



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](http://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](http://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: VS0000009502

Legal Name: DatamanUSA, llc

Alias/DBA:

Total Bid: \$11,473,633.94

Response Date: 04/14/2026

Response Time: 7:00

Responded By User ID: datamanusa

First Name: Nidhi

Last Name: Saxena

Email: contact@datamanusa.com

Phone: 7202483110

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 ESR04132600000006935	1

**VENDOR**  
 VS0000009502  
 DatamanUSA, llc

**Solicitation Number:** CRFQ 0803 DOT2600000079  
**Total Bid:** 11473633.93999999947845935821 **Response Date:** 2026-04-14 **Response Time:** 07:00:59  
**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				788398.11

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Senior Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mainframe Application Analyst				673934.77

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**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				864677.67

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**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				712118.55

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**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				788662.05

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**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				724875.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				640638.65

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

PC Programmer Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior PC Programmer Analyst				726057.13

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**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				683347.89

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**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				768766.38

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**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				768766.38

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior GIS Database Administrator				854184.86

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Senior GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	GIS Architect				854184.86

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

GIS Architect

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	GIS Application Developer				768766.38

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

GIS Application Developer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Senior GIS Application Developer				856254.46

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Senior GIS Application Developer



## Submitted To:

John Estep  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-3970  
Email: [john.w.estep@wv.gov](mailto:john.w.estep@wv.gov)



# WEST VIRGINIA DEPARTMENT OF TRANSPORTATION IT TEMPORARY STAFFING SERVICES

(CRFQ DOT2600000079)

Due date: April 14<sup>th</sup> , 2026



## Submitted By:

**DatamanUSA, LLC**

6890 South Tucson Way, Suite 100  
Centennial, Colorado 80112-3919  
720-248-3110 Phone  
720-248-3200 Facsimile  
[contact@DatamanUSA.com](mailto:contact@DatamanUSA.com)

## Letter of Transmittal

**John Estep**

**2019 Washington Street, East Charleston, WV 25305**

**Fax: (304) 558-3970**

**Email: [john.w.estep@wv.gov](mailto:john.w.estep@wv.gov)**

April 14, 2026

**Subject: DatamanUSA response to West Virginia Department of Transportation for WVDOT IT Temporary Staffing Services (CRFQ DOT2600000079).**

DatamanUSA (Dataman®) is pleased to submit its response to the **WVDOT IT Temporary Staffing Services (CRFQ DOT2600000079)**. With over 25 years of experience, Dataman is a trusted provider of **IT temporary staffing and staff augmentation services**, supporting government agencies and commercial organizations with highly skilled, project-ready technical resources.

Dataman specializes in delivering qualified IT professionals on a temporary and project basis to meet evolving workforce demands. Our proven staffing model enables rapid sourcing, rigorous screening, and timely deployment of resources who align with client technical and operational requirements. We have extensive experience supporting public sector clients with scalable staffing solutions, ensuring continuity of operations, reduced hiring timelines, and access to specialized skill sets.

In alignment with the scope of this solicitation, Dataman provides highly qualified resources across a wide range of roles, including **Senior Mainframe Application Analyst, Mainframe Application Analyst, Senior Application Oracle Database Administrator, Application Oracle Database Administrator, Senior Application DB2 Database Administrator, Application DB2 Database Administrator, PC Programmer Analyst, Senior PC Programmer Analyst, Application SQL Server Database Administrator, Senior Application Oracle Server Database Administrator, GIS Database Administrator, Senior GIS Database Administrator, GIS Architect, GIS Application Developer, and Senior GIS Application Developer**. Our consultants bring expertise in technologies such as COBOL, CICS, JCL, .NET, Oracle, Microsoft SQL Server, DB2, and GIS platforms, and are experienced in supporting application development, maintenance, database administration, and enterprise system support.

With a strong commitment to quality, responsiveness, and compliance, Dataman is well-positioned to support the West Virginia Department of Transportation by delivering reliable, high-performing IT talent tailored to its temporary staffing needs.

### ***Integrated Quality Management System Covering ISO-9001, ISO 27001 and ISO 22301***

Dataman has implemented an Integrated Quality Management System and is certified in ISO 9001:2015 – Quality Management Systems, ISO 27001- Information Security Management and ISO 22301 Business Continuity Management systems certifications.



### **Transit Industry Expertise:**

- Houston Metro: IT Support Setup
- Denver International Airport: IT Consulting and Staffing Services
- Regional Transportation District: On-Call IT Staffing and IT Deliverable Based Services and Temporary Staffing
- Chicago Transit Authority: Temporary Staffing Services
- Financial Staff Augmentation: District of Columbia Water and Sewer Authority
- State of Florida, Department of Transportation: IT Staff Augmentation Services
- North Carolina Department of Transportation: Staff Augmentation Services
- Clark County Public Transit Benefit Area Authority: Information Technology Services

West Virginia Department of Transportation  
IT Temporary Staffing Services (CRFQ DOT2600000079)

Offeror: DatamanUSA LLC

- Staff Augmentation Services: South Dakota Division of Motor Vehicles
- Staff Augmentation Services: South Dakota Department of Transportation
- Temporary Staffing Services: Washington Community Transit
- Texas Department of Transportation: IT Staff Augmentation Contract

Dataman has provided similar Information Technology Temporary Staffing Services to various agencies across the nation. Here is a glimpse of our recent contracts:

Category	Client / Organization	Contract / Description	
<b>State Government</b>	State of South Carolina	IT Staff Augmentation Contract	
	State of South Carolina	Deliverable-Based IT Project Contract	
	South Carolina DHEC	Project Management Contract	
	State of North Carolina	IT Staff Augmentation Contract	
	State of Arkansas	Supplier Managed Staff Augmentation	
	State of Kansas	Statewide Master IT Services Contract (MITSC)	
	State of Connecticut	IT Staff Augmentation VMS Contract	
	State of Washington	IT Staffing & Project-Based Services	
	State of Texas (DIR ITSAC)	IT Staffing Contract	
	State of Texas (DIR DBITS)	Deliverable-Based Services	
	State of Maryland	CATS+ Contractor	
	Commonwealth of Pennsylvania	IT Staff Augmentation VMS	
	Commonwealth of Virginia	IT Contingent VMS Contract	
	State of New York	HBITS (Tier-2 Vendor)	
	State of New Jersey	IT Staff Augmentation Contract	
	Commonwealth of Massachusetts	ITS53 Project Services Contract	
	State of Vermont	IT Staff Augmentation Contract	
	State of South Dakota	IT Staff Augmentation Services	
	State of Montana	Staff Augmentation Services	
		Florida Department of Management Services	IT Staff Augmentation Services
		California Public Employees' Retirement System	IT Consultants Pool
		Judicial Council of California	Technical Staff Augmentation
	<b>Local Government</b>	City of Cincinnati	IT Staff Augmentation Contract
City of Aurora		IT Staff Augmentation Services	
City of Aurora		IT Staffing and IT Services	
City of Los Angeles (Building & Safety)		Systems Programmer Contractors	
City of Los Angeles (City Planning)		Contract Programming Services	
Los Angeles Police Department		IT Staffing	
Orange County, California		IT Staffing Contract	
County of Santa Clara, California		IT Professional Services	
San Bernardino County		IT Staffing Services	
San Diego Unified Port District		IT Applications Consulting	
Superior Court of California, County of Orange		Temporary Staffing Services	
Wayne County, Michigan		IT Staff Augmentation	
Regional Transportation District (Denver)		ERP Work Order Contract	
Denver International Airport		IT Strategic Partners Contract	
Burlington International Airport		On-Call IT Services	
		Texas Department of Transportation	Recruitment Services
<b>Education</b>		The University of California	IT Temporary & Professional Services

	Tarrant County College District	IT Consulting & Staffing Partners
	Douglas County School District	IT Staff Augmentation
<b>Cooperative / Nationwide</b>	NASPO ValuePoint	Temporary Staffing (25+ States)
	Northrop Grumman	Technology Staffing Contract (Nationwide & Southern CA)

***The contact details of the person to contact regarding the proposal***

Ms. Nidhi Saxena is authorized to bind Dataman in contractual matters and contact person to whom questions may be directed concerning the proposal.

DatamanUSA Contact Information	
<b>Name</b>	Nidhi Saxena
<b>Title</b>	CEO & President
<b>Address (Mailing address)</b>	6890 South Tucson Way, Suite 100 Centennial, Colorado 80112-3919
<b>Phone Number</b>	720 201 5617
<b>Fax Number</b>	720-248-3200
<b>Email Address</b>	contact@DatamanUSA.com

Dataman accepts the terms and conditions of the procurement, without taking any exceptions and without any additional assumptions. We appreciate this opportunity to collaborate with you. If you have, any questions do not hesitate to contact me at 720-248-3110

Thank you,

(Nidhi Saxena)  
CEO & President  
DatamanUSA LLC  
E-mail: Contact@DatamanUSA.com  
Phone: 720-248-3110,  
Fax: 720-248-3200

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1.b. Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years: documentation should include enough information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 1, above; the documentation should name the entity to whom the individual was supplied and provide contact information for that entity. Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this documentation with their bid. ....	19
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## 1. Qualifications

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

### 1.a.i. DatamanUSA Overview

**Founded in 2000, DatamanUSA, LLC, is a certified SBE, MBE, WBE with several agencies.** Dataman is a leader in providing comprehensive IT Temporary staffing services and IT Professional services on a Turnkey basis with a focus on the government sector. Dataman has the extensive, broad-based technical expertise required to deliver rapid solutions that are practical and customized for each application. During the last 25 years, **over 5000** Dataman associates have aided our clients in the deployment of successful technology solutions. Dataman has been under contract with dozens of Local Government organizations, State Departments, Local Transit Districts and Airports for the delivery of Information technology staff augmentation services, management consulting services, technical consulting services, and managed services. Dataman has delivered highly skilled professionals and services to support a wide range of client specific information technology and business needs.

#### Performance Highlights (Last 5 Years):

- Filled **2,000+ public sector roles**
- Achieved **97%+ consultant retention** across active contracts
- Maintained a **client satisfaction score of 98%**
- Delivered an **average time-to-fill of 1-2 business days** for Temporary roles
- Earned **contract renewals on 85%** of engagements due to consistent performance.

DatamanUSA Company Profile	
Legal name of the company	DatamanUSA LLC
Year Founded	2000
Legal form of Organization	Limited Liability Company
State of Corporation	Colorado
Corporate Head Office	6890 S Tucson Way, Ste 100, Centennial, CO 80112
Number of Offices and Location	Total number of offices – 14 <ul style="list-style-type: none"> <li>• Headquarter - <b>Centennial, Colorado (Headquarters)</b></li> <li>• Albuquerque Branch</li> </ul>
Type of Services	<ul style="list-style-type: none"> <li>• <b>Information Technology Temporary Staffing Services</b></li> <li>• Information Technology Staff Augmentation Services</li> <li>• IT Consulting Services</li> <li>• Technical Professional Services</li> <li>• Project Management</li> <li>• Education Industry Consulting</li> <li>• Contingent Workforce Services</li> <li>• Temporary Staffing Services</li> <li>• Professional Recruitment Services</li> <li>• Managed Services</li> <li>• Industrial/Skilled and Unskilled staffing</li> <li>• Healthcare Staffing Services</li> <li>• Very Low Overhead (VLO) Staffing for pass through</li> </ul>
Number of Employees	400+
DatamanUSA Contact Information	Name: Nidhi Saxena CEO & President 6890 South Tucson Way, Suite 100

Centennial, Colorado 80112-3919  
Telephone: 720-248-3110  
Email Address: [contact@DatamanUSA.com](mailto:contact@DatamanUSA.com)

**Location of Offices**

-  **Centennial Office (Corporate Headquarters)**  
6890 S Tucson Way, Suite 100, Centennial, CO 80112
-  **Albuquerque Branch**  
500 Marquette Avenue, Albuquerque, NM 87102
- **Maine/New Hampshire Branch**  
170 Commerce Way, Suite 200, Portsmouth, New Hampshire 03801
- **Connecticut Branch**  
175 Capitol Blvd, 4th Floor, Rocky Hill, CT 06067
- **New Jersey Branch**  
306, Winthrop Dr Nutely, NJ 07110
- **Washington DC/Virginia Branch**  
9100, Briarwood Farms Ct, Fairfax, VA 22031
- **South Dakota Branch**  
101 South Reid Street, Suite 307, Sioux Falls, SD 57103
- **Iowa Branch**  
699 Walnut Street, 4th Floor, Des Moines, IA 50309
- **Dallas Branch**  
5225 Verde Valley Lane, Dallas, TX 75254
- **Austin Branch**  
100 Congress Avenue, Suite 2000, Austin, TX 78701
- **Houston Branch**  
363 N Sam Houston Pkwy E, Suite 1100, Houston, TX 77060
- **Washington Branch**  
1400 112th Ave SE, Suite 100, Bellevue, WA 98004
- **California Branch**  
Oppenheimer Tower, 10880 Wilshire Blvd. Suite 1101, Los Angeles, CA 90024
- **Hawaii Branch**  
500 Ala Moana Blvd, Suite 7-400, Honolulu, HI 96813

*DatamanUSA (Dataman®) fully complies with this requirement. Dataman has been in continuous operation for over 25 years, providing comprehensive information technology staffing and consulting services to government and commercial clients. Our extensive experience includes delivering similar IT temporary staffing services as outlined in this solicitation. For documentation evidence, we have attached the following articles of organization:*

FILED - CUSTOMER COPY  
DONETTA DAVIDSON  
COLORADO SECRETARY OF STATE

20001134248 0  
\$ 100.00  
SECRETARY OF STATE  
07-11-2000 12:32:07

**ARTICLES OF ORGANIZATION  
OF**

**datamanUSA, LLC**

The undersigned natural persons of the age of eighteen years or more, desiring to form a Limited Liability Company under the Colorado Limited Liability Company Act, adopt the following Articles of Organization for such Limited Liability Company.

**ARTICLE I**

**NAME**

The name of the Limited Liability Company is **datamanUSA, LLC**.

**ARTICLE II**

**PRINCIPAL PLACE OF BUSINESS**

The principal place of business of the LLC is: 6642 East Jackson Ct., Highlands Ranch, CO 80130.

**ARTICLE III**

**DURATION OF EXISTENCE**

The LLC shall commence immediately, upon the signing of this Agreement, and shall have a perpetual existence unless terminated sooner by operation of law or by agreement between the members or reenacted after such primary term for such additional periods as is mutually determined by the members.

**ARTICLE IV**

**REGISTERED AGENT**

The street address of the registered office of the LLC is 6642 East Jackson Ct., Highlands Ranch, CO 80130, and the name of its initial registered agent at such address is Nidhi Saxena.

**ARTICLE V**

**INITIAL MEMBERS**

The LLC shall be managed by its members. There will be at least one member of the LLC upon formation. The names and addresses of the initial members are as follows:

<u>Name</u>	<u>Address</u>
Nidhi Saxena	6642 East Jackson Ct. Highlands Ranch, CO 80130

**ARTICLE VII**

**PURPOSES**

The LLC is organized for any legal and lawful purpose pursuant to the Colorado Limited Liability Company Act.

**ARTICLE VII**

**RIGHT TO CONTINUE BUSINESS**

Upon the death, retirement, resignation, expulsion, bankruptcy or dissolution of a member or the occurrence of any other event which terminates the continued membership of a member in the LLC, the remaining members may unanimously agree to continue the business of the LLC, provided there is at least one remaining member.

**ARTICLE VIII**

**ORGANIZERS**

The name and address of each organizer is Nidhi Saxena, 6642 East Jackson Ct., Highlands Ranch, CO 80130.

IN WITNESS WHEREOF, I have signed these Articles of Organization this 11th day of July, 2000, and I acknowledge the same to be my true act and deed.

Nidhi Saxena  
Nidhi Saxena, Organizer

STATE OF COLORADO    )  
  ) ss.  
COUNTY OF JEFFERSON )

The foregoing Articles of Organization were signed and sworn to me this 11th day of July, 2000, by Nidhi Saxena, as Organizer, and affirmed, under penalty of perjury, that the facts stated herein are true.

Witness my hand and official seal.

My commission expires: 9-22-2001



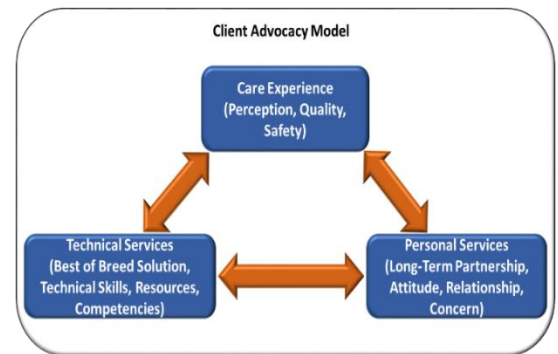
Lynn A. Hoffman  
Notary Public

**1.a.ii. Why DatamanUSA – Key Advantages**

- ✔ **Proven Public Sector Partner:** 25+ years of experience delivering IT Staff Augmentation Services, Managed Service Support, Technical Support, and Custom Software Development to 50+ government agencies nationwide.
  - 👤 **Specialized Staffing:** Strong track record in staffing administrative, project management, finance, accounting, and contracts administration roles.
  - ⚙️ **Fast, Targeted Response:** Advanced ATS (Oorwin) and a deep talent pool enable rapid placement of qualified, pre-vetted candidates.
  - 📦 **Flexible Resource Models:** Scalable staffing options for short-term or long-term needs with high service continuity.
  - 💰 **Cost-Effective Delivery:** Competitive pricing through optimized resource mix and low overhead.
  - 📞 **Responsive Support:** Dedicated account manager and streamlined communication for a seamless service experience.
  - ✔ **Compliance-Focused:** Strict adherence to labour laws, documentation standards, and onboarding protocols.
- Dataman is a financially stable and debt-free company. Dataman has delivered over \$150 million of IT Staff Augmentation Services, Managed Service Support, Technical Support, and Custom Software Development and Testing Solution.

➤ **1.a.iii. Dataman brings unique strengths and added value that will benefit WVDOT:**

✔ **Client Advocacy Model** - At the core of the Dataman culture, is its commitment to provide unparalleled value to the client, delivering resources, projects on-time and on-budget. To accomplish this, we developed a Client Advocacy Model (CAM). The objective behind our model is to demonstrate our commitment to the client and foster a long-term partnership. As the prime vendor, Dataman will objectively balance each work order scope, schedule, goals and budget by leveraging the capabilities of all subcontractors where needed. **This may include balancing local resources to minimize travel cost with the ability to bring in national expertise.**



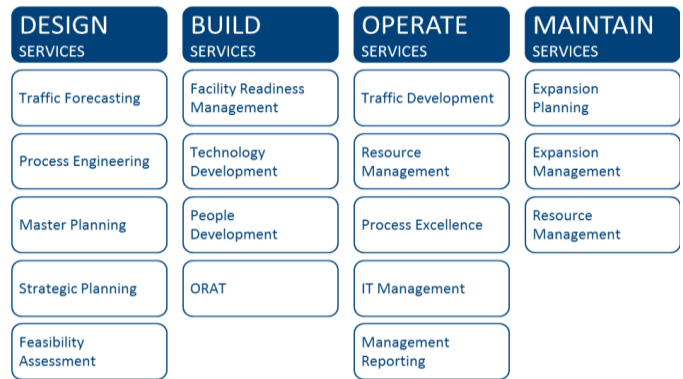
- ✔ **AI-Driven Recruitment Platform (Oorwin)** - Our proprietary integration with the Oorwin AI platform enables rapid sourcing, automated candidate matching, and predictive analytics to deliver highly qualified professionals faster and more accurately—reducing time-to-fill and improving placement quality.
- ✔ **Dedicated Support Team**- We assign a dedicated Account Manager and a Service Delivery Coordinator who serve as direct points of contact for WVDOT. This ensures efficient communication, quick resolution of issues, and seamless coordination throughout the contract term.
- ✔ **Scalability and Flexibility** - Whether WVDOT needs a single help desk technician or a full team of developers and analysts, our scalable staffing model allows us to rapidly deploy resources across all requested categories, including short notice and surge needs.
- ✔ **Dataman’s ISO Certified Management Systems** - Dataman’s ISO-certified management systems not only ensure compliance with international standards but also enhances operational efficiency, customer satisfaction, and resilience. Below is the outline of the integration and benefits of the ISO certifications: **ISO 9001:2015 (Quality Management System), ISO/IEC 27001:2022 (Information Security Management System), and ISO 22301:2019 (Business Continuity Management System).**

**Dataman’s ISO 9001:2015 certification reflects our unwavering commitment to quality in delivering Staffing Solution Services. The Quality Management System facilitates seamless management of the candidate lifecycle—from sourcing and onboarding to retention and**

DatamanUSA currently serves over **200 public sector clients** across **40+ states**, including multiple transit agencies, school districts, departments of education, city/county governments, and higher education institutions. Our geographic reach includes large urban districts, mid-sized counties, and rural agencies—ensuring we understand the unique staffing needs of diverse educational environments.

➤ **1.a.iv. DatamanUSA – Transit Sector Center of Excellence**

The transportation industry is challenged to keep pace with a rapidly changing world. Fundamental shifts in population and economic centres have created demand for new and expanded transportation systems and services. New business models, technologies, regulations, and stakeholder expectations have also had a profound effect on transportation providers. Through all these changes, Dataman has worked with clients to develop and execute sound strategies and achieve business and organizational goals. Our experience in this area includes supporting our clients for their diverse talent acquisition needs. We have experience of working with a variety of customers in the industry. Our specialized recruiters have the industry knowledge and experience to find the right talent to meet your needs. Our certified consultants stand ready to support TriMet’s diverse and ever-changing initiatives by helping you deliver requisite staff on-time and within budget.



Dataman supports transportation organizations including Airports, Local Transit Districts and State DOT’s by helping them meet their ever-changing business needs. Transit organization departments are challenged to meet business goals in an industry that is constantly evolving. We have worked with numerous transit customers across the country to execute sound strategies and deliver talent management solutions. We understand the unique challenges of transit and have the experience to bring industry trends from across the globe. Our vast experience and network give us a unique ability to quickly identify and deliver industry talent to help our clients meet their organizational goals.

Given our continued outstanding service to similar organizations across the country, Dataman has been awarded government contracts as the prime vendor by over 50 federal, state and local government agencies. Dataman has strong clientele and experience of providing similar services to transit industry clients including airports, metro and other.



➤ **1.a.v. Well Established & Financially Stable Company**

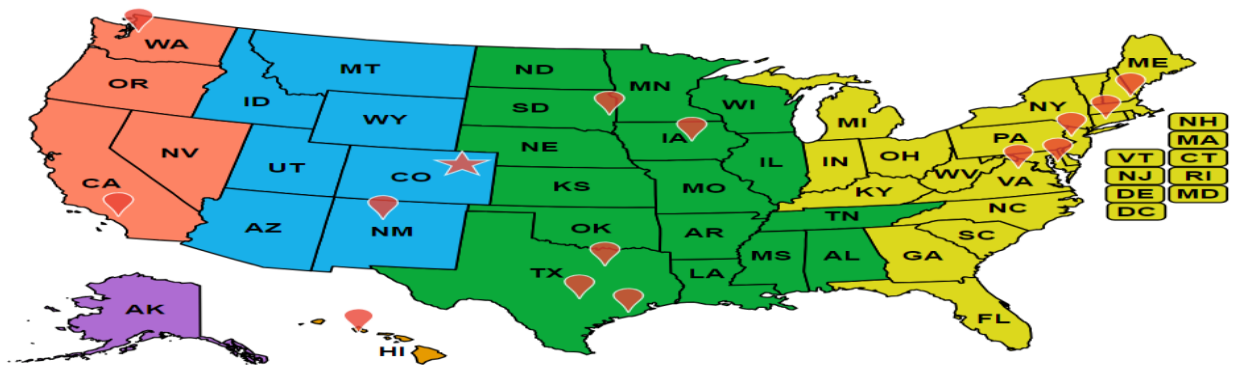
Dataman cumulative public sector revenue distribution (Total - \$150+ Million)			
State of New Mexico	\$8.1M+	State of Maryland	\$3.8M+
State of California	\$4.7M+	San Bernardino County	\$1.2M
City of Los Angeles	\$1.5M+	State of Washington	\$9M+
Regional Transport District, Denver	\$17.8M+	Denver International Airport	\$2.5M
Northrop Grumman (includes LA area)	\$5M+	Sprint/Nextel Corporation	\$753K
State of Colorado	\$15M+	State of New Jersey	\$458K+
Federal Agencies (Nationwide)	\$4M	State of Vermont	\$7M+
State of South Carolina	\$5.9M+	State of Texas	\$22M+
State of Utah	\$4M+	Sprint / Nextel	\$800K
State of North Carolina	\$5.8M+	Commonwealth of Massachusetts	\$3M+
State of Oregon	\$1M+	State of New York	\$164528

State of Montana	\$3.1M+	State of Mississippi	\$1.1M+
Commonwealth of Pennsylvania	\$420K+	Other Clients	\$35M+

Additionally, *Dataman has earned an exceptional 95% Overall Performance Rating from customers in a recent independent survey conducted by Dun & Bradstreet. Along with this, Dataman has a D&B Rating of 1R2 which indicates that we are a stable and well-established company with low risk.* Dataman Temporary Staffing Services help clients increase efficiency, accelerate project progress, cut costs, and ultimately enhance their competitive edge. Dataman leverages its service delivery model to source, screen, and place temporary/permanent labor across general skill-sets in well-populated and remote geographies.

➤ **1.a.vi. DatamanUSA Nationwide Reach**

DatamanUSA is a service provider with a vast reach across the US and globally. We have served customers in over 30 states, including Georgia, and possess extensive experience working with diverse organizations such as governmental, higher education, K-12 education, health, non-profit, tribal government, and other public agencies nationwide. Our recruiting team has a national presence, allowing us to deliver exceptional services to the WVDOT.



➤ **1.a.vii. DatamanUSA Public Sector Excellence**

Dataman brings over 25 years of experience working with government organizations at every level—State, Local, and Federal. We have delivered temporary management consulting, and managed services to hundreds of public and commercial clients. By understanding the unique challenges of government programs, we help state agencies meet evolving business needs with strategic, cutting-edge technology solutions. Our globally informed approach and access to skilled onshore and offshore staffing resources ensure that government agencies get the best support available. Our clients include:

State Government (Partial List)			
State of Montana	New Mexico Human Services Department	Utah Dept. of Human Services	State of North Dakota
Colorado Department of Transportation	Colorado Dept. of Corrections	Colorado Motor Vehicle Department	Colorado Governor’s Office of Information Technology
Colorado Dept. of Revenue	Colorado Dept. of Labor and Employment	Colorado Dept. of Public Safety	Metropolitan State University of Denver
University of California	California Public Employees’ Retirement	Judicial Council of California	Oregon Department of Transportation
Washington Department of Corrections	Washington State Administrative Office of the Courts	Washington Department of Transportation	Washington State Patrol
Massachusetts Department of Health	South Carolina Department of Information Security	New York State Energy and Research	North Carolina Department of Public Instruction

		Development Authority	
Texas Department of Aging and Disability Services	Texas Office of the Attorney General	Texas Education Association	Texas Dept. of Transportation
State of Iowa	Washington Department of Transportation	North Carolina Department of Transportation	Vermont Department of Health
Washington State Patrol	Metropolitan State University of Denver	University of North Carolina	Clemson University
State of Kansas	Massachusetts Executive Office of Education	Massachusetts Dept. of Transportation	Colorado Dept. of Corrections
North Carolina A&T University	University of California	State of North Dakota	State of Kansas
Colorado Dept. of Labor and Employment	Maryland Dept. of Transportation	State of Louisiana	Utah Dept. of Human Services
<b>Local Government (Partial list)</b>			
City of Aurora	Community Transit	Boulder County	Connect for Health Colorado
Burlington International Airport	Jefferson County Public Schools	San Antonio Housing Authority Texas	Williamson County Texas
Smith County Texas	Dallas Area Rapid Transit	Orange County Transit	City of Albuquerque
City of Georgetown Texas	City of Broomfield, CO	City of Phoenix	Orange County Courts
City of Centennial	City of Cincinnati	City and County of Boulder	Houston Metro
Regional Transportation District-Denver	City of Denver	NYSERDA	Denver International Airport
Community Transit, Everett, WA	Los Angeles Dept. of Building and Safety	Los Angeles City Planning Dept.	City of San Marcos Texas
<b>Federal Government (Partial list)</b>			
US Forest Service	US Bureau of Land Management	Colorado Air National Guard	US General Service Agency
US Bankruptcy Court	Warren Air Force Base	US Veterans Administration	US Defense Information Systems Agency
<b>Commercial Sector (Partial list)</b>			
Northrup Grumman	Lockheed Martin	EnergySavvy	TesTeachers Corporation
Ciber	NTT Data	Cloud Solutions	Verizon

➤ **1.a.viii. Our Recruitment Methodology**

Our recruitment method gives an insight into how we do the job while aiming to keep both sets of our clients happy; that's you, the WVDOT and all of our resources.

**Phase 1. Initiation:**

From first contact by WVDOT, we assign Sr. Account Manager who will be the WVDOT's contact until the requirement is completed.

The first steps are all about information gathering and ensuring Dataman receives whatever job specifications the WVDOT has made available to share. Most importantly, Dataman will understand the WVDOT's timescales so that the required pace can be applied to the process of getting an appropriate resource in place.

**Phase 2. Planning:**



**Detailed brief**– The Sr. Account Manager will then look to understand the finer details of a job and speak to the Recruitment Manager. At Dataman, we look for the key drivers, the ways of working and organizational ethos, the personality and softer skills needed in order to be successful in the role. All these details will help us to identify the right talent for the WVDOT and allow us to give candidates a fuller picture of the role on offer.

**Phase 3. Selection:**

Having the basics in place and a clear understanding of WVDOT requirements, we commence to our selection phase. We will write about the role and advertise it on the Dataman *Information Technology Staffing job boards*, and (where appropriate) we will also distribute it through both online (job boards, social media etc.) and offline (networking groups, press etc.) channels to attract candidates. Along with new candidate attraction, we will also search our own candidate database of resources that are registered with us – this unique pool of talent is where a high percentage of our temporary staffing candidates originate.

**One-to-One interview** – After screening candidates who have expressed an interest and inviting those we find in our database, we undertake a detailed screening interview with each potential candidate. This screening typically take 30 to 45 minutes and allow us to understand their suitability for WVDOT role and also to share with them the challenges and opportunity it offers to them. We will never share candidate details with the WVDOT without carrying out this interview.

**Phase 4. Delivery:**

**Shortlisting**– Following our one-to-one screening interviews, we decide which candidates to shortlist to WVDOT. The Sr. Account Manager will prepare a profile & resume for those who are to be presented. The profile includes personal details such as availability, qualifications, certifications and date to start.

**Interview management**– Once WVDOT has reviewed the submitted candidates, we will be available for any clarification requests and feedback. We will then support the WVDOT and the candidates through the interview process to ensure that this phase runs as smoothly as possible. Candidates will be booked into interview slots, briefed, and prepared for the meetings. They will also be made aware of any pre-work such as presentations that are necessary to meet your process.

**Phase 5. Support:**

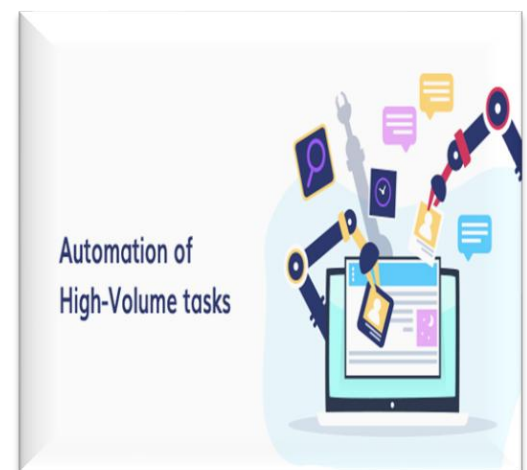
As WVDOT identifies the preferred resource, we form the communication bridge to support you through the offer and on-boarding process. The hard work may appear to be done, but our experience tells us that this is a critical phase to convert all the expended effort into the final result where the practitioner turns up to start their new assignment.

**Dataman Recruiting Tools - Oorwin AI driven platform**

**Oorwin is the new age Intelligent AI driven integrated platform**

Oorwin is an intelligent, AI-powered platform that boosts recruiter productivity, enhances candidate experience, streamlines HR processes, and strengthens sales performance. Key capabilities include:

- **One-Click Resume Import:** Bulk upload resumes from multiple sources without manual downloads.
- **Instant Candidate Profiles:** Parse resumes from Outlook, Gmail, Chrome, etc., with automatic profile creation, version control, and quick rediscovery.
- **Intelligent Matching:** AI-driven ranking and advanced search to quickly identify and submit top candidates for any job order.
- **Accurate Recommendations:** Smart algorithms deliver best-fit candidate suggestions from the entire database within seconds.
- **Fast Interview Scheduling:** Integrated tools allow interviews to be set up in under two minutes.
- **Unified Engagement:** Track communication, automate feedback, set reminders, and manage interview status to keep clients and candidates aligned.



### Other Recruiting Resources

Dataman uses a comprehensive, multi-channel recruiting strategy to rapidly deliver qualified talent:

- **Bench Strength:** With over 5,000 public-sector placements, we maintain a strong bench of proven resources ready for rapid deployment.
- **Resume Databases & RMS:** Access to major databases (Dice, Monster) and our proprietary RMS with over 1,000,000 qualified resumes across all RFP labor categories.
- **Job Board Recruitment:** Positions are posted on leading job boards when required, though most hires come through our established networks and RMS.
- **Local Recruiting Network:** Active recruiting across Colorado for all categories.
- **Creative Sourcing:** Recruiters leverage LinkedIn, Facebook, targeted user groups, and passive-candidate outreach—often finding candidates within days for hard-to-fill roles.
- **Employee Referrals:** A robust referral program incentivizes employees with monthly bonuses for successful placements, generating high-quality candidates.
- **Job Fairs & Advertising:** Participation in national job fairs and expos to engage potential candidates and grow our RMS pipeline.
- **Internal Network:** Strong national network of professionals; proactive engagement with consultants nearing project completion, especially for niche skills.
- **Nationwide Recruiting Center:** Dedicated team sourcing and pre-screening talent for difficult skills and locations, feeding our proprietary candidate pipeline.
- **Subject Matter Experts:** SMEs expand our reach in niche domains through referrals and specialized networks.
- **Market Research:** Subscriptions to industry research and partnerships with local organizations, colleges, and associations help us anticipate staffing needs and build targeted pipelines.



### Commitment to a Thorough Screening Process

A quality screening process is critical to business success. Many staffing firms claim to be dedicated to screening candidates thoroughly, but few have a screening process in place with tangible results and outcomes that can prove their due diligence. Dataman understands that there is more to providing candidates than just meeting the skill requirements on the resume. Our recruiters and account managers are trained to dig deep into our candidates' background to make sure we have the right fit. The Dataman recruiters average 12 years of technical recruiting experience supporting government customers. Dataman proactively recruits and maintains a full pipeline of qualified candidates ready to hire for every one of our customers.

**Screening:** For WVDOT, we will use proven skills testing and screening mechanism to shortlist qualified resources. Based on specific staffing request, we use our own technical experts to technically evaluate the potential candidates. For Example, if a project manager requirement comes, the potential candidates' technical evaluation will be done by existing Senior Project Managers and or SME's who will have similar and expert level experience in the related field of technology and domain. We have prepared a set of test papers for evaluation of candidates. We conduct on-line technical test for the candidates to evaluate their skills. Only the candidates scoring more than 75% marks are interviewed by Dataman technical experts.

Below is the detailed testing and screening procedure to place best technical consultants to meet your needs:

- ✚ **Step 1: Pre-Screening** – Executing a comprehensive pre-screening confirms experience, motivation, skill level, clearance, potential team-fit, salary requirements and relocation needs with candidates and update in our Recruitment Management System (RMS)
- ✚ **Step 2: Technical Skills Evaluation & Interviews** – Conduct detail technical test and interview
- ✚ **Step 3: Reference Check** – In order to get an accurate assessment of the candidate, Dataman's reference check process involves contacting those people who have observed & are in a position to discuss the candidate's experience, skills

& knowledge. In addition to this, we use back door reference as well which use our vast network & speak with someone at organization where the candidate worked who will give you candid information. Based upon the feedback of this reference check, candidature of the successfully shortlisted candidate is processed.

**Step 4: Drug Screen** - 5 Panel Drug Test is done prior to the onboarding and in every quarter. Dataman uses the resources of scientific laboratories to determine if any of the individuals within the organization are using illegal drugs. Drug testing commonly requires individuals to submit urine samples for analysis, although occasionally blood or hair samples may be used.

**Step 5: Background Check** – Various background checks are done based upon client’s requirement:

- Citizenship or Legal Working Status
  - Driving and Vehicle Records
  - Criminal, Arrest, Incarceration, and Sex Offender Records
  - Education & Employment Records
  - Financial Information, Credit History Check
  - Social Security Number
- The candidate is notified and is required to sign a consent and authorization form as to the procedures set forth in the Background Check Policy.
  - An independent agency is mandated the task to perform background check on the candidates.
  - The agency after performing the checks provides the results to Dataman.
  - The candidates successfully clearing the background check proceed to join the client.

Dataman ensures that all temporary staff will pass a Criminal Background Check, Credit Check and Drug Testing by the WVDOT at no additional cost to WVDOT.

To enhance Dataman's ability to find skilled, able and educated candidates for government and public sector entities, Dataman uses an Assessment Series, a validated applicant classification system that focuses on customer service skills, aptitude and attitude assessment. The content underlying these tests is carefully studied and determined to be related to the job performance of the positions. All our tests have a proven track record of success, showing that those who take the tests have better performance on the job, significantly increasing their productivity. We have in place assessment tests for all of the job groups that we are bidding.

➤ **Skill Assessment Test**

The Clerical Skills Tests Module has been designed specifically to cover a fully comprehensive range of clerical tasks. These prebuilt assessments enable us to identify and evidence the candidate’s core skills set required to perform in a role related to typical clerical responsibilities.

The assessments within this module can be utilised throughout the full employee life cycle. From recruitment and assessment through to development and succession planning, this module offers a variety of skills testing that can be combined and tailored for each unique role. If needed, our assessment series can be customized to meet the WVDOT’s specific requirements for job descriptions.

Behavioral & Aptitude Tests	Software Skills Tests	Basic Admin Skills Tests	Tests by Industry
<ul style="list-style-type: none"> <li>• Workplace Success Profile</li> <li>• Behavioral Profile-General</li> <li>• Cognitive Profile</li> <li>• Customer Service Profile</li> <li>• Management Profile</li> <li>• Sales Skills Profile</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Excel Tests</li> <li>• Microsoft Word Tests</li> <li>• General Computer Skills Tests</li> <li>• Windows &amp; PowerPoint Tests</li> <li>• Outlook Tests</li> </ul>	<ul style="list-style-type: none"> <li>• General Work Skills Test</li> <li>• Grammar &amp; Spelling Tests</li> <li>• Basic Math Tests</li> <li>• Typing &amp; Data Entry Tests</li> <li>• Attention to Detail Tests</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Office / Healthcare</li> <li>• Accounting Knowledge</li> <li>• Industrial Warehouse Skills</li> <li>• Legal Office Skills</li> </ul>

➤ **Technical-IT related tests**

Dataman uses various pre-employment testing services like Brainbench/SHL for IT Technical personnel. There are many tests to cover positions under this job category. There are over 1000 tests along with functionality of design custom tests. These job categories cover all positions required in this RFP. A candidate may undergo one or many standard tests to test all skill sets required for a position or take a custom designed test.

