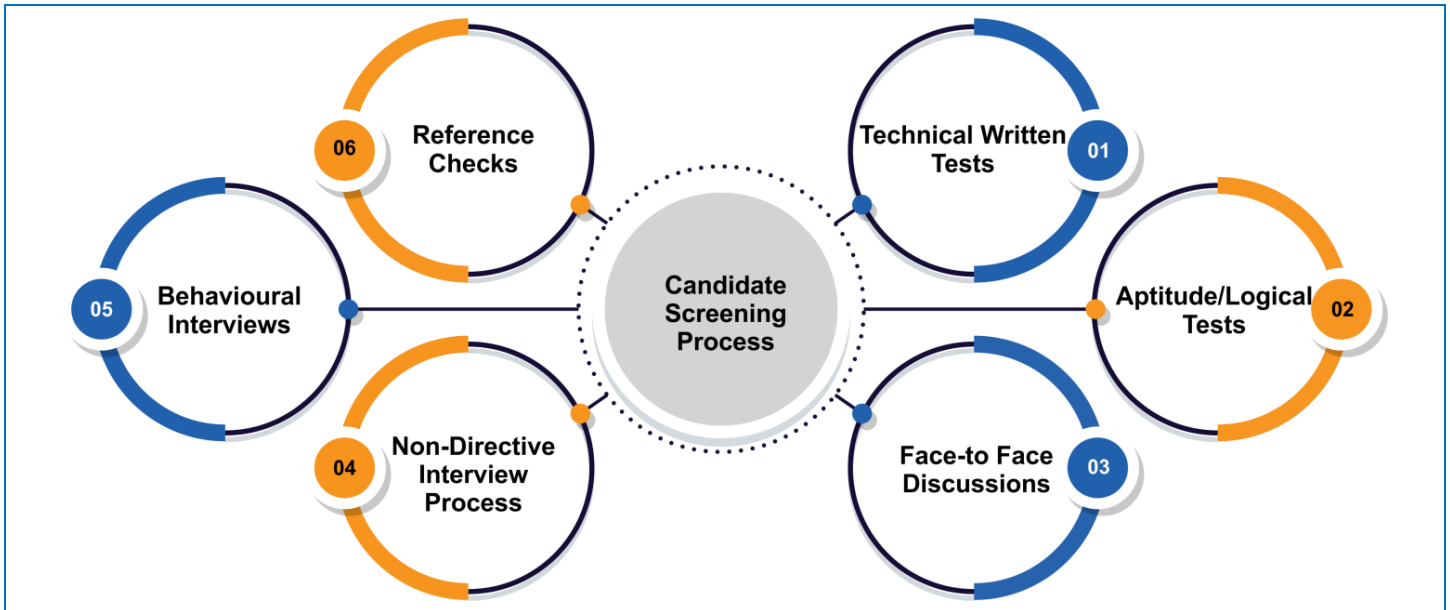
Following intake validation, our Talent Acquisition team activates a **multi-channel sourcing strategy** supported by our pre-vetted technical talent network. Sourcing channels include:



For specialized roles such as **Oracle / DB2 DBAs, mainframe analysts, and GIS professionals**, our recruiters apply targeted talent mapping to accelerate the identification of qualified candidates. This approach significantly reduces time-to-submit for high-demand roles.

6.2 CANDIDATE SCREENING AND TECHNICAL VALIDATION

All candidates undergo a structured, **quality-driven screening process** before submission. This includes:



RESUME-TO-REQUIREMENT MAPPING

Detailed comparison of candidate experience against WVDOT’s labor category requirements.

TECHNICAL SCREENING

Validation of:

- Technical Tools and Platforms
- Years of Relevant Experience
- Similar Project History
- Role-Specific Competencies

QUALIFICATION VERIFICATION

Verification of:

- Education
- Certifications
- Prior Employment
- References

This methodology ensures that only technically aligned and compliant candidates are presented.

CANDIDATE SUBMISSION AND INTERVIEW COORDINATION

Once shortlisted, Sapphirus submits a complete candidate package for WVDOT review. Each submission includes:

- Candidate Resume
- Experience Summary
- Qualification Alignment Notes
- Availability And Start Timeline
- Compensation Confirmation

Our Program Manager coordinates all interview scheduling, candidate communication, and feedback collection to streamline WVDOT’s evaluation process.

SELECTION, ONBOARDING, AND DEPLOYMENT

Upon candidate selection, Sapphirus initiates an accelerated onboarding workflow to minimize deployment delays.

