



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

Header 3

List View

- General Information**
- Contact
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- Document Information
- Clarification Request

Procurement Folder: 1886131

Procurement Type: Central Master Agreement

Vendor ID: VS0000029548

Legal Name: AMERICAN UNIT INC

Alias/DBA:

Total Bid: \$13,757,120.00

Response Date: 04/13/2026

Response Time: 17:32

Responded By User ID: ravi

First Name: Ravi

Last Name: Venigalla

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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: 3

Total of All Attachments: 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Mainframe Application Analyst				936000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

Extended Description:

Senior Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mainframe Application Analyst				848640.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

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				1019200.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

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				852800.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

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				1019200.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

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				854880.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

Extended Description:

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				811200.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

Extended Description:

PC Programmer Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior PC Programmer Analyst				842400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

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				842400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

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				1019200.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

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				894400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

Extended Description:

GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior GIS Database Administrator				956800.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

Extended Description:

Senior GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	GIS Architect				1133600.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

Extended Description:

GIS Architect

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	GIS Application Developer				842400.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

Extended Description:

GIS Application Developer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Senior GIS Application Developer				884000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Total Extended cost

Extended Description:

Senior GIS Application Developer

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

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

American Unit Inc

Company



Authorized Signature

April 13, 2026

Date

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



**RFQ# CRFQ 0803 DOT2600000079
WVDOT IT TEMPORARY STAFFING SERVICES (81260081)**

**RESPONSE PREPARED AND SUBMITTED BY
AMERICAN UNIT INC**



**American Unit Inc
2901 N Dallas Pkwy Suite 333
Plano, TX 75093**

Point of Contact

**Name: Robert Kashamalla
Title: Program Manager
Phone: (214)275-9162
Email: procurement@americanunit.com**



DUE DATE: 4/14/2026

Cover Letter

April 14, 2026

Attn: John W Estep
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305

American Unit Inc (“AU”) is pleased to submit our response to the West Virginia Department of Transportation’s (“WVDOT”) Request for Quotation RFQ# CRFQ 0803 DOT260000079. WVDOT IT Temporary Staffing Services (81260081). We have read the document and understand the importance of maintaining and enhancing WVDOT’s diverse technology environment, which includes mainframe platforms, client-server applications, enterprise databases, and GIS systems.

AU is fully prepared to provide qualified professionals across all fifteen position classifications identified in the RFQ, ensuring WVDOT has timely access to the specialized expertise required to support mission-critical systems.

AU is a financially stable, 100% debt-free organization with more than two decades of experience delivering high-quality IT staffing and technical consulting services to state, local government, education, and commercial clients nationwide. We have extensive experience working with various government clients as a prime and subcontractor. This experience has given us complete understanding of the government functioning and environment, its task orders/requests, timeliness, and deliverables. Our mission is to help government and private sector clients plan, build, manage and justify their investments to optimize mission and business performance.

AU acknowledges and accepts that WVDOT’s will evaluate the proposals for compliance with the terms, conditions, requirements, and specifications. Along with our team, we are confident that AU offers the highest quality, lowest risk, and best value to the WVDOT’s.

Our approach emphasizes responsiveness, technical excellence, and partnership. AU’s recruitment engine, nationwide talent network, and 24x7 global delivery model enable us to rapidly source, screen, and deploy highly skilled personnel. In addition to providing technical expertise, our professionals are committed to supporting WVDOT’s long-term goals through mentoring, knowledge transfer, and collaborative engagement with State analysts and IT teams.

We appreciate the opportunity to participate in this procurement and look forward to supporting the State of West Virginia. For any questions or additional information, please contact:

Thanks & Regards,



Robert Kashamalla
Program Manager
American Unit, Inc.
2901 Dallas Pkwy, Suite 333 Plano, TX 75093
Phone: (214)275-9162 Ext: 130
Email: robert@americanunit.com
Web: www.americanunit.com

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QUALIFICATIONS:

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

Response: AU has been in continuous operation since 2003, providing information technology staffing, consulting, and application support services to government, education, and commercial clients across the United States. With over 23 years of proven experience, we exceed the minimum requirement of five (5) years in business delivering similar IT services.

To substantiate this qualification, we are including the following documentation with our bid submission:

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



Carlos H. Cascos
Secretary of State

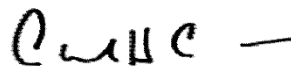
Office of the Secretary of State

Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Application for Registration for AMERICAN UNIT INC. (file number 800986533), a ILLINOIS, USA, Foreign For-Profit Corporation, was filed in this office on June 02, 2008.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on June 06, 2016.



