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Header 1

List View

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

Procurement Folder: 1886131

Procurement Type: Central Master Agreement

Vendor ID: VS0000051640

Legal Name: ER Select LLC

Alias/DBA: TalentBridge Network

Total Bid: \$13,620,547.20

Response Date: 04/14/2026

Response Time: 9:48

Responded By User ID: TalentbridgeN

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Last Name: Bhasin

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Phone: 5857338066

SO Doc Code: CRFQ

SO Dept: 0803

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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
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Solicitation Closes	Solicitation Response	Version
2026-04-14 13:30	SR 0803 ESR04142600000007072	1

VENDOR
 VS0000051640
 ER Select LLC

Solicitation Number: CRFQ 0803 DOT2600000079
Total Bid: 13620547.19999999925494194030 **Response Date:** 2026-04-14 **Response Time:** 09:48:18
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				967969.60

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$112.91 \$115.17 \$117.47 \$119.82 \$967,969.60

Extended Description:
 Senior Mainframe Application Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Mainframe Application Analyst				760572.80

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$88.72 \$90.49 \$92.30 \$94.15 \$760,572.80

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				1037088.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$120.97 \$123.39 \$125.86 \$128.38 \$1,037,088.00

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				829691.20

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$96.78 \$98.72 \$100.69 \$102.70 \$829,691.20

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				1037088.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$120.97 \$123.39 \$125.86 \$128.38 \$1,037,088.00

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				829691.20

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$96.78 \$98.72 \$100.69 \$102.70 \$829,691.20

Extended Description:

Application DB2 Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	PC Programmer Analyst				622211.20

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$72.58 \$74.03 \$75.51 \$77.02 \$622,211.20

Extended Description:

PC Programmer Analyst

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior PC Programmer Analyst				829691.20

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$96.78 \$98.72 \$100.69 \$102.70 \$829,691.20

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				829691.20

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$96.78 \$98.72 \$100.69 \$102.70 \$829,691.20

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				1037088.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$120.97 \$123.39 \$125.86 \$128.38 \$1,037,088.00

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				801985.60

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$93.55 \$95.42 \$97.33 \$99.27 \$801,985.60

Extended Description:
 GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior GIS Database Administrator				995654.40

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$116.14 \$118.46 \$120.83 \$123.25 \$995,654.40

Extended Description:
 Senior GIS Database Administrator

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	GIS Architect				1175345.60

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$137.10 \$139.84 \$142.64 \$145.49 \$1,175,345.60

Extended Description:
 GIS Architect

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	GIS Application Developer				829691.20

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$96.78 \$98.72 \$100.69 \$102.70 \$829,691.20

Extended Description:
 GIS Application Developer

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Senior GIS Application Developer				1037088.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments: Year 1 Year 2 Year 3 Year 4 Extended Cost
 \$120.97 \$123.39 \$125.86 \$128.38 \$1,037,088.00

Extended Description:
 Senior GIS Application Developer



RECRUITMENT

CRFQ-0803-DOT2600000079-1
IT Temporary Staffing Services



Submitted By:

Lori Crimmins, President & Owner

bids@talentbridgenetwork.com

ER Select LLC d/b/a TalentBridge Network

6100 Fairview Road, Suite 1220, Charlotte, NC 28210



1 TABLE OF CONTENTS

- 2 Cover Letter 3
- 3 Qualifications..... 5
 - 3.1 Years In Business..... 5
 - 3.1.1 Business organization 5
 - 3.1.2 Staffing structure..... 5
 - 3.2 Past Staffing of 6 Individuals Within The Classification 8
- 4 Women Owned Business Certificate..... 10
- 5 Approach 11
 - 5.1 Recruitment Strategy 11
 - 5.2 Candidate Submission Process 12
 - 5.3 Background Check Process 13
 - 5.4 Interview Coordination 15
 - 5.5 Replacement Strategy 16
 - 5.6 Program Management..... 18
 - 5.7 Technology & Timekeeping 20
 - 5.8 Work Model Flexibility 22
 - 5.9 Service Level Commitments 23
- 6 Quality Assurance 25



2 COVER LETTER

TalentBridge Network
6100 Fairview Road, Suite 1220,
Charlotte, NC 28210
March 24, 2026
John Estep
Department of Administration
2019, Washington Street East
Charleston, WV 25305-1030

Subject: Proposal Submission – CRFQ 0803 DOT2600000079 - IT Temporary Staffing Services

Dear John,

TalentBridge Network(TBN) is pleased to submit our proposal in response to CRFQ 0803 DOT2600000079 - IT Temporary Staffing Services. We appreciate the opportunity to present our qualifications and demonstrate how our team can support the agency with dependable, responsive, and high-quality temporary staffing services.

TBN specializes in providing qualified temporary IT professionals who support functions across a variety of industries and organizational environments. Our firm understands the importance of maintaining continuity of operations, particularly when organizations require flexible staffing solutions to address workload fluctuations, employee absences, or short-term project needs.

Our approach is built on a structured recruitment and service delivery process designed to ensure that qualified candidates are identified, screened, and placed efficiently. We maintain an active pipeline of pre-screened IT professionals and utilize targeted sourcing strategies to quickly respond to staffing requests. Each candidate undergoes a thorough evaluation process that may include resume review, skills assessment, reference checks, and background verification as required.

TBN also manages all employment-related IT, administrative functions, including onboarding, payroll processing, employment eligibility verification, and timekeeping administration. This approach allows the agency to focus on its core operations while we ensure that staffing needs are addressed in a compliant and efficient manner.



Our team is committed to providing responsive service, clear communication, and consistent support throughout each assignment. A dedicated account manager will work closely with agency representatives to understand staffing needs, coordinate placements, and ensure that temporary IT personnel meet performance expectations.

We appreciate your consideration of TBN as a staffing partner and look forward to the opportunity to support your organization's workforce needs. If you have any questions regarding our proposal, please feel free to contact us.

Respectfully,

Lori Crimmins

President and Owner

TalentBridge Network

585-733-8066

LCrimmins@talentbridge.com



3 QUALIFICATIONS

3.1 YEARS IN BUSINESS

3.1.1 BUSINESS ORGANIZATION

TalentBridge Network (TBN) is a U.S. based workforce solutions firm specializing in IT temporary staffing, contract-to-hire, and direct-hire recruitment services across public sector, municipal, and enterprise environments.

