



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  List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID: VS0000009858 

Legal Name: VITAVER AND ASSOCIATES INC

Alias/DBA:

Total Bid: \$2,538,577.60

Response Date: 09/23/2026 

Response Time: 13:29

Responded By User ID: vitaver2016 

First Name: Pablo

Last Name: Vitaver

Email: registrations@vitaver.com

Phone: 954-382-0075

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 ESR09232600000003055	1

VENDOR
VS0000009858
VITAVER AND ASSOCIATES INC

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 2538577.600000000093132257461 **Response Date:** 2026-09-23 **Response Time:** 13:29:39
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	78.970000	164257.60

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	78.970000	164257.60

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	93.330000	194126.40

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	71.790000	149323.20

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	71.790000	149323.20

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	93.330000	194126.40

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	114.870000	238929.60

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	107.690000	223995.20

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	93.330000	194126.40

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	93.330000	194126.40

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	107.690000	223995.20

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	114.870000	238929.60

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	100.510000	209060.80

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.

Vitaver and Associates, Inc.'s Proposal for:
State of West Virginia

Centralized Request for Quote
CRFQ 0231 OOT2700000006 –
Temporary Technical Staffing Services

Due Date and Time:
September 23, 2026, 1:30 PM EDT

Submitted to:

Toby L Welch
State of West Virginia Department of Administration
Purchasing Division
2019 Washington Street
East Charleston, WV 25305-0130
Phone: 304-558-8802
Email: toby.l.welch@wv.gov

Submitted by:

Pablo Vitaver, CEO
Vitaver and Associates, Inc.
101 NE 3rd Ave, Suite 1500
Fort Lauderdale, FL 33301
Phone: 954-382-0075
Email: registrations@vitaver.com

Submitted through:

wvOASIS

Vitaver Staffing - Finding Talent since 1993

TABLE OF CONTENTS

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Vitaver Staffing - Finding Talent since 1993



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: VS0000009858

Vendor Name : Vitaver and Associates, Inc.

Address : 101 NE 3rd Ave, Suite 1500, Fort Lauderdale, FL 33301

Street : 101 NE 3rd Ave, Suite 1500

City : Fort Lauderdale

State : FL

Country : USA

Zip : 33301

Principal Contact : Pablo Vitaver

Vendor Contact Phone: 954-382-0075

Extension: N/A

FOR INFORMATION CONTACT THE BUYER

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

**Vendor
Signature X**

FEIN# 65-0421909

DATE 09/23/2026

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

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

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

SHIP TO

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2080.00000	HOURL	\$78.97	\$164,257.60

Comm Code	Manufacturer	Specification	Model #
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Extended Description:

Senior Web Application Analyst

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
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Extended Description:

CRM Application Analyst

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior SQL Server Database Administrator	2080.00000	HOURL	\$93.33	\$194,126.40

Comm Code	Manufacturer	Specification	Model #
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Extended Description:

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Extended Description:

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
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Extended Description:

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6	Cloud Financial Operations Specialist	2080.00000	HOURL	\$93.33	\$194,126.40

Comm Code	Manufacturer	Specification	Model #
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Extended Description:

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Cloud Architect	2080.00000	HOURL	\$114.87	\$238,929.60

Comm Code	Manufacturer	Specification	Model #
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Extended Description:

Cloud Architect

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Extended Description:

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Cloud Platform Engineer	2080.00000	HOURL	\$93.33	\$194,126.40

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Extended Description:

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Network Engineer

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
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Extended Description:

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Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Mainframe Systems Programmer

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

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

	Document Phase	Document Description	Page 9
OOT2700000006	Final	Addendum No 2 -Temporary Technical Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

2. Designated Contact, 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) Pablo Vitaver, CEO

(Address) 101 NE 3rd Ave, Suite 1500, Fort Lauderdale, FL 33301

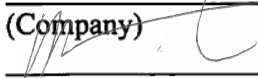
(Phone Number) / (Fax Number) 954-382-0075 / 866-256-6365

(email address) registrations@vitaver.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.

Vitaver and Associates, Inc.

(Company) 

(Signature of Authorized Representative)

Pablo Vitaver, CEO

09/23/2026

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

954-382-0075 / 866-256-6365

(Phone Number) (Fax Number)

registrations@vitaver.com

(Email Address)

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.

Vitaver and Associates, Inc.