Carlos H. Cascos
Secretary of State

AU is a financially stable, debt-free corporation with a strong track record of reliability, making us fully qualified to meet and exceed the WVDOT's expectations under this procurement.

3.2. Vendors Shall be able to demonstrate their potential to provide these services by providing documentation to indicate that 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 name 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

Response: Compliance Statement

Compliance with Staffing Experience Requirement AU confirms compliance with the requirement to demonstrate staffing of at least six (6) individuals within the listed classifications during the past five (5) years. We have staffed more than six (6) individuals across the required classifications within the past five years, supporting government, education, and commercial clients Each consultant met the requirements of the specified classification outlined in Section 1.

Supporting documentation is included with this bid submission and provides:

- Client entity names where consultants were deployed
- Role classification details for each consultant
- Contact information for client representatives for verification
- Contract references and invoices substantiating the engagement

The following table provides documentation of AU staffing experience within the past five (5) years. Each entry identifies the client entity, classification supplied, consultant details, duration of assignment, and contact information for verification. Invoices and contract references are attached as exhibits to substantiate these engagements.

Client Entity # 1

Client Name	Amtrak
Classification Supplied	Application DB2 Database Administrator
Duration of Assignment	14 July 2025 – 03 January 2026
Contact Person	Debbie Ward
Address	30th Street Station, 2955 Market Street, Philadelphia, PA 19104
email	Debora.Ward@amtrak.com
Phone Number	302-358-1936
<p>Project Description: AU provided Application DB2 Database Administrator support to [Client Entity] in managing and maintaining mission-critical mainframe database environments. Responsibilities included:</p> <ul style="list-style-type: none"> • Installation, configuration, and ongoing administration of IBM DB2 databases. • Performance tuning, query optimization, and monitoring to ensure high availability and reliability. • Implementation of backup, recovery, and disaster recovery procedures in compliance with agency standards. • Development and maintenance of database objects (tables, indexes, views, stored procedures) to support application requirements. 	

- Collaboration with application developers and system analysts to ensure database design aligned with business and technical requirements.
- Execution of security controls, user access management, and audit compliance for DB2 environments.

This engagement demonstrates AU's ability to supply resources meeting the requirements of the Application DB2 Database Administrator classification as defined in Section 1 of the solicitation.

Client Entity # 2

Client Name	Ohio Public Employees Retirement System (OPERS)
Classification Supplied	Senior Mainframe Application Analyst
Duration of Assignment	Jan 16, 2025 – March- 14,2026
Contact Person	Nicole Parsell
Address	277 E. Town St. Columbus, OH 43215
email	nparsell@opers.org
Phone Number	(614)224-6507

Project Description: AU provided Senior Mainframe Application Analyst support to OPERS throughout the application development lifecycle. Responsibilities included:

- Analysis, design, development, and maintenance of applications in the **mainframe environment (COBOL, JCL, DB2, VSAM)**.
- Preparation and maintenance of technical specification documentation.
- Execution of peer code reviews and performance tuning for mainframe applications.
- Development and execution of unit and system test cases to ensure compliance with defined business requirements, technical standards, and quality assurance processes.

This engagement demonstrates our ability to supply resources meeting the requirements of the **Senior Mainframe Application Analyst classification** as defined in Section 1 of the solicitation.

Client Entity # 3

Client Name	CipherQore Solutions Inc
Classification Supplied	Application Oracle Database Administrator
Duration of Assignment	13- September-2025- to till date
Contact Person	Srinivas Vemulapalli
Address	16179 State Bank Dr., Suite: D Prairieville, LA 70769
email	srini@cipherqore.com
Phone Number	(225)402-4020

Project Description:

AU provided Application Oracle Database Administrator support to CipherQore in managing enterprise-level Oracle database environments.

Responsibilities included:

- Installation, configuration, and administration of **Oracle databases** across development, test, and production environments.
- Performance tuning, query optimization, and monitoring to ensure high availability and reliability of mission-critical applications.
- Implementation of backup, recovery, and disaster recovery strategies in compliance with agency standards. Development and maintenance of database objects (schemas, tables, indexes, views, stored procedures) to support application functionality.
- Collaboration with application developers and system analysts to ensure database design aligned with business and technical requirements.
- Execution of security controls, user access management, and audit compliance for Oracle environments.

This engagement demonstrates AU ability to supply resources meeting the requirements of the **Application Oracle Database Administrator classification** as defined in Section 1 of the solicitation.

