



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: VS0000039204

Legal Name: SIGN - IN SOLUTIONS, INC.

Alias/DBA: SIGN - IN SOLUTIONS, INC.

Total Bid: \$2,027,376.00

Response Date: 09/23/2026

Response Time: 10:41

Responded By User ID: SIGN-INSOLUTION

First Name: MD

Last Name: Ashar

Email: business.coordinator@signi

Phone: 6306144540

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 ESR09222600000002942	1

VENDOR
VS0000039204
SIGN - IN SOLUTIONS, INC.

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 2027376
Response Date: 2026-09-23
Response Time: 10:41:14
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	75.500000	157040.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	58.600000	121888.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	62.650000	130312.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	65.520000	136281.60

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	50.560000	105164.80

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	78.900000	164112.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	92.680000	192774.40

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	87.500000	182000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	76.250000	158600.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	78.650000	163592.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	90.000000	187200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	85.000000	176800.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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	72.890000	151611.20

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Please find the attached Pricing.

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.

CRFQ 0231 OOT2700000006 – Temporary Technical S**Pricing & Positions**

Line	Position / Classification	Estimated Hours
1	Senior Web Application Analyst	2,080
2	CRM Application Analyst	2,080
3	Senior SQL Server Database Administrator	2,080
4	Business Analyst	2,080
5	Learning Management System & eLearning Development Specialist	2,080
6	Cloud Financial Operations Specialist	2,080
7	Cloud Architect	2,080
8	Cloud Security Professional	2,080
9	Cloud Platform Engineer	2,080
10	Cloud Network Engineer	2,080
11	Cloud Systems Management Engineer	2,080
12	Cloud Center of Excellence (CCOE) Implementation Specialist	2,080
13	Mainframe Systems Programmer	2,080
	TOTAL	27,040

Staffing Services

Bid Hourly Rate	Extended Amount	Delivery Days
\$75.50	\$157,040.00	2
\$58.60	\$121,888.00	2
\$62.65	\$130,312.00	2
\$65.52	\$136,281.60	2
\$50.56	\$105,164.80	3
\$78.90	\$164,112.00	3
\$92.68	\$192,774.40	3
\$87.50	\$182,000.00	3
\$76.25	\$158,600.00	3
\$78.65	\$163,592.00	3
\$90.00	\$187,200.00	3
\$85.00	\$176,800.00	3
\$72.89	\$151,611.20	2
	\$2,027,376.00	



SIGN-IN SOLUTIONS INC
SOLUTIONS TO CATER YOUR NEEDS

REQUEST FOR QUOTE

TO



FOR

TEMPORARY TECHNICAL STAFFING SERVICES

Due Date: 23rd Sept 13:30

Proposed To

Contact Name: Toby L. Welch

Email: toby.l.welch@wv.gov

Proposed By

SIGN-IN SOLUTIONS, INC.

2021, Midwest Rd, Suite 200, Oak Brook Illinois-60523

CEO: Shams Abbasi

Phone: 630-614-4540I

Email: Business.coordinator@signinsol.com

Website: www.signinsol.com

COVER LETTER



Sep 23rd, 2026

To
West Virginia Purchasing Division, Office of Technology
Buyer Name: Toby L. Welch

Subject: Response to RFQ - CRFQ 0231 OOT2700000006 Temporary Technical Staffing Services for the State of West Virginia Purchasing Division.

The West Virginia Purchasing Division,

Sign-In Solutions is pleased to submit this RFQ to provide Temporary Technology Staffing Services for the West Virginia Purchasing Division. We are excited to bring our strengths and proven methodologies to deliver the Best Staffing and Recruitment Services.

Sign-In Solutions has a demonstrated history of quality performance in the State IT and Non-IT Sectors, Health Sector, and Local government agencies. We have provided IT and non-IT staff augmentation services across diverse technological platforms. Our people have worked in diverse environments and have extensive experience in providing support for projects, whether large or small, complex, or simple. We conduct diligent background investigations on all employees to build client confidence and safeguard our company's integrity.

Sign-In Solutions was incorporated in 2017 and possesses the capability of delivering and managing projects promptly (often ahead of schedule). Since our inception, successfully acquired, managed, and delivered a variety of recruitment services (the majority of these being very similar to your requirements) and provided resources in all sector support services on diverse platforms to Local agencies. We have productively handled and completed recruitment services and benefited the respective agencies by providing consultants with the skill sets as per their requirements. With the necessary expertise, relevant experience, an effective knowledge of business processes for organizations, and the commitment of our management, we are fully prepared and committed to providing Temporary Technical Staffing Services to WVOT to meet WVOT's Temporary worker services and associated deliverables.

What distinguishes **Sign-In Solutions** from its competitors is our immediate and efficient response to our clients and the exceptional quality of our services. We communicate with our clients directly and consistently to make certain every aspect of performance is being addressed.

Sign-In Solution Proposal shall remain valid for acceptance for a period of 120 days from the closing date indicated in this Solicitation unless otherwise stated.

Sign-In Solutions acknowledges the receipt and review of Amendments and confirms that we agree and accept to comply with the requirements of the RFQ and attachment, including but not limited to the West Virginia Purchasing Division Standard Contract Terms and Conditions and other documents found in this RFQ.

General Corporate Information:

Item	Details
Legal Name	Sign-In Solution Inc.
Business Classification	Corporation
CCR Registration	Active
Federal Employer Identification Number	81-5069204
DUNS Number	116588615
Primary Contact Name	Shams Abbasi Email: business.coordinator@signinsol.com
Secondary Contact Name	MD Ashar Email: md.ashar@signinsol.com
Address	2021 Midwest Rd, Suite 200, Oak Brook Illinois-60523 Phone Number: 630-614-4540 FAX: 630-614-4540 www.signinsol.com

Mission: To deliver qualified personnel and cost-effective Temporary Technical Staffing Services that offer productivity, efficiency and value to **WVOT**.

Goal: our goal is to enable **WVOT's** mission by providing qualified candidates on time, fully screened, and with a comprehensive onboarding process.

Sign-In Solutions appreciates the opportunity to submit our response to the West Virginia Purchasing Division, **WVOT**, for consideration.

Should you have any questions in this regard, please do not hesitate to contact me at 630-614-4560.