Company



Authorized Signature

09/23/2026

Date

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

Revised 6/8/2012

4. COMPANY QUALIFICATIONS

4.1 Company Experience Providing Similar IT Services

4.1.1 Corporate Experience Summary

Corporate History and Business Focus

Vitaver and Associates, Inc. was founded on May 7, 1993. The company originated when Pablo Vitaver, while consulting for American Express on a call-center data-capture and employee-performance system, began receiving additional project requests from other American Express departments and business units. To meet the growing demand, he brought in additional technical professionals, establishing the company that became Vitaver and Associates, Inc. Within its first year, Vitaver was supporting more than 50 consultants in 5 states in areas including project management, application development, and desktop support.

More than 33 years later, Vitaver remains a Florida-headquartered, minority-owned small business specializing in information technology staff augmentation and recruiting. Vitaver is headquartered in Fort Lauderdale, Florida, with additional offices in Tallahassee, Florida; Austin, Texas; Brighton, Colorado; and Raleigh, North Carolina.

Vitaver's business model is directly aligned with the services requested by the West Virginia Office of Technology. The company recruits, evaluates, places, onboards, and supports qualified IT professionals who supplement a client's existing workforce for specific technical assignments and initiatives. Vitaver manages the complete staff-augmentation lifecycle, including:

- Requirements intake and clarification;
- Candidate sourcing and recruitment;
- Resume and experience evaluation;
- Technical and professional prescreening;
- Employment, education, certification, and reference verification, as applicable;
- Candidate submission and interview coordination;
- Onboarding, background screening, and employment eligibility compliance;
- Payroll, human resources, and consultant administration;
- Ongoing consultant support and performance monitoring; and
- Replacement and offboarding when required.

Vitaver has continuously provided these services to federal, state, county, municipal, educational, special-district, law-enforcement, and commercial clients. Since 1993, the company has performed under more than 55 IT staff-augmentation contracts and more than 900 purchase orders, representing more than \$110 million in combined billings. Many of these engagements have been multi-year contracts under which Vitaver responded to individual staffing requests and supplied consultants with the qualifications required for each assignment.

Relevant Technical Staffing Experience

Vitaver has recruited and placed professionals across the principal disciplines represented in this CRFQ, including:

Vitaver Staffing - Finding Talent since 1993

- Web and enterprise application development and support;
- Customer relationship management and enterprise systems;
- SQL Server and other database technologies;
- Business and systems analysis;
- Learning management systems and eLearning development;
- Cloud architecture, platforms, networking, security, systems management, and financial operations;
- Mainframe systems and legacy technologies;
- Cybersecurity and information assurance;
- Infrastructure, networking, and systems administration;
- Data, analytics, and reporting;
- Project and program management;
- Quality assurance and software testing; and
- Help desk and end-user support.

Vitaver's experience is not limited to identifying individuals with a matching job title. Its recruiting team evaluates candidates against the client's actual technical environment, required tools and platforms, comparable project experience, years and recency of experience, location and work-arrangement requirements, assignment duration, and professional responsibilities.

For WVOT assignments, this evaluation will also address the candidate's ability to work alongside State personnel and provide the professional mentoring, technical training, structured shadowing, documentation, and knowledge transfer required by the applicable delivery order. Vitaver will communicate these requirements to candidates during recruitment and confirm their ability and willingness to perform them before presenting the candidates to WVOT.

Representative Contract Vehicles and Engagements

The following are representative examples of Vitaver's IT staff-augmentation contracts and client engagements:

Client or Contract Vehicle	Relevant Services and Experience	Period or Status
Florida Department of Management Services	Statewide IT Staff Augmentation Services available to participating Florida agencies and eligible users; current Contract No. 80101507-23-STC-ITSA succeeds an earlier State Term Contract held by Vitaver.	Current contract effective since October 2023.
Miami-Dade County	Information Technology Consulting and Staff Augmentation Services supporting County departments through	Continuous contract experience since 2006.