Client Entity # 4

Client Name	Lead IT Corporation
Classification Supplied	Application SQL Server Database Administrator
Duration of Assignment	02 April-2025 to till date
Contact Person	Kishore Kumar
Address	1999 Wabash Avenue, Suite 210, Springfield, IL 62704
email	kishore@leaditgroup.com
Phone Number	(217)726-7250 Ext:105

Project Description:

AU provided Application SQL Server Database Administrator support to Lead IT in managing enterprise-level Microsoft SQL Server environments. Responsibilities included:

- Installation, configuration, and administration of SQL Server databases across development, test, and production environments.
- Performance tuning, query optimization, and monitoring to ensure high availability and reliability of mission-critical applications.
- Implementation of backup, recovery, and disaster recovery strategies in compliance with agency standards.
- Development and maintenance of database objects (schemas, tables, indexes, views, stored procedures, triggers) to support application functionality.
- Collaboration with application developers and system analysts to ensure database design aligned with business and technical requirements.
- Execution of security controls, user access management, and audit compliance for SQL Server environments.

This engagement demonstrates American Unit Inc.'s ability to supply resources meeting the requirements of the Application SQL Server Database Administrator classification as defined in Section 1 of the solicitation.

Client Entity # 5

Client Name	ComTec Information Systems
Classification Supplied	PC Programmer Analyst
Duration of Assignment	06-August
Contact Person	Chandra Gogineni
Address	5525 N. MacArthur Blvd, Suite 650 Irving TX 75038
email	chan1@comtecinfo.com
Phone Number	(504)251-6951

Project Description: AU provided PC Programmer Analyst support to ComTec in developing and maintaining client-server applications. Responsibilities included:

- Analysis of business requirements and translation into technical specifications.
- Design, development, and maintenance of applications using Visual Studio, .NET, and related programming languages.
- Creation and modification of database interfaces to support application functionality.
- Execution of unit and system testing to ensure compliance with defined business and technical standards.
- Documentation of program logic, workflows, and technical specifications for ongoing maintenance.
- Collaboration with business analysts, database administrators, and end-users to ensure applications met operational needs.

This engagement demonstrates American Unit Inc.'s ability to supply resources meeting the requirements of the PC Programmer Analyst classification as defined in Section 1 of the **solicitation**.

Client Entity # 6

Client Name	Medcomps Corporation
Classification Supplied	GIS Application Developer
Duration of Assignment	10 February 2025- till date
Contact Person	Andy Brad
Address	1 West Old State Capitol Plaza, Suite # 713, Springfield, IL 62701
email	hr@medcomps.net
Phone Number	(217)788-0910

Project Description: AU provided GIS Application Developer support to Medcomps in designing, developing, and maintaining geographic information system (GIS) applications. Responsibilities included:

- Development of custom GIS applications using **ESRI ArcGIS, Python, and .NET frameworks**.
- Integration of spatial data with enterprise databases to support mapping, analysis, and reporting functions.
- Creation and maintenance of geospatial datasets, layers, and services to meet agency requirements.
- Implementation of user interfaces and workflows for spatial analysis and visualization.
- Collaboration with business analysts, database administrators, and end-users to ensure GIS applications aligned with operational needs.
- Execution of testing, debugging, and documentation to ensure compliance with technical standards and quality assurance processes.

This engagement demonstrates American Unit Inc.'s ability to supply resources meeting the requirements of the **GIS Application Developer classification** as defined in Section 1 of the solicitation.

Technical Approach Narrative (Staffing Methodology)

OUR APPROACH

AU delivers staffing services to WVDOT' through a structured, delivery-focused methodology that emphasizes client satisfaction, compliance, and rapid deployment. Our approach integrates advanced tools, a dedicated support team, and a proven sourcing–screening–onboarding lifecycle.

Work Plan: To make an effective plan and, to ensure customer satisfaction, the needs of the customer are to be understood first which includes the below.



Understanding of Workforce: type, number, and criteria for IT projects and Roles, Market dynamics, Technology trends and more. The budget and time line of IT projects and their effect on hiring strategies. The cost and benefits of outsourcing or augmenting the staff versus hiring them in house.