Sincerely



Shams Abbasi
President

CONTENTS

COVER LETTER..... 2

VENDOR INFORMATION FORM 5

COMPANY PROFILE AND HISTORY 6

COMPANY QUALIFICATIONS 7

COMPANY EXPERIENCE..... 9

 SIMILAR REFERENCES 16

SCOPE OF SERVICES..... 18

OUR APPROACH TO NOVARTIS -STAFF AUGMENTATION SERVICES 20

PROPOSED PRICING SHEET 28

ADDENDUM ACKNOWLEDGEMENT FORM..... 35

CERTIFICATION AND SIGNATURE..... 36

VENDOR INFORMATION FORM

	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: Addendum No 2 -Temporary Technical Staffing Services Proc Type: Statewide MA (Open End)		Reason for Modification: Addendum No 2 is issued to publish vendor questions with the agency's responses.	
Date Issued	Solicitation Closes	Solicitation No	Version
2026-09-16	2026-09-23 13:30	CRFQ 0231 OOT2700000006	3

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

VENDOR
Vendor Customer Code: VS0000039204 Vendor Name : Sign - IN Solutions, Inc. Address : 2021, Midwest Rd Street : Suite 200 City : Oak Brook State : Illinois Country : US Zip : 60523 Principal Contact : Shams Abbasi Vendor Contact Phone: 630-614-4540 Extension:

FOR INFORMATION CONTACT THE BUYER Toby L Welch (304) 558-8802 toby.l.welch@wv.gov		
Vendor Signature X 	FEIN# 81-5069204	DATE 9/23/2026

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

COMPANY PROFILE AND HISTORY

Sign-In Solutions, incorporated in 2017, is an IT and Non-IT staff augmentation and software development services provider located in Chicago, IL. Our company size is 100+. At Sign-In Solutions, we have extensive experience in providing consulting, staff augmentation, labor, temporary and permanent IT, and Non-IT services to various clients. It is our constant endeavor to help our customers marshal new technologies in order to accomplish their mission efficiently and effectively. We provide services on strategic initiatives and optimal Technology Solutions. We help our clients with cost-cutting, focus their core business & assist them to achieve high growth through innovative solutions & thereby using full potential in several scintillating ways, working across the organization (integrated solutions) or within specific areas of performance.

Sign-In Solutions is a professionally managed company with Executives having more than 14 years of experience in senior-level management. Our management team is well conversant in working with State and Local government agencies and has vast experience in identifying and staffing their complex T&M and Fixed Price projects and executing them to the fullest satisfaction of our customers, and has won accolades many times.

Shams Abbasi is a **Sign-In Solutions** Founder and has over 12 years of experience in IT, and experience in the care of Software Configuration Management, Version Control, Build and Release Management, Change Management, Cloud Integration, and also experience in Linux System Administration, Build Engineering, and Release Management process, including end-to-end code configuration, building binaries and deployment and entire life Cycle model in Enterprise Application and deep knowledge of DevOps Management Methodology.

M D Ashar is one of the Sign-In Solutions founding members and has over 14 years of experience in professional and around 11 years of experience in US IT and Non-IT Recruitment, a progressive experience in all phases of Human Resources, RPO, and BPO and an Extensive background in Executive Search, Direct Hire, Contract, Project-Based and Corporate Recruiting, including full-life Cycle employment practices of Candidates domestic and abroad. He also has experience in the recruitment of DevOps-related positions for IT clients.

Anshul Jamwal is the Account Manager of Sign-In Solutions and has over 11 years of experience in the US IT Recruitment/Consulting Industry, DevOps software-related positions, with a deep understanding of the Whole US recruitment cycle and is also extensively experienced in the hiring process by identifying, reviewing, and qualifying resumes for telephone and process Interviews.

COMPANY QUALIFICATIONS

Sign-In Solutions has extensive experience in providing staffing, recruitment, payroll, direct-hire, employment, and technical services to various clients. It is our constant endeavour to help our customers marshal new technologies in order to efficiently and effectively accomplish their mission. We provide services on strategic initiatives and optimal Technology Solutions. We are a preferred vendor in government as well as the education sector and possess extensive staffing experience in providing staffing services. We have preferred recruiters from the top Business schools. Our manpower has experience of working on a variety of contracts of varying degrees of complexity and is constantly trained to maintain excellence.

Sign-In Solutions has a proven track record of high-quality performance in the State, IT Companies, and Local sectors. We have delivered IT staff augmentation services across various technological platforms for our clients. Our team has worked across varied settings and brings broad experience in supporting projects regardless of their size or complexity. We carefully perform background checks on every employee to maintain client trust and protect the integrity of our company.

- Extensive experience in IT staffing and workforce solutions, including Temporary, Contract, Contract-to-Hire, and Direct Hire placements.
- Experienced recruiting professionals with expertise in identifying and qualifying candidates across various IT technologies and skill sets.
- Proven ability to support state and local government agencies and meet complex staffing requirements.
- Capability to provide qualified resources for roles including Software Developers, Business Analysts, Database Administrators, Cloud and Network Engineers, Cybersecurity Professionals, Project Managers, and other technical positions.
- Established processes for candidate sourcing, technical screening, background verification, reference checks, and onboarding.
- Ability to respond quickly to staffing requests and provide qualified candidates within required timelines.
- Commitment to maintaining quality, confidentiality, compliance, and customer satisfaction throughout the staffing engagement.
- Strong focus on understanding client requirements and providing resources whose skills, experience, and qualifications align with the position requirements.

Sign-In Solution provide end-to-end staffing solutions to a client, which include:

- Understanding the workload needs of the Client
- Determining the workforce required to meet the same
- Conducting interviews and short-listing candidates
- Vetting potential candidates through background checks and employment history
- Drawing contracts and looking at legal issues
- Imparting training in case of gaps

- Follow-ups on the performance of the temp workers to see if the requirements are met
- Further, if the worker is not the right fit, then Sign-in Solution takes the responsibility to terminate the hire and compensate, as needed.

Value-added Services:

The below Value-added services that we can offer clients and prospects to differentiate ourselves from other competitors.

- **Background Investigations:** Sign In Solution offers criminal background, credit history, drug testing, employment verification, and many other pre-employment services to our clients.
- **Videoconferencing:** Videoconferencing is an extremely valuable resource for our clients. This service is ideal for interviewing, court deliberations, and business meetings.
- **Applicant Tracking System:** We have a revolutionary recruiting software system that we provide to our clients that is completely flexible based upon your needs. This unique system also gives you the ability to utilise our back-office support without the cost of recruiting fees.
- **Electronic / Social Networking:** Through advertising, we will grow the popularity of our business.
- **Outplacement:** We offer personalised outplacement services to our outgoing employees, including professional CV writing, career counselling, interview preparation, and social networking services.

Our Capabilities and Key Differentiators from competitors:

- Understanding and deep knowledge of the workload needs of client companies.
- Analyse and determine the workforce requirements and try to meet them.
- Conducting different levels of interviews and shortlisting the candidates accordingly.
- Generate contracts and keep an eye on legal issues.
- Detailed knowledge about the potential candidates and their background history.
- Conduct training in case of any gaps.

Based on our experience, recruiting capabilities, and established staffing processes, Sign-In Solutions confirms its ability to provide qualified IT personnel in accordance with the requirements, specifications, and service expectations outlined in this CRFQ.

COMPANY EXPERIENCE

Sign-In Solutions is one of the leading providers of Temporary Staffing services. Sign-In Solutions has extensive experience working on similar or large-scale Contract Staffing Services Projects. We acknowledge that we are willing to perform the services listed in the Scope of Work and enter into a contract with the WVOT. Our management team is well conversant in working with state and local government agencies and also in private agencies and has vast experience in identifying and staffing their complex T&M and Fixed Price Projects and executing them to the fullest satisfaction of our customers, and has won an award many times. We have great working experience with State, Local, Education and Private Sector Clients for IT, Non-IT, Administrative, Accounting/Finance, Educational, Industrial, Healthcare & Commercial Staffing Task Order based projects and Our Company has only seven public contract experiences, but we are excited about bringing the strengths and proven methodologies in providing the **CRFQ 0231 OOT2700000006– Temporary Technical Staffing Services** to WVOT.