Vitaver Staffing - Finding Talent since 1993

	individual staffing requests and assignments.	
U.S. General Services Administration	Federal information technology professional services under GSA IT Schedule 70, Contract No. GS-35F-0130T.	Current through November 2026.
Texas Department of Information Resources	Information Technology Staff Augmentation Contract, Contract No. DIR-CPO-5669, available to eligible Texas public-sector customers.	Since April 2025.
Kansas Department of Administration	Statewide IT Staff Augmentation Contract No. 57736EG.	Since June 2025.
Oklahoma Office of Management and Enterprise Services	Statewide IT Staff Augmentation Contract No. SW1025.	Since October 2025.
Broward County Public Schools	Technical Staffing and Consulting Services, currently under Contract No. ITB FY23-045.	Direct staffing support since December 2017.
NextEra Energy Resources	Information technology worker services supplied under a continuing Supplier Agreement.	Since 2013.
Greenville County School District	Awarded IT staff-augmentation contract supporting public-education technology staffing requirements.	Current contract vehicle.
Gwinnett County Public Schools	Awarded IT staff-augmentation contract supporting public-education technology staffing requirements.	Current contract vehicle.

Representative Client Base

Vitaver's public- and private-sector experience includes the following representative clients:

Client Category	Representative Clients
Florida state agencies and special districts	Florida Department of Management Services; Florida Department of Transportation, including Florida's Turnpike Enterprise; Florida Department of Commerce; Florida Department of Financial Services; Florida Department of Health; Florida Department of Revenue; Florida Department of Children and

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	Families; Florida Department of Law Enforcement; Florida Agency for Health Care Administration; Florida Fish and Wildlife Conservation Commission; Florida Lottery; Florida Department of Education; South Florida Water Management District
County, municipal, and law-enforcement organizations	Miami-Dade County; City of Miami; City of Miami Beach; City of Homestead; Broward Sheriff's Office; Palm Beach County Sheriff's Office
K-12 and higher-education organizations	Miami-Dade County Public Schools; Broward County Public Schools; Broward College; Palm Beach State College; Florida State University; Florida Virtual School; Jefferson County Public Schools; Adams 12 Five Star Schools; Douglas County School District; Greenville County School District; Gwinnett County Public Schools
Other state and federal government organizations	Texas Department of Transportation; Texas Department of Information Resources; Texas Education Agency; Texas Health and Human Services Commission; Kansas Department of Administration; Oklahoma Office of Management and Enterprise Services; U.S. Department of Defense - U.S. Air Force
Commercial organizations	NextEra Energy Resources; Carnival Cruise Line; BankUnited

This client portfolio includes large public-sector organizations with mission-critical applications, diverse technical environments, formal procurement and compliance requirements, and continuing needs for specialized IT personnel. Vitaver's experience serving these organizations has required the company to recruit for both widely used and specialized technologies, coordinate with multiple client departments, respond to changing assignment requirements, and maintain consultant support throughout the duration of each engagement.

Current Staffing and Recruiting Capacity

As of 2026, Vitaver supports approximately 93 active consultants nationwide. The company's staffing organization includes 13 dedicated recruiters and 11 sourcers managed by a Staffing Director and Staffing Manager and supported by account management, human resources, compliance, payroll, and accounting personnel.

The recruiting team draws on a proprietary applicant-tracking database containing more than 850,000 candidate profiles, along with LinkedIn Recruiter, Indeed, Monster, ClearanceJobs, professional referrals, recruiter networks, former consultant relationships, targeted job postings, and direct outreach to passive candidates. This combination of internal resources and external sourcing channels allows Vitaver to conduct simultaneous searches and address specialized technical requirements that may not be met through general job advertising alone.

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Vitaver can use this recruiting infrastructure to support WVOT staffing requests for assignments in the Charleston metropolitan area and elsewhere in West Virginia. Each search will be based on the applicable position classification, mandatory qualifications, technical environment, work location, anticipated schedule, assignment duration, and knowledge-transfer responsibilities established by WVOT.

Once a consultant is selected, Vitaver will coordinate onboarding and assignment commencement, administer the consultant's employment and payroll requirements, maintain communication with the consultant and the State's designated personnel, monitor performance and assignment status, and address performance, availability, or replacement issues when necessary.

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State of Florida

Department of State

I certify from the records of this office that VITAVER AND ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on May 7, 1993.

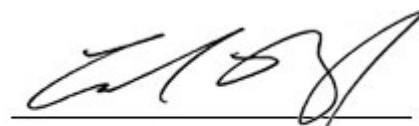
The document number of this corporation is P93000033759.