**Details of Some Tests:**




Potential Job Titles	<b>Network Technical Support</b>											
Description	The Network Technical Support test measures knowledge of setup, configuration, and maintenance of a local area network. Designed for technicians with hands on-experience, this test covers the following topics: Hardware/Media, LAN Support, Network Design, Services, System Administration, System Security, WAN Support, WLAN Support, and Workstation Support.											
Test Length:	Approximate Completion Time: 33 Minutes											
Dimensions:	<table border="1"> <tr> <td> <b>Hardware/Media</b> <ul style="list-style-type: none"> <li>• Backup Media</li> <li>• Cabling</li> <li>• LAN Hardware</li> <li>• Server Hardware</li> <li>• WAN Hardware</li> <li>• WLAN Hardware</li> </ul> </td> <td> <b>LAN Support</b> <ul style="list-style-type: none"> <li>• Cabling Faults</li> <li>• LAN Configuration</li> <li>• LAN Diagnostics</li> <li>• Subnets and VLANs</li> </ul> </td> <td> <b>Network Design</b> <ul style="list-style-type: none"> <li>• Disaster Recovery</li> <li>• Environmental Considerations</li> <li>• Fault Tolerance and Backup Types</li> <li>• Topology</li> </ul> </td> </tr> <tr> <td> <b>Services</b> <ul style="list-style-type: none"> <li>• DHCP</li> <li>• DNS</li> <li>• E-Mail</li> <li>• VoIP</li> <li>• Web and File Server</li> </ul> </td> <td> <b>System Administration</b> <ul style="list-style-type: none"> <li>• Device Monitoring</li> <li>• Load Balancing</li> <li>• Routine Maintenance</li> <li>• System Logs</li> <li>• User Accounts</li> </ul> </td> <td> <b>System Security</b> <ul style="list-style-type: none"> <li>• Common Threats</li> <li>• Countermeasures</li> <li>• Encryption and Data Security</li> <li>• Firewalls</li> <li>• Physical Security</li> </ul> </td> </tr> <tr> <td> <b>WAN Support</b> <ul style="list-style-type: none"> <li>• Routing and Remote Access</li> <li>• WAN Configuration</li> <li>• WAN Diagnostics</li> </ul> </td> <td> <b>WLAN Support</b> <ul style="list-style-type: none"> <li>• Physical Placement Considerations</li> <li>• Wireless Protocols</li> <li>• Wireless Security</li> <li>• WLAN Configuration</li> <li>• WLAN Diagnostics</li> </ul> </td> <td> <b>Workstation Support</b> <ul style="list-style-type: none"> <li>• Adds, Moves, Changes</li> <li>• Administration Tools</li> <li>• Workstation Diagnostics</li> </ul> </td> </tr> </table>			<b>Hardware/Media</b> <ul style="list-style-type: none"> <li>• Backup Media</li> <li>• Cabling</li> <li>• LAN Hardware</li> <li>• Server Hardware</li> <li>• WAN Hardware</li> <li>• WLAN Hardware</li> </ul>	<b>LAN Support</b> <ul style="list-style-type: none"> <li>• Cabling Faults</li> <li>• LAN Configuration</li> <li>• LAN Diagnostics</li> <li>• Subnets and VLANs</li> </ul>	<b>Network Design</b> <ul style="list-style-type: none"> <li>• Disaster Recovery</li> <li>• Environmental Considerations</li> <li>• Fault Tolerance and Backup Types</li> <li>• Topology</li> </ul>	<b>Services</b> <ul style="list-style-type: none"> <li>• DHCP</li> <li>• DNS</li> <li>• E-Mail</li> <li>• VoIP</li> <li>• Web and File Server</li> </ul>	<b>System Administration</b> <ul style="list-style-type: none"> <li>• Device Monitoring</li> <li>• Load Balancing</li> <li>• Routine Maintenance</li> <li>• System Logs</li> <li>• User Accounts</li> </ul>	<b>System Security</b> <ul style="list-style-type: none"> <li>• Common Threats</li> <li>• Countermeasures</li> <li>• Encryption and Data Security</li> <li>• Firewalls</li> <li>• Physical Security</li> </ul>	<b>WAN Support</b> <ul style="list-style-type: none"> <li>• Routing and Remote Access</li> <li>• WAN Configuration</li> <li>• WAN Diagnostics</li> </ul>	<b>WLAN Support</b> <ul style="list-style-type: none"> <li>• Physical Placement Considerations</li> <li>• Wireless Protocols</li> <li>• Wireless Security</li> <li>• WLAN Configuration</li> <li>• WLAN Diagnostics</li> </ul>	<b>Workstation Support</b> <ul style="list-style-type: none"> <li>• Adds, Moves, Changes</li> <li>• Administration Tools</li> <li>• Workstation Diagnostics</li> </ul>
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Name:	<b>Java 2 Platform Enterprise Edition (J2EE)</b>											
Description:	The Java 2 Platform Enterprise Edition (J2EE) test measures the candidate's knowledge of the J2EE architecture. Designed for Java programmers and architects, this test includes the following topics: J2EE 1.3.1 Architecture, Enterprise Java Beans (EJB 2.0), JDBC 2.0, J2EE Clients, JavaMail 1.2, Java Naming and Directory Interface (JNDI 1.2.1), XML, and Distributed Computing Application Development.											
Test Type:	K Knowledge & Skills											

Adaptive(CAT):	PreVisor's Computer Adaptive Testing (CAT) technology dynamically adjusts the test to the proficiency level of the test taker resulting in shorter test times, increased accuracy and enhanced security. Adaptive tests are powered by PreVisor's PreView TM technology.
Category:	Information Technology
Max # of Questions:	30
Max Time Allowed:	3 Minutes Per Question
Test Length:	Approximate Completion Time: 38 Minutes

**Recruitment Process and Responsibilities**

To ensure consistent best fit for the WVDOT, Dataman will use our twelve-step recruiting framework also referred to as our recruitment productivity process, which makes our process unique. Staffing services is a Dataman core competency executed according to best practices developed through industry analysis and optimization.

**DatamanUSA Recruitment Process and Responsibilities**

Recruitment Process	Responsibility
<b>State's Requisition</b>	
<ul style="list-style-type: none"> <li>Analyzing the WVDOT's staff requisition and write synopsis of the requisition</li> <li>Submitting position description and requirements in our Recruitment Management System (RMS)</li> </ul>	 Sr. Account Manager
<b>Identify Candidates</b>	
<ul style="list-style-type: none"> <li>Assigning to team lead through RMS</li> <li>Check if there is matching skilled consultant available "on bench"</li> <li>Check for matching candidates who have Government experience</li> <li>Identifying existing skill sets and candidates within Dataman RMS database</li> <li>Sharing job profile to all consultants by posting it on our website and sending mailer to approved consultants for referrals</li> <li>Posting job to external job sites (DatamanUSA website, Dice.com, Monster.com, CareerBuilder.com and shared with approved subcontractors)</li> </ul>	 Recruitment Manager
<b>Pre-Screening &amp; Interview (DatamanUSA Level)</b>	
<ul style="list-style-type: none"> <li>Executing a comprehensive pre-screening that confirms motivation, previous experience, salary, skill level, clearance and potential team-fit.</li> <li>Pre-screening includes online test (using Prove-It, Brainbench &amp; internal tools) and general knowledge test.</li> <li>Interview – Conduct detail technical interviews based upon client's requirement. (Most IT skill sets are interviewed by our TR team, and if expert skills are required, these are taken care by our panel of SME's having excellent experience in same domain, which form our Qualified Technical Screen team)</li> <li>Discussing salary requirements and relocation needs with candidates</li> <li>Evaluating attitude and aptitude by discussing team scenarios.</li> <li><u>Technical Skill Evaluation</u></li> <li>Conducting initial assessment of the candidate's technical qualifications.</li> <li>Conducting detailed technical interviews based on job requirement.</li> <li><u>Soft Skills Evaluation</u></li> <li>Evaluating candidate's communication, creativity, thinking, flexibility, change-readiness, problem solving, team building and listening skills.</li> </ul>	 Technical Recruiting Team and SME's
<b>Evaluation (DatamanUSA Level)</b>	

<ul style="list-style-type: none"> <li>Preparing the feedback form to summarize the results of the interview and update RMS with qualified consultants.</li> <li>Relaying interview results</li> <li>Checking references</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment Manager</li> <li>Sr. Account Manager</li> </ul>
<b>Submission to the WVDOT</b>	
<ul style="list-style-type: none"> <li>Confirm we have Right to Represent from the candidate for each position</li> <li>Creating skilled matrix matching required skills with experience of consultants to present consistent skill summary to the WVDOT</li> <li>Submitting resumes with a skill summary and references to the WVDOT.</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment Manager</li> <li>Sr. Account Manager</li> </ul>
<b>City Interview</b>	
<ul style="list-style-type: none"> <li>Discussing interview schedule with hiring manager for pre-qualified consultants</li> <li>Setting up face to face or telephone interview as per client requirement</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment team</li> <li>Sr. Account Manager</li> </ul>
<b>Background Checks (If requested by the client)</b>	
<ul style="list-style-type: none"> <li>Depending upon requirement, conducting criminal, citizenship or legal working status, driving records, drug tests, employment records, license verification and background check for selected candidate</li> </ul>	<ul style="list-style-type: none"> <li>HR Manager</li> </ul>
<b>Offer</b>	
<ul style="list-style-type: none"> <li>Complete all due diligence before extending an offer to successful consultants</li> <li>Extending the offer</li> <li>Share candidate's decision or initial response with hiring managers</li> </ul>	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Sr. Account Manager</li> </ul>
<b>Joining</b>	
<ul style="list-style-type: none"> <li>Informing the joining date of the candidate to the client's manager</li> <li>Conducting e-Verification</li> <li>Confirming candidate joins the project on specified date</li> </ul>	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Program Manager</li> </ul>
<b>Invoicing</b>	
<ul style="list-style-type: none"> <li>Client manager signs timesheets</li> <li>Candidate email signed timesheets to Dataman</li> <li>Accountant submit invoices (as per invoicing terms) and deliver to client. Invoices are supported with approved timesheets and any additional report requested by client.</li> </ul>	<ul style="list-style-type: none"> <li>Accountant</li> </ul>
<b>Payment to Employee / Subcontractor</b>	
<ul style="list-style-type: none"> <li>Dataman runs payroll every fortnight (on 15th and the last day of the month) to pay employees. Salaries are direct deposited in employee's bank accounts.</li> </ul>	<ul style="list-style-type: none"> <li>Accountant</li> </ul>
<b>Ongoing Support and Training</b>	

**DatamanUSA Recruitment Timeline**

Step	Elapsed Time	Activity/Output
<b>Respond to Temporary Personnel requests</b>	1 business day from receipt of requirement	<ul style="list-style-type: none"> <li>Review Bench and on call candidates and reduce the applications to those qualified for the position.</li> <li>Review results and submit resumes to client for review.</li> </ul>
<b>Interview Qualified Applicants</b>	1 to 3 business days from receipt of	<ul style="list-style-type: none"> <li>Design interviewing structure and questions</li> <li>Handle all interviewing and scheduling logistics for all phases of the selection process</li> <li>Clarify applicant information and summarize results</li> </ul>

	requirement	<ul style="list-style-type: none"> <li>Conduct preliminary interviews and summarize results</li> <li>Review, interview qualified applicants, perform reference checks and provide final applicants to the client</li> </ul>
<b>Final Selection</b>	1 to 3 business days from receipt of Requirement	<ul style="list-style-type: none"> <li>Meet to assess final applicants and advise on final interviewing strategy, timing and elements</li> <li>Provide assistance and guidance to client enabling them to conduct final interviews and make the final selection.</li> <li>Documentation for candidate joining</li> </ul>
<b>Follow Up and feedback</b>	3 to 6 business days from receipt of requirement	<ul style="list-style-type: none"> <li>Follow up with client on candidate joining and services provided</li> </ul>

**Recruiting Processes and Elapsed Time (all hours in business hours/days)**

*\*We understand that each customer is unique and timelines can be modified as per the WVDOT's needs and schedule*

**On-Boarding Plan**

Dataman has more than 25 years of experience onboarding temporary employee to our team. Our onboarding process is focused on transparency, simplicity and retention. We strive to make the onboarding to as smooth as possible. We believe that smooth onboarding provides a warm welcome for the new members of the Dataman family.

Dataman has a dedicated Change Management Group which is dedicated to making onboarding as seamless as possible for our clients. Our onboarding team will provide:

- **Oversight** of the transition and onboarding process via onsite engagement with the appropriate groups/individuals.
- **Accountability** in the form of a dedicated Account Manager who will coordinate the efforts of the Change Management Group, and who will serve as the WDOT's primary point of contact over the life of the contract.

**Total Onboarding within one business days (as low as an hour)**

Dataman offers a simple, paperless, **Digital Onboarding** - Our onboarding system enables customization of onboarding templates for client. Customize onboarding templates for quick onboarding for the WVDOT.

- Real time onboarding with digital signature - Make onboarding fast and seamless with inbuilt digital signature application. Track status and stay connected with both candidate and client for a stress-free job close experience.
- Paperless onboarding - 100% Paperless onboarding process ensuring recruiters do not waste time in printing, taking signs, scanning, and faxing/emailing many documents. Reduces carbon print and saves precious productive hours.

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

**1.b.i. Dataman's Performance History**

DatamanUSA (Dataman®) fully complies with this requirement. Over the past five (5) years, Dataman has successfully provided staffing services for well over six (6) qualified IT professionals across multiple classifications outlined in this

West Virginia Department of Transportation  
IT Temporary Staffing Services (CRFQ DOT2600000079)

Offeror: DatamanUSA LLC

solicitation, including but not limited to Mainframe Application Analysts, Database Administrators (Oracle, DB2, SQL Server), Programmer Analysts, and GIS-related roles.

Refer to the following references:

**Reference 1 – Regional Transportation District (RTD) – Denver**

Category	Details
Company / Institution	Regional Transportation District (RTD), Denver
Period of Performance	2021 – Present
Job Classification	Senior Mainframe Application Analyst, Mainframe Application Analyst, Senior Application Oracle Database Administrator, Application Oracle Database Administrator, Senior Application DB2 Database Administrator, Application DB2 Database Administrator
Contact Person	Avinash Choudhary
Phone	901-621-8029
Email	avi_choudhary@yahoo.com

**Reference 2 – Cloud Consulting Services Inc.**

Category	Details
Company / Institution	Cloud Consulting Services Inc.
Period of Performance	2022 – Present
Job classification	PC Programmer Analyst, Senior PC Programmer Analyst, Application SQL Server Database Administrator, Senior Application SQL Server Database Administrator
Contact Person	Ravi Singh
Phone	720-443-1062
Email	contact@cloudconsultingservicesinc.com

**Reference 3 – Software People Inc.**

Category	Details
Company / Institution	Software People Inc.
Period of Performance	2021 – Present
Job classification	GIS Database Administrator, Senior GIS Database Administrator, GIS Architect, GIS Application Developer, Senior GIS Application Developer
Contact Person	Sandeep Jain
Phone	631-863-0299/ 631-605-9215
Email	sandeep.jain@softwarepeopleinc.com

**1.b.ii. Category Specific Past Performance**


Category	Relevant Case Study #	Clients	Scope
IT Temporary Staffing / Staff Augmentation	CS 4, CS 5, CS 7, CS 14, CS 36	CTA, State of Texas, State of Washington, City of LA	Large-scale IT staffing, rapid deployment
Mainframe & Legacy Systems	CS 12, CS 24	NM Corrections, Clemson	Mainframe modernization, legacy support
Database Administration	CS 10, CS 25, CS 8	TX Comptroller, Montclair, TX DHS	Oracle, SQL Server, DB2 support
Application Development	CS 15, CS 22, CS 37	WA State Parks, SC Education, Aurora	Full-stack & enterprise apps
GIS Systems	CS 3, CS 37	RTD Denver, Aurora	GIS development & architecture

<b>Infrastructure &amp; Systems</b>	CS 8, CS 38, CS 16	TX DHS, COANG, Air Force Base	Network, VDI, system support
<b>Help Desk / End User Support</b>	CS 1, CS 29, CS 16	Houston Metro, BCPS, Air Force	Tier 1 & Tier 2 support
<b>Project Management &amp; Consulting</b>	CS 2, CS 26, CS 14	Denver Airport, UMass, WA State	PMO, governance
<b>Cybersecurity &amp; Compliance</b>	CS 6, CS 17	SC DOR, SC EPO	Security operations, compliance
<b>ERP / Enterprise Systems</b>	CS 3, CS 10, CS 12	RTD, TX Comptroller, NMCD	ERP, CRM, modernization


**1.b.iii. Relevant Case Studies**

**Transit Industry Case Studies**

**Case Study 1 - Houston Metro - IT Support Setup**

Client: Houston Metro	
<p><b>Description: IT Operations Support for METRO</b></p> <p>Dataman’s operations team supported over 1,500 users across seven remote locations, delivering high-quality IT maintenance, imaging, and break-fix services with exceptional customer service.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Deployed Dell/HP desktop/laptop images using Altiris, MDT 2007/2010, WAIK 2.0, and WINPE 3.0, testing Windows 7 image extraction and mass deployment.</li> <li>• Maintained HP Konica Minolta printers, copiers, and scanners.</li> <li>• Provided sole support for diagnostic laptops critical to METRO’s bus fleet, resolving Cummins Diesel and EDP software issues at seven remote sites.</li> <li>• Resolved OS image, connectivity, application conflicts, Active Directory login, and Outlook .dll issues.</li> <li>• Achieved high closure rates via BMC Service Desk, authored KB articles, and supported Mac users.</li> </ul> <p><b>Outcomes:</b> Dataman ensured reliable IT operations, high customer satisfaction, and efficient issue resolution, supporting critical systems and contributing valuable documentation to BMC Service Desk.</p>	

**Case Study 2 - Denver International Airport - IT Consulting and Staffing Services**

Client: Denver International Airport	
<p>Denver International Airport (DEN), the 5th busiest U.S. airport and 10th globally, generates over \$550 million annually as a key Rocky Mountain Region hub. Dataman has provided IT services and staffing for over eight years, supporting diverse technology needs.</p> <p><b>Key Engagements</b></p> <ul style="list-style-type: none"> <li>• <b>Technical Staffing:</b> Provided expertise in SharePoint development, programming, help desk, asset management, project management, and training.</li> <li>• <b>Casual Data Analytics (Phase 1 Completed):</b> Analyzed TSA wait times’ impact on concession revenue, integrating operational and third-party data for a decision-support model. Phase 2 for concourses A and B began in July 2018.</li> <li>• <b>Remote Managed Services:</b> Delivered 24/7 WebLogic infrastructure support, managing over two dozen instances (J2EE, OSB, SOA suite) with Oracle-certified engineers, ensuring mission-critical application performance.</li> <li>• <b>Passenger Information Systems Maintenance:</b> Supported FIDS and CUSE systems, handling BIOS updates, troubleshooting, and on-call IT support for Windows and macOS.</li> <li>• <b>Asset Management:</b> Managed software acquisition, compliance, lifecycle planning, and reporting to optimize license usage.</li> </ul>	

- **Technical Writing:** Developed SOPs, email tagging protocols, and policy documents, including MFA and iSafe security communications.

**Outcomes**

Dataman’s solutions enhanced DEN’s operational efficiency, supported critical systems, and delivered actionable insights for seamless passenger experiences and robust infrastructure management.

**Case Study 3- RTD-Denver- Overall Contract History**

**Client: Regional Transportation District (RTD), Denver**

**Description: DatamanUSA Overall History with RTD**



DatamanUSA has partnered with the **Regional Transportation District (RTD) of Denver** for over a decade, delivering high-value enterprise IT solutions and staff augmentation services. RTD, a complex public organization serving nearly 3 million residents across 2,340 square miles, required sophisticated technical and functional expertise to support its modernization and digital transformation initiatives.

DatamanUSA has successfully completed **30+ staff augmentation engagements** and multiple fixed-price IT consulting projects for RTD, demonstrating our ability to respond with agility, scale, and domain expertise.

**Highlights of Relevant Services:**

- **Enterprise Resource Planning (ERP):**  
Awarded a **\$10M sole-source ERP Work Order Contract** (potentially up to \$15M), Dataman supports RTD’s implementations of **Oracle Cloud, Workday, and Oracle Planning & Budgeting.**
- **Business Analysis & Transformation:**  
Provided business analysis and requirements gathering for Workday, supporting process optimization and functional alignment with institutional objectives.
- **Application & Platform Development:**
  - Migrated Crystal Reports to a modern **Business Intelligence** platform
  - Developed the **Real-Time Passenger Information (RTPI)** solution using **Ember.js**
  - Delivered .NET-based application architecture for legacy system modernization
  - Built and supported **Oracle SOA** integrations and **GIS** solutions
- **Infrastructure & Systems Support:**
  - Led a **VMware rollout** to enhance virtualization capabilities
  - Delivered strategic support for **SharePoint roadmap planning**
  - Enhanced user experience through targeted **UX/UI redesigns**
- **Governance and Compliance:**
  - Developed **IT governance policies** to strengthen oversight and system accountability

This long-standing engagement illustrates DatamanUSA’s capability to manage complex IT environments, support enterprise platforms, and deliver scalable consulting and staffing services that align with higher education priorities such as system modernization, data governance, and performance improvement.

**Case Study 4 – Chicago Transit Authority- Temporary Staffing Services**

**Client: Chicago Transit Authority**

**Description: Temporary Staffing Services**

DatamanUSA supported CTA’s Information Technology Department by providing skilled technical professionals for both long-term and project-based needs. Key roles included Systems Engineers, IT Project Managers, Oracle DBAs, Desktop Support Technicians, and Application Developers.



**Solution Highlights:**

- Rapid placement within 5–7 business days
- 30+ IT professionals deployed
- 95%+ retention rate
- Support for enterprise modernization and infrastructure upgrades
- 100% compliance with public sector hiring standards

**Result:**

DatamanUSA became a trusted staffing partner for CTA, known for delivering pre-vetted, qualified talent with deep experience in transit IT environments.

**State Government Case Studies**

**Case Study 5 - State of Texas - Overall Contract History**

**Client: State of Texas**

DatamanUSA has a long-standing history of delivering **temporary staffing services to government organizations across Texas**. Our engagements span multiple contracts with the **Texas Department of Information Resources (DIR)** and the **Texas Comptroller's Office**, supporting both administrative and technical roles across the public sector.

We have delivered high-performing professionals to a wide range of **state and local clients**, including:

- **Texas Department of Transportation**
- **Texas Department of Human Services**
- **Texas Education Association**
- **Houston Metro**
- **City of San Marcos**
- **Williamson County**
- **Lower Colorado River Authority**, and others

**Sample Roles Provided:**

- **Administrative & Operations:** Administrative Assistants, Legal Assistants, Customer Service Representatives
- **Technical & Analytical:** Management Systems Analysts, Technicians
- **Financial & Compliance:** Accountants, Human Services Specialists

A notable example includes Dataman's successful provision of **25 customer service representatives** for a time-sensitive engagement with the **Texas Comptroller's Office** — demonstrating our ability to **rapidly scale resources** to meet urgent and large-volume staffing needs.

This case highlights our ability to deliver **flexible, compliant, and responsive staffing support** to public institutions — capabilities directly aligned with West Virginia University's goals for IT staff augmentation under this RFP.

**Case study 6 - Assist in directing remediation to cyber-attacks - South Carolina Department of Revenue**

**Client: South Carolina Department of Revenue**

DatamanUSA is currently engaged with the **South Carolina Department of Revenue (SC DOR)** to provide advanced cybersecurity consulting and operational support. Our role focuses on **detecting, preventing, and responding to cyber threats** across SC DOR's enterprise systems and infrastructure.

Our team actively supports the agency's Security Operations Center (SOC), helping to:

- Investigate suspicious and malicious activities across enterprise networks
- Proactively identify threat actors targeting the infrastructure

- Lead knowledge transfer and training initiatives for internal cybersecurity staff

**Key Activities Delivered:**

- Development and oversight of **Use Cases, SOPs, and incident response Playbooks/Runbooks**
- **Network vulnerability assessments** and compliance scanning, with interpretation and remediation planning
- **Risk evaluation and prioritization**, advising system owners on severity and urgency
- Coordination with stakeholders for **corrective action planning** and compliance alignment

This engagement highlights DatamanUSA's expertise in delivering **technical and governance-oriented cybersecurity consulting services** — a capability directly aligned with WVU's requirements for privacy, compliance, and enterprise risk management support.

**Case Study 7 - State of Texas Department of Information Resources- IT Staffing**

**Client: State of Texas Department of Information Resources**

DatamanUSA has been a long-term IT services partner to the State of Texas Department of Information Resources (DIR), through repeated awards under both the ITSAC (IT Staffing) and DBITS (Deliverables-Based IT Services) statewide contracts. These contracts support the executive, legislative, and judicial branches of Texas government, as well as local jurisdictions and education institutions.

Through these vehicles, Dataman has successfully provided staffing and consulting services to multiple government entities, including:

- Texas Department of Transportation
- Texas Education Association
- Texas Office of the Attorney General
- Texas Department of Human Services
- Texas Comptroller
- City of San Marcos
- Texas Secretary of State
- Texas Credit Union Department
- Williamson County

**Services Provided:**

- Project & Program Management
- IT Security and Risk Services
- Network and Systems Architecture
- SharePoint Development & IT Roadmap Planning
- Technical Training & Knowledge Transfer
- Database Administration and Custom Programming

This engagement illustrates DatamanUSA's deep expertise in both project-based IT services and flexible staffing delivery, positioning us strongly to meet WVU's needs under both consulting and augmentation scopes.

**Case Study 8 - Texas Department of Human Services - IT Infrastructure Services**

**Client: Texas Department of Human Services**

**Description: IT Infrastructure Services**

Over a five-year period, DatamanUSA successfully led and delivered multiple IT infrastructure modernization projects for the **Texas Department of Human Services (TXDHS)**. A key engagement involved the **Local Area Network (LAN) Modernization** at 12



State Supported Living Centers (SSLCs) across the state, with a focus on improved reliability, scalability, and security of IT infrastructure.

**Key Services Delivered:**

- **LAN Modernization & Infrastructure Upgrade** across 12 locations including fiber enhancements
- Internal network **assessment and strategic recommendations**
- **Security hardware design, planning**, and initial implementation support for the Information Security Office
- **VDI (Virtual Desktop Infrastructure)** consulting for scalable remote access solutions
- Implementation of **video conferencing systems** across multiple facilities
- Evaluation of **EHR/ELR** solutions and RFP response assessments
- Research, design, and deployment of **Network Access Control (NAC)** technologies

**Resources Provided:**

Project Managers, Network Engineers, System Administrators, Infrastructure Architects, Technical Writers, QA Specialists, Senior Database Architects, and IT Support Specialists

This case highlights DatamanUSA's ability to lead **end-to-end enterprise infrastructure projects**, from assessment and architecture through implementation and support — aligning directly with WVU's scope for infrastructure consulting and delivery.

**Case Study 9 - Texas Credit Union Department - SharePoint Portal Solution**

**Client: Texas Credit Union Department**

DatamanUSA partnered with the Texas Credit Union Department, which oversees more than 170 state-chartered credit unions managing over \$26.5 billion in assets, to modernize its document and records management infrastructure.

We delivered a SharePoint 2013 portal and records management solution, implementing a comprehensive transition from paper-based records to an automated electronic records framework using SharePoint Online.

**Key Outcomes:**

- Streamlined processes for complaints, examinations, bylaws, and mergers
- Developed and implemented an automated retention and disposition system
- Standardized the agency's taxonomy and document governance
- Institutionalized a document lifecycle management framework
- Enhanced staff efficiency and compliance through user training and system onboarding

**Resources Provided:**

SharePoint Developers, SharePoint Architects, Functional Architects, Project Managers, QA Specialists, Project Coordinators, and Instructors

This engagement showcases DatamanUSA's capability to design and implement enterprise-level collaboration platforms with strong governance and lifecycle management — directly aligning with WVU's needs for enterprise application consulting and infrastructure modernization.

**Case Study 10 - Texas Comptroller of Public Accounts - NetSuite technical solutions**

**Client: Texas Comptroller of Public Accounts**

**Description: NetSuite technical solutions**

DatamanUSA is currently engaged with the **Texas Comptroller of Public Accounts (TXCPA)** to design, develop, and implement technical solutions within the **NetSuite ERP environment**. Our role focuses not only on advanced platform customization but also on **mentorship and knowledge transfer** to the agency's in-house development staff.



**Key Initiatives:**

- Designing and developing a **search interface** against NetSuite APIs to retrieve and manage custom records
- Implementing **custom user roles** within the customer center to manage tiered access controls
- Developing **SuiteCommerce Advanced pages** to display filtered record data and provide **editable web interfaces** for end users

**Added Value:**

- Delivering **comprehensive technical documentation** and step-by-step development guides
- Mentoring junior NetSuite developers through hands-on instruction and collaborative development practices
- Supporting internal capacity-building and knowledge retention for sustainable platform growth

This engagement demonstrates DatamanUSA's capabilities in **ERP customization, cloud application development, and functional consulting** — aligning directly with WVU's objectives for modern enterprise system integration and internal skills enablement.

**Case Study 11 - Texas Comptroller of Public Accounts - Port of the obsolete Act! CRM system**

**Client: Texas Comptroller of Public Accounts**

DatamanUSA is currently leading the migration of the Texas Credit Union Department's (TXCUD) legacy CRM and reporting database from the obsolete Act! system to a modern, integrated platform that aligns with its current SharePoint infrastructure.

**Key Project Highlights:**

- End-to-end CRM modernization, transitioning processes, forms, and reports to a scalable, relational SharePoint-based repository
- Creation of process-specific lists and relationship mapping to individual credit unions
- Development of user-specific views and reports to support visibility across multiple workflows
- Delivery of stakeholder-based training and documentation

**Deliverables Included:**

- System assessment through interviews with SMEs and submission of findings with visual representations
- Evaluation of proposed solutions and development of a detailed implementation roadmap
- Configuration, testing, and validation of the system
- Development of comprehensive training programs and technical documentation

This engagement showcases DatamanUSA's ability to modernize and align enterprise platforms with operational goals — directly supporting WVU's needs for modern infrastructure integration, business process optimization, and user enablement.

**Case Study 12 - New Mexico Correction Department - Reengineering of the Offender Management System**

**Client: New Mexico Correction Department**

DatamanUSA served as the **prime vendor** for the multi-phased, fixed-price implementation of the **Criminal Information and Management System** for the **New Mexico Corrections Department (NMCD)**. The engagement

involved deploying a **GOTS (Government Off-The-Shelf) product** from the National Offender Management System (NCOMS), alongside development and support for legacy and new applications.

**Key Responsibilities:**

- Full-cycle implementation of the GOTS-based **Offender Management System**
- Development and integration of **new application modules** and enhancements
- Maintenance and support for **existing legacy systems**
- Delivery of **enterprise architecture**, programming, and technical/database support
- Adherence to **CMMI Level 3-compliant SDLC and project governance practices**

**Project Management & Deliverables:**

- Dataman managed the entire engagement lifecycle, including:
  - Creation of project management plans, risk logs, and weekly/monthly reporting
  - Regular stakeholder meetings and on-time milestone delivery
- Scope was broken into well-defined phases and tasks with clearly assigned responsibilities
- Delivered **three project phases within the original budget**, whereas competing vendors had only estimated for one

This case illustrates DatamanUSA's capacity to manage and deliver **complex enterprise application implementations** for government clients, applying industry-standard methodologies to ensure successful outcomes within time and budget constraints — a direct match for WVU's functional and technical consulting needs.

**Case Study 13 - New Mexico Human Services Department**

**Client: New Mexico Human Services Department**

DatamanUSA served as the prime vendor for the multi-phased, fixed-price implementation of the Criminal Information and Management System for the New Mexico Corrections Department (NMCD). The engagement involved deploying a GOTS (Government Off-The-Shelf) product from the National Offender Management System (NCOMS), alongside development and support for legacy and new applications.

**Key Responsibilities:**

- Full-cycle implementation of the GOTS-based Offender Management System
- Development and integration of new application modules and enhancements
- Maintenance and support for existing legacy systems
- Delivery of enterprise architecture, programming, and technical/database support
- Adherence to CMMI Level 3-compliant SDLC and project governance practices

**Project Management & Deliverables:**

- Dataman managed the entire engagement lifecycle, including:
  - Creation of project management plans, risk logs, and weekly/monthly reporting
  - Regular stakeholder meetings and on-time milestone delivery
- Scope was broken into well-defined phases and tasks with clearly assigned responsibilities
- Delivered three project phases within the original budget, whereas competing vendors had only estimated for one

This case illustrates DatamanUSA's capacity to manage and deliver complex enterprise application implementations for government clients, applying industry-standard methodologies to ensure successful outcomes within time and budget constraints — a direct match for WVU's functional and technical consulting needs.

**Case Study 14 - State of Washington – Overall Contract History**

**Client: State of Washington**

DatamanUSA was awarded the IT Services and Staffing Contract for the State of Washington in 2015. Since then, we have placed over 20 technical professionals and successfully delivered multiple fixed-price IT projects. Our services span a wide range of state agencies, including:

- Washington State Patrol
- Administrative Office of the Courts
- Department of Labor and Industry
- Department of Transportation
- Department of Enterprise Services
- Department of Licensing

**Key Services Provided:**

- Rapid deployment of highly qualified IT personnel across multiple agencies
- Support for application development, infrastructure administration, project management, and quality assurance
- Execution of deliverable-based services for specialized agency needs, such as the Washington State Patrol

**Sample Technical Positions Staffed:**

- .NET Architect, J2EE Programmer, Mobile Specialist
- Project Manager, Program Manager, Project Coordinator
- Functional Architect, QA Specialist, Tester
- Network Administrator, System Administrator

This engagement demonstrates DatamanUSA's ability to scale IT staffing efforts, manage cross-agency service delivery, and support both short-term and long-term engagements — directly reflecting WVU's need for adaptable and experienced functional/technical support partners.

**Case Study 15 - Washington State Parks - SECTOR Tribal / Municipal Law Table Update Project**

**Client: Washington State Parks**

DatamanUSA supported the **Washington State Patrol** by developing and implementing an advanced system to aid marine law enforcement officers in documenting vessel-related infractions and inspections across Washington State's waterways. This initiative supported the **Washington State Parks and Recreation Commission's** goal of increasing field officer efficiency in enforcing boating safety laws.

**Project Scope:**

- Designed and delivered new modules within the SECTOR platform to support **marine law enforcement workflows**
- **Automated the vessel inspection process**, reducing manual input and increasing field efficiency
- Ensured seamless integration with existing enforcement data systems

**Technical Environment:**

- **Technologies Used:** ASP.NET MVC 5, HTML5, CSS3, JavaScript, Razor, JSON, WCF Services, C#, SQL Server
- **Frameworks/Tools:** Entity Framework, Team Foundation Server
- **Architecture:** Layered application design with object-oriented programming (OOP) principles

This project illustrates DatamanUSA's ability to **modernize public safety systems** through enterprise-grade application design and development — a directly applicable competency for WVU's IT modernization and consulting needs.

### Case Study 16 - Warren Air Force Base - Help Desk and Technical Support

#### Client: Warren Air Force Base

DatamanUSA is currently providing comprehensive on-site IT help desk and administrative support services for the 90th Medical Group, delivering critical Tier 1 and Tier 2 support across a wide user base.

#### Scope of Responsibilities:

- Serve as the central point of contact for internal support requests via phone, email, and walk-ins
- Troubleshoot and resolve issues related to:
  - Microsoft Windows (XP, Vista, 7) and Microsoft Office Suite
  - LAN infrastructure and PC hardware
  - Peripheral devices, accessories, and healthcare system tools (e.g., CHCS/AHLTA, MIPACS)
- Record and track all service tickets using the Remedy system
- Collaborate with cross-functional teams — both civilian and military — to ensure timely resolution of issues

#### Impact:

- Streamlined issue resolution across a range of platforms and applications
- Enhanced end-user productivity by minimizing system downtime
- Supported a complex and high-demand IT environment through skilled technical staff

This engagement demonstrates DatamanUSA's ability to provide responsive, well-integrated technical staffing for client-facing IT environments — a critical requirement under WVU's staff augmentation services scope.

### Case Study 17 - South Carolina Enterprise Privacy Office (EPO) – IT Security Analysis

#### Client: South Carolina Enterprise Privacy Office (EPO)

DatamanUSA supported the **Enterprise Privacy Office (EPO)** of the State of South Carolina in advancing its statewide **Information Privacy Compliance Strategy**. The engagement focused on establishing a standardized approach to privacy and data security across all state agencies.

#### Key Responsibilities:

- Provided **strategic and analytical support** to the Chief and Deputy Privacy Officers
- Helped design and implement **privacy compliance processes**, including audit and monitoring frameworks
- Developed enterprise-wide training, procedures, and **privacy awareness programs**
- Created critical documentation, including **presentations, fact sheets, and information governance materials**
- Reviewed legal agreements such as **Business Associate Agreements (BAAs)**, confidentiality agreements, and service contracts
- Served as a liaison between the EPO and agency privacy liaisons to ensure **statewide alignment** of data governance practices

#### Value Delivered:

- Strengthened the state's **privacy posture and compliance** with evolving regulations
- Improved **stakeholder coordination and policy consistency** across agencies
- Enhanced employee awareness of data privacy through structured training and outreach

This engagement highlights DatamanUSA's depth in **regulatory consulting, enterprise data governance, and strategic IT advisory** — a core requirement of WVU's consulting service needs.

### Case Study 18 – State of Vermont – Overall Contract History

#### Client: State of Vermont

DatamanUSA is currently delivering temporary staffing and technical consulting services to multiple departments within the State of Vermont, under our NASPO Temporary Services Contract. This engagement includes both functional and technical resource support, directly aligning with West Virginia University's service expectations.

Key Clients and Services:

- Vermont Department of Health
  - Administrative professionals and data entry specialists supporting public health initiatives
- Vermont Health Access
  - Temporary staffing for high-volume data processing and administrative operations
- Vermont Department of Labor
  - Quality Assurance and Project Management support for the State's Unemployment Insurance System modernization

Roles Provided:

- IT Project Managers
- Quality Assurance Analysts
- Administrative Assistants and Specialists
- Data Entry Professionals
- Accountants and Financial Analysts

Value Delivered:

- Ensured rapid deployment of skilled resources for mission-critical operations
- Supported enterprise-level systems with project oversight and QA consulting
- Enabled seamless continuity of services through scalable staffing and flexible engagement models

This case study reflects DatamanUSA's ability to serve statewide government institutions through a combination of enterprise consulting and staff augmentation, precisely as outlined in WVU's RFP.

### Case Study 19 – Oklahoma Veterans Home – Temporary Staffing

#### Client – Oklahoma Veterans Home

**Description:** Dataman, under a Temporary Employment Services Contract with Oklahoma Management and Enterprise Services (OMES), provided temporary staffing to seven ODVA Veteran Homes (e.g., Claremore, Sulphur, Lawton, Norman).

ODVA required rapid deployment of medical and dietary staff, including LPNs, RNs, CMAs, and Certified Nursing Assistants, to support veteran care facilities. Challenges included stringent state compliance (background checks, drug testing), quick onboarding within 5 days, and scalability for peak demands.

### Case Study 20 – Oklahoma State Department of Education – Open Records Coordinator

#### Client – Oklahoma State Department of Education

**Description:** Provided temporary Open Records Coordinators to manage public records requests.

Coordinators handled intake, documentation, redaction, and compliance with the Open Records Act, requiring expertise in case management, legal exemptions, and professional demeanor. Challenges included rapid placement and adherence to strict privacy regulations.

### Case Study 21 – Oklahoma State University – Program Reporting Specialist

#### Client – Oklahoma State University

**Description:** Provided temporary Program Reporting Specialists under OMES contract.  
**Scope:** Specialists produced reports for university programs, requiring data analysis skills and compliance with academic standards. Rapid placement and scalability were key.

**Case Study 22 - South Carolina Department of Education - Design and Development**

**Client:** South Carolina Department of Education

**Description: Design and Development using ColdFusion**

Dataman's resource Ashar Mitchell was responsible for analysis, design, code, unit test, and documentation of specific application components in support of SCDE's currently developed applications and new projects as assigned by project manager. Programmer will produce pieces of or all of the solution architecture documentation package and participate in the build, release, and deployment of scripts. Install/deploy code or stage code for deployment.



**Technology used:** ColdFusion 9 and SQL Server.

**Case Study 23 - Medical University of South Carolina - System Software/Infrastructure Support**

**Client:** Medical University of South Carolina

**Description: System Software/Infrastructure Support**

Dataman's resource Thomas Mobley was responsible for the analysis, development, modification, installation, testing and maintenance of operating systems software. Possesses a strong understanding of systems programming, graphical user interfaces and control languages. Evaluates vendor supplied software packages and makes recommendations to IT management. Modifies and/or debugs vendor-supplied utilities and packages. Modifies, installs and prepares technical documentation for system software applications. Diagnoses, isolates and de-bugs software problems and performs problem resolution. Monitors systems capacity and performance, plans and executes disaster recovery procedures and provides Tier 2 technical support.



**Case Study 24 - Clemson University - Quality Assurance Services**

**Client:** Clemson University

**Description: Quality Assurance Services**

Dataman's resource Neelam Vaidya collaborated with 5010 Project Team to test coding changes, including creation of test scenarios, running of tests, analysis of test results, resolution of differences in actual and expected test results, working with SCDHHS to support User Acceptance testing, and coordination of testing with external Healthcare Providers and Trading Partners. Communicated effectively in both written and spoken communication and work collaboratively with Clemson staff and other 5010 contracted staff.



**Description: ICD-9 Project**

The project includes making federally mandated HIPAA 5010 changes for EDI Healthcare transactions for the Medicaid system of South Carolina. Harris Marty performed software coding changes to existing EDI healthcare transactions and tested with external healthcare providers and trading partners.

**Description: SharePoint MITS Services**

Clemson University's Medicaid Information Technology Services (MITS) team develops and operates systems on behalf of the State's Department of Health and Human Services (SCDHHS). In its on-going efforts to improve project management, improve efficiency, and drive down the total cost of project delivery the MITS and DHHS teams are working to improve their use of SharePoint as a project management tool. This effort is a part of two major project's the MITS and SCDHHS teams are undertaking to replace existing systems

**Description: Medicaid IT Services**

The Member Management project team is a combination of Clemson Information Technology professionals and experienced consultants, and we are seeking individuals who are highly productive, very flexible, and can work effectively in an environment where ambiguity is common. Lalthia was responsible for system analysis, high-level architecture and design, modern software development, unit and systems testing, implementation, and maintenance of complex web systems and service-oriented development. Lalitha worked one of the State's most complex information technology projects as Clemson migrates the State's existing mainframe Medicaid Systems to modern technology environments and platforms.

**Case Study 25 - Montclair State University - Oracle DBA and Ellucian Banner Administration Services**

**Client: Montclair State University**

**Description: Oracle DBA and Ellucian Banner Administration Services**

Dataman is providing Oracle DBA and Banner administration services to Montclair State University. The duty includes overall database management, including database shutdown, startup, bug fixing, upgrade, patch, and security, user, performance and storage management, and support for Ellucian Banner Student applications and modules, including upgrades and patches.



**Case Study 26 - University of Massachusetts**

**Client: University of Massachusetts**

**Description:** Dataman provided project management and business analyst services to the University of Massachusetts over the past 18 months, with responsibilities including:

- Management of the day today project management activities providing oversight.
- Coordinating administrative aspects of projects including: contract reviews, contracting, scheduling, month-end processing, project accounting, and project related reporting and cash management.
- Recommending services or products, based on client's needs, while managing client expectations.
- Understanding and communicating goals and critical success factors for the project.
- Planning and coordinating all aspects of technical projects from initiation through delivery.