We have extensive experience in all local, state, IT, and Non-IT staffing services. We fill all qualified and the same skills for all our clients on an as-needed basis, and below are the qualities where we believe our company is uniquely qualified to provide services for this solicitation.

Sign-In Solutions has 10 state staffing contracts and has served over 150 Staffing Services contracts with various local government and commercial agencies. Below is a demonstration of our contracts with various clients across the US.

Sign-In Solutions can provide qualified professionals across a broad range of IT disciplines, including:

- Software and Application Development
- Web Application Development
- Business Analysis
- Database Administration
- Cloud Architecture and Engineering
- Cloud Infrastructure and Operations
- Cybersecurity
- Network Engineering
- Systems Administration
- DevOps and Automation
- Data Analytics and Business Intelligence
- Project and Program Management
- Quality Assurance and Software Testing
- ERP and CRM Technologies
- Mainframe Technologies
- Learning Management and eLearning Development

- Technical Support and Systems Management

Our recruiting team maintains access to diverse candidate sources and utilizes established sourcing strategies to identify professionals with the required technical skills and industry experience.

Non-IT Services:

Engineering/ Finance/Supply Chain/ Retails/Health/College	
Manufacturing Engg, CNC/Lathe Machinist, Electrical Engg, Mechanical Engineer	Program Manager Supply Chain, Procurement Manager, Supplier Management
Financial Analyst, Business Analyst FX, Program Manager M&A	Receptionist, Clerk, Admin
Project Manager Retail/Macros, Program Manager POS Macros	Social Media Integration
Security Guard, Security Manager	Low-level and High-Level Labor
Audit & Finance, Data & Digital, Facilities & Administration, Human Resources, Market Access, Marketing, Sales, Technical Operations	Temporary Low-Level and High-Level Labor

IT Services

Embedded Technology	
Software Embedded Engineer Automotive, Web Application Analyst	Program & Project Management, Programmer, Developers
Embedded Developer, DevOps Engineer, Platform Engineer, IT Ops Team	Development, IT Dev Support Team, Deploy Engineer, Cybersecurity, Security Engineer, Cloud Architect
System Engineer - Powertrain and System, Network Engineer, Consultant	Engineering, UI Designer, Business Analyst, Project Manager, Data Scientist
Mask Design Engineer	Embedded Engineering, Mainframe System Programmer

Cloud Staffing Support	
Cloud Network Engineer, Cloud Architect	Cloud Data Migration Engineer
Cloud System Management Engineer	Cloud Financial Operations Consultant

SAP Staffing Support	
SAP FICO ERP	ERP
SAP SD, MM, PP, HRMS Functional/Technical Consultants	Functional, Technical, Techno-Functional
SAP PLM	Functional, Technical, Techno-Functional

Infrastructure Management	
Telecom & Network Infra	Installation and Testing

ISP & OSP Engineering	Power
-----------------------	-------

Enterprise Mobile Solution	
Android Mobile Application Development	Application Integration
Business Intelligence	IOS Mobile Application Development
Mobile Architecture & Security	Social Media Integration

Sign In Solutions fulfils the client’s requirements by providing the following comprehensive staffing services:

Wide variety of services: We handle end-to-end services in recruitment, such as temporary and permanent staffing.

People focus: We are a highly people-oriented Staffing company and ensure that we always maintain a high degree of employee satisfaction.

Faster hiring: Within shortening the time we will fill Client open job positions.

Higher quality candidates: We have a large talent pool with already pre-screened and pre-referenced candidates.

Specialist knowledge: We have better knowledge and a deeper understanding of clients' targeted job market segments.

Deep Experience: We are a fast-growing staffing agency with more than 4 years in operation and a strong relationship with industry partners. All our staffing recruiters have prior staffing experience and are trained in-house before they start their respective roles in the organization.

Approach Style: The staffing experts have a proactive, future-oriented perspective and the technology to perform their job roles efficiently and effectively. Our collaborative work style enables us to engage with our clients and executives in real-time. Our multi-disciplinary team is specialized in their respective engagements.

Disruptive Tech: Our AI-based tool offers one of the most robust ATSS available. With hundreds of features designed to streamline the hiring process, the platform leverages artificial intelligence to create the ideal tool for recruiters and staffing firms.

Breadth Capability: Our unique offerings such as resume search, VMS, MSP, and pre-employment screening allow us to deliver the best results. We are capable of delivering various components of the solution: strategy, process, industry experience, application, infrastructure & technology. We are competent in servicing clients in the United States.

Consistent Model: We take pride in ensuring the work-life balance of our employees. Most of our associates and team leaders work from home. The savings made on the overheads is

passed on to our clients.

More Value: We go far beyond filling positions when in discussion without clients. We ask our clients about their initiatives such as diversity, equity, and inclusion and show how we can support them strategically. We support our clients as their strategic partners and show them statistics about how we have improved their ability to hire quickly and added value in other ways.

Cost Efficient: We take pride in ensuring the work-life balance of our employees. Most of our associates and team leaders work from home. The savings made on the overheads are passed on to our clients.

Our ability to provide continuous requested services on the following parameters:

- **Strong Management:** Sign-In Solutions' ability to leverage a proven management team and hiring processes provides high-quality candidates for the employees when needed
- **Focus on Results:** Our team's operating principles link authority with accountability to ensure a focus that empowers staff to maximize both results and productivity. Our commitment to high-quality results is the key focus of the project management and quality control training we provide to all of our Management and staff
- **Client Relationships:** Our team philosophy is based on maintaining long-term relationships with our clients
- **Talented pool of employees and consultants:** As per the client's requirements, qualified professionals are assigned to the project
- **Dedicated team of recruiters:** The team of experienced recruiters with access to premier job boards and resume databases can get quality resources into our projects
- **Employee references:** Many of the resources we added have come from employee references. This has helped us maintain a good quality of resources
- **Low attrition:** We have been able to keep attrition low. This has helped our clients with minimum substitutions on their projects and helped our clients in qualitative deliverables.

Some of the awarded Private, Public, Partnership, and local Clients are as follows:

- 1) Patrick West Clay County- Temporary Staffing Service
- 2) HARMAN DTS – IT Staffing – Digital Transformation Services and Automotive Transformation Services
- 3) Onward Technologies – IT Staffing – Engineering and Manufacturing
- 4) PMCS Services INC - IT Staffing for State and Federal Clients
- 5) Miami-Dade, Florida - Department of Transportation & Public Works (DTPW)- Contract Employee Services
- 6) PMCS Services INC – Temporary Staffing Services
- 7) Florida Agency for Health Care Administration (AHCA) – Temporary Workers
- 8) Connecticut Housing Finance Authority - Temporary Employment Agency Services

- 9) Ferguson Flex Staffing PMO Temporary Labor Services
- 10) New York University – Temporary Labor Services
- 11) Idaho State University – Temporary Personnel Services
- 12) St Charles Public Library Website Redevelopment
- 13) TAPFIN Enablement Temporary Labor Services (This company is no longer active)
- 14) PMC-PLUS Temporary Labor Service
- 15) TCS Staff Augmentation and Consulting Services
- 16) HAPPISTMINDS IT Staff Consulting Services for digital transformation projects.
- 17) TRUGLOBAL IT Staff Consulting Services
- 18) XEBIA GROUP Temporary Staffing Services

The table below encompasses a list of some of our customers and the respective IT staff Augmentation services provided since 2017.

