



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 2

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID: VS0000053622

Legal Name: IntelliSavvy, LLC

Alias/DBA:

Total Bid: \$3,109,600.00

Response Date: 09/08/2026

Response Time: 8:47

Responded By User ID: intellisavvyllc

First Name: Siva

Last Name: Kalavagunta

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2700000006

Published Date: 9/16/26

Close Date: 9/23/26

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services

Total of Header Attachments: 2

Total of All Attachments: 2



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: 2020855
Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services
Proc Type: Statewide MA (Open End)

Solicitation Closes	Solicitation Response	Version
2026-09-23 13:30	SR 0231 ESR09082600000001799	1

VENDOR
VS0000053622
IntelliSavvy, LLC.

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 3109600
Response Date: 2026-09-08
Response Time: 08:47:30
Comments:

FOR INFORMATION CONTACT THE BUYER
Toby L Welch
(304) 558-8802
toby.l.welch@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 Web Application Analyst	2080.0000	HOUR	105.000000	218400.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Senior Web Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	CRM Application Analyst	2080.0000	HOUR	100.000000	208000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

CRM Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior SQL Server Database Administrator	2080.0000	HOUR	110.000000	228800.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Senior SQL Server Database Administrator

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Business Analyst	2080.0000	HOUR	90.000000	187200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Business Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Learning Management System & eLearning Development Specialis	2080.0000	HOUR	95.000000	197600.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Learning Management System & eLearning Development Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Cloud Financial Operations Specialist	2080.0000	HOUR	115.000000	239200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Financial Operations Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Cloud Architect	2080.0000	HOUR	135.000000	280800.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Architect

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Cloud Security Professional	2080.0000	HOUR	130.000000	270400.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Security Professional

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Cloud Platform Engineer	2080.0000	HOUR	120.000000	249600.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Platform Engineer
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Cloud Network Engineer	2080.0000	HOUR	115.000000	239200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Network Engineer
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Cloud Systems Management Engineer	2080.0000	HOUR	115.000000	239200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Systems Management Engineer
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.0000	HOUR	140.000000	291200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Mainframe Systems Programmer	2080.0000	HOUR	125.000000	260000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Mainframe Systems Programmer
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.



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: 2020855

Doc Description: Temporary Technical Staffing Services

Reason for Modification:

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2026-08-27	2026-09-15 13:30	CRFQ 0231 OOT2700000006	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000053622

Vendor Name : IntelliSavvy, LLC.

Address : 2201 Spinks Rd, Suite # 316

Street :

City : Flower Mound

State : TEXAS

Country : USA

Zip : 75022

Principal Contact : Siva Kalavagunta | CEO

Vendor Contact Phone: (469) 236-0721

Extension:

FOR INFORMATION CONTACT THE BUYER

Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor
Signature X

83-3816259
FEIN#

09/08/2026
DATE

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology (WVOT) to establish an open-end contract for technical staffing services.

INVOICE TO

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON WV
US

SHIP TO

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2080.00000	EA	\$105.00	\$218,400.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior Web Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

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DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON WV
US

SHIP TO

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	CRM Application Analyst	2080.00000	EA	\$100.00	\$208,000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

CRM Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior SQL Server Database Administrator	2080.00000	EA	\$110.00	\$228,800.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior SQL Server Database Administrator

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Business Analyst	2080.00000	EA	\$90.00	\$187,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Business Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Learning Management System & eLearning Development Specialis	2080.00000	EA	\$95.00	\$197,600.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Learning Management System & eLearning Development Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Cloud Financial Operations Specialist	2080.00000	EA	\$115.00	\$239,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Financial Operations Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Cloud Architect	2080.00000	EA	\$135.00	\$280,800.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Cloud Security Professional	2080.00000	EA	\$130.00	\$270,400.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Security Professional

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Cloud Platform Engineer	2080.00000	EA	\$120.00	\$249,600.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Platform Engineer

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cloud Network Engineer	2080.00000	EA	\$115.00	\$239,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Network Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Cloud Systems Management Engineer	2080.00000	EA	\$115.00	\$239,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Systems Management Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

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DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.00000	EA	\$140.00	\$291,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO			SHIP TO		
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US			WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Mainframe Systems Programmer	2080.00000	EA	\$125.00	\$260,000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Mainframe Systems Programmer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2026-09-04

	Document Phase	Document Description	Page 9
OOT2700000006	Draft	Temporary Technical Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. **MANDATORY TERMS:** The Solicitation may contain **mandatory** provisions identified by the use of the words "**must**," "**will**," and "**shall**." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. **PRE-BID MEETING:** The item identified below shall apply to this Solicitation.

☒ A pre-bid meeting will not be held prior to bid opening

☐ A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the **mandatory** pre-bid meeting. Failure to attend the **mandatory** pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions **must be submitted on or before the date listed below and to the address listed below to be considered.** A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Submitted emails should have the solicitation number in the subject line. Question

Submission Deadline: Friday September 4, 2026 @ 3:00 p.m.

Submit Questions to: Toby L Welch
2019 Washington Street, East Charleston, WV 25305
Fax: (304) 558-3970
Email: Toby.L.Welch@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Purchasing Division will not accept bids or modification of bids via email.

Bids submitted in paper, facsimile, or via wvOASIS must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:
BUYER: TOBY L WELCH
SOLICITATION NO.: CRFQ OOT2700000006
BID OPENING DATE: 9/15/26
BID OPENING TIME: 1:30 P.M.
FAX NUMBER: 304-558-3970

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division 2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery or via delivery by mail).

Bid Opening Date and Time: 9/15/26 @ 1:30 P.M.

Bid Opening Location:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgement Form. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand **shall** clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items **may** be grounds for rejection of a Vendor's bid.

[] This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6.2, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

12. REGISTRATION: Prior to Contract award, the apparent successful Vendor **must** be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

13. UNIT PRICE: Unit prices **shall** prevail in cases of a discrepancy in the Vendor's bid.

14. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:

For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors.

16. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.7.

17. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

18. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

19. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.6. and § 148-1-6.3.”

20. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.7. This authority does not apply to instances where state law mandates receipt with the bid.

21. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor ~~www~~OASIS or the Purchasing Division's website to determine when a contract has been awarded.

22. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that **shall** form the basis of a contractual agreement. **Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid.** Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

☒ **Term Contract**

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

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

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

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

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

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

☐ the contract will continue for _____ years;

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

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

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

☐ **Other:** Contract Term specified in _____

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

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

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

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

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

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

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

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

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

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

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

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

Vendor must maintain:

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

☐ **Automobile Liability Insurance** in at least an amount of: _____ per occurrence.

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

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

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

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

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

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

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

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

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Printed Name and Title) Siva Kalavagunta | Chief Executive Officer

(Address) 2201 Spinks Rd, Suite # 316, Flower Mound, TX 75022

(Phone Number) / (Fax Number) (469) 236-0721

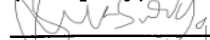
(email address) rfp@intellisavvy.com / siva.kalavagunta@intellisavvy.com

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.

IntelliSavvy, LLC.

(Company)



(Signature of Authorized Representative)

Siva Kalavagunta | Chief Executive Officer

09/08/2026

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

(469) 236-0721

(Phone Number) (Fax Number)

rfp@intellisavvy.com | siva.kalavagunta@intellisavvy.com

(Email Address)

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology (WVOT) to establish multiple open-end contracts for technical staffing services. This contract shall cover the following position classifications.

1. Senior Web Application Analyst
2. CRM Application Analyst
3. Senior SQL Server Database Administrator
4. Business Analyst
5. Learning Management System & eLearning Development Specialist
6. Cloud Financial Operations Specialist
7. Cloud Architect
8. Cloud Security Professional
9. Cloud Platform Engineer
10. Cloud Network Engineer
11. Cloud Systems Management Engineer
12. Cloud Center of Excellence (CCOE) Implementation Specialist
13. Mainframe Systems Programmer

The position classifications listed herein provide the specialized technical expertise required to meet the contracted staffing needs of the West Virginia Office of Technology (WVOT) in support of various State agencies and IT initiatives. These services are utilized to develop, maintain, and enhance computer systems and enterprise applications for end-user agencies under the purview of WVOT.

In addition to technical delivery, contracted personnel are required to provide professional mentorship, technical training, and structured 'shadowing' opportunities for State analysts. These knowledge-transfer activities are essential to ensure the long-term support and sustainability of the State's IT infrastructure.

While most requested services will likely be within the metro-Charleston, WV area, the end-user Agency may be located anywhere in West Virginia and may request services statewide during the life of the contract.

BACKGROUND & CURRENT OPERATING ENVIRONMENT: The West Virginia Office of Technology (WVOT) provides oversight and support for a diverse ecosystem of mission-critical systems and enterprise applications used by various State agencies. These systems reside on a multi-tiered architecture including legacy Mainframe, Client-Server, Cloud, and modern Web Applications.

To maintain operational efficiency and meet evolving project milestones, the State requires specialized technical expertise and temporary staff augmentation. These services are intended to supplement existing internal resources by providing niche skill sets and advanced technical capabilities not currently available within the State's Full-Time Equivalent (FTE) workforce. This contract will provide the flexible, high-level support necessary to achieve specific project goals, facilitate knowledge transfer, and ensure the continuous enhancement of the State's technical environment.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 "Contract Services" means providing temporary staffing services for the list of classifications identified in Section 1 (above) and/or Section 4.1 (below) as more fully described in these specifications.

2.2 "Pricing Page" means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

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

2.4 "CRM" means Microsoft's Dynamics CRM.

2.5 "DB2" means IBM's DB2 database software.

2.6 ".NET" means Microsoft's .NET or .NET Framework software.

2.7 "SDLC" means Software or Systems Development Life Cycle, a standard term to describe the process of planning for, creating, testing, and deploying

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

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

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

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Senior Web Application Analyst:

4.1.1.1 Senior Web Application Analyst must have a minimum of five (5) years of .Net development experience with dynamic database driven enterprise level web applications.

- 4.1.1.2** Senior Web Application Analyst must have a minimum of five (5) years of experience in web development using ASP.Net, AJAX, Visual Studio (version 2008 or higher), .NET framework 2.0+, JavaScript and C#.
- 4.1.1.3** Senior Web Application Analyst must have a minimum of five (5) years of Relational Database experience.
- 4.1.1.4** Senior Web Application Analyst must have a minimum of five (5) years Data Design/Data Modeling experience.
- 4.1.1.5** Senior Web Application Analyst must have a minimum of five (5) years of Analysis and Design experience.
- 4.1.1.6** Senior Web Application Analyst must have a minimum of three (3) years of experience using ASP.Net MVC, WCF, jQuery and jQuery UI.
- 4.1.1.7** Senior Web Application Analyst must have a minimum of two (2) years of experience using a client side MVVM architectural model for building web applications.
- 4.1.1.8** Senior Web Application Analyst must have a minimum of two (2) years of experience with designing and developing applications using SOAP/ REST Web Services.
- 4.1.1.9** Senior Web Application Analyst must have a minimum of two (2) years of experience with Microsoft SharePoint Services/Server and Team Foundation Server (TFS) for team collaboration.
- 4.1.1.10** Senior Web Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.2 CRM Application Analyst:

- 4.1.2.1** CRM Application Analyst must have a minimum of three (3) years of Microsoft Dynamics CRM development experience.
- 4.1.2.2** CRM Application Analyst must have a minimum of three (3) years of experience in web development using ASP.Net, Visual Studio (version 2008 or higher), .NET Framework 2.0+, JavaScript and C#.
- 4.1.2.3** CRM Application Analyst must have a minimum of two (2) years of experience using ASP.Net MVC, WCF, jQuery and jQuery UI.
- 4.1.2.4** CRM Application Analyst must have a minimum of two (2) years of experience using SQL Server.
- 4.1.2.5** CRM Application Analyst must have a minimum of two (2) years Data Design/Data Modeling experience
- 4.1.2.6** CRM Application Analyst must have a minimum of two (2) years of

Analysis and Design experience.

4.1.2.7 CRM Application Analyst must have a minimum of one (1) year of experience with Microsoft SharePoint Services/Server and Team Foundation Server (TFS) for team collaboration.

4.1.2.8 CRM Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.3 Senior SQL Server Database Administrator:

4.1.3.1 Senior SQL Server Database Administrator must have a minimum of five (5) years of experience with the operation, maintenance, and implementation of Microsoft SQL Server database (SQL Server 2008 and higher). This experience must include the candidate being proficient in T-SQL and package creation (stored procedures) and utilization.

4.1.3.2 Senior SQL Server Database Administrator must have a minimum of five (5) years of experience with the creation of databases and database primary objects in SQL Server.

4.1.3.3 Senior SQL Server Database Administrator must have a minimum of five (5) years of experience migrating prior versions of SQL Server to SQL Server 2012 on Windows servers. This must include the conversion of DTS packages to SSIS.

4.1.3.4 Senior SQL Server Database Administrator must have a minimum of five (5) years of experience installing, implementing, and monitoring SSIS and SSAS for SQL Server 2008.

4.1.3.5 Senior SQL Server Database Administrator must have a minimum of five (5) years of experience in command line Data Definition Language (DDL) operations and scripting.

4.1.3.6 Senior SQL Server Database Administrator must have a minimum of five (5) years of experience in backup and recovery of SQL Server databases.

4.1.4 Business Analyst:

4.1.4.1 Business Analyst must have a minimum of a Bachelor's degree from an accredited college or university in computer science or related field and a minimum of one (1) year of experience in the field or in a related area, or a minimum of an Associate's degree from an accredited college, university, or business school in computer science or related field and a minimum of three (3) years of full-time computer programming experience, or a

minimum of five (5) years of experience in the field or in a related area.

- 4.1.4.2** Business Analyst must have a minimum of three (3) years of experience with standard concepts, practices, and procedures within application development. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.
- 4.1.4.3** Business Analyst must have a minimum of three (3) years of experience with facilitating meetings or Joint Application
- 4.1.4.4** Development (JAD) sessions in eliciting business requirements, operational constraints, and assumptions.
- 4.1.4.5** Business Analyst must have a minimum of three (3) years of experience in Systems Development Life Cycle (SDLC).
- 4.1.4.6** Business Analyst must have a minimum of three (3) years of experience in the review, analysis, and evaluation of business systems and user needs. Must formulate systems to parallel overall business strategies. Must prepare solution options and risk identification. Must create documents that contain detailed descriptions of user needs, program functions, and steps required to develop or modify computer programs. Must play an active role in acceptance testing, document results, reports issues and retests, as necessary. Must adhere to project standards.
- 4.1.4.7** Business Analyst must have a minimum of three (3) years of experience in preparing and documenting Functional and Technical Specifications for reporting and data warehouse work. Must assist with business warehouse/intelligence support and enhancements. Must assist in deployment and management of end-user reporting tools and platforms. Must work with IT and business project teams to understand reporting and data warehousing requirements and propose solutions. Must provide reporting knowledge transfer training to other team members.
- 4.1.4.8** Business Analyst must have a minimum of three (3) years of experience with relational database concepts, and client-server concepts. Works under general supervision; typically reports to a project leader or manager.
- 4.1.4.9** Business Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.
- 4.1.4.10** Learning Management System & eLearning Development Specialist must have a minimum of a Bachelor's degree in Instructional Design, Educational Technology, Training & Development, Adult Learning, or related field.
- 4.1.4.11** Learning Management System & eLearning Development specialist must have a minimum of 5 years of experience managing or supporting a Learning Management System and developing eLearning.

- 4.1.4.12** Learning Management System & eLearning Development Specialist must have a minimum of 5 years of experience working with subject matter experts (SMEs) to translate technical content into effective learning materials.

4.1.5 Learning Management System & eLearning Development Specialist

- 4.1.5.1** Learning Management System & eLearning Development Specialist must have a minimum of a Bachelor's degree in Instructional Design, Educational Technology, Training & Development, Adult Learning, or related field.
- 4.1.5.2** Learning Management System & eLearning Development Specialist must have a minimum of 5 years of experience supporting enterprise or organizational learning programs.
- 4.1.5.3** Learning Management System & eLearning Development Specialist must have a minimum of 5 years of experience working with subject matter experts (SMEs) to translate technical content into effective learning materials.
- 4.1.5.4** Learning Management System & eLearning Development Specialist must have a minimum of 5 years of demonstrated experience with LMS configuration, administration, and ongoing system support including LMS architecture, course structures, user roles, permissions, and course management.
- 4.1.5.5** Learning Management System & eLearning Development Specialist must have a minimum of 5 years of demonstrated experience with LMS configuration, administration, and ongoing system support including LMS architecture, course structures, user roles, permissions, and course management.
- 4.1.5.6** Learning Management System & eLearning Development Specialist must have a minimum of 5 years of experience troubleshooting technical issues related to course delivery or LMS functionality.
- 4.1.5.7** Learning Management System & eLearning Development Specialist must have a minimum of 5 years of experience designing eLearning courses, quizzes, and assessments.
- 4.1.5.8** Learning Management System & eLearning Development Specialist must have a minimum of 5 years of experience with common eLearning development tools
- 4.1.5.9** Learning Management System & eLearning Development Specialist must have a minimum of 5 years of experience applying instructional design methodologies to create learning experiences for adult learning and workplace training environments.

4.1.6 Cloud Financial Operations Specialist:

- 4.1.6.1** Cloud FinOps Specialist must have a minimum of three (3) years of experience in cloud cost management and optimization (AWS Cost Explorer, Azure Cost Management, or third-party tools like CloudHealth).
- 4.1.6.2** Cloud FinOps Specialist must have a minimum of three (3) years of experience performing cloud usage analysis, Reserved Instance (RI) / Savings Plan management, and right-sizing recommendations.
- 4.1.6.3** Cloud FinOps Specialist must have a minimum of two (2) years of experience creating financial dashboards and reporting for executive leadership.
- 4.1.6.4** Cloud FinOps Specialist should have strong analytical skills to correlate cloud usage data with business value.

4.1.7 Cloud Architect

- 4.1.7.1** Cloud Architect must have a minimum of five years (5) of experience in Cloud Architecture including designing, executing, and supporting IT cloud solutions. (AWS, AZURE, or GCP)
- 4.1.7.2** Cloud Architect must have a minimum of three (3) years of experience with cloud Migration patterns, (Rehost, Refactor, Replatform)
- 4.1.7.3** Cloud Architect must have a minimum of three (3) years of experience with Infrastructure as Code (IaC) using tools such as Terraform
- 4.1.7.4** Cloud Architect should have excellent communication skills to articulate complex technical concepts to both technical and non-technical stakeholders.

4.1.8 Cloud Security Professional

- 4.1.8.1** Cloud Security Professional must have a minimum of five (5) years of experience in Information Security, with at least three (3) years specifically focused on Cloud Security
- 4.1.8.2** Cloud Security Professional must have a minimum of three (3) years of experience implementing Identify and Access Management (IAM), encryption (KMS), and network security groups.
- 4.1.8.3** Cloud Security Professional must have a minimum of two (2) years of experience with cloud compliance frameworks (e.g., NIST, HIPAA, SOC2) and automated security auditing tools.
- 4.1.8.4** Cloud Security Professional must have experience in DevSecOps practices and integrating security into the CI/CD pipeline.

4.1.9 Cloud Platform Engineer

- 4.1.9.1** Cloud Platform Engineer must have a minimum of three (3) years of experience in cloud infrastructure administration and automation.
- 4.1.9.2** Cloud Platform Engineer must have a minimum of three (3) years of experience

with containerization and orchestration (Docker, Kubernetes/AKS/EKS).

4.1.9.3 Cloud Platform Engineer must have a minimum of three (3) years of experience CI/CD tools such as Jenkins, GitLab, or azure DevOps.

4.1.9.4 Cloud Platform Engineer must have a minimum of two (2) years of experience scripting in languages such as Python, Bash, or PowerShell.

4.1.9.5 Cloud Platform Engineer must have a minimum of three (3) years with Infrastructure as Code (IaC) using tools such as Terraform.

4.1.10 Cloud Network Engineer

4.1.10.1 Cloud Network Engineer must have a minimum of five (5) years of networking experience, with at least three (3) years specialized in Cloud Networking.

4.1.10.2 Cloud Network Engineer must have a minimum of three (3) years of experience managing Virtual Private Clouds (VPC/VNET), Subnets, VPNs, and Direct Connect/ExpressRoute.

4.1.10.3 Cloud Network Engineer must have a minimum of three (3) years of experience with Load Balancers, and content Delivery Networks (CDN).

4.1.10.4 Cloud Network Engineer must have a minimum of two (2) years of experience with Cloud-native firewalls and Network Security Groups (NSG).

4.1.11 Cloud Systems Management Engineer

4.1.11.1 Cloud Systems Management Engineer must have a minimum of three (3) years of experience in systems administration with a cloud environment.