I further certify that said corporation has paid all fees due this office through December 31, 2026, that its most recent annual report/uniform business report was filed on March 4, 2026, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventeenth day of September,
2026*




Secretary of State

Tracking Number: 8924753553CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Daniella Levine Cava, Mayor

**Communications, Information &
Technology Department**

5680 SW 87 Avenue
Miami, Florida 33173
T 305-596-8279

miamidade.gov

July 8, 2026

To Whom It May Concern:

This letter is provided as a professional reference for Vitaver & Associates, Inc.

Miami Dade County Communications, Information and Technology Department has worked with Vitaver & Associates, Inc. for consultant staffing services. Vitaver has provided qualified contract personnel to support our organization's business, technical, and/or project staffing needs.

Based on our experience, Vitaver has demonstrated the ability to identify, screen, and provide qualified candidates, respond to staffing needs in a timely and professional manner, and support the overall contractor engagement process. Vitaver has successfully provided staffing services to our organization and has shown sufficient expertise and capability to perform similar contracted employee services.

We are pleased to provide this reference in support of Vitaver & Associates, Inc.

Reference Contact Information:

Company/Agency Name: Miami-Dade County Communications, Information and Technology Department.

Contact Name: Lylliam C. Arocho

Title: Manager, ITD Administrative Services

Address: 5680 S.W. 87th Avenue, Miami, FL 33173

Telephone: (305) 596-8313

Email: ARROCL@miamidade.gov

Sincerely,

Lylliam C. Arocho

Lylliam C. Arocho

Manager, ITD Administrative Services

Miami-Dade County Communications, Information and Technology Department



Safety, Security and Emergency Preparedness Division

James A. La Rosa, Director of Safety and Security

600 Southeast Third Avenue

Fort Lauderdale, Florida 33301

phone: 754-321-3521 • cell: 954-439-6890

james.larosa@browardschools.com

www.browardschools.com

**The School Board of
Broward County, Florida**

Sarah Leonardi, Chair
Dr. Jeff Holness, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Adam Cervera, Esq.
Debra Hixon
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

Date: July 7, 2026

To Whom It May Concern:

Broward County Public Schools has worked with Vitaver & Associates, Inc. for contracted consulting and staffing support services. Based on our experience, Vitaver has been responsive, professional, and has provided qualified consultant services that have met our needs.

We have been satisfied with the services provided by Vitaver and appreciate their support of our organization. We are pleased to provide this reference based on our experience working with the company.

Sincerely,



James A. La Rosa, MPS

LTC, USAR

Director of Safety and Security

Vitaver Letter

Final Audit Report

2026-07-07

Created:	2026-07-07
By:	Stephanie Ormsby (P00027403@browardschools.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeMe_41x_dudhanoU_HHPvH_39Zw4M8V7

"Vitaver Letter" History

-  Document created by Stephanie Ormsby (P00027403@browardschools.com)
2026-07-07 - 7:07:42 PM GMT- IP address: 169.139.0.9
-  Document emailed to James La Rosa (p00105676@browardschools.com) for signature
2026-07-07 - 7:08:17 PM GMT
-  Email viewed by James La Rosa (p00105676@browardschools.com)
2026-07-07 - 7:08:52 PM GMT- IP address: 169.139.0.9
-  Document e-signed by James La Rosa (p00105676@browardschools.com)
Signature Date: 2026-07-07 - 8:21:12 PM GMT - Time Source: server- IP address: 169.139.0.9 - Signature Appearance Selected: IMAGE
-  Agreement completed.
2026-07-07 - 8:21:12 PM GMT



CITY OF HOMESTEAD

July 2, 2026

CITY COUNCIL

Steven D. Losner
Mayor

Jenifer N. Bailey
Vice Mayor
Seat 4

Kimberly Konsky
Councilwoman
Seat 1

Sean L. Fletcher
Councilman
Seat 2

Larry Roth
Councilman
Seat 3

Erica G. Ávila
Councilwoman
Seat 5

Clemente Canabal
Councilman
Seat 6

CITY OFFICERS

Zerry Ihekwaba, PhD, PE
City Manager

Elizabeth Sewell, MMC
City Clerk

Weiss Serota Helfman
Cole + Bierman
City Attorney

To Whom It May Concern:

This letter is provided as a professional reference for Vitaver & Associates, Inc.

The City of Homestead has worked with Vitaver & Associates, Inc. for contracted employee staffing services. Vitaver has provided qualified contract personnel to support our organization's business, technical, and/or project staffing needs.