Client	Prime/ Implementation	Placement
Harman - Samsung	Tapfin	Project Manager Telemetric, Infotainment Test Engg, Validation Tester, Android Developer, C/C++ Embedded Developer, Software Engg IV, Principal Engg System, System Test Engg – CAN, Product Owner, Requirements Engg, Sr Engg HMI.
Harman DTS, which is owned by Wipro Limited	IT Staffing – Digital Transformation Services and Automotive Transformation Services Division, respectively.	Front-End Developer, Java Developer, Java Architect, UI/UX, Web Developer, Cloud Engineer, AWS Architect, Azure Developer, Cyber Security Engineer, Network Engineer, Network Architect, Data Scientist, Software Test Engineer, Infotainment Engineer, Design Release Engineer, Board Level Test Engineer, Embedded Engineer, Design Verification Engineer, MS Dynamics CRM, Salesforce Developer/Admin, Salesforce CRM Consultant.
Onward Technologies	IT Staffing – Engineering and Manufacturing	DevOps Engineer, .Net Developer, Java Developer, Scrum Master, Project Manager, SAP FICO, Oracle EBS, Business Analyst, Business System Analyst, Electrical Engineer with Panel Design, Manufacturing Engineer, Mechanical Engineer.
PMCS Services Inc.	IT Staffing for State and Federal Clients	Network Security Analyst, Database Administrator, SharePoint Developer, Cloud Data Migration Engineer (AWS), Systems Analyst 3 – Databricks Data Engineer, SRE Engineer, Cloud Data Migration Engineer AWS, Cloud Financial Operations Consultant
Disney, Pearson,	Happiest Minds	Big Data Engg, Data Engineer,

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

Sephora, Mastercard, Schneider, Wiley, Double Verify, Dover	Technologies	Application Development, & Account Management Services, Frontend Developer, Backend Developer, Java Architect, Python Developer, Scrum Master, Performance Test Eng, Automation Test Eng, Splunk Eng, IAM Developer.
Amdocs, AT&T, Delta Airlines, Flow Traders, Levis, T-Mobile	Xebia	Azure Cloud Architect, Azure Cloud Developer, Java Developer, Software Eng Java Server side, Salesforce Marketing Cloud, Salesforce Architect, MuleSoft Integration, System Eng, Cloud DevOps Lead, Senior Developer Java + Kafka, Business System Analyst. Data Scientist.
Amdocs, AT&T, Cientene, Mayo Clinic	American Cyber System	UI Developer, Azure DevOps Lead, Selenium/Tosca Engineer, Performance Test Eng, Project Manager-ERP, Full stack Developer, QA Eng, QA Architect.
Panasonic, Harman, GM, Ford	TATA Elxsi	Infotainment Engineer, Mechanical Engineer Automotive, Telematics Engineer, Validation Test Eng, Infotainment Test Engg
Sephora, Visa, Borrego Solar, Genentech.	Truglobal	SAP Financial Functional Consultant, Oracle EBS Sr. Functional Consultant – Revenue, Oracle EBS Functional Consultant-Expense, Salesforce Developer; Salesforce Architect, Angular NodeJS Developer.

For reference, Sign-In Solutions is providing a few resources with experience working in a similar domain, as specified in this CRFQ.

Job Domain	Candidate Name	Role/Title	Client	Client Start Date	Technology Alignment
Web Application Analyst	Umesh Kumar Jain	Web Developer	Harman DTS	June-07, 2024	Java Technology
	Hemanth Swamy	Web Developer	PMCS Services Inc.	April-18, 2022	Java Technology
	Suresh Kumar Chintala	.NET Full-stack	Onward Technologies	June-07, 2022	.NET Full-stack

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

		Developer			Developer
	Karthik Ramagiri	.Net Developer	Onward Technologies	April-15, 2024	.Net Full stack Developer
	Kalapriya	.Net Full stack Developer	PMCS Services Inc.	Feb,02-2026	.Net Full stack Developer
	Moises Romero	UI-Architect	PMCS Services Inc.	Jan-12, 2021	Front End
CRM Applications	Mukund Rao Katta	MS CRM Dynamics	Onward Technologies	May-06,2024	CRM
	Dinesh Arumugam	Salesforce CRM Consultant	Harman DTS	Sep-02, 2025	CRM
	Pushpendra Singh	MS Dynamics 365 CRM Admin	PMCS Services Inc.	Aug-07, 2023	CRM
	Sonia Aurenzeb	Salesforce Architect	Harman DTS	Jan-12, 2026	CRM
Database	Arshiya Farzeen	SQL Database Admin	Onward Technologies	Jan-12, 2026	Database
Business Analyst	Jeriel Jackson	Business Analyst	Harman DTS	July-16, 2025	Business Analyst
	Douglas Donald	Business Analyst	Onward Technologies	Sep-13,2024	Business Analyst
Cloud	Sai Krishna	AWS Cloud Engineer	PMCS Services Inc.	Oct-10, 2023	Cloud Technology
	Nishanth Kodali	Azure Cloud Engineer	Harman DTS	Oct-27, 2025	Cloud Technology
	Ravi Babu	Cloud DevOps	PMCS	Mar-09,	Cloud

		Engineer	Services Inc.	2026	Technology
	Satya Nagamani	Cloud Architect	PMCS Services Inc.	july-06, 2026	Cloud Technology
ERP	Arun Chital	SAP Business Analyst	Harman DTS	Jan-20, 2025	ERP Technology
Mainframe	Chirag Sharma	Mainframe Developer	Onward Technologies	Sep-08, 2025	Mainframe Technology

SIMILAR REFERENCES

Reference 1:

Company Name	Harman DTS, which is taken over by Wipro Limited
Contact Name	Leo Paulose
Title	Talent Acquisition Manager
Address	Wipro Limited, Doddapaneni, Sarjapur Road, Bangalore 560 035, India 11921 Freedom Dr, Suite 1000, Reston, VA 20190, United States
Phone	+1.650 993 1536
Email	leo.paulose1@wipro.com
Engagement Date	Mar-08, 2017
Service Areas	IT Staffing – Digital Transformation Services and Automotive Transformation Services Division, respectively.
Contract Value	2M
Number of Candidates placed Annually	10-12 placements annually
Number of Supervised Concurrent Assignments	5
Served Positions/Titles	Front-End Developer, Java Developer, Java Architect, UI/UX, Web Developer, Cloud Engineer, AWS Architect, Azure Developer, Cyber Security Engineer, Network Engineer, Network Architect, Data Scientist, Software Test Engineer, Infotainment Engineer, Design Release Engineer, Board Level Test Engineer, Embedded Engineer, Design Verification Engineer, MS Dynamics CRM, Salesforce Developer/Admin, Salesforce CRM Consultant.