4.1.11.2 Cloud Systems Management Engineer must have a minimum of three (3) years in experience with cloud monitoring and logging tools (AWS Cloudwatch, Azure Monitor, Splunk, or ELK Stack).

4.1.11.3 Cloud Systems Management Engineer must have a minimum of three (3) years in patch management, backup/recovery, and high availability configuration in the cloud.

4.1.11.4 Cloud Systems Management Engineer must have a minimum of three (3) years with DNS (Route53/Azure DNS) and Entra, as well as SSO.

4.1.11.5 Cloud Systems Management Engineer must have a minimum of two (2) years with configuration management tools such as Ansible, Chef, or Puppet.

4.1.12 Cloud Center of Excellence (CCOE) Implementation Specialist

4.1.12.1 CCOE Implementation Specialist must have a minimum of five (5) years of IT leadership or project management experience, specifically within cloud transformation programs.

4.1.12.2 CCOE Implementation Specialist must have a minimum of three (3) years of

experience defining cloud governance, best practices, and enterprise-wide cloud adoption strategies.

4.1.12.3 CCOE Implementation Specialist must have a minimum of two (2) years in organizational change management and developing cloud training programs for internal staff.

4.1.12.4 CCOE Implementation Specialist should have exceptional communication and diplomacy skills to bridge the gap between IT operations, security, and business units.

4.1.13 Mainframe Systems Programmer

4.1.13.1 Mainframe Systems Programmer must have a minimum of five (5) years of experience in Mainframe Systems Engineering, with at least three (3) years specifically focused on IBM z/OS operating systems and ISV (Independent Software Vendor) software upgrades and maintenance.

4.1.13.2 Mainframe Systems Programmer must have a minimum of five (5) years of experience managing and configuring RACF (Resource Access Control Facility) for mainframe security, including user administration, access permissions, and security logging. AND/OR must have a minimum of two (2) years of experience acting as a Mainframe DB2 subsystem installation, migration, performance tuning, and database maintenance.

4.1.13.3 Mainframe Systems Programmer must have a minimum of three (3) years of experience implementing and managing Mainframe Pervasive Encryption (dataset, dataset-level, and coupling facility encryption) and ensuring adherence to Mainframe SSA (Social Security Administration) compliance or similar federal security frameworks.

4.1.13.4 Mainframe Systems Programmer must have experience working with SAS for mainframe data analysis and reporting, as well as configuring and troubleshooting Mainframe AFP (Advanced Function Presentation) printing systems and print queues.

4.2 Vendor Responsibilities

4.2.1 Bidders must provide an hourly rate for each position they expect to submit qualifications for proposed candidates when the need arises. When presenting candidates for review by the Agency, Vendor shall provide the qualifications of proposed candidates who meet all requirements of the RFQ.

4.2.2 Successful vendors must provide staffing as requested by the Agency. Assignments also may be for a specified period of time and quantity of hours as indicated on each delivery order. Consistent failure on the part of a successful vendor to fulfill requests from the Agency, or consistently being unresponsive to Agency's requests for staffing services, may be grounds for cancellation of the vendor's entire contract.

4.2.3 Successful vendors must provide hourly rates that are inclusive of all costs including, but not limited to, federal, state and local withholding taxes, social

security & Medicare taxes as well as all unemployment compensation, workers compensation, general and professional liability premiums. All overhead for the vendor and fringe for the candidate must be included in the successful vendor's hourly rates. All travel expenses must be included in the vendor's hourly rates.

- 4.2.4** Successful vendors shall provide the Agency with information on each staffing candidate according to the state and federal standards, including applications. Vendors must include a current resume and a completed qualification documentation for each candidate with their responses. Resumes will identify the candidate's qualifications listed in the requirements section above and will include copies as verification of degrees

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. Vendors should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

6. Payment:

6.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

7. DELIVERY AND RETURN:

7.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within 180 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 1900 Kanawha Blvd East Building 5 10th Floor

7.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

- 7.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.
- 7.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 7.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

8 VENDOR DEFAULT:

8.1 The following shall be considered a vendor default under this Contract.

- 8.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 8.1.2** Failure to comply with other specifications and requirements contained herein.
- 8.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 8.1.4** Failure to remedy deficient performance upon request.

8.2 The following remedies shall be available to Agency upon default.

- 8.2.1** Immediate cancellation of the Contract.
- 8.2.2** Immediate cancellation of one or more release orders issued under this Contract.
- 8.2.3** Any other remedies available in law or equity.

IntelliSavvy's Response to Centralized Request for Quote (CRFQ)
CRFQ 0231 OOT2700000006
"Temporary Technical Staffing Services"



ATTN:
Toby L Welch
Buyer
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130
Phone: (304) 558-8802
Email: tooby.l.welch@wv.gov

Due Date: Sep 15, 2026 @ 01:30 PM EST

Submission Mode: wvOasis

Submitted by



(Certified Minority Business Enterprise | Small Business Enterprise)
(Texas DIR Deliverables-Based IT Services ([DBITS](#)) Vendor)
(The Interlocal Purchasing System ([TIPS](#)) Vendor)
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COVER LETTER

Sep 10, 2026

Attention:

Toby L Welch
Buyer
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130
Phone: (304) 558-8802
Email: toby.l.welch@wv.gov

Subject: CFRQ 0231 OOT2700000006 – Temporary Technical Staffing Services

Dear Mr. Welch:

IntelliSavvy, LLC. (**IntelliSavvy**) is pleased to submit its response to the State of West Virginia, Department of Administration, Purchasing Division, on behalf of the West Virginia Office of Technology (WVOT) for **Temporary Technical Staffing Services** under **CFRQ 0231 OOT2700000006**.

IntelliSavvy is a Texas-based information technology consulting, professional services, and staffing firm established in March 2019. For more than seven years, IntelliSavvy has supported commercial, enterprise, and public-sector customers through technical staffing, staff augmentation, professional services, and project-based technology engagements.

Vendor Demographics	
Name of the Company	IntelliSavvy, LLC
Legal Status / Jurisdiction of Incorporation	Limited Liability Company / Texas
Date of Company Incorporation in the US	03/01/2019
Type of Ownership	Minority Business Enterprise
No of Years in Business	8+ Years
Headquartered / Address	2201 Spinks Rd, Suite #316, Flower Mound TX 75022
Corporate Point of Contacts	Name: Siva Kalavagunta; Designation: CEO Phone: (469) 236-0721; Email: rfp@intellisavvy.com

Our technical staffing capabilities span application development, business analysis, database administration, cloud architecture and engineering, cloud security, infrastructure, networking, systems administration, data and analytics, cybersecurity, quality assurance, technical support, and other enterprise technology disciplines. These capabilities align closely with the technical classifications identified by WVOT under this solicitation.

IntelliSavvy maintains the recruiting, human resources, payroll, workforce administration, and account-management infrastructure required to support temporary technical staffing engagements. Our staffing model includes structured requirement intake, targeted sourcing, candidate screening, technical qualification, interview coordination, onboarding, payroll administration, consultant support, performance monitoring, and replacement support.

During the past five years, IntelliSavvy has also supported the placement and workforce administration of more than six technical professionals through staffing engagements, including personnel placed through tiered subcontracting arrangements supporting the Internal Revenue Service. This experience demonstrates our ability to identify, qualify, place, and manage multiple technical resources within structured contractual and government operating environments.

IntelliSavvy understands that WVOT is establishing an open-end contract for technical staffing services and that actual requirements will be driven by future staffing needs. We are prepared to support WVOT with responsive recruiting, qualified technical personnel, disciplined workforce administration, and ongoing account oversight throughout the contract term.

Sincerely,



Siva Kalavagunta
Chief Executive Officer
IntelliSavvy, LLC.
2201 Spinks Rd, Suite #316
Flower Mound TX 75022
Phone: (469) 236-0721
Email: rfp@intellisavvy.com / siva.kalavagunta@intellisavvy.com
Website: www.intellisavvy.com

1 FIRM BACKGROUND AND QUALIFICATIONS

IntelliSavvy, LLC. (IntelliSavvy) is a Texas-based information technology consulting, professional services, and staffing firm established in March 2019. For more than seven years, IntelliSavvy has provided information technology services encompassing technical staffing, staff augmentation, application development, cloud services, data and analytics, cybersecurity, systems integration, infrastructure support, artificial intelligence, project and program management, quality assurance, and related enterprise technology services.

IntelliSavvy maintains the recruiting, human resources, payroll, account-management, and workforce administration infrastructure required to support temporary technical staffing engagements. The Company maintains a workforce of approximately 25 employees and places consultants on its own W-2 payroll, assuming responsibility for payroll processing, payroll taxes, employment documentation, workers' compensation, employee support, and ongoing workforce administration.

IntelliSavvy's corporate information is summarized below:

Business Information			
Firm's Legal Name	IntelliSavvy, LLC		
Address	2201 Spinks Rd, Suite #316, Flower Mound TX 75022		
Primary Point of Contact	Name: Siva Kalavagunta; Title: CEO Phone: (469) 236-0721; Email: siva.kalavagunta@intellisavvy.com		
Business Size Standard	< \$27.5M		
Small Business Socio-Economic Status	Certified Minority Business Enterprise		
SAM UEI	EHRJRD2HA2F5	CAGE Code	11G20

IntelliSavvy has developed the capability to source, screen, qualify, coordinate, place, onboard, and manage technical personnel across a broad range of information technology disciplines. Our recruiting and workforce management professionals utilize structured recruiting processes, applicant tracking resources, workforce analytics, professional networks, employee referrals, staffing partnerships, targeted outreach channels, and a recruiting database providing access to more than 500,000 professional profiles.

Our staffing operations extend beyond candidate sourcing. IntelliSavvy supports the complete consultant lifecycle, including requisition analysis, targeted sourcing, candidate screening, technical qualification review, interview coordination, pre-placement checks, W-2 onboarding, payroll administration, timekeeping, employee support, performance monitoring, reporting, and replacement support. Candidates are evaluated against the applicable position requirements before being presented for client consideration.

IntelliSavvy's technical staffing capabilities support the classifications and technology disciplines identified by the West Virginia Office of Technology, including web application analysis, CRM application analysis, SQL Server database administration, business analysis, learning management systems and eLearning development, cloud financial operations, cloud architecture, cloud security, cloud platform engineering, cloud network engineering, cloud systems management, Cloud Center of Excellence implementation, and mainframe systems programming. These capabilities are directly aligned with WVOT's requirement to establish an open-end contract for temporary technical staffing services.

IntelliSavvy also supports related information technology disciplines, including software engineering and application development, project and program management, enterprise architecture, systems integration, DevOps and release engineering, data engineering and analytics, cybersecurity and technology risk, systems engineering and administration, network engineering, quality assurance and testing, service desk and technical support, and IT infrastructure operations.

Our leadership team brings more than 15 years of staffing industry and workforce management experience, supported by experienced technical recruiters and technology-enabled sourcing and screening capabilities. IntelliSavvy's staffing model emphasizes continuous talent pipeline development, workforce market monitoring, proactive recruiting, structured qualification review, workforce administration, and ongoing consultant support.

For the WVOT, IntelliSavvy will apply these capabilities to support temporary technical staffing requirements across the classifications established in the solicitation. IntelliSavvy will maintain responsibility for recruiting, screening, candidate qualification, onboarding, payroll, workforce administration, performance oversight, compliance, and consultant support throughout each assignment.

IntelliSavvy's combination of more than seven years of information technology services experience, technical staffing capabilities, nationwide recruiting reach, W-2 employment infrastructure, technology-enabled workforce operations, and disciplined workforce administration provides WVOT with a scalable staffing resource capable of supporting both recurring and specialized technical staffing requirements.

Areas of Specialization:

- Senior Web Application Analysis and Application Development
 - CRM Application Analysis
 - SQL Server Database Administration
 - Business and Systems Analysis
 - Learning Management Systems and eLearning Development
 - Cloud Financial Operations
 - Cloud Architecture
 - Cloud Security
 - Cloud Platform Engineering
 - Cloud Network Engineering
 - Cloud Systems Management
 - Cloud Center of Excellence Implementation
 - Mainframe Systems Programming
 - Program and Project Management
 - Enterprise Architecture
 - Systems Integration, Testing and Implementation
 - Data Engineering, Analytics and Business Intelligence
 - DevOps and Release Engineering
 - Cybersecurity and Technology Risk
 - Systems Engineering and Administration
 - Quality Assurance and Testing
 - Service Desk, Help Desk and Technical Support
 - IT Infrastructure and Operational Support
-

2 TECHNICAL STAFFING CAPABILITY

IntelliSavvy's technical staffing capability is structured to support the temporary technical staffing requirements identified by the West Virginia Office of Technology (WVOT). IntelliSavvy maintains the recruiting, screening, onboarding, payroll, workforce administration, and consultant management capabilities necessary to identify and provide qualified technical personnel across a broad range of information technology disciplines.

During the past five years, IntelliSavvy has demonstrated its ability to support technical staffing engagements involving more than six technical professionals, including personnel placed through tiered subcontracting arrangements supporting the Internal Revenue Service (IRS). Under these engagements, IntelliSavvy supported the identification, qualification, placement, employment administration, payroll, and ongoing workforce management of technical personnel performing information technology services within a federal government environment. These placements demonstrate IntelliSavvy's ability to recruit and manage multiple technical resources while operating within structured contractual and workforce compliance requirements.

This experience supports the qualification requirement established in Section 3.2 of the WVOT solicitation, which requires the Vendor to demonstrate the ability to provide technical staffing services for at least six individuals within applicable technical classifications during the previous five years.

IntelliSavvy's recruiting organization utilizes multiple sourcing and workforce channels to support technical staffing requirements, including:

- Internal employee and consultant pipelines;
- Applicant Tracking System resources;
- Existing candidate databases;
- Active and passive candidate sourcing;
- Professional networking platforms;
- Employee and consultant referrals;
- Technical recruiting databases;
- Targeted sourcing campaigns;
- Specialized technology communities and professional networks; and
- Staffing and recruiting partnerships, when appropriate.

For each WVOT staffing request, IntelliSavvy will evaluate candidate knowledge, skills, abilities, education, certifications, relevant technical experience, communication capabilities, availability, and assignment readiness against the specific requirements of the applicable classification.

IntelliSavvy's staffing capabilities are aligned with the technical classifications identified by WVOT, including Senior Web Application Analyst, CRM Application Analyst, Senior SQL Server Database Administrator, Business Analyst, Learning Management System and eLearning Development Specialist, Cloud Financial Operations Specialist, Cloud Architect, Cloud Security Professional, Cloud Platform Engineer, Cloud Network Engineer, Cloud Systems Management Engineer, Cloud Center of Excellence Implementation Specialist, and Mainframe Systems Programmer.

Upon receipt of a staffing request, IntelliSavvy will coordinate its account management and recruiting personnel to review the requirement, activate appropriate sourcing channels, assess

candidate qualifications, and present qualified candidates for WVOT consideration. IntelliSavvy will remain responsible for the consultants supplied under the resulting contract, including recruiting, screening, employment administration, payroll, applicable taxes, workers' compensation, onboarding, workforce support, performance management, and replacement activities.

IntelliSavvy's prior experience placing and managing more than six technical professionals, including personnel supporting the IRS through tiered subcontracting arrangements, together with its established recruiting and workforce administration infrastructure, demonstrates its capability to satisfy WVOT's technical staffing requirements under Section 3.2.

3 PROPOSED KEY PERSONNEL

IntelliSavvy proposes experienced contract-management, account-management, and recruiting personnel to support the West Virginia Office of Technology (WVOT) throughout the contract term. These personnel will coordinate staffing requests, candidate qualification, consultant deployment, workforce administration, performance oversight, compliance, invoicing coordination, and ongoing communication with WVOT.

Specific technical consultants are not being identified at the time of bid submission. The solicitation establishes an open-end contract for future technical staffing needs and identifies the technical classifications that may be requested by WVOT. IntelliSavvy will therefore provide consultant names, resumes, areas of expertise, education, certifications when applicable, relevant experience, availability, and other assignment-specific qualifications in response to individual staffing requests issued under the contract.

For each staffing request, IntelliSavvy will evaluate the applicable technical classification, required years of experience, education, technical skills, certifications, assignment responsibilities, anticipated duration, schedule, start date, and other assignment-specific conditions before identifying and submitting qualified consultants. Only personnel determined to meet or exceed the applicable WVOT qualification requirements will be presented for consideration.

IntelliSavvy's recruiting personnel utilize a combination of internal candidate databases, professional networks, employee referrals, staffing partnerships, targeted outreach, applicant-tracking resources, and recruiting platforms such as LinkedIn, Dice, Monster, CareerBuilder, and related technology recruiting resources.

For anticipated, recurring, or difficult-to-fill technical requirements, IntelliSavvy will maintain active candidate pipelines to improve response time and candidate availability. Specialized positions will receive expanded sourcing activity, recruiting escalation, targeted outreach, and additional technical qualification review as appropriate.

IntelliSavvy has also demonstrated its ability to support multiple technical professionals through prior staffing engagements, including the placement and workforce administration of more than six technical personnel supporting the Internal Revenue Service through tiered subcontracting arrangements. This experience included candidate identification, qualification, employment administration, payroll support, consultant coordination, and ongoing workforce management within a federal government environment. This prior staffing experience supports IntelliSavvy's ability to provide technical staffing services for multiple individuals and directly supports the qualification requirement established in Section 3.2 of the WVOT solicitation.

3.1 Account Manager / Chief Executive Officer – Siva Kalavagunta

Mr. Siva Kalavagunta will serve as IntelliSavvy's proposed Account Manager and Executive Sponsor for WVOT. He will serve as the principal liaison for contract administration, staffing coordination, operational oversight, escalation management, workforce performance, and customer communication.

Mr. Kalavagunta is a technology executive and engineering leader with more than 20 years of experience leading enterprise technology organizations, engineering teams, and large-scale technology initiatives. His experience spans enterprise application development, software engineering, infrastructure modernization, cloud technologies, DevOps, quality engineering, cybersecurity, technical staffing, workforce planning, and technology operations.

Throughout his career, Mr. Kalavagunta has built and managed high-performing technology teams across multiple technology stacks and delivery environments. He has extensive experience conducting technical interviews, evaluating engineering talent, reviewing software architecture and code quality, defining technical hiring standards, and supporting the hiring and development of large-scale technology organizations.

His experience includes workforce planning and technical evaluation across software engineering, cloud infrastructure, DevOps, QA automation, cybersecurity, enterprise architecture, data, infrastructure, database technologies, network engineering, and technical support disciplines. This breadth is directly relevant to the technology classifications identified by WVOT, including application analysis, database administration, business analysis, cloud architecture and engineering, cloud security, network engineering, systems management, CCOE implementation, and mainframe systems programming.

For WVOT, Mr. Kalavagunta will be responsible for:

- Serving as WVOT's principal liaison for contract and staffing matters;
- Receiving, reviewing, and clarifying technical staffing requests;
- Coordinating recruiting, screening, candidate submission, and interview activities;
- Monitoring fulfillment timelines and response requirements;
- Escalating specialized and hard-to-fill requirements;
- Confirming that proposed candidates satisfy the qualifications established for the applicable WVOT technical classification;
- Coordinating onboarding readiness and assignment start dates;
- Monitoring consultant performance and WVOT satisfaction;
- Addressing attendance, conduct, performance, or employee-relations concerns;
- Coordinating consultant reassignment or replacement when required;
- Overseeing contract compliance, reporting, invoicing, and workforce administration;
- Coordinating internal recruiting, Human Resources, payroll, and compliance support;
- Monitoring staffing performance across active assignments;
- Supporting resolution of operational or workforce issues affecting consultant performance or continuity; and
- Providing executive-level intervention when operational issues require additional authority, resources, or recruiting capacity.

Mr. Kalavagunta will maintain direct oversight of IntelliSavvy's performance throughout the contract and will ensure the organization commits the recruiting personnel, management attention, and corporate resources necessary to support WVOT's temporary technical staffing requirements.

Areas of Expertise: Enterprise Technology Leadership; IT Staff Augmentation; Technical Recruiting Strategy; Engineering Workforce Planning; Software Engineering; Cloud Architecture; Cloud Infrastructure; DevOps; Cybersecurity; Database Technologies; Technical Candidate Evaluation; Workforce Governance; Contract Oversight; Performance Management; Operational Leadership; and Technology Workforce Management.

3.2 Sourcing Manager – Samuel Prasad

Mr. Sam Prasad will serve as Sourcing Manager and Senior Recruiter and will lead IntelliSavvy's recruiting activities for WVOT technical staffing requests.

Mr. Prasad has more than 12 years of experience as an IT Recruiter and has recruited personnel ranging from entry-level technical resources through senior management positions. His experience includes candidate sourcing, behavioral interviewing, technical staffing coordination, candidate qualification, interview scheduling, workforce planning, recruiting strategy development, and maintenance of staffing records.