Resource Planning: Post understanding the needs, the expected deliverables are coordinated with WVDOT' concerned team to strategize sourcing, screening, interview methodology, coordination and final defining mutually agreeable process from the resource request to onboarding the resource. AU uses Ceipal to optimize resource planning and resource scheduling using a real-time overview of availability when creating plans. It gives full insight into what consultants are working on at all times and thus ensures optimum utilization of resources. To allocate resources as per the changing needs, our Program/Account Manager use www.ceipal.com tool to plan, manage and follow up on contracts with simple or complex structures and assign consultants to tasks based on their availability and skills to ensure improved planning accuracy, billing, and profitability.

Dedicated Team Approach: AU's dedicated team will support the WVDOT' team. The team members and their roles are listed below. This helps to monitor team attendance and adjust responsibilities according to the project's timeline and milestones. Our team will have local and regional supervision to guarantee the team's performance exceeds the WVDOT' standards and measures.



Delivery-Focused Approach – At AU, we differentiate ourselves from our competition in our delivery-focused approach, instead of the traditional sales-focused approach. Our Account Managers are experienced and responsible individuals who have a service-oriented approach and put their client's interests ahead of their own as compared to other firms with sales-oriented Account Manager as their primary contact.

Proven Customized Recruiting, Sourcing and Screening – AU keeps a pool of candidates with the most in-demand skills across the US, based on client and market needs. Our recruiters specialize in certain skill sets by identifying and pre-screening a few resources. This pipeline method speeds up our time to fill by simplifying the candidate submission process for our clients. AU's proactive pipeline recruitment ensures a turnaround time of less than 48 hours.

Domain-Centric Recruitment Model – AU employs domain-centric recruitment to recruit highly specialized staff. Our recruiting teams have the domain insight and experience to help clients meet their staffing goals along with meeting their season-specific needs.

Tools:

ATS-AI in Hiring Process: We use AI algorithms to analyze resumes and cover letters to extract relevant information such as skills, experience, and education. AI also scans job descriptions and compares them to candidate profiles to identify keywords related to specific skills, technologies, and qualifications. Additionally, we use predictive analytics to assess patterns and correlations, behavioural analysis to evaluate communication skills, confidence, and cultural fit, and natural language processing (NLP) to analyze responses to open-ended questions.

Dedicated Team Support

Management : AU is a professionally managed company with executives having more than 22 years of experience in senior level management. Our management team has experience in identifying and staffing several complex IT temporary staffing contracts and executing them to the fullest satisfaction of our customers and won accolades many times.



1. Program Oversight and Governance

- **Dedicated Program Manager:** A senior-level Program Manager will serve as the single point of contact for s County. This individual will oversee all aspects of service delivery, including staffing coordination, issue resolution, and performance reporting.

Secondary Point of Contact

- A dedicated and trained Supervisor from AU will serve as the single point of contact for the County in the absence of Program Manager. This Supervisor will:
 - Coordinate placement activities in accordance with County department needs.
 - Be available during the County’s business hours
 - Monitor ongoing performance and ensure responsiveness to County feedback.
 - Facilitate immediate replacement of personnel when requested by the County, ensuring minimal disruption to operations.

Support Team:

The Program Manager is supported by a team of Technical Recruiters, Account Managers, and Compliance Specialists who ensure seamless execution of day-to-day operations

Recruiting Team - Technical Recruiters and Resume Sourcing Team:

Our recruiters work in a team structure based on our client’s needs. Each client is assigned a team of recruiters that becomes expert in not only our client’s positions but also the client work culture. Each one is important for our recruiters to find the right candidate based on skills, qualifications, and technical knowledge.



AU has more than 150 Internal Technical Team, 70 Recruiters, 10 Account Managers, and 10 Sourcing Executives to support our client’s staffing and IT consulting requirements. Our recruiters have average experience of over six years as recruiting professionals and 90% of our recruiters have degrees in various technologies. AU proactively recruits and maintains a full pipeline of qualified candidates ready to hire for each contract.

Our technical recruiters work closely with our Account/Program manager and Recruiting Leads to understand client’s requirement and provide best match for client’s need.

Admin and Back-Office Team:

The admin team is responsible for processing job orders in our internal web-based tool. This team is highly experienced in creating a checklist of requirements that make the technical recruiters work easy for them to source the candidate quickly and process the job order in the system.



The efficient back-office machinery at AU handles the background support work needed to ensure the candidate’s smooth transition to begin the contract. We provide the necessary support to have the candidate to smoothly transition from his/her current location to the City site and look after the necessary accommodation and transportation issues for the candidate to begin work with fewer constraints.