TBN operates through a structured delivery model supported by experienced recruiters, workforce analysts, and compliance professionals who understand the operational demands of government agencies and public service organizations. Our service model is designed to ensure responsiveness, accountability, and consistent performance across multiple departments and job classifications.

We maintain a robust national candidate network covering administrative support, finance and accounting, information technology, engineering, customer service, skilled trades, and other operationally critical roles commonly required. Our recruiting approach combines targeted sourcing strategies with structured screening protocols to ensure candidates meet technical qualifications, cultural expectations, and compliance standards prior to submission.

Key components of our delivery framework include:

- Defined intake and requisition management procedures
- Structured candidate evaluation and skills validation
- Background screening and credential verification aligned with client requirements
- Coordinated onboarding and assignment tracking
- Ongoing performance monitoring and issue resolution support

TBN emphasizes process control, documentation integrity, and measurable service outcomes. Our internal quality assurance protocols ensure consistent adherence to contractual requirements, reporting standards, and service-level expectations.

With established operational controls and a scalable recruitment infrastructure, TBN is positioned to support both routine staffing needs and fluctuating workforce demands while maintaining efficiency, transparency, and high service standards.

3.1.2 STAFFING STRUCTURE

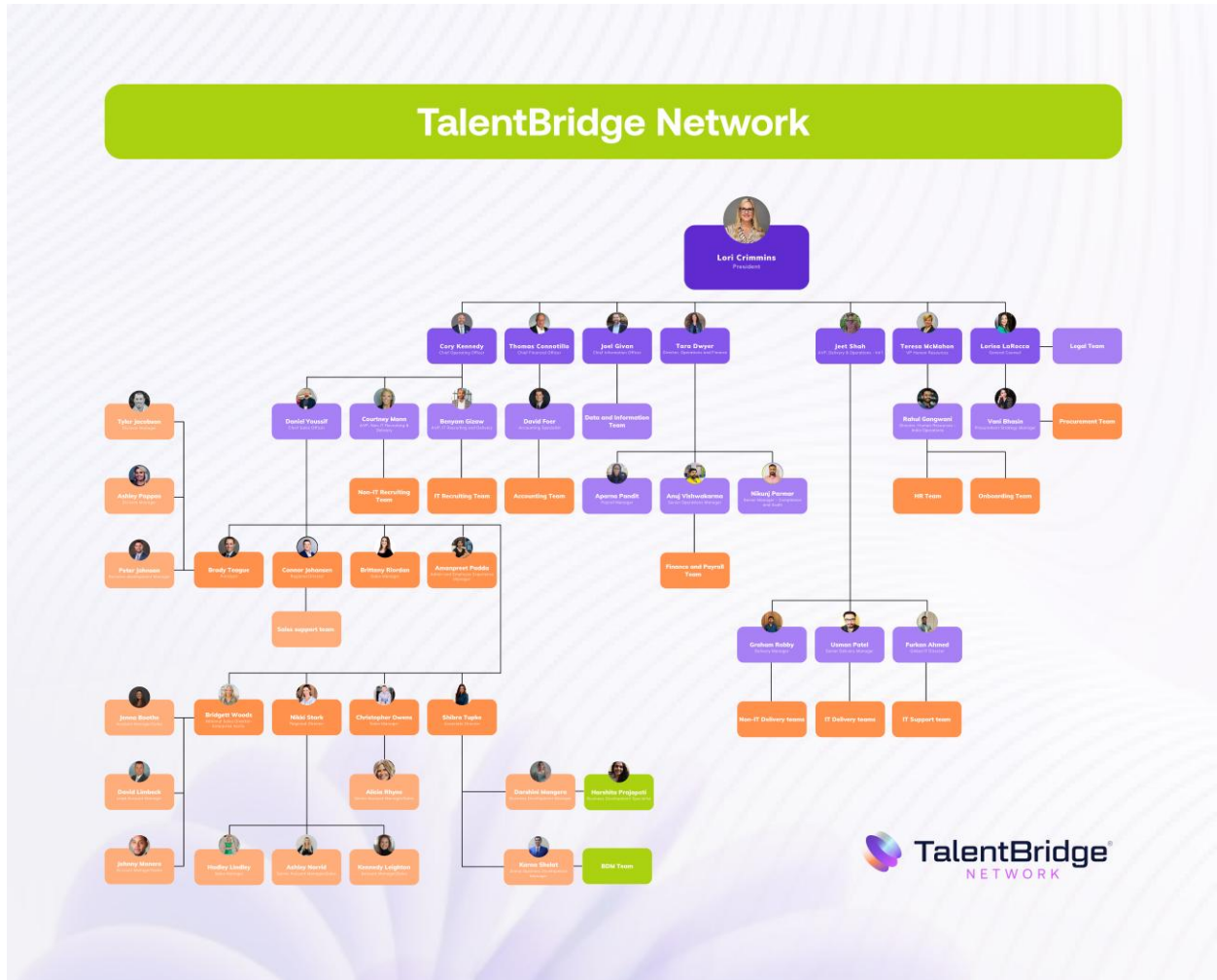


Figure 1: Organizational Structure: TBN Staffing Governance and Delivery Framework

TBN’s organizational structure, as reflected in the attached organizational structure (Figure 1) is designed to support a disciplined, scalable, and accountable staffing delivery model. The structure relevant to this engagement is centered on executive oversight, operations leadership, recruiting delivery teams, HR/workforce administration, and financial controls.

Executive Oversight

Lori Crimmins, President, provides strategic direction and executive accountability for overall service performance.

Operational governance is led by:

- **Cory Kennedy, Chief Operating Officer (COO)** – Oversees staffing delivery strategy, performance metrics, and client satisfaction.
- **Tara Dwyer, Director – Operations and Finance** – Manages operational controls, reporting, and alignment between delivery and financial administration.



This executive layer ensures performance accountability, escalation management, and contract compliance.

Staffing Delivery Structure

Staffing operations are divided into IT and Non-IT verticals to ensure subject-matter expertise and targeted recruiting effectiveness:

- **Benyam Gizaw, AVP – IT Recruiting and Delivery**
- **Courtney Mann, AVP – Non-IT Recruiting & Delivery**

Supporting leadership includes:

- Senior Operations Managers
- Senior Delivery Managers
- Delivery Managers

Recruiting and delivery teams consist of:

- IT Recruiting Team
- IT Delivery Teams
- Non-IT Recruiting Team
- Non-IT Delivery Teams

This structure ensures:

- Specialized sourcing aligned to job classifications
- Structured screening and submission processes
- Controlled submission-to-hire ratios
- Clear accountability for time-to-fill and quality metrics

Account Managers coordinate directly with client departments, manage requisitions, monitor performance, and serve as the single point of contact throughout the staffing lifecycle.