Reference 2:

Company Name	Onwards technologies
Contact Name	Ravindra Chauhan

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

Title	Talent Acquisition Manager
Address	9550 W Higgins Road, Suite 901 , Rosemont, Illinois 60018
Phone	217-405-7823
Email	Ravindra_chauhan@onwardgroup.com
Engagement Date	April, 23rd-2024
Service Areas	IT Staffing – Engineering and Manufacturing
Contract Value	1.2M
Number of Candidates placed Annually	8
Number of Supervised Concurrent Assignments	3
Served Positions/Titles	DevOps Engineer, .Net Developer, Java Developer, Scrum Master, Project Manager, SAP FICO, Oracle EBS, Business Analyst, Business System Analyst, Electrical Engineer with Panel Design, Manufacturing Engineer, Mechanical Engineer.

Reference 3:

Company Name	PMCS Services Inc.
Contact Name	Faisal Jabbar
Title	Senior Manager
Address	600 Congress Ave. FL 14, Austin, TX 78701, United States
Phone	+1 512 532 3521
Email	Faisal@pmcsservices.com
Engagement Date	Dec-10, 2024
Service Areas	IT Staffing for State and Federal Clients
Contract Value	\$6,65,000USD Annually
Number of Candidates placed Annually	4
Number of Supervised Concurrent Assignments	2
Served Positions/Titles	Network Security Analyst, Database Administrator, SharePoint Developer, Cloud Data Migration Engineer (AWS), Systems Analyst 3 – Databricks Data Engineer, SRE Engineer, Cloud Data Migration Engineer AWS, Cloud Financial Operations Consultant

Based on our extensive experience in the IT industry, we are confident in our ability to meet all requirements and specifications outlined in this CRFQ.

SCOPE OF SERVICES

The West Virginia Purchasing Division is seeking an experienced and qualified vendor to provide temporary technical staffing services to support the West Virginia Office of Technology (WVOT). The required positions include Web Application Analyst, CRM Application Analyst, Senior SQL Server Database Administrator, Business Analyst, Learning Management System & eLearning Development Specialist, Cloud Financial Operations Specialist, Cloud Architect, Cloud Security Professional, Cloud Platform Engineer, Cloud Network Engineer, Cloud Systems Management Engineer, Cloud Centre of Excellence (CCOE) Implementation Specialist, and Mainframe Systems Programmer.

The Main Purpose of this Solicitation is to request a vendor to provide various positions of Temporary Technology Staffing Services to MVOT on an as-needed basis to fulfil the specified job descriptions provided in the CRFQ Document Section 4 – Mandatory Requirements. We shall maintain a pool of contract employees to fill MVOT's needs and shall be responsible for employment screening, testing, evaluations, advertising, recruiting, and disciplinary actions involving any contract employees under this contract

The successful firm is responsible for managing the complete employment lifecycle—from recruiting, pre-screening, and onboarding to tracking time, monitoring performance, and handling payroll. Additionally, the vendor must conduct comprehensive background checks on all placed personnel, including drug screening, criminal and credit checks, educational verification, and driving record reviews.

In order to provide services to MVOT, we will continue to employ our current solution and service delivery model to support your administration Staff needs. From recruiting top talent to ensuring MVOT's satisfaction through ongoing communication, our approach/solution is designed to ensure MVOT doesn't experience any gaps in productivity. We confirm that we don't have any exception in terms and conditions mentioned in this CRFQ.

Sign-In Solutions is not utilizing any subcontractor for this CRFQ and confirms that we are the primary vendor to provide the Temporary Technical Staffing Services to MVOT to fulfil the specified job descriptions provided in the CRFQ Document Sections 4 – Mandatory Requirements.

Sign-In Solutions must provide the Temporary Technical Staffing Services included in this CRFQ job category but not limited to:

- **Sign-In Solutions** is an experienced staffing agency, and we have extensive experience in temporary staffing and labor services for the last 11 years and assure that we will provide fully qualified, experienced personnel of the food and beverage Industry on a short-term basis, based upon business needs, with as little as 8 hours' notice of needs.
- **Sign-In Solutions** agrees and confirms that we are the legally responsible employer for the Contract Employees during the time they are assigned to work at MVOT.
- **Sign-In Solutions** provides the individual(s) who, at a minimum, meet the qualifications and have the knowledge, formal education, training, licenses, skills, and

abilities as outlined in the individual job descriptions provided in Section 4 - Mandatory Requirements that are available to MVOT, as needed.

- **Sign-In Solutions** will provide requested information regarding an individual's licenses, education, and work experience—along with relevant references and documentation—within one working day of receiving an MVOT request.
- Throughout the contract term, we will fulfil all Job Positions mentioned in the CRFQ Document Section 4 – Mandatory Requirements of this CRFQ on an as-needed basis.
- **Sign-In Solutions** confirms that we must recruit, screen, test, conduct background checks, drug testing and ensure compliance with legally required pre-employment obligations for all company employees performing work assignments.
- If the proposed Contract Employee is deemed unqualified by MVOT, **Sign-In Solutions** confirms that we will remove that contract employee as per the MVOT decision and provide a qualified employee for that position.
- **Sign-In Solutions** will conduct a comprehensive criminal background check and use the Employee Criminal History System (VECHS).
- **Sign-In Solutions** is responsible for securing all employee-related insurance coverage to provide resources.
- **Sign-In Solutions** confirms that we Maintain the confidentiality throughout this Contract.
- **Sign-In Solutions** confirms that we have read and will obey all your Requirements mention on this CRFQ.

OUR APPROACH TO NOVARTIS -STAFF AUGMENTATION SERVICES

The following section outlines **Sign-In Solutions** complete process for its provider recruitment program. Our process aligns with MVOT's expectations for provider evaluation and placement. Sign-In Solutions maintains all candidate documentation – background checks, drug tests, medical checks, as well as clean and current licensure and certification – to be presented to MVOT. During the course of providing services to MVOT, Sign-In Solutions will monitor the validity of an employee's licensure and certification and make sure that they are renewed as required.

Sign-In Solutions approach to recruiting provides a robust model to address all the critical factors and services that are essential to the clients and employees for a successful outcome. This consultative model entails an engaged dialogue between Recruiter, Client and Candidate to enhance the level of partnerships with all stakeholders. Our recruiters approach every recruitment effort with a broad understanding of the specific operational needs of their clients and provide a robust and competitive pool of applicants. At Sign-In Solutions, we work diligently to attract, recruit, and retain the most qualified and diverse candidates to support strategic, technical, operational and service excellence goals of our clients.

With this approach, we are able to provide full career lifecycle planning services that are specially designed to meet the unique needs of temporary professionals. These services include a global recruiting network, processing of professional work visas in the US, advanced training and development, marketing and placement of consultants, a comprehensive employee benefits package, collaborative partnership opportunities and career planning. By this comprehensive approach, which addresses all the needs of potential and current employees, we are able to attract high-quality staffing personnel, which in turn gives us critical competitive advantages. Being in the staffing services space for over eight years has helped us cultivate and mature some of the best talent in the business.