Sourcing: Our sourcing process is designed to ensure that every consultant we present meets the required classification standards and is ready to deliver value from day one. We employ a multi-channel approach that balances speed, quality, and compliance:

- **Proprietary Databases:** We maintain an extensive internal database of pre-qualified consultants with verified experience across classifications such as DB2 DBA, Oracle DBA, SQL Server DBA, GIS Developer, and Mainframe Analyst.
- **Professional Networks and Networking Platforms:** We leverage long-standing relationships with industry professionals, technical communities, and staffing partners to identify candidates with specialized expertise. Active engagement on **LinkedIn, GitHub, and other technical forums** to identify candidates with specialized expertise, strong project portfolios, and peer-validated skills.
- **Referrals:** Our referral program taps into trusted recommendations from current employees and past consultants, ensuring candidates with proven track records.
- **Targeted Outreach:** We conduct proactive outreach campaigns to attract candidates with niche skills, certifications, or experience in government and public sector environments.
- **Talent Pipeline:** By continuously sourcing and maintaining a pipeline of qualified consultants, we ensure rapid deployment when client needs arise.



In addition to these channels, our sourcing strategy incorporates three staffing pathways to cover all potential talent sources: Incumbent Capture, Employee Transfers and Reach-Back, External staffing This structured sourcing methodology ensures that American Unit Inc. can consistently identify, attract, and deliver consultants who meet the classifications defined in the solicitation and align with client expectations.

Step 1 - Incumbent Capture: To ensure continuity of services and immediate availability of resources, our team of Account Manager (AM) and Recruiting Manager will evaluate requirements against incumbent employee qualifications and transition those staff who can provide the skills necessary to perform the work. In order to complete a thorough evaluation, our transition team and AM will work with the client staff to gain additional knowledge regarding performance on the contract and will individually interview all incumbent staff. We will make every effort to retain as many incumbents as possible. Our objective is to retain highly skilled and motivated personnel in coordination with the

client. We will provide “Right of First Refusal” to the current incumbents and abide by the Fair Labor Standard Act.

Step 2 - Internal Staffing: To complement the incumbent capture process, we have a very deep internal pool possessing the skills required under this contract. Our team has a combined 70 recruiting staff with required skills. Our Technical SME’s and Architects will interview select candidates for ensuring technical proficiency. This process will simultaneously take place with the incumbent capture process to fill positions as soon as possible. Bringing internal staff reduces delay and wait times in bringing in new staff.

Step 2.1 - Reach-Back Capability: Our Corporate reach-back capabilities are supported by a foundation of a large pool of qualified staff, strong Human Resource (HR) and recruiting capabilities with significant ability to obtain resources. If the situation calls for additional staffing for optional contract or surge support. We are prepared to utilize our resource pool to extract qualified resources to fill these positions. We have extensive experience in numerous project domains thereby enabling us to maintain a pool of standby technical manpower as replacements in cases where additional staffing needs present themselves. When a need is identified, the request is forwarded to our recruiting team. We provide replacement staff and ensures a smooth transition for these employees to the client requests they are assigned to.

Step 3 - External Staffing: We follow step-by-step recruitment process, that utilizes our database and other external sources. This ensures that we provide the right resources to meet the client requirements. Our recruitment process tailored to the client requirement. It has matured over the past 19 years, serving an extensive list of government and commercial clients. Our team’s recruiting philosophy centres on “Making the Right Match.” Innovative defines this as providing the “Right People at the Right Time for the Right Value.” The screening of quality candidates is embedded in our recruitment process.

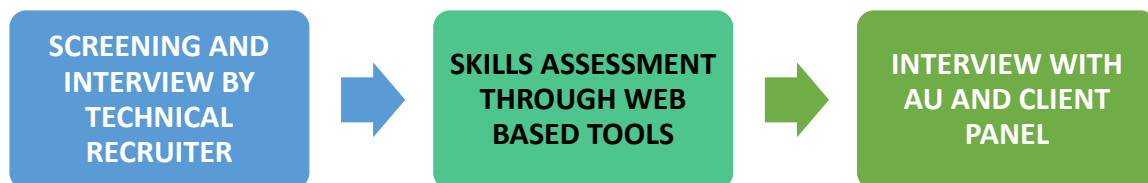
Screening- onboarding: Our, screening, and onboarding process is designed to ensure that every consultant meets the required classification standards. After defining our staffing approach, we implement a structured workflow that includes sourcing qualified candidates, conducting rigorous screening, and managing seamless onboarding.”