HR, Onboarding & Workforce Administration

The HR Team and Onboarding Team, under the direction of **VP Human Resources Teresa McMahon**, manage:

- Offer letters and employment documentation
- Background screening and credential verification



- Employee relations and performance documentation
- Workforce compliance tracking

This function ensures consistent onboarding procedures, documentation integrity, and adherence to employment regulations.

Finance & Payroll Controls

Under the oversight of the CFO and Payroll Manager, the Finance and Payroll Team manages:

- Timesheet validation
- Payroll processing
- Client invoicing
- Budget tracking and reporting

This separation of financial controls from delivery operations strengthens accountability and audit readiness.

Additional Executive and Corporate Support Roles

In addition to the staffing-focused structure outlined above, TBN maintains executive, legal, IT infrastructure, compliance, procurement, and business development functions. These roles—including the Chief Financial Officer, Chief Sales Officer, Chief Information Officer, General Counsel, Compliance and Audit leadership, Procurement Strategy, and Data/IT teams—provide enterprise-level governance, technology support, risk mitigation, financial oversight, and corporate infrastructure.

While not directly involved in day-to-day requisition fulfillment, these positions strengthen operational stability, regulatory compliance, cybersecurity protection, contract governance, and long-term organizational sustainability—ensuring that staffing operations are supported by a mature and well-controlled corporate framework.

3.2 PAST STAFFING OF 6 INDIVIDUALS WITHIN THE CLASSIFICATION

Our organization meets and exceeds the requirement of staffing for at least six (6) individuals within the listed IT classifications over the past five (5) years.

Based on our internal placement records (January 2022 through March 2026), we have successfully placed multiple qualified professionals across a range of relevant IT roles, including but not limited to:



- Mainframe Application Analysts (Senior and Mid-level)
- Oracle Database Administrators (Senior and Mid-level)
- DB2 Database Administrators
- SQL Server Database Administrators
- Programmer Analysts (PC and Senior)
- GIS Professionals (Database Administrators, Architects, and Application Developers)

Our data demonstrates consistent delivery of talent across these classifications, with multiple placements in several categories, thereby satisfying the minimum threshold of six (6) individuals per classification where applicable.



4 WOMEN OWNED BUSINESS CERTIFICATE

WBENC
WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL
JOIN FORCES. SUCCEED TOGETHER.
hereby grants

National Women's Business Enterprise Certification

to

ER Select LLC DBA TalentBridge Network

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: March 11, 2020
Expiration Date: March 11, 2027
WBENC National Certification Number: 2005128514

WBENC National WBE Certification was processed and validated by Greater Women's Business Council, a WBENC Regional Partner Organization.



Authorized by Roz Lewis, President & CEO
Women's Business Center

NAICS: 561311, 541612, 561312, 561320, 561330
UNSPSC: 80111700, 80111707, 80111708, 80111710, 80111716, 93141802



Activate Windows
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5 APPROACH

5.1 RECRUITMENT STRATEGY

TBN employs a scalable, multi-channel recruitment strategy designed to deliver high-quality talent with speed, consistency, and flexibility. Our approach leverages advanced technology, extensive talent networks, and proactive pipeline development to ensure we can meet fluctuating and high-volume staffing demands. Internal talent database of over 2.2M candidates.

Multi-Channel Sourcing Model

TBN utilizes a diversified sourcing framework to maximize reach and candidate quality:

- **Internal Talent Database (2.2M+ Candidates):** Access to a robust, continuously updated database of pre-screened candidates across various skill sets and geographies, enabling rapid identification of qualified talent.
- **AI-Powered Recruiting – “Caroline”:** Our proprietary AI recruiter, *Caroline*, accelerates candidate discovery by leveraging intelligent matching algorithms, resume parsing, and predictive analytics to identify best-fit candidates efficiently and at scale.
- **Job Boards and Professional Platforms:** Strategic use of leading platforms such as LinkedIn, Indeed, and niche job boards to attract active job seekers and ensure broad market coverage.
- **Passive Candidate Engagement:** Proactive outreach to passive candidates through targeted campaigns, talent communities, and CRM-driven engagement strategies, allowing access to high-quality candidates not actively applying.
- **Referral Networks:** Structured employee and consultant referral programs that consistently yield high-quality, pre-vetted candidates with strong retention outcomes.

Proactive Pipeline Development

To address varying and uncertain staffing volumes, TBN maintains a **ready-to-deploy candidate pipeline**:

- Continuous talent pooling for frequently requested roles such as Customer Service Specialists
- Pre-screened and pre-qualified candidates available for immediate submission
- Geographic alignment of pipelines to support location-specific hiring needs (e.g., VA specific markets)
- Ongoing engagement with candidates to ensure availability and readiness

Scalability and Responsiveness



Our recruitment model is designed to scale seamlessly based on client demand:

- Ability to ramp up sourcing teams and resources for high-volume requirements
- Parallel sourcing and screening workflows to reduce time-to-fill
- Dedicated recruiters aligned by skill set and region for targeted delivery

5.2 CANDIDATE SUBMISSION PROCESS

TBN has established a structured, transparent, and responsive candidate submission process designed to align with WVDOT's service expectations, ensuring timely delivery of qualified candidates while maintaining consistency, equity, and quality across all submissions.

Timely Resume Submission: TBN is committed to submitting qualified candidates within three (3) business days of receiving a fully defined requisition. Our approach includes:

- Immediate requisition intake and requirement calibration with the WVDOT's hiring manager
- Parallel sourcing and screening to accelerate turnaround time
- Utilization of pre-qualified talent pipelines for commonly requested roles

For urgent or high-priority needs, TBN can provide expedited submissions within 24–48 hours.

Comprehensive Candidate Presentation (No Submission Cap): TBN follows an inclusive and transparent submission philosophy, providing all candidates who meet or exceed the minimum and preferred qualifications, without imposing arbitrary submission limits. This ensures:

- WVDOT has access to the full spectrum of qualified talent
- Increased likelihood of identifying best-fit candidates
- Compliance with fair and open competition principles

Each submission is curated to maintain quality while avoiding redundancy.