This includes:

- Offer Confirmation
- Onboarding Documentation
- Employment Eligibility Checks
- Assignment Orientation
- Timekeeping and Payroll Setup

Our objective is to ensure selected personnel are fully deployment-ready within the agreed-upon onboarding timeline.

6.3 REPLACEMENT AND CONTINUITY METHODOLOGY

To support uninterrupted service continuity, Sapphirus maintains **replacement-ready candidate pipelines** for all major labor categories. In the event of:

Attrition	Performance Concerns	Project Expansion	Emergency Staffing Needs
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Our team activates a rapid replacement workflow supported by pre-screened alternate candidates. This approach minimizes the risk of vacancy and supports the continuity of WVDOT’s mission-critical IT operations.

6.4 PERFORMANCE OVERSIGHT AND CONTINUOUS COMMUNICATION

Throughout the assignment lifecycle, Sapphirus provides continuous delivery oversight through:

- Periodic Performance Reviews
- Client Feedback Checkpoints
- Assignment Status Monitoring
- Proactive Issue Escalation
- Replacement Readiness Tracking

Our Program Manager remains the single point of contact for all service coordination matters.

METHODOLOGY BENEFITS TO WVDOT

This delivery methodology ensures that WVDOT receives:

- Rapid Staffing Response
- Qualified Technical Resources
- Reduced Vacancy And Downtime
- High Candidate-Role Alignment

- Continuity of Critical IT Support
- Clear Communication And Accountability

Our approach is specifically designed to support the Department’s operational, project-based, and long-term temporary IT staffing needs throughout the contract term.

7 OUR STAFFING PLAN

We employ a structured, compliance-driven, and performance-oriented recruitment lifecycle designed to deliver qualified, pre-vetted, and deployment-ready personnel in alignment with WVDOT’s operational requirements. Our methodology integrates proactive pipeline development, multi-channel sourcing strategies, structured screening controls, and documented quality assurance procedures to ensure high match accuracy and minimal operational disruption.

a. Detailed description of recruitment methods

Recruitment Lifecycle Framework: We operate a standardized recruitment lifecycle designed to ensure consistency, accountability, and rapid response.

Recruitment Lifecycle Overview

Phase	Activity	Outcome
1	Requirement Intake & Validation	Clear job profile alignment
2	Talent Pool Identification	Qualified candidate shortlist
3	Multi-Channel Sourcing	Expanded candidate reach
4	Initial Recruiter Screening	Qualification validation
5	Technical/Role-Specific Screening	Skills confirmation
6	Candidate Submission	Compliant candidate package

Requirement Intake & Role Qualification: Upon receipt of a staffing request, Sapphirus conducts a structured intake session with the designated WVDOT representative to confirm:

- Required qualifications and experience
- Core competencies
- Work schedule and duration
- Reporting structure
- Compliance and background check requirements
- Any preferred certifications or system familiarity

This intake validation reduces candidate misalignment and improves submission-to-selection ratios.

Multi-Channel Sourcing Strategy: We employ a diverse range of sourcing methods to maintain a strong pipeline.

Sourcing Channels

Channel Type	Purpose	Benefit
Internal ATS Database	Rapid redeployment	Reduced time-to-fill
Professional Networks (LinkedIn, etc.)	Passive talent sourcing	Specialized skill access
Industry Job Boards	Targeted recruitment	Improved role alignment
Referral Programs	Quality candidate flow	Higher retention rates
Local/Regional Workforce Networks	Geographic readiness	Local availability
Direct Talent Mapping	Hard-to-fill roles	Specialized sourcing capability

Proactive Pipeline Maintenance: We do not rely solely on reactive recruitment, and we maintain:

- Bench candidates for high-frequency classifications
- Quarterly availability confirmations
- Skills and certification updates
- Re-engagement of prior successful placements
- Continuous database cleansing and validation

This always ensures a deployment-ready pool.

b. Screening and Qualification Processes

Sapphirus employs a structured, multi-layered pre-screening and qualification methodology to ensure that all candidates submitted are fully aligned with the technical, functional, and compliance requirements of each position. Our approach integrates disciplined recruitment processes, standardized evaluation criteria, and quality control checkpoints to deliver highly qualified, job-ready candidates with minimal risk to WVDOT.