Response: AU understands the importance of rigorous screening and onboarding in ensuring workforce quality and compliance. Accordingly, we have long utilized skills-based assessments, credential verification, and structured qualification processes to ensure accurate evaluation of candidate competency. This approach was established well before the widespread adoption of AI tools and reflects our recognition that application support resources—including professional resume writers, job coaches, and automated tools—can enable applicants to present polished materials that may not fully reflect actual capabilities. As a result, AU emphasizes objective skills validation and verified qualifications rather than reliance solely on traditional screening.



Screening: Our structured screening and onboarding process ensures all personnel meet qualification, compliance, and readiness requirements prior to assignment with WV DOT To implement this process, we rely on our methods, expert team of technical recruiters, web-based assessment tools and expert interview panel.

Below Graphical representation provides an overview of our screening process.



Explanation of screening process in detail.

Team Reliance: To execute this process, we rely on experienced recruiters who apply structured interviewing techniques and standardized evaluation practices. Our recruitment team includes domain-specific specialists, credentialing coordinators, and compliance professionals with demonstrated expertise in public-sector staffing, competency-based evaluation, and regulatory hiring requirements. Team members are trained in role-aligned assessment methodologies, behavioral

interviewing, and documentation control procedures to ensure consistency and objectivity in candidate evaluation.

Screening Framework Overview: AU’s screening process is built on a competency-based evaluation framework designed to validate both the technical skill and professional suitability of each candidate. This framework integrates multiple assessment tools that collectively measure hard skills, cognitive capability, and behavioral reliability.

To ensure a holistic and objective evaluation, screening framework are grouped into three structured categories:

Frame work	Assessment	Objective of the assessment
Direct Skill-Based Screening	<ul style="list-style-type: none"> Skills tests (hard + soft skills) Job knowledge tests Technical proficiency tests Work simulations / assignments Role-specific competency testing 	Proof of capability validation
Capability & Performance Prediction Screening	<ul style="list-style-type: none"> Aptitude tests Cognitive ability tests Emotional intelligence tests Situational judgment tests 	job readiness and trainability assessment.
Behavioral & Reliability Screening	<ul style="list-style-type: none"> Personality tests Integrity tests 	workplace suitability and compliance risk reduction

AU Screening Methods Mapped to Evaluation Purpose: AU utilizes multiple screening methods that are organized within three evaluation categories: Direct skill validation, Capability & Performance prediction, and Behavioral & Reliability assessment. The following table demonstrates how AU’s operational screening methods alignment with defined evaluation purposes to ensure objective qualification, compliance assurance, and workforce readiness.

AU Screening Method	Evaluation Category	What It Measures	Hiring Outcome Supported
Telephone Screening	Capability Qualification Pre-	Basic skills alignment, availability, communication clarity.	Early filtering of qualified candidates. Only viable candidates proceed
Education Verification	Background Compliance Verification &	Credential authenticity, qualification eligibility	Risk mitigation and role qualification assurance
Previous Employment / Reference Checks	Behavioral & Reliability Screening	Past performance, reliability, workplace conduct	Suitability confirmation and negligent hiring prevention
Work Eligibility (Form I-9)	Background Compliance Verification &	Legal authorization to work	Regulatory compliance

In-Person / Video Interview with SME Panel	Direct Skill-Based Screening + Behavioral Assessment	Technical knowledge, problem-solving, communication, professionalism	Job readiness and role fit validation
Skill Proficiency Testing	Direct Skill-Based Screening	Demonstrated technical and functional capability	Objective competency validation
Aptitude / Logical Testing	Capability & Performance Prediction	Reasoning ability, learning capacity, analytical thinking	Training success and adaptability prediction
Behavioral / Situational Evaluation	Behavioral & Reliability Screening	Judgment, teamwork, workplace conduct	Operational reliability and culture fit
Group Discussion (when applicable)	Behavioral & Capability Assessment	Collaboration, leadership, communication	Team environment readiness

Summary: By structuring our recruitment process around pre-employment assessments, our hiring managers spend 20 hours less on sourcing, screening, and shortlisting job applicants. We’ve hired over 150 new employees with a skills-based approach and now help others do the same. By implementing similar practices for our clients, we screen candidates 80% faster and reduce time-to-hire for new tech roles by 85%. This helps in cost savings by reducing the cost of bad hires and high turnover costs by increasing the likelihood of both a good fit and stronger job performance with job knowledge tests.

Background Checks and Verification

Following competency-based evaluation, candidates who meet qualification standards proceed to AU’s formal compliance verification and onboarding controls. This phase ensures that all personnel satisfy regulatory requirements, safety expectations, and documentation standards prior to assignment. Background and drug screening are conducted following conditional offer and prior to assignment deployment.