Standardized Resume Format: To promote consistency and ease of evaluation, all candidate resumes are submitted in a standardized format that includes:

- Candidate summary highlighting relevant experience and key competencies
- Skills matrix aligned with job requirements
- Employment history with clearly defined roles and durations
- Education, certifications, and technical proficiencies



This structured format enables efficient comparison and faster decision-making for hiring managers.

Optional Blind Resume Process: TBN offers an optional blind resume submission process, where identifying information such as:

- Candidate name
- Gender indicators
- Contact details
- Graduation dates (where applicable)

is removed to minimize unconscious bias and promote equitable candidate evaluation based solely on qualifications and experience.

Quality Review Prior to Submission: Before submission, each candidate undergoes:

- Resume validation and skills verification
- Structured screening aligned to job requirements
- Internal quality check to ensure completeness and accuracy of submission documents

Submission Transparency and Communication: TBN ensures full transparency throughout the submission process by:

- Providing submission trackers and status updates
- Maintaining clear communication with WVDOT representatives
- Quickly responding to feedback and adjusting candidate pipelines as needed

5.3 BACKGROUND CHECK PROCESS

TBN follows a structured, compliant, and transparent background check process designed to align with WVDOT's security, regulatory, and operational requirements. Our process ensures that all candidates are thoroughly vetted prior to onboarding while maintaining efficiency and candidate experience.

End-to-End Background Check Workflow: TBN's background screening process is integrated into the recruitment lifecycle and executed in close coordination with WVDOT:

1. Candidate Sourcing and Evaluation

- Candidates are sourced through TBN's multi-channel recruitment model and undergo initial screening and qualification
- Pre-screening includes identity validation, employment history review, and role-specific skill assessment



- Only candidates meeting WVDOT's minimum and preferred qualifications are advanced

2. Resume Submission to WVDOT

- Fully vetted and qualified candidates are submitted to the WVDOT for review
- Submissions include standardized resumes and screening summaries to support informed selection

3. Candidate Selection

- WVDOT conducts interviews and selects the preferred candidate(s)
- Upon selection, TBN initiates the formal background screening process in accordance with WVDOT requirements

4. TBN Background Screening

TBN conducts comprehensive background checks through accredited third-party screening partners, which may include:

- **Criminal Background Checks:** Multi-jurisdictional searches (county, state, and federal as applicable) to ensure candidate eligibility and compliance
- **Registry Checks (as required):** Verification against applicable registries (e.g., abuse/neglect registries, sanction lists) based on role-specific requirements
- **Employment and Identity Verification (as needed):** Confirmation of prior employment, credentials, and work authorization

All screenings are conducted in compliance with:

- Fair Credit Reporting Act (FCRA)
- Applicable state and local regulations

Candidates are required to provide written authorization prior to screening, ensuring full legal compliance.

5. WVDOT Fingerprinting

- Following successful completion of TBN's background checks, selected candidates are referred to WVDOT for fingerprinting
- TBN coordinates scheduling and ensures candidates are prepared with required documentation
- Final clearance is granted based on WVDOT review and fingerprinting results

Quality Control and Compliance



- Dedicated compliance team to oversee background screening accuracy and timeliness
- Continuous tracking of background check status to avoid onboarding delays
- Immediate escalation and resolution of any discrepancies

Turnaround Time

- Standard background check completion: 2–5 business days (dependent on jurisdiction and scope)
- Expedited processing is available when required to meet urgent staffing timelines

5.4 INTERVIEW COORDINATION

TBN provides comprehensive, end-to-end interview coordination services to ensure seamless, efficient, and professional experience for both WVDOT hiring teams and candidates. Our structured approach minimizes scheduling delays, enhances candidate preparedness, and enables timely decision-making.

1. Scheduling and Logistics Support

TBN manages all aspects of interview scheduling and coordination, including:

- Acting as the central point of contact between WVDOT and candidates
- Coordinating interview availability across multiple stakeholders and time zones (if applicable)
- Scheduling interviews within 24–48 hours of candidate submission or selection
- Managing logistics for various interview formats:
 - Virtual interviews (MS Teams, Zoom, or WVDOT-preferred platforms)
 - In-person interviews (including directions, parking details, and reporting instructions)
 - Panel or multi-stage interviews

TBN utilizes scheduling tools and ATS/CRM systems to ensure real-time tracking, calendar alignment, and minimal conflicts or rescheduling.

2. Candidate Preparation

To ensure candidates represent themselves effectively and align with WVDOT expectations, TBN provides structured pre-interview preparation, including:

- Detailed briefing on:
 - Role responsibilities and required competencies
 - WVDOT's work environment, expectations, and culture



- Guidance on interview format, panel composition, and evaluation criteria (where applicable)
- Coaching on:
 - Communication and professionalism
 - Role-specific scenarios (e.g., customer service interactions, problem-solving approaches)
- Confirmation of interview readiness, including technology checks for virtual interviews

This preparation improves candidate confidence, interview performance, and overall selection success rates.

3. Feedback Collection and Communication

TBN ensures timely and transparent feedback exchange between WVDOT and candidates:

- Proactive follow-up with WVDOT hiring managers to obtain interview feedback within 24–48 hours
- Consolidation and documentation of feedback for internal tracking and quality improvement
- Communication of feedback to candidates in a professional and constructive manner
- Rapid alignment on next steps, including additional interview rounds, selection, or closure

4. Continuous Coordination and Issue Resolution

- Dedicated account management team to oversee interview progress and address any issues in real time
- Immediate rescheduling support in case of conflicts or candidate unavailability
- Maintenance of backup candidates to avoid delays in case of drop-offs

TBN's interview coordination approach ensures:

- Efficient and timely interview scheduling with minimal administrative burden on the WVDOT
- Well-prepared candidates aligned to role expectations
- Faster hiring decisions through structured feedback management
- Enhanced candidate and client experience throughout the process

5.5 REPLACEMENT STRATEGY

TBN has developed a proactive and responsive replacement strategy to ensure service continuity, minimal disruption, and consistent performance across all assignments



supporting WVDOT. Our approach combines advance workforce planning, pre-qualified backup pipelines, and rapid response protocols to address attrition, performance issues, or unforeseen vacancies.