Some of our key strengths are:

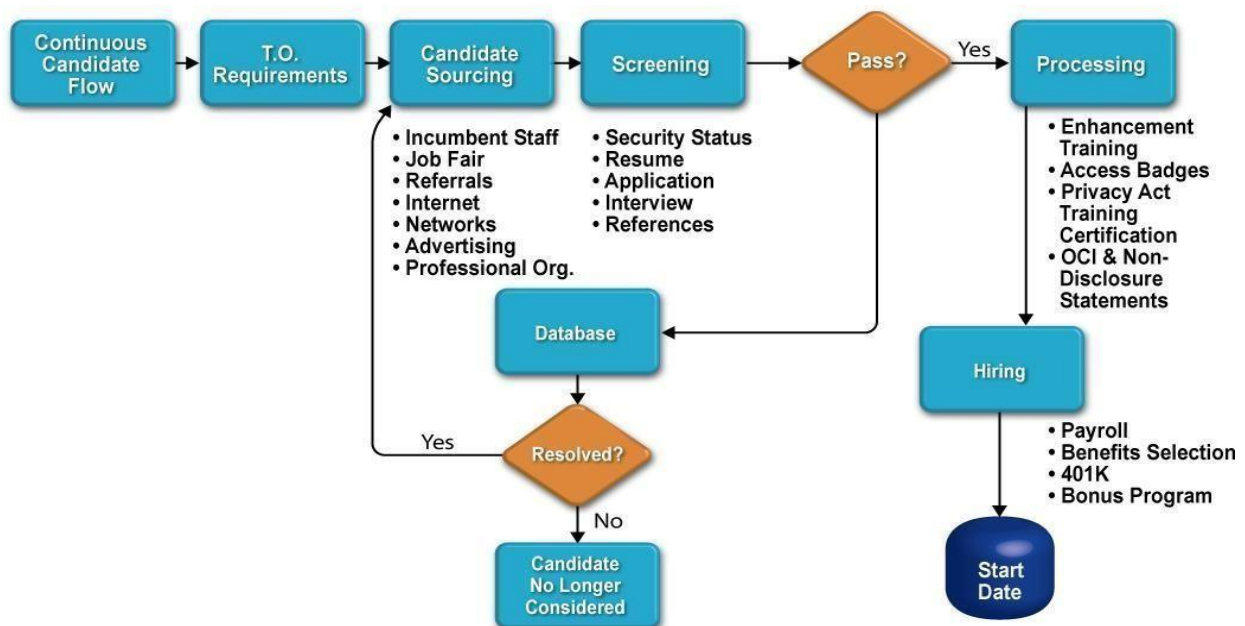
- Management team having extensive experience and expertise in this business for more than 11 years
- Formidable force of highly technical recruiters for satisfying our clients' Staffing requirements
- Expert Immigration Support to procure and retain non-immigrant workers. This is also extended to any non-immigrant workers requiring expedited Immigration support while they are still continuing to deliver on the client's team.
- Proactive Recruiting: Our TAT Team will provide the best candidate for a professional staffing position.

We use several recruitment techniques to identify and recruit highly qualified individuals who share our goals and vision. As a knowledge-based consulting company, our first and most successful method of recruitment is by internal recommendation. We also recruit personnel through databases and job fairs such as Tech Expo, as well as through partnerships with specialized recruitment firms. We use job boards such as Job Diva, Dice, Monster, CareerBuilder, and Clearance Jobs to recruit employees nationwide.

As part of our full-cycle recruitment process, we utilize an Applicant Tracking System that

allows us to track and monitor applicants on a continuous basis. Thus, we maintain an active and updated list of qualified candidates. Our resume database contains over 20,000 qualified resumes. Top candidates are interviewed and pre-screened (reference and background checks, education, and credentials verification) and placed on a preferred list for future opportunities. When a position opens, we identify the skills, experience and security requirements for the position, and search our candidate database to identify the best-suited individuals. We then contact the qualified candidates to begin the hiring process. Our President assesses all candidates based on the same criteria as detailed in the job description. The best-suited individual is selected for employment based on knowledge, skills, and cultural fit. With this proactive process, we screen individuals quickly and provide them with a formal offer pending client approval.

Sign-In Solution's well-defined recruitment process ensures that we can attract the best talent available at competitive rates, thus providing highly qualified personnel on time so that clients' expectations are always met and often exceeded. Through experience, Sign-In Solutions has in place a detailed and proven process to select and manage employees and ensure the selection of the best resources with proven experience and a history of customer satisfaction. We form a team where the members complement each other. The team approach offers less conflict, stronger capability through specialization & synergies, quicker response & a cohesive approach that ultimately results in less risk; & offers the customer the best combination of performance, cost, and delivery for the services being acquired.



Sign-In Solution's Recruitment Process:

We make the best use of our human capital to build a solid foundation in strategic planning and organizational alignment, and leadership and succession planning by recruiting and training the best possible talent, and creating a strong performance culture - including performance measures, rewards and incentives, through our focus on continuous learning and knowledge management.

Sign-In Solution's Service Team & Methodology

- Sign-In Solutions full-service Talent Acquisition Team (TAT) comprises:

- **Technical Recruiters** (across levels & domains) with a mix of IT and Resourcing background (1-7 years of experience)
- **Resourcing Managers** with a mix of Talent Acquisition, IT and Managerial background (7-14 years of experience)
- **HR Managers** with a mix of HR, Talent Acquisition, IT and Managerial background (7-14 years of experience)
- **Account Managers** with a mix of IT, Account Management & Service Delivery background (10-15 years of experience)
- A panel of **Technical Screening Experts** (Technical Leads / Project / Program Managers)

Over the last few years, the TAT has maintained a highly effective conversion rate of 1:4 or less (Selected v/s Sourced candidates for any position).

Tools: To fulfil resource requirements and provide the best candidates by ensuring maximum possible conformance to our client's set of requirements, we:

- **Utilize the pool of our existing employees/consultants:** The advantage with our existing employees/consultants is that they are reliable, pre-screened and proven performers. In the case of a client requirement matching resource availability within the pool, our managers check for suitability and fitment by following the internal screening guidelines before proposing candidates to the client.
- **Utilize the incumbent staff (if applicable & required):** Many times, our clients prefer retaining the incumbent staff because of their knowledge of the client's environment / customized applications and/or high-performance levels. We have a proactive hiring policy in place in order to cater to incumbent staff that ensures uninterrupted services to the client.
- **Utilize Sign-In Solutions Talent Recruiter:** tRecruiter is a Sign-In Solutions intranet portal powered by an exhaustive database of resumes on varied skill sets and experience levels that has continuously evolved. The portal database is regularly updated and maintained, keeping in line with our current and medium- to long-range forecast of resource requirements. The portal also contains a database of labor categories that is based on industry standard salary surveys appropriate to the areas in which we do business. The requirements from various clients we have serviced also contribute to the labor category database.
- **Source talent from varied external sources:** Our recruiting staff employ 5 electronic resume bulletin boards – Job Diva, Monster, Dice, Tec Fetch, LinkedIn, X-ray Search, Indeed and CareerBuilder. Apart from job portals, our recruitment team actively pursues talent identification via networking/referencing and industry/domain/skills-specific forums. From time to time, we also participate in Job Fairs.
- **Utilize a set of pre-qualified subcontractors:** Sign-In Solutions has independently provided numerous resources for various technologies to several commercial clients. However, on occasion, we rely on our partners (subcontractors) to augment our staffing capabilities. We follow a tiered approach for segmenting our partners: Tier 1 – Tier 1 Contractors, Tier 2 – Subcontracting Partners, Tier 3 - Technology

Partners. The subcontractors that are included in Tier 2 are those that have, over a sustained period of time, proven their expertise and reliability in supporting our staffing/tech support requirements.