**Local Government Case Studies**

**Case Study 27 - Jefferson County School District - Business Analyst**

**Client: Jefferson County School District**

**Description: Business Analyst**

Dataman provided a business analyst who worked in partnership with clients and Instructional Data Reporting personnel and identified, documented and provided gap analysis for systems to track student needs information. The project supported the District's work in creating a Classroom Dashboard that will be a powerful tool for teachers and administrators to monitor



student progress and adjust instruction. In order to implement the Classroom Dashboard, data and business analysis was needed to pull together information on various plan and student need data.

### Case Study 28 - Douglas County School District- Information Technology Staff Augmentation

Client: Douglas County School District

#### Description: Information Technology Staff Augmentation

Dataman has been awarded staff augmentation and project-based consulting services to DCSD staff for use with its current or new IT platforms, software systems, operating systems, database administration, enterprise financial system, e-mail communication system, communication systems, telecom systems and other systems. The services included but not limited to:

**Administration-** Call Center Support, Technology Support, Repair Technician, Deployment Tech - Non-Technical, Help Desk Support Technician, Device Collection/Delivery Services Technical Support, Project Manager, Consulting Trainer, Scheduler

**Quality Assurance (QA) & Testing-** QA/Testing Manager, QA Associate/Analyst

**Application Development-** Manager, Project Manager, Systems Analyst, Applications Architect, Business Systems Analyst, CRM Business Analyst, CRM Technical Developer

**Developer/Programmer Analyst-** ERP Business Analyst, ERP Technical Developer, Lead Applications Developer, Mobile Applications Developer, Technical Writer, Analyst. Applications Systems IV, Analyst. Oracle Database, Analyst. Database IV, Programmer. Software, Specialist IV Quality Assurance,

Analyst Business Systems

**Internet & E-Commerce-** Senior Web Developer, Web Administrator, Web Designer, Electronic Data Interchange (EDI) Specialist, E-Commerce Analyst

**Networking/Telecommunications-** Network Architect, Network Manager, Wireless Network Engineer, Network Management Engineer, Network Administrator, Telecommunications Manager, Operations Manager, Telecom Billing Consultant, Audio/Visual Engineer, Computer Operator

**Security-** Data Security Analyst, Systems Security Administrator, Network Security Administrator, Information Systems Security Manager

**Data/Database Administration-** Database Manager, Database Developer, Data Analyst/Report Writer, Data Architect, Data Modeler, Data Warehouse Manager, Business Intelligence Analyst, Portal Administrator

**System-** Systems Engineer, Systems Specialist, Solutions Architect, Chrome Systems Manager

### Case Study 29 - Baltimore County Public Schools - Technology Support Services

Client: BALTIMORE COUNTY PUBLIC SCHOOLS

#### Description: Technology Support Services

Dataman assisted with resolving technology related issues at any BCPS school or



office. The

#### HELP DESK SUPPORT TECHNICIAN

- Installs and configures applications and other supported software packages
- Performs basic troubleshooting and triage of computers via remote computer access and phone
- Resolves routine issues and problems related to hardware and software Creates tickets for all problems called into the Technology Helpdesk
- Quickly escalates issues and problems that are not resolvable as necessary Assists clients with resolving device related issues via telephone support

- Helps determine technical needs of supported systems Participates as team member on projects
- Records activities in the service desk software system
- Updates/Creates internal supported system documentation

**HELP DESK TEAM LEADER**

- Supervising and providing feedback to helpdesk technicians Supervising the daily operations of the call center
- Serve as "2nd Level" support for Help Desk technicians
- Provide metrics reporting to Technology Support Manager Maintaining documentation for processes and procedures
- Communicate with all levels of customers verbally and in writing Troubleshooting computers, peripheral equipment and software
- Assist help desk technicians as needed with organizing and prioritizing tasks Communicate technical issues, risks, and approaches

**Case Study 30 - Charleston County School District - Client Technologies Support**

**Client: Charleston County School District**

**Description: Client Technologies Support**

Dataman's resource Sean Korleski was responsible for planning, preparation of assignment that includes but not limited to installing technology device asset tagging devices, inputting inventory information, verifying device functionality, configuring devices for deployment, answering technical questions presented by end user, documenting all relevant information for project archives.



**Description: Desktop/Infrastructure Rollout**

Dataman's resource George McFadden is responsible to rollout computers to multiple cost centers. Ensure project documentation is top quality and computers installed per district guidelines.

**Case Study 31 - Tarrant County College District - Information Technology Consulting & Staffing Partners**

**Client: Tarrant County College District**

**Description: Information Technology Consulting & Staffing Partners**

Dataman has been awarded with Information Technology Consulting & Staffing Partners with the aim of enhancing the emerging technology for the school's ability to attract, engage, and educate students as well as enabling more effective instruction by faculty and making staff more efficient in their day-to-day duties. The services include providing a variety of IT staffing, digital technology and transformation services that will aid IT in planning, implementing, configuring and supporting the school's technology projects and initiatives.



**Categories of IT staff include:**

Technical Support: Desktop Technician, Call Center Support, Deployment Tech, Device Collection/Delivery Services Technical Support, Repair Technician

Project Management: Application Architect, Business Analyst, ERP Business Analyst, Data Analyst, Cloud Architect, Data Architect (Structured, NoSQL, Unstructured), Enterprise Architect, Enterprise Content Management (ECM) Architect, Enterprise Resource Planning (ERP) Architect, Report Writer (currently Orbit), Graphic Artist, Security Architect, User Experience Designer, ITIL Practitioner (currently ITIL v4), Technical Writer

IT Staffing: Systems Administrator (currently Windows, AIX, and Linux), Security Analyst, Azure DevOps Developer, AWS Developer, Database Developer (currently SQL Server, Oracle), ECM Developer (currently LaserFiche), ERP Developer (currently Ellucian Colleague), IT Service Management Platform Developer (currently Cherwell), Mobile

Platform Developer, NoSQL Developer, Web Application Developer, Audio/Video Engineers, Cisco Engineers, Network Engineer, Quality Assurance Engineer, SunGard Engineer, System Engineer, Telecom Engineer, Knowledge Management Engineers, Augmented/Virtual Reality Integrator, Database Administrator (currently SQL Server, Oracle)

Digital Transformation Planning – Research and analysis of creation of strategic guidance for enabling TCCD to achieve their project goals and Initiatives through digital technology platforms and solutions.

Data and Analytics Decision System – Design and development of data-driven systems to enable TCCD stakeholders to make informed decisions and gain visibility into the student lifecycle analytics.

### Case Study 32 – San Jacinto Community College District – IT and Administrative Staffing

**Client – San Jacinto Community College District**

**Description:** Provided IT Asset Coordinators, Public Buyers, and Senior ITS Budget Analysts.

**Scope:** Required staff with federal procurement and IT experience, with rapid deployment and scalability.

### Case Study 33 – Sacramento Municipal Utility District – Clerical Staffing

**Client Sacramento Municipal Utility District – Clerical Staffing**

**Description:** Supplied **Administrative Assistants, Customer Service Representatives, and Data Entry Operators.**

**Scope:** Needed diverse clerical roles with rapid placement and compliance with utility regulations.

### Case Study 34 – Sacramento Municipal Utility District – Clerical Staffing

**Client Sacramento Municipal Utility District – Clerical Staffing**

**Description:** Supplied **Administrative Assistants, Customer Service Representatives, and Data Entry Operators.**

**Scope:** Needed diverse clerical roles with rapid placement and compliance with utility regulations.

### Case Study 35 - City of San Marcos - Design and Delivery of the PMO Portal

**Client: City of San Marcos**

DatamanUSA designed and implemented a centralized **Project Management Office (PMO) Portal** using **SharePoint 2013 (on-premise)** for the City of San Marcos' IT, Engineering, and Electrical departments. The solution was architected to meet the client's need for a collaborative platform for managing project lifecycles, documentation, reporting, and governance.

Key highlights:

- **Enterprise Application Design & Delivery:** Enabled centralized project documentation, BI reporting, content workflows, and secure access controls through SharePoint.
- **Consulting Services:** Led requirements gathering, project governance design, intake strategy formulation, and execution planning.
- **Technical Stack:** SharePoint 2013, Project Server 2013, SQL Server 2012 (SSRS, PerformancePoint, Excel Services), and Windows Server 2012.
- **Project Management:** Provided full SDLC services including system deployment, custom development, and report creation.
- **Impact:** Enhanced visibility, accountability, and resource planning across departments through a robust PMO framework.

This engagement showcases DatamanUSA's ability to deliver enterprise-grade technical consulting and application infrastructure services, aligning directly with the categories outlined in the WVU RFP.

### Case Study 36 - City of Los Angeles - IT Staffing

#### Client: City of Los Angeles

DatamanUSA serves as a key IT staffing partner for the City of Los Angeles Department of Building and Safety, supporting not only the department but multiple city agencies under this contract. The engagement involves ongoing augmentation of skilled professionals across a diverse range of IT disciplines.

#### Services Delivered:

- Full-cycle recruitment, onboarding, and retention of qualified IT professionals
- Scalable staffing model supporting both short- and long-term resource needs

#### Key Roles Staffed:

- Project Management: IT Project Manager
- Software Development: Programmers, Developers, Software QA Analysts/Testers
- Security & Infrastructure: Network Architect, Information Security Analyst, Network Support
- Data Management: Database Administrators, Report Writers
- Web Services: Web Developers

This partnership highlights DatamanUSA's capability to rapidly identify, deploy, and manage top-tier IT talent for complex public sector environments, directly aligning with WVU's requirement for flexible and expert staff augmentation services across enterprise applications, infrastructure, and consulting areas.

### Case Study 37 - Overall history - City of Aurora Colorado

#### Client: City of Aurora Colorado

Since 2017, DatamanUSA has served as a trusted IT services partner to the **City of Aurora**, delivering specialized consulting, application development, infrastructure support, and staff augmentation services across multiple departments.

#### Key Services Delivered:

- 1. Enterprise Application Consulting and Development:**
  - **Accela Web Portal Development:** Provided comprehensive design, deployment, and module configuration for the City's enterprise permitting and land management platform.
  - **Business Process Reengineering:** Conducted stakeholder-driven governance and change management assessments; aligned processes with Accela platform capabilities.
  - **Report Migration:** Transitioned legacy reports from Crystal Reports and ColdFusion to the Microsoft SSRS platform for improved data visualization and accessibility.
- 2. Consulting and UI/UX Design:**
  - Delivered **UI/UX consulting** for Land Management and Licensing portals, including portal layout design, form architecture, and workflow optimization.
- 3. Infrastructure and Administration:**
  - **Network/System Administration:** Provided continuous support for VMware, Microsoft 365, and Active Directory environments.
  - **SharePoint Development:** Led modernization of the City's Intranet, including redesigning the master page, navigation, and implementation of bulletin board features.

This engagement showcases DatamanUSA's end-to-end capabilities in supporting enterprise platforms, modernizing legacy systems, and embedding scalable IT support teams. The broad scope of services aligns directly with WVU's expectations for vendors capable of delivering in cross-functional consulting and technology environments.

### Political Subdivision Clients Case Study

#### Case Study 38 - Colorado Air National Guard (COANG) - Data Center Redesign

Client: Colorado Air National Guard (COANG)

DatamanUSA partnered with COANG to lead a comprehensive redesign of its data center and network infrastructure. Our objective was to modernize operations, enhance data security, optimize network performance, and support the client's evolving digital transformation goals.

#### Key Services Delivered:

- 1. Enterprise Infrastructure Design & Optimization:**
  - Led architecture, design, and implementation of a **10G data center block** using Cisco Nexus 7000/5000/2000 series.
  - Migrated the Storage Area Network (SAN) from Fibre Channel (FC) to **10G IP**, enhancing storage access performance and reliability.
  - Integrated **VMware ESX servers** and optimized virtualization layers to support scalability and agility.
- 2. Network Modernization & WAN Redesign:**
  - Re-engineered WAN architecture using **Cisco ASR 1000 series**, with optimized routing through **EIGRP, BGP, DMVPN**, and **IPSec**.
  - Improved network performance through **IP SLA configuration, load balancing, and QoS policy optimization**.
- 3. Virtual Desktop Infrastructure (VDI) Implementation:**
  - Designed and deployed an enterprise-wide **VDI solution** using **VMware and NetApp**, enabling secure and scalable remote access.
  - Tuned network configurations to accommodate changing traffic patterns from virtualization.
- 4. Security & Audit Consulting:**
  - Conducted high-level **penetration testing and vulnerability assessments**.
  - Configured PKI infrastructure on ASA firewalls and enabled AnyConnect Client VPN for secure remote access.
  - Delivered a comprehensive **network security audit**, including passive scans and development of mitigation processes and checklists.

The engagement resulted in a modern, secure, and high-performance data center capable of supporting mission-critical workloads. Dataman's ability to integrate advanced technologies while maintaining stringent security and compliance standards directly reflects our readiness to support WVU's enterprise infrastructure and consulting needs.

### Commercial Client Study

#### Case Study 39 - Northrup Grumman- Overall Contract History

Client: Northrup Grumman

DatamanUSA has maintained a trusted 12-year partnership with Northrup Grumman, providing staffing services for numerous federal government projects across the U.S., including in the Northeast region. This collaboration spans contract staffing, permanent placements, and contract-to-hire models.

To date, **over 200 Dataman consultants** have supported Northrop Grumman's programs, delivering critical talent to engagements with agencies such as the **U.S. Air Force, Department of Homeland Security (DHS), and the U.S. Postal Service**. This experience has enabled us to refine our processes in vetting, onboarding, and managing talent for highly secure, complex environments.

**Positions Supported Include:**

- IT & Administrative: Administrative Assistant, Program Consultant, General Office Support, Management Systems Analyst
- Professional Services: Accountant I, Accounting Specialist, Auditor, Research Analyst
- Human Services: Human Services Specialist, Human Services Consultant, Staff Development Specialist, Social Worker Specialist
- Legal & Creative: Legal Assistant, Graphic Designer Specialist, Registration Assistants

**Key Strengths Demonstrated:**

- **Scalable delivery** of skilled professionals across disciplines.
- **Clearance-ready and security-aware resources** aligned to federal standards.
- Strong **talent retention and engagement processes**, ensuring continuity.
- A deep understanding of **project-specific staffing requirements**, timelines, and compliance needs.

Dataman's ability to consistently deliver high-performing professionals has made us a preferred staffing partner to Northrop Grumman. Our long-standing success in supporting large-scale, multi-agency government initiatives demonstrates our readiness to support WVU's staff augmentation needs with flexibility, speed, and quality.

**DatamanUSA Cooperative Contracts Case Studies**

**Case Study 40 - NASPO Value Point**

**Client: NASPO ValuePoint**

**Description: Temporary Employment Services**

With our many years of proven expertise in delivering a comprehensive temporary staffing service for all job categories to the public sector, Dataman maintains a multi-year NASPO ValuePoint® Temporary Staffing Master Agreement. This was a very competitive award as 80 companies submitted proposals but Dataman stands out and is awarded in all six job categories. Dataman has held similar contracts with NASPO since 2017.

**Dataman has helped many clients in all staffing categories through the NASPO ValuePoint contract** and has participating addendums with states like Arkansas, Iowa, New Jersey, New Mexico, Connecticut, Nebraska, Vermont, South Dakota, Minnesota, Hawaii, and Colorado.

Dataman can provide Temporary Employment Services relating, but not limited, to: Administrative Support (including Office, Clerical, and Sales), Commercial/Industrial Workers, Healthcare Staffing Services, Information Technologies, and Professional Services through NASPO ValuePoint Contract.

**Case Study 41 : Houston Galveston Area Council**

**Client: HGACBuy National Cooperative**

**Description: Temporary Staffing Services**

DatamanUSA has been awarded with HGACBuy Temporary staffing cooperative contract by HGAC. Dataman can provide services to units of local government including non-profits providing governmental services, through this cooperative purchasing agreement.

Dataman can provide services in the Human Resources categories via this contract for various positions like Accounting Clerk, Human Resources Coordinator Human Resources Manager Human Resources Specialist. HGACBuy has more than 40 years of experience in cooperative purchasing and serves more than six thousand local governments across the United States.

#### Case Study 42 - BuyBoard Cooperative

**Client: BuyBoard Nationwide Cooperative**

##### **Description: Temporary Staffing Services**

DatamanUSA has been awarded the Temporary Personnel Staffing and Workforce Management Services Contracts by the Local Government Purchasing Cooperative d/b/a BuyBoard® (Cooperative). DatamanUSA has been awarded with both BuyBoard Texas and National Cooperative Contracts.

The award allows DatamanUSA to provide Temporary Personnel Staffing and Workforce Management Services to federal, state, and local government agencies, public schools, municipalities, airports, transport districts, political subdivisions and not-for-profit organizations nationwide. The BuyBoard National Purchasing Cooperative is a cooperative formed by governmental entities to streamline the buying process for public schools, municipalities, and other governmental entities.

Dataman can provide Human Resource Staffing services through BuyBoard Cooperative Contract.

#### Healthcare Sector Case Studies

#### Case Study 43 – Client: University of Arkansas for Medical Sciences (UAMS)

**Client: University of Arkansas for Medical Sciences (UAMS)**

##### **Description: Registered Nurse and Licensed Practical Nurse staffing services**

Dataman is currently providing Registered Nurse and Licensed Practical Nurse staffing services to the University of Arkansas for Medical Sciences (UAMS). Dataman supports UAMS through our NASPO Temporary Services Contract. Major Responsibilities include:



- Perform simple to moderately complex nursing procedures within the scope of practice of a Registered Nurse.
- Perform a comprehensive patient assessment.
- Prepare patients for examinations and other procedures.
- Develop an appropriate nursing care plan.
- Implement a plan of care by performing nursing interventions and assisting with procedures.
- Instruct patients on procedural preparation.
- Perform various patient tests and procedures within the scope of practice of the registered nurse.
- Administer medications and other therapeutic modalities within the scope of practice of a registered nurse.
- Collect, label, and transport various specimens to the appropriate destination.
- Perform patient and family teaching.
- Maintain clinical standards outlined in the clinical operations policy, procedure manual, identify deficiencies and make

#### Case Study 44 - Client: Roswell Park Cancer Institute

**Client: Roswell Park Comprehensive Cancer Center**

**Description: Staffing services**

Roswell Park Cancer Institute Corporation d/b/a Roswell Park Comprehensive Cancer Center (“Roswell Park”), located in Buffalo, New York, was founded in 1898 by Dr. Roswell Park, one of the nation’s preeminent surgeons. Roswell Park provides a comprehensive array of inpatient and outpatient cancer treatment services, as well as a wide variety of cancer research, education, and prevention activities, on a local, national, and international scale. From its inception, Roswell Park’s mission – to understand, prevent, and cure cancer – has remained consistent with the vision of its founder.



Dataman has been supporting Rosewell Park Comprehensive Cancer Institute and providing Staff Augmentation Services since 2018.

Dataman has provided positions like Pharmacy Technicians, Clinical Data Manager, Pharma Specialists, clinical staff, food service workers, etc.

**Case Study 45 - Client: State of Vermont**

**Client: State of Vermont Department of Health**

**Description: COVID-19 VACCINATION SURGE STAFFING**

Dataman is currently providing Covid-19 Vaccination Surge staffing services to the State of Vermont. We are working with agencies that include the Vermont Department of Health and the Vermont Department of Labour. Dataman supports the State of VT through our NASPO Temporary Services Contract. Our current engagements with the Department of Health include;



- Contact Tracer
- Call Centre position - Making calls to COVID+ cases to ask about symptoms and then turn off Sara Alert if they are done with isolation. Calling individuals who are not responding to the Sara Alert system, those who report shortness of breath, travellers who develop symptoms, and to individuals who do not speak the language offered by Sara Alert (with interpreter).
- Data entry of contact tracing - Assist with data entry of contact tracing line lists into the NBS database
- Exit Worker- Assist with the setup of the exit station and other aspects of the clinic setup as needed. Consult with Intake/Exit Unit Leader and ensure they understand the clinic procedure, flow, and communication systems. Assist in the Exit Process, During Demobilization
- Intake Worker- Assist with set up of intake & exit stations and other aspects of set-up as needed, Test WiFi, tablets and access to Vaccine Administration Management System (VAMS), Ensure that intake station has all the supplies needed, Provide the vaccine VIS/EUA sheet with vaccine information, ask them to read it and inform them they can ask questions at the vaccination station
- Triage- Check in with Intake/Exit Unit Lead to receive any additional guidance related to the clinic. Ensure all attendees arriving at the clinic are wearing a cloth or procedure mask. Screen the individual for COVID-19, Return the clipboard with verified names to the Intake/Exit Unit Leader at the end of the shift

## 2. Mandatory Requirements – Section 4

### Section 4 – Mandatory Requirements Compliance Matrix

Ref #	Requirement	Compliance	DatamanUSA Response
4.1	Vendor must provide IT temporary staffing services as outlined in the solicitation	✓ Compliant	DatamanUSA has over 25 years of experience delivering IT temporary staffing and staff augmentation services to government and commercial clients, including similar roles defined in this CRFQ. Refer to Section 1 – Qualifications.
4.2	Vendor must provide documentation demonstrating ability to supply qualified personnel meeting job classifications	✓ Compliant	DatamanUSA has provided documentation demonstrating staffing of qualified professionals across all listed classifications, including Mainframe Analysts, DBAs, Programmer Analysts, and GIS roles. Supporting references with client details and contact information are included.
4.2.1	Resources must meet minimum education and experience requirements for each classification	✓ Compliant	DatamanUSA ensures all proposed resources meet or exceed required qualifications through a rigorous screening and validation process aligned with client requirements.
4.2.2	Vendor must be able to provide qualified candidates in a timely manner	✓ Compliant	DatamanUSA maintains a large pre-screened talent pool and follows an efficient recruitment process to ensure timely submission of qualified candidates.
4.2.3	Vendor must provide replacement resources if required	✓ Compliant	DatamanUSA is committed to providing timely replacement of resources to ensure continuity of services and minimal disruption.
4.2.4	Vendor must comply with all state and federal employment requirements	✓ Compliant	DatamanUSA complies with all applicable federal and state employment laws, including eligibility verification and labor regulations.
4.2.5	Vendor must ensure resources are legally authorized to work in the United States	✓ Compliant	DatamanUSA verifies employment eligibility for all resources in accordance with federal and state requirements prior to deployment.
4.3	Vendor must follow ordering procedures (Delivery Orders)	✓ Compliant	DatamanUSA will comply with all delivery order procedures as defined by WV DOT, including candidate submission, selection, and onboarding processes.
4.3.1	Vendor must respond to staffing requests as per defined timelines	✓ Compliant	DatamanUSA has established SLAs and internal processes to ensure timely response to staffing requests.
4.3.2	Vendor must submit qualified candidates for review	✓ Compliant	DatamanUSA will submit only thoroughly screened and qualified candidates aligned with job requirements.
4.3.3	Vendor must support interview and selection process	✓ Compliant	DatamanUSA coordinates closely with clients to facilitate interviews, feedback, and selection efficiently.
4.3.4	Vendor must manage onboarding and placement	✓ Compliant	DatamanUSA provides end-to-end onboarding support, ensuring compliance with client policies and smooth deployment.
4.4	Vendor must comply with invoicing and payment requirements	✓ Compliant	DatamanUSA follows structured invoicing processes aligned with client requirements, including accurate timekeeping and reporting.

West Virginia Department of Transportation  
IT Temporary Staffing Services (CRFQ DOT2600000079)

Offeror: DatamanUSA LLC

<b>4.5</b>	Vendor must maintain records and provide reports as required	✓ Compliant	DatamanUSA maintains detailed records and can provide reports as requested by WVDOT or the Purchasing Division.
<b>4.6</b>	Vendor must adhere to contract terms and conditions	✓ Compliant	DatamanUSA agrees to comply with all terms, conditions, and requirements outlined in the solicitation.

### 3. Exhibit A – Pricing Page

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	\$90.92	\$94.14	\$96.03	\$97.95	\$788,398.11
4.1.2	Mainframe Application Analyst	2080	EA	\$77.72	\$80.48	\$82.09	\$83.73	\$673,934.77
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$99.72	\$103.25	\$105.32	\$107.42	\$864,677.67
4.1.4	Application Oracle Database Administrator	2080	EA	\$82.12	\$85.04	\$86.74	\$88.47	\$712,118.55
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$90.95	\$94.18	\$96.06	\$97.98	\$788,662.05
4.1.6	Application DB2 Database Administrator	2080	EA	\$83.59	\$86.56	\$88.29	\$90.06	\$724,875.80
4.1.7	PC Programmer Analyst	2080	EA	\$73.88	\$76.50	\$78.03	\$79.59	\$640,638.65
4.1.8	Senior PC Programmer Analyst	2080	EA	\$83.73	\$86.70	\$88.43	\$90.20	\$726,057.13
4.1.9	Application SQL Server Database Administrator	2080	EA	\$78.80	\$81.60	\$83.23	\$84.90	\$683,347.89
4.1.10	Senior Application Oracle Database Administrator	2080	EA	\$88.65	\$91.80	\$93.64	\$95.51	\$768,766.38
4.1.11	GIS Database Administrator	2080	EA	\$88.65	\$91.80	\$93.64	\$95.51	\$768,766.38
4.1.12	Senior GIS Database Administrator	2080	EA	\$98.51	\$102.00	\$104.04	\$106.12	\$854,184.86
4.1.13	GIS Architect	2080	EA	\$98.51	\$102.00	\$104.04	\$106.12	\$854,184.86
4.1.14	GIS Application Developer	2080	EA	\$88.65	\$91.80	\$93.64	\$95.51	\$768,766.38
4.1.15	Senior GIS Application Developer	2080	EA	\$99.50	\$102.00	\$104.04	\$106.12	\$856,254.46
<b>Grand Total</b>								<b>\$11,473,633.95</b>

## **4.Acknowledgement of Addenda**

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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

<b>Proc Folder:</b> 1886131		<b>Reason for Modification:</b>	
<b>Doc Description:</b> WVDOT IT Temporary Staffing Services (81260081)		ADDENDUM NO_1 Bid Opening Moves to April 14, 2026 Attach Revised Terms and Conditions	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2026-03-25	2026-04-14 13:30	CRFQ 0803 DOT2600000079	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000009502  
**Vendor Name :** DatamanUSA, LLC  
**Address :** 6890 S Tucson Way, Suite 100,Centennial, CO 80112  
**Street :** 6890 S Tucson Way, Suite 100  
**City :** Centennial  
**State :** Colorado **Country :** United States **Zip :** 80112  
**Principal Contact :** Nidhi Saxena  
**Vendor Contact Phone:** 720-248-3110 **Extension:**

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

*Nidhi Saxena*

84-1552228 04/10/2026

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

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

**ADDITIONAL INFORMATION**

ADDENDUM NO\_1

Addendum No\_1 issued to publish and distribute the attached information to the vendor community.

**REQUEST FOR QUOTATION:**

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

**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
1	Senior Mainframe Application Analyst				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Senior Mainframe Application Analyst

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

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

 CHARLESTON WV  
 US

 CHARLESTON WV  
 US

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Mainframe Application Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application Oracle Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application SQL Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior GIS Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Architect

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Application Developer

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
15	Senior GIS Application Developer				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior GIS Application Developer

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

# SOLICITATION NUMBER: CRFQ DOT2600000079

## Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2600000079 Solicitation” to reflect the change(s) identified and described below.

### Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

### Additional Documentation:

Bid Opening Moves to April 14, 2026 @ 1:30PM

Attach Revised Terms and Conditions

### Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

## **GENERAL TERMS AND CONDITIONS:**

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

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

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

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

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

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

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

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

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

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

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

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

**Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of (1) one year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to (3) Three successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Vendor must maintain:

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

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

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

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

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

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

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

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

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

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

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

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

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Printed Name and Title) Nidhi Saxena, President  
(Address) 6890 S Tucson Way, Suite 100, Centennial, CO 80112  
(Phone Number) / (Fax Number) 720-248-3110  
(email address) contact@datamanusa.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.*

DatamanUSA, LLC  
(Company) \_\_\_\_\_  
*Nidhi Saxena*  
(Signature of Authorized Representative) \_\_\_\_\_  
Nidhi Saxena, President  
(Printed Name and Title of Authorized Representative) (Date) \_\_\_\_\_  
720-248-3110  
(Phone Number) (Fax Number) \_\_\_\_\_  
contact@datamanusa.com  
(Email Address) \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DOT2600000079**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input 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.

DatamanUSA, LLC

\_\_\_\_\_  
Company

*Nidhi Suman*

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

04/10/2026

\_\_\_\_\_  
Date

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



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

<b>Proc Folder:</b> 1886131		<b>Reason for Modification:</b>	
<b>Doc Description:</b> WVDOT IT Temporary Staffing Services (81260081)		ADDENDUM NO_2 Vendor Questions and Responses	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
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
<b>Vendor Customer Code:</b> VS0000009502 <b>Vendor Name :</b> DatamanUSA LLC <b>Address :</b> 6890 S Tucson Way, Suite 100,Centennial, CO 80112 <b>Street :</b> 6890 S Tucson Way, Suite 100 <b>City :</b> Centennial <b>State :</b> Colorado <b>Country :</b> United States <b>Zip :</b> 80112 <b>Principal Contact :</b> Nidhi Saxena <b>Vendor Contact Phone:</b> 720-248-3110 <b>Extension:</b>

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

	84-1552228	04/10/2026
<b>Vendor Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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			\$788,398.11

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			\$673,934.77

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			\$864,677.67

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			\$712,118.55

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			\$788,662.05

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			\$724,875.80

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application DB2 Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	PC Programmer Analyst	2080			\$640,638.65

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
PC Programmer Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Senior PC Programmer Analyst	2080			\$726,057.13

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			\$683,347.89

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			\$768,766.38

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			\$768,766.38

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			\$854,184.86

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 US	WV	CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	GIS Architect	2080			\$854,184.86

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 US	WV	CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	GIS Application Developer	2080			\$768,766.38

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Application Developer

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Senior GIS Application Developer	2080			\$856,254.46

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
 Senior GIS Application Developer

SCHEDULE OF EVENTS
--------------------

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

# SOLICITATION NUMBER: CRFQ DOT2600000079

## Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2600000079 Solicitation” to reflect the change(s) identified and described below.

### Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

### Additional Documentation:

Attach Vendor Questions and Responses

### Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

## **WVDOT CRFQ DOT26\*79 WVDOT IT Temporary Staffing Services**

***Question 1: Who are previous incumbents on this project?***

**Answer 1:**

The IT Staffing contract is a multi-award contract awarded to the lowest five qualified bidders meeting mandatory requirements for each category. Awards were ranked from lowest to highest. An award matrix document, which lists the awards per category, is also attached.

Vendor bid submissions can be found on the Purchasing Division webpage. CRFQ DOT22\*122 was opened on 3/3/22 and the bids are located at the following URL:

<https://www.state.wv.us/admin/purchase/Bids/FY2022/BO20220303.html>

The contracts awarded are listed below. The original award dates are 7/15/2022 to 7/14/2023. Each awarded contract was for one year, with three one-year renewal options. The most recent renewal is from 7/15/2025 to 7/14/2026. Contracts listed with an asterisk indicate that they were renewed and are due to expire this July. Several vendors did not renew after the original contract period.

DOT81220053A SQL Data Solutions\*  
DOT81220053B Smart Shared Services\*  
DOT81220053C BuzzClan  
DOT81220053D Infojini\*  
DOT81220053E Quantam Solutions  
DOT81220053F Sonus Software Solutions  
DOT81220053G Lancesoft\*  
DOT81220053H Diskriter  
DOT81220053I Enterprise Solutions\*  
DOT81220053J Devcare Solutions  
DOT81220053K US Tech Solutions  
DOT81220053L Cynet Systems\*

Award documents and renewal awards are listed on the Purchasing Division website at the following URL: <https://www.state.wv.us/admin/purchase/Awards/awarded.html>

***Question 2: What was the annual spend for the previous year on this Project?***

**Answer 2:**

This information can be requested via FOIA. Please review the response to Question number 1, this provides documentation concerning the number of contracts that were maintained after the initial award and renewed for the three optional renewals.

***Question 3: If this is a new contract, what is the anticipated budget for this contract?***

Answer 3:

This is a new open-end contract; however, the state is not required to provide information concerning a maximum annual budget. Please note that the information listed in the pricing pages provides an estimated number of hours used for evaluation purposes only.

***Question 4: Is this RFP intended for a single-vendor award or multiple-vendor awards?***

Answer 4:

Refer to the information provided in section 1 of the specifications. The intent is to award a multi-vendor contract.

***Question 5: Can you please confirm on what basis the priority list/priority contract will be created for task order sharing, as mentioned in Section 4.2.66?***

Answer 5:

The priority list for task order sharing will be established based on the order of award for each classification, as outlined in Section 4.2.6. Vendors will be contacted sequentially in accordance with this priority ranking as needs arise.

***Question 6: What are the positions that are most commonly requested under this contract?***

Answer 6:

The positions most commonly requested will vary based on project-specific requirements and level of expertise needed. We expect the most requested positions to include roles such as Database Administrator and Program Analysts.

***Question 7: What challenges or pain points is the agency aiming to address through this contract?***

Answer 7:

This contract seeks to address limitations in hiring full-time personnel and the need for flexible, project-specific staffing. It also helps address budgetary and time constraints by enabling the Agency to efficiently obtain qualified resources as needed.

***Question 8: How many vendors do you intend to award under this solicitation?***

Answer 8:

The intent is to award a multi-vendor contract, with an estimated maximum of up to eight (8) vendors.

***Question 9: I am seeking information regarding the details of the contract and whether there are plans for renewal or an extension to the current contract will be executed.***

Answer 9:

The current contract does not have any renewals available. A new solicitation was created to obtain bids to create a new multi-award contract.

***Question 10: The solicitation number is “CRFQ-0803-DOT2200000122 IT Temporary Staffing Services” which was issued back on 02/24/2022. I would like to know how many renewal options does this contract have? And if there are any plans to issue a new solicitation once it expires?***

Answer 10:

The current contract was awarded in 2022 and allowed for three (3) one (1) year optional renewals. Refer to the response to Question 1 for additional details.

***Question 11: We noticed that this solicitation has already been released, but I wanted to follow up to ask how many vendors were awarded previously. Based on the RFP details, it appears that five vendors were selected. Could you please confirm the list of awarded vendors and let us know if a Bid Tabulation is available?***

*Answer 11:*

Refer to the response for Question 1.

***Question 12: Is there a specific proposal format or template that vendors must follow (e.g., required sections such as Technical Proposal, Cost Proposal, Company Qualifications, etc.)?***

Answer 12:

This is an RFQ request for quotation. Vendors are required to meet or exceed the mandatory requirements outlined in the specifications. Awards will be made to the lowest bids that comply with all the mandatory requirements. The vendor is required to comply with section 4.2 when submitting bid responses.

***Question 13: Should the Cost Proposal be submitted separately from the Technical Proposal, or be included within the same document?***

Answer 13:

This is a request for quotation; all documentation and costs should be submitted with the bid response.

***Question 14: Do vendors need to submit details or resumes of identified resources as part of the proposal?***

Answer 14:

The vendor should review section 4.2 for information regarding documentation that should be submitted with the proposal.

***Question 15: What is the average term of staffing placement for each position/title under this contract?***

Answer 15:

Vendors should review section 4.3.1 for information regarding ordering procedures.

***Question 16: What is the tentative start date for each position?***

Answer 16:

Please refer to the response to Question 15.

***Question 17: Is this a new RFP or is there an existing incumbent vendor currently providing these services?***

Answer 17:

This is a new solicitation. For information regarding the previous solicitation and contracts refer to Question 1.

***Question 18: Are there any major upcoming projects or initiatives in the coming years that vendors should be aware of in relation to this contract?***

Answer 18:

The solicitation is intended to establish a flexible open end contract with the most commonly needed information technology work classifications utilized by the WVDOT. This contract is not being established for a specific project or initiative.

***Question 19: Could you please provide additional details regarding the proposal content expected in the submission?***

Answer 19:

Refer to the response to Question 14.

***Question 20: Kindly confirm whether the pricing should be submitted through the portal or the Excel sheet should be submitted separately or included as part of our proposal.***

Answer 20:

Refer to section 6 in the Instructions to Vendors document.

***Question 21: Could you please share the estimated budget or anticipated contract value for this solicitation?***

Answer 21:

Please refer to the response to Question 2.

***Question 22: Please confirm whether this is a new solicitation or a rebid. If it is a rebid, we would appreciate it if you could provide details regarding the incumbent vendor(s).***

Answer 22:

Please refer to the response to Question 1.

***Question 23: Could you also please provide details regarding the evaluation criteria and scoring methodology that will be used to assess the proposals?***

Answer 23:

The solicitation will be awarded based on the lowest cost per category for the vendor meeting all the mandatory requirements.

***Question 24: What is the overall budget?***

Answer 24:

Please refer to the response to Question 3.

***Question 25: How many vendors will be awarded?***

Answer 25:

Please refer to the response to Question 8.

***Question 26: Who are the current providers? If you can please share incumbents' response documents that they have submitted previously?***

Answer 26:

Please refer to the response to Question 1.

***Question 27: Do we need to provide actual resumes of job roles mentioned in excel sheet?***

Answer 27:

Please refer to the response to Question 14.

***Question 28: Can we submit our response via email?***

Answer 28:

Refer to section 6 in the Instructions to Vendors document.

*Question 29: there is no specific format given for response creation. Please help do we need to follow our own standard format as below?*

- Cover Letter** .....
- General Company Overview** .....
- Qualifications .....
- Experience in Similar Services .....
- Our Team .....
- Project Approach and Methodology .....
- Staffing Plan.....
- References**.....

Answer 29:

Please refer to the response to Question 12.

*Question 30: What is the intended number of awards (approximate number)?*

Answer 30:

Please refer to the response to Question 8.

*Question 31: What are the estimated funds allocated for this contract?*

Answer 31:

Please refer to the response to Question 2.

*Question 32: What is the tentative start date for this engagement?*

Answer 32:

Please refer to the response to Question 16.

***Question 33: What is the work location of the proposed candidates?***

Answer 33:

Vendors should review section 1 for information regarding scope of contract.

***Question 34: Please provide the evaluation criteria.***

Answer 34:

Please refer to the response to Question 23.

***Question 35: Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing and confirm whether the incumbent is eligible to resubmit the proposal.***

Answer 35:

Please refer to the response to Question 1.

***Question 36: Are there any pain points or issues with the current vendor(s)?***

Answer 36:

Please refer to the response to Question 7.

***Question 37: Could you please share the previous spending on this contract, if any? Is there any mandatory subcontracting requirement for this contract? If yes, is there a specific goal for the subcontracting?***

Answer 37:

Please refer to the response to Question 2.

***Question 38: Can we submit good faith efforts if we are unable to find a subcontractor?***

Answer 38:

The vendor should review the requirements outlined in section 4.2 of the specifications.

***Question 39: How many positions were used in the previous contract (approximate)?***

Answer 39:

Please refer to the response to Question 1.

***Question 40: How many positions will be required per year or throughout the contract term?***

Answer 40:

Please refer to the response to Question 15.

***Question 41: If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?***

Answer 41:

The vendor should review the requirements outlined in section 4.2 of the specifications. This section outlines the selection process and the vendor's responsibilities.

***Question 42: Can we provide hourly rate ranges in the price proposal?***

Answer 42:

Vendors should review section 5.2 for information regarding the pricing page.

***Question 43: Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?***

Answer 43:

The vendor should review Item 13 in the Terms and Conditions document. The hourly rates established in the contract award are effective for one year upon award. These rates cannot be adjusted during the contract period. Renewals must be mutually agreed upon by both the vendor and WVDOT. The pricing page allows the vendor to provide alternative pricing for years two through three to allow for price escalation in the future optional renewal years.

***Question 44: If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?***

Answer 44:

See response to Question 43.

***Question 45: Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?***

Answer 45:

See response to Question 43.

***Question 46: What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?***

Answer 46:

Vendors should review Items 14, 15 and 17 in the Terms and Conditions document. The vendor should reference the delivery order number on the invoices and all invoices descriptions must match the pricing and descriptions listed on the awarded contract pricing page.

***Question 47: What are the reporting requirements?***

Answer 47:

An updated version of the Terms and Conditions document was issued as part of addendum #1. Item 39 outlines reporting requirements. This item reads as follows:

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

***Question 48: Is the work entirely onsite, or is there a possibility for remote operations and performance?***

Answer 48:

Please refer to the response to Question 33.

***Question 49: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?***

Answer 49:

Please refer to the response to Question 14.

***Question 50: Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?***

Answer 50:

The holiday schedule provided by the Treasurer's Office is updated annually.

Holidays for the 2026 year can be located at the following URL:

<https://wvtreasury.gov/Portals/wvtreasury/content/About/Contact/Treasurer%20Calendar%202026%20wvOASIS%20Portrait.pdf>

***Question 51: Line Item 4.1.10 is currently labeled as "Senior Application Oracle Database Administrator", which appears to duplicate Line Item 4.1.3. Based on the sequence of roles, should Line Item 4.1.10 instead be "Senior Application SQL Server Database Administrator"?***

Answer 51:

These are two separate classifications.

***Question 52: The "Grand Total" formula in the pricing sheet appears to reference only a limited number of cells rather than summing all extended cost line items. Could you please confirm the correct calculation method for the Grand Total?***

Answer 52:

Grand total is the sum of all costs in rows 4.1.1 - 4.1.15.