Based on our experience, Vitaver has demonstrated the ability to identify, screen, and provide qualified candidates, respond to staffing needs in a timely and professional manner, and support the overall contractor engagement process. Vitaver has successfully provided staffing services to our organization and has shown sufficient expertise and capability to perform similar contracted employee services.

We are pleased to provide this reference in support of Vitaver & Associates, Inc.

Reference Contact Information:

Agency Name: City of Homestead

Contact Name: Kemarr L. Brown, LL.M MAIA

Title: Deputy City Manager

Address: 100 Civic Court Homestead, FL 33030

Telephone: (305) 224-4436

Email: kbrown@homesteadfl.gov

Sincerely,

Kemarr L. Brown, LL.M MAIA

Deputy City Manager

City of Homestead

4.2 Demonstrated Technical Staffing Experience - Six Placements

4.2.1 Placement Experience Matrix

#	Name	Position / Title	Section 1 Classification (#)	Client	Assignment Dates	Section 4.1 Requirements Met (evidence)	Client Contact (Name / Phone / Email)
1.	Emmanuel Delizin	Web Applications Programmer	#1 - Senior Web Application Analyst	Miami-Dade County Public Schools	09/20/2021 - 09/27/2024	14 yrs .NET/C# enterprise web dev (exceeds 5-yr min); ASP.NET MVC, Web API, WCF, SQL Server/T-SQL, data modeling, SSRS/SSIS, TFS/Azure DevOps.	Polly Yero / Executive Director / 305-995-3832/ pollyyero@dadeschools.net
2.	Gary Engel	Applications Development Analyst, Siebel Developer/Administrator	#2 - CRM Application Analyst	Florida Department of Financial Services	08/27/2018 - 12/28/2023	20+ yr CRM background with SharePoint and SQL scripting, Experience using CRM configuration and dimensional modeling. Experience implementing software solutions using BI Publisher, ETL Experience configuring and developing enterprise solutions, developing and maintaining database driven web-based applications.	Jennifer Hartsfield / Contracts and Resource Management Supervisor / 850-410-9025 - jenifer.hartsfield@myfloridacfo.com
3.	Kent Douglas Olsen	Database Analyst	#3 - Senior SQL Server Database Administrator	Florida Lottery	08/28/2020 - 07/16/2024	30+ yrs DBA/architect DBA, DBMS design and support, and relevant computing Environments Experience as a database analyst with Oracle, PL/SQL, Data Governance, Data Warehousing, ETL Processing, Data Modeling and Data Migration.	Debbie Martin / Deputy CIO / 850 487-7701 x2009 / martind@flalottery.com
4.	Francisco J. Mayorga	Training / Instructional Design Professional	#5 - Learning Management System & eLearning Development Specialist	City of North Miami Beach	04/25/2022 - 01/26/2023	23+ yrs enterprise ID/eLearning, extensive SME knowledge-transfer work, ADDIE/SAM/Kirkpatrick methodologies, Articulate Storyline/Captivate/Camtasia (5+ yr eLearning dev tools.	Kemarr Brown / Assistant City Manager / 305-224-443 / kemarr.brown@citynmb.com

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5.	Kenneth Potts	Office365 Security Specialist	#8 - Cloud Security Professional	Broward County Public Schools	04/22/2019 - 06/30/2026	Responsible for Office365 security; Monitor the scam inbox and take action whenever necessary; Proactively watch for threats in O365 security tools, and keep up with phishing attacks by terminating active sessions when an account is compromised; Support about 300K users with access to email (30K) and other O365 components such as OneDrive and Teams. q	Teresa Macri / Director, Information Security / 754-321-0300 / tmacri@browardschools.com
6.	Roy Pressey	Senior Systems Analyst Programmer, Mainframe Developer	#13 - Mainframe Systems Programmer	Miami Dade County	04/12/2021 - 07/14/2023	20+ yrs mainframe (z/OS, COBOL, IDMS, JCL, TSO/ISPF) - strong application-programmer depth, exceeds general mainframe experience minimum.	Otto Contreras / Division Director - Public Safety / Criminal Justice / 305-596-8820 / otto.contreras@miamidade.gov

