



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 1

List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID: VS0000037633

Legal Name: InstantServe LLC

Alias/DBA:

Total Bid: \$2,436,720.00

Response Date: 09/23/2026

Response Time: 9:50

Responded By User ID: InstantServe

First Name: Simratpal

Last Name: Khela

Email: govt@iserveworld.com

Phone: 215-709-0250

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: 1

Total of All Attachments: 1



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Solicitation Response

Proc Folder: 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 ESR09232600000003035	1

VENDOR
VS0000037633 InstantServe LLC

Solicitation Number: CRFQ 0231 OOT2700000006

Total Bid: 2436720 **Response Date:** 2026-09-23 **Response Time:** 09:50:21

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	88.500000	184080.00

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	78.000000	162240.00

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	79.000000	164320.00

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	72.000000	149760.00

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	63.000000	131040.00

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	105.000000	218400.00

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	115.000000	239200.00

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	94.000000	195520.00

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	88.000000	183040.00

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	90.000000	187200.00

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	95.000000	197600.00

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	105.000000	218400.00

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	99.000000	205920.00

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: Addendum No 2 -Temporary Technical Staffing Services

Reason for Modification:

Addendum No 2 is issued to publish vendor questions with the agency's responses.

Proc Type: Statewide MA (Open End)

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: VS0000037633

Vendor Name : InstantServe, LLC

Address : 175 Strafford Avenue, Suite one # 907, Wayne, PA 19087

Street : 175 Strafford Avenue, Suite 1 #907

City : Wayne

State : PA

Country : USA

Zip : 19087

Principal Contact : Simratpal K.Khela

Vendor Contact Phone: 267-369-1433

Extension: 8024

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

FEIN# 81-1087691

DATE September 23, 2026

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

	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 1 -Temporary Technical Staffing Services		Reason for Modification: Addendum No 1 is issued to modify the bid opening date
Proc Type: Statewide MA (Open End)		
Date Issued	Solicitation Closes	Solicitation No
2026-09-14	2026-09-23 13:30	CRFQ 0231 OOT2700000006
		Version 2

BID RECEIVING LOCATION BID CLERK DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US
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VENDOR Vendor Customer Code: VS0000037633 Vendor Name : InstantServe, LLC Address : 175 Strafford Avenue, Suite one # 907, Wayne, PA 19087 Street : 175 Strafford Avenue, Suite one # 907 City : Wayne State : PA Country : USA Zip : 19087 Principal Contact : Simratpal K. Khela Vendor Contact Phone: 267-369-1433 Extension: 8024

FOR INFORMATION CONTACT THE BUYER Toby L Welch (304) 558-8802 toby.l.welch@wv.gov

Vendor Signature X 	FEIN# 81-1087691	DATE 09/23/2026
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All offers subject to all terms and conditions contained in this solicitation

	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
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VENDOR Vendor Customer Code: VS0000037633 Vendor Name : InstantServe,LLC Address : 175 Strafford Avenue, Suite one # 907, Wayne, PA 19087 Street : 175 Strafford Avenue, Suite 1 #907 City : Wayne State : PA Country : USA Zip : 19087 Principal Contact : Simratpal K.Khela Vendor Contact Phone: 267-369-1433 Extension: 8024
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FOR INFORMATION CONTACT THE BUYER Toby L Welch (304) 558-8802 toby.l.welch@wv.gov
Vendor Signature X 
FEIN# 81-1087691 DATE September 15, 2026

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

ADDENDUM ACKNOWLEDGMENT FORM

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.

InstantServe, LLC

Company


Authorized Signature

September 23, 2026

Date

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

Revised 6/8/2012

3. QUALIFICATIONS

3.1 YEARS IN BUSINESS

InstantServe, LLC has been in business for more than 10 years since 2016. We will provide the required documentation upon request prior to award.

3.2 STAFFING PLACEMENT EXPERIENCE

InstantServe, LLC has provided qualified technical professionals across multiple technology disciplines and demonstrate its staffing placement experience through the qualifying placements identified below. The following table highlights six individuals supplied by InstantServe, including the applicable technical classification, receiving entity, placement period, and available client contact information. Supporting purchase orders and contract documentation are available to substantiate the identified staffing engagements. **Where additional supporting documentation is required, including invoices, InstantServe, LLC will provide the applicable documentation upon request and in accordance with the State's requirements.**

#	Classification Placed	Receiving Entity	Contact Name / Info	Placement Period
1	Cloud Architect (per requisition: "AI Data Architect") — Placement Name: Sameer Nayak	State of Colorado, Office of Information Technology (OIT)	Katherine Hochevar, Engagement Manager, katherine.hochevar@state.co.us	07/01/2026 – 12/31/2026
2	Cloud Security Professional (per requisition: "Security Analyst") — Placement Name: Evan Jones	State of Colorado, Dept. of Health Care Policy & Financing (HCPF)	Nicole Duran-Jones, Engagement Manager, nicole.duranjones@state.co.us	07/01/2026 – 06/30/2027
3	Cloud Network Engineer (per requisition: "Network Engineer Senior") — Placement Name: John Shuler	Fulton County, Georgia	William Clemons, Engagement Manager, William.Clemons@fultoncountyga.gov	08/02/2023 – 04/01/2024
4	Business Analyst (per PO: "Sr. Business Analyst") —	Mayor and City Council of Baltimore	Abraham Bey, Buyer, Abraham.Bey@baltimorecity.gov	07/06/2026 – 06/30/2027

	Placement Name: Walter Deigh			
5	Business Analyst (per PO: "Lead Business Analyst") — Placement Name: Inderpal Johal	Mayor and City Council of Baltimore	Abraham Bey, Buyer, Abraham.Bey@baltimorecity.gov	07/01/2026 – 06/30/2027
6	Cloud Platform Engineer (per PO: "Sr. DevOps Engineer") — Placement Name: Santosh Bhor	Mayor and City Council of Baltimore	Abraham Bey, Buyer, Abraham.Bey@baltimorecity.gov	07/01/2026 – 06/30/2027

RATE STRUCTURE & COST COMPLIANCE NARRATIVE

InstantServe, LLC has completed the Pricing Page in its entirety and has submitted it electronically through the wvOASIS portal in accordance with the requirements of CRFQ 0231 / OOT2700000006. Our hourly rates are fully loaded and inclusive of all applicable taxes, insurance, overhead, fringe, and travel, with no additional fees or charges assessed beyond the unit price bid. The quoted rates will remain firm for the life of the Contract, including any exercised renewal terms. InstantServe, LLC will accept payment in arrears via electronic funds transfer and the State's P-Card program.

VENDOR CONTACT INFORMATION

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) Simratpal K.Khela President
(Address) 175 Strafford Avenue, Suite one # 907, Wayne, PA 19087
(Phone Number) / (Fax Number) (267-369-1433 Ext-8024) / (251 418 7609)
(email address) simrat.k@iserveworld.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.

InstantServe, LLC

(Company)

Simratpal K. Khela

(Signature of Authorized Representative)

(Simratpal K.Khela President) (September 23, 2026)

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

(267-369-1433 Ext-8024) / (251 418 7609)

(Phone Number) (Fax Number)

simrat.k@iserveworld.com

(Email Address)

Revised 8/24/2023