1. Requirement Intake and Role Alignment: Each staffing request begins with a detailed intake and validation process to ensure a complete understanding of position requirements. Sapphirus works closely with WVDOT to define:

- Technical skills, experience levels, and required certifications
- Role responsibilities, reporting structures, and work environment
- Compliance requirements, including background checks and eligibility criteria
- Success factors and performance expectations

This structured intake process ensures precise alignment between candidate qualifications and position requirements, reducing mismatch and improving overall placement success.

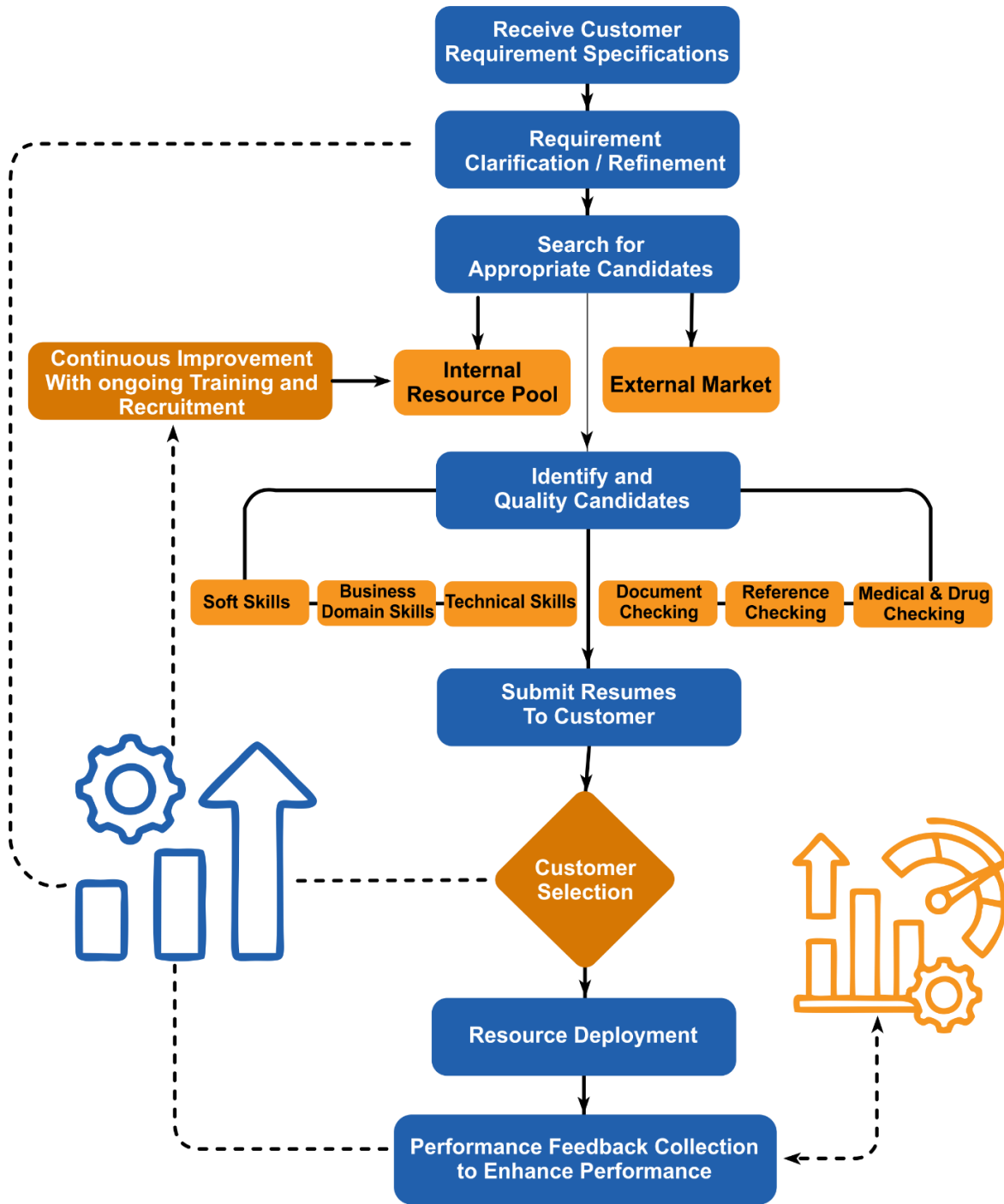
2. Resume-to-Requirement Mapping and Initial Screening: Sapphirus applies a precision-based screening methodology to evaluate candidate suitability:

- Detailed resume-to-requirement mapping against job specifications
- AI-assisted sourcing and recruiter-led screening for skill alignment
- Validation of relevant experience in similar roles and environments
- Review of employment history, tenure stability, and career progression

Only candidates meeting a high threshold of qualification alignment are advanced to the next stage.