He has extensive experience identifying qualified candidates through recruiting databases, professional networks, internet recruiting resources, job boards, employee referrals, staffing networks, and targeted direct outreach. He also has experience developing recruiting strategies to meet current and anticipated staffing requirements and working closely with management to evaluate recruiting progress, staffing constraints, candidate-market conditions, and fulfillment risks.

For WVOT, Mr. Prasad will convert each staffing request into a position-specific sourcing and screening strategy and coordinate IntelliSavvy's recruiting team through candidate identification, evaluation, qualification, and submission.

Mr. Prasad will support staffing requirements across the specific technical classifications identified by WVOT, including:

- Senior Web Application Analysis and related application development technologies;
- CRM Application Analysis;
- Senior SQL Server Database Administration;
- Business Analysis;
- Learning Management Systems and eLearning Development;
- Cloud Financial Operations;
- Cloud Architecture;
- Cloud Security;
- Cloud Platform Engineering;
- Cloud Network Engineering;
- Cloud Systems Management;
- Cloud Center of Excellence Implementation;
- Mainframe Systems Programming;
- Software Engineering and Application Development;
- API Development and Systems Integration;

-
- Data Architecture, Engineering, Analytics, and Business Intelligence;
 - Cybersecurity and Security Operations;
 - DevOps and Platform Engineering;
 - Infrastructure Engineering;
 - Network Engineering and Architecture;
 - Project and Program Management;
 - Quality Assurance and Test Engineering;
 - Systems Engineering;
 - Service Desk and Technical Support;
 - Identity and Access Management;
 - Governance, Risk, and Compliance; and
 - Related specialized or emerging technology disciplines.

His responsibilities will include:

- Reviewing WVOT staffing requests and identifying required technical skills, education, experience, certifications, and other qualification requirements;
- Developing position-specific sourcing strategies;
- Searching IntelliSavvy's candidate database, consultant network, referral channels, professional networks, and approved recruiting platforms;
- Conducting targeted outreach to active and passive candidates;
- Performing recruiter interviews and initial qualification reviews;
- Evaluating candidates' technical experience, communication skills, availability, compensation expectations, and assignment suitability;
- Validating candidate experience against the specific duties and qualifications identified for the applicable WVOT classification;
- Coordinating technical assessments or subject-matter-expert reviews when appropriate;
- Confirming candidate availability and assignment readiness;
- Maintaining candidate pipelines for anticipated and recurring WVOT requirements;
- Escalating hard-to-fill or specialized positions through expanded sourcing channels;
- Presenting only responsive and suitably qualified candidates to the Account Manager;
- Coordinating candidate availability for WVOT interviews;
- Maintaining backup candidate pipelines for priority requirements;
- Supporting replacement recruiting when an assigned consultant becomes unavailable or does not meet performance expectations; and
- Maintaining recruiting documentation necessary to support consistent qualification and candidate-submission practices.

Areas of Expertise: Full-Cycle IT Recruiting; Candidate Sourcing; Technical Staffing; Behavioral Interviewing; Candidate Qualification; Applicant Tracking Systems; Professional Networks; Candidate Database Management; Staffing Pipeline Development; Technical Recruiting Strategy; Technical Workforce Planning; Cloud Recruiting; Cybersecurity Recruiting; Database and Infrastructure Recruiting; and Hard-to-Fill IT Positions.

3.3 Account Representative – Naresh Kumar

Mr. Naresh Kumar will serve as IntelliSavvy's Account Representative for WVOT and will support day-to-day account coordination, contract administration, staffing-request coordination, internal stakeholder communication, documentation, and ongoing contract support activities.

Mr. Kumar is a government contracting and proposal management professional with more than 15 years of overall experience, including more than 11 years supporting Federal, State, Local Government, Higher Education, cooperative purchasing, and commercial contracting environments. His experience includes coordination with clients, agency stakeholders, internal leadership, technical teams, recruiters, finance personnel, subcontractors, and teaming partners throughout complex government pursuits and contract-support activities.

He brings hands-on experience in proposal management, capture support, compliance, staffing coordination, pricing coordination, client communication, task-order and work-request response management, subcontractor coordination, and contract-administration support.

For WVOT, Mr. Kumar will support the coordination of staffing requests from receipt through candidate submission and subsequent assignment administration. He will work closely with Mr. Kalavagunta, Mr. Prasad, IntelliSavvy's recruiting organization, Human Resources, payroll, finance personnel, and other internal stakeholders to support timely and accurate execution of contract requirements.

His responsibilities will include:

- Serving as an account coordination point for WVOT;
- Coordinating communication between WVOT stakeholders and IntelliSavvy's internal leadership, sourcing, recruiting, Human Resources, finance, payroll, and delivery teams;
- Supporting individual staffing-request response activities, including requirement review, internal coordination, staffing inputs, pricing coordination, and timely submission support;
- Tracking WVOT staffing requirements, action items, candidate submissions, deliverables, and follow-up activities;
- Coordinating with recruiters to monitor candidate sourcing and submission status;
- Supporting coordination with subcontractors and staffing partners, as applicable, when additional recruiting capacity or specialized technical resources are required;
- Supporting consultant onboarding, timesheet, invoicing, and related account-administration activities in coordination with appropriate internal personnel;
- Facilitating issue resolution and escalation by routing matters to the appropriate IntelliSavvy personnel and maintaining communication with WVOT;
- Supporting periodic account reviews, performance discussions, staffing-status reviews, and continuous improvement activities;
- Maintaining organized account documentation, communications, staffing-request records, and internal handoffs to support continuity throughout the contract;
- Supporting compliance tracking related to individual staffing assignments;
- Coordinating internally to ensure changes to assignment requirements, schedules, or staffing needs are communicated to the appropriate personnel; and
- Supporting reporting and administrative activities associated with the open-end temporary technical staffing contract.

Areas of Expertise:

- Government Contracting – Federal, State, Local & Higher Education
- Client and Agency Coordination
- Government Presales & Proposal Management
- Capture Management & Opportunity Qualification

- Solicitation Analysis & Compliance Management
- Cross-Functional Stakeholder Coordination
- Subcontractor & Teaming Partner Management
- Staffing & Labor Category Coordination
- Pricing & Cost Coordination
- Task Order and Staffing Request Management
- Proposal Quality Assurance & Submission Management
- Contract Administration Support
- Client Onboarding & Ongoing Contract Support
- Government Staffing Coordination
- Documentation and Compliance Tracking

4 APPROACH TO STAFFING

Since our founding, IntelliSavvy's client-centric service philosophy has remained a core driver of our success and delivery excellence. Our continued investment in operational maturity, workforce intelligence, and modern recruiting practices has enabled us to deliver responsive, high-quality staffing solutions across complex environments. By integrating AI-assisted recruiting and workforce analytics into our staffing operations, IntelliSavvy enhances candidate sourcing, qualification matching, response times, and workforce planning while maintaining strong human oversight throughout the hiring lifecycle. We will execute the following staffing and recruitment approach during the contract term in accordance with mutually agreed timelines and the WVOT's operational requirements.

The WVOT's staffing request will initiate IntelliSavvy's streamlined Work Order / Job Order response process. IntelliSavvy maintains a standardized and technology-enabled Job Order Response Process designed to ensure rapid candidate availability, qualification accuracy, and efficient communication throughout the staffing lifecycle. The breakdown of IntelliSavvy's Work Order / Job Order Request Response Process is as follows:

Step 1 –Work Order /Job Order Request Submitted: A Work Order / Job Order request is submitted by the WVOT to the IntelliSavvy Account Manager, Mr. Kalavagunta, via phone, email, web portal, or other approved communication channels. The Account Manager (AM) serves as the WVOT's single point of contact throughout the engagement lifecycle. IntelliSavvy's electronic procurement and workforce management platform may also be utilized to automate requisition intake, workflow routing, and status tracking.

Step 2 – Acceptance of Order and Initial Response: Upon receipt, the IntelliSavvy AM acknowledges the request and enters it into IntelliSavvy's workforce management and applicant tracking platform. The AM will respond within 30 minutes to confirm receipt, validate requirements, and provide an initial staffing status update. AI-assisted workflow automation helps prioritize requests, identify candidate availability trends, and accelerate response coordination. Additional clarification may be requested from the WVOT's contracting officer or department representative at this stage.

Step 3 – Job Order is Sent Out: Using intelligent sourcing technologies and automated workforce mapping tools, IntelliSavvy distributes the Job Order to the appropriate internal recruiting teams and approved subcontractor partners to identify the most qualified candidates. AI-assisted talent discovery tools help analyze candidate skill alignment, certifications, experience history, and

workforce availability to accelerate identification of high-fit candidates for the WVOT's requirements.

Step 4 – Evaluation Process: Once qualified candidates are identified, IntelliSavvy conducts a comprehensive evaluation process tailored to the WVOT's requirements. This process may include technical screening, employment verification, reference validation, criminal background checks, drug screening, and credential verification, as applicable. AI-enabled screening and resume analysis tools assist recruiters in evaluating candidate qualifications against role-specific criteria while maintaining human-led review and final decision oversight. IntelliSavvy recognizes the WVOT's requirement for experienced and dependable personnel, and this expectation is integrated throughout our evaluation methodology. If a candidate does not meet all requirements or declines the assignment, the sourcing and evaluation process is repeated until an acceptable match is identified.

Step 5 – Interview/Final Approval: Qualified candidates are presented to the WVOT for interview and/or final approval. IntelliSavvy coordinates scheduling, candidate communication, and interview preparation to streamline the review process. Upon approval, the candidate is confirmed for assignment and provided written notification regarding assignment details, reporting instructions, and onboarding requirements.

Step 6 – Orientation: Prior to the assignment start date, IntelliSavvy conducts onboarding and orientation activities to ensure candidate readiness and alignment with WVOT expectations. This may include assignment briefings, workplace policies, security/access procedures, time reporting instructions, and system access coordination. IntelliSavvy may utilize digital onboarding platforms and automated workforce tools to improve onboarding efficiency and reduce administrative delays.

Step 7 – Quality Control: IntelliSavvy maintains an active quality assurance process throughout the assignment lifecycle. On the first day of assignment, the IntelliSavvy AM conducts an initial quality assurance check with the candidate's supervisor to confirm successful onboarding and assignment alignment. Additional follow-up reviews are conducted at the end of the first week and periodically thereafter to evaluate performance, responsiveness, and overall satisfaction. IntelliSavvy also leverages workforce analytics and performance monitoring insights to proactively identify engagement risks, support retention, and maintain high levels of service quality for the WVOT.

4.1 Recruitment Methodology

IntelliSavvy's modern recruitment methodology combines experienced talent acquisition professionals with AI-assisted sourcing, workforce intelligence, and data-driven screening capabilities to deliver highly qualified talent aligned to client operational, technical, and strategic objectives. Our consultative recruitment framework fosters continuous collaboration among recruiters, clients, hiring managers, and candidates to strengthen stakeholder engagement, improve hiring precision, and accelerate staffing outcomes. By integrating AI-enabled recruiting technologies into our workforce operations, IntelliSavvy enhances candidate discovery, skills alignment, workforce forecasting, and recruitment responsiveness while maintaining strong human oversight throughout the hiring lifecycle.

Our recruiters approach each engagement with a comprehensive understanding of the client's operational environment, workforce challenges, technical requirements, and organizational

culture. AI-assisted talent analytics and intelligent sourcing platforms enable IntelliSavvy to rapidly identify, evaluate, and prioritize candidates based on role-specific qualifications, certifications, experience, workforce availability, and market trends. This approach enables us to deliver a robust, competitive, and highly qualified talent pool while supporting diversity, workforce scalability, and long-term retention objectives.

IntelliSavvy's workforce strategy extends beyond traditional recruiting by providing full career lifecycle support services specifically designed to meet the unique needs of temporary and professional consultants. These services include access to a global recruiting network, immigration and work visa processing support, continuous technical training and workforce development, consultant marketing and placement support, comprehensive employee benefits programs, collaborative partnership opportunities, and structured career planning services. AI-enabled workforce planning and engagement analytics further assist IntelliSavvy in identifying retention risks, supporting employee engagement, and improving workforce continuity. Through this comprehensive and technology-enabled workforce model, IntelliSavvy is able to consistently attract, recruit, develop, and retain highly qualified professionals, creating a significant competitive advantage for our clients.

The IntelliSavvy advantage includes:

- Leadership team with more than 15 years of staffing industry and workforce management experience
- Highly skilled technical recruiters supported by AI-assisted sourcing and screening technologies to efficiently meet evolving staffing requirements
- Advanced workforce intelligence capabilities that improve candidate matching, hiring speed, and recruitment scalability
- Expert immigration and workforce mobility support to assist in procuring, onboarding, and retaining qualified non-immigrant professionals while minimizing workforce disruption
- Proactive recruiting methodologies supported by continuous talent pipeline development, workforce market monitoring, and relationship management with universities, professional networks, and relocation-ready professionals

IntelliSavvy utilizes multiple sourcing channels and recruiting methodologies to identify highly qualified candidates who align with our clients' mission, operational needs, and organizational culture. As a knowledge-driven consulting organization, one of our most successful recruiting channels continues to be internal referrals and professional recommendations. In addition, IntelliSavvy leverages AI-enabled applicant sourcing platforms, workforce databases, professional networking channels, recruitment partnerships, industry events, and targeted job boards such as JobDiva, Dice, Monster, CareerBuilder, and ClearanceJobs to identify talent nationwide.

As part of our full-cycle recruitment process, IntelliSavvy utilizes an advanced Applicant Tracking System (ATS) integrated with AI-assisted resume analysis, candidate ranking, and workforce analytics capabilities. This platform enables continuous tracking, monitoring, and management of applicants while maintaining a dynamic pipeline of qualified candidates. IntelliSavvy's talent database contains more than 500,000 qualified candidate profiles. AI-enabled matching tools assist recruiters in evaluating resumes against position-specific technical, operational, certification, and security requirements to rapidly identify high-fit candidates for review.

Qualified candidates undergo a structured evaluation and screening process that may include technical interviews, behavioral assessments, reference checks, background investigations, education verification, credential validation, and client-specific compliance reviews. IntelliSavvy maintains human-led decision oversight throughout the process to ensure fairness, accuracy, and alignment with client expectations. Final candidate evaluations are conducted against standardized role criteria, including technical proficiency, relevant experience, communication skills, and cultural fit. Through this proactive and technology-enabled recruitment model, IntelliSavvy is able to rapidly identify, screen, and present highly qualified professionals while improving hiring efficiency, reducing recruitment timelines, and maintaining high standards of workforce quality.

4.1.1 Sourcing Strategy

IntelliSavvy's proposed Account Manager (AM), Mr. Siva Kalavagunta, will serve as the primary liaison between IntelliSavvy and the WVOT's contract administration and leadership teams to fully understand staffing objectives, operational requirements, technical skill expectations, and workforce priorities. Through collaborative planning sessions, stakeholder interviews, and requirement analysis, IntelliSavvy will define the necessary qualifications, certifications, technical competencies, experience levels, and organizational fit criteria required for each role. Mr. Kalavagunta will then develop a comprehensive recruitment and workforce acquisition strategy aligned with the WVOT's timelines, service level expectations, and staffing priorities.

IntelliSavvy enhances its recruiting and candidate evaluation processes through the responsible use of AI-enabled workforce technologies designed to improve recruitment speed, candidate alignment, screening consistency, and staffing quality. Our AI-assisted recruiting capabilities support intelligent resume analysis, skills-to-role mapping, certification matching, experience validation, workforce availability analysis, and candidate prioritization based on objective fit criteria. These technologies augment – rather than replace – the expertise and judgment of our recruiting professionals, allowing IntelliSavvy to process larger candidate pools efficiently while maintaining rigorous human oversight, standardized evaluation methodologies, and equitable hiring practices.

Our recruiting personnel develop detailed position descriptions aligned with contractual requirements, operational responsibilities, technical expectations, and workforce objectives. IntelliSavvy's resource coordination team evaluates available internal resources and consultant pipelines to identify personnel who closely align with the WVOT's requirements. When suitable internal candidates are unavailable, IntelliSavvy leverages its extensive workforce database containing more than 500,000 qualified candidate profiles. AI-assisted sourcing and workforce intelligence tools help rapidly narrow candidate pools based on technical capabilities, industry experience, certifications, security requirements, geographic availability, and workforce market conditions.

4.1.2 Retention Strategy

IntelliSavvy's employee retention strategy is built upon three foundational principles: competitive compensation, employee engagement, and continuous professional development. By combining these principles with AI-enabled workforce analytics, employee engagement insights, and proactive career development programs, IntelliSavvy maintains a highly stable and motivated workforce capable of delivering consistent, high-quality services to our clients. Our retention

methodology is designed to improve employee satisfaction, workforce continuity, productivity, and long-term career growth while reducing turnover risk and preserving institutional knowledge.

IntelliSavvy utilizes data-driven workforce management practices and AI-assisted retention analytics to proactively monitor workforce engagement trends, identify potential retention risks, evaluate employee satisfaction indicators, and support strategic workforce planning initiatives. These capabilities allow our leadership and HR teams to implement targeted retention actions, workforce development opportunities, and performance support mechanisms before workforce disruptions occur.

Our compensation structure remains highly competitive within the staffing and professional services industry and includes incentive-based reward programs for high-performing technical and managerial personnel. IntelliSavvy’s Total Compensation Package includes competitive salaries, performance incentives, healthcare coverage, Flexible Spending Account (FSA) options, retirement savings programs including 401(k), and employer-supported professional development opportunities. Compensation structures and employee benefits are regularly reviewed and benchmarked against workforce market conditions to maintain competitiveness, improve employee satisfaction, and support long-term workforce retention.

IntelliSavvy promotes a collaborative and high-performance work culture centered around employee recognition, professional growth, and workforce engagement. Through company-sponsored events, team-building initiatives, recognition programs, and workplace engagement activities, IntelliSavvy fosters a positive work environment that encourages employee motivation, collaboration, and long-term commitment. AI-assisted workforce sentiment analysis and employee engagement feedback mechanisms further help leadership teams evaluate workforce morale and improve organizational responsiveness to employee needs.

Our training and professional development strategy is aligned with both employee career objectives and client operational goals to ensure continuous workforce improvement and service excellence. IntelliSavvy’s retention and workforce development approach includes the following key elements:

Retention Element	IntelliSavvy’s AI-Enabled Approach to Retention
Staff Training and Professional Development	- IntelliSavvy follows structured workforce development processes aligned with mature operational and quality management practices, including continuous improvement methodologies based on CMMI and ISO-aligned standards. - Training requirements are identified at the individual contract and employee level through performance evaluations, workforce analytics, project needs assessments, and customer feedback mechanisms. - AI-assisted learning analytics help identify workforce skill gaps, certification opportunities, and emerging technology training requirements to support proactive workforce readiness planning. - Employees are reimbursed for approved certifications and professional development programs that align with organizational and customer objectives. - Formal customer-required training initiatives are coordinated by Account Managers and HR leadership to ensure timely workforce readiness and compliance. - Organization-wide training initiatives are managed through structured training calendars, digital learning platforms, mentorship programs, online learning modules, and instructor-led sessions. - IntelliSavvy allocates a minimum of 1% of Purchase Order revenue toward employee training, workforce development, and continuous performance improvement initiatives.

Retention Element	IntelliSavvy's AI-Enabled Approach to Retention
Performance Management and Employee Management	- IntelliSavvy's performance management model combines defined performance expectations, customer feedback, leadership mentoring, behavioral modeling, and workforce engagement monitoring. - AI-enabled workforce analytics and engagement monitoring tools assist leadership in identifying workforce trends, performance patterns, employee satisfaction indicators, and retention risks. - High-performing employees are recognized through incentive-based reward programs, performance bonuses, promotions, recognition initiatives, and career advancement opportunities. - Long-term employee development is supported through structured mentoring, leadership development, skills enhancement planning, and professional growth opportunities. - Performance improvement opportunities are addressed through formal coaching, counseling, and individualized development planning to support employee success and workforce continuity.

Exhibit 1: IntelliSavvy's Approach to Employee Retention

IntelliSavvy's Total Compensation and workforce engagement strategy enables us to attract and retain highly skilled professionals while maintaining a stable and high-performing workforce. Our employees benefit from a professional environment that includes innovative projects, exposure to emerging technologies, mentorship opportunities, and continuous career development support. IntelliSavvy's leadership, Account Management Office (AMO), and program management teams actively support employee growth throughout each engagement to ensure workforce stability and long-term professional success.

To support ongoing workforce development, IntelliSavvy provides employees with multiple professional training opportunities, including:

- Instructor-led and onsite training programs
- Online learning and certification platforms
- Mentorship and coaching programs
- Technical briefings and knowledge-sharing sessions
- Industry seminars, conferences, and professional workshops
- Employer-sponsored certification preparation and examination support

IntelliSavvy also encourages employees to participate in external professional development opportunities and reimburses approved expenses for certifications, training programs, seminars, and continuing education initiatives whenever applicable.