***Question 53: Are resumes required as part of the proposal submission? If so, should they be actual candidate resumes or sample profiles?***

Answer 53:

Please refer to the response to Question 14.

***Question 54: Do you accept proposals submitted through the wvOASIS portal?***

Answer 54:

All solicitation responses must be submitted through the wvOASIS portal to be considered. Refer to section 6 in the Instructions to Vendors document for more information.

***Question 55: In the RFP Specifications document (Section 3: Qualifications), could you please clarify the required supporting documentation for the following criteria:***

***Demonstrating a minimum of 5 years of experience in providing similar IT staffing services.***

***Evidence of having placed at least six resources in similar roles within the last five years.***

***Could you please specify what type of documentation or proof is expected for each of the above requirements?***

Answer 55:

Vendors should review section 4.2 for details outlining documentation requirements.

***Question 56: In the RFP Instructions document, you mentioned a Pre-Proposal Meeting. Could you please confirm when it will be conducted and whether it will be held virtually or in person? If it is virtual, kindly share the meeting details with us.***

Answer 56:

The vendor should review the document labeled instructions to vendors, item number 3. This section indicates that a pre-bid is not required.

***Question 57: Could you please clarify the submission requirements outlined in the RFP document?***

Answer 57:

Please refer to the response to Question 14.

***Question 58: Can the State clarify if the submission is to be made on portal/ Hardcopy (paper), or both?***

Answer 58:

Please refer to the response to Question 54.

***Question 59: Can State disclose the total budget allocated for the project?***

Answer 59:

Please refer to the response to Question 3.

***Question 60: Is there any incumbent on the project? If yes, can State provide their name, budget and spending?***

Answer 60:

Please refer to the response to Questions 1 and 2.

***Question 61: Are the positions mentioned on-site, remote, or hybrid?***

Answer 61:

Please refer to the response to Question 33.

***Question 62: Are the resumes to be provided with the response, if yes, are they supposed to be sample or live? (identify the section)***

Answer 62:

Please refer to the response to Question 14.

***Question 63: How many FTE does the State currently have under this contract***

Answer 63:

Please refer to the response to Question 1.

***Question 64: Successful Vendor must provide (as requested) the legal documentation to support proof that their candidate is a U.S. citizen or eligible to work in the United States.***

Answer 64:

Vendor is required to provide the Agency with an employee that complies with all federal and state employment requirements as outlined in Section 4.2.5 of the Specifications. No work shall be performed or completed outside of the United States.

***Question 65: Please confirm if we need to provide only quotations and no technical response for this RFP?***

Answer 65:

Please refer to the response to Question 14.

***Question 66: Is there any evaluation criteria? If yes, kindly provide a scoring matrix/ weightage.***

Answer 66:

Please refer to the response to Question 23.

***Question 67: Please confirm the format of the technical proposal if required under this RFP.***

Answer 67:

Please refer to the response to Question 14.

***Question 68: Please confirm whether resumes are required as part of the initial bid submission, or whether resumes and qualification documentation will only be required after award when candidates are requested for a specific labor category.***

Answer 68:

Please refer to the response to Question 14.

***Question 69: Please confirm what specific supporting documentation must be provided with candidate submissions after award. For example, should vendors provide only resumes, or also degree copies, certifications, references, and a qualification crosswalk demonstrating how each requirement is met?***

Answer 69:

Please refer to the response to Question 14.

***Question 70: The CRFQ form lists Line Item 9 as Application SQL Server Database Administrator and Line Item 10 as Senior Application Oracle Server Database Administrator. Please confirm whether Line Item 10 is correct as written, or whether the intended title is Senior Application SQL Server Database Administrator.***

Answer 70:

See response to Question 51.

***Question 71: Please confirm whether award will be made independently by each labor category, allowing a vendor to be awarded one or more selected categories even if the vendor does not bid all categories.***

Answer 71:

The intent is to award a multi-vendor contract.

***Question 72: Please confirm whether pricing should be submitted as a fully burdened hourly bill rate for each labor category, inclusive of all direct and indirect costs.***

Answer 72:

Please refer to the response to Question 42.

***Question 73: Please confirm whether the resources are expected to work onsite, remotely, or in a hybrid arrangement, and whether this may vary by labor category or assignment.***

Answer 73:

Please refer to the response for Question 61.

***Question 74: Please clarify whether the State can provide any estimated usage, anticipated number of placements, historical spend, or expected demand by labor category.***

Answer 74:

Please refer to the response to Questions 1, 2, and 3.

***Question 75: Please confirm whether insurance certificates must be included with the bid response, or whether they are only required from the apparent successful vendor(s) prior to award.***

Answer 75:

Certificate of Insurance is required upon award.

***Question 76: Could you please confirm the Budget?***

Answer 76:

Please refer to the response to Question 3.

***Question 77: Please confirm the required bid submission method for this solicitation. Is submission through any one permitted method sufficient, or must the bid be submitted both electronically through wvOASIS and physically/by fax?***

Answer 77:

All solicitation responses should be submitted through the wvOASIS portal to be considered. Refer to section 6 in the Instructions to Vendors document for more information.

***Question 78: Beyond completing the pricing pages and required forms, is there a specific format or template expected for the technical response for submission?***

Answer 78:

The vendor should review section 4.2 for information regarding submission requirements.

***Question 79: Would the Agency consider extending the submission deadline to allow time to incorporate responses to vendor Questions?***

Answer 79:

All Questions are due by 10:00 am on 03/20/2026

***Question 80: Does the RFQ permit vendors to engage subcontractors to fulfill staffing requirements?***

Answer 80:

Please refer to Items 22 & 32 of the Terms and Conditions document. Vendors will be required to identify the use of subcontractors to include company name and contact information.

***Question 81: Is there a preference for local vendors?***

Answer 81:

Please refer to the response to Question 23.

***Question 82: Is there an incumbent? If so, could you please share the vendor list?***

Answer 82:

Please refer to the response to Question 1.

***Question 83: Are candidate resumes required at the time of bid submission, or only when candidates are proposed after contract award?***

Answer 83:

Please refer to the response to Question 14.

***Question 84: What is the estimated number of resources required annually for each labor classification?***

Answer 84:

This is unknown. Refer to response to Question 18.

***Question 85: Which roles or classifications are most frequently requested?***

Answer 85:

Please refer to the response to Question 6.

***Question 86: Are positions typically onsite, remote, or hybrid?***

Answer 86:

Please refer to the response for Question 33.

***Question 87: What is the typical turnaround time for candidate evaluation and selection after submission?***

Answer 87:

Please refer to the response to Question 15.

***Question 88: What is the average duration of assignments?***

Answer 88:

Please refer to the response to Question 15.

***Question 89: Is there a maximum bill rate, not-to-exceed rate, or budget range established for each labor category?***

Answer 89:

Please refer to the response to Question 3.

***Question 90: Will vendors be evaluated solely on price, or are there additional evaluation criteria?***

Answer 90:

Please refer to the response to Question 23.

***Question 91: Will there be a ranking or tiering of awarded vendors that affects order distribution?***

Answer 91:

Please refer to the response to Question 5.

***Question 92: What is the expected process for issuing work requests (e.g., first right of refusal, rotational assignment, competitive submissions)?***

Answer 92:

Please refer to the response to Question 15.

***Question 93: Are background checks, drug screenings, or specific security requirements required for candidates?***

Answer 93:

Please refer to Item 40 in the Terms and Conditions.

***Question 94: Will the State allow rate adjustments/escalations over the contract term?***

Answer 94:

Please refer to the response to Question 43.

***Question 95: Are there any restrictions on overtime billing or standard work hours?***

Answer 95:

Please refer to the pricing page where all rates are available.

***Question 96: What are the invoicing requirements and expected payment terms?***

Answer 96:

Please refer to Items 14 & 15 in the Terms and Conditions.

***Question 97: Will the State provide equipment for contractors, or are vendors expected to supply it?***

Answer 97:

Equipment will be supplied by the WVDOT. The vendor is responsible for careful care of the equipment and must return the equipment upon the completion of the work duties.

***Question 98: Is this a re-compete CRFQ? If yes,***

Answer 98:

Please refer to the response to Question 10.

***Question 99: Could you please the name of Current Suppliers (who are currently providing services to Agency)?***

Answer 99:

Please refer to the response to Question 1.

***Question 100: Could you please share current Suppliers pricing?***

Answer 100:

Please refer to the response to Question 2.

***Question 101: When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?***

Answer 101:

Please refer to the response to Question 2.

***Question 102: How many resources are currently engaged in the current contract?***

Answer 102:

Please refer to the response to Question 1.

***Question 103: Can you please share the no. of positions served in previous years under this contract?***

Answer 103:

Please refer to the response to Question 1.

***Question 104: Can you please share the amount of business each vendor did under this contract in previous years?***

Answer 104:

Please refer to the response to Question 1.

***Question 105: What will be the estimated annual budget for this project?***

Answer 105:

Please refer to the response to Question 3.

***Question 106: How many positions we can expect under this contract on an annual basis?***

Answer 106:

Please refer to the response to Question 15.

***Question 107: What would be the shift timings for the given positions?***

Answer 107:

Please refer to the response to Question 15.

***Question 108: How will the requisitions be shared among the awarded vendors?***

Answer 108:

Please refer to the response to Question 4.

***Question 109: Is it mandatory to bid on all the positions?***

Answer 109:

Please refer to Section 4.2 in the Specifications.

***Question 110: Can we provide client name and contact details along with the placement details to suffice the given requirement “Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six ( 6) individuals within the listed classifications within the past five (5) years:”?***

Answer 110:

Please refer to Item 4.2 of the Specifications

***Question 111: If reference details would not suffice the above-mentioned requirement, can you please confirm what all document would suffice the given requirement?***

Answer 111:

Please refer to the response to Question 14.

***Question 112: As per our understanding, resumes are not required along with the response, can you please confirm the same?***

Answer 112:

Please refer to the response to Question 14.

***Question 113: In reference to proposal submission requirements, do we just need to submit pricing form along with documentation sufficing qualifications given in section “3. Qualifications” of Specifications document?***

Answer 113:

Please refer to the response to Question 14.

***Question 114: Each position listed in the pricing sheet includes a corresponding senior-level role (example: 4.1.1 Senior Mainframe Application Analyst and 4.1.2 Mainframe Application Analyst). Can the requirements under Section 3.2 be satisfied by demonstrating a combined total of six (6) placements across both junior and senior versions of the role?***

Answer 114:

Upon request for qualified candidates, the vendor is limited to the roles and rates on the pricing page.

***Question 115: The role “Senior Application Oracle Database Administrator” appears twice in the pricing sheet under Sections 4.1.10 and 4.1.5. Could you please confirm whether a revised pricing sheet will be issued?***

Answer 115:

Please refer to the response to Question 70.

***Question 116: In the Specifications Document, Section 4 – Mandatory Requirements – the job descriptions are provided. Are we required to submit actual resumes or sample resumes, and what mandatory requirements need to be included with the response document?***

Answer 116:

Please refer to the response to Question 14.

***Question 117: Can the Agency confirm the anticipated initial term of the contract and whether there are any renewal or extension options associated with this Master Agreement?***

Answer 117:

Please refer to the response to Question 9.

***Question 118: Is there an estimated budget, not-to-exceed value, or historical annual spend associated with similar IT temporary staffing contracts?***

Answer 118:

Please refer to the response to Question 3.

***Question 119: Can the Agency provide estimated quantities (hours/FTEs) per classification to***

Answer 119:

Please refer to the response to Question 15.

***Question 120: Is there an incumbent vendor or multiple vendors currently providing these services? If so, can the Agency share incumbent vendor names and performance insights?***

Answer 120:

Please refer to the response for Question 1.

***Question 121: Can the Agency provide historical usage data by role (e.g., number of resources engaged per classification in the past 12–24 months)?***

Answer 121:

Please refer to the response for Questions 1 and 2.

***Question 122: Can the Agency confirm whether all roles are expected to be performed onsite, or if any roles may be eligible for hybrid or remote work arrangements?***

Answer 122:

Please refer to the response to Question 33.

***Question 123: Can the Agency clarify the expected work model for resources under this contract (e.g., onsite, hybrid, or remote)? Specifically, should vendors assume that personnel will be required to work primarily at WVDOT facilities in Charleston, WV or other state locations?***

Answer 123:

Please refer to the response for Question 61.

***Question 124: Can the Agency confirm the exact list of documents required for submission under this RFQ (e.g., pricing only, resumes, qualifications, technical response, forms)?***

Answer 124:

Please refer to the response to Question 14.

***Question 125: Based on our understanding, vendors are required to submit responses demonstrating compliance with mandatory requirements and pricing. Please confirm whether a detailed technical approach, staffing plan, or management methodology is required as part of this submission.***

Answer 125:

Please refer to the response for Question 14.

***Question 126: Are sample resumes required at the time of bid submission, or will resumes be requested only at the time of specific Delivery Orders?***

Answer 126:

Please refer to the response to Question 14.

***Question 127: Can the Agency provide details on the evaluation methodology and weighting (e.g., pricing vs. qualifications vs. experience)?***

Answer 127:

Please refer to the response to Question 23.

***Question 128: For Section 3 – Qualifications, can the Agency confirm whether providing client Point of Contact (POC) details (name, title, email, and phone) as part of reference information will be considered sufficient evidence of prior experience, or are additional supporting documents (e.g., contracts, performance letters, or work orders) required?***

Answer 128:

Please refer to the response to Question 110.

***Question 129: Can the Agency confirm the minimum number of client references required to demonstrate compliance with the Qualifications section?***

Answer 129:

Please refer to the response to Question 110.

***Question 130: For Section 4.1 – Mandatory Contract Services Requirements, can the Agency confirm whether submission of one representative resume per role/classification demonstrating compliance with the stated requirements will be sufficient to meet the mandatory criteria, or are vendors expected to provide multiple resumes or additional supporting documentation for each requirement?***

Answer 130:

Please refer to the response to Question 14.

***Question 131: The solicitation includes both an Excel pricing sheet (with multi-year pricing structure) and a portal-based pricing submission (with a single rate per line item). Can the Agency please confirm which format will be considered the official pricing submission for evaluation purposes?***

Answer 131:

Please refer to the response for Question 20.

***Question 132: In case of any discrepancy between the Excel pricing sheet and the portal submission, which version will take precedence?***

Answer 132:

Please refer to the response for Question 20.

***Question 133: Please confirm if we are MWBE Certified from NMSDC. Can we attach our certificates in order to get the preference?***

Answer 133:

The vendor is responsible for determining SWAM certification. Please also refer to Item 15 in the Terms and Conditions.

***Question 134: Our renewal for MWBE with the State of WV is under review, as our current certification has expired please confirm if we can attach the proof of application in order to be considered for the preference and can get the certificate at the time of award.***

Answer 134:

Please refer to the response for Question 133.

***Question 135: Is it permissible for a vendor to complete business registration after contract award, or is full registration required at the time of proposal submission?***

Answer 135:

Please refer to the response for Question 13.

***Question 136: Are there any specific guidelines, templates, or formatting requirements that vendors must follow when preparing the proposal response?***

Answer 136:

Please refer to the response for Question 12.

***Question 137: Could you please share the estimated budget for this RFP?***

Answer 137:

Please refer to the response for Question 3.

***Question 138: Could you please share the incumbent vendor's name, their previous response, and the associated pricing for a similar contract?***

Answer 138:

Please refer to the response for Question 1.

***Question 139: Could you please provide the annual spending details for similar contracts from the past three years?***

Answer 139:

Please refer to the response for Question 2.

***Question 140: In Section 3.2- Qualification of the Specifications document, the Agency states that vendors shall be able to demonstrate their capacity to provide the requested services by furnishing documentation evidencing the staffing of at least six individuals within the listed classifications over the past five years.***

Answer 140:

Please refer to the response for Question 110.

***Question 141: Would the Agency please confirm whether this documentation must be submitted as part of the Proponent's RFQ response, or whether it will only be required upon subsequent request by the Agency? If submission is required at the time of proposal, would the Agency please specify the forms of documentation it will accept to satisfy this requirement and ensure the Proponent's response is deemed responsive?***

Answer 141:

Please refer to the response for Question 13.

***Question 142: Would the Agency please clarify its expectations regarding the “Add Attachments” tab within the WVOASIS portal? In particular, please confirm what supporting documents, if any, must be uploaded in that section as part of the RFQ response.***

Answer 142:

Please refer to the response for Question 14.

***Question 143: Could the Agency please clarify the Proponent’s obligation, if any, with respect to Document Attachment Four, “State of West Virginia Centralized Request for Quote Service - Prof”? Specifically, is this attachment provided solely for reference purposes, or is the Proponent expected to complete, acknowledge, or submit this form as part of its RFQ response in order to be considered responsive?***

Answer 143:

Please refer to the response for Questions 13 and 14.

***Question 144: What is the anticipated annual budget for these IT temporary staffing services?***

Answer 144:

Please refer to the response for Question 3.

***Question 145: Could the State identify the current incumbent contractor(s) for these services and provide the total annual spend for each incumbent over the past three fiscal years?***

Answer 145:

Please refer to the response for Questions 1 and 2.

***Question 146: The RFQ indicates an intent to establish “multiple open-ended contracts.” Does the State have an estimated number of awards it anticipates making?***

Answer 146:

Please refer to the response for Question 8.

***Question 147: Section 4.1.1. (Senior Mainframe Application Analyst) requires a Bachelor's degree or five (5) years of equivalent experience, while Section 4.1.2 (Mainframe Application Analyst) does not specify an educational requirement. Could the State clarify whether any minimum education or equivalent experience is required for the Mainframe Application Analyst role?***

Answer 147:

Mainframe Application Analyst requires a minimum of a Bachelor's degree in Computer science or a related field from an accredited institution, or a minimum of three (3) years of equivalent work experience as a substitution for the Bachelor's degree.

***Question 148: In addition to the Pricing Page (Exhibit A), Sections 3.1 and 3.2 require documentation of vendor experience and staffing capabilities. Could the State clarify whether this should be submitted as a formal technical proposal? If so, are there any formatting requirements or page limitations?***

Answer 148:

Please refer to the response for Question 14.

***Question 149: Please refer to Section 3.2, Qualifications - The RFQ states that vendors must provide documentation indicating they have "provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years". Could the Agency please clarify if it is acceptable for all six submitted individuals to fall under a single classification (for example, providing documentation for six Database Administrators)? Or must the vendor demonstrate staffing experience across multiple different classifications from the list in Section 1?***

Answer 149:

Please refer to the response for Question 110.

***Question 150: Please refer to Section 3.2 which requires documentation indicating the vendor provided an employee "meeting the requirements of a specifically named classification from Section 1". Could the Agency please clarify if the past employee's actual job title must be an exact, verbatim match to the classification titles listed in Section 1 (e.g., "Application Oracle Database Administrator")? Or is it acceptable to submit documentation for past employees who held different official job titles, provided their duties, skills, and experience directly match the mandatory requirements for that specific classification?***

Answer 150:

Please refer to the response for Question 110.

***Question 151: Section 4.2.3 requires all travel expenses to be included in the vendor's hourly rate , while Section 1 notes that assignments could be located anywhere within the entire State of West Virginia. Because travel costs vary drastically depending on the specific location within the state, how should vendors account for this in a single fixed hourly rate? Will the Agency allow for separate travel expense reimbursements (at standard State rates) for assignments located significantly outside the metro-Charleston area, or must the single hourly rate absorb all statewide travel risks?***

Answer 151:

Vendors should review section 8 for information regarding travel.

***Question 152: Could the Agency please confirm the length of the initial contract term and the exact number of optional renewal years that vendors should prepare pricing for on the Pricing Page?***

Answer 152:

Please refer to the response for Question 16.

***Question 153: Are there any incumbents for this position?***

Answer 153:

Please refer to the response for Question 1.

***Question 154: If incumbents are present, could you please provide their names?***

Answer 154:

Please refer to the response for Question 1.

***Question 155: Could you please confirm the evaluation criteria and how the proposal will be scored?***

Answer 155:

Please refer to the response to Question 23.

***Question 156: We are a non-resident bidder; however, we are a Small Minority-Owned Business. Could you please confirm whether we are eligible to obtain a reciprocal certificate?***

Answer 156:

Please refer to Item 15 of the Terms and Conditions.

***Question 157: Is any local preference given?***

Answer 157:

Please refer to Item 15 of the updated Terms and Conditions.

***Question 158: Can out-of-state vendors participate?***

Answer 158:

Yes.

***Question 159: Section 4.2.4 indicates that resumes are required with the vendor's response. Could the State please clarify if resumes are required as part of the initial bid submission, or only during the delivery order phase when staffing requests are issued?***

Answer 159:

Please refer to the response to Question 14.

***Question 160: Are there any rate caps, budget thresholds, or not-to-exceed rates for any labor categories?***

Answer 160:

Please refer to the response for Question 3.

***Question 161: Should pricing assume standard 40-hour workweeks only, or should vendors include provisions for overtime/on-call work?***

Answer 161:

Please refer to the response for Question 42.

***Question 162: Could you please clarify whether pricing should be submitted as an attachment, or if it must also be entered directly in the “Respond to Lines” section within the portal?***

Answer 162:

Please refer to the response for Question 20.

***Question 163: Are travel, lodging, or per diem costs expected to be included in the hourly rates, or reimbursed separately?***

Answer 163:

Please refer to the response for Question 151.

***Question 164: Are vendors allowed to propose rate escalations (e.g., annual increases) over the contract term?***

Answer 164:

Please refer to the response for Question 43.

***Question 165: Will vendors be ranked strictly based on lowest price per labor category, or are there any additional evaluation factors?***

Answer 165:

Please refer to the response for Question 23.

***Question 166: Will vendor ranking remain fixed for the duration of the contract, or may it be adjusted based on performance?***

Answer 166:

Please refer to the response to Question 23.

***Question 167: Approximately how many vendors does the State anticipate awarding under this contract?***

Answer 167:

Please refer to the response to Question 8.

***Question 168: What is the estimated annual spend for IT temporary staffing under this contract?***

Answer 168:

Please refer to the response for Questions 2 and 3.

***Question 169: Approximately how many positions are expected annually per labor category?***

Answer 169:

Please refer to the response for Question 18.

***Question 170: Which roles are expected to be most frequently utilized?***

Answer 170:

Please refer to the response for Question 6.

***Question 171: What is the typical duration of assignments, and are extensions common?***

Answer 171:

Please refer to the response for Question 16.

***Question 172: Are resources required to be fully onsite in Charleston, WV, or will hybrid/remote work be permitted for certain roles?***

Answer 172:

Please refer to the response for Question 61.

***Question 173: For each staffing request, how many candidates should be submitted (e.g., one vs multiple)?***

Answer 173:

Please refer to the response for Question 16.

***Question 174: What is the typical interview and selection process (number of rounds, timeline)?***

Answer 174:

Please refer to Section 4.3 of the Specifications.

***Question 175: Are there defined KPIs or SLAs related to: Candidate submission timelines, Fill rates, Candidate retention***

Answer 175:

Please refer to the response for Question 18.

***Question 176: Is there a maximum number of vendors that will be awarded per classification?***

Answer 176:

Please refer to the response for Question 8.

***Question 177: Will vendors be evaluated and awarded on a per-classification basis, or will evaluation consider the vendor's overall response across all classifications?***

Answer 177:

Please refer to the response for Questions 5 and 23.

***Question 178: Can the State provide estimated annual usage, anticipated volume, or historical spend by classification?***

Answer 178:

Please refer to the response for Question 3.

***Question 179: Is award determination based solely on the lowest hourly rate per classification, or are there additional evaluation criteria?***

Answer 179:

Please refer to the response for Question 23.

***Question 180: Are vendors permitted to propose different rates by contract year or escalation over time?***

Answer 180:

Please refer to the response for Question 23.

***Question 181: Can vendors choose to bid on only selected classifications, or are they expected to support all listed roles?***

Answer 181:

Please refer to the response for Question 109.

***Question 182: Will the State consider remote candidates for any classifications?***

Answer 182:

Please refer to the response for Question 61.

***Question 183: Will the State provide equipment (e.g., laptops, software licenses), or is the vendor expected to supply these?***

Answer 183:

Please refer to the response for Question 97.

***Question 184: In Qualification section, 3.2, can we include commercial entities for demonstrating the services?***

Answer 184:

Please refer to Section 3 of the Specifications.

***Question 185: Please confirm the maximum number of awards.***

Answer 185:

Please refer to the response to Question 8.

***Question 186: What is the estimated budget?***

Answer 186:

Please refer to the response for Question 3.

***Question 187: Is this a new contract or are there any incumbents?***

Answer 187:

Please refer to the response for Question 1.

***Question 188: What was the previous spent?***

Answer 188:

Please refer to the response for Question 2.

***Question 189: What is the duration of the assignments?***

Answer 189:

Please refer to the response to Question 16.

***Question 190: Are there any pain points with Incumbents?***

Answer 190:

Please refer to the response to Question 7.

***Question 191: How many FTEs will be required for this contract?***

Answer 191:

Please refer to the response to Question 8.

***Question 192: Will there be any award preference for local vendors?***

Answer 192:

Please refer to the response to Question 23.

***Question 193: Will the award be limited to vendors offering the lowest bid only?***

Answer 193:

Please refer to the response to Question 23.

***Question 194: How many FTEs are you anticipating for each position?***

Answer 194:

Please refer to the response to Question 8.

***Question 195: How many FTEs have been previously working on this contract?***

Answer 195:

Please refer to the response to Question 1.

***Question 196: Are resumes of Positions required with response? If required, should they be sample resumes or actual candidate resumes?***

Answer 196:

Please refer to the response to Question 14.

***Question 197: Is it mandatory to bid on all requirements?***

Answer 197:

Please refer to the response for Question 109.

***Question 198: What is the mode of proposal submission, can we submit only electronically?***

Answer 198:

Please refer to the response to Question 20.

***Question 199: With respect to position 4.1.10 Senior Application SQL Server Database Administrator, there is different position mentioned in Pricing ( in 4.1.10 Senior Application Oracle Database Administrator) which one should be considered?***

Answer 199:

Please refer to the response for Question 51.

***Question 200: What is the Format of submission, which sections should we address in our response?***

Answer 200:

Please refer to the response to Question 14.

***Question 201: Will services be required onsite, hybrid or remote?***

Answer 201:

Please refer to the response for Question 33.

***Question 202: Are Reciprocal Preference, Small, Women-Owned, Or Minority-owned Business preference applicable for this Request for Quotation, if we don't qualify for any preference can we perform subcontracting with Small, WO, MO businesses?***

Answer 202:

Please refer to the response for Question 156.

***Question 203: Is local office required for this contract?***

Answer 203:

Vendors should review section 1 for information regarding scope of contract.

***Question 204: Could you please clarify the response format of the CRFQ?***

Answer 204:

Please refer to the response to Question 12.

***Question 205: There are no specific instruction provided for " Technical Proposal", could you please specify?***

Answer 205:

Please refer to the response to Question 14.

***Question 206: Do we need to provide pricing in the excel provided as well?***

Answer 206:

Please refer to the response to Question 20.

***Question 207: Or should the pricing be submitted on the portal only?***

Answer 207:

Please refer to the response to Question 20.

***Question 208: Is it a re-bid or a new contract?***

Answer 208:

Please refer to the response for Question 1.

***Question 209: If, re-bid please could you share the historical spend?***

Answer 209:

Please refer to the response for Question 2.

***Question 210: Could you please share the incumbent names?***

Answer 210:

Please refer to the response for Question 1.

***Question 211: Are there any pain points in the current contract?***

Answer 211:

Please refer to the response for Question 7.

***Question 212: Is sub-contracting allowed under this contract?***

Answer 212:

Please refer to the response for Question 80.

***Question 213: Is there any VISA restriction for the contract?***

Answer 213:

Vendors should review section 4.2.5 regarding citizenship and working eligibility.

***Question 214: Could you please specify the reference requirements?***

Answer 214:

Please refer to the response for Question 14.

***Question 215: For section 3.2, "Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this***

***documentation with their bid." Could you please clarify what documentation will suffice this requirement? Do we need to submit invoices?***

Answer 215:

Please refer to Section 3.2 of the Specifications.

***Question 216: Is there a preference for any work authorization for this contract?***

Answer 216:

Unclear the question; Please refer to Item 15 in the Terms and Conditions.

***Question 217: Could you please provide a clarity for the work model – is it going to be all on site requirements?***

Answer 217:

Please refer to the response for Question 1.

***Question 218: Or are the requirements can possibly be hybrid or remote as well?***

Answer 218:

Please refer to the response for Question 61.

***Question 219: Do we need to submit candidate resumes for the positions with our response?***

Answer 219:

Please refer to the response to Question 14.

***Question 220: If yes, should we submit sample resumes, or live candidate resumes?***

Answer 220:

Please refer to the response to Question 14.

***Question 221: Will these candidates be expected to join the agency upon award?***

Answer 221:

***Question 222: If yes, could you please provide the estimated joining date and mode of interviews?***

Answer 222:

Please refer to the response for Question 16.

***Question 223: Are they expected to work onsite, hybrid or remote?***

Answer 223:

Please refer to the response for Question 61.

***Question 224: Are digital signatures acceptable ?***

Answer 224:

Yes.

***Question 225: Is there an estimated budget for the contract?***

Answer 225:

Please refer to the response for Question 3.

***Question 226: Is there a preference for the Hourly rates?***

Answer 226:

Please refer to the response for Question 42.

***Question 227: Is there a local preference for the vendors?***

Answer 227:

Please refer to the response for Question 157.

***Question 228: Please clarify whether the positions under this contract will be fulltime, parttime, or variable based on project needs?***

Answer 228:

Please refer to Section 4.3.4 of the Specifications.

***Question 229: Will WVDOT issue Delivery Orders for each individual resource, or can multiple resources be requested under a single order?***

Answer 229:

Please refer to the response for Question 15.

***Question 230: Are the resources expected to work onsite, hybrid, or fully remote?***

Answer 230:

Please refer to the response for Question 61.

***Question 231: If onsite work is required, please confirm the primary work location(s) and whether travel across the state is expected?***

Answer 231:

Please refer to the response for Question 16.

***Question 232: Will WVDOT provide equipment for remote workers, or must vendors supply equipment?***

Answer 232:

Please refer to the response for Question 97.

***Question 233: Are overtime hours permitted, and if so, how should they be billed?***

Answer 233:

Please refer to the response for Question 95.

***Question 234: Are background checks required for all resources? If yes, what level (state, federal, fingerprinting)?***

Answer 234:

Please refer to the response for Question 93.

***Question 235: Will WVDOT require drug screening or additional security clearances?***

Answer 235:

Please refer to Section 4.3.3 and Section 4.2.9 of the Specifications.

***Question 236: What is the expected turnaround time for providing candidates after receiving a Delivery Order?***

Answer 236:

Please refer to the response for Question 15.

***Question 237: Will interviews be conducted by WVDOT? If so, what is the interview format (virtual, panel, technical test)?***

Answer 237:

Interviews will be virtual or in person when possible. It is up to the agency requester as to the format of the interviews.

***Question 238: What is the required work mode for this engagement—remote, hybrid, or fully onsite?***

Answer 238:

Please refer to the response for Question 61.

***Question 239: Is it mandatory to submit actual or sample resumes for each classifications?***

Answer 239:

Please refer to the response to Question 14.

***Question 240: What is the expected start date for the first set of resources?***

Answer 240:

Please refer to the response for Question 15.

***Question 241: What is the expected duration of each assignment (e.g., 6 months, 12 months, multiyear)?***

Answer 241:

Please refer to the response for Question 15.

***Question 242: Will WVDOT allow resource replacements without penalty if a candidate resigns or is not a fit?***

Answer 242:

Vendors should review section 4.2 regarding vendor responsibilities.

***Question 243: What is the required notice period for replacing a resource?***

Answer 243:

Please refer to the response for Question 242.

***Question 244: What is the anticipated contract start date and contract term?***

Answer 244:

Please refer to the response for Question 16.

***Question 245: Will multiple vendors be awarded under this solicitation?***

Answer 245:

Please refer to the response for Question 1.

***Question 246: How will Delivery Orders be distributed among awarded vendors (rotation, best fit, competitive minibid)?***

Answer 246:

Please refer to the response for Question 16.

***Question 247: Will WVDOT provide historical usage data for similar staffing contracts?***

Answer 247:

Please refer to the response for Question 2 & 3.

***Question 248: Is there a maximum number of resources WVDOT anticipates needing per classification?***

Answer 248:

Please refer to the response for Question 8.

***Question 249: Will WVDOT allow rate adjustments during the contract term?***

Answer 249:

Please refer to the response for Question 42.

***Question 250: Are there any penalties for early termination of a resource by the vendor?***

Answer 250:

Please refer to the response for Question 242.

***Question 251: Should vendors include all costs (travel, equipment, overhead) in the hourly rate?***

Answer 251:

Please refer to the response for Question 151.

***Question 252: Will WVDOT reimburse travel expenses if onsite work is required outside Charleston?***

Answer 252:

Please refer to the response for Question 151.

***Question 253: What is the invoicing frequency (monthly, biweekly)?***

Answer 253:

Invoices will be billed monthly.

***Question 254: Are timesheets required, and if so, what format should be used?***

Answer 254:

Please refer to the response for Question 242.

***Question 255: Will WVDOT use wvOASIS for timesheet approval and invoicing?***

Answer 255:

Please refer to the response for Question 242.

***Question 256: For Section 3.2 (staffing of six individuals), will WVDOT accept private sector references, or must they be government clients?***

Answer 256:

Please refer to Section 3 of the Specifications.

***Question 257: Will WVDOT accept resumes at the time of Delivery Order instead of at bid submission?***

Answer 257:

Please refer to the response to Question 14.

***Question 258: Are vendors required to include the qualifications outlined in Section 3 as part of the response submission?***

Answer 258:

Please refer to the response for Question 13.

***Question 259: Will WVDOT require vendors to acknowledge all addenda in the technical proposal or only in the bid submission?***

Answer 259:

Please refer to the response for Questions 12 and 13.

***Question 260: Are vendors required to include the Vendor Responsibilities outlined in Section 4.2 as part of the response submission?***

Answer 260:

Please refer to the response for Questions 12 and 13.

***Question 261: Is there a page limit or formatting requirement for the technical proposal?***

Answer 261:

This is a request for quote and not a request for proposal.

***Question 262: Should vendors submit one combined proposal for all classifications or separate proposals per classification?***

Answer 262:

Please refer to the response for Questions 12 and 13.

***Question 263: Are vendors required to submit a redacted version for public release?***

Answer 263:

Please refer to Item 31 of the Terms and Conditions.

***Question 264: Can WVDOT confirm the complete list of mandatory submission requirements (e.g., technical proposal components, staffing documentation, compliance forms, addendum acknowledgments, and any required certifications) that must be included in the vendor's response?***

Answer 264:

Please refer to the response for Question 14.

***Question 265: Can WVDOT confirm the mandatory information to be provided in the Response document?***

Answer 265:

Please refer to the response for Question 14.

***Question 266: Can WVDOT provide the required format or structure for the information that must be included in the response submission?***

Answer 266:

Please refer to the response for Question 14.

***Question 267: Will WVDOT provide training or orientation for new resources?***

Answer 267:

Organizational knowledge will be shared, however incoming employees will be expected to have the technical knowledge to perform their duties.

***Question 268: Are there any mandatory state holidays or shutdown periods vendors should be aware of?***

Answer 268:

Please refer to the response for Question 50.

***Question 269: Will WVDOT provide access to internal systems for remote workers?***

Answer 269:

All work will be performed on-site.

***Question 270: Are there any anticipated changes to the technical environment during the contract term?***

Answer 270:

Yes, due to the nature of the industry.

***Question 271: Will WVDOT provide performance feedback for each resource?***

Answer 271:

Performance feedback may be offered upon request.

***Question 272: Is there a maximum number of vendors WVDOT intends to award?***

Answer 272:

Please refer to the response for Question 8.

***Question 273: Will WVDOT require vendors to participate in quarterly or annual performance reviews?***

Answer 273:

Please refer to the response for Question 271.

***Question 274: Does WVDOT anticipate transitioning any of these roles into longterm fulltime positions?***

Answer 274:

Please refer to the response for Question 228.

***Question 275: Could WVDOT share the evaluation criteria or scoring breakdown that will be used to assess vendor responses?***

Answer 275:

Please refer to the response for Question 23.

***Question 276: Are vendors required to complete the Final CRFQ Form and submit it along with their proposal?***

Answer 276:

Please refer to the response for Questions 12 and 13.

***Question 277: Is the submission of past client references mandatory for this solicitation?***

Answer 277:

Please refer to the response for Questions 12 and 13.

***Question 278: Are vendors required to submit separate technical and cost documents, or should all materials be combined into a single file?***

Answer 278:

Please refer to the response for Questions 12 and 13.

***Question 279: Can WVDOT confirm all mandatory forms and attachments that must be included for the proposal to be considered responsive?***

Answer 279:

Please refer to the response for Questions 12 and 13.

***Question 280: Can WVDOT confirm whether an extension to the due date will be issued for this solicitation?***

Answer 280:

Please refer to the response for Question 79.

***Question 281: Should the proposal be separated into Technical and Price volumes?***

Answer 281:

Please refer to the response for Questions 12 and 13.

***Question 282: Is there a page limit for the Technical Proposal?***

Answer 282:

Please refer to the response for Question 261.

***Question 283: What file format should the proposal be submitted in (PDF or Word)?***

Answer 283:

Please refer to the response for Question 261.

***Question 284: Are there any specific formatting requirements (font, margins, spacing)?***

Answer 284:

Please refer to the response for Question 261.

***Question 285: Should technical specifications or datasheets be included in the proposal submission?***

Answer 285:

Please refer to the response for Questions 12 and 13.

***Question 286: Should addendum acknowledgement forms be submitted as part of the proposal package or separately?***

Answer 286:

Please refer to the response for Questions 12 and 13.

***Question 287: Can vendors submit multiple files in the portal, or must the proposal be uploaded as one consolidated document?***

Answer 287:

Please refer to the response for Questions 12 and 13.

***Question 288: Could you please clarify the evaluation criteria or scoring methodology for this solicitation?***

Answer 288:

Please refer to the response for Question 23.

***Question 289: Could the State please confirm if vendors should submit Exhibit A in excel or can vendors provide it in PDF?***

Answer 289:

Please refer to the response for Questions 12 and 13.

***Question 290: Could the State please confirm whether vendors may provide the Contract Manager information within the proposal/documentation, or if vendors are required to attach and complete page 22 of CRFQ DOT2600000079 Specifications as a separate form?***

Answer 290:

Please refer to the response for Questions 12 and 13.

***Question 291: Are electronic signatures allowed?***

Answer 291:

Please refer to the response for Question 224.

***Question 292: Could the State please grant an extension on the due date?***

Answer 292:

Please refer to the response for Question 79.

***Question 293: Could the State please confirm if it's mandatory for vendors to have a vendor customer code?***

Answer 293:

The successful vendor must be registered with the State of WV upon award.

***Question 294: If the vendor customer code and registration with the West Virginia Purchasing Division registration is mandatory, could the State please confirm if vendors can include proof that we are currently in the process of obtaining it?***

Answer 294:

Please refer to the response for Question 293.

***Question 295: In section 15A. RECIPROCAL PREFERENCE, the link provided is not working, could the State please provide the correct link or the PDF?***

Answer 295:

Please try the link again.

***Question 296: Could the State please confirm whether vendors are required to complete the Terms and Conditions form or if it should be submitted blank as part of the proposal? If vendors are expected to complete it, could the State please clarify the correct way to fill it out as some blank spaces appear to be post award?***

Answer 296:

Yes, it is required upon award.

***Question 297: Could the State please confirm whether any licenses, certifications, or permits are required under the LICENSE(S) / CERTIFICATIONS / PERMITS section of the Terms and Conditions? The section indicates that vendors must provide the listed items; however, the space below the paragraph appears to be blank. Please confirm if any specific requirements apply.***

Answer 297:

No.

***Question 298: Is the certificate of Insurance required with the response?***

Answer 298:

Please refer to the response for Question 75.

***Question 299: Are there any sales reporting requirements we should be aware of? If so, what is the expected submission frequency, and are zero sales reports required***

Answer 299:

Please refer to the response for Question 47.

***Question 300: Could the State please confirm whether the Interested Party Supplemental Disclosure form referenced in Section 43 – Interested Party Supplemental Disclosure of the Terms and Conditions is required for submission? The section indicates that the form is included in the solicitation; however, it does not appear among the provided documents. Could the State please provide the form or advise where it can be located?***

Answer 300:

The form can be obtained from the WV Ethics Commission.

***Question 301: Is it required to provide the Good Standing Certificate alongside the proposal response?***

Answer 301:

Please refer to Item 32 in the Terms and Conditions.

***Question 302: We are a California MBE firm certified by NMSDC. Do we qualify to meet the MBE preference? If yes, could the State please let us know what is the required documentation in order to obtain this preference?***

Answer 302:

Please refer to Item 15 in the Terms and Conditions.

***Question 303: We are a California firm, could the State please confirm if we qualify to meet the reciprocal preference?***

Answer 303:

Please refer to Item 15 in the Terms and Conditions.

***Question 304: Can the State confirm whether vendors are required to submit any written/technical response, or only pricing?***

Answer 304:

Please refer to the response for Questions 12 and 13.

***Question 305: If yes, is there any defined structure, format, or set of Questions that vendors are required to follow for the written response?***

Answer 305:

Please refer to the response for Questions 12, 13, and 14.

***Question 306: Could the State please confirm what specific documentation is required under Section 3.1 to demonstrate the minimum five (5) years in business?***

Answer 306:

Please refer to the response for Question 55.