Vitaver Staffing - Finding Talent since 1993

Vitaver and Associates, Inc. - Minority Business Enterprise and Small Business - Member of American Staffing Association
 101 NE 3rd Ave, Suite 1500, Fort Lauderdale, FL 33301
 v. 954.382.0075 – f. 866.256.6365 <https://vitaver.com/>



Purchase Order

Vendor Information

Vendor:
 VITAVER & ASSOCIATES
 INC
 401 E LAS OLAS BLVD.
 FORT LAUDERDALE FL 33301
 CPA@VITAVER.COM
 954-382-0075
Vendor Number: 6515964

Ship To:

MDCPS
 App Development and Client Supp
 13135 SW 26 Street
 Miami FL 33175
 (305)995-3885

P.O. Information

Date: 08/03/2023

P.O. Number: 9000375927
 P.O. Number must appear
 on all invoices and packing slips.

Contract Number: 5600014752

Buyer: Margret Fley
 fley.m@dadeschools.net
 305-995-2339

All POs come from an email address
 DADESCHOOLS.NET. If you receive a PO
 from another source, please contact the
 school district.

For delivery/item information updates, please contact the shipping location.

Prices F.O.B. destination

Payment net 30 days # no substitutes accepted

Item	Item Description Delivery Date	Material No. Vendor Item No.	Qty. UOM	Unit Price	Net Price
1	ESSER Contracted Svcs - Web Appli Progrm Delivery Date: 08/01/2023-08/01/2023 Requestors: Polly Yero / Eduardo Hernandez ***** ***** Send Invoices to: 13135 SW 26 Street Miami, Florida 33175 ITS_Contractors@dadeschools.net ***** ***** NOTE: All invoices must reference the single appropriate M-DCPS Purchase Order number. NOTE: M-DCPS timesheets must accompany invoices in order for payment to be processed. NOTE: M-DCPS will not pay overtime rates. All hours will be paid at the contracted rate. ***** ***** REF: ESSER Contracted Services - Web		1 AU	\$203,320.00	\$203,320.00



Item	Item Description Delivery Date	Material No. Vendor Item No.	Qty. UOM	Unit Price	Net Price
	Application Programmer - Emmanuel Delizin REF: Project Start Date Immediately REF: Estimated Period of Coverage: 07/01/2023 - 09/30/2024 ***** ***** REF: RFQ-CCS-365 ***** ***** Total: \$203,320.00 ***** ***** The Web Applications Programmer will work with user personnel to define pertinent specifications for a website's dynamic behavior, data manipulation and storing. Performing programs database backend design, web coding and other tasks from general directions. To specify the required logical interface and logic flow between databases, software programs or other processes. Define and correct operational difficulties encountered in executing software programs and/or applications on the internet. Assist and communicate effectively at the team level. Implementing Weekly Briefing and Online Students Registration Systems Request.				
	Total				\$203,320.00



Note to Vendor

Invoice delivery via a PDF or Word Document email to: mdcpsvendorstatements@dadeschools.net, invoice can also be mailed to Accounts Payable, P.O. Box 01-2570, Miami, FL 33101. Please note if emailing invoices, DO NOT send a copy via US Mail.

Do not ship materials if there is a price increase or item substitution without authorization. Price must match purchase order price and include only items shipped. Contact buyer for any changes.

All provisions of Florida Statute 287.058 and 287.133(2), and Title 34 Section 80 and 85 CFR are incorporated by reference herein.

Florida tax exemption number 85-8013887801C-1. Florida excise tax exemption number 59-74-0041K.

Approval Status:

Approved

Approved By:

Carmen Gonzalez
Margaret Fley-Licon
Charisma MONTFORT

This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit <https://www.ariba.com>.



From:
DFS, BILLING - Office of Information
Technology
101 EAST GAINES STREET
2ND FLOOR 212B OR
OITINVOICE@MYFLORIDACFO.COM
TALLAHASSEE, FL 32399-0350
United States

To:
Vitaver and Associates, Inc.
401 E Las Olas Blvd
Ste 1400
Fort Lauderdale, FL 33301
United States
Phone: +1 (954) 3820075
Fax:
Email: myfloridamarketplace@vitaver.com

Purchase Order

(New)

C5C67F

Amount: \$184,680.00 USD

Version: 1

Comments

Comment Type:
General
Comment Body:
Service Period: 7/1/2025 – 6/30/2026.
Comment By:
Debbie Klein
Comment Date:
2025-06-05T06:54:22-07:00

Comment Type:
Approve
Comment Body:
Please send invoice(s) to pay to OITInvoice@myfloridacfo.com.
Please also clearly state the dates of service and purchase order number on the invoice(s).
Comment By:
Michael Kyvik
Comment Date:
2025-06-06T10:44:37-07:00

Comment Type:
General
Comment Body:
THIS PO INCORPORATES THE TERMS AND CONDITIONS OF STC NO. 80101507-23-STC-ITSA.