Our strong focus on employee satisfaction, workforce engagement, professional growth, and competitive compensation has resulted in exceptional employee retention performance significantly above industry averages. IntelliSavvy maintains a workforce retention rate exceeding 97%, substantially outperforming the industry average of approximately 83%. This high retention rate ensures workforce continuity, preserves institutional knowledge, reduces service disruption risks, and enables IntelliSavvy to consistently deliver high-quality services to our clients.

Company Name	2025	2024	2023
IntelliSavvy, LLC.	98%	98%	97%

Exhibit 2: IntelliSavvy's Retention Rates

These retention outcomes demonstrate IntelliSavvy's commitment to workforce stability, employee engagement, continuous improvement, and long-term service excellence.

4.1.3 Approach to Screening

To identify and recruit highly qualified professionals, IntelliSavvy utilizes a diversified sourcing strategy supported by both traditional recruiting practices and modern AI-enabled talent acquisition technologies, including:

- Employee Referral Programs
- Internal Resume and Workforce Databases
- AI-Assisted Candidate Discovery Platforms
- Professional Networking and Recruiting Portals
- Job Boards and Workforce Marketplaces
- Recruitment Campaigns and Walk-In Hiring Events
- University, Industry, and Specialized Recruiting Partnerships

Mr. Kalavagunta and IntelliSavvy’s recruitment team will coordinate with the WVOT’s leadership to establish interview schedules and execute a rigorous candidate evaluation and selection process. This process includes structured interviews, technical assessments, reference verification, behavioral evaluations, and hiring coordination to identify the most qualified candidate for each assignment. For confidential or sensitive staffing needs, IntelliSavvy supports secure and discreet recruitment processes through controlled-access recruiting workflows and confidential candidate management procedures. IntelliSavvy also assists the WVOT throughout first- and second-round interview activities and provides detailed status reporting, candidate evaluation summaries, and negotiation support throughout the hiring lifecycle.

Approach to filling “difficult to fill” Positions

IntelliSavvy recognizes that sourcing specialized or difficult-to-fill positions requires an adaptive and highly proactive workforce acquisition strategy. To support these staffing challenges, IntelliSavvy combines advanced sourcing methodologies, workforce analytics, AI-assisted recruiting technologies, and strategic recruiting partnerships to expand candidate reach and accelerate placement timelines.

To effectively recruit hard-to-find talent, IntelliSavvy supplements its traditional sourcing methods with enhanced recruiting strategies, including:

1. AI-Optimized Job Board Advertising and Digital Recruiting Campaigns
2. Strategic Partnerships with Technology and Specialized Staffing Firms
3. Direct Outreach and Competitive Talent Acquisition Initiatives
4. Targeted Regional and Industry-Specific Recruitment Campaigns
5. Local Media and Workforce Outreach Programs
6. Passive Candidate Engagement and Workforce Pipeline Development
7. Workforce Market Intelligence and Skills Availability Analysis

Employee Screening and Selection

Resume Validation and Candidate Qualification

After identifying potential candidates, IntelliSavvy recruiters conduct a structured validation and evaluation process supported by AI-assisted screening technologies and human-led assessments. This process includes technical qualification analysis, communication evaluations, behavioral assessments, reference validation, and workforce compatibility reviews.

- **Recruiter Interview:** IntelliSavvy conducts mandatory recruiter interviews either in person or via secure video conferencing platforms. During these sessions, recruiters assess candidate experience, technical capabilities, communication skills, teamwork abilities, and professional readiness. AI-assisted interview documentation and evaluation tools help standardize candidate assessments and improve evaluation consistency while maintaining recruiter-led decision-making authority. Topics addressed during recruiter interviews include:
 - Job responsibilities and technical expectations
 - Required education, certifications, and experience levels
 - Performance expectations and training requirements
 - Compensation, benefits, work schedules, and employment type
 - Candidate availability, relocation considerations, and scheduling constraints
 - Technical methodologies, tools, and platform familiarity
 - Cultural alignment and organizational fit
 - Written acknowledgment of assignment expectations and employment terms

Behaviour-Based Interview: IntelliSavvy utilizes behavior-based interviewing methodologies to evaluate candidate performance history, leadership potential, problem-solving capabilities, adaptability, and professional effectiveness. These structured interviews are designed to assess how prior behavior and workplace experiences may predict future performance and organizational success. AI-enabled interview analytics may be used to support evaluation consistency, interview documentation, and competency alignment analysis while preserving human review and final evaluation authority.

Technical and Software Assessments: IntelliSavvy administers technical and software proficiency assessments to validate candidate capabilities across a wide range of technologies, platforms, and operational tools. Using advanced testing and evaluation platforms such as Provelt! and other workforce assessment technologies, candidates may be evaluated on more than 250 technical applications and disciplines. AI-assisted skills evaluation tools further support technical benchmarking, candidate scoring, and workforce readiness analysis to ensure alignment with WVOT operational requirements.

Technical/IT Evaluation: All IntelliSavvy Technical/IT recruiters possess strong technical backgrounds and utilize structured evaluation methodologies to assess candidate expertise and suitability. Candidates participate in comprehensive technical interviews conducted by experienced recruiters and specialized account managers to evaluate knowledge depth, technical proficiency, project experience, and organizational fit. AI-assisted technical screening and competency mapping tools may also be utilized to validate skills alignment and identify workforce strengths or gaps. Following evaluation, IntelliSavvy prepares an Executive Summary for WVOT review outlining candidate qualifications, strengths, experience, and suitability for the assignment.

IntelliSavvy maintains a large network of qualified technical professionals supporting a broad range of IT disciplines, including but not limited to:

- Application Development
- Database Development and Administration
- Desktop and Server Systems
- Network Administration and Security
- Programming and Software Engineering

- Project and Program Management
- Software Testing and Quality Assurance
- SAP and Enterprise Systems Management
- Technical Support Services
- Web Development and Administration

Technical tests include:

Technical Assessment Areas	Examples
Application Development	Java, .NET, Python, JavaScript, Web Development
Database Technologies	Oracle, SQL Server, MySQL, PostgreSQL
Infrastructure & Systems Administration	Windows Server, Linux, VMware, Cloud Platforms
Networking & Security	Network Administration, Cybersecurity, Firewalls, TCP/IP
Enterprise Applications	SAP, ERP Platforms, CRM Systems
Help Desk & Technical Support	Service Desk Operations, Desktop Support, Troubleshooting
Cloud & DevOps	AWS, Azure, CI/CD, Infrastructure Automation
Productivity & Collaboration Platforms	Microsoft Office Suite, Outlook, Collaboration Tools
Software Testing & QA	Test Automation, Functional Testing, QA Processes
Data & Reporting Technologies	Data Analysis, Reporting Tools, Business Intelligence

Exhibit 3: Types of Technical Tests

- Reference Checks and Background Verifications: IntelliSavvy verifies professional references for all candidates through structured reference validation procedures. Our team conducts supervisor and managerial reference checks covering relevant recent employment history and utilizes workforce verification tools, professional networking validation, and internal compliance procedures to validate legitimacy and employment consistency. Additional evaluation areas may include:
 - Reliability, attendance, and punctuality
 - Time management and SLA adherence
 - Team collaboration and workplace professionalism
 - Communication and customer service capabilities
 - Project delivery performance and issue resolution effectiveness
- Pre-Screening and Skills Validation: IntelliSavvy utilizes online skills measurement platforms, technical assessments, structured screening interviews, and competency matrices to evaluate candidate readiness. AI-assisted testing and workforce analytics help identify technical proficiency levels, skills combinations, and workforce suitability for complex roles requiring multiple technologies or specialized expertise. Candidate communication capabilities, responsiveness, customer service orientation, and professional conduct are also evaluated during this process.
- Client Interview and Final Selection: IntelliSavvy ensures all shortlisted candidates are introduced to the WVOT for final evaluation and discussion. Detailed recruiting summaries and candidate assessment reports are provided to assist the WVOT in evaluating technical qualifications, organizational compatibility, and overall suitability. IntelliSavvy's structured and technology-enabled recruiting process helps streamline candidate selection, improve hiring quality, reduce staffing timelines, and ensure successful workforce outcomes aligned with WVOT objectives.

4.1.4 Ability to Match the Employee's Knowledge, Skills, and Abilities to those required for Each Specific Assignment

IntelliSavvy utilizes a structured, technology-enabled workforce evaluation methodology designed to accurately align candidate knowledge, skills, abilities, certifications, and professional experience with the specific requirements of each assignment. Our staffing model combines experienced technical recruiters, subject matter experts, AI-assisted talent intelligence tools, and standardized evaluation processes to ensure the WVOT receives highly qualified personnel capable of meeting both technical and operational objectives.

To support this effort, IntelliSavvy employs multiple assessment and validation mechanisms to evaluate and continuously enhance the technical competencies and professional readiness of our workforce. Candidates undergo AI-assisted resume analysis, online pre-screening assessments, technical evaluations, behavioral interviews, and soft-skills assessments conducted by IntelliSavvy's recruiting leadership, Corporate Account Management Office (AMO), and executive management team. This comprehensive evaluation process enables IntelliSavvy to identify highly capable technical professionals best suited to support the WVOT's Temporary Technical Staffing Services requirements.

Our AI-enabled workforce assessment capabilities help analyze candidate qualifications against assignment-specific requirements by evaluating technical skills, certifications, project experience, industry expertise, communication abilities, and workforce availability. These technologies support intelligent candidate-to-role matching, skills gap identification, and workforce readiness analysis while maintaining strong human oversight throughout the evaluation and selection process.

The results of technical assessments, interviews, and workforce evaluations are consolidated into structured candidate competency profiles and staff skills matrices. These matrices provide a standardized view of each candidate's technical capabilities, certifications, operational experience, leadership competencies, and soft skills at both the contract and enterprise levels. IntelliSavvy uses these matrices to maintain minimum competency standards, support workforce planning, identify training opportunities, and ensure consistent alignment between staffing resources and contract requirements.

IntelliSavvy's sourcing and screening methodology generates detailed workforce intelligence and candidate evaluation data that enables our recruiting teams to make objective and informed comparisons among qualified candidates. AI-assisted workforce analytics further support the prioritization of candidates based on role alignment, technical proficiency, project suitability, and organizational compatibility. This comprehensive evaluation framework helps IntelliSavvy consistently identify and present the most qualified and best-fit candidates for client consideration.

Our screening and validation process is designed to eliminate ambiguity regarding candidate suitability by thoroughly validating technical qualifications, operational readiness, communication capabilities, and organizational fit prior to submission. In addition to evaluating candidate qualifications, IntelliSavvy ensures candidates fully understand the responsibilities, expectations, technologies, work environment, and value proposition associated with each role to confirm mutual alignment and long-term engagement success.

While IntelliSavvy's rigorous evaluation and matching methodology requires significant collaboration, diligence, and stakeholder participation, it substantially reduces the risks associated

with poor hiring decisions, workforce instability, and operational disruption. By leveraging AI-assisted recruiting technologies together with disciplined human-led evaluation practices, IntelliSavvy improves hiring accuracy, accelerates staffing timelines, enhances workforce quality, and ensures dependable staffing outcomes aligned with the WVOT's operational and strategic objectives.

4.1.4.1 Position Analysis and Customer Outreach

IntelliSavvy's Account Manager (AM) will lead all customer engagement and workforce planning activities with the support of our experienced recruiting and workforce management team. Our recruiting personnel are formally trained in talent acquisition, workforce analysis, and technical staffing methodologies and work closely with technical leadership and subject matter experts to perform detailed role analysis and assignment evaluation activities.

As part of this process, IntelliSavvy conducts comprehensive position analytics to fully understand the customer's operational objectives, technical requirements, workforce expectations, organizational culture, and desired experience levels necessary for successful assignment execution. IntelliSavvy leverages AI-assisted workforce intelligence and recruitment analytics tools to analyze job descriptions, identify required competencies, evaluate market talent availability, and align candidate capabilities with assignment expectations. These technologies help improve role clarity, accelerate workforce planning, and support more accurate candidate-to-position matching.

IntelliSavvy's AM and recruiting team will collaborate directly with customer stakeholders to clarify open issues, validate technical requirements, refine job descriptions, and gather additional information necessary to support successful staffing outcomes. This collaborative outreach process allows IntelliSavvy to develop a clear understanding of both the technical and operational aspects of each assignment, including organizational priorities, project goals, team dynamics, work environment expectations, and long-term workforce needs.

In addition to evaluating technical qualifications and certifications, IntelliSavvy assesses candidates for communication capabilities, leadership potential, adaptability, collaboration skills, and cultural alignment with the customer's organization. Our AI-assisted workforce analytics and structured evaluation methodologies further support the identification of candidates whose experience, behavioral characteristics, and career objectives align with the customer's operational environment and organizational vision. Through this consultative and data-driven engagement model, IntelliSavvy improves hiring precision, workforce quality, and long-term assignment success.

4.1.4.2 Ability to Attract Qualified Personnel

IntelliSavvy utilizes a modern, technology-enabled talent acquisition strategy designed to attract highly qualified, motivated, and culturally aligned professionals for customer assignments. Our recruitment methodology combines employer branding, workforce intelligence, AI-assisted recruiting technologies, and targeted outreach strategies to strengthen candidate engagement and improve workforce acquisition outcomes.

IntelliSavvy recognizes that employer branding plays a critical role in attracting and retaining top talent. Our employer branding strategy focuses on effectively communicating the customer's organizational culture, mission, workplace environment, growth opportunities, and employee

value proposition to prospective candidates. By presenting a compelling and authentic representation of the customer's organization, IntelliSavvy helps increase candidate interest, strengthen workforce engagement, and improve long-term employee alignment with organizational goals.

To support this effort, IntelliSavvy's HR leadership and recruiting teams conduct workforce market research and candidate sentiment analysis to develop a tailored Employer Value Proposition (EVP) for each engagement. AI-assisted recruiting analytics and workforce market intelligence tools help identify workforce trends, candidate expectations, compensation benchmarks, skills availability, and competitive hiring conditions to improve recruiting effectiveness and candidate targeting strategies.

IntelliSavvy communicates clear and data-supported information regarding career growth opportunities, workplace flexibility, compensation and benefits, organizational culture, professional development programs, and long-term career pathways associated with customer assignments. We also leverage workforce engagement metrics, employee satisfaction indicators, retention performance data, and workforce success stories to strengthen the customer's visibility and attractiveness within the labor market.

Our recruiting and outreach strategy incorporates multiple sourcing channels, targeted workforce campaigns, AI-enabled talent discovery platforms, professional networking channels, and strategic recruiting partnerships to maximize candidate reach and improve access to highly qualified professionals. These combined efforts enable IntelliSavvy to consistently attract skilled personnel who not only possess the required technical expertise but also demonstrate strong organizational alignment, engagement potential, and long-term workforce stability.

4.1.5 Methods for Drug Testing and Background Screening

IntelliSavvy provides unmatched employment screening services and hiring solutions, and stringent quality standards.

- Social Security Number Verification
- Identity Search
- Employment History Check
- Education Check
- Reference Checks
- Credit Check
- County / State / Federal / National Criminal Database Check
- National Sex Offender Registry Check
- International Criminal / Education / Employment Checks
- OIG, FACIS or Sanctions Check
- Motor Vehicle Records
- Medical History Check
- I-9 and E-Verify
- Drug Screenings

Drug Screening: Strategically aligned with the largest laboratories in the U.S. and numerous hospital/clinic networks to extend comprehensive coverage for all types of testing and sends applicants to their nearest location. Each associate signs a degree/certification verification form authorizing IntelliSavvy to verify education. This form also provides degree/certification types,

dates and institutions where earned. Our staff then calls each institution to verify. This service is conducted on a client specific basis.

**Please note that credit reports for employment purposes are different than a standard credit report. All our reports are FCRA compliant.*

4.1.6 Response Time / Turnaround Time

IntelliSavvy maintains a responsive, technology-enabled staffing delivery model designed to rapidly identify, evaluate, and deploy qualified personnel in alignment with the WVOT's operational timelines and workforce requirements. Upon receipt of a staffing request or job order from the WVOT, IntelliSavvy's typical turnaround time for standard temporary staffing requests is approximately four (4) hours. Specialized or hard-to-fill technical positions generally require an 8-to-24-hour response window depending on market availability and skill complexity, while urgent or ASAP requests can often be fulfilled within two (2) hours through IntelliSavvy's proactive workforce pipeline and rapid-response recruiting processes.

To support accelerated staffing delivery, IntelliSavvy utilizes an advanced workforce management and recruitment automation platform that integrates applicant tracking, AI-assisted candidate matching, workforce analytics, and skills intelligence capabilities. This platform enables IntelliSavvy's Account Manager, Mr. Siva Kalavagunta, and recruiting teams to rapidly identify pre-qualified candidates whose technical skills, certifications, experience levels, availability, and assignment preferences align with the WVOT's staffing requirements. AI-assisted search and workforce analytics capabilities help prioritize candidates based on objective fit criteria, workforce readiness, assignment history, and operational suitability, significantly reducing sourcing and response timelines.

IntelliSavvy's streamlined job order management process is designed to ensure timely response, staffing continuity, and consistent workforce quality. Through automated workflow management, centralized workforce visibility, and proactive talent pipeline maintenance, IntelliSavvy can rapidly process job orders, coordinate recruiting activities, and accelerate candidate submission and onboarding activities while maintaining rigorous quality standards.

In addition to workforce placement services, IntelliSavvy actively supervises and manages assigned personnel throughout the engagement lifecycle. IntelliSavvy leadership, Account Managers, and HR personnel continuously monitor employee performance, assignment effectiveness, and customer satisfaction to ensure personnel meet or exceed customer expectations. When performance, attendance, behavioral, or conduct issues are identified, IntelliSavvy promptly initiates corrective actions which may include performance counseling, targeted training, coaching, reassignment, or disciplinary action, as appropriate, to resolve issues in a timely and professional manner.

If an assigned employee is unable to fulfill assignment responsibilities or if replacement becomes necessary due to performance or conduct concerns, IntelliSavvy will provide qualified replacement personnel within seven (7) business days for non-critical positions. For mission-critical programs and operationally sensitive environments, IntelliSavvy maintains additional trained backup personnel and contingency staffing resources capable of supporting rapid workforce continuity and emergency staffing needs. These standby resources may also be utilized during workload surges, peak operational periods, supplemental coverage requirements, or unexpected workforce shortages to maximize operational flexibility and service continuity.

As part of our workforce continuity strategy, IntelliSavvy develops staffing contingency plans that include on-call personnel, backup resources, cross-trained staff, and surge support capabilities for emergency or high-demand situations. IntelliSavvy is also capable of supporting 24x7x365 operational staffing coverage when required by the client through coordinated workforce scheduling, proactive resource planning, and continuous workforce availability monitoring.

In situations where IntelliSavvy is unable to fulfill a staffing requirement within mutually agreed service levels using internal recruiting resources alone, IntelliSavvy leverages its established strategic partnerships and subcontractor network consisting of both technology-focused and operational staffing providers to rapidly supplement sourcing capabilities. Through these collaborative staffing partnerships and AI-assisted workforce coordination processes, IntelliSavvy can typically identify and place qualified personnel within 36 hours for escalated staffing requirements. Our staffing philosophy prioritizes workforce quality, assignment suitability, customer success, and operational responsiveness above short-term profitability considerations, ensuring the WVOT consistently receives highly qualified personnel within required timelines.

IntelliSavvy's average resource identification and staffing response times are supported through:

- AI-Assisted Candidate Matching and Workforce Analytics
- Centralized Applicant Tracking and Workforce Management Platforms
- Pre-Qualified Talent Pipelines and Bench Resources
- Continuous Candidate Engagement and Workforce Monitoring
- Strategic Recruiting and Subcontractor Partnerships
- Proactive Workforce Forecasting and Succession Planning
- Rapid Response Recruiting and Emergency Staffing Processes

Through this integrated and technology-enabled staffing delivery model, IntelliSavvy ensures rapid workforce mobilization, staffing continuity, operational flexibility, and dependable service delivery aligned with the WVOT's mission and operational objectives.