Our Screening Methodology: The first step in our interview methodology is shortlisting of qualified resumes by Technical Recruiters. At this stage, the Technical Recruiters conduct first-level Technical Screening by juxtaposing a Job Description with our exhaustive Question Bank. The Sign-In Solutions proprietary Question Bank includes thousands of questions across technologies, skill sets, and domains. It is also the duty of a Technical Recruiter to verify the contents of a resume for authenticity by conducting reference checks and thorough HR evaluation through an interview.

Following this, a Resourcing Manager conducts resume and candidate assessment. Depending on the skill set and level of experience, he calls upon the Technical Screening Experts to conduct a thorough Technical Interview of the candidates in line with our understanding of a client requirement. Once a candidate is cleared by the Technical Screening Experts, the Resourcing Manager conducts a final round of discussion with the candidate before forwarding his resume to the Account Manager.

The Account Manager then conducts his own assessment of the candidate's fitment vis-à-vis a client requirement, taking into consideration the feedback (which is documented in prescribed formats –at all levels) he receives from the Technical Recruiter, Resourcing Manager, and the Technical Screening Expert. It is only once the Account Manager is completely satisfied with a resume that it is presented to the client.

Name		Phone		Date	9-Feb-12	Time	1415	By	Madhav	Scoring Scale			
Category	Attribute	Score	Remarks	Position						Rating	Score		
Soft Skills	Communication	5	Good.	Necessary Skills			Desirable Skills				10		
	Attitude	5.5	Honest, alert and sincere.							Outstanding	9		
	Commitment	5.5									8		
	Sincerity	6	Fairly sincere in his attempts							Very Good	7		
	Dependability	6?									6		
	Ownership	6	Talked the talk, will he walk?							Good	5		
	Team Player Skills	6	Came across as flexible and k								4		
	Learnability	6								Fair	3		
	Scalability										2		
	Process Orientation	5								Poor	1		
Tech Enablers	Clarity of Fundamentals	6.5		Questions						Recommendation: Present after a week contingent upon conditions in notes			
	Problem Solving Ability	6	Started at the right place	What is SOAP			Dependency Injection: why name						
	Potential			How do you evaluate XML securely			What is a bean?						
	Grasp			Give a simple example of a copolymer			What is lazy instantiation? Can it						
	Breadth of Knowledge			What is a framework?									
	Depth of Knowledge			How is a groovy class different from others?									
				What design patterns have you used?									
	Subject knowledge		Never used AJAX	Pl explain AJAX and its working.									
				Name 5 most used classes in Java									
				Notes: Overall, a good resource. However, has almost no knowledge of AJAX and that is a BIG concern. Looking									

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

Specific Tech for Position				Given his learnability, it would be worthwhile to ask him to learn AJAX and get exposed to Groovy in a week and come back when ready.				

A sample candidate evaluation (internal screening) is depicted in the above figure.

After we select a candidate, we conduct a thorough background check on the candidate's education, work experience, skill set / certification and criminal record. In addition to our thorough screening, we also rely upon third party vendors like Intelius and Cleves Research to perform checks against public databases.

Sign-In Solution's Staffing Model: Sign-In Solution's Staffing Capacity Model ensures that we have visibility at the market in case some of our resources become unavailable. This model serves as a tool for effective Resource Management. Sign-IN would employ this tool to ensure a steady source of candidates for the County. Sign-IN revisits this model quarterly, and the model attached below is based on requirements similar to the Client.

Skill Set	Market Availability	Turnaround Time (Hours)	Average Capacity (Per Day)	Average Weekly Capacity	Maximum Weekly Capacity
Documentation Specialist	3	8	1	5	25
IT Program Manager	4	18	0.25	1.25	11
IT Project Manager	3	16	0.5	2.5	13
Administrators	2	4	2	10	50
Receptionist	4	18	0.25	1.25	11
Accountant	1	3	3	15	67
Clerk	3	16	0.5	2.5	13
Office Assistant	3	8	1	5	25
Heavy Industrial - Fabrication Technician	2	4	2	10	50
Light Industrial - Warehouse Associate	4	18	0.25	1.25	11
Driver - CDL Delivery Driver	4	18	0.25	1.25	11
Light Industrial - Customer Service Representative	3	16	0.5	2.5	13
Light Industrial - Pipe Yard Outside Associate	3	9	1	5	22
Heavy Industrial - Welder	3	8	1	5	25
Light Industrial - Receiving	3	16	0.5	2.5	13

Associate					
Cleaner	3	8	1	5	25
High Level Labours	2	4	2	10	50
Low Level Labours	2	4	2	10	50

- **Turnaround Time (in hours)** = Time at which the resume was obtained - Time at which request for resume was made
- **Market Availability** = Ease with which we can find a resource (1 being easiest to find)
- **Average Capacity** = Resumes in one day
- **Average Weekly Capacity** = Resumes in a week (Average Capacity*5)
- **Maximum Weekly Capacity** = Maximum resumes possible in a week (Based on historical data analysis)

Screening, Validating & Qualifying Candidates: Sign-In Solutions has a rigorous process of screening, validating and qualifying candidates. Through our rigorous screening processes, we carefully evaluate and select the right candidates – for the position as well as for the organization. Each prospective candidate is interviewed by multiple staff members in order to ensure the best fit for our client.

As soon as a staffing request is raised by a client, the Sign-In Solutions Talent Acquisition team utilises multiple channels to locate the most skillful resources available for the position. The Talent Acquisition team then reaches out to the identified candidates for an initial interview. All interviewed candidates are evaluated & compared against each other on various parameters. Subsequently, each candidate is interviewed by senior technical staff (one or two rounds). Based on the feedback of our interviewers, candidates are shortlisted & sent forward for further evaluation by the client's representatives

Customer Support:

Sign-In Solution's services, solutions, and methodologies are framed around leading technologies and industry best practices, enabling us to provide the best services and solutions to our customers. We intend to utilize an approach based on several successful efforts of similar size and scope.

Sign-In Solutions provides customer support to its clients in the following ways:

- Sign-In Solutions assigns one Program Manager for every individual client/account it holds. The Program Manager is responsible for handling routine activities or issues related to the project with our client and ensuring the smooth functioning of the project on a daily basis. As a healthy practice, our Program Manager interacts with the CO/COTR by holding one-to-one meetings on a weekly or monthly basis with the permission of the client, and addresses problems and concerns affecting the project as well as shares other relevant information.
- For key projects, with significant involvement of Sign-In Solutions Resources, our Program Managers collaborate with the client to attend stakeholder meetings at least every fortnight.
- If necessary, Sign-In Solutions uses the Red Flag report system, which is a system that identifies critical variances in staffing or any identified lapse in service related to resources. Flag thresholds are initially set at a low, or "yellow alert" level. The

responsible manager reviews each stable yellow alert item every day until it reverts to a green or stable level. If the variance or problem continues or increases over time, it enters the “orange alert” level, in which the manager is required to take firm, appropriate action to lower the level and report his action upwards to management. Any orange-level problem or variance that continues to increase is immediately posted in a Red Flag report and escalated for immediate remedial action. This yellow-orange-red process ensures that variances and problems are noticed, investigated, and remedied before they become critical and provides for rapid corrections and eliminates long-term problems. All flag actions are immediately copied to the Client Program Manager for information or action. Flag status and mitigation plans are shared with our Management, HR/Resourcing Teams, as well as clients at status review meetings.