***Question 307: As per Section 3.2, could the State confirm whether vendors may provide information on individuals provided to commercial clients, or if only government/public sector experience will be considered?***

Answer 307:

Please refer to the response for Question 14.

***Question 308: As per Section 3.2, could the State provide more details on the type of documentation required to demonstrate that individuals were provided for the specified classifications?***

Answer 308:

Please refer to the response for Question 14.

***Question 309: As per Section 4.2.3, which mentions inclusive costs, could the State confirm whether vendors are allowed to bill for public holidays, sick leave, or paid time off?***

Answer 309:

Please refer to the response for Question 50.

***Question 310: Are vendors expected to include references in the written response? If yes, must these be government references, or will commercial references also be accepted?***

Answer 310:

Please refer to the response for Question 14.

***Question 311: Could the WVDOT please clarify the correct way to enter pricing on the portal?***

Answer 311:

Please refer to the response for Question 20.

***Question 312: Please clarify what is meant by 'Unit Issue' and 'Qty' on the portal within the pricing slot.***

Answer 312:

'Est. Qty.' is an estimated number of positions /roles given for the pricing page. 'Unit of Measure' represents one position/role. 'Unit cost' is the hourly rate for year 1, 2, 3, and 4. Refer to 5.2 regarding more information on the pricing page.

***Question 313: Are there any caps/limits on annual rate escalation for years 2-4?***

Answer 313:

Please refer to the response for Question 42.

***Question 314: Are there any overtime or holiday rate considerations to be included?***

Answer 314:

Please refer to the response for Question 50.

***Question 315: Can the State confirm that 'EA' in the pricing sheet represents one hour of service per resource, given the estimated quantity of 2080?***

Answer 315:

Please refer to the response for Question 312.

***Question 316: What is the estimated number of resources required per role annually?***

Answer 316:

Please refer to the response for Question 16.

***Question 317: How many vendors do you expect to award for this project?***

Answer 317:

Please refer to the response for Question 8.

***Question 318: Apart from Charleston, are there other work locations across WV?***

Answer 318:

Please refer to the response for Question 1.

***Question 319: Is subcontracting allowed under this contract?***

Answer 319:

Please refer to the response for Question 80.

***Question 320: Is there an existing vendor or incumbent currently providing these services?***

Answer 320:

Please refer to the response for Question 1.

***Question 321: Please provide details of the current incumbent vendor(s), including the scope of services performed and the duration of the existing contract.***

Answer 321:

Please refer to the response for Question 1.

***Question 322: Could you please confirm whether vendors are required to submit a detailed technical proposal as part of this CRFQ response, or if the evaluation will be based solely on the submitted pricing and required forms?***

Answer 322:

Please refer to the response for Questions 12 and 13.

***Question 323: Is the current agency providing services under this contract eligible to participate and submit a bid for this RFP?***

Answer 323:

Please refer to the response for Question 1.

***Question 324: Is there a defined "not-to-exceed" budget for this RFP? If so, please provide details.***

Answer 324:

Please refer to the response for Question 3.

***Question 325: Please provide a list of the most frequently requested job classifications or positions under this contract.***

Answer 325:

Please refer to the response for Question 6.

***Question 326: Kindly provide the total annual expenditure for temporary staffing services for the most recent fiscal year.***

Answer 326:

Please refer to the response for Question 2.

***Question 327: Please clarify whether resumes are required as part of the proposal submission process. If applicable, kindly specify the positions and level of detail required.***

Answer 327:

Please refer to the response to Question 14.

***Question 328: Please provide information regarding the current pricing structure, including bill rates or markups, utilized under the existing contract.***

Answer 328:

Please refer to the response for Question 2.

***Question 329: Could you please clarify if vendors need to complete only Page 1 (Vendor Information) of the CRFQ form, or if the entire document must be completed and submitted as part of the response?***

Answer 329:

Please refer to the response for Questions 12 and 13.

***Question 330: Could you please confirm whether the submission requirements are limited to the CRFQ form and pricing sheet only, or if we may also include additional documents such as company information and qualifications?***

Answer 330:

Please refer to the response for Questions 12 and 13.

***Question 331: Could you please confirm whether the resources are required to be fully onsite in Charleston, WV, or if remote or hybrid work arrangements will be acceptable?***

Answer 331:

Please refer to the response for Question 61.

***Question 332: Please confirm whether the submitted hourly rates are expected to be fully inclusive of all costs, including travel, overhead, insurance, and benefits, with no additional reimbursements.***

Answer 332:

Please refer to the response for Question 42.

***Question 333: In the event that a resource needs to be replaced, could you please clarify whether vendors would be subject to any penalties beyond providing a qualified replacement, and whether a transition period would be permitted?***

Answer 333:

Please refer to the response for Question 242.

***Question 334: Do all positions require full-time on-site presence in Charleston, or are any roles eligible for remote or hybrid work?***

Answer 334:

Please refer to the response for Question 61.

***Question 335: Are any roles expected to provide after-hours, on-call, or weekend/holiday support as part of the standard hourly rate?***

Answer 335:

Please refer to the response for Question 50.

***Question 336: Which position classifications are most frequently requested?***

Answer 336:

Please refer to the response for Question 6.

***Question 337: What proportion of time is expected to be spent on mentoring/training versus production work?***

Answer 337:

Please refer to the response for Question 15.

***Question 338: Are there any required training deliverables or documentation for knowledge transfer?***

Answer 338:

Please refer to the response for Question 267.

***Question 339: If a candidate is replaced during an active delivery order, is the full interview and qualification process required again, or is there an expedited review process for replacement candidates?***

Answer 339:

Please refer to the response for Question 242.

***Question 340: Please confirm whether resumes are required as part of the initial bid submission, or whether resumes and qualification documentation will only be required after award when candidates are requested for a specific labor category.***

Answer 340:

Please refer to the response to Question 14.

***Question 341: Please confirm what specific supporting documentation must be provided with candidate submissions after award. For example, should vendors provide only resumes, or also degree copies, certifications, references, and a qualification crosswalk demonstrating how each requirement is met?***

Answer 341:

Please refer to the response to Question 14.

***Question 342: The CRFQ form lists Line Item 9 as Application SQL Server Database Administrator and Line Item 10 as Senior Application Oracle Server Database Administrator. Please confirm whether Line Item 10 is correct as written, or whether the intended title is Senior Application SQL Server Database Administrator.***

Answer 342:

Please refer to the response for Question 51.

***Question 343: Please confirm whether award will be made independently by each labor category, allowing a vendor to be awarded one or more selected categories even if the vendor does not bid all categories.***

Answer 343:

Please refer to the response for Question 1.

***Question 344: Please confirm whether pricing should be submitted as a fully burdened hourly bill rate for each labor category, inclusive of all direct and indirect costs.***

Answer 344:

Please refer to the response for Question 42.

***Question 345: Please confirm whether the resources are expected to work onsite, remotely, or in a hybrid arrangement, and whether this may vary by labor category or assignment.***

Answer 345:

Please refer to the response for Question 61.

***Question 346: Please clarify whether the State can provide any estimated usage, anticipated number of placements, historical spend, or expected demand by labor category.***

Answer 346:

Please refer to the response for Question 1, 2, and 3.

***Question 347: Please confirm whether insurance certificates must be included with the bid response, or whether they are only required from the apparent successful vendor(s) prior to award.***

Answer 347:

Please refer to the response for Question 75.

***Question 348: Could you please confirm the Budget?***

Answer 348:

Please refer to the response for Question 3.

***Question 349: Please confirm the required bid submission method for this solicitation. Is submission through any one permitted method sufficient, or must the bid be submitted both electronically through wvOASIS and physically/by fax?***

Answer 349:

Please refer to the response for Questions 12, 13, and 14.

***Question 350: Can you please clarify Section 3.2: does the five-year requirement apply to each proposed individual, or to the vendor's history of placing at least six qualified resources in the listed classifications within the past five years?***

Answer 350:

Please refer to the response for Question 55.

***Question 351: Are there any specific areas that we should address in the proposal documentation, or is there a template that we are required to follow?***

Answer 351:

Please refer to the response for Questions 13 and 14.

***Question 352: Does Cost Proposal need to be submitted separately, or it should include in the technical documentation?***

Answer 352:

Please refer to the response for Questions 12 and 13.

***Question 353: “Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications...”***

***Could you please confirm whether this requirement is satisfied by providing documentation for:***

***Six (6) individuals across one or more of the listed classifications, or***

***Six (6) individuals mapped across six (6) different classifications?***

Answer 353:

Please refer to the response for Question 110.

***Question 354: Section 3.2 of the Specifications states that vendors must “provide documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications,” and also requires that the vendor be in business for a minimum of five (5) years providing similar services. Could you please clarify what form of documentation is acceptable to demonstrate:***

***The staffing of six (6) individuals (e.g., resumes, client references, contract summaries,***

***etc.), and The minimum five (5) years of experience (e.g., company profile, past contracts,***

***references, etc.)? Additionally, should this documentation be submitted as part of the bid response, or will it be requested at a later stage (e.g., prior to award)?***

Answer 354:

Please refer to the response to Questions 14 and 110.

***Question 355: The solicitation outlines pricing and qualification requirements; however, it does not explicitly specify all documentation required at the time of bid submission.***

***Could you please confirm whether any documentation such as proof of experience staffing history, or supporting qualifications is required to be submitted with the bid, or if such documentation will be requested at a later stage (e.g., prior to award)?***

**Answer 355:**

Please refer to the response for Questions 12 and 14.

***Question 356: Could you please clarify whether the roles under this contract are expected to be performed onsite, remote, or in a hybrid model?***

**Answer 356:**

Please refer to the response for Question 61.

***Question 357: The solicitation indicates that multiple vendors may be awarded and ranked by pricing.***

***Could you please clarify how delivery orders will be distributed among awarded vendors (e.g., strictly by ranking, rotational basis, or based on agency discretion)?***

**Answer 357:**

Please refer to the response to Question 15.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DOT260000079**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

DatamanUSA, LLC

\_\_\_\_\_  
Company  
*Nidhi Suman*  
\_\_\_\_\_  
Authorized Signature

04/10/2026

\_\_\_\_\_  
Date

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

## **5.Signed General Terms and Conditions**

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## **GENERAL TERMS AND CONDITIONS:**

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

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

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

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

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

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

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

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

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

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

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

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

**Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of (1) one year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to (3) Three successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Vendor must maintain:

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

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

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

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

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

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

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

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

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

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

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

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

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Printed Name and Title) Nidhi Saxena, President  
(Address) 6890 S Tucson Way, Suite 100, Centennial, CO 80112  
(Phone Number) / (Fax Number) 720-248-3110  
(email address) contact@datamanusa.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.*

DatamanUSA

(Company) \_\_\_\_\_

(Signature of Authorized Representative) \_\_\_\_\_

*Nidhi Saxena*  
Nidhi Saxena, President

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

720-248-3110

(Phone Number) (Fax Number) \_\_\_\_\_

contact@datamanusa.com

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

# Request for Quotation

## WV DOT Information Technology Temporary Staffing Services (81260081)

Solicitation No. CRFQ 0803 DOT2600000079

Due Date and Time: April 14, 2026, 1:30 P.M.  
EDT



Submitted to: Infojini, Inc.

Contact: Sandeep Harjani

Phone: 443-257-0086

Email: [statebids@infojiniconsulting.com](mailto:statebids@infojiniconsulting.com)

HQ Address: 10015 Old Columbia Rd, Suite B215  
Columbia, MD 21046



Submitted to: West Virginia Department of  
Transportation

Contact: John W Estep

Phone: 304-558-2566

Email: [john.w.estep@wv.gov](mailto:john.w.estep@wv.gov)

Address: Department of Administration, Purchasing  
Division 2019 Washington Street East  
Charleston, WV 25305-0130

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## COVER LETTER

**Attn:** West Virginia Department of Transportation  
Department of Administration, Purchasing  
Division 2019 Washington Street East  
Charleston, WV 25305-0130

**Date:** 04/14/2026

**Subject:** Infojini Inc. response to Solicitation No. CRFQ 0803 DOT2600000079.

Infojini Inc. is pleased to submit our response to Solicitation No. CRFQ 0803 DOT2600000079 Information Technology Temporary Staffing Services issued by the West Virginia Department of Transportation.

We understand that WVDOT is seeking qualified, experienced, and trusted industry partners to provide high-quality IT temporary staffing services across job classifications - Senior Mainframe Application Analyst, Mainframe Application Analyst, Senior Application Oracle Database Administrator, Application Oracle Database Administrator, Senior Application DB2 Database Administrator, Application DB2 Database Administrator, and other IT roles.

### Infojini's Experience and Capability

Infojini Inc. is a **S-Corporation**, with more than **19 years** of experience delivering IT staffing services to transit/transportation, state, local government, federal and Commercial Clients in the United States. We are **CMMI Level 3 appraised, ISO 9001:2015, ISO/IEC 20000-1:2018, ISO/IEC 27001:2013 certified firm. We are a Microsoft Partner, Snowflake Partner and an associate partner with Salesforce, and a National Minority Supplier Development Council-certified** Minority Business Enterprise (MBE). We specialize in delivering comprehensive workforce solutions, including **Temporary Staffing, Temporary-to-Permanent placements, Direct Hire, and Payroll Services**. We bring extensive experience in delivering IT temporary staffing services to government and transportation agencies nationwide, with successful execution across more than **450 staffing** contracts.

Infojini has been consistently recognized by Staffing Industry Analysts (SIA) as one of the **"Best Staffing Firms to Work For" in 2023, 2024, and 2025**, reflecting our strong workplace culture and performance. We have also received multiple client awards, including **Gold Partner, Star Partner, and Vendor of the Year**, highlighting our dedication to exceptional service delivery and client satisfaction. Infojini maintains **an A+ rating from the Better Business Bureau (BBB)**, reflecting our commitment to customer service, ethical practices, and dependable performance.

**Transportation/Transit Experience:** We have experience working with **35+ Transportation/Transit agencies** with scope and size

### Why Infojini?

- **Incumbent:**  
We have been awarded under Request for Quotation WVDOT Information Technology Temporary Staffing Services (81220053) and are well positioned to support IT staffing requirements in alignment with contract terms.
- **Experience & Government Expertise:**
- **19+ years** delivering IT temporary staffing services to over 450 Public Sector Clients
- Dedicated account management team exclusively supporting WVDOT's staffing needs.
- **Talent & Delivery Capacity:**
- Successfully placed over **13,000** IT and other professionals across a wide range of job classifications
- Access to over **5 million active** resumes, including **350,000+** actively screened candidates nationwide and **25,000+** pre-screened professionals in West Virginia across required job categories.
- **40-hour no-cost replacement** guarantee ensures satisfaction and risk-free hiring.
- **Diversity & Veteran Hiring:**
- Active partnerships with DiversityFIRST™, LGBTQA groups, and women's meetups to strengthen diverse candidate recruitment.
- Collaboration with Reboot, a veteran hiring platform that uses psychometric analysis to match veterans with the right job opportunities.

similar to that of WVDOT, including Maryland DOT, Texas DOT, Missouri Department of Transportation, Capital Metropolitan Transportation Authority, Bi-State Development, Amtrak, Utah Transit Authority, Chicago Transit Authority, etc.

**Local Experience:** Infojini has successfully partnered with West Virginia clients such as State of West Virginia, West Virginia University, West Virginia Office of Shared Administration, West Virginia Health and Human Resources, West Virginia Purchasing Division, West Virginia Department of Health and Human Resources, West Virginia University on behalf of its Board of Governors (BOG), Blue Ridge Community & Technical College, and West Virginia University at Parkersburg.

Infojini has delivered similar IT staffing services across a broad range of sectors, including state and local governments, counties, educational institutions, utilities, non-profit organizations, and commercial clients throughout the United States. Our delivery model is supported by proven recruitment processes, deep experience in the transportation sector, a dedicated local account team, and a network of **350+ active and passive recruiters**. We maintain access to a strong local talent pool, including **more than 25,000 pre-screened** candidates in West Virginia, enabling us to consistently deliver qualified resources.

Additionally, we leverage **TalentDome**, our proprietary talent management platform with access to **over 2 million** pre-screened candidates, along with our Ceipal ATS database of more than **5 million** resumes. This integrated approach allows us to efficiently identify, evaluate, and deploy candidates who meet WVDOT requirements with speed and precision.

Infojini accepts all RFQ terms and conditions without exception and acknowledges receipt of Addendum 1 and 2. For any inquiries, please contact our authorized officer, Mr. Sandeep Harjani, President of Infojini, who is fully authorized to bind the firm to all commitments and services outlined in this proposal.

Authorized Representative:

Respectfully,



Sandeep Harjani, President, Infojini, Inc

Phone: 443-257-0086 | Email ID: [statebids@infojiniconsulting.com](mailto:statebids@infojiniconsulting.com)

## QUALIFICATIONS

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

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

Infojini is a nationally recognized staffing and consulting firm with over **19 years of experience** delivering **IT Temporary staffing services** to transit/transportation, state and local governments, federal agencies, and commercial clients across the United States. We are a **CMMI Level 3 appraised, ISO 9001:2015, ISO/IEC 20000-1:2018, ISO/IEC 27001:2013 certified firm. We are a Microsoft Partner, Snowflake Partner and an associate partner with Salesforce, and a National Minority Supplier Development Council-certified Minority Business Enterprise (MBE).**

We specialize in all aspects of **IT Staff Augmentation services, Enterprise Architecture Services, Information and Infrastructure Architecture, Networking, Cyber Security, Business Applications Services, Consulting Services, Cloud Support, Cloud and Hybrid hosting, Business Process Management, Salesforce Support, O365 Support, Database Management, Managed Services, Oracle PeopleSoft, ERP Implementation and Support, Quality Assurance, Application Development and Maintenance, Website and Mobile Application solutions.** With experience supporting over **450** staffing contracts and more than 50 contracting vehicles nationwide, we bring the scale and delivery maturity required for large, complex engagements.

Our performance and organizational culture have been consistently recognized by independent and client-based evaluations. We have also received multiple client recognitions, including **Gold Partner, Star Partner, and Vendor of the Year awards**, reflecting sustained service quality and responsiveness. Our quality of service has been recognized by various agencies; the following awards/certifications are a testament to recognition:

- Infojini has been recognized as one of the 'Best Staffing Firms to Work For' by **Staffing Industry Analysts (SIA) in 2025, 2024, and 2023.**
- Inc. Magazine has recognized Infojini as one of the Mid-Atlantic Region's **Fastest-Growing Companies**
- Inc. 5000 fastest-growing private companies.
- Washington Technology Fast 50
- USPACC Fast 50
- Infojini is proud to hold an **A+ rating** from the **Better Business Bureau (BBB)**, reflecting our unwavering commitment to excellence in customer service, ethical business practices, and reliable performance.

### Minimum 5 Years of experience in Providing Similar IT Services (3.1)

Infojini Inc. meets and exceeds RFQ's minimum qualification requirements. Infojini is a nationally recognized staffing firm with over **19 years of experience** delivering **IT staffing services** to state and local governments, federal agencies, commercial and transportation/transit clients across the United States.

### West Virginia Public Sector Experience

Over the past **19 years**, Infojini has supported multiple public sector entities within West Virginia, delivering IT staffing services aligned with the scope defined in this RFQ. Our experience includes providing qualified professionals across application development, infrastructure support, database administration, and IT program management functions.

Please find below a representative list of our comparable Information Technology Temporary staffing engagements supporting public sector clients across West Virginia.

Client	Contract Name	Duration
State of West Virginia	IT Temporary Staffing	Dec 2024 – Present
West Virginia University	Functional/Technical Consulting and Staff Augmentation Services	Sep 2025 – Present
State of West Virginia	Temporary Staffing Radiologic Technicians	Aug 2024 - Present
West Virginia Office of Shared Administration	IT Staffing Services	Mar 2026 – Present
West Virginia Health and Human Resources	IT Temporary Staff Augmentation Services	Nov 2021 – Present
West Virginia Purchasing Division - West Virginia Department of Health and Human Resources	IT Support Services	Nov 2020 – Present
West Virginia University on behalf of its Board of Governors (BOG)	Temporary Information and Technology Professionals	Mar 2019 – Present
Blue Ridge Community & Technical College	IT Professional Services Contract Pool	Dec 2018 – Present
West Virginia University at Parkersburg	IT Services	Sep 2017 – Present

**Demonstrated Experience with 35+ Transportation/Transit Agencies**

Infojini brings significant experience supporting transportation agencies across the United States, delivering IT staffing services for mission-critical systems, infrastructure, and operational support. We have provided and continue to provide staffing services to transportation clients across IT, Non-IT, and other industry verticals on a direct-hire, temporary, and temporary-to-hire basis. Our transportation clients include:

Category	Clients
State & Regional Departments of Transportation	Maryland Department of Transportation (MDOT); Illinois Department of Transportation; North Carolina Department of Transportation; South Carolina Department of Transportation; Texas Department of Transportation; Florida Department of Transportation
Public Transit Authorities	Chicago Transit Authority (CTA); Santa Clara Valley Transportation Authority; Utah Transit Authority; Sound Transit; North County Transit District; Spokane Transit Authority; Hampton Roads Transit; Valley Transit; Regional Transportation District (CO); Central Ohio Transit Authority (COTA); Rochester Genesee Regional Transportation Authority; Massachusetts Regional Transit Authority (MART); Community Transit (Everett, WA); Golden Gate Bridge, Highway and Transportation District

<b>Rail &amp; Commuter Rail Agencies</b>	Metropolitan Transportation Authority (MTA); MTA Capital Construction; Long Island Rail Road; Metro-North Railroad; Northeast Illinois Regional Commuter Railroad Corporation (Metra); National Railroad Passenger Corporation (Amtrak)
<b>Airport Authorities &amp; Aviation Agencies</b>	Wayne County Airport Authority; Rhode Island Airport Corporation; Metropolitan Washington Airports Authority; Metropolitan Nashville Airport Authority (Nashville International Airport – BNA); Hillsborough County Aviation Authority
<b>Port Authorities</b>	Port of Long Beach; Port of Seattle; Port Authority of New York and New Jersey; Port Authority of Allegheny County

*Please find below a representative list of comparable IT staffing engagements delivered to transportation agencies.*

<b>Client</b>	<b>Contract Name</b>	<b>Duration</b>
<b>Texas Department of Transportation</b>	IT Staff Augmentation	Dec 2025 - Present
<b>Sound Transit</b>	Agency Wide Temporary Services	Mar 2026 - Present
<b>Golden Gate Bridge, Highway and Transportation District</b>	Temporary Staffing Services	Jan 2021 - Present
<b>Maryland Department of Transportation</b>	IT Staff Augmentation Services	Feb 2022 – Present
<b>North Carolina Department of Transportation</b>	Staffing Services	Jan 2018 – Present
<b>South Carolina Department of Transportation</b>	IT Staffing Services	Jul 2016 – Present
<b>Capital Metropolitan Transportation Authority</b>	IT Temporary Personnel Services	Jan 2022 – Present
<b>Rochester Genesee Regional Transportation Authority</b>	IT Staffing Services	Dec 2023 – Present
<b>Amtrak</b>	Staffing Services	Jul 2023 – Present
<b>Chicago Transit Authority</b>	IT Temporary Employment Services	May 2022 – Present
<b>Spokane Transit Authority</b>	Temporary Personnel Services	Aug 2021 – Present
<b>Hampton Roads Transit</b>	IT Staffing Services	Nov 2021 – Present
<b>Santa Clara Valley Transportation Authority</b>	Temporary Staffing Services	Nov 2020 – Present
<b>Community Transit</b>	Temporary Employment Services	Oct 2021 – Present
<b>Valley Transit</b>	Temporary Staffing Services	Sep 2021 – Present
<b>Tampa International Airport</b>	IT Staff Augmentation Services	Aug 2019 – Present
<b>Dallas Area Rapid Transit</b>	Temporary Personnel & Staffing Services	Dec 2019 – Present
<b>Regional Transportation Authority</b>	IT Staff Augmentation Services	Nov 2019 – Present

Infojini has successfully provided **13,000+** qualified staff support to various government agencies nationwide. Please find below a partial list of our ongoing projects.

<b>Client</b>	<b>Contract Name</b>	<b>Duration</b>
<b>City of Chesapeake</b>	IT Staffing Services	Jul 2025 - Present
<b>City of Hampton</b>	IT Professional & Technical Services	Aug 2025 - Present
<b>City and County of San Francisco</b>	As Needed IT Commodities and Professional Services	June 2025 – Present
<b>Texas Department of Information Services</b>	Information Technology Staffing Services	Jan 2025 – Present
<b>County of Westchester</b>	Information Technology Professional Consultant Services	Jan 2025 – Present
<b>Allegheny County Department of Human Services</b>	Staff Augmentation Services for Information Technology, Data Management and Data Analysis	July 2025 – Present
<b>County of Arlington</b>	IT Temporary Staff Augmentation & Consulting Services	Apr 2024 - Present
<b>Prince William County Service Authority</b>	IT Support Services	Jul 2024 - Present
<b>Oakland County Purchasing Division</b>	IT Professional Service	Oct 2024 – Present
<b>King County</b>	IT Temporary Personnel Services	July 2024 – Present
<b>County of San Mateo</b>	Network and Security Professional and Information Technology Services	May 2024 – Present
<b>Rockland County</b>	Information Technology (IT) Consulting Services Qualified Suppliers List (QSL)	Feb 2024 – Present
<b>Commonwealth of Virginia</b>	Temporary Information and Technology Professionals	Dec 2023 – Present
<b>Virginia Employment Commission</b>	IT Professional Services Contract Pool	Jan 2023 – Present
<b>Virginia Tech</b>	IT Technical Services	Dec 2022 - Present
<b>Virginia Commonwealth University</b>	IT Contract Staffing	Aug 2022 - Present
<b>Virginia Community College System</b>	Technology Personnel Services	Nov 2019 - Present
<b>Virginia Beach City Public Schools</b>	IT Consulting Services	Nov 2019 - Present

Alexandria City Public Schools	IT Services Contract	Dec 2018 - Present
Loudoun County Public Schools	IT Staffing Contract	Nov 2019 - Present

**Government and Public-Sector Client Experience**

Infojini brings extensive experience delivering IT staffing services *across state and county governments, higher education institutions, housing authorities, utilities, and nonprofit organizations*. We have successfully supported more than **450 public sector clients** nationwide, providing temporary staffing services aligned to agency-specific operational and compliance requirements.

State Clients		
State of West Virginia	State of Virginia	State of Kentucky
State of Tennessee	State of Minnesota	State of North Carolina
State of Michigan	State of Idaho	State of Illinois
State of Vermont	State of California	State of Colorado
State of Florida	State of Georgia	State of Iowa
State of Maryland	State of New Mexico	State of Nevada
State of Nebraska	State of Wyoming	State of Wisconsin
State of Ohio	State of Oklahoma	State of Oregon
State of Pennsylvania	State of South Carolina	State of Texas
State of Utah	State of New York	State of Montana
State of Missouri	State of Colorado	State of Massachusetts
State of New Jersey	State of Louisiana	State of North Dakota
State of Rhode Island	State of Indiana	State of New Mexico
State of Mississippi	State of Arizona	State of Kansas
State of Arkansas	State of Connecticut	State of Delaware
City Clients		
City of Hampton	City of Chesapeake	City of Chicago
City of Baltimore	City of Philadelphia	City of Centennial
City of Columbia	City of Everett	City of West Hollywood
City of Cincinnati	City of Lakewood	City of San Juan Capistrano
City of San Antonio	City of Milwaukee	City of Anaheim
City of Redmond	City of Albuquerque	City of Berkeley
City of Killeen	City of Minneapolis	City of Tacoma
City of Cedar Park	City of Dearborn	City of Cape Coral
City of Phoenix	City of Stockton	City of Glendale
City of Palmdale	City of Milpitas	City of Sunnyvale
City of Palo Alto	City of Santa Ana	City of Santa Maria
County Clients		
Harris County	Tarrant County	County of Leigh

Anne Arundel County	County of Placer	Waukesha County Purchasing Division
County of Sacramento	Prince William County Service Authority	Passaic County
County of San Mateo	County of Arlington	McHenry County
County of Fresno	Cook County Bureau of Technology	Clark County
Miami Dade County	Prince George's County	King County
Clackamas County	Santa Clara County	County of Volusia
Ramsey County	Hennepin County	Washington County
County of Westchester	Kane County Information Technologies Department (ITD)	County of Los Angeles, Department of Public Health
Monmouth County	Polk County	Oakland County
San Bernardino County	County of Santa Clara	County of San Diego
County of San Francisco	Gwinnett County	Rockland County
<b>Education Sector Clients</b>		
Fulton County Schools	Baltimore City Public Schools	Houston Independent School District
Volusia County Schools	Los Angeles Unified School District	Fort Worth Independent School District
San Francisco Unified School District	Dallas Independent School District	Garland Independent School District
Pima County Community College District	Montgomery College	County College of Morris
Calbright College	City Colleges of Chicago	Santa Clarita Community College District
Texas State University	MEEC - Bowie State University	University of Colorado
University of Oklahoma	University of South Carolina	SUNY Upstate Medical University
<b>Housing Authorities</b>		
Charlotte Housing Authority	Housing Authority of Savannah	Cincinnati Metropolitan Housing Authority
New York City Housing Authority	Fort Worth Housing Solutions	Montgomery Housing Authority (MHA)
Cincinnati Metropolitan Housing Authority	Housing Opportunity Management Enterprises (HOME)	NeighborWorks America (NW)
Rhode Island Housing and Mortgage Finance Corporation (RI Housing).	Housing Authority Birmingham District	District of Columbia Housing Authority (DCHA)
Houston Housing Authority	Housing Authority of the County of San Bernardino	Santa Clara County Housing Authority
Los Angeles County Development Authority (LACDA)	Housing Authority Birmingham District	Rhode Island Housing and Mortgage Finance Corporation

Utilities		
American Electric Power	Eastern Municipal Water District	Colorado Springs Utilities
The Metropolitan Water District of Southern California	Santa Clara Valley Water District	District of Columbia Water and Sewer
South Coast Air Quality Management District	District of Columbia Water and Sewer Authority (DC Water)	Louisville Water Company
New York Power Authority (NYPA)	Washington Suburban Sanitary Commission	Philadelphia Gas Works
Electric Power Board of Chattanooga	Milwaukee Metropolitan Sewerage District	
Non-Profit Clients		
Louisville water company	American Electric Power	Electric Power Board of Chattanooga
Philadelphia Gas Works	New York Power Authority (NYPA)	Sacramento Municipal Utility District
Colorado Springs Utilities	West Basin Municipal Water District	San Antonio Water System
Santa Clara Valley Water District	Metropolitan Water District of Southern California	District of Columbia Water and Sewer Authority
South Coast Air Quality Management District	Washington Suburban Sanitary Commission	Eastern Municipal Water District

Infojini has been serving similar IT staffing needs of its clients within and outside of the State of West Virginia, for the past many years which gives us the ability to provide qualified resources within **24- 48** hours. Please find below a partial list of areas where we can support the WVDOT due to our experience of providing similar services across different IT verticals:

✓ System Analysis	✓ Database Administration	✓ Database Architecture
✓ Desktop/Helpdesk Support	✓ Unified Communication	✓ Converged Architecture
✓ Service Desk Implementation	✓ Capacity Optimization	✓ Datacenter Transformation
✓ Network Engineering	✓ Technology Assessment	✓ Data Security
✓ Network Automation	✓ Datacenter Migration	✓ Setup & Configuration
✓ Infrastructure Analysis and assessment	✓ Disaster Recovery	✓ Data Migration to Cloud
✓ Billing Optimization	✓ SharePoint	✓ IaaS/SaaS/PaaS
✓ Virtualization and Private Cloud	✓ Data Integration	✓ Enterprise Integration
✓ Service-Oriented Architecture	✓ Penetration Testing	✓ Governance & Regulatory Compliance
✓ Embedded Management Systems	✓ Network Architecture	✓ Data Programming
✓ Network and IT Security	✓ Content Management System	✓ Traffic Monitoring
✓ Enterprise Resource Planning	✓ Enterprise SAN/ NAS Storage	✓ GIS Support

- |                       |                                 |                         |
|-----------------------|---------------------------------|-------------------------|
| ✓ Performance Testing | ✓ Security Architecture         | ✓ System Administration |
| ✓ Quality Assurance   | ✓ Web Designing and Development | ✓ Domain Security       |
| ✓ O365 Support        | ✓ Cloud Support                 | ✓ Helpdesk Support      |

Moreover, we have a strong bench of candidates who could help us to fill the urgent requirements of WVDOT in the Shortest Turnaround Time possible. The following table depicts the bench capabilities of Infojini which we intend to leverage to support WVDOT's IT Temporary Staffing needs.

Job Title	Approx. of prescreened resources in the State of West Virginia	Approx. # of prescreened resources across the United States
Senior Mainframe Application Analyst	1,850	19,690
Mainframe Application Analyst	1,979	18,989
Senior Application Oracle Database Administrator	1,675	26,900
Application Oracle Database Administrator	1,280	24,890
Senior Application DB2 Database Administrator	1,690	19,750
Application DB2 Database Administrator	1,495	21,890
PC Programmer Analyst	1,320	22,900
Senior PC Programmer Analyst	1,280	24,750
Application SQL Server Database Administrator	1,490	25,977
Senior Application SQL Server Database Administrator	1,244	18,990
GIS Database Administrator	1,490	19,450
Senior GIS Database Administrator	1,795	23,980
GIS Architect	1,975	22,997
GIS Application Developer	2,980	29,999
Senior GIS Application Developer	2,125	28,900




**Awards and Certifications:** Our quality of service and dedication to client missions have earned us numerous awards and industry recognitions, reinforcing our reputation as a valued staffing partner. These achievements are a testament to the exceptional service we consistently provide to clients. The following awards/certifications are a testament to recognition:



Figure 1: Awards and Recognition, Certifications, and Partnerships

**Testimonials:** Our past success in providing similar services is a testament to our strong reputation. Below are testimonials collected from our customers via email and SenseHQ, highlighting our successful service delivery, adherence to costs, schedules, and performance requirements, and commitment to exceeding expectations and contractual duties.

	<p><i>“All of the services offered by Infojini have been good. It is difficult to think of one thing that is so much better than everything else it must be highlighted”</i></p> <p><b>Angie Peters, General Manager Valley Transit</b></p>
	<p><i>“Infojini has been successful at meeting our IT staff augmentation needs and has been a thoughtful partner when we’ve needed their help in crafting an appropriate and cost-effective solution. In case where we’ve had an issue to work through with one of their staff. Infojini’s management staff has been timely and effective in their response!”</i></p> <p><b>Ken Hale, Manager - IT Project Management Port of Seattle</b></p>
	<p><i>“Thank you so much for turning this around so quickly. Since we have begun working with you/Infojini, we have received exceptional service, which I thank you for and very much appreciate.”</i></p> <p><b>Stephen Oldfield, Executive Director Montachusett Regional Transit Authority</b></p>

	<p><i>“We have worked with Infojini Inc. for several years. The relationship is built on trust, transparency, and a solid understanding of the positions which we desire to fill. Infojini Inc. has been very responsive and partnered with us to place good talent within our organization. They are an excellent resource for our staffing needs!”</i></p> <p align="right"><i>- Randy Sayers, Project Manager, Maryland Judicial Information Systems</i></p>
	<p><i>“Infojini consistently provided the best-qualified candidates that most closely matched our requirements. Our communication with them is excellent and the few issues encountered were handled expediently and professionally!”</i></p> <p align="right"><i>- Deborah Smith, Judicial Council of California</i></p>
	<p><i>“We don’t use temps very often but when we need temporary staff, Infojini Inc. is our go-to agency. We value our relationship with them and would definitely recommend them.”</i></p> <p align="right"><i>- Patty Torres, HR Manager, Katena Products</i></p>

**Demonstrated experience providing IT temporary staffing services with at least six (6) individuals across the listed classifications within the past five (5) years (3.2)**

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

Infojini Inc. demonstrates comprehensive experience aligned with the overall scope of services outlined in this RFP, including mainframe application support, enterprise database administration, application development, and GIS services. Our delivered resources consistently align with required technical competencies such as COBOL/CICS/JCL-based development, relational database management, SQL optimization, data modeling, GIS platform administration (Esri ArcGIS), and enterprise application development. We support full-cycle activities including analysis, design, development, performance tuning, system integration, and production support, while ensuring effective coordination with cross-functional stakeholders.