3. Multi-Layered Technical and Behavioral Evaluation: Candidates undergo a comprehensive evaluation process to ensure both technical competency and organizational fit:

Technical Assessment	Behavioral and Functional Assessment
<ul style="list-style-type: none"> ▪ Role-specific technical interviews and skills validation ▪ Evaluation of tools, technologies, and domain expertise ▪ Verification of certifications and credentials 	<ul style="list-style-type: none"> ▪ Assessment of communication, adaptability, and problem-solving abilities ▪ Evaluation of professionalism and ability to work within team-based environments ▪ Alignment with public-sector expectations and workplace standards



4. Compliance and Background Verification: Sapphirus integrates compliance validation as a core component of pre-screening:

- Criminal background checks, employment verification, and education validation
- Drug screening (as required by the WVDOT)
- I-9 employment eligibility verification

- License and certification validation
- Workforce classification and regulatory compliance checks

This first approach ensures that all candidates are fully vetted, properly documented, and eligible for assignment before submission.

5. Internal Quality Assurance and Submission Review: Before submission, all candidates undergo an internal quality control review:

- Verification of alignment with job requirements and qualifications
- Confirmation of candidate availability, compensation expectations, and readiness
- Review for completeness, accuracy, and compliance documentation
- Final approval by recruitment and account management leadership

This internal checkpoint ensures consistency, accuracy, and high-quality candidate submissions.

6. Continuous Feedback and Process Optimization: Sapphirus maintains a performance-driven feedback loop to enhance candidate quality continuously:

- Monitoring of submission-to-interview and interview-to-selection ratios
- Collection of client feedback on candidate performance and fit
- Refinement of screening criteria based on placement outcomes
- Redeployment of high-performing candidates for future assignments

7. Measurable Outcomes: Our pre-screening methodology consistently delivers strong performance outcomes:

- High candidate-to-role alignment and reduced evaluation effort
- Efficient placement cycles with rapid turnaround times
- Low replacement rates and high retention of placed personnel
- Consistent delivery of qualified, compliant, and job-ready candidates

c. Skill Testing and Interview Procedures

Testing protocols vary by labor category.

Skills Assessment Framework

Role Category	Assessment Method
Technical (IT, Data, Systems)	Technical knowledge validation, tool proficiency review
Accounting & Finance	Practical accounting scenario review
Administrative & Clerical	MS Office proficiency & data entry accuracy tests
Data Entry	Typing speed & accuracy testing
Project-Based Roles	Scenario-based situational analysis

Assessments may include structured questionnaires, scenario simulations, or platform-based testing tools.

Structured Behavioral Interviewing: We conduct behavior-based interviews focused on:

- Problem-solving ability

- Adaptability in short-term assignments
- Team collaboration
- Confidentiality awareness
- Accountability and professionalism

WE USE THE STAR METHOD (SITUATION, TASK, ACTION, RESULT) TO VALIDATE PERFORMANCE HISTORY.

Interview-to-Placement Controls: We maintain internal performance metrics, including:

Metric	Target Standard
Submission-to-interview ratio	≤ 3:1
Interview-to-selection ratio	≥ 50%
Replacement due to a mismatch	< 5%

Replacement & Performance Monitoring: If performance concerns arise:

- Immediate acknowledgment of the issue
- Same-day internal review
- Removal and replacement as required
- Post-placement follow-up

We maintain contingency candidates for high-frequency roles to ensure minimal disruption.

Governance & Quality Oversight: Our recruitment operations are supported by:

- Documented recruiting SOPs
- ATS tracking & audit logs
- Periodic compliance audits
- Escalation framework for urgent matters
- Executive oversight of performance metrics

We employ a disciplined, measurable, and compliance-centered recruitment lifecycle designed to deliver qualified, vetted, and deployment-ready personnel aligned with WVDOT’s operational needs. Through structured sourcing, validated screening controls, skills-based evaluation, and documented oversight, we ensure consistent candidate quality and performance reliability throughout the contract lifecycle.