Tasks	Responsibilities	Recruitment Timeline (Number of Hours)					
		<=2	2-8	8-12	12-16	16-20	20-48*
		Note: These are examples of steps. Each situation may be different					
A. Client Requisition							
Analyze client staff requisition and develop a detailed staffing synopsis leveraging AI-assisted workforce analytics and job intelligence tools	- Account Manager - Alternate Account Manager						
Submit position descriptions, workforce requirements, and assignment details into IntelliSavvy’s AI-enabled Applicant Tracking and Workforce Management Platform (JobDiva)	Account Manager						
Utilize AI-assisted job parsing and skills intelligence tools to identify required technical competencies, certifications, experience levels, and workforce availability trends	- Recruitment Manager - Recruitment Team						

Tasks	Responsibilities	Recruitment Timeline (Number of Hours)					
		<=2	2-8	8-12	12-16	16-20	20-48*
		Note: These are examples of steps. Each situation may be different					
Assign requisition to IntelliSavvy recruiting leads through automated workflow management and candidate prioritization tools	Recruitment Manager						
Conduct stakeholder outreach to clarify assignment expectations, organizational culture, and operational objectives	Account Manager						
B. Identify Consultant (3 – 5 Consultants)							
- Evaluate availability of qualified consultants within IntelliSavvy’s internal workforce pipeline and “bench” resources using AI-assisted workforce matching capabilities - Utilize AI-powered resume analysis and workforce analytics to identify qualified candidates from IntelliSavvy’s JobDiva database and talent repositories - Post job opportunities to external recruiting platforms including IntelliSavvy website, Dice, Monster, CareerBuilder, LinkedIn, and approved professional recruiting channels - Source candidates through AI-assisted Boolean search methodologies, intelligent candidate discovery tools, and targeted workforce outreach campaigns - Identify candidates from IntelliSavvy’s internal consultant network and employee referral pipelines - Share opportunities internally through workforce collaboration portals and referral programs to increase candidate reach and engagement - Utilize workforce market intelligence tools to identify passive candidates and emerging talent availability trends	Recruitment Team						
C. Pre-Screening and Interview (IntelliSavvy)							
- Execute comprehensive AI-assisted pre-screening processes validating technical skills, certifications, experience, compensation expectations, security requirements, and workforce suitability - Conduct online assessments using Prove-It, Brain Bench, AI-assisted evaluation tools, and IntelliSavvy internal assessment platforms - Validate salary expectations, work authorization, relocation requirements, and assignment availability - Present IntelliSavvy overview, customer environment details, benefits information, and assignment expectations to candidates	Recruitment Team						

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Tasks	Responsibilities	Recruitment Timeline (Number of Hours)					
		<=2	2-8	8-12	12-16	16-20	20-48*
		Note: These are examples of steps. Each situation may be different					
Assess candidate professionalism, adaptability, teamwork, and problem-solving abilities through structured behavioral interview methodologies and AI-assisted interview analytics							
Skill Evaluation - Conduct initial technical assessment and competency validation aligned with customer requirements - Perform detailed technical interviews and scenario-based evaluations leveraging AI-assisted competency mapping and structured scoring methodologies - Evaluate assignment readiness, technical depth, operational experience, and organizational alignment	- Technical Experts - Recruitment Team - Account Manager						
Soft Skills Evaluation - Assess communication skills, collaboration, leadership, creativity, analytical thinking, adaptability, change readiness, customer service orientation, and cultural fit - Utilize AI-assisted interview documentation and workforce evaluation analytics to support consistent soft-skills assessment							
D. Evaluation (IntelliSavvy)							
Prepare structured interview summaries, workforce evaluation reports, and candidate scorecards within IntelliSavvy’s workforce management platform	Recruitment Manager						
Update JobDiva and workforce analytics systems with qualified consultant profiles, assessment results, and assignment suitability ratings							
Communicate interview outcomes, next steps, and assignment updates to consultants	Recruitment Team						
Conduct reference validation, employment verification, and workforce background reviews	- Account Manager - HR Team						
Utilize AI-enabled workforce analytics to compare candidate fit, workforce availability, and assignment readiness metrics	Recruitment Manager						
E. Submission to the WVOT							
Develop AI-assisted skills matrices aligning candidate qualifications, certifications, experience, and competencies against WVOT requirements	- Recruitment Manager - Account Manager						
Submit candidate resumes, workforce summaries, technical evaluation results, and reference details to the WVOT							

Tasks	Responsibilities	Recruitment Timeline (Number of Hours)					
		<=2	2-8	8-12	12-16	16-20	20-48*
		Note: These are examples of steps. Each situation may be different					
Coordinate customer interviews, candidate availability, and onboarding readiness activities	Account Manager						
Expand sourcing through internal recruiters, direct candidate outreach, employee referrals, professional recruiting platforms, and pre-qualified candidate databases for escalated or hard-to-fill staffing requirements	- Recruitment Manager - Account Manager						

Exhibit 4: IntelliSavvy's Response Timeline

4.1.7 Approach to Subcontracting

IntelliSavvy maintains a robust and scalable subcontracting strategy designed to enhance workforce flexibility, expand geographic reach, and support rapid delivery of highly qualified personnel across diverse technical and operational environments. IntelliSavvy has established strategic partnerships with more than 1,000 technology and professional services vendors to support business growth, workforce scalability, and specialized staffing requirements that may extend beyond our direct coverage areas.

Our primary objective is to provide the WVOT with responsive staffing support, highly qualified personnel, and consistent service excellence regardless of resource location, assignment complexity, or staffing urgency. IntelliSavvy utilizes AI-assisted workforce coordination, subcontractor performance analytics, and centralized vendor management capabilities to rapidly identify and engage qualified subcontracting partners aligned with assignment requirements, service level expectations, geographic considerations, and technical specialization needs.

Subcontractors are selected based on multiple operational factors including project scope, staffing volume, regional workforce availability, contract structure, technical specialization requirements, historical performance metrics, diversity participation goals, and customer-specific staffing objectives. IntelliSavvy's subcontracting methodology includes structured partner evaluations, workforce quality assessments, compliance reviews, and performance monitoring activities to ensure all subcontracted personnel meet contractual, technical, operational, and organizational standards.

All subcontractors engaged by IntelliSavvy are required to execute formal teaming agreements and confidentiality agreements that mirror the WVOT's contract terms, compliance requirements, data protection standards, and operational expectations. Likewise, all temporary personnel are required to sign non-disclosure agreements and comply with applicable customer security, confidentiality, and workplace policies prior to assignment deployment. Through centralized oversight, AI-enabled vendor management processes, and standardized compliance controls, IntelliSavvy ensures consistent service quality, workforce accountability, and operational continuity across both direct and subcontracted staffing resources.

4.1.8 Training

IntelliSavvy maintains a strong commitment to continuous workforce development, technical advancement, and professional growth through a structured, technology-enabled training and skills

management program. We recognize that maintaining proficiency in emerging technologies, operational processes, cybersecurity practices, and evolving industry standards is critical to delivering high-quality services and sustaining workforce readiness. As part of our corporate culture, IntelliSavvy continuously invests in employee development to enhance technical competencies, strengthen operational performance, and prepare personnel for increasing levels of responsibility and leadership.

Our individual development program begins with comprehensive skills assessments designed to identify employee-specific and assignment-specific training requirements. IntelliSavvy leverages AI-assisted workforce analytics, competency mapping, and learning management technologies to evaluate employee skill profiles, identify capability gaps, forecast future training needs, and align workforce development activities with customer requirements. Individual training plans are reviewed and managed by IntelliSavvy's Account Manager (AM) in coordination with HR leadership and operational management teams to ensure alignment with both employee career objectives and customer operational priorities.

IntelliSavvy maintains an automated training and workforce skills database that tracks employee certifications, completed training programs, technical competencies, assessment results, and professional development activities. AI-enabled workforce intelligence capabilities assist IntelliSavvy in categorizing employee skill sets, identifying workforce readiness trends, and rapidly locating qualified personnel who meet purchase order and assignment requirements. This centralized workforce intelligence platform enables IntelliSavvy to proactively support staffing continuity, succession planning, and rapid workforce mobilization.

By working collaboratively with the WVOT, IntelliSavvy proactively identifies training requirements prior to assignment initiation and determines which personnel are best suited to receive specialized training. Through AI-assisted forecasting and workforce planning methodologies, IntelliSavvy can anticipate emerging technical skill requirements and initiate targeted training activities before operational gaps occur. This proactive approach minimizes onboarding delays, accelerates workforce readiness, and improves overall assignment productivity. IntelliSavvy provides multiple categories of training, including:

- Corporate and Organizational Training
- Ongoing Technical Skills Development
- Assignment-Specific and Task-Oriented Training
- Cybersecurity and Security Awareness Training
- Leadership and Professional Development Programs
- Compliance and Operational Readiness Training

IntelliSavvy's continuous learning and professional development strategy also supports performance improvement and long-term workforce retention objectives. Account Managers and operational leadership teams regularly identify opportunities for workforce enhancement based on customer feedback, project demands, emerging technologies, performance evaluations, and workforce analytics. Individual training plans are maintained through centralized collaboration platforms and digital learning environments to ensure accessibility, accountability, and progress tracking.

When technical weaknesses or performance concerns cannot be fully resolved through training or certification programs, IntelliSavvy implements structured Performance Improvement Plans

(PIPs) coordinated through corporate HR and operational leadership teams. These improvement plans establish measurable objectives, targeted coaching strategies, and corrective actions designed to achieve desired performance outcomes while supporting employee development and workforce continuity.

IntelliSavvy also maintains proactive personnel vacancy management processes supported by AI-assisted staffing analytics and automated candidate monitoring tools. Skill search criteria are continuously maintained within IntelliSavvy's workforce management platform to identify and track qualified candidates in anticipation of staffing needs. Upon identification of workforce vacancies, the AM collaborates with recruiting teams and corporate leadership to rapidly source, evaluate, and onboard replacement personnel while minimizing service disruption and maintaining work product quality.

4.1.8.1 Testing Methodology

IntelliSavvy utilizes a structured and technology-enabled testing methodology designed to evaluate employee aptitude, technical proficiency, communication capabilities, problem-solving skills, and operational readiness. Our testing framework incorporates AI-assisted assessment technologies, standardized evaluation methodologies, and subject matter expert reviews to ensure objective and comprehensive candidate evaluations aligned with customer requirements.

Training participation and advanced testing activities are coordinated in collaboration with customer stakeholders and client managers to ensure alignment with assignment objectives and workforce development priorities. IntelliSavvy's testing program is designed to address modern workforce challenges by evaluating both technical competencies and behavioral attributes through a combination of structured interviews, written assessments, online evaluations, technical discussions, and aptitude testing methodologies.

IntelliSavvy performs comprehensive technical and professional assessments to evaluate employee capabilities across the following areas:

- Technical Skills and Systems Knowledge
- Management and Leadership Capabilities
- Business and Operational Understanding
- Communication and Collaboration Skills
- Analytical and Problem-Solving Abilities
- Customer Service and Professional Readiness

The evaluation process may include telephonic interviews, video interviews, online testing platforms, written examinations, technical scenario discussions, and live problem-solving exercises. AI-assisted assessment tools help standardize evaluation criteria, analyze candidate responses, identify competency patterns, and support objective scoring methodologies while maintaining recruiter and technical leadership oversight throughout the evaluation process.

Candidates initially participate in structured technical and aptitude screening interviews designed to evaluate technical expertise, communication effectiveness, business understanding, and workforce suitability. During these assessments, interviewers utilize curated question banks and scenario-based discussions aligned with required technical competencies and assignment responsibilities. Assessment results and interviewer feedback are documented and reviewed by the Account Manager and HR representatives to support informed hiring decisions.

Where appropriate, candidates participate in additional face-to-face or virtual evaluations that include online aptitude examinations and problem-solving assessments. IntelliSavvy leverages industry-recognized testing methodologies and AI-enabled assessment technologies to evaluate technical proficiency, verbal and written communication skills, analytical reasoning, and critical thinking capabilities. Following technical assessments, candidates are further evaluated by subject matter experts to confirm technical depth, assignment readiness, and overall suitability for customer environments.

When in-person interviews are not feasible, IntelliSavvy conducts secondary technical interview rounds through telephonic or virtual collaboration platforms to validate candidate expertise and ensure accurate workforce alignment prior to submission.

4.1.8.1.1 Test Plans

IntelliSavvy's Selection Process incorporates interactive testing, workforce analytics, and skills evaluation methodologies designed to measure employee capabilities and assignment readiness across technical, administrative, and operational disciplines. IntelliSavvy utilizes industry-recognized testing platforms such as Brain Bench and other workforce evaluation technologies to conduct hands-on, performance-based skills assessments on behalf of our clients.

These evaluations require candidates to actively perform role-specific functions within simulated environments, enabling IntelliSavvy to measure practical competencies rather than relying solely on theoretical assessments. Detailed assessment reports may include:

- Accuracy and Error Rates
- Completion Speed and Productivity Metrics
- Technical Task Performance
- Problem-Solving Capabilities
- Data Entry and Processing Efficiency
- Communication and Workflow Responsiveness

IntelliSavvy utilizes multiple testing methodologies, including:

- Brain Bench Computerized Skills Evaluations for Office Services
- Performance Monitoring Assessments for Technical and Operational Personnel
- AI-Assisted Skills Benchmarking and Competency Analysis
- Behavioral and Integrity Assessments
- Technical Simulation Exercises and Scenario-Based Evaluations

Beyond technical skills testing, IntelliSavvy evaluates industry-specific knowledge and operational familiarity across sectors including finance, insurance, legal services, information systems, sales, marketing, and administrative operations. Industry knowledge assessments are validated through structured interviews, reference verification activities, and AI-assisted competency analysis methodologies.

IntelliSavvy's office and administrative skills assessments evaluate candidate proficiency across a broad range of software platforms and operational functions, including but not limited to:

- Microsoft Office Suite (Word, Excel, Access, Outlook, PowerPoint)
- Windows Operating Systems
- Adobe and Productivity Applications

- Accounting and Financial Platforms such as QuickBooks and Peachtree
- Data Entry, Typing, and Administrative Processing Functions

Technical evaluation capabilities also support assessments in areas such as:

- Engineering and Design
- Networking and Infrastructure
- Operating Systems Administration
- Programming Languages and Software Development
- Relational Database Management Systems
- Troubleshooting and Help Desk Operations
- Internet and Intranet Technologies

IntelliSavvy additionally utilizes integrity and performance assessment methodologies to evaluate candidate reliability, professionalism, ethical standards, workplace conduct, and organizational compatibility. These assessments help reduce workforce risks and improve long-term assignment success by identifying individuals most likely to demonstrate dependable performance and strong workplace behavior.

To further validate high-level technical expertise, IntelliSavvy leverages experienced technical subject matter experts, technical managers, project managers, and senior advisors to conduct customized technical evaluations and scenario-based assessments. These experts collaborate with recruiters and hiring managers to design role-specific technical discussions and problem-solving exercises tailored to the assignment's operational requirements. This high-touch evaluation approach enables IntelliSavvy to assess critical thinking, technical depth, and real-world problem-solving capabilities in ways that standardized testing alone cannot achieve.

4.1.9 Policy and Procedure on Quality Assurance and Problem Resolution

IntelliSavvy's Quality Control Program (QCP) is designed to ensure that all management, staffing, and service delivery activities consistently meet or exceed the WVOT's Quality Assurance Surveillance Plan (QASP), operational objectives, and service level expectations. IntelliSavvy's Quality Assurance Program (QAP), QCP, and Performance Management methodologies operate as an integrated framework to support the successful execution of the WVOT's Temporary Technical Staffing Services program while maintaining consistent operational quality, workforce accountability, and continuous process improvement.

Our quality management framework incorporates AI-assisted performance analytics, workforce monitoring, automated reporting capabilities, and centralized quality management processes to improve operational visibility, identify performance trends, and proactively mitigate service delivery risks. Service Level Agreements (SLAs), performance objectives, operational tasks, and workforce quality standards are utilized to establish measurable quality metrics and performance benchmarks across all assignments and operational activities.

IntelliSavvy's Account Manager (AM) conducts ongoing quality assurance reviews, conformance inspections, and workforce performance monitoring activities as part of our established QA and QC procedures. Inspection methodologies, surveillance processes, and performance thresholds are aligned with the WVOT's quality management requirements and are coordinated with IntelliSavvy corporate leadership to ensure accountability and continuous oversight. Inspection results, quality

metrics, and operational performance findings are regularly communicated to IntelliSavvy senior management and customer stakeholders to maintain transparency and proactive issue resolution.

The AM is responsible for integrating quality planning into all operational deliverables, staffing activities, reports, technical solutions, and workforce management processes. IntelliSavvy ensures that personnel skills, certifications, and assignment responsibilities are aligned with customer requirements and supported technologies to maintain workforce effectiveness and service quality. AI-assisted workforce analytics and operational monitoring tools help identify unacceptable performance trends, workforce risks, service deficiencies, and emerging operational concerns in real time, enabling IntelliSavvy to implement timely remediation strategies and corrective actions.

IntelliSavvy's Quality Assurance Program incorporates structured process improvement methodologies and corrective action procedures designed to identify, investigate, resolve, and prevent recurring quality issues. IntelliSavvy integrates incident management workflows and service management platforms to support centralized issue tracking, root cause analysis, remediation management, and continuous operational improvement. Our quality improvement methodology includes:

- Detection of quality-related issues and operational deficiencies
- Identification of ownership and accountability responsibilities
- Evaluation of issue severity and operational impact
- Root cause investigation and problem analysis
- Corrective and preventive action implementation
- Continuous process controls and performance monitoring
- Non-conformance tracking and resolution management
- Lessons learned documentation and process optimization

IntelliSavvy collaborates closely with WVOT stakeholders to establish measurable quality indicators, workforce metrics, operational performance standards, and service effectiveness benchmarks. AI-enabled analytics and reporting capabilities help monitor performance trends, predict future operational risks, and improve visibility into workforce and service quality performance. Key quality management metrics may include:

- Number of QA reviews and inspections conducted
- Status of non-conformance incidents and corrective actions
- Open, closed, and pending action items
- Average resolution and remediation timelines
- Customer satisfaction and workforce engagement levels
- Process improvement trends and performance analytics
- Lessons learned and continuous improvement outcomes

4.1.9.1 Implementation of Corrective Measures

IntelliSavvy's approach to corrective action and performance improvement is based on close collaboration with WVOT leadership and continuous quality management practices. The WVOT management team plays an active role in the development, refinement, and tailoring of IntelliSavvy's Quality Control Plan (QCP) to ensure alignment with assignment requirements, operational objectives, and service quality expectations.

The QCP defines the surveillance methodologies, inspections, controls, reporting procedures, corrective action processes, and performance standards necessary to achieve targeted service quality levels. IntelliSavvy's QCP also establishes systematic methods for identifying, tracking, analyzing, and resolving quality issues throughout the staffing, onboarding, assignment management, and service delivery lifecycle.

IntelliSavvy's QCP operates through three primary phases as exhibited in the below **Exhibit 5**.