*The table below highlights representative roles and clients where Infojini has successfully delivered similar services:*

Job Classification	Scope of Services	Clients Served	Duration
Senior Mainframe	Infojini provides senior-level mainframe professionals with extensive experience in <b>COBOL, CICS, and</b>	Maryland Department of Transportation – Maryland Transit	Apr 2021 – Present

<p><b>Application Analyst</b></p>	<p>JCL for enterprise application development and maintenance. These resources lead analysis and design efforts, support complex batch and online processing systems, and manage issue resolution in production environments. They bring strong expertise in relational database integration, system optimization, and cross-functional coordination with project managers, DBAs, and business stakeholders.</p>	<p>Administration (MDOT MTA)</p>	
<p><b>Mainframe Application Analyst</b></p>	<p>We deliver mid-level mainframe analysts with hands-on experience in <b>COBOL, CICS, and JCL</b>, supporting application development, maintenance, and enhancements. These resources perform <b>system analysis, debugging, and design support</b>, while ensuring alignment with business requirements and collaborating effectively with technical and functional teams.</p>	<p>South Carolina Law Enforcement Division (SLED), Amtrak, SC DHHS</p>	<p>Jun 2021 – Present</p>
<p><b>Senior Application Oracle Database Administrator</b></p>	<p>Infojini provides senior Oracle DBAs with deep experience in <b>database administration, PL/SQL debugging, and SQL performance optimization</b>. These resources manage <b>database connectivity, data modeling, and RMAN-based backup and recovery</b>, and support development teams in resolving complex database issues. They are proficient in <b>UNIX/LINUX environments</b>, including shell scripting, and ensure high availability, security, and performance of Oracle systems.</p>	<p>University of Texas at Austin; Massachusetts Executive Office of Education</p>	<p>Sep 2021 – Present</p>
<p><b>Application Oracle Database Administrator</b></p>	<p>Our Oracle DBAs support <b>database maintenance, connectivity, and performance tuning</b> while assisting developers in debugging <b>PL/SQL procedures, triggers, and functions</b>. They manage <b>backup and recovery operations</b>, maintain database integrity, and contribute to system stability</p>	<p>Bi-State Development Agency, Montgomery County, Tarrant County</p>	<p>Nov 2021 – Present</p>

	through efficient SQL execution and monitoring.		
<b>Senior Application DB2 Database Administrator</b>	Infojini delivers senior DB2 DBAs with experience in <b>database management, access control, and SQL optimization</b> . These professionals support development teams in debugging database objects, perform <b>data modeling</b> , and implement <b>disaster recovery strategies</b> . They ensure database performance, security, and continuity across enterprise environments.	Maryland Department of Transportation – Transportation Service Operations (MDOT TSO)	Jan 2022 – Present
<b>Application DB2 Database Administrator</b>	We provide DB2 administrators skilled in <b>database maintenance, permission management, SQL tuning, and data modeling</b> . These resources support application teams in debugging and optimizing database processes and contribute to <b>backup and recovery operations</b> to maintain system reliability.	North Carolina Department of Transportation (NCDOT), County of San Mateo, Community Transit	Mar 2022 – Present
<b>PC Programmer Analyst</b>	Infojini provides Programmer Analysts with experience in <b>developing and maintaining complex applications</b> , supporting system enhancements, and performing <b>requirements analysis and documentation</b> . These resources are proficient in <b>database interaction, data processing concepts, and system evaluation</b> , and work closely with stakeholders to deliver effective solutions.	Port of Los Angeles; North Dakota Information Technology Department (NDIT); City of Philadelphia Office of Innovation and Technology; San Bernardino County	May 2022 – Present
<b>Senior PC Programmer Analyst</b>	Our senior Programmer Analysts lead <b>system design, development, and maintenance efforts</b> , including evaluation of system requests and development of work plans. They bring	Dallas Area Rapid Transit (DART); North Carolina Department of Health and Human Services; Clemson	Jul 2022 – Present

	strong experience in <b>database management, complex system architecture, and application lifecycle support</b> , while ensuring effective coordination with cross-functional teams.	University; Texas Workforce Commission (TWC)	
<b>Application SQL Server Database Administrator</b>	Infojini provides SQL Server DBAs experienced in <b>database maintenance, connectivity, and T-SQL debugging</b> . These resources support <b>SQL optimization, backup and recovery operations</b> , and ensure database performance and stability within enterprise environments.	First Judicial District of Pennsylvania	Sep 2022 – Present
<b>Senior Application SQL Server Database Administrator</b>	We deliver senior SQL Server DBAs with advanced expertise in <b>performance tuning, data modeling, and database optimization</b> . They support development teams in debugging database objects, manage <b>high-availability environments</b> , and oversee <b>backup, recovery, and data warehouse functionalities</b> , ensuring secure and scalable database operations.	Maryland Judiciary Information System (JIS), City of Cincinnati, Anne Arundel County	Nov 2022 – Present
<b>GIS Database Administrator</b>	Infojini provides GIS DBAs with experience in <b>ArcGIS Enterprise, ArcSDE, and relational database platforms</b> . These resources manage <b>spatial database connectivity, performance optimization, and backup processes</b> , while supporting GIS analysts and developers in debugging spatial queries and geoprocessing workflows.	North Carolina Department of Transportation (NCDOT), County of Placer, Baltimore County Public Schools	Jan 2023 – Present
<b>Senior GIS Database Administrator</b>	Our senior GIS DBAs manage and optimize <b>enterprise GIS environments</b> , ensuring high performance and scalability. They provide advanced support for <b>spatial SQL tuning, database integration,</b>	Capital Metropolitan Transportation Authority (CMTA), County of San Mateo	Apr 2023 – Present

	and disaster recovery planning, and guide technical teams in maintaining robust GIS systems.		
GIS Architect	Infojini delivers GIS Architects with expertise in <b>designing and implementing enterprise GIS solutions</b> , including <b>ArcGIS Enterprise, cloud integration (AWS/Azure), and high-availability architectures</b> . These professionals provide technical leadership, establish standards, and support <b>system modernization and performance optimization</b> across GIS platforms.	Texas Department of Transportation (TxDOT), State of Minnesota	Jun 2023 – Present
GIS Application Developer	We provide GIS developers experienced in <b>building and maintaining web-based GIS applications</b> using <b>ArcGIS APIs, JavaScript, Python, and .NET</b> . These resources support <b>application integration with enterprise databases</b> , optimize application performance, and assist in debugging geospatial workflows.	Los Angeles Unified School District (LAUSD), State of Washington, Port of Seattle	Oct 2023 – Present
Senior GIS Application Developer	Infojini delivers senior GIS developers who lead <b>enterprise GIS application development</b> , including architecture, integration, and performance optimization. They bring experience in <b>advanced spatial data handling, automation scripting, version control (Git), and Agile practices</b> , ensuring scalable and maintainable GIS solutions.	Texas Department of Transportation (TxDOT), University of Oklahoma Health Sciences Center Purchasing Department	Feb 2024 – Present

**Relevant Client References Demonstrating Comparable Scope and Services**

Reference 1	
Entity Name:	Synergy Systems and Services Inc.
POC details	Abhay Nigam

	410-413-1872 <a href="mailto:abhay@sss-inc.com">abhay@sss-inc.com</a>
<b>Address</b>	11155 Dolfield Blvd, Suite 114, Owings Mills, MD 21117
<b>Summary of Services</b>	<p>Infojini supported delivery of resources aligned with core mainframe and enterprise database requirements:</p> <ul style="list-style-type: none"> <li>• Mainframe professionals with hands-on experience in <b>COBOL, CICS, and JCL</b>, supporting application development, enhancements, batch processing, and production support.</li> <li>• Strong <b>analysis and design experience</b>, including requirements gathering, system design, and coordination with business and technical stakeholders.</li> <li>• Database support across <b>Oracle and DB2 environments</b>, including SQL optimization, performance tuning, and data modeling.</li> <li>• Experience supporting <b>debugging of application logic, stored procedures, and database objects</b>, ensuring system reliability and performance.</li> </ul>
<b>Job Classifications Provided</b>	<ul style="list-style-type: none"> <li>• Senior Mainframe Application Analyst</li> <li>• Mainframe Application Analyst</li> <li>• Senior Application Oracle Database Administrator</li> <li>• Application Oracle Database Administrator</li> <li>• Senior Application DB2 Database Administrator</li> </ul>
<b>Duration</b>	2016 - Present

### Reference 2

**Entity Name: Integrated Technology Solutions and Services Inc.**

<b>POC details</b>	Rahul Sharma (201) 830-1523 rahul.s@itssicorp.com
<b>Address</b>	5850 Waterloo Road, Suite 140, Columbia, MD 21045
<b>Summary of Services</b>	<p>Infojini provided specialized resources aligned with enterprise database management and advanced GIS environments:</p> <ul style="list-style-type: none"> <li>• Database professionals with expertise in <b>SQL Server and DB2</b>, including performance tuning, query optimization, backup and recovery, and disaster recovery planning.</li> <li>• Experience in <b>data modeling, database security, and connectivity</b> across enterprise systems.</li> <li>• GIS resources supporting <b>ArcGIS Enterprise, ArcSDE, and integration with relational databases</b>, including spatial data management and system integration.</li> <li>• Capabilities in <b>spatial query optimization, geoprocessing support, and enterprise GIS performance tuning</b>.</li> </ul>
<b>Job Classifications Provided</b>	<ul style="list-style-type: none"> <li>• Application DB2 Database Administrator</li> <li>• Application SQL Server Database Administrator</li> <li>• Senior Application SQL Server Database Administrator</li> <li>• GIS Database Administrator</li> </ul>

	<ul style="list-style-type: none"> <li>• Senior GIS Database Administrator</li> <li>• GIS Architect</li> </ul>
<b>Duration</b>	2017 – Present

### Reference 3

<b>Entity Name: Softmax LLC</b>	
<b>POC details</b>	Atul N Ashpalia 2508063045 atul@softmaxintel.com
<b>Address</b>	1627 K St NW Suite 500 Washington DC 20006
<b>Summary of Services</b>	<p>Infojini delivered resources supporting application development, system analysis, and GIS-based application environments:</p> <ul style="list-style-type: none"> <li>• Programmer Analysts with experience in <b>developing and maintaining complex systems</b>, performing system analysis, and supporting documentation and project control processes.</li> <li>• Experience in <b>database interaction, SQL optimization, and application-level data handling</b> within enterprise systems.</li> <li>• GIS development support using <b>ArcGIS technologies, web-based frameworks, and integration with enterprise databases</b>.</li> <li>• Exposure to <b>modern development practices</b>, including version control, structured testing, and deployment support.</li> </ul>
<b>Job Classifications Provided</b>	<ul style="list-style-type: none"> <li>• PC Programmer Analyst</li> <li>• Senior PC Programmer Analyst</li> <li>• GIS Application Developer</li> <li>• Senior GIS Application Developer</li> </ul>
<b>Duration</b>	2015 - Present

### MANDATORY REQUIREMENTS:

#### Mandatory Contract Services Requirements and Deliverables (4.1)

Infojini Inc. confirms that all proposed Contract Services will meet or exceed the mandatory requirements outlined in Section 4.1. We have a proven track record of delivering qualified IT professionals across mainframe, database, application development, and GIS domains who meet specified education, experience, and technical competency requirements. All resources submitted will be pre-qualified to ensure alignment with required years of experience, platform expertise, and role-specific responsibilities, including leadership expectations for senior-level positions.

Infojini’s capability aligns with each required role as defined in the Statement of Work. We provide resources with validated experience, technical proficiency, and the ability to operate within complex public sector IT environments.

#### Senior Mainframe Application Analyst:

Infojini proposes the Senior Mainframe Application Analyst with **over 20+ years** of progressive experience in mainframe application development, analysis, design, and leadership roles. The candidate holds a **bachelor’s degree in computer science** and demonstrates extensive expertise in **COBOL, CICS, JCL, and relational**

databases including **DB2 and Oracle**. The candidate has consistently performed in lead and senior analyst roles, driving system design, development, performance optimization, and cross-functional coordination with stakeholders.

**Client Name:** Walmart Project

**Start Dates and End Dates:** Aug 2020 – Present

**Project Summary:**

Led enterprise mainframe modernization and integration initiatives involving COBOL, CICS, JCL, and DB2. Gathered and analyzed business requirements and translated them into high-level and low-level design documents. Designed and developed mainframe applications and interfaces, including API and JSON integration using z/OS Connect and APIGEE. Performed coding, testing, and debugging of COBOL modules and DB2 queries, ensuring optimal performance. Collaborated with project managers, business analysts, DBAs, and application teams to deliver scalable solutions. Provided technical leadership, coordinated release activities, and supported production systems, demonstrating strong communication and stakeholder engagement skills.

**Client Name:** Hastings Mutual Insurance

**Project Start Dates and End Dates:** Jan 2020 – Jul 2020

**Project Summary:**

Performed analysis, design, and development of mainframe applications using COBOL, CICS, JCL, and DB2. Led system analysis and testing efforts to improve performance and reliability. Supported SQL optimization, stored procedure tuning, and database integration, ensuring efficient relational database operations. Collaborated with stakeholders to define requirements and mitigation strategies. Mentored team members and supported batch processing, job scheduling, and production support, demonstrating leadership capabilities in a senior analyst capacity.

**Client Name:** CareFirst

**Project Start Dates and End Dates:** Jul 2018 – Jul 2019

**Project Summary:**

Converted business requirements into technical design specifications and developed mainframe applications using COBOL, DB2, CICS, and JCL. Performed in-depth analysis, coding, testing, and debugging of modules while ensuring adherence to system design standards. Supported DB2 database performance tuning, SQL optimization, and data access improvements. Collaborated with DBAs and business teams to design and implement database solutions. Prepared detailed documentation for system design, testing, and deployment, ensuring effective communication across stakeholders.

**Client Name:** Erie Insurance

**Project Start Dates and End Dates:** Jun 2014 – Jul 2018

**Project Summary:**

Served as Technical Lead and Senior Analyst, leading end-to-end analysis, design, and development of enterprise mainframe applications. Developed solutions using COBOL, CICS, JCL, DB2, and VSAM, supporting both batch and online processing systems. Designed high-level and low-level system architectures, performed SQL tuning, and managed database interactions. Led development teams, resolved technical challenges, and ensured successful system integration and deployment. Coordinated with cross-functional stakeholders including business analysts and DBAs, demonstrating strong communication and leadership capabilities.

### Mainframe Application Analyst

Infojini proposes the Mainframe Application Analyst with **over 10 years** of hands-on experience in Mainframe Application Development using COBOL, CICS, and JCL, along with extensive experience in relational databases (DB2/IMS) and full lifecycle analysis and design. The candidate demonstrates strong communication

and coordination skills, regularly interfacing project managers, business analysts, DBAs, and cross-functional teams in both Agile and Waterfall environments.

**Client Name:** Anthem, Inc.

**Start Dates and End Dates:** May 2017 – Present

**Project Summary:**

Led development and production support complex healthcare claims processing systems using COBOL, CICS, JCL, DB2, and IMS DB/DC. Performed requirements analysis, system design, coding, unit and integration testing, and supported SIT/UAT cycles. Managed relational database interactions, including DB2 query optimization and stored procedure support. Provided 24/7 production support, including batch monitoring, incident resolution, and root cause analysis within SLA timelines. Collaborated with business analysts, DBAs, and project managers to translate business requirements into technical solutions and ensure successful deployment of enhancements.

**Client Name:** Freddie Mac

**Project Start Dates and End Dates:** December 2012 – April 2017

**Project Summary:**

Served as Technical Team Lead supporting enterprise-scale mainframe systems including CHIPS and ACES platforms. Led analysis, design, and development of applications using COBOL, JCL, CICS, DB2, and IMS, ensuring seamless integration across multiple subsystems. Managed DB2 database operations, including data access, performance tuning, and interface handling with downstream systems. Coordinated with cross-functional stakeholders and offshore teams, ensuring effective communication and timely delivery of system enhancements and production fixes.

**Client Name:** Peraton

**Project Start Dates and End Dates:** January 2010 – November 2012

**Project Summary:**

Supported modernization and maintenance of legacy mainframe applications using COBOL, JCL, and CICS, with a focus on improving system performance and stability. Performed detailed system analysis and design, developed technical specifications, and implemented enhancements aligned with business requirements. Worked extensively with relational databases (DB2) for data processing and optimization. Collaborated with project managers and technical teams to ensure smooth delivery and adherence to project timelines.

**Client Name:** Capital One

**Project Start Dates and End Dates:** June 2007 – December 2009

**Project Summary:**

Contributed to development and maintenance of financial transaction processing systems using COBOL, JCL, and DB2. Supported analysis, design, and testing activities, ensuring system reliability and data integrity. Assisted in debugging application issues and optimizing database queries, while coordinating with stakeholders to resolve production issues and enhance system functionality. Demonstrated strong communication skills in working with business and technical teams.

### Senior Application Oracle Database Administrator

Infojini proposes the Senior Application Oracle Database Administrator with 15+ years of Oracle database administration experience, a Master's degree in Computer Science, and demonstrated expertise in Oracle database connectivity, PL/SQL debugging, SQL optimization, UNIX/LINUX shell scripting, data modeling, RMAN backup/recovery, Oracle Warehouse Builder, and database security including fine-grained access control.

**Client Name:** U.S. Department of Transportation

**Start Dates and End Dates:** Jan 2015 – Present

**Project Summary:**

Provided senior-level Oracle database administration support for enterprise financial applications in high-availability environments. Responsibilities included installation, configuration, and management of Oracle 12c/19c databases, ensuring seamless database connectivity across distributed systems and cloud platforms (OCI/AWS). Supported development teams in debugging PL/SQL procedures, packages, and triggers, and performed advanced SQL tuning and performance optimization using tools such as TKPROF and EXPLAIN PLAN. Developed and maintained UNIX shell scripts for automation and monitoring. Executed data modeling activities and managed RMAN-based backup and recovery, including full, incremental backups and database cloning. Implemented fine-grained security controls, encryption (TDE/TLS), and access management. Utilized Oracle Warehouse Builder and supported data integration and reporting environments.

**Client Name:** U.S. Census Bureau

**Project Start Dates and End Dates:** June 2012 – Dec 2014

**Project Summary:**

Supported enterprise Oracle environments involving database migration, upgrade, and administration of RAC systems. Established and maintained database connectivity across environments, including integration with WebLogic and reporting tools. Provided hands-on support to development teams by debugging PL/SQL code (procedures, functions, and triggers) and optimizing SQL execution for improved performance. Administered Oracle Warehouse Builder repositories and supported data integration processes. Developed UNIX shell scripts for monitoring and automation. Implemented data security controls including encryption, access control mechanisms, and database vault configurations. Managed RMAN backup, duplication, and disaster recovery setups using Data Guard.

**Client Name:** IBM

**Project Start Dates and End Dates:** Jan 2011 – May 2012

**Project Summary:**

Led Oracle database administration activities supporting data center migration and cloud readiness initiatives. Designed and implemented RMAN backup strategies, including full and incremental backups and recovery procedures. Assisted development teams in debugging PL/SQL code and optimizing SQL queries for performance. Developed UNIX shell scripts for automation and monitoring. Performed data modeling and database design activities to support system scalability. Managed database connectivity and integration across distributed environments. Supported implementation of high-availability architectures and replication solutions.

**Client Name:** Fannie Mae

**Project Start Dates and End Dates:** Jan 2009 – Dec 2010

**Project Summary:**

Managed Oracle database environments supporting large-scale financial systems. Responsibilities included data modeling using ER/Studio and ERWIN, database design, and performance tuning of SQL and PL/SQL code. Provided support to development teams by debugging triggers, procedures, and packages. Developed and maintained UNIX shell scripts for automation. Administered RMAN backup and recovery processes, including database cloning and restoration. Implemented database security and access control mechanisms, ensuring compliance with enterprise standards. Supported SQL optimization and execution tuning for high-volume transactional systems.

**Application Oracle Database Administrator**

Infojini proposes the Application Oracle Database Administrator with demonstrated experience exceeding the minimum requirements, including over five (5) years of Oracle database administration, hands-on expertise in PL/SQL debugging, SQL optimization, UNIX/LINUX shell scripting, database connectivity, and RMAN-

based backup and recovery operations. The proposed resource holds a Bachelor's degree in Computer Science and has consistently supported enterprise environments requiring high availability, performance tuning, and database lifecycle management.

**Client Name:** K12 Inc.,

**Start Dates and End Dates:** September 2014 – Present

**Project Summary:**

Provided end-to-end Oracle database administration across 11g and 12c environments, including installation, configuration, and ongoing maintenance of Oracle databases in OLTP/OLAP environments. Managed database connectivity using TNS, LISTENER, and Net Configuration, ensuring seamless integration with enterprise applications. Supported development teams by debugging PL/SQL procedures, functions, packages, and triggers, and enhancing existing database objects. Performed SQL performance tuning using AWR, ASH, ADDM, and Explain Plan. Developed and maintained UNIX shell scripts (RHEL/OEL environments) to automate database monitoring and support tasks. Executed RMAN-based backup and recovery operations, including full, incremental backups and database cloning.

**Client Name:** Johnson & Johnson Health Care Systems

**Project Start Dates and End Dates:** February 2012 – August 2014

**Project Summary:**

Performed Oracle database administration in enterprise healthcare systems, including database maintenance, upgrades, and patch management. Established and maintained database connectivity across distributed environments. Supported development teams by debugging PL/SQL code and resolving performance issues in stored procedures and triggers. Conducted SQL query optimization and performance tuning using SQL TRACE, AWR, ADDM, and Explain Plan. Developed UNIX shell scripts for monitoring and automating database operations. Managed RMAN backups, including full, incremental, and point-in-time recovery, ensuring data integrity and system availability.

**Client Name:** Sears Holding Corporation

**Project Start Dates and End Dates:** October 2010 – January 2012

**Project Summary:**

Supported Oracle 11g database environments with responsibilities including installation, configuration, and ongoing database management. Configured Data Guard and RAC environments, ensuring high availability and database connectivity. Assisted development teams in debugging PL/SQL objects and optimizing SQL execution for improved application performance. Performed data modeling and database design to support enterprise applications. Developed and maintained UNIX shell scripts (Korn shell) for automation of routine DBA tasks. Executed RMAN backup and recovery processes, including database cloning and restoration activities.

**Client Name:** Capital IQ

**Project Start Dates and End Dates:** September 2009 – September 2010

**Project Summary:**

Managed Oracle 10g database environments, including installation, configuration, and database maintenance. Established client-server connectivity using TNS, LISTENER, and Net Configuration tools. Supported application teams by debugging PL/SQL procedures, triggers, and functions, and resolving database-related issues. Conducted SQL performance tuning using Explain Plan, SQL Trace, and STATSPACK. Developed UNIX-based scripts to support automation and database operations. Implemented RMAN backup strategies, including full and incremental backups, and supported database recovery and cloning activities.

**Senior Application DB2 Database Administrator**

Infojini proposes the Senior Application DB2 Database Administrator who meets and exceeds all mandatory requirements, including over 10+ years of experience in DB2 database administration, database management, SQL optimization, data modeling, security/permissions management, and disaster recovery across large-scale enterprise environments. The candidate holds a Master's degree in Computer Applications and demonstrates strong communication and stakeholder coordination skills across technical and business teams.

**Client Name:** Medtronic

**Start Dates and End Dates:** Mar 2023 – Present

**Project Summary:**

Supported large-scale enterprise DB2 environments (200+ instances and 300+ databases) in production, development, and test environments. Performed database maintenance and management including installation, configuration, patching, and ongoing support of DB2 LUW systems. Managed database security and permissions using authentication, authorization, and role-based access controls. Provided advanced SQL optimization and performance tuning through index tuning, buffer pool optimization, and query analysis. Collaborated with development teams to debug database objects (triggers, procedures, functions, and packages) and resolve performance issues. Designed and implemented data models and database structures to support application requirements. Led backup, recovery, and High Availability Disaster Recovery (HADR) implementations including full, incremental backups, and replication strategies. Regularly coordinated with project managers, developers, and business stakeholders, demonstrating strong communication and leadership capabilities.

**Client Name:** General Motors Corporation

**Project Start Dates and End Dates:** Sep 2018 – Jan 2023

**Project Summary:**

Managed DB2 database environments supporting over 150+ databases across multiple environments. Performed database administration and maintenance, including upgrades, monitoring, and system optimization. Administered database access control and permissions, ensuring secure and compliant access management. Worked closely with application teams to debug SQL procedures, functions, and database packages, improving system performance and reliability. Conducted SQL tuning and query optimization using DB2 tools and performance monitoring techniques. Supported data modeling and database design enhancements to align with evolving business requirements. Implemented and tested disaster recovery procedures, including backup strategies and failover mechanisms. Provided 24x7 production support and collaborated with cross-functional teams, ensuring effective communication and timely issue resolution.

**Client Name:** State Farm Insurance Companies

**Project Start Dates and End Dates:** Apr 2015 – Aug 2018

**Project Summary:**

Administered DB2 databases across enterprise systems, including installation, configuration, and performance tuning. Managed database security, user roles, and permissions, ensuring compliance with organizational policies. Assisted development teams in debugging database objects and optimizing SQL execution for improved application performance. Designed and supported relational data models and database schemas aligned with business processes. Implemented automated database maintenance scripts for RUNSTATS, REORG, and backups. Developed and executed disaster recovery and backup strategies, including HADR configurations and database restoration procedures. Maintained continuous coordination with developers, analysts, and infrastructure teams to support system enhancements and issue resolution.

**Client Name:** SAIC

**Project Start Dates and End Dates:** Jun 2011 – Apr 2015

**Project Summary:**

Provided DB2 database administration for multiple environments, including production and testing systems. Performed database maintenance, configuration, and performance tuning activities. Managed database access, roles, and permissions, ensuring secure database operations. Supported development teams by debugging SQL queries, stored procedures, and database-related issues. Participated in data modeling and schema design, supporting application development initiatives. Implemented backup and recovery strategies, including online and offline backups, and contributed to disaster recovery planning. Delivered consistent support in a 24x7 environment, coordinating with technical and business teams to ensure system availability and performance.

### Application DB2 Database Administrator

Infojini proposes the Application DB2 Database Administrator meeting and exceeding the mandatory requirements, including a Master's degree in Computer Science, over 10 years of DB2 database administration experience, and demonstrated expertise in DB2 database management, security/permissions, SQL optimization, data modeling, and disaster recovery. The candidate has consistently supported development teams in debugging database objects and has strong stakeholder communication experience across enterprise environments.

**Client Name:** Medtronic

**Start Dates and End Dates:** Feb 2021 – Present

**Project Summary:**

Provided DB2 database administration support across 300+ databases in development, test, and production environments. Managed DB2 database systems including configuration, performance tuning, and maintenance, exceeding the required 4+ years of DB2 experience. Administered database security, roles, and permissions using DB authentication and authorization mechanisms. Supported development teams by debugging SQL packages, procedures, and database objects, and resolving production issues. Performed SQL performance tuning using explain plans and monitoring tools to optimize execution of queries and database processes. Contributed to data modeling and database design enhancements to support enterprise applications. Designed and implemented backup and disaster recovery strategies, including HADR configuration, database cloning, and recovery planning. Collaborated with project managers, developers, and business teams, demonstrating strong communication and coordination skills.

**Client Name:** UnitedHealth Group

**Project Start Dates and End Dates:** Jan 2018 – Jan 2021

**Project Summary:**

Supported multiple DB2 database environments across production and non-production systems, ensuring ongoing maintenance and management of database systems. Managed database access controls, user roles, and permissions, ensuring secure and compliant data access. Assisted application development teams in debugging database procedures, triggers, and SQL logic, improving application performance and stability. Conducted extensive SQL query optimization and performance tuning activities. Participated in data modeling and database configuration, supporting application enhancements. Developed and executed disaster recovery procedures, including HADR implementation, backup strategies, and database restoration processes. Maintained continuous communication with technical teams and stakeholders to resolve issues and support system improvements.

**Client Name:** Harris Bank

**Project Start Dates and End Dates:** May 2016 – Aug 2018

**Project Summary:**

Administered DB2 database systems across enterprise banking applications, including installation, configuration, and ongoing maintenance. Managed database permissions, user access, and security controls in compliance with organizational standards. Supported development teams by troubleshooting and debugging

database objects, including stored procedures and SQL queries. Performed advanced SQL tuning and query optimization to enhance application performance. Applied relational data modeling principles to support database design and scalability. Designed and executed backup and recovery procedures, including point-in-time recovery and HADR-based disaster recovery solutions. Coordinated with cross-functional teams, including developers and business users, ensuring effective communication and issue resolution.

**Client Name: Reliance Communications**

**Project Start Dates and End Dates: Apr 2013 – Apr 2016**

**Project Summary:**

Provided DB2 database administration support across large-scale telecom environments with multiple databases and instances. Managed database maintenance, configuration, and monitoring activities, ensuring system availability and performance. Implemented and managed database access controls and permissions for multiple users and applications. Supported development teams in debugging SQL queries, procedures, and database-related issues. Performed SQL optimization and performance tuning for high-volume transactional systems. Assisted in data modeling and database structure enhancements to support evolving application needs. Developed and maintained backup and disaster recovery processes, including online/offline backups and HADR configurations. Worked closely with stakeholders and technical teams, demonstrating strong communication and collaboration skills.

### PC Programmer Analyst

Infojini proposes the PC Programmer Analyst with the following required experience and qualifications:

- Bachelor's degree in Computer Science
- Over three (3) years of experience in database management, data processing concepts, documentation, and system control techniques
- Extensive experience in developing, enhancing, and maintaining complex systems, including full system lifecycle support
- Proven ability to analyze system requests, develop work plans, and implement system improvements
- Strong verbal and written communication skills, with experience coordinating across distributed teams, business users, and technical stakeholders

**Client Name: Ethnic Technologies, LLP**

**Start Dates and End Dates: 2006 – Present**

**Project Summary:**

Supported development and maintenance of complex, multi-platform applications across Linux, Unix, and Windows environments using C/C++ and web technologies. Performed object-oriented analysis and design, enabling scalable and maintainable system architecture. Developed and maintained SQL-based database applications to track licensing, client usage, and system data, including dynamic query capabilities. Led system enhancements and feature development aligned with evolving user requirements, ensuring system adaptability and performance. Applied data processing concepts and quality control techniques through file-driven validation processes to ensure data accuracy and system reliability. Evaluated system requests, developed implementation approaches, and supported full lifecycle activities including development, testing, and production support. Collaborated with stakeholders, including end users and technical teams, to resolve issues, provide support, and ensure seamless system operations.

**Client Name: Ethnic Technologies, LLP**

**Project Start Dates and End Dates: 2012 – 2016**

**Project Summary:**

Led the migration of a legacy client-server application to a web-based platform using HTML, PHP, JavaScript, and MySQL. Designed and implemented system architecture improvements to support multi-user access and improved performance.

Managed database integration and optimization, ensuring efficient data retrieval and storage. Participated in system analysis, requirement evaluation, and development planning, translating business needs into technical solutions.

Supported documentation and project control processes, ensuring structured implementation and traceability of changes. Maintained active communication with business users and technical teams to validate requirements and ensure successful deployment.

**Client Name: Footstar, Inc.**

**Project Start Dates and End Dates: 2000 – 2004**

**Project Summary:**

Provided programming and analytical support for an automated warehouse logistics system, ensuring continuous system availability and operational efficiency. Responsible for full system lifecycle activities, including requirements gathering, specification development, system design, implementation, and post-production support.

Applied data processing and system control techniques to support warehouse operations and ensure accurate data flow across systems. Evaluated system enhancement requests and developed work plans for implementation and maintenance activities.

Collaborated with geographically distributed teams, including developers, end users, and management, demonstrating strong communication and coordination skills to support system development, testing, and issue resolution.

**Client Name: Footstar, Inc.**

**Project Start Dates and End Dates: 2002 – 2004**

**Project Summary:**

Supported ongoing system enhancements and upgrades for warehouse management applications, focusing on improving system performance and functionality. Assisted in analyzing system requirements and implementing enhancements aligned with operational needs.

Provided on-call production support, troubleshooting system issues and ensuring minimal downtime. Maintained system documentation and supported project control and change management processes. Acted as a liaison between technical teams and business users, ensuring clear communication of requirements, system changes, and issue resolution.

### Senior PC Programmer Analyst

Infojini proposes the Senior PC Programmer Analyst with over 15+ years of progressive experience in mainframe and enterprise application environments, supported by a Bachelor's degree in Computer Science and extensive hands-on expertise in database management, system development, and stakeholder coordination. The candidate meets and exceeds all mandatory requirements, including over five (5) years of experience in database management, complex system development, analysis, and project control documentation, along with strong communication and cross-functional collaboration capabilities.

**Client Name: Virginia Employment Commission**

**Start Dates and End Dates: February 2012 – January 2016**

**Project Summary:**

Provided senior-level support for the Legacy Unemployment Insurance Benefits System within an IBM z/OS environment. Performed analysis, enhancement, and maintenance of complex mainframe applications using COBOL, CICS, and JCL. Executed and managed ETL processes for large-scale data conversion as part of

system modernization initiatives. Developed and maintained system documentation, test plans, and project control artifacts, and conducted unit testing and defect resolution. Regularly evaluated system change requests, developed work plans, and coordinated with project managers, developers, and business stakeholders to ensure successful implementation and system stability.

**Client Name:** Freddie Mac

**Project Start Dates and End Dates:** September 2011 – November 2011

**Project Summary:**

Supported Corporate Data Warehouse Testing Services as a Senior Programmer Analyst, performing detailed analysis of user requirements and system specifications to design and execute test strategies. Developed and executed test cases and scripts for complex data-driven systems, ensuring data integrity across DB2 and Sybase environments. Maintained comprehensive documentation and validation reports and presented findings to technical and business stakeholders. Demonstrated strong database interaction, data processing, and communication skills while collaborating with cross-functional teams.

**Client Name: Computer Sciences Corporation – eMedNY System**

**Project Start Dates and End Dates: December 2008 – April 2011**

**Project Summary:**

Served as Senior PC Programmer Analyst supporting a large-scale healthcare system, responsible for development, enhancement, and maintenance of complex enterprise applications. Led analysis and evaluation of system requirements for HIPAA X12 4010 to 5010 conversion, including data mapping, XML schema development, and business rule implementation. Developed test plans, system documentation, and conversion strategies, ensuring compliance with regulatory requirements. Collaborated with database teams for data integration and validation, utilizing DB2 and data warehouse environments. Actively participated in stakeholder meetings to review system changes and ensure alignment with business objectives.

**Client Name: Centers for Medicare & Medicaid Services**

**Project Start Dates and End Dates: February 2007 – March 2008**

**Project Summary:**

Provided production support for mission-critical healthcare systems, including monitoring, troubleshooting, and resolving batch processing and database-related issues in DB2 environments. Assisted in job failure analysis (abends), system diagnostics, and recovery processes, ensuring system continuity. Supported data processing operations, documentation, and system control procedures, while coordinating with operations teams and stakeholders to maintain system performance. Demonstrated strong expertise in mainframe utilities, database querying, and operational support within high-volume transaction systems.

### Application SQL Server Database Administrator

Infojini proposes the Application SQL Server Database Administrator who meets and exceeds the mandatory requirements, including over five (5) years of hands-on experience in SQL Server database administration, a Bachelor's degree in Computer Science, and demonstrated expertise in database connectivity, T-SQL debugging, performance optimization, UNIX/LINUX scripting, and backup and recovery operations.

**Client Name:** East Coast Industries

**Start Dates and End Dates:** Sep 2020 – Present

**Project Summary:**

- Performed comprehensive SQL Server database administration across production environments, including installation, configuration, patching, and ongoing maintenance of SQL Server instances.
- Managed database connectivity for enterprise applications, ensuring seamless integration with SharePoint and Azure-based services.

- Provided direct support to development teams in debugging T-SQL code, including stored procedures, triggers, and functions to resolve performance and execution issues.
- Conducted SQL performance tuning and optimization, including index management, query optimization, and use of Database Engine Tuning Advisor and SQL Profiler.
- Developed and maintained UNIX/LINUX-based scripts within hybrid environments to support automation and database operations.
- Executed backup and recovery strategies, including full, incremental, and point-in-time recovery, and supported database cloning and high availability configurations (Always On, clustering).

**Client Name: Desss Applying Technologies**

**Project Start Dates and End Dates: Jan 2017 – Aug 2020**

**Project Summary:**

- Managed SQL Server database systems, including logical and physical database design, storage allocation, and ongoing system maintenance.
- Supported database connectivity and integration, ensuring reliable data exchange across applications and systems.
- Assisted development teams in debugging and optimizing T-SQL code, including procedures, triggers, and functions.
- Performed SQL query optimization and performance tuning, improving system responsiveness and efficiency.
- Developed and implemented backup and recovery procedures, including database restoration and integrity checks using DBCC utilities.
- Maintained database environments on Windows and integrated UNIX/LINUX systems, supporting scripting and automation for operational tasks.

**Client Name: Technisource**

**Project Start Dates and End Dates: May 2015 – Dec 2016**

**Project Summary:**

- Supported SQL Server database administration in a production environment, including monitoring, maintenance, and system optimization.
- Established and maintained database connectivity and system integration, ensuring stable application performance.
- Assisted developers with debugging T-SQL queries, stored procedures, and database objects, resolving performance bottlenecks.
- Conducted performance tuning activities, including query optimization, index rebuilding, and use of SQL Profiler and performance monitoring tools.
- Developed and maintained database backup and recovery plans, ensuring data integrity and business continuity.
- Supported cross-platform environments, including exposure to UNIX/LINUX systems for operational support and scripting.

**Client Name: Leidos**

**Project Start Dates and End Dates: Jun 2014 – Apr 2015**

**Project Summary:**

- Provided enterprise-level support for SQL Server database maintenance and management across multiple environments (SQL Server 2012–2019).

- Demonstrated consistent experience in database connectivity, T-SQL debugging, and SQL performance optimization across applications.
- Applied UNIX/LINUX scripting knowledge to support database operations, automation, and system integration.
- Implemented and supported backup, recovery, and database cloning strategies, including high availability and disaster recovery configurations.
- Collaborated with cross-functional teams including developers, analysts, and infrastructure teams to ensure system reliability and performance.

### Senior Application SQL Server Database Administrator

Infojini proposes the Senior Application SQL Server Database Administrator, holds a Bachelor's degree in Computer Science and brings over 12+ years of experience in SQL Server database administration, including database maintenance, performance tuning, connectivity, data modeling, and enterprise database management across development, test, and production environments. The candidate has extensive hands-on experience supporting development teams, optimizing SQL execution, managing backup and recovery strategies, administering data warehouse components, and implementing database security including fine-grained access control.

**Client Name:** LexisNexis Reed Tech

**Start Dates and End Dates:** May 2022 – Present

**Project Summary:**

- Managing enterprise database environments with focus on high availability, performance tuning, and database lifecycle management.
- Providing database connectivity and integration support across multiple platforms and applications.
- Supporting development teams by debugging T-SQL queries, stored procedures, and database performance issues.
- Implementing and maintaining backup and recovery strategies, including database restoration and high-availability configurations (AlwaysOn, Failover).
- Utilizing UNIX/Linux environments for database operations and automation support.
- Enforcing database security controls and access management, ensuring compliance with enterprise security standards.
- Supporting data architecture and modeling activities for enterprise-scale systems.

**Client Name:** BarnAllen-ZAI JV

**Project Start Dates and End Dates:** August 2018 – May 2022

**Project Summary:**

- Administered SQL Server 2012–2017 environments across development, QA, and production systems.
- Provided database connectivity and support to application teams, ensuring seamless integration with enterprise applications.
- Assisted developers in debugging T-SQL code, stored procedures, triggers, and functions, improving application performance.
- Performed advanced SQL performance tuning, including query optimization, indexing strategies, and execution plan analysis.
- Designed and implemented data models using ERWin, supporting logical and physical database design.

- Developed and maintained backup strategies (full, differential, transaction log) and database cloning processes.
- Utilized UNIX/Linux scripting and automation tools to support database operations and maintenance tasks.
- Managed database security, including user roles, schema-level access, and object-level permissions.

**Client Name: Prism-Perspecta**

**Project Start Dates and End Dates: November 2016 – August 2018**

**Project Summary:**

- Managed large-scale SQL Server environments (2008R2–2016) including installation, configuration, and maintenance.
- Provided database connectivity and integration support across multiple enterprise systems and data sources.
- Worked closely with development teams to debug and optimize stored procedures, functions, and complex SQL queries.
- Performed SQL performance optimization using execution plans, profiling tools, and tuning advisors.
- Designed and implemented enterprise data models, including conceptual, logical, and physical database design.
- Developed and maintained comprehensive backup and recovery strategies, including point-in-time recovery and database cloning.
- Supported data warehouse and ETL processes using SSIS, including package development and deployment.
- Implemented database security controls, including encryption (TDE) and role-based access.

**Client Name: Intersections Inc.**

**Project Start Dates and End Dates: August 2010 – October 2016**

**Project Summary:**

- Administered and maintained SQL Server environments (2005–2012) supporting enterprise applications.
- Provided database connectivity and application support, ensuring consistent data access and system performance.
- Assisted development teams in debugging and optimizing T-SQL code, stored procedures, and database objects.
- Performed SQL query optimization and performance tuning, improving system efficiency.
- Designed and implemented data models and database structures, including indexing and partitioning strategies.
- Developed and executed backup and recovery plans, including disaster recovery procedures and database restoration.
- Utilized UNIX/Linux environments and scripting to support database maintenance activities.
- Managed database security and fine-grained access control, including role-based permissions and user access management.
- Supported data warehouse and ETL processes using SSIS, ensuring data integration and reporting capabilities.

### GIS Database Administrator

Infojini proposes the GIS Database Administrator who holds a Bachelor's degree in Computer Science and brings over three (3) years of experience in managing and maintaining enterprise GIS database systems using platforms such as ArcGIS Enterprise/ArcSDE and PostgreSQL/PostGIS. The proposed resource has demonstrated experience in establishing connectivity between GIS applications and enterprise databases, including configuration of ArcGIS services and integration with web-based GIS applications. The candidate provides strong support in debugging spatial queries, stored procedures, geoprocessing scripts, and database functions, along with proven expertise in spatial SQL optimization to ensure high-performance GIS applications. Additionally, the resource has hands-on experience in enterprise database backup processes, including full and incremental backups, replication, and database cloning to support data integrity and system reliability.

**Client Name:** Mapbox

**Start Dates and End Dates:** October 2019 – Present

**Project Summary:**

Managed and maintained large-scale enterprise GIS database systems leveraging PostgreSQL/PostGIS in a cloud-based environment. Supported ingestion, validation, and correction of geospatial boundary and address datasets across multiple regions. Implemented data pipelines and database connectivity using AWS S3 and internal platforms to integrate GIS datasets with enterprise applications. Provided support in debugging spatial datasets, geospatial queries, and data processing scripts using Python and geospatial libraries. Optimized spatial SQL queries and indexing strategies to enhance performance of large geospatial datasets. Supported data backup, replication, and version control processes to ensure data integrity and availability.

**Client Name:** Verizon

**Project Start Dates and End Dates:** April 2018 – October 2019

**Project Summary:**

Supported enterprise geospatial data environments using PostgreSQL/PostGIS, focusing on spatial data processing and optimization. Developed and enhanced geospatial algorithms and improved performance through spatial indexing and query optimization techniques. Enabled integration between GIS applications and enterprise databases, ensuring seamless data flow and application performance. Assisted in debugging geospatial processes, scripts, and workflows, and collaborated with development teams to improve system efficiency and scalability.

**Client Name:** Federal Communications Commission

**Project Start Dates and End Dates:** June 2017 – April 2018

**Project Summary:**

Administered and maintained enterprise GIS database environments supporting both spatial and non-spatial data. Designed and implemented ETL pipelines for geospatial data integration using PostgreSQL/PostGIS. Established and maintained database connectivity with GIS applications and REST-based services, ensuring reliable integration with web-based GIS platforms. Supported debugging of stored procedures, spatial queries, and data workflows. Implemented performance tuning of spatial queries and ensured efficient execution of geospatial processes. Contributed to data backup, replication, and database management practices to support system reliability.

**Client Name:** City of Alexandria

**Project Start Dates and End Dates:** March 2014 – July 2014

**Project Summary:**

Supported GIS database and application environment using ArcGIS Server and enterprise GIS tools. Developed and maintained web-based and mobile GIS applications, ensuring integration with backend geospatial databases. Configured ArcGIS services and database connections to enable seamless interaction between GIS

applications and enterprise systems. Assisted in debugging geoprocessing scripts and spatial workflows. Designed and implemented automated backup solutions for geospatial data, supporting full and incremental backup processes and ensuring data recovery capabilities.

### Senior GIS Database Administrator

Infojini proposes the Senior GIS Database Administrator bringing 15+ years of experience in enterprise GIS database administration, including extensive work with Esri ArcGIS Enterprise, ArcSDE, Oracle Spatial, SQL Server, and PostgreSQL/PostGIS. The candidate holds a Postgraduate degree in IT Project Management and a Bachelor's degree in Engineering, and demonstrates strong expertise in GIS system integration, spatial SQL optimization, database performance tuning, backup and disaster recovery, and enterprise GIS architecture. The resource has consistently provided advanced technical support to GIS analysts and developers, including debugging geospatial queries, stored procedures, and geoprocessing workflows, while ensuring high availability and scalability of GIS environments.

**Client Name:** Arizona Public Service

**Start Dates and End Dates:** Dec 2021 – Present

**Project Summary:**

Led the design, implementation, and optimization of enterprise GIS database systems using ArcGIS Enterprise, ArcGIS Server, Portal for ArcGIS, and relational databases (SQL Server/PostgreSQL). Established secure and scalable GIS architecture integrated with Azure cloud, ensuring high availability and performance. Configured GIS application-to-database connectivity, including ArcGIS services and enterprise integrations. Provided advanced troubleshooting and debugging support for spatial queries, geoprocessing scripts, and database functions. Implemented performance tuning strategies for spatial SQL execution to support high-volume GIS applications. Managed enterprise backup, replication, and disaster recovery planning, including database cloning and system restoration processes.

**Client Name:** CDM Smith Inc.

**Project Start Dates and End Dates:** Jan 2015 – Dec 2021

**Project Summary:**

Served as Senior GIS Database Administrator and technical lead for large-scale utility GIS projects, supporting ArcGIS Enterprise, ArcSDE, Oracle, SQL Server, and PostgreSQL/PostGIS environments. Designed and maintained enterprise geodatabases, ensuring efficient data modeling and system performance. Configured database connectivity and integration with GIS applications and enterprise systems. Provided advanced support to development teams, including debugging spatial queries, stored procedures, and geoprocessing workflows. Optimized spatial SQL queries and database performance to enhance scalability. Implemented robust backup, replication, and disaster recovery strategies, ensuring continuity of GIS operations across environments.