1. Pre-Identified Backup Candidates

TBN maintains a bench of pre-screened and qualified backup candidates for each active requisition and placement:

- Parallel sourcing is conducted during the initial recruitment phase to identify primary and secondary candidate pools
- Backup candidates undergo the same screening, skill validation, and readiness checks as submitted candidates
- Candidates are kept engaged and deployment-ready through ongoing communication and availability confirmation

This ensures that qualified alternatives are readily available without restarting the recruitment cycle.

2. Rapid Replacement Turnaround (≤ 48 Hours)

In the event of a resignation, no-show, or performance-related removal, TBN activates its rapid replacement protocol:

- Immediate notification and alignment with WVDOT on replacement requirements
- Deployment of pre-qualified backup candidates for expedited submission
- Ability to provide replacement candidates within 24–48 hours, depending on role complexity and availability
- Fast-track interview coordination and onboarding support to minimize downtime

Our goal is to ensure no disruption to WVDOT operations and maintain continuity of service delivery.

3. Continuous Pipeline Refresh

TBN employs a continuous pipeline management strategy to sustain readiness:

- Ongoing sourcing and talent pooling for frequently requested roles
- Regular re-validation of candidate availability, interest, and compliance status
- Market intelligence tracking to anticipate attrition trends and talent shortages
- Geographic pipeline alignment to support WVDOT's local workforce needs

This proactive approach ensures that the candidate pool remains current, relevant, and immediately deployable.



4. Performance Monitoring and Early Intervention

To reduce the need for replacements, TBN actively monitors consultant performance:

- Regular check-ins with both WVDOT supervisors and placed consultants
- Early identification of attendance, performance, or engagement concerns
- Implementation of corrective action plans where appropriate

If replacement is required, transition is handled swiftly and professionally.

5. Knowledge Transfer and Transition Support

- Coordination of brief knowledge transfer (where feasible) between outgoing and incoming consultants
- Documentation of key responsibilities to ensure seamless handoff
- Close follow-up during the initial days of replacement to ensure stability

TBN's replacement strategy ensures:

- Minimal service disruption through rapid response (≤ 48 hours)
- Access to pre-qualified, ready-to-deploy backup candidates
- Sustained workforce continuity through proactive pipeline management

5.6 PROGRAM MANAGEMENT

TBN delivers a structured and accountable program management model to ensure consistent service delivery, operational efficiency, and alignment with WVDOT's workforce objectives. Our approach combines dedicated leadership, a cross-functional support team, and robust reporting mechanisms to drive performance, transparency, and continuous improvement.

1. Dedicated Program Manager

TBN will assign a dedicated Program Manager (PM) as the single point of accountability for this engagement. The Program Manager will:

- Serve as the primary liaison between WVDOT and TBN
- Oversee all recruitment, onboarding, compliance, and service delivery activities
- Ensure adherence to service level agreements (SLAs) and contract requirements
- Conduct regular touchpoints with WVDOT stakeholders to review performance, address concerns, and align on upcoming needs
- Proactively identify risks, workforce trends, and improvement opportunities



The PM will bring experience in managing public sector staffing programs and will ensure responsive, client-focused service delivery.

2. Dedicated Support Team for Continuity

To ensure operational resilience and uninterrupted service, TBN will deploy a cross-functional support team, including:

- **Recruiters/Sourcing Specialists:** Focused on pipeline development and candidate delivery
- **Account Coordinators:** Managing interview scheduling, onboarding logistics, and day-to-day communication
- **Compliance Specialists:** Ensuring adherence to background checks, documentation, and regulatory requirements
- **HR/Employee Relations Support:** Handling consultant engagement, performance follow-ups, and issue resolution

This team-based model ensures:

- Continuity of service in the absence of any single resource
- Scalability to support fluctuating staffing volumes
- Clear role accountability and efficient issue resolution

3. Weekly and Monthly Reporting

TBN provides structured, data-driven reporting to ensure full transparency and performance tracking:

Weekly Reports

- Open requisition status and aging
- Candidate pipeline activity (submissions, interviews, offers)
- Time-to-fill and submission turnaround metrics
- Immediate risks, challenges, and mitigation actions

Monthly Reports

- Fill rates and overall hiring performance
- Submission-to-interview and interview-to-hire ratios
- Attrition and replacement metrics
- Diversity tracking (as applicable)
- SLA performance against agreed benchmarks
- Continuous improvement recommendations and market insights



Reports can be customized to align with WVDOT's preferred formats and delivered through dashboards, summaries, or review meetings.

4. Governance and Communication Cadence

- Regular governance meetings (weekly/bi-weekly/monthly as required)
- Executive-level reviews for strategic alignment and performance optimization
- Real-time communication channels for issue escalation and resolution

5. Continuous Improvement and Performance Optimization

- Ongoing analysis of recruitment and delivery metrics
- Implementation of process enhancements based on data insights and WVDOT feedback
- Benchmarking against industry best practices to maintain high service standards

TBN's program management approach ensures:

- Strong accountability through dedicated leadership
- Operational continuity via a robust support team
- Full transparency through structured reporting and communication
- Continuous improvement aligned with WVDOT's goals

5.7 TECHNOLOGY & TIMEKEEPING

TBN leverages a secure, scalable, and user-friendly technology ecosystem to support accurate timekeeping, streamlined approvals, and efficient billing processes for WVDOT. Our web-based platform ensures transparency, real-time visibility, and compliance with all contractual and regulatory requirements.

1. Web-Based Timesheet System: TBN utilizes a cloud-based timesheet management system that enables efficient tracking and management of consultant work hours:

- Accessible 24/7 via desktop and mobile devices
- User-friendly interface for consultants and supervisors
- Capture of regular hours, overtime, and leave in alignment with WVDOT policies
- Configurable workflows to match WVDOT-specific requirements and approval hierarchies
- Secure data handling with role-based access controls

This system ensures accurate, consistent, and auditable time tracking across all assignments.

2. Real-Time Approvals



Our platform supports real-time timesheet submission and approval workflows, enabling:

- Immediate routing of submitted timesheets to designated WVDOT supervisors
- Automated notifications and reminders to prevent delays in approvals
- Visibility into pending, approved, and rejected timesheets for both TBN and WVDOT stakeholders
- Quick resolution of discrepancies through built-in communication and comment features

Real-time approvals help reduce administrative delays and ensure timely payroll processing.