AU conducts comprehensive background and credential verification in accordance with client requirements and applicable federal, state, and local regulations. This includes employment and education verification, professional reference checks, work authorization validation, and criminal history screening when required. Screening results are reviewed by authorized personnel using established adjudication guidelines to confirm assignment eligibility.

Background screening services are administered through qualified third-party providers such as HireRight and First Advantage or through client-designated providers. All screening records and candidate information are maintained within secure systems with restricted access and confidentiality controls.

Onboarding Process

Following successful completion of screening and compliance verification, AU implements a structured onboarding process designed to ensure personnel are fully qualified, documented, oriented, and assignment-ready prior to deployment. The onboarding framework integrates regulatory compliance, client-specific requirements, and operational readiness controls to support workforce reliability and seamless placement.



1. Pre-Onboarding Confirmation

Candidates who successfully pass screening and compliance verification receive a formal employment confirmation outlining assignment details, compensation structure, reporting expectations, and client requirements. AU verifies candidate availability, start date confirmation, and assignment acceptance prior to initiating onboarding documentation.

2. Documentation & Employment Authorization

AU completes all required employment and regulatory documentation to ensure legal and contractual compliance. This includes:

- Employment eligibility verification (Form I-9)
- Federal and state tax documentation (W-4 and applicable state forms)
- Direct deposit authorization
- Employment agreements and policy acknowledgments
- Confidentiality and data protection agreements
- Client-specific onboarding forms

All documentation is reviewed for completeness and securely stored within AU's records management system.

3. Compliance & Regulatory Validation

Prior to assignment, AU confirms that all required compliance conditions are satisfied, including:

- Background screening clearance (when required)
- Drug testing clearance (when required)
- Credential and certification validation
- Safety or regulatory training completion (if applicable)
- Client-mandated onboarding prerequisites

Candidates are not released for assignment until all compliance checkpoints are verified and approved.

4. Assignment Readiness Orientation: AU delivers structured onboarding to prepare personnel for assignment success. Orientation covers role expectations, workplace standards, safety and reporting procedures, timekeeping and payroll, communication channels, and performance criteria—ensuring readiness and minimizing transition risk.

5. Client Coordination & Deployment Preparation: AU works with client representatives to confirm onboarding completion and readiness. Activities include candidate documentation submission, start date and location confirmation, credential processing (if required), and verification of supervisor contacts. Candidates receive final deployment instructions before start.

6. Post-Placement Support & Monitoring: AU provides ongoing onboarding support through initial check-ins with the employee and client, early performance monitoring, issue resolution, compliance tracking, and documentation of onboarding completion to support retention and performance stability.

7. Records Management & Audit Readiness: All onboarding activities and approvals are securely documented and retained in accordance with regulatory and client requirements to ensure compliance, traceability, and audit readiness.