Feature to Control Poor Performance	Benefits to the WVOT
Planning	
Apply lessons learned from more than 8+ years supporting public sector staffing and operational programs to develop an achievable and scalable Quality Control Plan (QCP)	Customer requirements aligned with the appropriate combination of QA governance processes, technical expertise, workforce capabilities, and AI-assisted quality monitoring tools
Utilize domain expertise and operational understanding of the WVOT's mission, technical environments, service expectations, and quality standards	Improved responsiveness to changing operational requirements, workforce demands, and evolving service delivery priorities
Leverage AI-assisted workforce analytics and quality intelligence tools to forecast staffing risks, performance trends, and operational gaps before they impact service delivery	Proactive identification and mitigation of staffing, operational, and quality risks
Assign an experienced Account Manager (AM) with strong expertise in workforce performance management, quality assurance oversight, and customer engagement	Improved accountability, operational oversight, and timely issue resolution at the job order and program levels
Establish a clearly defined governance structure with accountable leadership, direct communication channels, escalation procedures, and empowered decision-making authority	Managers and operational staff can anticipate quality control needs and respond rapidly to customer mission requirements
Maintain workforce continuity and operational stability through structured transition planning, backup staffing, and succession management processes	Reduced operational disruption and improved continuity of services and workforce support
Develop measurable quality metrics, reporting methodologies, service level agreements (SLAs), and workforce performance standards	Enhanced visibility into operational performance, workforce effectiveness, and quality outcomes
Utilize AI-enabled dashboards and automated reporting tools to monitor service delivery performance against established standards and quality thresholds	Real-time performance monitoring and improved responsiveness to emerging operational issues
Recognize and reward achievement through structured performance management and workforce recognition programs	Improved employee morale, workforce engagement, retention, and service quality performance
Continuously refine QA methodologies and operational controls through structured process improvement initiatives	Sustained achievement of QA objectives, customer satisfaction targets, and operational excellence goals
Monitoring and Control	
Maintain a centralized Quality Control (QC) repository and workforce analytics portal for tracking quality metrics, incidents, corrective actions, and lessons learned	Improved operational visibility, issue tracking, documentation management, and resolution accountability

Feature to Control Poor Performance	Benefits to the WVOT
Utilize IntelliSavvy's ITIL-aligned Continual Service Improvement (CSI) methodology together with AI-assisted quality analytics to identify service improvement opportunities and emerging quality risks	Continuous identification of operational improvement opportunities and prevention of recurring service quality issues
Implement structured corrective and preventive action processes supported by automated incident tracking and workflow management tools	Faster remediation of operational deficiencies and improved service reliability
Share operational best practices, workforce insights, and lessons learned across the service delivery environment	Improved consistency, workforce performance, and service quality across all assignments
Utilize Governance and Quality Control leadership teams to review workforce performance, operational compliance, and quality metrics against established standards	Objective evaluation of operational performance and identification of areas requiring improvement
Educate employees on quality assurance responsibilities, operational procedures, compliance requirements, and continuous improvement expectations	Increased workforce accountability and improved adherence to quality management processes
Empower employees to perform self-assessments and participate in quality monitoring and process improvement activities	Improved quality risk identification and issue resolution through active workforce participation
Utilize AI-assisted trend analysis and predictive analytics to identify performance anomalies, staffing concerns, and operational inefficiencies	Proactive operational management and reduced risk of service degradation
Project Close Out – Feedback	
Utilize customer feedback, satisfaction surveys, workforce evaluations, and operational reviews as additional data points for continuous improvement activities	Multiple channels for customer engagement, feedback collection, and service evaluation
Require employees and operational teams to document lessons learned, process recommendations, and operational improvement opportunities	Incorporation of workforce insights and customer feedback into ongoing improvement initiatives
Leverage AI-enabled sentiment analysis and workforce feedback analytics to identify improvement opportunities and service enhancement priorities	Improved understanding of customer expectations, workforce engagement, and operational effectiveness
Promote continuous process improvement across staffing management, reporting, issue monitoring, workforce performance, and service delivery operations	Clear customer visibility into staffing performance, operational effectiveness, and issue resolution activities
Maintain accurate reporting, centralized tracking, and transparent communication regarding corrective actions and operational resolutions	Improved transparency, accountability, and confidence in operational performance and quality management processes

Exhibit 5: IntelliSavvy's Implementation of Corrective Measures

Delivering Conforming Services with Minimal Agency Oversight: IntelliSavvy's performance management methodology emphasizes proactive planning, transparent communication, workforce accountability, continuous monitoring, risk mitigation, and rapid corrective action implementation. By leveraging AI-assisted operational analytics together with established best practices aligned to

COBIT, ITIL, CMMI, and structured quality management methodologies, IntelliSavvy consistently delivers high-quality services with minimal customer oversight requirements.

Our personnel integrate seamlessly with customer teams while IntelliSavvy's communication strategy ensures WVOT leadership remains continuously informed regarding staffing activities, operational performance, workforce status, issue resolution, and service delivery progress. IntelliSavvy utilizes Performance Requirements Matrices (PRMs), centralized workforce tracking systems, quality inspection reports, and workforce analytics to validate compliance with staffing and operational performance standards.

Through centralized quality management, AI-assisted workforce monitoring, continuous process improvement methodologies, and structured operational governance, IntelliSavvy ensures consistent service delivery, workforce accountability, operational transparency, and long-term program success while minimizing administrative burden on the WVOT.

4.1.10 Evaluation of Employee Job Satisfaction and Customer Satisfaction Level

IntelliSavvy maintains a structured and continuous evaluation framework designed to measure employee engagement, workforce satisfaction, operational effectiveness, and customer satisfaction throughout the assignment lifecycle. IntelliSavvy conducts regular Internal Quality Reviews (IQRs) across applicable service delivery processes, workforce activities, operational procedures, and program documentation to ensure that customer requirements, quality standards, and workforce expectations are consistently implemented and maintained.

Our Account Manager (AM) provides operational oversight and continuous visibility into workforce performance, service quality trends, compliance status, and opportunities for corrective action and process improvement. IntelliSavvy leverages AI-assisted workforce analytics, employee engagement insights, and operational performance monitoring tools to identify areas of conformance, non-conformance, workforce risks, and emerging service improvement opportunities.

As part of IntelliSavvy's Internal Quality Review process, we utilize structured Employee Job Satisfaction Surveys to assess employee engagement, assignment satisfaction, workplace concerns, workforce morale, and professional development needs. AI-enabled sentiment analysis and workforce engagement analytics help identify trends, recurring concerns, motivational drivers, and retention risks, enabling IntelliSavvy leadership to proactively address employee needs and improve workforce stability and performance.

Similarly, IntelliSavvy utilizes customized Customer Satisfaction Surveys and service evaluation mechanisms to measure customer satisfaction levels, service quality effectiveness, workforce responsiveness, communication effectiveness, and operational support performance. Results from these evaluations are incorporated into IntelliSavvy's continuous improvement processes to enhance workforce management practices, staffing responsiveness, and service delivery quality.

The Internal Quality Review (IQR) process may include multiple evaluation and assessment methodologies, including:

- ***Operational Surveillances:*** Short-duration monitoring activities conducted during active operations to evaluate compliance with day-to-day staffing, workforce management, and operational procedures. These reviews help validate operational consistency and workforce adherence to customer requirements.

- ***Stakeholder Interviews:*** Structured interviews with customer stakeholders, supervisors, team leads, and workforce personnel used to evaluate service satisfaction, process effectiveness, operational challenges, workforce engagement, and opportunities for continual improvement. Interview schedules are coordinated by the AM in collaboration with program leadership and operational teams.
- ***Document and Process Walk-Throughs:*** Detailed reviews of documented procedures, workforce management activities, quality processes, and operational workflows conducted with process owners and operational personnel to validate process adherence, identify inefficiencies, and evaluate improvement opportunities. These activities may include team meetings, peer reviews, and formal or informal operational assessments.
- ***Review of Work Products and Operational Outputs:*** Evaluation of operational records, workforce documentation, staffing reports, quality metrics, issue logs, and service outputs to verify compliance with established procedures and quality standards. Review findings may result in formal Corrective/Preventive Action Requests (C/PARs), documented non-conformance reports, or scheduled management review discussions.
- ***Continuous Quality and Risk Monitoring:*** IntelliSavvy maintains centralized records of Internal Quality Reviews, C/PARs, workforce risks, operational issues, corrective actions, and lessons learned through integrated quality management and workforce tracking systems. AI-assisted reporting and analytics tools further support trend analysis, issue forecasting, and operational performance visibility.

Through this structured and technology-enabled evaluation framework, IntelliSavvy continuously improves workforce satisfaction, customer engagement, operational quality, and overall service delivery effectiveness.

4.1.11 Approach to Accessing and Evaluating Employee's Performance while on Assignment

IntelliSavvy recognizes that workforce performance and employee engagement are critical to operational success, customer satisfaction, and long-term service delivery excellence. IntelliSavvy is committed to ensuring that assigned personnel consistently perform at or above customer expectations, remain motivated and engaged, and continuously contribute to successful project outcomes.

To support these objectives, IntelliSavvy utilizes a structured workforce performance management methodology that combines human oversight, customer collaboration, AI-assisted workforce analytics, and operational monitoring capabilities to evaluate employee effectiveness, assignment readiness, and overall workforce performance throughout the assignment lifecycle.

Employee performance management within the WVOT environment is treated as a collaborative responsibility shared between IntelliSavvy and WVOT leadership. IntelliSavvy utilizes both proactive and reactive performance management techniques to monitor workforce performance, identify operational concerns, and implement timely improvement actions when necessary. AI-enabled workforce monitoring tools and performance analytics capabilities assist IntelliSavvy in identifying workforce trends, attendance irregularities, engagement concerns, productivity indicators, and assignment risks before they impact service quality.

IntelliSavvy continuously tracks and maintains workforce performance information, including:

- Attendance and Timesheet Compliance

- Assignment Duration and Workforce Continuity
- Breaks in Service or Assignment Gaps
- Position History and Assignment Progression
- Worker and Supplier Relationship Management
- Quarterly, Semi-Annual, and Annual Performance Audits
- Workforce Engagement and Retention Trends
- Customer Feedback and Assignment Performance Evaluations

Performance evaluations are supported through regular communication with customer stakeholders, workforce self-assessments, operational reviews, and structured feedback processes. IntelliSavvy also leverages AI-assisted workforce reporting and centralized workforce management systems to improve visibility into assignment performance, workforce engagement, and operational effectiveness.

In addition to monitoring performance metrics, IntelliSavvy utilizes incentive programs, workforce recognition initiatives, coaching opportunities, and targeted development plans to encourage high performance, improve employee morale, and support long-term workforce retention. When performance gaps or workforce concerns are identified, IntelliSavvy promptly implements corrective actions, targeted training, mentoring, or performance improvement plans to maintain service quality and operational continuity.

4.1.12 Approach to Mitigating Employee Performance Problems or Misconduct

IntelliSavvy maintains a proactive and structured approach to identifying, managing, and resolving employee performance concerns, behavioral issues, and workplace misconduct throughout the assignment lifecycle. All assigned personnel are aligned under the oversight of IntelliSavvy's proposed Account Manager (AM), who is responsible for workforce monitoring, operational coordination, employee engagement, and performance management activities.

IntelliSavvy's performance management methodology relies heavily on transparent communication, workforce self-assessments, customer feedback, and continuous operational monitoring to identify potential workforce concerns in real time. AI-assisted workforce analytics and operational monitoring tools further support early detection of performance trends, attendance concerns, engagement risks, and operational issues that may require management intervention.

Upon receiving notice of a performance concern, conduct issue, or operational deficiency, IntelliSavvy conducts a structured root cause analysis to determine the underlying factors contributing to the issue. This analysis may evaluate technical competency gaps, communication challenges, workplace conflicts, assignment misalignment, behavioral concerns, workload factors, or operational process deficiencies.

If the root cause analysis determines that the employee is not a suitable fit for the assignment or poses a risk to operational performance, workforce stability, or customer objectives, IntelliSavvy will promptly remove and replace the employee in accordance with contractual requirements and operational priorities. Where appropriate, IntelliSavvy develops and implements contingency action plans designed to improve workforce performance and assignment success through targeted training, mentoring, coaching, performance counseling, or professional development activities.

IntelliSavvy recognizes that staffing providers may not always receive direct or immediate visibility into all workforce concerns within customer environments. To mitigate this risk,

IntelliSavvy maintains continuous communication with assigned personnel, customer managers, and operational stakeholders to encourage early identification and resolution of workforce concerns. Employees are encouraged to openly discuss assignment challenges, workplace concerns, and performance obstacles through structured communication channels and workforce engagement processes.

Information obtained through employee discussions, customer feedback, operational reviews, or workforce monitoring activities is evaluated and, when appropriate, escalated to relevant leadership personnel for timely resolution and corrective action implementation. IntelliSavvy's collaborative workforce management model helps isolate operational issues quickly, reduce service disruption risks, and support timely workforce stabilization efforts.

In situations involving employee conflict or workplace disputes, IntelliSavvy utilizes a structured conflict resolution methodology focused on identifying factual issues, evaluating operational impacts, understanding workforce concerns, and collaboratively developing resolution strategies aligned with customer objectives and assignment success. Conflict mitigation activities may include facilitated discussions, coaching, reassignment considerations, workforce counseling, or targeted operational interventions designed to restore productivity, maintain workforce professionalism, and support successful project outcomes.

4.1.13 Customer Satisfaction

Developing long-term, collaborative partnerships with our clients is a core principle of IntelliSavvy's service delivery philosophy. IntelliSavvy believes that successful partnerships are built through consultative engagement, operational transparency, responsiveness, workforce quality, and continuous alignment with customer objectives. Our long-standing client relationships, many of which extend beyond five years, demonstrate our commitment to service excellence, workforce stability, and customer satisfaction.

IntelliSavvy utilizes a structured and technology-enabled customer engagement model supported by AI-assisted analytics, operational reporting, workforce insights, and continuous feedback mechanisms to evaluate customer satisfaction, monitor service quality, and identify opportunities for operational improvement. Our approach emphasizes proactive communication, performance visibility, rapid issue resolution, and continuous service optimization throughout the contract lifecycle.

Customer Satisfaction Surveys

IntelliSavvy utilizes customized electronic Customer Satisfaction Surveys to gather actionable feedback from customer stakeholders regarding key service delivery and workforce management areas, including:

Service Quality

- Staffing Responsiveness and Turnaround Time
- Employee Performance and Workforce Quality
- Communication and Follow-Up Effectiveness
- Operational Support and Customer Engagement

As a client-centric organization, IntelliSavvy believes that continuously asking "How are we doing?" is essential to maintaining successful partnerships and improving service outcomes.

Customer satisfaction surveys are distributed electronically to client managers and stakeholders who have utilized IntelliSavvy staffing or workforce support services during the evaluation period. AI-assisted survey analytics and sentiment analysis capabilities help IntelliSavvy identify customer satisfaction trends, operational strengths, recurring concerns, and emerging service improvement opportunities.

Survey responses are consolidated, analyzed, and incorporated into IntelliSavvy's operational improvement and workforce management processes. These insights help IntelliSavvy assess current service performance, identify opportunities for process optimization, recommend operational adjustments, and improve workforce alignment – ultimately helping clients reduce operational inefficiencies, improve staffing effectiveness, and optimize service outcomes.

Following survey analysis, IntelliSavvy's Account Manager (AM) discusses identified concerns, improvement opportunities, corrective actions, and operational recommendations during scheduled Quarterly Business Reviews (QBRs) and customer engagement meetings. The AM is responsible for coordinating all required follow-up activities, remediation efforts, and continuous improvement initiatives to ensure customer concerns are addressed promptly and effectively.

Quarterly Business Reviews

IntelliSavvy conducts formal Quarterly Business Reviews (QBRs) to evaluate overall program performance, workforce effectiveness, staffing trends, service quality, and operational alignment with customer objectives. QBRs provide structured operational visibility to WVOT leadership and create opportunities for collaborative planning, continuous improvement, and strategic workforce discussions.

Quarterly Business Reviews are led by IntelliSavvy's Account Manager and may include participation from regional management personnel, executive sponsors, recruiting leadership, operational management teams, and WVOT stakeholders. While QBRs are typically conducted onsite at customer locations, IntelliSavvy also supports secure virtual collaboration sessions whenever necessary to maintain operational flexibility and communication continuity.

IntelliSavvy's onsite program managers and workforce leadership teams may additionally conduct localized operational reviews and customer engagement sessions tailored to individual business units or assignment groups as required.

Quarterly Business Reviews evaluate key operational areas including:

- Program Successes and Operational Challenges
- Workforce Performance and Quality Metrics
- Staffing Trends and Talent Acquisition Performance
- Use, Performance, and Oversight of Subcontractors
- Employee Relations and Workforce Engagement Activities
- Talent Forecasting and Workforce Planning Initiatives
- Open Action Items and Corrective Action Status
- Emerging Industry Trends and Workforce Risks
- Continuous Improvement Opportunities and Operational Enhancements

AI-assisted workforce analytics, operational dashboards, and performance reporting capabilities help IntelliSavvy present actionable insights regarding staffing trends, workforce utilization, service performance, customer satisfaction indicators, and operational efficiencies during QBR

discussions. These reviews also provide opportunities to revise goals, update service expectations, and align staffing strategies with changing business objectives and evolving workforce requirements.

4.1.14 Policy and Procedure for Ending a Temporary Work Assignment

IntelliSavvy maintains structured offboarding and assignment closeout procedures designed to ensure workforce accountability, operational continuity, information security, and compliance with WVOT policies and contractual requirements. Upon completion of a temporary work assignment, IntelliSavvy's Account Manager (AM) coordinates directly with the WVOT's Contract Administrator, Contracting Officer (CO), or designated stakeholder to obtain formal confirmation and signoff for the completion of the assignment.

Following assignment completion approval, IntelliSavvy ensures all temporary personnel complete the required offboarding and security clearance processes in accordance with WVOT operational policies, security protocols, and asset management procedures. IntelliSavvy's AM coordinates with customer security personnel and operational stakeholders to ensure the timely return of all Government Furnished Equipment (GFE), access credentials, and customer-issued resources.

This process includes the return and deactivation of:

- Security Badges and Identification Credentials
- Laptops, Mobile Devices, and Communication Equipment
- Access Cards and Building Credentials
- System Accounts and Logical Access Permissions
- Any Additional WVOT-Issued Equipment or Resources

IntelliSavvy also utilizes centralized workforce tracking and offboarding management processes to ensure assignment closeout activities are documented, monitored, and completed efficiently. AI-assisted workforce lifecycle tracking tools further support visibility into assignment status, resource transitions, equipment accountability, and workforce continuity planning.

4.1.15 Approach to Addressing a Request for Reassignment or Replacement of a Temp

IntelliSavvy maintains a proactive workforce management and operational continuity strategy designed to rapidly address requests for employee reassignment, replacement, or workforce augmentation while minimizing service disruption and maintaining operational quality. IntelliSavvy's leadership and Account Management teams actively supervise assigned personnel and take timely corrective action through coaching, performance counseling, targeted training, mentoring, or disciplinary measures whenever performance or conduct concerns are identified by the client.

If an assigned employee is unable to fulfill assignment responsibilities or becomes involved in performance or conduct-related issues, IntelliSavvy will provide qualified replacement personnel within seven (7) business days for non-critical positions. For mission-critical programs and operationally sensitive environments, IntelliSavvy maintains cross-trained backup personnel, on-call staffing resources, and surge support capabilities to ensure rapid workforce continuity and uninterrupted service delivery.

Additional backup resources may also be utilized for:

- Peak Operational Workloads
- Supplemental Coverage Requirements
- Emergency Staffing Situations
- Workforce Absenteeism or Attrition
- High-Priority or Time-Sensitive Assignments

IntelliSavvy develops staffing contingency plans that include backup personnel, succession planning strategies, cross-trained workforce resources, and 24x7x365 staffing support capabilities when required by the client. AI-assisted workforce forecasting and staffing analytics further support proactive resource planning, workload balancing, and operational readiness monitoring.

IntelliSavvy also maintains the capability to support surge staffing requirements, volume recruiting efforts, and rapid backfill scenarios where assigned personnel fail to report for scheduled assignments or unexpected workforce gaps occur. As part of our workforce development and training strategy, IntelliSavvy cross-trains many temporary personnel across multiple operational disciplines to improve workforce flexibility and accelerate staffing responsiveness during emergency or short-notice situations.

For new staffing requests, IntelliSavvy typically presents three (3) pre-screened and pre-qualified candidates for WVOT evaluation and selection. Once the WVOT selects a candidate, IntelliSavvy maintains at least one (1) qualified backup candidate to support rapid replacement or reassignment needs if required. This staffing continuity strategy enables IntelliSavvy to backfill positions within one (1) business day in many operational scenarios.

4.1.15.1 Process or Policy Regarding Replacing a Temporary Staffing Employee Who Exhibits Excessive Absenteeism, Tardiness, Personality Conflicts, or Other Employee Relation Issue.

When IntelliSavvy is notified by the WVOT regarding workforce performance concerns, absenteeism, behavioral issues, or employee relations challenges, IntelliSavvy immediately initiates a structured issue management and resolution process. The first step involves documenting the situation, gathering relevant operational details, and conducting a preliminary assessment to support timely and effective resolution activities.

Once the issue is clearly understood, IntelliSavvy's Account Manager (AM) coordinates immediate follow-up actions, establishes resolution timelines, and maintains ongoing communication with WVOT stakeholders regarding status updates, remediation activities, and corrective action progress. AI-assisted workforce analytics and operational monitoring tools further support trend analysis, issue tracking, workforce risk identification, and escalation management.

If operational circumstances require immediate employee replacement, or if the assigned employee's performance remains unsatisfactory despite coaching, training, or corrective action efforts, IntelliSavvy will discreetly coordinate assignment termination and workforce transition activities – typically outside standard business operations to minimize service disruption. Replacement personnel will be deployed as quickly as possible following completion of any required customer background checks, onboarding processes, or security clearances.

During workforce transition periods, IntelliSavvy maintains continuous communication with WVOT leadership and operational stakeholders to ensure seamless staffing continuity and minimize operational impacts. Where necessary, the AM escalates unresolved workforce issues to IntelliSavvy leadership and HR management teams for additional oversight and resolution support.

Following issue resolution, IntelliSavvy conducts follow-up reviews with customer stakeholders to confirm satisfaction, evaluate the effectiveness of corrective actions, and identify opportunities for future process improvements. IntelliSavvy also maintains centralized records of workforce issues, corrective actions, escalation activities, and resolution outcomes to support trend analysis, continuous improvement initiatives, and long-term workforce quality management.

Additionally, IntelliSavvy's AM conducts regular onsite visits, workforce meetings, and operational discussions with both temporary personnel and WVOT representatives to proactively identify concerns, reinforce workforce engagement, and ensure IntelliSavvy's service quality standards are consistently maintained.