8 REFERENCES

8.1 CLIENT REFERENCE #1

Client	Georgia Department of Education
Contract Period	Aug 2020 - Present
Contact Name	Travis Allen, Director of Business Operations
Email Address	Tallen@doe.k12.ga.us
Telephone Number	770-935-4396
Description of Services	
Sapphirus provides comprehensive IT staff augmentation services to the Georgia Department of Education (GaDOE), supporting statewide education technology systems, compliance reporting platforms, infrastructure modernization initiatives, and enterprise application management. Our engagement operates within a highly regulated public-sector	

environment requiring disciplined recruitment, strict compliance with employment standards, and structured employer-of-record administration.

Key Performance Metrics

- ✓ Position Fulfillment Rate: 94%+ across IT roles
- ✓ Average Time-to-Submit: 48–72 hours for qualified candidates
- ✓ Average Time-to-Fill: 4–6 business days for standard roles
- ✓ Submission-to-Interview Ratio: 90%+ (high candidate alignment)
- ✓ Interview-to-Offer Conversion: 80%+
- ✓ Retention Rate: 92%+ across assignment lifecycle
- ✓ Replacement Rate: <5% (high screening effectiveness)
- ✓ Compliance Rate: 100% adherence to public-sector employment and documentation requirements

Impact

Sapphirus enabled GaDOE to maintain continuity of mission-critical education systems by delivering high-quality IT professionals within compressed timelines, while ensuring full compliance with state workforce and regulatory standards.

8.2 CLIENT REFERENCE #2

Client	Covendis
Contract Period	Aug 2017- Present
Contact Name	Barbee Taylor, VP – Client Operations
Email Address	Barbee.taylor@covendis.com
Telephone Number	404-271-3245
Description of Services	
<p>Sapphirus provides comprehensive IT and non-IT workforce augmentation services to Covendis, supporting a wide range of public-sector and enterprise clients. Services include recruitment, structured screening, compliance validation, employer-of-record administration, and ongoing workforce management.</p> <p>IT and Non-IT Staff Augmentation Services - We provide comprehensive workforce augmentation support to Covendis, including:</p> <ul style="list-style-type: none"> ✓ Recruitment and placement of IT professionals (developers, analysts, support specialists, engineers) ✓ Administrative and non-IT staffing support ✓ Contract and project-based workforce deployment ✓ Candidate sourcing through multi-channel recruiting pipelines ✓ Structured screening, credential validation, and reference checks ✓ Background investigations and compliance documentation ✓ Employer-of-record services (payroll, tax compliance, workers’ compensation, unemployment insurance) ✓ Ongoing performance monitoring and assignment lifecycle management ✓ Replacement support for performance-related or scope-driven adjustments <p>This engagement involves high-volume, time-sensitive staffing requests within VMS-driven environments, requiring speed, precision, and strict adherence to client-specific onboarding and compliance requirements.</p>	

Key Performance Metrics

- ✓ Requisition Fulfillment Rate: 95%+ across multi-category roles
- ✓ Average Time-to-Submit: 24–48 hours for high-priority roles
- ✓ Average Time-to-Fill: 2–5 business days, depending on role complexity
- ✓ Submission-to-Interview Ratio: 88%–92%
- ✓ Interview-to-Offer Conversion: 82%+
- ✓ Retention Rate: 90%+ across assignments
- ✓ Replacement Rate: <5%
- ✓ VMS Compliance & Submission Accuracy: 100% adherence

Impact

Sapphirus has consistently delivered scalable staffing solutions for multiple clients and across diverse environments, demonstrating the ability to manage fluctuating demand, meet aggressive turnaround timelines, and maintain high-quality candidate delivery within structured VMS frameworks.

8.3 CLIENT REFERENCE #3

Client	PossibleNOW
Contract Period	Jan 2024 –Current
Contact Name	Syed Razvi, Chief Officer
Email Address	Srazvi@possiblenow.com
Telephone Number	N/A

Description of Services

Sapphirus provides end-to-end temporary IT staffing services to PossibleNOW, supporting initiatives in software development, QA, data analytics, and system support. The engagement includes both planned staffing and surge-based workforce augmentation aligned with project timelines.

Temporary Staff Augmentation Services: Our services include technical screening, resume-to-requirement mapping, compliance validation, employer-of-record services, and ongoing assignment management. *Recruitment and placement of software developers, QA engineers, data analysts, and system support specialists*

- ✓ Contract-based and project-specific staffing augmentation
- ✓ Technical skill validation and structured candidate screening
- ✓ Resume-to-requirement mapping and skills matrix alignment
- ✓ Background investigations and credential verification
- ✓ Employer-of-record services including payroll, tax compliance, and benefits administration
- ✓ Ongoing assignment management and performance follow-up
- ✓ Rapid replacement support when the project needs evolve

The engagement supports both planned development initiatives and surge-based technical staffing requirements.