Onboarding Flow chart

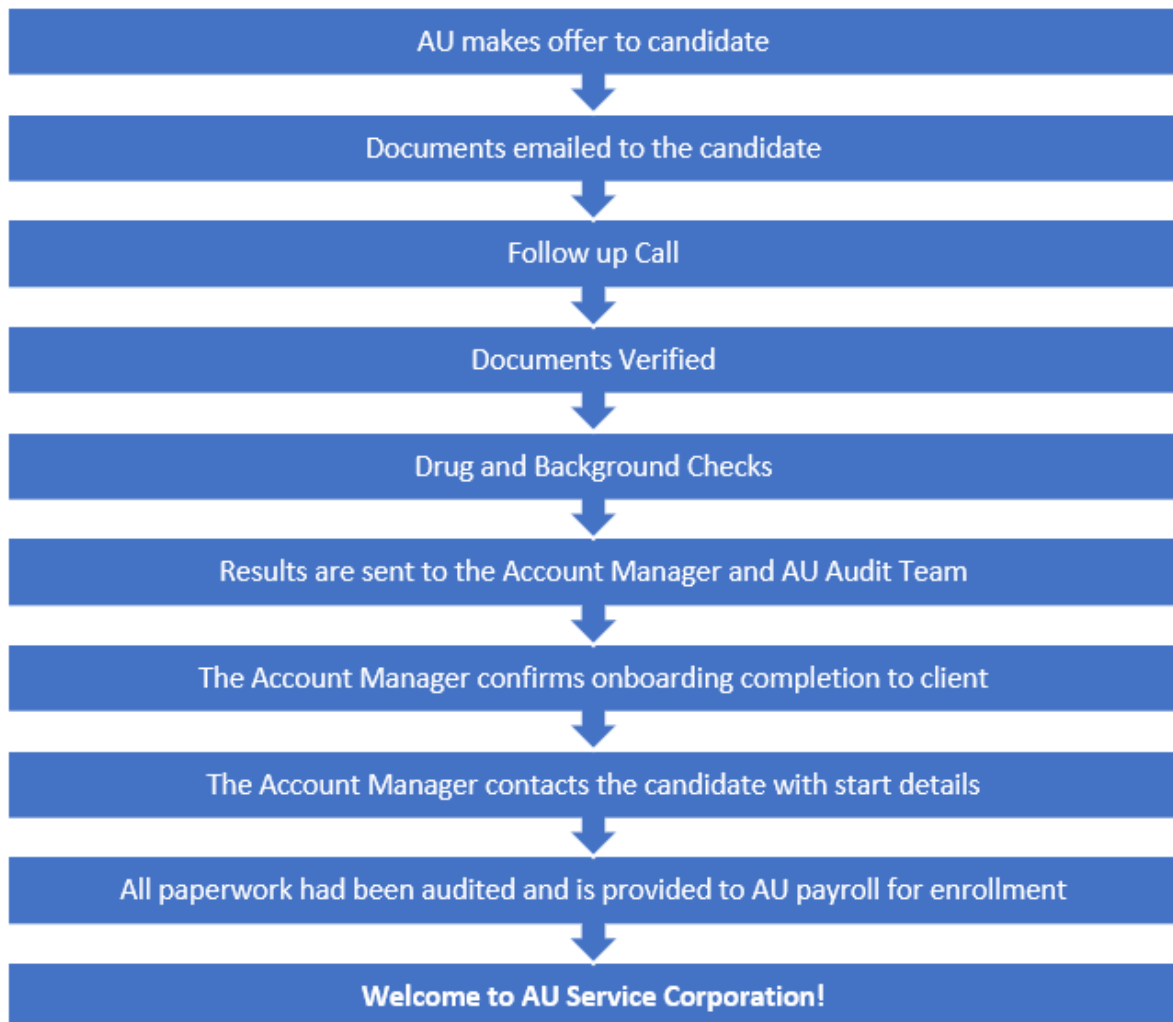


Exhibit A - Pricing Page

WV DOT 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	\$110.00	\$110.00	\$115.00	\$115.00	\$936,000.00
4.1.2	Mainframe Application Analyst	2080	EA	\$98.00	\$98.00	\$106.00	\$106.00	\$848,640.00
4.1.3	Senior Application Oracle Database Administrator	2080	EA	\$120.00	\$120.00	\$125.00	\$125.00	\$1,019,200.00
4.1.4	Application Oracle Database Administrator	2080	EA	\$100.00	\$100.00	\$105.00	\$105.00	\$852,800.00
4.1.5	Senior Application DB2 Database Administrator	2080	EA	\$120.00	\$120.00	\$125.00	\$125.00	\$1,019,200.00
4.1.6	Application DB2 Database Administrator	2080	EA	\$100.00	\$100.00	\$105.00	\$106.00	\$854,880.00
4.1.7	PC Programmer Analyst	2080	EA	\$95.00	\$95.00	\$100.00	\$100.00	\$811,200.00
4.1.8	Senior PC Programmer Analyst	2080	EA	\$100.00	\$100.00	\$100.00	\$105.00	\$842,400.00
4.1.9	Application SQL Server Database Administrator	2080	EA	\$95.00	\$100.00	\$105.00	\$105.00	\$842,400.00
4.1.10	Senior Application Oracle Database Administrator	2080	EA	\$120.00	\$120.00	\$125.00	\$125.00	\$1,019,200.00
4.1.11	GIS Database Administrator	2080	EA	\$100.00	\$110.00	\$110.00	\$110.00	\$894,400.00
4.1.12	Senior GIS Database Administrator	2080	EA	\$105.00	\$115.00	\$120.00	\$120.00	\$956,800.00
4.1.13	GIS Architect	2080	EA	\$130.00	\$135.00	\$140.00	\$140.00	\$1,133,600.00
4.1.14	GIS Application Developer	2080	EA	\$95.00	\$100.00	\$105.00	\$105.00	\$842,400.00
4.1.15	Senior GIS Application Developer	2080	EA	\$100.00	\$105.00	\$110.00	\$110.00	\$884,000.00
Grand Total								936,000.00