4.1.16 Benefits to Employees

IntelliSavvy recognizes that attracting and retaining high-performing personnel requires a strong commitment to employee well-being, financial stability, career development, and work-life balance. As part of our workforce engagement and retention strategy, IntelliSavvy offers a comprehensive Total Compensation and Benefits Package designed to support the diverse personal and professional needs of our employees.

Our employee benefits program includes:

- Comprehensive medical insurance options through nationally recognized healthcare providers
- Flexible Spending Accounts (FSA) and dependent care programs designed to maximize employee tax savings opportunities
- Competitive dental insurance coverage through leading national dental networks
- Group life insurance, long-term disability coverage, and optional supplemental life insurance programs
- Employer-supported 401(k) retirement savings plans with diversified investment options
- Direct deposit and streamlined payroll services available nationwide

IntelliSavvy also maintains strategic relationships with financial institutions and employee-focused banking organizations that support the technology workforce sector, enabling employees to access convenient and flexible financial services tailored to their needs.

In support of workforce wellness and employee engagement, IntelliSavvy promotes a healthy work-life balance through paid time-off programs that include vacation leave, holidays, personal days, and flexible scheduling opportunities when operationally feasible. IntelliSavvy's employee engagement philosophy emphasizes professional growth, workplace flexibility, employee recognition, and long-term workforce stability to help maintain high levels of employee satisfaction and retention.

IntelliSavvy also leverages workforce analytics and employee engagement insights to continuously evaluate employee satisfaction trends, workforce needs, and benefit utilization patterns to improve overall workforce experience and organizational responsiveness.

4.1.17 Occupational Health and Safety

Focused on identifying candidates with the best-fit skills and experience, our precise recruitment methods and thorough screening practices help maximize our employees' productivity in their new work environment and minimize the need for pre-assignment training. Should we identify a need for additional training for specific WVOT positions or locations, IntelliSavvy will work closely with WVOT to develop pre-assignment training that candidates must take before their first day on assignment. This will eliminate hours of employee ramp-up and on-the-job training time.

To accommodate any worker or work schedule, we offer the four training options listed below, some of which were created by IntelliSavvy and others through outside vendors.

- Online training via the internet
- Online training hosted in local IntelliSavvy servicing locations
- Custom one-to-one training at clients' requests
- Mobile training classes utilizing wireless technology

IntelliSavvy's solutions are always structured, client-specific plans that ensure that we maximize their effectiveness and benefit to our clients. Our dedicated account and implementation teams will hold responsibility for crafting the training programs that best meet the WVOT's specific work environment, meeting with the appropriate individuals within WVOT to determine the type of training and specific processes required for each position and location. Based on the information we gather during this stage, IntelliSavvy will create training materials and establish a comprehensive training schedule.

Once implemented, our training program and our servicing location's compliance to it will be coordinated by the account team we dedicate to the WVOT. Details regarding the training requirements will be posted on IntelliSavvy's intranet to ensure a clear understanding of the processes and objectives. We also regularly audit our servicing locations supporting your account to validate that they are meeting the program expectations and goals in this area.

4.1.17.1 Online Software Training

IntelliSavvy utilizes Brain Bench tutorials, interactive, performance-based training programs that employ proven instructional methodologies to teach basic, intermediate, and advanced software skills, including Microsoft Office applications, in multiple languages. Brain Bench tutorials are available to our employees via the internet or at dedicated training workstations in IntelliSavvy other office locations. More than 600 courses include computer and software training for all skill sets. Because Brain Bench tutorials focus on the most widely used functions of each application, a beginner can progress to intermediate proficiency, or an intermediate to advanced proficiency, in a matter of hours instead of weeks.

4.1.17.2 Safety Training

Employees are instructed on general safety issues and advised of specific safety requirements and/or equipment/clothing required for the assignment. Safety instruction on specific client equipment is the responsibility of the client. If requested, IntelliSavvy can provide safety consultants to review the work environment and make recommendations for our mutual benefit.

4.1.17.3 Customized Training

Customized training is available for a variety of applications. We develop our own handbooks, training manuals and training videos to assist with, not take the place of, personal instruction. IntelliSavvy can work with WVOT to coordinate a training program specific to their business environment, especially where off-the-shelf solutions will not suffice.

4.1.17.4 Career Pathing

To enhance each employee's career path, IntelliSavvy offers training opportunities throughout their tenure with our company. All our employees and screened applicants are eligible, both prior to and throughout their work assignments, for free training in new technical skills and behavioral development. As new skills are learned and proficiency is evaluated, employees are assigned to contingent positions that will utilize these skills. New skill levels usually command increased hourly pay rates and more challenging positions, providing them with many of the same advancement opportunities available to direct hires.

4.1.17.5 In-House Training

IntelliSavvy is a culture of integrity, vision, and innovation. We believe our people are the most valuable asset and the corner stone upon which rests our future and continuous success. Hence, it is imperative to invest in our employees through training and development to secure our shared and successful endeavor. Our training programs cover a wide array of roles and responsibilities for all levels, managerial and otherwise, as we are focused on our shared vision for the future.

All in-house employees participate in the following training programs:

- *Getting People Started (GPS)* – introductions to colleagues, work environment, benefits, policies and procedures, privacy and security, safety and IntelliSavvy's vision, mission, and goals
- *Back-to-Basics* – online database of procedural training modules, available on IntelliSavvy's intranet, designed to enhance knowledge, and encourage teambuilding and the sharing of best practices
- *eLearning Library* – online database of presentations covering a wide range of topics, available on IntelliSavvy's intranet, designed to enhance knowledge and advance career development
- *Knowledge Hub* – series of webinars led by a IntelliSavvy trainer and a IntelliSavvy SME, conducted weekly, wherein topics for discussion are voted on by managers across our organization and subsequently posted on IntelliSavvy's intranet for all employees to view

IntelliSavvy's recruiters, sourcing assistants and program delivery managers receive additional training focused on program success, operational efficiencies, and overall client satisfaction, while our business development managers and vice presidents receive additional training focused on maximizing value for existing and prospective clients.

4.1.17.6 Sexual Harassment Policy

IntelliSavvy prohibits any form of employee harassment based on race, color, religion, sex, national origin, age, and disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by federal, state, or local law. Any interference with IntelliSavvy employees' ability to perform their assigned job duties is not tolerated.

With respect to sexual harassment, IntelliSavvy prohibits the following:

- Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
- Offensive jokes, comments, innuendoes, and other sexually oriented statements.

If harassment is reported, IntelliSavvy will conduct a prompt, thorough and confidential investigation. If an investigation confirms the harassment to have taken place, corrective action will be taken, including disciplinary action up to and including termination. IntelliSavvy also prohibits any form of retaliation against any employee for filing a bona fide complaint or assisting in the investigation of a bona fide complaint.

4.1.17.6.1 Harassment and Workplace Violence

Everyone has the right to a work environment free from harassment of any type. We will not tolerate verbal, nonverbal, or physical conduct by anyone associated with our business (including suppliers and clients) that harasses or creates an intimidating, offensive, abusive, or hostile work environment, including any workplace violence or sexual harassment. Our employees and managers are required to comply with all anti-harassment laws in the locations where they work.

Workplace violence includes robbery and other commercial crimes, domestic and stalking cases, violence directed at the employer, past or current employees and/or family members, clients, suppliers and other third parties. Subject to applicable laws and regulations, we prohibit the possession and/or use of firearms, other weapons, explosive devices, and/or other dangerous materials on Company premises or while conducting Company business.

Sexual harassment occurs whenever unwelcome conduct on the basis of gender affects a person's job. Such conduct includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that results in an intimidating, hostile or offensive working environment.

4.1.17.7 Substance Abuse

We are committed to a drug-free and alcohol-free workplace. Everyone must be free of the physical and psychological influences of drugs and alcohol while conducting Company business and while on Company property to maintain a safe and pleasant working environment. Reporting to work under the influence of alcohol or any illegal drug or using, possessing, or selling illegal drugs while on Company time or business may result in immediate termination.

The purchase or consumption of alcoholic beverages on Company premises is prohibited except when specifically authorized by Company management at Company functions.

If you are using prescription drugs that may have an effect on your work performance or compromise your ability to work safely, discuss this with your manager or supervisor.

4.1.17.8 Anti-Retaliation Policy

IntelliSavvy strictly prohibits and will not tolerate any form of retaliation against anyone who, in good faith, reports an actual or apparent violation of the Company's Code of Business Conduct and Ethics or policies, or applicable laws, rules or regulations.

The Company assures that anyone who sees or suspects unlawful, fraudulent, or unethical behavior and reports the matter to the Company in good faith will not be retaliated against, even if their report is proven unfounded by an investigation.

No employee shall be discharged, demoted, suspended, threatened, harassed, intimidated, coerced, or retaliated against in any way as a result of his or her report of an actual or apparent violation in good faith. However, an employee who knowingly makes a false allegation or provides false or misleading information during an investigation will be subject to disciplinary action, up to and including termination of employment.

The Company takes seriously all reports of violations, will investigate all reports promptly, will treat all reports as confidential to the extent possible and will make every effort to protect the anonymity of anyone who reports an actual or apparent violation in good faith.

4.1.17.8.1 Reporting Violations of this Policy

If you believe you have suffered any form of retaliation, please do not hesitate to report the matter to your manager, supervisor, or the CEO/Principal. You may also report the matter through the Company's business ethics hotline. If you have questions concerning this policy, please contact the Global Ethics Compliance Officer.

Please note that this Policy should be read in conjunction with the Company's Code of Business Conduct and Ethics, and with the following global policies: Antitrust and Fair Competition, Bribery and Corruption, Data Privacy, Information Security, Social Media, Insider Trading, Records Management and Retention, Supply Chain Business Partner, Diversity, Environmental, Health, Safety & Wellness, Human Trafficking; and local policies: Conflicts of Interest, Gifts and Entertainment, Equal Employment Opportunity/Diversity/Discrimination, and Workplace Harassment.

4.1.17.9 Manual Handling and Lifting Policy

IntelliSavvy has developed this program to protect our employees from the hazards of improper lifting techniques and overexertion during manual material handling.

This procedure is a guide for employees in safe manual handling practices. All employees are responsible for following steps detailed in this procedure for any manual handling activity as defined below.

Manual handling is any activity that involves lifting, pushing, pulling, carrying, moving, holding or restraining. It also includes sustained and awkward postures or repetitive movements. Good manual handling techniques can help to prevent injury.

Strains and sprains caused by manual handling are easily incurred and extremely painful. They often result in long periods of disablement. In many cases the injury can be permanent.

Assessment of Risk

Each manual handling job is broken down into individual tasks to assist in identifying the range of potential manual handling hazards.

- Avoid manual lifting where possible
- Assess what needs to be done, both the situation and the load to be moved
- Know your limitations
- Prepare the area
- Assess whether you need to move the load

4.1.17.9.1 Performing a Lift

In preparation for lifting an object, warm up the muscles by stretching and then test the weight of the load.

- Split heavy loads
- Weight – controlling weight to a safe level will prevent constant forward pull on the lower back and wear and tear on the joints
- Ensure natural curves are present when moving loads
- Avoid hunching shoulders
- Keep feet set apart for a wide stable base
- Keep your knees and hips slightly bent
- Use thigh and buttock muscles
- Bottom out, chest and head up
- Maintain good posture
- Avoid stooping bending over, over stretching and twisting
- Keep close to the load

4.1.17.9.1.1 During the Task

- Wear non-slip shoes
- Avoid twisting
- Keep close to the load
- Elbows tucked in
- Keep abdominal muscles tight
- Perform the move
- Raise your head as you move
- Keep shoulders relaxed
- Use smooth movements

4.1.17.10 Control of Hazardous Energy Sources

IntelliSavvy provides training sessions to our temporary employees on Lockout/Tag-Out (LOTO) in compliance with the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) as a general industry standard under 29 CFR 1910.147. Each authorized employee will receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

Our Safety and Security Training Specialist will utilize an internal training form to document the process and results along with the refresher training dates. Each affected employee will be instructed in the purpose and use of the energy control procedure. The training/instruction will be

documented on separate form. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, will be instructed about the procedure and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out. When employees are assigned to work in or on equipment that could potentially endanger personnel should it be activated, the supervisor assigning employees to this work is responsible for ensuring that these workers are provided with specific equipment and instructions to comply with this power lockout procedure.

Authorized and affected employees will be retrained whenever there is a change in their job assignments that could affect their lockout responsibilities, a change in the machines that presents a hazard or when there is a change in energy control procedures. Additional retraining will be conducted whenever the periodic inspection reveals that there are deviations from or inadequacies in the employee's knowledge or use of energy control procedures. The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

4.1.18 Billing, Reporting and Accounting Capabilities and Resources

IntelliSavvy maintains a modern, technology-enabled financial management and operational reporting framework designed to support accurate billing, transparent reporting, workforce accountability, regulatory compliance, and efficient financial operations. Our accounting, payroll, invoicing, and reporting processes leverage automated workforce management systems, AI-assisted analytics, centralized reporting platforms, and rules-based workflow automation to improve operational efficiency, reduce administrative overhead, and ensure timely and accurate financial processing.

IntelliSavvy's financial and operational management approach emphasizes strong internal controls, process standardization, workforce visibility, compliance oversight, and real-time reporting capabilities to provide the WVOT with accurate, actionable, and transparent operational information throughout the contract lifecycle.

4.1.18.1 Timesheet Retrieval and Pay Checks

IntelliSavvy utilizes an automated time collection and workforce management platform that provides comprehensive timekeeping, attendance tracking, payroll integration, workforce analytics, and compliance management capabilities. Our technology-enabled time and attendance solution helps reduce payroll and billing processing costs, minimize employee administrative burden, improve workforce productivity monitoring, and ensure compliance with applicable labor and government regulations.

The system includes intelligent time-tracking, automated timesheet review workflows, approval routing, and AI-assisted anomaly detection capabilities designed to improve efficiency and reduce manual processing errors. IntelliSavvy's rules-based workforce configuration supports automated validation of attendance policies, holiday schedules, leave balances, overtime thresholds, and workforce utilization metrics. Employees are required to perform minimal manual actions, typically limited to time entry or clock-in/clock-out activities, while the system automatically manages policy-driven attendance tracking and notifications.

The platform also provides proactive workforce alerts and notifications regarding:

- Paid Holidays and Leave Eligibility

- Vacation and Sick Leave Balances
- Overtime and Hours Thresholds
- Missing or Incomplete Time Entries
- Attendance Exceptions and Approval Delays

IntelliSavvy utilizes a weekly payroll schedule to support employee cash flow management and ensure timely compensation processing. Payroll periods begin on Monday and conclude on Sunday of the following week, with payroll disbursement occurring on Fridays. IntelliSavvy partners with ADP, a nationally recognized payroll processing provider, to support secure and accurate payroll administration, direct deposit processing, tax compliance, and workforce payment management. Employees are provided secure online access to payroll records, pay statements, hours worked, and earnings information to improve workforce transparency and self-service accessibility.

4.1.18.2 Invoicing Process

IntelliSavvy maintains an agile and highly controlled invoicing and financial management process designed to ensure accurate billing, timely invoice submission, transparent expense tracking, and efficient financial reconciliation activities. IntelliSavvy reviews and aligns all invoicing practices with customer contract terms, approved expense policies, and applicable accounting standards to ensure compliance and operational consistency.

Our accounting and invoicing systems maintain complete and accurate records supporting all temporary worker timekeeping, staffing expenses, approved reimbursements, and contract-related financial activities in accordance with Generally Accepted Accounting Principles (GAAP) and established financial management controls.

IntelliSavvy utilizes automated invoicing workflows and AI-assisted billing validation capabilities to improve invoice accuracy, detect anomalies, reduce discrepancies, and accelerate invoice processing timelines. Weekly electronic invoicing reports and customized billing summaries are provided to the WVOT to support operational visibility, expense validation, and financial transparency.

The invoicing process includes:

- Automated Time and Expense Consolidation
- Rules-Based Billing Validation
- Contract Compliance Verification
- Electronic Invoice Generation and Distribution
- Workforce Hours Reconciliation
- Expense Tracking and Documentation Management
- Financial Audit Support and Reporting

These automated financial controls help ensure accurate invoicing, timely payments, and reduced administrative burden for both IntelliSavvy and the WVOT.

4.1.18.3 Time Reporting

IntelliSavvy ensures that all personnel assigned to the WVOT complete bi-monthly timesheets that are reviewed and approved by the designated contract administrator or authorized customer representative. IntelliSavvy's automated workforce management platform supports time

collection, attendance tracking, payroll integration, workforce utilization analysis, and compliance management while reducing manual processing activities and administrative overhead.

Approved timesheets are processed by IntelliSavvy's Account Manager (AM) using automated time and attendance tracking systems designed to validate hours worked, identify discrepancies, monitor workforce productivity, and ensure alignment with customer-approved billing activities. Approved time records are then submitted to the WVOT Bookkeeper or designated financial personnel in accordance with established reporting and invoicing procedures.

IntelliSavvy's rules-based invoicing and workforce management configuration supports automated invoice generation, billing reconciliation, leave tracking, holiday validation, and attendance exception monitoring to minimize discrepancies between approved timesheets and submitted invoices. IntelliSavvy submits monthly invoices on the 5th business day following completion of the service month in accordance with WVOT billing requirements and contractual timelines.

IntelliSavvy understands that the WVOT may require a variety of operational, financial, and workforce reports to validate staffing performance, monitor contract activities, and support operational oversight. IntelliSavvy's reporting platform supports both standard and customized reporting capabilities available on demand, including:

- Comprehensive Staffing Activity Reports including submissions, interviews, starts, roll-offs, job titles, start dates, hours worked, invoiced amounts, and payment status
- Weekly, Monthly, Quarterly, and Annual Job Order Activity Reports
- Workforce Start and Placement Metrics
- Interview and Candidate Submission Tracking Reports
- Consultant Hours Worked and Billing Reports
- Revenue Reports for W2 Employees and Subcontractor Personnel
- Payroll and Pay Cycle Summary Reports
- Workforce Utilization and Productivity Metrics
- SLA and Operational Performance Reports
- Staffing Trend and Workforce Forecasting Reports

Through our integrated financial management systems, AI-assisted workforce analytics, automated reporting platforms, and disciplined operational controls, IntelliSavvy delivers accurate billing, transparent reporting, regulatory compliance, and real-time operational visibility to support the WVOT's staffing and financial management objectives.

4.1.18.4 Reporting

IntelliSavvy develops and delivers comprehensive operational, financial, staffing, and performance reports to the WVOT's contract administration team no later than the 10th business day following each reporting period. IntelliSavvy's reporting framework is designed to provide full visibility into staffing operations, workforce activities, service delivery performance, operational risks, financial status, and program progress.

Our Account Manager (AM) coordinates regular reporting reviews and stakeholder briefings with WVOT leadership to discuss operational performance, solicit customer feedback, review service metrics, and maintain open communication channels regarding staffing activities and contract performance.

IntelliSavvy's monthly reporting framework includes detailed analysis and tracking of:

- Current and Projected Staffing Activities
- Operational Progress and Task Completion Status
- Staffing Challenges and Workforce Risks
- Financial Expenditures and Budget Tracking
- Earned Value Management (EVM) Metrics
- SLA Performance and Operational Compliance
- Workforce Utilization and Productivity Trends
- Corrective Actions and Recommended Improvements
- Deliverables, Milestones, and Action Items
- Operational Issue and Risk Logs

AI-assisted operational analytics and reporting dashboards support proactive trend analysis, workforce forecasting, financial visibility, and performance monitoring. IntelliSavvy also utilizes Performance Measurement Baselines (PMBs) and Budgeted Cost of Work Performed (BCWP) methodologies to support program performance tracking, financial oversight, and project management reporting activities.

IntelliSavvy adapts reporting methodologies from our Project Management Plan (PMP) framework and utilizes Monthly Status Reports (MSRs) to provide structured operational updates regarding staffing performance, strategic sourcing activities, personnel status, subcontractor utilization, milestone achievement, workforce vacancies, operational risks, and management actions.

Monthly Financial Reports (MFRs) are also provided to support financial transparency and operational accountability for all task order activities and staffing-related expenditures.

IntelliSavvy's Management Information System (MIS) and reporting platform provide accurate, timely, and data-driven operational visibility regarding workforce performance, staffing activities, service quality, financial reporting, and contract execution. AI-enabled dashboards and workforce analytics further enhance reporting accuracy, operational forecasting, and executive decision-making support.

This approach, shown in **Exhibit 6**, assures the WVOT a clear view into all project activities, improves efficiencies, and increases the quality of delivered products and services.