ATTENTION VENDOR:
PLEASE NOTE THE BILL TO ADDRESS HAS CHANGED. ALL INVOICES SHOULD BE SENT TO NEW BILL TO ADDRESS.

BY ACCEPTING THIS PURCHASE ORDER, YOU AGREE TO THE FOLLOWING:

- (1) The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.
- (2) State of Florida agencies are using MyFloridaMarketPlace Collaborative Buying for purchases under \$35,000 or for quotes off state term contracts. Be sure your vendor MFMP registration includes a current and accurate "Main Contact" e-mail address, and accurate and current commodity codes, and you selected "yes" to receive electronic notifications. For any assistance with vendor registration or Collaborative Buying, contact VendorHelp@MyFloridaMarketPlace.com or (866) 352-3776. Failure to provide services in accordance with terms and conditions will result in the rejection of invoice payment.
- (3) In accordance with the requirements of section 287.135(5), Florida Statutes (F.S.), the Contractor certifies that it is not participating in a boycott of Israel. At the Department's option, the Purchase Order may be terminated if the Contractor is placed on the Quarterly List of Scrutinized Companies that Boycott Israel (referred to in the statute as the "Scrutinized Companies that Boycott Israel List") or becomes engaged in a boycott of Israel. The State Board of Administration maintains the "Quarterly List of Scrutinized Companies that Boycott Israel" at the following link:
<https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates.aspx>.
- (4) The Contractor and its subcontractors shall register with and use the E-Verify system as defined in section 448.095, F.S., to verify the work authorization status of all newly hired employees. The Contractor shall comply with the requirements for contractors set forth in section 448.095(2), F.S. Pursuant to section 448.095(2)(c)1., F.S., if the Department has a good faith belief that the Contractor has knowingly violated section 448.09(1), F.S., the Department shall terminate the Contract. If the Department terminates the Contract pursuant to section 448.095(2)(c), F.S., the Contractor shall reimburse the Department for any additional costs the Department incurs as a result of terminating the Contract.
- (5) Pursuant to section 287.134(2)(a), F.S.: "An entity or affiliate who has been placed on the

discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity."

(6) Pursuant to section 216.1366, F.S., the Contractor shall permit the Department to inspect the Contractor's financial records, papers, and documents that are directly related to the performance of the Contract or the expenditure of state funds, as well as the Contractor's programmatic records, papers, and documents which the Department determines are necessary to monitor the performance of the Purchase Order or to ensure that the terms of the Purchase Order are being met. The Contractor shall provide such records, papers, and documents to the Department's Contract Manager within 10 business days after a request is made to the Contractor. This paragraph only applies if the Purchase Order is for the provision of services to the Department.

(7) Pursuant to section 287.137(2)(a), F.S.: "A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity."

(8) Pursuant to section 287.133(2)(a), F.S.: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

(9) Foreign Influence. The Contractor shall comply with any applicable disclosure requirements in section 286.101, F.S. Pursuant to section 286.101(7), F.S.: "In addition to any fine assessed under [section 286.101(7)(a)], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause.

NOTE TO VENDOR:

All invoices submitted for payment must accurately reflect the hours billed to a specific task / deliverable as contained in the SOW.