3. Automated Invoicing

TBN's system integrates timekeeping data directly with billing processes to enable accurate and automated invoicing:

- Generation of invoices based on approved timesheets, eliminating manual errors
- Configurable billing formats aligned with WVDOT requirements
- Detailed invoice breakdowns, including hours worked, bill rates, and assignment details
- Timely invoice submission in accordance with agreed billing cycles

This automation ensures billing accuracy, transparency, and faster reconciliation.

4. Compliance and Audit Readiness

- Full audit trail of timesheet entries, edits, approvals, and billing actions
- Compliance with applicable labor laws, wage regulations, and contract terms
- Secure storage of historical data for reporting and audit purposes

5. Reporting and Visibility

TBN provides real-time and periodic reporting through the system, including:

- Timesheet status reports (submitted, pending, approved)
- Hours worked by consultant, department, or project
- Overtime tracking and cost analysis
- Invoice summaries and billing reports

6. Integration and Flexibility

- Capability to integrate with WVDOT's existing systems (if required)



- Flexible configuration to support WVDOT -specific workflows, policies, and reporting formats

TBN's technology and timekeeping solution ensures:

- Accurate and transparent time tracking
- Faster approvals and reduced administrative burden
- Error-free, automated invoicing
- Full compliance and audit readiness

5.8 WORK MODEL FLEXIBILITY

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- Faster approvals and reduced administrative burden
- Error-free, automated invoicing
- Full compliance and audit readiness



TBN is committed to delivering measurable, high-quality staffing services aligned with Arlington WVDOT's operational goals and performance expectations. Our service level commitments are defined through clear metrics, proactive management, and continuous performance monitoring to ensure accountability, transparency, and consistent service excellence.

Metric	Commitment
Resume Submission	≤ 72 hours
Urgent Requests	≤ 24–48 hours
Replacement	≤ 48 hours
Fill Rate	80–90%

Through these service level commitments, TBN ensures:

- Consistent, high-quality candidate delivery
- Timely fulfillment of staffing needs
- Full compliance with contractual and regulatory requirements
- Transparent performance tracking and continuous improvement



6 QUALITY ASSURANCE

TBN applies a rigorous and consistent quality assurance framework designed to ensure the delivery of highly qualified, compliant, and high-performing consultants. Our approach integrates standardized processes, technology-enabled validation, and continuous performance monitoring to maintain service excellence across all engagements.

End-to-End Quality Framework: TBN's quality assurance model spans the full recruitment lifecycle—from requisition intake through post-placement performance management—ensuring alignment with client expectations, regulatory requirements, and service level commitments.

1. Resume Validation and Skill Verification

- All candidate resumes undergo multi-level validation to confirm accuracy of employment history, tenure, and role responsibilities
- Recruiters conduct detailed skill verification aligned with job-specific competencies (e.g., customer handling, CRM systems, communication proficiency)
- Cross-verification through reference checks and internal database history (for re-deployable consultants)
- Elimination of discrepancies prior to submission to ensure 100% resume integrity

2. Structured Candidate Screening

- Standardized screening framework to ensure consistency and objectivity across all candidates
- Behavioral and situational interview techniques tailored to customer service roles
- Evaluation of:
 - Communication skills (verbal and written)
 - Problem-solving and conflict resolution
 - Customer interaction scenarios
- Use of scorecards and predefined rating criteria to maintain uniform assessment standards
- Optional tools:
 - Typing and data entry tests
 - Recorded video interviews for client review

3. Compliance and Background Screening

- TBN ensures full adherence to all pre-employment and post-selection compliance requirements, including:
 - Background checks (criminal, employment verification as required)
 - Identity and work authorization verification
 - State-specific compliance (e.g., California labor regulations)



- All compliance documentation is completed prior to onboarding to mitigate risk

4. Ongoing Performance Tracking

- Continuous monitoring of consultant performance through:
 - Regular check-ins with both client managers and consultants
 - KPI tracking (attendance, productivity, quality scores, customer satisfaction where applicable)
- Early identification of performance gaps with proactive remediation plans
- Dedicated account management oversight to ensure alignment with client expectations

5. Rapid Replacement Protocols

- Pre-qualified backup candidates maintained for each requirement
- Immediate activation of replacement pipeline in case of attrition or performance issues
- **Replacement turnaround:** typically within 24–72 hours to minimize operational disruption
- Knowledge transfer coordination to ensure continuity of service

6. Reporting and Continuous Improvement

TBN provides transparent and data-driven reporting, including:

- Fill rates and time-to-fill metrics
- Submission-to-interview and interview-to-hire ratios
- Attrition and replacement tracking
- Service level performance against agreed KPIs

Insights from reporting are used to:

- Refine sourcing strategies
- Improve screening effectiveness
- Enhance overall service delivery

Commitment to Quality

TBN's quality assurance framework ensures:

- Consistent delivery of qualified candidates
- Reduced hiring risk through validated screening and compliance
- High retention and performance outcomes
- Continuous improvement driven by measurable data



State of West Virginia
West Virginia Department of Transportation
(WVDOT)
IT Temporary Staffing
CRFQ DOT2600000079
Centralized Request for Quote
Due Date: April 14, 2026 by 1:30 PM EST

Technical Proposal

Submit Via: wvOASIS

Primary Procurement Officer: John W. Estep
Telephone Number: 304-558-2566
E-Mail Address: john.w.estep@wv.gov

Submitted by: Universal Consulting Partners Inc

**13800 Coppermine Road,
Herndon, VA -20171**

Point of Contact: Saqib Siddiqi, CEO
Cell: (571) 228 1322
E- mail: saqib.siddiqi@uconsultp.com

This proposal includes data that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of, or in connection with, the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. The restriction does not limit the Government's right to use the information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on all pages of this proposal.



1 Cover Letter

Date: April 14, 2026

Attn: John W. Estep
West Virginia Department of Transportation (WVDOT)
Purchasing Division

Subject: Proposal Response for RFQ for *IT Temporary Staffing Services (DOT2600000079)* to *West Virginia Department of Transportation (WVDOT)*

Dear Mr. Estep,

Universal Consulting Partners Inc. (UCP) is pleased to submit our response to the *West Virginia Department of Transportation's Request for Quotation (RFQ) for Information Technology Temporary Staffing Services*. UCP is a certified *Women-Owned, Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), and SWaM-certified firm with over 18 years* of experience delivering high-quality *IT staffing and consulting services to public sector clients*.