Pre-Employment Screening:

Criminal, arrest, incarceration, and sex offender records:

There are several types of criminal record searches available to employers, some more accurate and up-to-date than others. These "third party" background checking agencies cannot guarantee the accuracy of their information; thus, many of them have incomplete records or inaccurate records. The only way to conduct an accurate background check is to go directly through the state. Most times, using the state of choice is much cheaper than using a "third party" agency. Many websites offer the "instant" background check, which will search a compilation of databases containing public information for a fee. These "instant" searches originate from a variety of sources, from statewide court and corrections records to law enforcement records, which usually stem from county or metro law enforcement offices. There are also other database-type criminal searches, such as statewide repositories and the National Crime File. A commonly used criminal search by employers who outsource is the county criminal search.

Citizenship, immigration, or legal working status:

The hiring of undocumented workers has become an issue for American businesses since the formation of the Department of Homeland Security and its Immigration and Customs Enforcement (ICE) division. Many history-making immigration raids [14] over the past two years have forced employers to consider including legal work status as part of their background screening process. All employers are required to keep government Form I-9 documents on all employees, and some states mandate the use of the federal E-Verify program to verify the work status of Social Security Numbers.

Litigation records:

Employers may want to identify potential employees who routinely file discrimination lawsuits. It has also been alleged that in the U.S., employers that do work for the government do not like to hire whistleblowers that have a history of filing qui tam suits.

Driving and vehicle records:

Employers that routinely hire drivers or are in the transportation sector seek drivers with clean driving records—i.e., those without a history of accidents or traffic tickets. Department of Motor Vehicles and Department of Transportation records are searched to determine whether a driver is

qualified.

Drug tests:

Drug tests are used for a variety of reasons—corporate ethics, measuring potential employee performance, and keeping workers' compensation premiums down.

Education records:

These are used primarily to see if the potential employee had graduated from high school (or a GED) or received a college degree, graduate degree, or some other accredited university degree. There are reports of SAT scores being requested by employers as well.

Employment records:

These usually range from simple verbal confirmations of past employment and timeframe to deeper, such as discussions about performance, activities and accomplishments, and relations with others.

Financial information:

Credit history, liens, civil judgments, bankruptcy, and tax information may be included in the report.

Licensing records:

A government authority that has some oversight over the professional conduct of its licensees will also maintain records regarding the licensee, such as personal information, education, complaints, investigations, and disciplinary actions.

Medical, Mental, and Physiological evaluation and records:

These records are generally not available to consumer reporting agencies, background screening firms, or any other investigators without documented, written consent of the applicant, consumer or employee.

Military records:

Although not as common today as it was in the past fifty years, employers frequently requested the specifics of one's military discharge.

Social Security Number:

- A fraudulent SSN may be indicative of identity theft, insufficient citizenship, or concealment of a "past life". Background screening firms usually perform a Social Security trace to determine where the applicant or employee has lived.
- Other interpersonal interviews

Employers may investigate past employment to verify position and salary information. More intensive checks can involve interviews with anybody who knew or previously knew the applicant—such as teachers, friends, co-workers, neighbours, and family members; however, extensive hearsay investigations in background checks can expose companies to lawsuits. Past employment and personal reference verifications are moving toward standardization with most companies to avoid expensive litigation.

PROPOSED PRICING SHEET

Sign –In Solutions is pleased to submit the price requirements of this solicitation, and we offer a best price structure for the category below.

ADDITIONAL INFORMATION
Addendum No 2 is issued for the following reasons:
1) To publish a copy of Vendor questions with the Agency's responses.
--no other changes--

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
1	Senior Web Application Analyst	2080.00000	HOUR	\$75.50	\$157,040.00

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.

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
2	CRM Application Analyst	2080.00000	HOUR	\$58.60	\$121,888.00

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.

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

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	HOURL	\$72.65	\$151,112.00

Comm Code	Manufacturer	Specification	Model #
81110000			

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.

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
4	Business Analyst	2080.00000	HOURL	\$65.52	\$136,281.60

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.

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

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
5	Learning Management System & eLearning Development Specialis	2080.00000	HOUR	\$50.56	\$105,164.80

Comm Code	Manufacturer	Specification	Model #
81110000			

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.

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
6	Cloud Financial Operations Specialist	2080.00000	HOUR	\$78.90	\$164,112.00

Comm Code	Manufacturer	Specification	Model #
81110000			

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.

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

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
7	Cloud Architect	2080.00000	HOUR	\$92.68	\$192,774.40

Comm Code	Manufacturer	Specification	Model #
81110000			

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.

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
8	Cloud Security Professional	2080.00000	HOUR	\$87.50	\$182,000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

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.

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

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
9	Cloud Platform Engineer	2080.00000	HOUR	\$76.25	\$158,600.00

Comm Code	Manufacturer	Specification	Model #
81110000			

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.

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
10	Cloud Network Engineer	2080.00000	HOUR	\$78.65	\$163,592.00

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.

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

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
11	Cloud Systems Management Engineer	2080.00000	HOUR	\$90.00	\$187,200.00

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.

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
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.00000	HOUR	\$85.00	\$176,800.00

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.

CRFQ 0231 – OOT2700000006- Temporary Technical Staffing Services

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	HOUR	\$72.89	\$151,611.20

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

ADDENDUM ACKNOWLEDGEMENT FORM

Sign In Solutions confirms that we have reviewed, acknowledged, and accepted the addendum outlined below.

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: CRFQ OOT27*006

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| ☒ Addendum No. 1 | ☐ Addendum No. 6 |
| ☒ Addendum No. 2 | ☐ Addendum No. 7 |
| ☐ Addendum No. 3 | ☐ Addendum No. 8 |
| ☐ Addendum No. 4 | ☐ Addendum No. 9 |
| ☐ Addendum No. 5 | ☐ Addendum No. 10 |

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

Sign - IN Solutions, Inc.

Company



Authorized Signature

9/23/2026

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

CERTIFICATION AND SIGNATURE

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) Shams Abbasi

(Address) 2021, Midwest Rd, Suite 200, Oak Brook Illinois-60523

(Phone Number) / (Fax Number) 630-614-4540

(email address) business.coordinator@signinsol.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.

Sign - IN Solutions, Inc.

(Company)

(Signature of Authorized Representative)

Shams Abbasi / President (9-23-2026)

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

630-614-4540

(Phone Number) (Fax Number)

business.coordinator@signinsol.com>

(Email Address)

Revised 8/24/2023