**Client Name:** ESRI

**Project Start Dates and End Dates:** Apr 2013 – Dec 2014

**Project Summary:**

Provided enterprise GIS consulting and database architecture support for migration and modernization of GIS systems. Designed GIS architecture integrating ArcGIS platforms with enterprise databases, ensuring seamless connectivity and system interoperability. Supported performance optimization and system enhancements, including spatial data processing and query tuning. Assisted in debugging and resolving complex GIS application and database issues. Contributed to data integrity, system scalability, and integration with enterprise IT infrastructure.

**Client Name:** Google (via Kelly Services – Ground Truth / Map Data Projects)

**Project Start Dates and End Dates:** 2009 – 2011

**Project Summary:**

Supported GIS database development, data validation, and geospatial data management using ArcGIS, ArcSDE, and relational database systems. Developed and executed geoprocessing workflows, spatial analysis, and database updates, ensuring data accuracy and integrity. Assisted in debugging GIS data processes and optimizing geospatial workflows. Contributed to database design, data migration, and performance improvements, supporting large-scale geospatial applications. Participated in data processing, automation scripting (Python/SQL), and system integration activities.

### GIS Architect

Infojini proposes the GIS Architect with over 15 years of experience in the design, implementation, and management of enterprise GIS systems, including Esri ArcGIS Enterprise, ArcGIS Online, ArcSDE, and integration with relational database platforms such as Oracle, SQL Server, and PostgreSQL. The candidate demonstrates strong expertise in enterprise GIS architecture, cloud integration (AWS/Azure), high-availability configurations, spatial performance optimization, disaster recovery planning, and leading GIS modernization initiatives. The resource also brings proven experience providing technical leadership, establishing governance frameworks, and supporting cross-functional enterprise system integration.

**Client Name:** Time Warner Cable

**Start Dates and End Dates:** 06/2011 – 03/2017

**Project Summary:**

Led the design and implementation of an enterprise GIS architecture supporting national infrastructure data, including fiber, coax, and facilities systems. Designed and managed GIS solutions leveraging Esri ArcGIS suite, ArcSDE, Oracle Spatial, and SQL Server, ensuring seamless integration with enterprise OSS/BSS systems. Developed short-term and long-term GIS roadmaps, implemented governance frameworks, and established best practices for enterprise-wide GIS usage.

Architected high-availability and scalable GIS environments, including integration with distributed enterprise systems and data platforms. Optimized GIS performance through spatial SQL tuning, service optimization, and data modeling techniques.

Provided technical leadership to GIS teams, DBAs, and developers, ensuring adherence to standards and alignment with enterprise architecture. Contributed to modernization initiatives, including integration of GIS with enterprise applications and evolving data platforms.

**Client Name:** USAID – AT&T

**Project Start Dates and End Dates:** 12/2010 – 06/2011

**Project Summary:**

Designed and implemented a ground-up enterprise GIS system using ArcGIS Server, ArcSDE, ArcGIS Desktop, and SQL Server. Managed full lifecycle implementation including system architecture, database design, and application deployment.

Configured GIS database connectivity and integration with enterprise systems, ensuring secure and efficient data access. Implemented backup and recovery strategies, system failover considerations, and performance optimization for GIS services.

Led technical management and system administration, ensuring scalable and reliable GIS operations aligned with enterprise requirements.

**Client Name:** National Transportation Project

**Project Start Dates and End Dates:** 09/2010 – 02/2011

**Project Summary:**

Designed and developed enterprise GIS applications supporting transportation engineering systems using ArcGIS Server, ArcSDE, and Oracle 11g. Integrated GIS with engineering and sensor-based systems, enabling advanced data visualization and analytics.

Developed web-based GIS applications using .NET and APIs, ensuring interoperability with enterprise databases. Supported system scalability and performance optimization, including efficient spatial data handling and query execution.

Provided technical leadership and task management, coordinating with cross-functional teams and research stakeholders.

**Client Name: HQ Air Force Materiel**

**Project Start Dates and End Dates: 12/2005 – 01/2007**

**Project Summary:**

Led implementation of enterprise GIS architecture and standards across multiple installations under the GeoBase program. Designed and deployed GIS systems using ArcIMS, ArcSDE, and Oracle, ensuring compliance with enterprise data standards and integration requirements.

Managed large-scale GIS initiatives, including a multi-million-dollar data integration and infrastructure project, supporting enterprise-level decision-making.

Established governance frameworks, policies, and best practices for GIS data management and system usage.

Supported enterprise GIS performance optimization, data integration, and system scalability, while coordinating across multiple installations and stakeholders.

Contributed to enterprise continuity planning, including data management strategies and system sustainability for mission-critical GIS operations.

### GIS Application Developer

Infojini proposes the GIS Application Developer with over 11 years of experience in designing, developing, and maintaining enterprise GIS applications using Esri ArcGIS Enterprise, ArcGIS Server, ArcIMS, ArcObjects, and web-based GIS frameworks. The proposed resource holds a Master's degree in Geography/GIS, meeting the educational requirement.

The candidate demonstrates strong experience in:

- Web-based GIS development using JavaScript, ASP.NET, C#, Python-based scripting, and REST-based services
- Integration with enterprise databases including Oracle, SQL Server, and ArcSDE, with spatial data modeling and query optimization
- Debugging geoprocessing scripts, web services, and GIS workflows in multi-system environments
- Performance optimization including map service tuning, spatial processing efficiency, and scalable GIS architecture
- Version control and development practices, including experience working in Agile/SCRUM environments, structured testing, and configuration management

**Client Name: DC Water Authority**

**Start Dates and End Dates: 01/2009 – Present**

**Project Summary:**

Designed and implemented enterprise GIS applications supporting impervious area billing and asset management using ArcGIS Enterprise, ArcObjects, and ArcGIS Server technologies. Developed and maintained web-based GIS solutions integrated with enterprise systems and databases. Provided debugging support for geoprocessing workflows and GIS applications, performed data QA/QC, and optimized GIS processes for performance and scalability. Coordinated across agencies and supported multi-user GIS environments with structured development and deployment practices.

**Client Name: Virginia Department of Transportation**

**Project Start Dates and End Dates: 01/2006 – 01/2009**

**Project Summary:**

Led development of the Road Network System (RNS) using ArcGIS Server, ArcObjects, ASP.NET, and C#, including web-based GIS applications and enterprise integration. Worked extensively with Oracle and ArcSDE for spatial data management and optimization. Developed REST-enabled GIS services and web applications, performed spatial query optimization, and supported system performance tuning. Operated within an Agile/SCRUM environment, ensuring structured development, testing, and deployment.

**Client Name: Federal Highway Administration (FHWA) / National Park Service (NPS)**

**Project Start Dates and End Dates: 05/2004 – 06/2005**

**Project Summary:**

Developed web-based GIS applications and mapping services using ArcIMS, JavaScript, ASP.NET, and ArcObjects, supporting national-level transportation and park data systems. Integrated GIS applications with SQL Server databases, enabling spatial data visualization and analysis. Provided debugging and enhancement of geoprocessing scripts and application workflows, and implemented performance improvements for real-time web-based GIS viewers.

**Client Name: INDUS Corporation**

**Project Start Dates and End Dates: 06/2005 – 01/2006**

**Project Summary:**

Designed and developed GIS-based decision support and analysis applications using ArcGIS Engine, ArcObjects, and .NET (C#). Integrated GIS applications with SQL Server databases, including spatial data handling and reporting tools. Supported application debugging, system enhancements, and performance optimization, ensuring efficient processing of large geospatial datasets within enterprise environments.

**Senior GIS Application Developer:**

Infojini proposes the Senior GIS Application Developer who holds a Master's degree in Information Science (GIS specialization) and brings over 20 years of experience in designing, developing, and maintaining enterprise GIS applications using Esri ArcGIS Enterprise, ArcGIS Online, ArcGIS Pro SDK, and web-based GIS frameworks, with proven expertise in leading web-based GIS development using ArcGIS API for JavaScript, Python, and .NET, integrating GIS applications with enterprise databases (Oracle, SQL Server, DB2), and delivering optimized, scalable solutions through spatial query tuning, geoprocessing, automation scripting, and Agile-based development practices with version control and CI/CD.

**Client Name: Washington Metropolitan Area Transit Authority**

**Start Dates and End Dates: July 2013 – Present**

**Project Summary:**

Led the design, development, and maintenance of enterprise GIS applications using ArcGIS Enterprise, ArcGIS Server, and ArcGIS Pro, supporting transit asset management and infrastructure systems. Developed and enhanced web-based GIS applications using ArcGIS API for JavaScript, REST services, and .NET Web APIs, including modernization of legacy SOE-based services. Integrated GIS applications with Oracle and SQL Server databases, performing advanced spatial query development, schema design, and optimization. Provided technical leadership in debugging geoprocessing services, application workflows, and REST endpoints. Implemented performance tuning strategies including map service optimization, caching, and distributed processing. Developed automation scripts using Python and .NET, and supported structured development using Agile practices, version control systems (SVN/Git), and continuous integration workflows.

**Client Name: Loudoun County Government**

**Project Start Dates and End Dates: January 2003 – June 2007**

**Project Summary:**

Designed and implemented enterprise GIS solutions including geodatabase architecture and ArcSDE-based database integration. Developed GIS desktop and server applications using ArcGIS tools and .NET technologies, supporting county-wide spatial data operations. Led system analysis, data modeling, and database optimization efforts across DB2 and Oracle environments. Provided advanced support to GIS analysts and developers by troubleshooting geoprocessing scripts, database functions, and application workflows. Contributed to performance optimization and scalability planning of GIS systems and supported enterprise-level deployment and maintenance activities.

**Client Name: RM Solutions**

**Project Start Dates and End Dates: October 2011 – June 2012**

**Project Summary:**

Developed web-based GIS applications using Esri ArcGIS Server and JavaScript API, supporting enterprise-level geospatial data visualization and analysis. Integrated GIS applications with Oracle databases, including spatial data access and query optimization. Supported debugging of GIS services, REST endpoints, and application workflows. Contributed to system performance improvements through efficient service configuration and query tuning. Participated in structured development processes with version control and coordinated with cross-functional teams to deliver scalable GIS solutions.

**Client Name: Geographic Services, Inc.**

**Project Start Dates and End Dates: August 2008 – April 2010**

**Project Summary:**

Developed enterprise GIS tools and applications using ArcObjects, ArcGIS Server, and .NET technologies, supporting large-scale geospatial data processing initiatives. Designed and implemented database-driven GIS applications integrated with SQL Server and Oracle, including schema design and data modeling. Provided support for debugging application logic, geoprocessing tools, and database interactions. Contributed to performance optimization, system testing, and deployment activities, and supported development using structured methodologies and version-controlled environments.

## VENDOR RESPONSIBILITIES (4.2)

**4.2.1** Infojini will provide fully burdened hourly rates for each proposed position at the time of bid submission. For every staffing request, we will present candidates who meet or exceed all RFQ requirements, supported by verified qualifications and role-specific alignment.

**4.2.2** Infojini maintains a dedicated account management and recruiting team to ensure prompt response to all WVDOT requests. Our established delivery model, supported by access to **5 million+ resumes**, including **350,000+ pre-screened candidates nationwide and 25,000+ pre-screened IT professionals** in West Virginia, enabling rapid identification and deployment of qualified resources aligned to WVDOT's technical requirements. We understand that responsiveness and fulfillment performance are critical and will adhere to all service expectations to avoid any service disruption.

**4.2.3** All proposed hourly rates will be inclusive of wages, payroll taxes, insurance, overhead, fringe benefits, and any anticipated travel costs. No additional charges will be passed to the WVDOT beyond the agreed hourly rates.

**4.2.4** For each candidate submission, Infojini will provide:

- Current resume aligned with RFQ requirements
- Completed qualification documentation in Agency-prescribed format
- Verification of degrees and certifications
- Properly formatted and numbered resumes

All submissions will be complete, accurate, and delivered within the required timelines to facilitate efficient Agency review and selection.

**4.2.5** Infojini will comply with all federal and state employment eligibility requirements. Upon request, we will provide appropriate documentation confirming that each candidate is authorized to work in the United States.

**4.2.6** Infojini acknowledges and will adhere to the priority-based engagement and response requirements defined in Section 4.2.6. Upon receipt of an initial staffing request from WVDOT, Infojini will provide written acknowledgment within 48 hours (2 business days), confirming our ability to fulfill the request or formally submitting a waiver within the same timeframe if unable to do so.

When confirming our ability to supply resources, Infojini will submit a list of qualified candidates within 10 business days of the initial notification. Each submission will include all required documentation, including completed qualification forms and resumes, for candidates who fully meet the classification requirements. Multiple qualified candidates will be provided to support WVDOT's selection process.

Infojini has established internal tracking and escalation procedures to ensure strict adherence to response timelines and to prevent missed acknowledgments or delays in candidate submission. We understand that failure to respond within the defined timelines may result in WVDOT proceeding to the next priority vendor and will ensure consistent responsiveness in alignment with contract expectations.

We further acknowledge that the priority-based process will be followed for all staffing requests, and Infojini will fully comply with all communication, waiver, and submission requirements to support efficient and timely fulfillment of WVDOT's staffing needs.

**4.2.7** All candidates placed will submit timesheets on a regular basis, in accordance with WVDOT requirements (weekly at minimum and monthly at maximum). Infojini will ensure timely review and submission for WVDOT approval.

**4.2.8** Infojini acknowledges and will comply with all requirements under Section 4.2.8. We will ensure that all candidates consistently perform the contracted duties as outlined in the specifications and Delivery Orders. Upon notification from WVDOT regarding performance concerns, Infojini will promptly initiate replacement and provide qualified candidate profiles within the required 10 business days.

If a candidate does not meet WVDOT's performance expectations, Infojini will **replace the resource at no additional cost and will waive the first forty (40) hours of billing** for the replacement candidate.

In the event of candidate separation, Infojini will provide written notice within one (1) business day, including details of the departure, and will maintain continuity of services by submitting qualified replacement candidates within 10 business days. All replacement candidates will meet or exceed the requirements specified in Section 4.1, and complete documentation and resumes will be provided for WVDOT review.

Infojini will ensure that any service interruption does not exceed the allowable timeframe and will proactively manage transitions to maintain uninterrupted service delivery in accordance with RFQ requirements.

**4.2.9** Infojini's Compliance Manager will ensure that all assigned candidates comply with WVDOT policies and procedures throughout the assignment. The Compliance Manager verifies that candidates understand and adhere to all access and usage requirements associated with the WVDOT's computing environment.

He will coordinate with the WVDOT in the event of any access changes, audits, or revocation of user accounts, ensuring immediate alignment with WVDOT direction and maintaining full compliance with all applicable requirements.

## PRICING PAGE (5.2)

*Vendor should complete the Pricing Page by providing the all-inclusive hourly rate to provide a candidate meeting the requirements for each classification. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. However, Vendors may opt to bid only certain classifications. If not bidding a classification/commodity line, bidders should clearly note a "no bid" or "N/A" on their bid. Vendors may opt to bid different hourly rates for each renewal year. Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: [John.W.Estep@wv.gov](mailto:John.W.Estep@wv.gov).*

Infojini acknowledges the Pricing Page requirements and confirms that the **Pricing Page has been fully completed and submitted** in accordance with the solicitation instructions.

All proposed hourly bill rates are **all-inclusive**, covering wages, taxes, insurance, overhead, and all associated costs required to provide qualified candidates meeting the specifications for each classification. The Pricing Page has been completed in its entirety to ensure compliance and avoid any risk of disqualification. Infojini is **bidding on all listed classifications**, and accordingly, no "No Bid" or "N/A" entries have been included. Where applicable, **year-over-year rate structures have been provided** for renewal terms to ensure transparency and consistency in pricing across the contract duration.

The completed Pricing Page has been submitted electronically in the required format, consistent with the State's submission guidelines.



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

<b>Proc Folder:</b> 1886131			<b>Reason for Modification:</b>
<b>Doc Description:</b> WVDOT IT Temporary Staffing Services (81260081)			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2026-03-12	2026-03-31 13:30	CRFQ 0803 DOT2600000079	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** 000000000000

**Vendor Name :** Infojini Inc.

**Address :** 1001 Old Co Rd 21 Co MD 21046

**Street :** 1001 Old Co Rd 21

**City :** Co

**State :** MD **Country :** **Zip :** 21046

**Principal Contact :** andrjoni

**Vendor Contact Phone:** 44200006 **Extension:**

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

**Vendor Signature X**  **FEIN#** 20462400 **DATE** 04.14.2026

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

**ADDITIONAL INFORMATION****REQUEST FOR QUOTATION:**

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

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Mainframe Application Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Mainframe Application Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application Oracle Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application SQL Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior GIS Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

GIS Architect

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

GIS Application Developer

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
 Senior GIS Application Developer

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

	Doc# In#	Doc# In# Description	10
DO#26000000	Fin#	DO# In# or# fin# #12600#1	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



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

**State of West Virginia  
 Centralized Request for Quote  
 Service - Prof**

<b>Proc Folder:</b> 1886131		<b>Reason for Modification:</b>	
<b>Doc Description:</b> WVDOT IT Temporary Staffing Services (81260081)		ADDENDUM NO_1 Bid Opening Moves to April 14, 2026 Attach Revised Terms and Conditions	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2026-03-25	2026-04-14 13:30	CRFQ 0803 DOT2600000079	2


**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000005897  
**Vendor Name :** Infojini, Inc.  
**Address :** 1001 Od Co Rd 21 Co MD 21046  
**Street :** 1001 Od Co Rd 21  
**City :** Columbia  
**State :** MD **Country :** USA **Zip :** 21046  
**Principal Contact :** Sandeep Harjani  
**Vendor Contact Phone:** 443-257-0086 **Extension:**

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

**Vendor Signature X**  **FEIN#** 20-4624920 **DATE** 04.14.2026

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

**ADDITIONAL INFORMATION**

ADDENDUM NO\_1

Addendum No\_1 issued to publish and distribute the attached information to the vendor community.

**REQUEST FOR QUOTATION:**

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

**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
1	Senior Mainframe Application Analyst				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Senior Mainframe Application Analyst

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

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

 CHARLESTON WV  
 US

 CHARLESTON WV  
 US

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Mainframe Application Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application Oracle Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application SQL Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior GIS Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Architect

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Application Developer

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
15	Senior GIS Application Developer				

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior GIS Application Developer

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

# SOLICITATION NUMBER: CRFQ DOT2600000079

## Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2600000079 Solicitation” to reflect the change(s) identified and described below.

### Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

### Additional Documentation:

Bid Opening Moves to April 14, 2026 @ 1:30PM

Attach Revised Terms and Conditions

### Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

## **GENERAL TERMS AND CONDITIONS:**

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

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

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

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

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

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

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

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

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

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

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

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

**Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of (1) one year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to (3) Three successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Vendor must maintain:

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

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

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

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

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

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

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

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

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

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

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

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

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Printed Name and Title) Sandeep Harjani, President

(Address) 10015 Old Columbia Road, Suite B215, Columbia, MD 21046

(Phone Number) / (Fax Number) Phone: 443-257-0086 FAX: 443-283-4249

(email address) statebids@infojiniconsulting.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.*

Infojini, Inc.

(Company)

(Signature of Authorized Representative)

Sandeep Harjani, President (04.14.2026)

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

Phone: 443-257-0086 FAX: 443-283-4249

(Phone Number) (Fax Number)

statebids@infojiniconsulting.com

(Email Address)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DOT2600000079**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input 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.

Infojini Inc.

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Company



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Authorized Signature

04.14.2026

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Date

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



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

<b>Proc Folder:</b> 1886131		<b>Reason for Modification:</b>	
<b>Doc Description:</b> WVDOT IT Temporary Staffing Services (81260081)		ADDENDUM NO_2 Vendor Questions and Responses	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
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:** VS0000005897  
**Vendor Name :** Infojini, Inc.  
**Address :** 1001 Od Co Rd 21 Co MD 21046  
**Street :** 1001 Od Co Rd 21  
**City :** Columbia  
**State :** MD **Country :** USA **Zip :** 21046  
**Principal Contact :** Sandeep Harjani  
**Vendor Contact Phone:** 443-257-0086 **Extension:**

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

**Vendor Signature X**  **FEIN#** 20-4624920 **DATE** 04.14.2026

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

<b>ADDITIONAL INFORMATION</b>
ADDENDUM NO_2
Addendum No_2 issued to publish and distribute the attached information to the vendor community.
REQUEST FOR QUOTATION:
The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Transportation (WVDOT) to establish multiple open-ended contracts for information technology temporary technical staffing services. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Mainframe Application Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Mainframe Application Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application Oracle Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application DB2 Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior PC Programmer Analyst

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Application SQL Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior Application Oracle Server Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
Senior GIS Database Administrator

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Architect

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

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

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**  
GIS Application Developer



# SOLICITATION NUMBER: CRFQ DOT2600000079

## Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2600000079 Solicitation” to reflect the change(s) identified and described below.

### Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

### Additional Documentation:

Attach Vendor Questions and Responses

### Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

## **WVDOT CRFQ DOT26\*79 WVDOT IT Temporary Staffing Services**

***Question 1: Who are previous incumbents on this project?***

**Answer 1:**

The IT Staffing contract is a multi-award contract awarded to the lowest five qualified bidders meeting mandatory requirements for each category. Awards were ranked from lowest to highest. An award matrix document, which lists the awards per category, is also attached.

Vendor bid submissions can be found on the Purchasing Division webpage. CRFQ DOT22\*122 was opened on 3/3/22 and the bids are located at the following URL:

<https://www.state.wv.us/admin/purchase/Bids/FY2022/BO20220303.html>

The contracts awarded are listed below. The original award dates are 7/15/2022 to 7/14/2023. Each awarded contract was for one year, with three one-year renewal options. The most recent renewal is from 7/15/2025 to 7/14/2026. Contracts listed with an asterisk indicate that they were renewed and are due to expire this July. Several vendors did not renew after the original contract period.

DOT81220053A SQL Data Solutions\*  
DOT81220053B Smart Shared Services\*  
DOT81220053C BuzzClan  
DOT81220053D Infojini\*  
DOT81220053E Quantam Solutions  
DOT81220053F Sonus Software Solutions  
DOT81220053G Lancesoft\*  
DOT81220053H Diskriter  
DOT81220053I Enterprise Solutions\*  
DOT81220053J Devcare Solutions  
DOT81220053K US Tech Solutions  
DOT81220053L Cynet Systems\*

Award documents and renewal awards are listed on the Purchasing Division website at the following URL: <https://www.state.wv.us/admin/purchase/Awards/awarded.html>

***Question 2: What was the annual spend for the previous year on this Project?***

**Answer 2:**

This information can be requested via FOIA. Please review the response to Question number 1, this provides documentation concerning the number of contracts that were maintained after the initial award and renewed for the three optional renewals.

***Question 3: If this is a new contract, what is the anticipated budget for this contract?***

Answer 3:

This is a new open-end contract; however, the state is not required to provide information concerning a maximum annual budget. Please note that the information listed in the pricing pages provides an estimated number of hours used for evaluation purposes only.

***Question 4: Is this RFP intended for a single-vendor award or multiple-vendor awards?***

Answer 4:

Refer to the information provided in section 1 of the specifications. The intent is to award a multi-vendor contract.

***Question 5: Can you please confirm on what basis the priority list/priority contract will be created for task order sharing, as mentioned in Section 4.2.66?***

Answer 5:

The priority list for task order sharing will be established based on the order of award for each classification, as outlined in Section 4.2.6. Vendors will be contacted sequentially in accordance with this priority ranking as needs arise.

***Question 6: What are the positions that are most commonly requested under this contract?***

Answer 6:

The positions most commonly requested will vary based on project-specific requirements and level of expertise needed. We expect the most requested positions to include roles such as Database Administrator and Program Analysts.

***Question 7: What challenges or pain points is the agency aiming to address through this contract?***

Answer 7:

This contract seeks to address limitations in hiring full-time personnel and the need for flexible, project-specific staffing. It also helps address budgetary and time constraints by enabling the Agency to efficiently obtain qualified resources as needed.

***Question 8: How many vendors do you intend to award under this solicitation?***

Answer 8:

The intent is to award a multi-vendor contract, with an estimated maximum of up to eight (8) vendors.

***Question 9: I am seeking information regarding the details of the contract and whether there are plans for renewal or an extension to the current contract will be executed.***

Answer 9:

The current contract does not have any renewals available. A new solicitation was created to obtain bids to create a new multi-award contract.

***Question 10: The solicitation number is “CRFQ-0803-DOT2200000122 IT Temporary Staffing Services” which was issued back on 02/24/2022. I would like to know how many renewal options does this contract have? And if there are any plans to issue a new solicitation once it expires?***

Answer 10:

The current contract was awarded in 2022 and allowed for three (3) one (1) year optional renewals. Refer to the response to Question 1 for additional details.

***Question 11: We noticed that this solicitation has already been released, but I wanted to follow up to ask how many vendors were awarded previously. Based on the RFP details, it appears that five vendors were selected. Could you please confirm the list of awarded vendors and let us know if a Bid Tabulation is available?***

*Answer 11:*

Refer to the response for Question 1.

***Question 12: Is there a specific proposal format or template that vendors must follow (e.g., required sections such as Technical Proposal, Cost Proposal, Company Qualifications, etc.)?***

Answer 12:

This is an RFQ request for quotation. Vendors are required to meet or exceed the mandatory requirements outlined in the specifications. Awards will be made to the lowest bids that comply with all the mandatory requirements. The vendor is required to comply with section 4.2 when submitting bid responses.

***Question 13: Should the Cost Proposal be submitted separately from the Technical Proposal, or be included within the same document?***

Answer 13:

This is a request for quotation; all documentation and costs should be submitted with the bid response.

***Question 14: Do vendors need to submit details or resumes of identified resources as part of the proposal?***

Answer 14:

The vendor should review section 4.2 for information regarding documentation that should be submitted with the proposal.

***Question 15: What is the average term of staffing placement for each position/title under this contract?***

Answer 15:

Vendors should review section 4.3.1 for information regarding ordering procedures.

***Question 16: What is the tentative start date for each position?***

Answer 16:

Please refer to the response to Question 15.

***Question 17: Is this a new RFP or is there an existing incumbent vendor currently providing these services?***

Answer 17:

This is a new solicitation. For information regarding the previous solicitation and contracts refer to Question 1.

***Question 18: Are there any major upcoming projects or initiatives in the coming years that vendors should be aware of in relation to this contract?***

Answer 18:

The solicitation is intended to establish a flexible open end contract with the most commonly needed information technology work classifications utilized by the WVDOT. This contract is not being established for a specific project or initiative.

***Question 19: Could you please provide additional details regarding the proposal content expected in the submission?***

Answer 19:

Refer to the response to Question 14.

***Question 20: Kindly confirm whether the pricing should be submitted through the portal or the Excel sheet should be submitted separately or included as part of our proposal.***

Answer 20:

Refer to section 6 in the Instructions to Vendors document.

***Question 21: Could you please share the estimated budget or anticipated contract value for this solicitation?***

Answer 21:

Please refer to the response to Question 2.

***Question 22: Please confirm whether this is a new solicitation or a rebid. If it is a rebid, we would appreciate it if you could provide details regarding the incumbent vendor(s).***

Answer 22:

Please refer to the response to Question 1.

***Question 23: Could you also please provide details regarding the evaluation criteria and scoring methodology that will be used to assess the proposals?***

Answer 23:

The solicitation will be awarded based on the lowest cost per category for the vendor meeting all the mandatory requirements.

***Question 24: What is the overall budget?***

Answer 24:

Please refer to the response to Question 3.

***Question 25: How many vendors will be awarded?***

Answer 25:

Please refer to the response to Question 8.

***Question 26: Who are the current providers? If you can please share incumbents' response documents that they have submitted previously?***

Answer 26:

Please refer to the response to Question 1.

***Question 27: Do we need to provide actual resumes of job roles mentioned in excel sheet?***

Answer 27:

Please refer to the response to Question 14.

***Question 28: Can we submit our response via email?***

Answer 28:

Refer to section 6 in the Instructions to Vendors document.

*Question 29: there is no specific format given for response creation. Please help do we need to follow our own standard format as below?*

- Cover Letter** .....
- General Company Overview** .....
- Qualifications .....
- Experience in Similar Services .....
- Our Team .....
- Project Approach and Methodology .....
- Staffing Plan.....
- References**.....

Answer 29:

Please refer to the response to Question 12.

*Question 30: What is the intended number of awards (approximate number)?*

Answer 30:

Please refer to the response to Question 8.

*Question 31: What are the estimated funds allocated for this contract?*

Answer 31:

Please refer to the response to Question 2.

*Question 32: What is the tentative start date for this engagement?*

Answer 32:

Please refer to the response to Question 16.

***Question 33: What is the work location of the proposed candidates?***

Answer 33:

Vendors should review section 1 for information regarding scope of contract.

***Question 34: Please provide the evaluation criteria.***

Answer 34:

Please refer to the response to Question 23.

***Question 35: Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing and confirm whether the incumbent is eligible to resubmit the proposal.***

Answer 35:

Please refer to the response to Question 1.

***Question 36: Are there any pain points or issues with the current vendor(s)?***

Answer 36:

Please refer to the response to Question 7.

***Question 37: Could you please share the previous spending on this contract, if any? Is there any mandatory subcontracting requirement for this contract? If yes, is there a specific goal for the subcontracting?***

Answer 37:

Please refer to the response to Question 2.

***Question 38: Can we submit good faith efforts if we are unable to find a subcontractor?***

Answer 38:

The vendor should review the requirements outlined in section 4.2 of the specifications.

***Question 39: How many positions were used in the previous contract (approximate)?***

Answer 39:

Please refer to the response to Question 1.

***Question 40: How many positions will be required per year or throughout the contract term?***

Answer 40:

Please refer to the response to Question 15.

***Question 41: If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?***

Answer 41:

The vendor should review the requirements outlined in section 4.2 of the specifications. This section outlines the selection process and the vendor's responsibilities.

***Question 42: Can we provide hourly rate ranges in the price proposal?***

Answer 42:

Vendors should review section 5.2 for information regarding the pricing page.

***Question 43: Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?***

Answer 43:

The vendor should review Item 13 in the Terms and Conditions document. The hourly rates established in the contract award are effective for one year upon award. These rates cannot be adjusted during the contract period. Renewals must be mutually agreed upon by both the vendor and WVDOT. The pricing page allows the vendor to provide alternative pricing for years two through three to allow for price escalation in the future optional renewal years.

***Question 44: If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?***

Answer 44:

See response to Question 43.

***Question 45: Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?***

Answer 45:

See response to Question 43.

***Question 46: What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?***

Answer 46:

Vendors should review Items 14, 15 and 17 in the Terms and Conditions document. The vendor should reference the delivery order number on the invoices and all invoices descriptions must match the pricing and descriptions listed on the awarded contract pricing page.

***Question 47: What are the reporting requirements?***

Answer 47:

An updated version of the Terms and Conditions document was issued as part of addendum #1. Item 39 outlines reporting requirements. This item reads as follows:

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

***Question 48: Is the work entirely onsite, or is there a possibility for remote operations and performance?***

Answer 48:

Please refer to the response to Question 33.

***Question 49: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?***

Answer 49:

Please refer to the response to Question 14.

***Question 50: Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?***

Answer 50:

The holiday schedule provided by the Treasurer's Office is updated annually.

Holidays for the 2026 year can be located at the following URL:

<https://wvtreasury.gov/Portals/wvtreasury/content/About/Contact/Treasurer%20Calendar%202026%20wvOASIS%20Portrait.pdf>

***Question 51: Line Item 4.1.10 is currently labeled as "Senior Application Oracle Database Administrator", which appears to duplicate Line Item 4.1.3. Based on the sequence of roles, should Line Item 4.1.10 instead be "Senior Application SQL Server Database Administrator"?***

Answer 51:

These are two separate classifications.

***Question 52: The "Grand Total" formula in the pricing sheet appears to reference only a limited number of cells rather than summing all extended cost line items. Could you please confirm the correct calculation method for the Grand Total?***

Answer 52:

Grand total is the sum of all costs in rows 4.1.1 - 4.1.15.

***Question 53: Are resumes required as part of the proposal submission? If so, should they be actual candidate resumes or sample profiles?***

Answer 53:

Please refer to the response to Question 14.

***Question 54: Do you accept proposals submitted through the wvOASIS portal?***

Answer 54:

All solicitation responses must be submitted through the wvOASIS portal to be considered. Refer to section 6 in the Instructions to Vendors document for more information.

***Question 55: In the RFP Specifications document (Section 3: Qualifications), could you please clarify the required supporting documentation for the following criteria:***

***Demonstrating a minimum of 5 years of experience in providing similar IT staffing services.***

***Evidence of having placed at least six resources in similar roles within the last five years.***

***Could you please specify what type of documentation or proof is expected for each of the above requirements?***

Answer 55:

Vendors should review section 4.2 for details outlining documentation requirements.

***Question 56: In the RFP Instructions document, you mentioned a Pre-Proposal Meeting. Could you please confirm when it will be conducted and whether it will be held virtually or in person? If it is virtual, kindly share the meeting details with us.***

Answer 56:

The vendor should review the document labeled instructions to vendors, item number 3. This section indicates that a pre-bid is not required.

***Question 57: Could you please clarify the submission requirements outlined in the RFP document?***

Answer 57:

Please refer to the response to Question 14.

***Question 58: Can the State clarify if the submission is to be made on portal/ Hardcopy (paper), or both?***

Answer 58:

Please refer to the response to Question 54.

***Question 59: Can State disclose the total budget allocated for the project?***

Answer 59:

Please refer to the response to Question 3.

***Question 60: Is there any incumbent on the project? If yes, can State provide their name, budget and spending?***

Answer 60:

Please refer to the response to Questions 1 and 2.

***Question 61: Are the positions mentioned on-site, remote, or hybrid?***

Answer 61:

Please refer to the response to Question 33.

***Question 62: Are the resumes to be provided with the response, if yes, are they supposed to be sample or live? (identify the section)***

Answer 62:

Please refer to the response to Question 14.

***Question 63: How many FTE does the State currently have under this contract***

Answer 63:

Please refer to the response to Question 1.

***Question 64: Successful Vendor must provide (as requested) the legal documentation to support proof that their candidate is a U.S. citizen or eligible to work in the United States.***

Answer 64:

Vendor is required to provide the Agency with an employee that complies with all federal and state employment requirements as outlined in Section 4.2.5 of the Specifications. No work shall be performed or completed outside of the United States.

***Question 65: Please confirm if we need to provide only quotations and no technical response for this RFP?***

Answer 65:

Please refer to the response to Question 14.

***Question 66: Is there any evaluation criteria? If yes, kindly provide a scoring matrix/ weightage.***

Answer 66:

Please refer to the response to Question 23.

***Question 67: Please confirm the format of the technical proposal if required under this RFP.***

Answer 67:

Please refer to the response to Question 14.

***Question 68: Please confirm whether resumes are required as part of the initial bid submission, or whether resumes and qualification documentation will only be required after award when candidates are requested for a specific labor category.***

Answer 68:

Please refer to the response to Question 14.

***Question 69: Please confirm what specific supporting documentation must be provided with candidate submissions after award. For example, should vendors provide only resumes, or also degree copies, certifications, references, and a qualification crosswalk demonstrating how each requirement is met?***

Answer 69:

Please refer to the response to Question 14.

***Question 70: The CRFQ form lists Line Item 9 as Application SQL Server Database Administrator and Line Item 10 as Senior Application Oracle Server Database Administrator. Please confirm whether Line Item 10 is correct as written, or whether the intended title is Senior Application SQL Server Database Administrator.***

Answer 70:

See response to Question 51.

***Question 71: Please confirm whether award will be made independently by each labor category, allowing a vendor to be awarded one or more selected categories even if the vendor does not bid all categories.***

Answer 71:

The intent is to award a multi-vendor contract.

***Question 72: Please confirm whether pricing should be submitted as a fully burdened hourly bill rate for each labor category, inclusive of all direct and indirect costs.***

Answer 72:

Please refer to the response to Question 42.

***Question 73: Please confirm whether the resources are expected to work onsite, remotely, or in a hybrid arrangement, and whether this may vary by labor category or assignment.***

Answer 73:

Please refer to the response for Question 61.

***Question 74: Please clarify whether the State can provide any estimated usage, anticipated number of placements, historical spend, or expected demand by labor category.***

Answer 74:

Please refer to the response to Questions 1, 2, and 3.

***Question 75: Please confirm whether insurance certificates must be included with the bid response, or whether they are only required from the apparent successful vendor(s) prior to award.***

Answer 75:

Certificate of Insurance is required upon award.

***Question 76: Could you please confirm the Budget?***

Answer 76:

Please refer to the response to Question 3.

***Question 77: Please confirm the required bid submission method for this solicitation. Is submission through any one permitted method sufficient, or must the bid be submitted both electronically through wvOASIS and physically/by fax?***

Answer 77:

All solicitation responses should be submitted through the wvOASIS portal to be considered. Refer to section 6 in the Instructions to Vendors document for more information.

***Question 78: Beyond completing the pricing pages and required forms, is there a specific format or template expected for the technical response for submission?***

Answer 78:

The vendor should review section 4.2 for information regarding submission requirements.

***Question 79: Would the Agency consider extending the submission deadline to allow time to incorporate responses to vendor Questions?***

Answer 79:

All Questions are due by 10:00 am on 03/20/2026

***Question 80: Does the RFQ permit vendors to engage subcontractors to fulfill staffing requirements?***

Answer 80:

Please refer to Items 22 & 32 of the Terms and Conditions document. Vendors will be required to identify the use of subcontractors to include company name and contact information.

***Question 81: Is there a preference for local vendors?***

Answer 81:

Please refer to the response to Question 23.

***Question 82: Is there an incumbent? If so, could you please share the vendor list?***

Answer 82:

Please refer to the response to Question 1.

***Question 83: Are candidate resumes required at the time of bid submission, or only when candidates are proposed after contract award?***

Answer 83:

Please refer to the response to Question 14.

***Question 84: What is the estimated number of resources required annually for each labor classification?***

Answer 84:

This is unknown. Refer to response to Question 18.

***Question 85: Which roles or classifications are most frequently requested?***

Answer 85:

Please refer to the response to Question 6.

***Question 86: Are positions typically onsite, remote, or hybrid?***

Answer 86:

Please refer to the response for Question 33.

***Question 87: What is the typical turnaround time for candidate evaluation and selection after submission?***

Answer 87:

Please refer to the response to Question 15.

***Question 88: What is the average duration of assignments?***

Answer 88:

Please refer to the response to Question 15.

***Question 89: Is there a maximum bill rate, not-to-exceed rate, or budget range established for each labor category?***

Answer 89:

Please refer to the response to Question 3.

***Question 90: Will vendors be evaluated solely on price, or are there additional evaluation criteria?***

Answer 90:

Please refer to the response to Question 23.

***Question 91: Will there be a ranking or tiering of awarded vendors that affects order distribution?***

Answer 91:

Please refer to the response to Question 5.

***Question 92: What is the expected process for issuing work requests (e.g., first right of refusal, rotational assignment, competitive submissions)?***

Answer 92:

Please refer to the response to Question 15.

***Question 93: Are background checks, drug screenings, or specific security requirements required for candidates?***

Answer 93:

Please refer to Item 40 in the Terms and Conditions.

***Question 94: Will the State allow rate adjustments/escalations over the contract term?***

Answer 94:

Please refer to the response to Question 43.

***Question 95: Are there any restrictions on overtime billing or standard work hours?***

Answer 95:

Please refer to the pricing page where all rates are available.

***Question 96: What are the invoicing requirements and expected payment terms?***

Answer 96:

Please refer to Items 14 & 15 in the Terms and Conditions.

***Question 97: Will the State provide equipment for contractors, or are vendors expected to supply it?***

Answer 97:

Equipment will be supplied by the WVDOT. The vendor is responsible for careful care of the equipment and must return the equipment upon the completion of the work duties.

***Question 98: Is this a re-compete CRFQ? If yes,***

Answer 98:

Please refer to the response to Question 10.

***Question 99: Could you please the name of Current Suppliers (who are currently providing services to Agency)?***

Answer 99:

Please refer to the response to Question 1.

***Question 100: Could you please share current Suppliers pricing?***

Answer 100:

Please refer to the response to Question 2.

***Question 101: When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?***

Answer 101:

Please refer to the response to Question 2.

***Question 102: How many resources are currently engaged in the current contract?***

Answer 102:

Please refer to the response to Question 1.

***Question 103: Can you please share the no. of positions served in previous years under this contract?***

Answer 103:

Please refer to the response to Question 1.

***Question 104: Can you please share the amount of business each vendor did under this contract in previous years?***

Answer 104:

Please refer to the response to Question 1.

***Question 105: What will be the estimated annual budget for this project?***

Answer 105:

Please refer to the response to Question 3.

***Question 106: How many positions we can expect under this contract on an annual basis?***

Answer 106:

Please refer to the response to Question 15.

***Question 107: What would be the shift timings for the given positions?***

Answer 107:

Please refer to the response to Question 15.

***Question 108: How will the requisitions be shared among the awarded vendors?***

Answer 108:

Please refer to the response to Question 4.

***Question 109: Is it mandatory to bid on all the positions?***

Answer 109:

Please refer to Section 4.2 in the Specifications.

***Question 110: Can we provide client name and contact details along with the placement details to suffice the given requirement “Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six ( 6) individuals within the listed classifications within the past five (5) years:”?***

Answer 110:

Please refer to Item 4.2 of the Specifications

***Question 111: If reference details would not suffice the above-mentioned requirement, can you please confirm what all document would suffice the given requirement?***

Answer 111:

Please refer to the response to Question 14.

***Question 112: As per our understanding, resumes are not required along with the response, can you please confirm the same?***

Answer 112:

Please refer to the response to Question 14.