Key Performance Metrics

- ✓ Position Fulfillment Rate: 92%+ across technical roles
- ✓ Average Time-to-Submit: 24–72 hours
- ✓ Average Time-to-Fill: 3–5 business days
- ✓ Submission-to-Interview Ratio: 90%+

- ✓ Interview-to-Offer Conversion: 80%–85%
- ✓ Retention Rate: 90%+
- ✓ Replacement Rate: <5%
- ✓ Candidate Quality Satisfaction: 95%+ positive client feedback

Impact

Sapphirus has enabled PossibleNOW to scale technical teams efficiently, supporting both steady-state development and surge requirements, while maintaining high candidate quality and minimal disruption to project timelines.

9 TERMS AND CONDITIONS COMPLIANCE

Sapphirus confirms that it has thoroughly reviewed and fully understands the Instructions to Vendors, Specifications, Terms and Conditions, pricing requirements, and all issued addenda associated with CRFQ 0803 DOT260000079 – WVDOT Information Technology Temporary Staffing Services.

Sapphirus hereby affirms its acceptance of all solicitation terms, conditions, contractual provisions, and mandatory requirements as outlined in the bid documents and associated addenda.

9.1 FULL COMPLIANCE STATEMENT

Sapphirus acknowledges and agrees to comply with all applicable requirements relating to:

- Contract Administration and Reporting
- Service Delivery Obligations
- Invoicing and Payment Terms
- Insurance and Indemnification Requirements
- Staffing Qualification Standards
- Replacement and Continuity Obligations
- Confidentiality and Data Protection
- Employment Eligibility and Workforce Compliance
- Applicable Federal, State, and Local Laws & Regulations

This includes compliance with all mandatory provisions governing temporary staffing services under the resulting contract.

9.2 INSURANCE AND REGULATORY COMPLIANCE

Sapphirus confirms its ability to maintain all required insurance coverages, workforce compliance standards, and employment-related obligations necessary to support the resulting contract. This includes compliance with:

- Workers' compensation requirements
- Employer liability obligations
- General liability requirements
- Applicable employment verification standards
- Payroll and tax reporting obligations

Any certificates or supporting documentation required upon award will be provided promptly in accordance with contract requirements.

9.3 NO EXCEPTIONS

Sapphirus submits this proposal **without exception** to the terms, conditions, and requirements of the solicitation unless specifically identified in writing elsewhere in this response.

Accordingly, Sapphirus confirms that no material exceptions, assumptions, or deviations are being taken from the contractual terms and conditions.

This commitment reflects our readiness to support WVDOT as a fully compliant and dependable staffing partner throughout the period of performance.

10 ADDENDUM ACKNOWLEDGMENT

Sapphirus formally acknowledges receipt, review, and full incorporation of all issued addenda, solicitation revisions, and vendor question-and-answer clarifications associated with CRFQ 0803 DOT2600000079 – WVDOT Information Technology Temporary Staffing Services, including but not limited to *Version 3 updates and Addendum No. 2*.

We confirm that all revisions, clarifications, response deadlines, scope interpretations, pricing instructions, and contractual guidance communicated through the addenda have been carefully reviewed and fully integrated into this proposal's submission.

This includes specific consideration of all solicitation clarifications related to:

- Mandatory Qualification Requirements
- Documentation Expectations
- Staffing Responsibilities and Service Obligations
- Pricing Submission Instructions
- Addendum-Driven Administrative Updates
- Contract Compliance and Insurance Requirements

All narrative sections of this response, including our Qualifications, Experience in Similar Services, Project Approach and Methodology, Pricing Proposal, and Terms & Conditions Compliance, have been updated to reflect the final solicitation requirements as clarified through the issued addenda.

Sapphirus further confirms that our pricing, staffing methodology, and compliance commitments are based upon the most current solicitation version and all officially released procurement clarifications, ensuring full alignment with WVDOT's final bid requirements.

By this acknowledgment, Sapphirus affirms that no addendum, revision, or procurement clarification has been omitted from our preparation of the response and that our submission fully reflects the final and authoritative solicitation requirements.