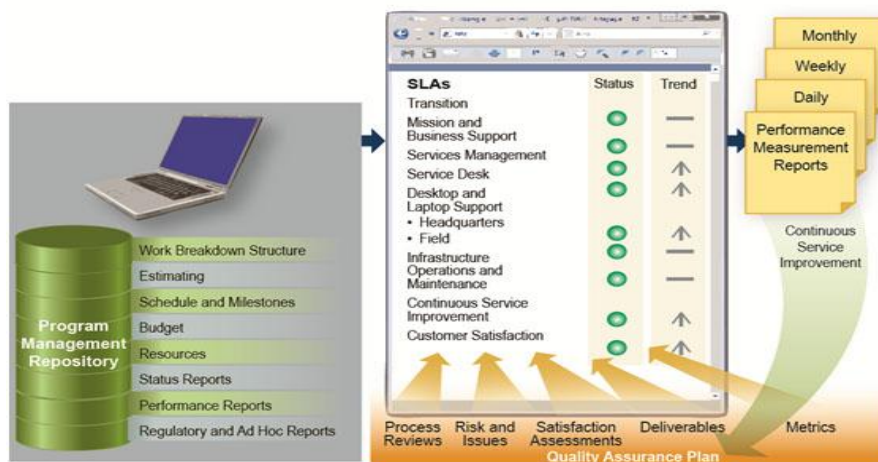


Exhibit 6: Management Information System. *IntelliSavvy's online MIS provides insightful, accurate, and timely information data on program status and performance reporting***4.1.19 Affirmative Action and Equal Employment Opportunity**

IntelliSavvy is committed to maintaining a workplace and recruitment environment that promotes diversity, equity, inclusion, and equal employment opportunity across all workforce activities. IntelliSavvy prohibits discrimination in all human resource policies, recruiting practices, staffing activities, compensation decisions, professional development opportunities, and employment actions. Our workforce management philosophy is centered on providing equal access, fair treatment, and inclusive opportunities for all employees, applicants, subcontractors, and business partners.

IntelliSavvy actively embraces workforce diversity as a strategic advantage that strengthens innovation, enhances collaboration, improves service delivery, and supports broader perspectives in solving customer challenges. To attract a broad and diverse candidate pool, IntelliSavvy utilizes a multi-channel recruiting strategy supported by AI-assisted sourcing technologies, workforce analytics, diversity recruiting initiatives, and strategic outreach programs targeting underrepresented communities and diverse professional groups.

Our diversity-focused recruiting initiatives include outreach and engagement with:

- Diverse high schools, trade schools, colleges, and universities
- Minority-serving educational institutions and graduate programs
- Professional associations and industry groups
- Veteran organizations and military transition programs
- Disability advocacy organizations and placement services
- Faith-based and community outreach organizations
- Women's professional organizations and multicultural centers
- Student organizations and workforce development programs

IntelliSavvy also partners with state employment service offices, workforce development agencies, and diversity-focused recruiting networks to improve access to qualified candidates from diverse backgrounds and professional experiences. Open positions are posted on diversity-focused recruiting boards and workforce platforms to maximize candidate reach and support inclusive hiring practices.

To further support workforce diversity and inclusion, IntelliSavvy establishes ongoing recruiting partnerships with organizations that support individuals with disabilities, veterans, women, minority professionals, and other underrepresented groups. Our recruiting teams are trained to approach candidate sourcing with a focus on diversity across race, ethnicity, gender, experience, communication style, cultural background, and professional perspective.

IntelliSavvy's designated Equal Employment Opportunity (EEO) Officer, Ms. Radhika Modali, is responsible for overseeing compliance with EEO laws, workforce diversity initiatives, and non-discriminatory employment practices. The EEO Officer ensures that all staffing decisions, workforce management activities, and employment actions are conducted fairly, consistently, and in compliance with applicable federal and state regulations.

IntelliSavvy also utilizes AI-assisted workforce analytics and recruiting technologies designed to support objective candidate evaluations, reduce unconscious bias through standardized screening

methodologies, and improve workforce diversity visibility and reporting. Human oversight remains central to all hiring decisions to ensure ethical recruiting practices and equitable workforce management.

To sustain and expand workforce diversity, IntelliSavvy utilizes multiple sourcing strategies including:

- Establishing partnerships with organizations and institutions supporting diverse populations
- Networking with minority caucuses and professional diversity associations
- Leveraging referrals from recognized industry professionals and community leaders
- Conducting targeted outreach to underrepresented workforce groups
- Encouraging qualified temporary and part-time personnel from diverse backgrounds to apply for full-time opportunities
- Collaborating with EEO offices and workforce diversity programs at educational institutions and organizations
- Supporting graduate recruitment initiatives focused on underrepresented populations

IntelliSavvy also leverages major recruiting platforms and diversity-focused job distribution networks including CareerBuilder, Dice, Monster, JobDiva, ZIP Recruiter, LinkedIn Premium Recruiter, and other industry-specific workforce portals. Through CareerBuilder's diversity partnership network, IntelliSavvy job postings are automatically distributed across numerous diversity recruiting websites including DiversityWorking.com, DiversityJobs.com, WorkplaceDiversity.com, IMDiversity.com, HireDiversity.com, and similar platforms to further expand access to diverse candidate pools.

4.1.20 Diversity Plan

Vision:

IntelliSavvy's vision for professional services and workforce solutions is centered on innovation, collaboration, inclusivity, and customer partnership. IntelliSavvy approaches customer challenges by thoroughly analyzing operational needs, generating innovative solution strategies, and collaborating closely with customers to develop practical, scalable, and forward-looking solutions tailored to their specific business and workforce objectives.

Our approach emphasizes collaborative problem-solving, operational transparency, and customer engagement to create tactical and strategic solutions that deliver measurable business value while strengthening workforce alignment and organizational effectiveness.

Mission:

When engaged by a customer, IntelliSavvy's mission is to operate as a collaborative partner by integrating customer teams, operational stakeholders, and workforce resources into the solutions we deliver. IntelliSavvy believes this partnership-driven approach differentiates us from competitors by promoting long-term customer success, workforce collaboration, and operational sustainability rather than creating dependency-based service models.

Goals:

IntelliSavvy was founded with the objective of becoming a premier consulting, staffing, and workforce solutions provider. Over the past seven-plus years, IntelliSavvy has consistently

demonstrated its ability to deliver high-quality staffing services, operational excellence, and customer-focused workforce solutions across both public and private sector engagements.

Our organizational goals include:

- Building long-term and trusted customer relationships
- Delivering high-quality staffing and consulting services
- Maintaining operational integrity, honesty, and accountability
- Providing administrative and IT staffing services at competitive pricing
- Improving customer operational efficiencies and workforce performance
- Reducing operational costs and improving service delivery outcomes
- Supporting workforce innovation, collaboration, and continuous improvement

IntelliSavvy is committed to fostering diversity, inclusion, cultural competency, and equitable workforce practices across all operational, staffing, research, development, and service delivery activities. Our workforce processes are designed around customer satisfaction, operational excellence, workforce engagement, and continuous improvement.

Strategies and Accomplishments:

IntelliSavvy's workforce and operational strategies include:

- Hiring and retaining highly qualified personnel
- Maintaining efficient operational overhead to improve customer value
- Offering competitive compensation and comprehensive employee benefits
- Supporting employee certification and professional development initiatives
- Providing technical mentorship and workforce support through experienced internal technical teams
- Leveraging AI-assisted workforce analytics and recruiting intelligence to improve staffing quality and workforce alignment

Key accomplishments achieved through these strategies include:

- Consistently delivering highly qualified and high-performing candidates resulting in strong customer satisfaction outcomes
- Achieving continuous year-over-year organizational growth and repeat business from long-term customers
- Maintaining strong workforce retention and assignment continuity across customer engagements
- Supporting long-term staffing engagements where personnel have remained on assignments for several years across multiple customer environments

These accomplishments demonstrate IntelliSavvy's commitment to workforce quality, customer satisfaction, operational integrity, and long-term partnership success.

4.1.21 Holiday and Overtime Policy

IntelliSavvy maintains a structured overtime and holiday compensation policy designed to ensure compliance with federal and state wage and hour regulations while supporting operational flexibility and workforce accountability. IntelliSavvy compensates employees for authorized overtime work in accordance with applicable labor laws, contractual requirements, and operational business conditions.

Overtime is generally defined as:

- Hours worked in excess of 40 hours within a workweek
- Hours worked in excess of 8 hours per day where state law requires stricter overtime thresholds

All overtime must receive prior approval from the employee's immediate supervisor or Account Manager (AM). Authorized overtime for non-exempt employees is compensated at one-and-one-half (1.5x) times the employee's standard hourly rate. Overtime for exempt employees requires approval from IntelliSavvy leadership and is managed in accordance with applicable employment classifications and organizational policies.

IntelliSavvy utilizes automated timekeeping, workforce management, and payroll systems with rules-based validation and AI-assisted compliance monitoring capabilities to accurately track overtime usage, identify attendance anomalies, validate approvals, and ensure adherence to wage-hour regulations and customer policies.

All overtime entries reflected on employee timesheets must include documented supervisory approval. IntelliSavvy's overtime policy applies consistently across full-time, part-time, temporary, exempt, and non-exempt personnel based on applicable labor classifications and regulatory requirements.

Overtime compensation conditions may include:

- Hours worked beyond 40 hours within a workweek
- Hours worked beyond 8 hours in states with more restrictive overtime regulations
- Hours worked on official company holidays that exceed overtime thresholds
- Approved travel-related work hours associated with company business activities

IntelliSavvy's workforce management systems also support automated overtime calculation, holiday validation, workforce scheduling visibility, and compliance reporting to improve operational accuracy and payroll integrity.

4.1.22 Travel Policy

IntelliSavvy maintains a structured travel reimbursement policy designed to support operational efficiency, workforce mobility, cost control, and compliance with applicable reimbursement standards. Travel-related expenses are reimbursed in accordance with established company policies, applicable IRS mileage guidelines, customer contract requirements, and approved operational procedures.

IntelliSavvy's travel reimbursement framework includes the following principles:

- Mileage reimbursement rates are aligned with current IRS guidance and include applicable insurance considerations associated with business travel activities
- Employees are responsible for ensuring that personal vehicle insurance policies adequately cover business-related travel when personal vehicles are utilized
- For trips lasting 24 hours or less, rental vehicles may be recommended when rental costs are lower than personal mileage reimbursement expenses
- Mileage reimbursement calculations are based on total actual business miles traveled during approved travel activities
- Cost-effective transportation methods including public transportation, ridesharing, carpooling, rental vehicles, and economy-class airfare are encouraged whenever operationally feasible

- Parking fees, taxi fares, and authorized travel expenses are reimbursable with appropriate supporting documentation
- Travel bookings are expected to utilize the lowest reasonable fare options unless operational considerations justify pre-approved exceptions
- Fines, penalties, and unauthorized expenses are not reimbursable under IntelliSavvy policy

IntelliSavvy also leverages automated expense management platforms, digital reimbursement workflows, and AI-assisted expense validation tools to improve reimbursement accuracy, streamline travel processing activities, enhance compliance monitoring, and reduce administrative overhead associated with workforce travel management.

5 REFERENCES

IntelliSavvy has developed relevant experience supporting organizations with temporary information technology staffing, staff augmentation, professional services, and project-based technical resource requirements. Our experience includes identifying, qualifying, placing, onboarding, and managing personnel across a broad range of technology disciplines, including software development, cloud services, data and analytics, cybersecurity, infrastructure, networking, project management, business analysis, quality assurance, technical support, and related enterprise technology functions.

During the past five years, IntelliSavvy has supported the placement and workforce administration of more than six technical professionals through staffing engagements that included tiered subcontracting arrangements supporting the Internal Revenue Service (IRS). These engagements required IntelliSavvy to identify and qualify personnel, coordinate placement activities, support employment administration and payroll, maintain workforce records, and provide ongoing consultant support within a structured federal government contracting environment.

The technical personnel supported through these engagements performed information technology functions aligned with enterprise application development, systems support, infrastructure, data, cloud, security, and related technology disciplines. IntelliSavvy's responsibilities included recruiting coordination, candidate qualification, onboarding support, employment administration, payroll processing, consultant communication, workforce management, and ongoing coordination with applicable contracting and delivery stakeholders.

These staffing engagements demonstrate IntelliSavvy's ability to provide multiple qualified technical personnel simultaneously, manage consultant assignments across structured client environments, and maintain the administrative and operational infrastructure necessary to support technical staffing services over the course of active assignments.

In addition to federal government support performed through tiered subcontracting arrangements, IntelliSavvy has supported commercial and enterprise customers with technical staffing and professional services requirements. These engagements have required IntelliSavvy to respond to varying technical requirements, experience levels, project durations, work arrangements, and operational priorities while maintaining consistent recruiting, qualification, onboarding, payroll, workforce administration, and consultant management practices.

Across its staffing engagements, IntelliSavvy has established repeatable processes for:

- Receiving and analyzing technical staffing requirements;

- Identifying applicable technical skills, experience, education, certifications, and assignment qualifications;
- Sourcing qualified candidates through internal databases, professional networks, referrals, recruiting platforms, staffing partnerships, and targeted outreach;
- Conducting recruiter screening and qualification reviews;
- Coordinating technical evaluation and subject-matter-expert review when appropriate;
- Presenting qualified candidates for client consideration;
- Coordinating interviews and candidate availability;
- Supporting pre-placement checks and employment documentation;
- Completing W-2 onboarding and payroll enrollment;
- Managing consultant timekeeping, payroll, and workforce administration;
- Supporting consultant communication and employee relations;
- Monitoring assignment continuity and workforce performance;
- Coordinating replacement resources when required; and
- Maintaining ongoing account-management and client-support activities throughout each assignment.

IntelliSavvy's prior staffing experience has required the Company to support multiple technical resources while maintaining responsibility for recruiting coordination, employment administration, payroll, workforce support, and consultant management. This experience demonstrates IntelliSavvy's capability to support temporary technical staffing requirements involving multiple personnel across diverse information technology classifications.

For the WVOT, IntelliSavvy will apply the same established staffing and workforce management practices to technical resource requirements issued under the resulting contract. Our prior experience providing and managing more than six technical professionals, together with our broader technical staffing capabilities, provides a relevant foundation for supporting WVOT's Temporary Technical Staffing needs.

5.1 Reference #1 – Ascendum

IT Professional Services			
Client Name and Address	Ascendum 10290 Alliance Road, Cincinnati, OH 45242		
Period of Performance	April 2025 – Present	Dollar Value	\$450,000.00
Contact Details	Name: Mohan Vaddlamudi; Title: Sr. Talent Acquisition Specialist Phone: (630) 915-8931; Email: Mohan.Vaddlamudi@ascendum.com		
Brief Scope of Work			
IntelliSavvy provides IT Professional Services to Ascendum with ADA Analyst Resource; Business Analyst 1 – Functional Analyst; Business Analyst 2 – Product Owner; Client Support Technician (Help Desk); Database Administrator; Functional Project Manager; IT Project Manager; Network Administrator / Engineer; Production Control / Systems Communications Resource; System / Infrastructure Architect; Security Auditor; Security Analyst; Security Engineer; Software Developer; Systems Administrator; Systems Engineer; User Acceptance Test (UAR) Analyst; User Interface / User Experience (UI/UX) Designer; and User Interface / User Experience (UI/UX) Researcher.			

5.2 Reference #2 – LillyRao

Information Technology Professional Services			
Client Name and Address	LillyRao 11707 La Grange Dr, Frisco, TX 75035		
Period of Performance	Jun 2024 – Present	Dollar Value	\$600,000.00
Contact Details	Name: Chandra Kurma; Title: Sr. Account Manager Phone: (240) 755-3678; Email: Spathula@lritllc.com		

Information Technology Professional Services			
Brief Scope of Work			
IntelliSavvy provides LillyRao with IT Professional Services on an as-needed basis to augment the IRS staffing requirements through a tiered-subcontracting. Our services include providing QE automation engineers, Project managers, Java developers, and Pega developers.			

5.3 Reference #3 - ViaPeople

Information Technology Support Services			
Client Name and Address	ViaPeople 101 Morgan Lane, Suite 208, Plainsboro, NJ 08536		
Period of Performance	Jun 2024 – Present	Dollar Value	\$465,000.00
Contact Details	Name: Daniel Mockaitis; Title: Vice President of Technology Phone: (219) 877 4274; Email: dmockaitis@viapeople.com		
Brief Scope of Work			
IntelliSavvy provides ongoing information technology support services for ViaPeople’s enterprise workforce and organizational-performance platform. The engagement includes application development, workflow automation, cloud modernization, systems integration, data integration, reporting enhancements, user-experience improvements, and production support. IntelliSavvy applies structured project management, quality assurance, testing, security, and continuous-improvement practices across the application lifecycle.			
Project Description			
ViaPeople operates a commercial, cloud-based platform supporting workforce management, employee engagement, organizational performance, reporting, and related business operations. The platform requires continuous enhancement and reliable production support while accommodating evolving business needs, integrated data sources, user-access requirements, and modernization priorities. Since June 2024, IntelliSavvy has supported ViaPeople through the development and enhancement of enterprise applications using Angular and .NET technologies. The engagement includes designing and maintaining secure REST APIs, integrating relational databases and enterprise data services, automating business workflows, improving reporting capabilities, and enhancing the user experience across the platform. The operating environment incorporates Azure AD B2C, OAuth, OpenID Connect, and role-based access controls to support secure access to applications and organizational data. Microservices and Kubernetes-based deployment practices support scalability and maintainability, while separate development, testing, and production environments provide controlled promotion of application changes. IntelliSavvy applies code review, automated testing, CI/CD controls, release management, defect resolution, and production-support practices throughout the engagement. Project activities are coordinated through structured planning, status reporting, risk and issue management, and collaboration with ViaPeople’s technology and business stakeholders. The engagement has strengthened workflow efficiency, enterprise data integration, reporting and decision support, platform scalability, maintainability, and production stability. It also provides the secure application, data, identity, integration, and governance foundation needed to introduce future AI-enabled workforce services, enterprise search, reporting assistance, and intelligent workflow capabilities.			

5.4 Reference #4 – CampMinder

AI-Driven Intelligent Agent Platform for Software Delivery			
Client Name and Address	CampMinder 5766 Central Ave, Suite 200, Boulder, CO 80301		
Period of Performance	April 2025 – Present	Dollar Value	\$825,000.00
Contact Details	Name: Mary Moore-Simmons; Title: CTO Phone: (916) 716-3044; Email: marymooresimmons@campminder.com		
Brief Scope of Work			
IntelliSavvy is supporting CampMinder in introducing AI-driven capabilities into its software development lifecycle, with a focus on building an AI-enabled engineering culture from the ground up.			
Project Description			
The engagement includes designing and implementing SDLC agents to support development, testing, and quality processes, along with establishing structured workflows for how these capabilities are used across teams. This involves defining governance controls around usage, ensuring consistency in how AI is applied, and aligning development practices with broader organizational objectives.			

AI-Driven Intelligent Agent Platform for Software Delivery

A key aspect of this work is enabling adoption. IntelliSavvy is working closely with engineering and leadership teams to introduce AI in a way that integrates into existing workflows, supports productivity, and maintains accountability. This includes defining usage patterns, introducing review and validation checkpoints, and ensuring visibility into how AI-generated outputs are used within the development process.

The engagement reflects the practical challenges of introducing AI into an existing organization, including aligning teams, managing change, and establishing governance alongside adoption. It demonstrates IntelliSavvy's ability to move beyond strategy and support real implementation in a controlled and structured manner.

5.5 Reference #5 – Uknomi, Inc.

Generative AI-Driven Structured Data Analysis Platform

Client Name and Address	Uknomi, Inc. 4501 Mockingbird Lane Dallas TX 75205		
Period of Performance	Sep 2024 – Present	Dollar Value	\$150,000.00
Contact Details	Name: Srinivas Guddati; Title: Co-Founder / CTO Phone: (214) 769-9143; Email: sguddati@uknomi.com		

Brief Scope of Work

IntelliSavvy supported the development of AI-driven analytics capabilities focused on processing large volumes of operational data to generate structured insights for decision support.

Project Description

The engagement involved designing workflows to handle unstructured inputs, translate them into usable data, and generate consistent outputs that could be consumed by business and operational teams. A key focus was ensuring that AI-generated insights were reliable, traceable, and aligned with expected usage.

Governance was incorporated into the workflow by defining how data is processed, how outputs are validated, and how results are interpreted. This included introducing review checkpoints, establishing visibility into system behavior, and ensuring that outputs could be audited and understood.

Key aspects of this experience include:

- Designing workflows for processing structured and unstructured data inputs
- Establishing validation and review checkpoints for AI-generated outputs
- Implementing monitoring to ensure consistency and reliability of insights
- Aligning system outputs with business expectations and operational use
- Supporting ongoing refinement based on usage patterns and feedback

This experience reflects the application of governance within AI-driven analytics systems, where outputs must be both actionable and controlled, and where visibility into system behavior is critical for adoption.

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