***Question 113: In reference to proposal submission requirements, do we just need to submit pricing form along with documentation sufficing qualifications given in section “3. Qualifications” of Specifications document?***

Answer 113:

Please refer to the response to Question 14.

***Question 114: Each position listed in the pricing sheet includes a corresponding senior-level role (example: 4.1.1 Senior Mainframe Application Analyst and 4.1.2 Mainframe Application Analyst). Can the requirements under Section 3.2 be satisfied by demonstrating a combined total of six (6) placements across both junior and senior versions of the role?***

Answer 114:

Upon request for qualified candidates, the vendor is limited to the roles and rates on the pricing page.

***Question 115: The role “Senior Application Oracle Database Administrator” appears twice in the pricing sheet under Sections 4.1.10 and 4.1.5. Could you please confirm whether a revised pricing sheet will be issued?***

Answer 115:

Please refer to the response to Question 70.

***Question 116: In the Specifications Document, Section 4 – Mandatory Requirements – the job descriptions are provided. Are we required to submit actual resumes or sample resumes, and what mandatory requirements need to be included with the response document?***

Answer 116:

Please refer to the response to Question 14.

***Question 117: Can the Agency confirm the anticipated initial term of the contract and whether there are any renewal or extension options associated with this Master Agreement?***

Answer 117:

Please refer to the response to Question 9.

***Question 118: Is there an estimated budget, not-to-exceed value, or historical annual spend associated with similar IT temporary staffing contracts?***

Answer 118:

Please refer to the response to Question 3.

***Question 119: Can the Agency provide estimated quantities (hours/FTEs) per classification to***

Answer 119:

Please refer to the response to Question 15.

***Question 120: Is there an incumbent vendor or multiple vendors currently providing these services? If so, can the Agency share incumbent vendor names and performance insights?***

Answer 120:

Please refer to the response for Question 1.

***Question 121: Can the Agency provide historical usage data by role (e.g., number of resources engaged per classification in the past 12–24 months)?***

Answer 121:

Please refer to the response for Questions 1 and 2.

***Question 122: Can the Agency confirm whether all roles are expected to be performed onsite, or if any roles may be eligible for hybrid or remote work arrangements?***

Answer 122:

Please refer to the response to Question 33.

***Question 123: Can the Agency clarify the expected work model for resources under this contract (e.g., onsite, hybrid, or remote)? Specifically, should vendors assume that personnel will be required to work primarily at WVDOT facilities in Charleston, WV or other state locations?***

Answer 123:

Please refer to the response for Question 61.

***Question 124: Can the Agency confirm the exact list of documents required for submission under this RFQ (e.g., pricing only, resumes, qualifications, technical response, forms)?***

Answer 124:

Please refer to the response to Question 14.

***Question 125: Based on our understanding, vendors are required to submit responses demonstrating compliance with mandatory requirements and pricing. Please confirm whether a detailed technical approach, staffing plan, or management methodology is required as part of this submission.***

Answer 125:

Please refer to the response for Question 14.

***Question 126: Are sample resumes required at the time of bid submission, or will resumes be requested only at the time of specific Delivery Orders?***

Answer 126:

Please refer to the response to Question 14.

***Question 127: Can the Agency provide details on the evaluation methodology and weighting (e.g., pricing vs. qualifications vs. experience)?***

Answer 127:

Please refer to the response to Question 23.

***Question 128: For Section 3 – Qualifications, can the Agency confirm whether providing client Point of Contact (POC) details (name, title, email, and phone) as part of reference information will be considered sufficient evidence of prior experience, or are additional supporting documents (e.g., contracts, performance letters, or work orders) required?***

Answer 128:

Please refer to the response to Question 110.

***Question 129: Can the Agency confirm the minimum number of client references required to demonstrate compliance with the Qualifications section?***

Answer 129:

Please refer to the response to Question 110.

***Question 130: For Section 4.1 – Mandatory Contract Services Requirements, can the Agency confirm whether submission of one representative resume per role/classification demonstrating compliance with the stated requirements will be sufficient to meet the mandatory criteria, or are vendors expected to provide multiple resumes or additional supporting documentation for each requirement?***

Answer 130:

Please refer to the response to Question 14.

***Question 131: The solicitation includes both an Excel pricing sheet (with multi-year pricing structure) and a portal-based pricing submission (with a single rate per line item). Can the Agency please confirm which format will be considered the official pricing submission for evaluation purposes?***

Answer 131:

Please refer to the response for Question 20.

***Question 132: In case of any discrepancy between the Excel pricing sheet and the portal submission, which version will take precedence?***

Answer 132:

Please refer to the response for Question 20.

***Question 133: Please confirm if we are MWBE Certified from NMSDC. Can we attach our certificates in order to get the preference?***

Answer 133:

The vendor is responsible for determining SWAM certification. Please also refer to Item 15 in the Terms and Conditions.

***Question 134: Our renewal for MWBE with the State of WV is under review, as our current certification has expired please confirm if we can attach the proof of application in order to be considered for the preference and can get the certificate at the time of award.***

Answer 134:

Please refer to the response for Question 133.

***Question 135: Is it permissible for a vendor to complete business registration after contract award, or is full registration required at the time of proposal submission?***

Answer 135:

Please refer to the response for Question 13.

***Question 136: Are there any specific guidelines, templates, or formatting requirements that vendors must follow when preparing the proposal response?***

Answer 136:

Please refer to the response for Question 12.

***Question 137: Could you please share the estimated budget for this RFP?***

Answer 137:

Please refer to the response for Question 3.

***Question 138: Could you please share the incumbent vendor's name, their previous response, and the associated pricing for a similar contract?***

Answer 138:

Please refer to the response for Question 1.

***Question 139: Could you please provide the annual spending details for similar contracts from the past three years?***

Answer 139:

Please refer to the response for Question 2.

***Question 140: In Section 3.2- Qualification of the Specifications document, the Agency states that vendors shall be able to demonstrate their capacity to provide the requested services by furnishing documentation evidencing the staffing of at least six individuals within the listed classifications over the past five years.***

Answer 140:

Please refer to the response for Question 110.

***Question 141: Would the Agency please confirm whether this documentation must be submitted as part of the Proponent's RFQ response, or whether it will only be required upon subsequent request by the Agency? If submission is required at the time of proposal, would the Agency please specify the forms of documentation it will accept to satisfy this requirement and ensure the Proponent's response is deemed responsive?***

Answer 141:

Please refer to the response for Question 13.

***Question 142: Would the Agency please clarify its expectations regarding the “Add Attachments” tab within the WVOASIS portal? In particular, please confirm what supporting documents, if any, must be uploaded in that section as part of the RFQ response.***

Answer 142:

Please refer to the response for Question 14.

***Question 143: Could the Agency please clarify the Proponent’s obligation, if any, with respect to Document Attachment Four, “State of West Virginia Centralized Request for Quote Service - Prof”? Specifically, is this attachment provided solely for reference purposes, or is the Proponent expected to complete, acknowledge, or submit this form as part of its RFQ response in order to be considered responsive?***

Answer 143:

Please refer to the response for Questions 13 and 14.

***Question 144: What is the anticipated annual budget for these IT temporary staffing services?***

Answer 144:

Please refer to the response for Question 3.

***Question 145: Could the State identify the current incumbent contractor(s) for these services and provide the total annual spend for each incumbent over the past three fiscal years?***

Answer 145:

Please refer to the response for Questions 1 and 2.

***Question 146: The RFQ indicates an intent to establish “multiple open-ended contracts.” Does the State have an estimated number of awards it anticipates making?***

Answer 146:

Please refer to the response for Question 8.

***Question 147: Section 4.1.1. (Senior Mainframe Application Analyst) requires a Bachelor's degree or five (5) years of equivalent experience, while Section 4.1.2 (Mainframe Application Analyst) does not specify an educational requirement. Could the State clarify whether any minimum education or equivalent experience is required for the Mainframe Application Analyst role?***

Answer 147:

Mainframe Application Analyst requires a minimum of a Bachelor's degree in Computer science or a related field from an accredited institution, or a minimum of three (3) years of equivalent work experience as a substitution for the Bachelor's degree.

***Question 148: In addition to the Pricing Page (Exhibit A), Sections 3.1 and 3.2 require documentation of vendor experience and staffing capabilities. Could the State clarify whether this should be submitted as a formal technical proposal? If so, are there any formatting requirements or page limitations?***

Answer 148:

Please refer to the response for Question 14.

***Question 149: Please refer to Section 3.2, Qualifications - The RFQ states that vendors must provide documentation indicating they have "provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years". Could the Agency please clarify if it is acceptable for all six submitted individuals to fall under a single classification (for example, providing documentation for six Database Administrators)? Or must the vendor demonstrate staffing experience across multiple different classifications from the list in Section 1?***

Answer 149:

Please refer to the response for Question 110.

***Question 150: Please refer to Section 3.2 which requires documentation indicating the vendor provided an employee "meeting the requirements of a specifically named classification from Section 1". Could the Agency please clarify if the past employee's actual job title must be an exact, verbatim match to the classification titles listed in Section 1 (e.g., "Application Oracle Database Administrator")? Or is it acceptable to submit documentation for past employees who held different official job titles, provided their duties, skills, and experience directly match the mandatory requirements for that specific classification?***

Answer 150:

Please refer to the response for Question 110.

***Question 151: Section 4.2.3 requires all travel expenses to be included in the vendor's hourly rate , while Section 1 notes that assignments could be located anywhere within the entire State of West Virginia. Because travel costs vary drastically depending on the specific location within the state, how should vendors account for this in a single fixed hourly rate? Will the Agency allow for separate travel expense reimbursements (at standard State rates) for assignments located significantly outside the metro-Charleston area, or must the single hourly rate absorb all statewide travel risks?***

Answer 151:

Vendors should review section 8 for information regarding travel.

***Question 152: Could the Agency please confirm the length of the initial contract term and the exact number of optional renewal years that vendors should prepare pricing for on the Pricing Page?***

Answer 152:

Please refer to the response for Question 16.

***Question 153: Are there any incumbents for this position?***

Answer 153:

Please refer to the response for Question 1.

***Question 154: If incumbents are present, could you please provide their names?***

Answer 154:

Please refer to the response for Question 1.

***Question 155: Could you please confirm the evaluation criteria and how the proposal will be scored?***

Answer 155:

Please refer to the response to Question 23.

***Question 156: We are a non-resident bidder; however, we are a Small Minority-Owned Business. Could you please confirm whether we are eligible to obtain a reciprocal certificate?***

Answer 156:

Please refer to Item 15 of the Terms and Conditions.

***Question 157: Is any local preference given?***

Answer 157:

Please refer to Item 15 of the updated Terms and Conditions.

***Question 158: Can out-of-state vendors participate?***

Answer 158:

Yes.

***Question 159: Section 4.2.4 indicates that resumes are required with the vendor's response. Could the State please clarify if resumes are required as part of the initial bid submission, or only during the delivery order phase when staffing requests are issued?***

Answer 159:

Please refer to the response to Question 14.

***Question 160: Are there any rate caps, budget thresholds, or not-to-exceed rates for any labor categories?***

Answer 160:

Please refer to the response for Question 3.

***Question 161: Should pricing assume standard 40-hour workweeks only, or should vendors include provisions for overtime/on-call work?***

Answer 161:

Please refer to the response for Question 42.

***Question 162: Could you please clarify whether pricing should be submitted as an attachment, or if it must also be entered directly in the “Respond to Lines” section within the portal?***

Answer 162:

Please refer to the response for Question 20.

***Question 163: Are travel, lodging, or per diem costs expected to be included in the hourly rates, or reimbursed separately?***

Answer 163:

Please refer to the response for Question 151.

***Question 164: Are vendors allowed to propose rate escalations (e.g., annual increases) over the contract term?***

Answer 164:

Please refer to the response for Question 43.

***Question 165: Will vendors be ranked strictly based on lowest price per labor category, or are there any additional evaluation factors?***

Answer 165:

Please refer to the response for Question 23.

***Question 166: Will vendor ranking remain fixed for the duration of the contract, or may it be adjusted based on performance?***

Answer 166:

Please refer to the response to Question 23.

***Question 167: Approximately how many vendors does the State anticipate awarding under this contract?***

Answer 167:

Please refer to the response to Question 8.

***Question 168: What is the estimated annual spend for IT temporary staffing under this contract?***

Answer 168:

Please refer to the response for Questions 2 and 3.

***Question 169: Approximately how many positions are expected annually per labor category?***

Answer 169:

Please refer to the response for Question 18.

***Question 170: Which roles are expected to be most frequently utilized?***

Answer 170:

Please refer to the response for Question 6.

***Question 171: What is the typical duration of assignments, and are extensions common?***

Answer 171:

Please refer to the response for Question 16.

***Question 172: Are resources required to be fully onsite in Charleston, WV, or will hybrid/remote work be permitted for certain roles?***

Answer 172:

Please refer to the response for Question 61.

***Question 173: For each staffing request, how many candidates should be submitted (e.g., one vs multiple)?***

Answer 173:

Please refer to the response for Question 16.

***Question 174: What is the typical interview and selection process (number of rounds, timeline)?***

Answer 174:

Please refer to Section 4.3 of the Specifications.

***Question 175: Are there defined KPIs or SLAs related to: Candidate submission timelines, Fill rates, Candidate retention***

Answer 175:

Please refer to the response for Question 18.

***Question 176: Is there a maximum number of vendors that will be awarded per classification?***

Answer 176:

Please refer to the response for Question 8.

***Question 177: Will vendors be evaluated and awarded on a per-classification basis, or will evaluation consider the vendor's overall response across all classifications?***

Answer 177:

Please refer to the response for Questions 5 and 23.

***Question 178: Can the State provide estimated annual usage, anticipated volume, or historical spend by classification?***

Answer 178:

Please refer to the response for Question 3.

***Question 179: Is award determination based solely on the lowest hourly rate per classification, or are there additional evaluation criteria?***

Answer 179:

Please refer to the response for Question 23.

***Question 180: Are vendors permitted to propose different rates by contract year or escalation over time?***

Answer 180:

Please refer to the response for Question 23.

***Question 181: Can vendors choose to bid on only selected classifications, or are they expected to support all listed roles?***

Answer 181:

Please refer to the response for Question 109.

***Question 182: Will the State consider remote candidates for any classifications?***

Answer 182:

Please refer to the response for Question 61.

***Question 183: Will the State provide equipment (e.g., laptops, software licenses), or is the vendor expected to supply these?***

Answer 183:

Please refer to the response for Question 97.

***Question 184: In Qualification section, 3.2, can we include commercial entities for demonstrating the services?***

Answer 184:

Please refer to Section 3 of the Specifications.

***Question 185: Please confirm the maximum number of awards.***

Answer 185:

Please refer to the response to Question 8.

***Question 186: What is the estimated budget?***

Answer 186:

Please refer to the response for Question 3.

***Question 187: Is this a new contract or are there any incumbents?***

Answer 187:

Please refer to the response for Question 1.

***Question 188: What was the previous spent?***

Answer 188:

Please refer to the response for Question 2.

***Question 189: What is the duration of the assignments?***

Answer 189:

Please refer to the response to Question 16.

***Question 190: Are there any pain points with Incumbents?***

Answer 190:

Please refer to the response to Question 7.

***Question 191: How many FTEs will be required for this contract?***

Answer 191:

Please refer to the response to Question 8.

***Question 192: Will there be any award preference for local vendors?***

Answer 192:

Please refer to the response to Question 23.

***Question 193: Will the award be limited to vendors offering the lowest bid only?***

Answer 193:

Please refer to the response to Question 23.

***Question 194: How many FTEs are you anticipating for each position?***

Answer 194:

Please refer to the response to Question 8.

***Question 195: How many FTEs have been previously working on this contract?***

Answer 195:

Please refer to the response to Question 1.

***Question 196: Are resumes of Positions required with response? If required, should they be sample resumes or actual candidate resumes?***

Answer 196:

Please refer to the response to Question 14.

***Question 197: Is it mandatory to bid on all requirements?***

Answer 197:

Please refer to the response for Question 109.

***Question 198: What is the mode of proposal submission, can we submit only electronically?***

Answer 198:

Please refer to the response to Question 20.

***Question 199: With respect to position 4.1.10 Senior Application SQL Server Database Administrator, there is different position mentioned in Pricing ( in 4.1.10 Senior Application Oracle Database Administrator) which one should be considered?***

Answer 199:

Please refer to the response for Question 51.

***Question 200: What is the Format of submission, which sections should we address in our response?***

Answer 200:

Please refer to the response to Question 14.

***Question 201: Will services be required onsite, hybrid or remote?***

Answer 201:

Please refer to the response for Question 33.

***Question 202: Are Reciprocal Preference, Small, Women-Owned, Or Minority-owned Business preference applicable for this Request for Quotation, if we don't qualify for any preference can we perform subcontracting with Small, WO, MO businesses?***

Answer 202:

Please refer to the response for Question 156.

***Question 203: Is local office required for this contract?***

Answer 203:

Vendors should review section 1 for information regarding scope of contract.

***Question 204: Could you please clarify the response format of the CRFQ?***

Answer 204:

Please refer to the response to Question 12.

***Question 205: There are no specific instruction provided for " Technical Proposal", could you please specify?***

Answer 205:

Please refer to the response to Question 14.

***Question 206: Do we need to provide pricing in the excel provided as well?***

Answer 206:

Please refer to the response to Question 20.

***Question 207: Or should the pricing be submitted on the portal only?***

Answer 207:

Please refer to the response to Question 20.

***Question 208: Is it a re-bid or a new contract?***

Answer 208:

Please refer to the response for Question 1.

***Question 209: If, re-bid please could you share the historical spend?***

Answer 209:

Please refer to the response for Question 2.

***Question 210: Could you please share the incumbent names?***

Answer 210:

Please refer to the response for Question 1.

***Question 211: Are there any pain points in the current contract?***

Answer 211:

Please refer to the response for Question 7.

***Question 212: Is sub-contracting allowed under this contract?***

Answer 212:

Please refer to the response for Question 80.

***Question 213: Is there any VISA restriction for the contract?***

Answer 213:

Vendors should review section 4.2.5 regarding citizenship and working eligibility.

***Question 214: Could you please specify the reference requirements?***

Answer 214:

Please refer to the response for Question 14.

***Question 215: For section 3.2, "Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this***

***documentation with their bid." Could you please clarify what documentation will suffice this requirement? Do we need to submit invoices?***

Answer 215:

Please refer to Section 3.2 of the Specifications.

***Question 216: Is there a preference for any work authorization for this contract?***

Answer 216:

Unclear the question; Please refer to Item 15 in the Terms and Conditions.

***Question 217: Could you please provide a clarity for the work model – is it going to be all on site requirements?***

Answer 217:

Please refer to the response for Question 1.

***Question 218: Or are the requirements can possibly be hybrid or remote as well?***

Answer 218:

Please refer to the response for Question 61.

***Question 219: Do we need to submit candidate resumes for the positions with our response?***

Answer 219:

Please refer to the response to Question 14.

***Question 220: If yes, should we submit sample resumes, or live candidate resumes?***

Answer 220:

Please refer to the response to Question 14.

***Question 221: Will these candidates be expected to join the agency upon award?***

Answer 221:

***Question 222: If yes, could you please provide the estimated joining date and mode of interviews?***

Answer 222:

Please refer to the response for Question 16.

***Question 223: Are they expected to work onsite, hybrid or remote?***

Answer 223:

Please refer to the response for Question 61.

***Question 224: Are digital signatures acceptable ?***

Answer 224:

Yes.

***Question 225: Is there an estimated budget for the contract?***

Answer 225:

Please refer to the response for Question 3.

***Question 226: Is there a preference for the Hourly rates?***

Answer 226:

Please refer to the response for Question 42.

***Question 227: Is there a local preference for the vendors?***

Answer 227:

Please refer to the response for Question 157.

***Question 228: Please clarify whether the positions under this contract will be fulltime, parttime, or variable based on project needs?***

Answer 228:

Please refer to Section 4.3.4 of the Specifications.

***Question 229: Will WVDOT issue Delivery Orders for each individual resource, or can multiple resources be requested under a single order?***

Answer 229:

Please refer to the response for Question 15.

***Question 230: Are the resources expected to work onsite, hybrid, or fully remote?***

Answer 230:

Please refer to the response for Question 61.

***Question 231: If onsite work is required, please confirm the primary work location(s) and whether travel across the state is expected?***

Answer 231:

Please refer to the response for Question 16.

***Question 232: Will WVDOT provide equipment for remote workers, or must vendors supply equipment?***

Answer 232:

Please refer to the response for Question 97.

***Question 233: Are overtime hours permitted, and if so, how should they be billed?***

Answer 233:

Please refer to the response for Question 95.

***Question 234: Are background checks required for all resources? If yes, what level (state, federal, fingerprinting)?***

Answer 234:

Please refer to the response for Question 93.

***Question 235: Will WVDOT require drug screening or additional security clearances?***

Answer 235:

Please refer to Section 4.3.3 and Section 4.2.9 of the Specifications.

***Question 236: What is the expected turnaround time for providing candidates after receiving a Delivery Order?***

Answer 236:

Please refer to the response for Question 15.

***Question 237: Will interviews be conducted by WVDOT? If so, what is the interview format (virtual, panel, technical test)?***

Answer 237:

Interviews will be virtual or in person when possible. It is up to the agency requester as to the format of the interviews.

***Question 238: What is the required work mode for this engagement—remote, hybrid, or fully onsite?***

Answer 238:

Please refer to the response for Question 61.

***Question 239: Is it mandatory to submit actual or sample resumes for each classifications?***

Answer 239:

Please refer to the response to Question 14.

***Question 240: What is the expected start date for the first set of resources?***

Answer 240:

Please refer to the response for Question 15.

***Question 241: What is the expected duration of each assignment (e.g., 6 months, 12 months, multiyear)?***

Answer 241:

Please refer to the response for Question 15.

***Question 242: Will WVDOT allow resource replacements without penalty if a candidate resigns or is not a fit?***

Answer 242:

Vendors should review section 4.2 regarding vendor responsibilities.

***Question 243: What is the required notice period for replacing a resource?***

Answer 243:

Please refer to the response for Question 242.

***Question 244: What is the anticipated contract start date and contract term?***

Answer 244:

Please refer to the response for Question 16.

***Question 245: Will multiple vendors be awarded under this solicitation?***

Answer 245:

Please refer to the response for Question 1.

***Question 246: How will Delivery Orders be distributed among awarded vendors (rotation, best fit, competitive minibid)?***

Answer 246:

Please refer to the response for Question 16.

***Question 247: Will WVDOT provide historical usage data for similar staffing contracts?***

Answer 247:

Please refer to the response for Question 2 & 3.

***Question 248: Is there a maximum number of resources WVDOT anticipates needing per classification?***

Answer 248:

Please refer to the response for Question 8.

***Question 249: Will WVDOT allow rate adjustments during the contract term?***

Answer 249:

Please refer to the response for Question 42.

***Question 250: Are there any penalties for early termination of a resource by the vendor?***

Answer 250:

Please refer to the response for Question 242.

***Question 251: Should vendors include all costs (travel, equipment, overhead) in the hourly rate?***

Answer 251:

Please refer to the response for Question 151.

***Question 252: Will WVDOT reimburse travel expenses if onsite work is required outside Charleston?***

Answer 252:

Please refer to the response for Question 151.

***Question 253: What is the invoicing frequency (monthly, biweekly)?***

Answer 253:

Invoices will be billed monthly.

***Question 254: Are timesheets required, and if so, what format should be used?***

Answer 254:

Please refer to the response for Question 242.

***Question 255: Will WVDOT use wvOASIS for timesheet approval and invoicing?***

Answer 255:

Please refer to the response for Question 242.

***Question 256: For Section 3.2 (staffing of six individuals), will WVDOT accept private sector references, or must they be government clients?***

Answer 256:

Please refer to Section 3 of the Specifications.

***Question 257: Will WVDOT accept resumes at the time of Delivery Order instead of at bid submission?***

Answer 257:

Please refer to the response to Question 14.

***Question 258: Are vendors required to include the qualifications outlined in Section 3 as part of the response submission?***

Answer 258:

Please refer to the response for Question 13.

***Question 259: Will WVDOT require vendors to acknowledge all addenda in the technical proposal or only in the bid submission?***

Answer 259:

Please refer to the response for Questions 12 and 13.

***Question 260: Are vendors required to include the Vendor Responsibilities outlined in Section 4.2 as part of the response submission?***

Answer 260:

Please refer to the response for Questions 12 and 13.

***Question 261: Is there a page limit or formatting requirement for the technical proposal?***

Answer 261:

This is a request for quote and not a request for proposal.

***Question 262: Should vendors submit one combined proposal for all classifications or separate proposals per classification?***

Answer 262:

Please refer to the response for Questions 12 and 13.

***Question 263: Are vendors required to submit a redacted version for public release?***

Answer 263:

Please refer to Item 31 of the Terms and Conditions.

***Question 264: Can WVDOT confirm the complete list of mandatory submission requirements (e.g., technical proposal components, staffing documentation, compliance forms, addendum acknowledgments, and any required certifications) that must be included in the vendor's response?***

Answer 264:

Please refer to the response for Question 14.

***Question 265: Can WVDOT confirm the mandatory information to be provided in the Response document?***

Answer 265:

Please refer to the response for Question 14.

***Question 266: Can WVDOT provide the required format or structure for the information that must be included in the response submission?***

Answer 266:

Please refer to the response for Question 14.

***Question 267: Will WVDOT provide training or orientation for new resources?***

Answer 267:

Organizational knowledge will be shared, however incoming employees will be expected to have the technical knowledge to perform their duties.

***Question 268: Are there any mandatory state holidays or shutdown periods vendors should be aware of?***

Answer 268:

Please refer to the response for Question 50.

***Question 269: Will WVDOT provide access to internal systems for remote workers?***

Answer 269:

All work will be performed on-site.

***Question 270: Are there any anticipated changes to the technical environment during the contract term?***

Answer 270:

Yes, due to the nature of the industry.

***Question 271: Will WVDOT provide performance feedback for each resource?***

Answer 271:

Performance feedback may be offered upon request.

***Question 272: Is there a maximum number of vendors WVDOT intends to award?***

Answer 272:

Please refer to the response for Question 8.

***Question 273: Will WVDOT require vendors to participate in quarterly or annual performance reviews?***

Answer 273:

Please refer to the response for Question 271.

***Question 274: Does WVDOT anticipate transitioning any of these roles into longterm fulltime positions?***

Answer 274:

Please refer to the response for Question 228.

***Question 275: Could WVDOT share the evaluation criteria or scoring breakdown that will be used to assess vendor responses?***

Answer 275:

Please refer to the response for Question 23.

***Question 276: Are vendors required to complete the Final CRFQ Form and submit it along with their proposal?***

Answer 276:

Please refer to the response for Questions 12 and 13.

***Question 277: Is the submission of past client references mandatory for this solicitation?***

Answer 277:

Please refer to the response for Questions 12 and 13.

***Question 278: Are vendors required to submit separate technical and cost documents, or should all materials be combined into a single file?***

Answer 278:

Please refer to the response for Questions 12 and 13.

***Question 279: Can WVDOT confirm all mandatory forms and attachments that must be included for the proposal to be considered responsive?***

Answer 279:

Please refer to the response for Questions 12 and 13.

***Question 280: Can WVDOT confirm whether an extension to the due date will be issued for this solicitation?***

Answer 280:

Please refer to the response for Question 79.

***Question 281: Should the proposal be separated into Technical and Price volumes?***

Answer 281:

Please refer to the response for Questions 12 and 13.

***Question 282: Is there a page limit for the Technical Proposal?***

Answer 282:

Please refer to the response for Question 261.

***Question 283: What file format should the proposal be submitted in (PDF or Word)?***

Answer 283:

Please refer to the response for Question 261.

***Question 284: Are there any specific formatting requirements (font, margins, spacing)?***

Answer 284:

Please refer to the response for Question 261.

***Question 285: Should technical specifications or datasheets be included in the proposal submission?***

Answer 285:

Please refer to the response for Questions 12 and 13.

***Question 286: Should addendum acknowledgement forms be submitted as part of the proposal package or separately?***

Answer 286:

Please refer to the response for Questions 12 and 13.

***Question 287: Can vendors submit multiple files in the portal, or must the proposal be uploaded as one consolidated document?***

Answer 287:

Please refer to the response for Questions 12 and 13.

***Question 288: Could you please clarify the evaluation criteria or scoring methodology for this solicitation?***

Answer 288:

Please refer to the response for Question 23.

***Question 289: Could the State please confirm if vendors should submit Exhibit A in excel or can vendors provide it in PDF?***

Answer 289:

Please refer to the response for Questions 12 and 13.

***Question 290: Could the State please confirm whether vendors may provide the Contract Manager information within the proposal/documentation, or if vendors are required to attach and complete page 22 of CRFQ DOT2600000079 Specifications as a separate form?***

Answer 290:

Please refer to the response for Questions 12 and 13.

***Question 291: Are electronic signatures allowed?***

Answer 291:

Please refer to the response for Question 224.

***Question 292: Could the State please grant an extension on the due date?***

Answer 292:

Please refer to the response for Question 79.

***Question 293: Could the State please confirm if it's mandatory for vendors to have a vendor customer code?***

Answer 293:

The successful vendor must be registered with the State of WV upon award.

***Question 294: If the vendor customer code and registration with the West Virginia Purchasing Division registration is mandatory, could the State please confirm if vendors can include proof that we are currently in the process of obtaining it?***

Answer 294:

Please refer to the response for Question 293.

***Question 295: In section 15A. RECIPROCAL PREFERENCE, the link provided is not working, could the State please provide the correct link or the PDF?***

Answer 295:

Please try the link again.

***Question 296: Could the State please confirm whether vendors are required to complete the Terms and Conditions form or if it should be submitted blank as part of the proposal? If vendors are expected to complete it, could the State please clarify the correct way to fill it out as some blank spaces appear to be post award?***

Answer 296:

Yes, it is required upon award.

***Question 297: Could the State please confirm whether any licenses, certifications, or permits are required under the LICENSE(S) / CERTIFICATIONS / PERMITS section of the Terms and Conditions? The section indicates that vendors must provide the listed items; however, the space below the paragraph appears to be blank. Please confirm if any specific requirements apply.***

Answer 297:

No.

***Question 298: Is the certificate of Insurance required with the response?***

Answer 298:

Please refer to the response for Question 75.

***Question 299: Are there any sales reporting requirements we should be aware of? If so, what is the expected submission frequency, and are zero sales reports required***

Answer 299:

Please refer to the response for Question 47.

***Question 300: Could the State please confirm whether the Interested Party Supplemental Disclosure form referenced in Section 43 – Interested Party Supplemental Disclosure of the Terms and Conditions is required for submission? The section indicates that the form is included in the solicitation; however, it does not appear among the provided documents. Could the State please provide the form or advise where it can be located?***

Answer 300:

The form can be obtained from the WV Ethics Commission.

***Question 301: Is it required to provide the Good Standing Certificate alongside the proposal response?***

Answer 301:

Please refer to Item 32 in the Terms and Conditions.

***Question 302: We are a California MBE firm certified by NMSDC. Do we qualify to meet the MBE preference? If yes, could the State please let us know what is the required documentation in order to obtain this preference?***

Answer 302:

Please refer to Item 15 in the Terms and Conditions.

***Question 303: We are a California firm, could the State please confirm if we qualify to meet the reciprocal preference?***

Answer 303:

Please refer to Item 15 in the Terms and Conditions.

***Question 304: Can the State confirm whether vendors are required to submit any written/technical response, or only pricing?***

Answer 304:

Please refer to the response for Questions 12 and 13.

***Question 305: If yes, is there any defined structure, format, or set of Questions that vendors are required to follow for the written response?***

Answer 305:

Please refer to the response for Questions 12, 13, and 14.

***Question 306: Could the State please confirm what specific documentation is required under Section 3.1 to demonstrate the minimum five (5) years in business?***

Answer 306:

Please refer to the response for Question 55.

***Question 307: As per Section 3.2, could the State confirm whether vendors may provide information on individuals provided to commercial clients, or if only government/public sector experience will be considered?***

Answer 307:

Please refer to the response for Question 14.

***Question 308: As per Section 3.2, could the State provide more details on the type of documentation required to demonstrate that individuals were provided for the specified classifications?***

Answer 308:

Please refer to the response for Question 14.

***Question 309: As per Section 4.2.3, which mentions inclusive costs, could the State confirm whether vendors are allowed to bill for public holidays, sick leave, or paid time off?***

Answer 309:

Please refer to the response for Question 50.

***Question 310: Are vendors expected to include references in the written response? If yes, must these be government references, or will commercial references also be accepted?***

Answer 310:

Please refer to the response for Question 14.

***Question 311: Could the WVDOT please clarify the correct way to enter pricing on the portal?***

Answer 311:

Please refer to the response for Question 20.

***Question 312: Please clarify what is meant by 'Unit Issue' and 'Qty' on the portal within the pricing slot.***

Answer 312:

'Est. Qty.' is an estimated number of positions /roles given for the pricing page. 'Unit of Measure' represents one position/role. 'Unit cost' is the hourly rate for year 1, 2, 3, and 4. Refer to 5.2 regarding more information on the pricing page.

***Question 313: Are there any caps/limits on annual rate escalation for years 2-4?***

Answer 313:

Please refer to the response for Question 42.

***Question 314: Are there any overtime or holiday rate considerations to be included?***

Answer 314:

Please refer to the response for Question 50.

***Question 315: Can the State confirm that 'EA' in the pricing sheet represents one hour of service per resource, given the estimated quantity of 2080?***

Answer 315:

Please refer to the response for Question 312.

***Question 316: What is the estimated number of resources required per role annually?***

Answer 316:

Please refer to the response for Question 16.

***Question 317: How many vendors do you expect to award for this project?***

Answer 317:

Please refer to the response for Question 8.

***Question 318: Apart from Charleston, are there other work locations across WV?***

Answer 318:

Please refer to the response for Question 1.

***Question 319: Is subcontracting allowed under this contract?***

Answer 319:

Please refer to the response for Question 80.

***Question 320: Is there an existing vendor or incumbent currently providing these services?***

Answer 320:

Please refer to the response for Question 1.

***Question 321: Please provide details of the current incumbent vendor(s), including the scope of services performed and the duration of the existing contract.***

Answer 321:

Please refer to the response for Question 1.

***Question 322: Could you please confirm whether vendors are required to submit a detailed technical proposal as part of this CRFQ response, or if the evaluation will be based solely on the submitted pricing and required forms?***

Answer 322:

Please refer to the response for Questions 12 and 13.

***Question 323: Is the current agency providing services under this contract eligible to participate and submit a bid for this RFP?***

Answer 323:

Please refer to the response for Question 1.

***Question 324: Is there a defined "not-to-exceed" budget for this RFP? If so, please provide details.***

Answer 324:

Please refer to the response for Question 3.

***Question 325: Please provide a list of the most frequently requested job classifications or positions under this contract.***

Answer 325:

Please refer to the response for Question 6.

***Question 326: Kindly provide the total annual expenditure for temporary staffing services for the most recent fiscal year.***

Answer 326:

Please refer to the response for Question 2.

***Question 327: Please clarify whether resumes are required as part of the proposal submission process. If applicable, kindly specify the positions and level of detail required.***

Answer 327:

Please refer to the response to Question 14.

***Question 328: Please provide information regarding the current pricing structure, including bill rates or markups, utilized under the existing contract.***

Answer 328:

Please refer to the response for Question 2.

***Question 329: Could you please clarify if vendors need to complete only Page 1 (Vendor Information) of the CRFQ form, or if the entire document must be completed and submitted as part of the response?***

Answer 329:

Please refer to the response for Questions 12 and 13.

***Question 330: Could you please confirm whether the submission requirements are limited to the CRFQ form and pricing sheet only, or if we may also include additional documents such as company information and qualifications?***

Answer 330:

Please refer to the response for Questions 12 and 13.

***Question 331: Could you please confirm whether the resources are required to be fully onsite in Charleston, WV, or if remote or hybrid work arrangements will be acceptable?***

Answer 331:

Please refer to the response for Question 61.

***Question 332: Please confirm whether the submitted hourly rates are expected to be fully inclusive of all costs, including travel, overhead, insurance, and benefits, with no additional reimbursements.***

Answer 332:

Please refer to the response for Question 42.

***Question 333: In the event that a resource needs to be replaced, could you please clarify whether vendors would be subject to any penalties beyond providing a qualified replacement, and whether a transition period would be permitted?***

Answer 333:

Please refer to the response for Question 242.

***Question 334: Do all positions require full-time on-site presence in Charleston, or are any roles eligible for remote or hybrid work?***

Answer 334:

Please refer to the response for Question 61.

***Question 335: Are any roles expected to provide after-hours, on-call, or weekend/holiday support as part of the standard hourly rate?***

Answer 335:

Please refer to the response for Question 50.

***Question 336: Which position classifications are most frequently requested?***

Answer 336:

Please refer to the response for Question 6.

***Question 337: What proportion of time is expected to be spent on mentoring/training versus production work?***

Answer 337:

Please refer to the response for Question 15.

***Question 338: Are there any required training deliverables or documentation for knowledge transfer?***

Answer 338:

Please refer to the response for Question 267.

***Question 339: If a candidate is replaced during an active delivery order, is the full interview and qualification process required again, or is there an expedited review process for replacement candidates?***

Answer 339:

Please refer to the response for Question 242.

***Question 340: Please confirm whether resumes are required as part of the initial bid submission, or whether resumes and qualification documentation will only be required after award when candidates are requested for a specific labor category.***

Answer 340:

Please refer to the response to Question 14.

***Question 341: Please confirm what specific supporting documentation must be provided with candidate submissions after award. For example, should vendors provide only resumes, or also degree copies, certifications, references, and a qualification crosswalk demonstrating how each requirement is met?***

Answer 341:

Please refer to the response to Question 14.

***Question 342: The CRFQ form lists Line Item 9 as Application SQL Server Database Administrator and Line Item 10 as Senior Application Oracle Server Database Administrator. Please confirm whether Line Item 10 is correct as written, or whether the intended title is Senior Application SQL Server Database Administrator.***

Answer 342:

Please refer to the response for Question 51.

***Question 343: Please confirm whether award will be made independently by each labor category, allowing a vendor to be awarded one or more selected categories even if the vendor does not bid all categories.***

Answer 343:

Please refer to the response for Question 1.

***Question 344: Please confirm whether pricing should be submitted as a fully burdened hourly bill rate for each labor category, inclusive of all direct and indirect costs.***

Answer 344:

Please refer to the response for Question 42.

***Question 345: Please confirm whether the resources are expected to work onsite, remotely, or in a hybrid arrangement, and whether this may vary by labor category or assignment.***

Answer 345:

Please refer to the response for Question 61.

***Question 346: Please clarify whether the State can provide any estimated usage, anticipated number of placements, historical spend, or expected demand by labor category.***

Answer 346:

Please refer to the response for Question 1, 2, and 3.

***Question 347: Please confirm whether insurance certificates must be included with the bid response, or whether they are only required from the apparent successful vendor(s) prior to award.***

Answer 347:

Please refer to the response for Question 75.

***Question 348: Could you please confirm the Budget?***

Answer 348:

Please refer to the response for Question 3.

***Question 349: Please confirm the required bid submission method for this solicitation. Is submission through any one permitted method sufficient, or must the bid be submitted both electronically through wvOASIS and physically/by fax?***

Answer 349:

Please refer to the response for Questions 12, 13, and 14.

***Question 350: Can you please clarify Section 3.2: does the five-year requirement apply to each proposed individual, or to the vendor's history of placing at least six qualified resources in the listed classifications within the past five years?***

Answer 350:

Please refer to the response for Question 55.

***Question 351: Are there any specific areas that we should address in the proposal documentation, or is there a template that we are required to follow?***

Answer 351:

Please refer to the response for Questions 13 and 14.

***Question 352: Does Cost Proposal need to be submitted separately, or it should include in the technical documentation?***

Answer 352:

Please refer to the response for Questions 12 and 13.

***Question 353: “Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications...”***

***Could you please confirm whether this requirement is satisfied by providing documentation for:***

***Six (6) individuals across one or more of the listed classifications, or***

***Six (6) individuals mapped across six (6) different classifications?***

Answer 353:

Please refer to the response for Question 110.

***Question 354: Section 3.2 of the Specifications states that vendors must “provide documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications,” and also requires that the vendor be in business for a minimum of five (5) years providing similar services. Could you please clarify what form of documentation is acceptable to demonstrate:***

***The staffing of six (6) individuals (e.g., resumes, client references, contract summaries,***

***etc.), and The minimum five (5) years of experience (e.g., company profile, past contracts,***

***references, etc.)? Additionally, should this documentation be submitted as part of the bid response, or will it be requested at a later stage (e.g., prior to award)?***

Answer 354:

Please refer to the response to Questions 14 and 110.

***Question 355: The solicitation outlines pricing and qualification requirements; however, it does not explicitly specify all documentation required at the time of bid submission.***

***Could you please confirm whether any documentation such as proof of experience staffing history, or supporting qualifications is required to be submitted with the bid, or if such documentation will be requested at a later stage (e.g., prior to award)?***

**Answer 355:**

Please refer to the response for Questions 12 and 14.

***Question 356: Could you please clarify whether the roles under this contract are expected to be performed onsite, remote, or in a hybrid model?***

**Answer 356:**

Please refer to the response for Question 61.

***Question 357: The solicitation indicates that multiple vendors may be awarded and ranked by pricing.***

***Could you please clarify how delivery orders will be distributed among awarded vendors (e.g., strictly by ranking, rotational basis, or based on agency discretion)?***

**Answer 357:**

Please refer to the response to Question 15.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DOT260000079**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

Infojini Inc.

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Company



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Authorized Signature

04.14.2026

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Date

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