UCP understands that *WVDOT seeks to establish multiple open-ended contracts* to provide highly qualified IT professionals across a wide range of classifications, including *Mainframe Application Analysts, Database Administrators (Oracle, DB2, SQL Server), PC Programmer Analysts, and GIS professionals*. We recognize the importance of delivering technically proficient personnel who can support mission-critical systems, contribute to ongoing development initiatives, and ensure continuity of operations across the agency.

UCP's proven past performance further demonstrates our ability to successfully deliver *IT staffing services in complex and highly regulated environments:*

- ✓ **Boston University:** Provided IT staff augmentation supporting enterprise systems, application development, and modernization initiatives.
- ✓ **U.S. Air Force Academy (USAFA) – via Deloitte:** Delivered IT staffing services supporting Microsoft enterprise environments within a secure federal setting.
- ✓ **Comprobase / Texas Health Resources:** Supported healthcare IT projects requiring strict regulatory compliance, ensuring secure and efficient system operations.
- ✓ **V Group / Texas Department of Information Resources (DIR ITSAC):** Delivered IT staffing services across multiple agencies, including hourly staffing, project-based engagements, and specialized IT resources across diverse labor categories.

UCP is well-positioned to support *WVDOT's operational needs by providing flexible, reliable, and high-quality staffing solutions*. Our experience in *government contracting, combined with our ability to respond quickly to staffing requests and maintain a strong pipeline of qualified professionals*, ensures that we can consistently meet and exceed agency expectations. We appreciate the opportunity to partner with *WVDOT and are confident in our ability to deliver exceptional value through our staffing services*.

Sincerely,

Saqib Siddiqi, CEO
Universal Consulting Partners Inc.



2 Table of Contents

1	Cover Letter	1
2	Table of Contents	2
3	Signed Cover Sheet # 1	3
3.1	Signed Cover Sheet # 1	3
3.2	Signed Cover Sheet # 2	4
4	Qualifications	5
5	Designated Contact	9
6	Contract Manager	10
7	Addendum Acknowledgement Form	11
7.1	Addendum Acknowledgement Form # 1	11
7.2	Addendum Acknowledgement Form # 2	12
8	Minority-Owned Business Certificate	13



3 Signed Cover Sheet # 1
 3.1 Signed Cover Sheet # 1

	Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Centralized Request for Quote Service - Prof

Proc Folder: 1886131	Reason for Modification: ADDENDUM NO_1 Bid Opening Moves to April 14, 2026 Attach Revised Terms and Conditions		
Doc Description: WVDOT IT Temporary Staffing Services (81260081)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
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:

Vendor Name : Universal Consulting Partners Inc

Address : 13800 Coppermine Road,
Street : 13800 Coppermine Road,
City : Herndon
State : VA **Country :** USA **Zip :** 20171

Principal Contact : Saqib Siddiqi
Vendor Contact Phone: (571) 228-1322 **Extension:**

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

Vendor Signature x *Saqib Siddiqi* **FEIN#** 20-8863181 **DATE** 04/14/2026

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



3.2 Signed Cover Sheet # 2

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

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

VENDOR
Vendor Customer Code: Vendor Name : Universal Consulting Partners Inc Address : 13800 Coppermine Road, Street : 13800 Coppermine Road, City : Herndon State : VA Country : USA Zip : 20171 Principal Contact : Saqib Siddiqi Vendor Contact Phone: (571) 228 1322 Extension:

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

Vendor Signature X <i>Saqib Siddiqi</i>	FEIN# 20-8863181	DATE 04/14/26
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All offers subject to all terms and conditions contained in this solicitation



4 Qualifications

Universal Consulting Partners Inc. (UCP) fully meets and exceeds the minimum qualification requirement of having at **least five (5) years of experience providing similar information technology staffing services**. Established in **2007, UCP brings over eighteen (18) years of continuous, proven experience delivering comprehensive IT staff augmentation and consulting services** to public sector agencies and private enterprises.

Throughout our history, UCP has successfully supported **federal, state, and municipal government entities, as well as higher education institutions and healthcare organizations**, by providing highly skilled **IT professionals across a wide range of disciplines, including software development, database administration, infrastructure support, cybersecurity, GIS, and project management**.

Our extensive experience demonstrates not only longevity but also sustained performance excellence. UCP has consistently delivered **qualified personnel aligned with client requirements, often under tight timelines and within complex, regulated environments**. Our ability to maintain long-term client relationships and secure repeat engagements reflects our reliability, responsiveness, and commitment to quality service delivery. UCP maintains all necessary corporate documentation **to substantiate our years in business and our experience in providing IT staffing services**. This documentation can be provided upon request and will be included as part of our submission to demonstrate full compliance with this requirement.

Our established operational framework, mature recruitment processes, and deep talent network enable us to rapidly identify, vet, and deploy highly qualified candidates who meet or exceed client expectations. This capability ensures continuity of operations, minimizes risk, and supports mission-critical initiatives effectively.

UCP not only satisfies the minimum five-year requirement but significantly surpasses it, offering a depth of experience, stability, and proven performance that positions us as a highly qualified and reliable partner for IT staffing services.

<u>OUR CONTRACTS</u>		
State	Client Name	Service
Massachusetts	Boston University	IT Staff Augmentation & Consulting (Application Support, Infrastructure Modernization, Academic Technology Projects)
Colorado	U.S. Air Force Academy (USAFA, under Deloitte)	IT Staff Augmentation – Microsoft Enterprise Platforms, Infrastructure, Security, System Upgrades
Texas	Texas Health (via Comprobase)	Healthcare IT Augmentation – EMR, HIPAA Compliance, Data Migration, Project Management
Texas	Texas DIR (ITSAC)	IT Staff Augmentation – Applications, Data, Networking, Security, Project Management, Cloud, Technical Services



3.2 Demonstrated Experience in Providing Qualified IT Staffing Resources

Universal Consulting Partners Inc. (UCP) fully meets and exceeds the requirement to demonstrate the successful provision of qualified IT staffing resources across multiple classifications. Over the **past five (5) years, UCP has consistently provided highly qualified IT professionals across diverse technical domains, supporting public sector agencies, higher education institutions, and healthcare organizations.**

UCP has successfully staffed more than six (6) IT professionals across multiple engagements, fulfilling roles aligned with the classifications identified in this RFQ, including **Database Administrators, Programmer Analysts, Systems Analysts, Network Engineers, and enterprise IT support personnel.**

Our Representative examples of our staffing experience are provided below:

Past Performance Reference #1

Field	Details
Entity Name	Boston University
Entity Address	1 Silber Way, Boston, MA 02215
Contract / PO Number	112706-0
Contract Start Date	January 2023
Original Term	5 Years
Duration	Multi-year; Ongoing
Approx. Dollar Value	\$573,882.38
Number of Staff Assigned	2 IT Professionals
Tasks Performed	
IT Staff Focus	ERP (Workday), Cloud, Data/BI, Infrastructure, Service Desk, Project Management / Business Analysis
Role	Subcontractor (Prime: Deloitte)
Contact Person	Vivian Davila
Contact Email	viviandavila@deloitte.com
Contact Phone	3053723271

Past Performance Reference #2

Field	Details
Entity Name	United States Air Force Academy (USAFA)
Entity Address	2304 Cadet Dr, USAF Academy, CO 80840
Contract / PO Number	107793-4
Contract Start Date	January 2021
Original Term	4 Years
Duration	Multi-year; Ongoing
Approx. Dollar Value	\$1,759,696.40
Number of Staff Assigned	6 IT Professionals
Tasks Performed	Microsoft enterprise system administration & engineering; infrastructure monitoring & security compliance; application integration; technical support; system upgrades



IT Staff Focus	
Role	Subcontractor (Prime: Deloitte)
Client Supported	Microsoft Corporation
Contact Person	Anita Hemraj
Contact Email	ahemraj@deloitte.com
Contact Phone	612-425-6863

Past Performance Reference #3

Field	Details
Entity Name	Comprobase / Texas Health Resources
Entity Address	12100 Ford Rd, Dallas, TX 75234
Contract / PO Number	UCP-Compro-01
Contract Start Date	January 2024
Original Term	24 Months+
Duration	Multi-year; Ongoing
Approx. Dollar Value	\$108,864
Number of Staff Assigned	1 IT Consultant
Tasks Performed	Deployment of healthcare IT specialists; business analysis & project management; data migration; system integration; ongoing IT operations
IT Staff Focus	Healthcare IT, EMR, Data Migration, Integration, QA/Testing, Project Management / Business Analysis
Role	Subcontractor (Prime: Comprobase)
Contact Person	Malik Gull
Contact Email	malik@comprobase.com
Contact Phone	571-277-3719

Our Classification Mapping to RFQ Section 1

The staffing roles provided in the above engagements align with the classifications defined in Section 1 of this RFQ as follows:

- ✓ **Database Administrators (Oracle / SQL Server / DB2):** Supported through enterprise data environments, system integration, and database-driven applications (Boston University, Texas Health Resources)
- ✓ **Programmer Analysts / Application Developers:** Supported through application development, modernization, and system enhancements across enterprise platforms
- ✓ **Systems Analysts:** Supported through business analysis, requirements gathering, and system integration activities
- ✓ **Network Engineers / Infrastructure Specialists:** Supported through enterprise infrastructure, network operations, and system administration (USAFA engagement)
- ✓ **IT Support / Enterprise Systems Roles:** Supporting mission-critical systems, cloud environments, and operational support functions



These mappings confirm that UCP has provided personnel meeting the requirements of specifically named classifications outlined in this RFQ.

Across these engagements, ***UCP has consistently demonstrated the ability to identify, recruit, screen, and deploy highly qualified IT professionals who meet or exceed specified role requirements.*** Our structured recruitment methodology ensures that each candidate is thoroughly evaluated against technical qualifications, experience requirements, and client-specific needs prior to submission.

UCP will provide any additional supporting documentation, including detailed candidate qualifications and client references, upon request or prior to award, to further substantiate compliance with this requirement. UCP's proven performance, scalability, and commitment to quality position us as a highly capable and reliable partner for ***WVDOT's IT Temporary Staffing Services.***



5 Designated Contact

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) Saqib Siddiqi, CEO
 (Address) 13800 Coppermine Road, Herndon, VA 20171
 (Phone Number) / (Fax Number) (571) 228-1322 703.993.2580
 (email address) saqib.siddiqi@uconsultp.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.

Universal Consulting Partners Inc.
 (Company) _____
 (Signature of Authorized Representative) Saqib Siddiqi
 Saqib Siddiqi, CEO 04/14/2026
 (Printed Name and Title of Authorized Representative) (Date)
 (571) 228-1322 703.993.2580
 (Phone Number) (Fax Number)
 saqib.siddiqi@uconsultp.com
 (Email Address)

04004

Revised 8/24/2023



6 Contract Manager

REQUEST FOR QUOTATION
WVDOT Information Technology Temporary Staffing Services (81260081)

11. MISCELLANEOUS:

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

Contract Manager: . Saqib Siddiqi
Telephone Number: . (571) 228-1322
Fax Number: . 703.993.2580
Email Address: . saqib.siddiqi@uconsultp.com

Revised 12/12/2017



7 Addendum Acknowledgement Form
7.1 Addendum Acknowledgement Form # 1

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 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.

Universal Consulting Partners Inc

Company
<i>Sagib Siddiqi</i>

Authorized Signature
04/14/26

Date

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



7.2 Addendum Acknowledgement Form # 2

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT2600000079

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Universal Consulting Partners Inc
Company

Saqib Siddiqi
Authorized Signature

04/14/26
Date

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



8 Minority-Owned Business Certificate



COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

March 5, 2026

Certification Number: 665817

Asma Saqib
Universal Consulting Partners Inc.
244 Mindy Court SE
Leesburg, VA 665817

Dear Asma Saqib:

Our office is in receipt of your request to add the Federal Economically Disadvantaged Women-Owned Small Business certification to your company's SWaM profile. However, we were unable to verify that your company is approved as an Economically Disadvantaged Women-Owned Small Business by the SBA. **As a result, we are closing your request for certification as an Economically Disadvantaged Women-Owned Small Business.**

Should you receive the Economically Disadvantaged Women-Owned Small Business certification from the SBA in the future and wish to have it added to your company's SWaM profile, please submit another request to add the certification along with the documentation from the SBA showing that the company has been approved for the certification.

Your company has been certified as a Small, Micro, Women and Minority-Owned Business in the SWaM program and your firm's certification as a Women-Owned Small Business by the SBA will be shown on your firm's SWaM profile. If you have any questions regarding your status, please contact us at (804) 786-6585.

Sincerely,

Virginia Department of Small Business and Supplier Diversity
Certification Team