Comment By:

Becky Hale

Comment Date:

2025-06-06T12:44:02-07:00

Comment Type: Terms and Conditions
Body:Purchase Order Terms & Conditions

http://dms.myflorida.com/mfmp_PO_TC

Other Information

PUI.ID: 4300
PUI.Name: 4300 - Department of Financial Services
PO Start Date: Tue, 1 Jul, 2025
PO End Date: Tue, 30 Jun, 2026
Site Code.ID: 430000-00
Site Code.Name: 0
Purchasing Unit: 430000
Purchasing Unit Name: 430000

ATTACHMENTS

DFS_Request_for_Quotes_2324-41_RFQ_OIT_Applications_Development_Analyst.pdf (application/pdf) Attachment_5_-_Skills_Matrix.pdf (application/pdf) Attachment_6_-_Foreign_Country_of_Concern_Attestation.pdf (application/pdf) Attachment_3_-_Price_Response.pdf (application/pdf) [View more »](#)

SHIP ALL ITEMS TO

Office of Information Technology - SHIP
Fletcher Building, RM 226
101 East Gaines Street
Tallahassee, FL 32399-0350
United States
Ship To Code: A075gclx.q
Email: Debbie.Klein@myfloridacfo.com

BILL TO

DFS, BILLING - Office of Information Technology
101 EAST GAINES STREET
2ND FLOOR 212B OR
OITINVOICE@MYFLORIDACFO.COM
TALLAHASSEE, FL 32399-0350
United States

DELIVER TO

Debbie Klein
Office of Information Technology - SHIP

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Unit Price	Subtotal
1		Not Available	Material		1,944 (HUR)	\$95.00 USD	\$184,680.00 USD

This line item is for IT Staff Aug services via the response to 2324-41 RFQ OIT.

Job Number: 1250
Job Title: Applications Development Analyst
Scope Variant: C, Advanced

Other Information

Req. Line No.:	1
Requester:	Debbie Klein
PR No.:	PR696183
Method of Procurement:	B
Shipping Method:	Best Way
Advanced Payment Indicator:	No
State Contract ID.ID:	80101507-23-STC-ITSA
State Contract ID.Name:	Information Technology Staff Augmentation
Classification Domain:	unspsc
Classification Code:	80101507

Incoterms Information

Incoterm Code:
Incoterm Location:

Order submitted on: Monday 30 Jun 2025 11:45 PM
GMT-07:00
Received by SAP Business Network on: Tuesday 1 Jul
2025 3:34 AM GMT-07:00
This Purchase Order was sent by State of Florida Next
Gen AN01722330651 and delivered by SAP Business
Network.

Sub-total:	\$	184,680.00	USD
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Purchase Order Information

[Back to Search](#)

Summary

Agency Name: DEPARTMENT OF THE LOTTERY

Purchase Order Number: C21405

Purchase Order Title: FY 23-24 - Software and Data Services - Vitaver

Vendor Name: VITAVAR & ASSOCIATES, INC.

(Consultant: Kent Olsen & Anthony Manuel)

Total Purchase Order Amount: \$176,640.00

Total Budgetary Amount: \$176,640.00

Total Payment To Date: \$166,468.00

Order Date: 12/08/2023

[Details](#)[Deliverables](#)[Payments](#)[Documents](#)[Expand All Deliverables](#) [Download Deliverables](#)

MORE	LINE ITEM NUMBER	COMMODITY TYPE	STATE TERM CONTRACT ID	AGENCY SOLICITATION NUMBER	QUANTITY	UNIT PRICE	TOTAL UNIT PRICE
	1	Information technology consultation services	80101507-21- STC-ITSA		87936.0000	\$1.0000	\$87,936.00

Database Analyst, Job #1430 (Kent Olsen). The contractor shall provide services as specified in RFQ 043-21-22. Consulting services contingent upon Lottery written approval of quarterly work plans su...

Line Item Description: Database Analyst, Job #1430 (Kent Olsen). The contractor shall provide services as specified in RFQ 043-21-22. Consulting services contingent upon Lottery written approval of quarterly work plans submitted by the Contractor prior to the start of each quarter. Consultant hours will not be paid for work completed outside the scope of or prior to written plan approval by the Lottery. Contract Manager: Debbie Martin Availability of funds contingent upon annual appropriation by the legislature. 1st Qtr hrs: 496 (July 1 - Sept. 30, 2023) 2nd Qtr hrs: 472 (Oct. 1 - Dec. 31, 2023) 3rd Qtr hrs: 476 (Jan. 1 - Mar. 31, 2024) 4th Qtr hrs: 476 (Apr. 1 - June 30, 2024)

Method of Procurement: State term contract with Request For Quote requirement [s. 287.012 (24), s. 287.012 (28), s. 287.042(2), and s. 287.056, F.S.] & [Rule 60A-1.043, F.A.C.]

Line Split Details:

Split Accounting Line Number: 1

FLAIR Contract ID:

Org. Code and Description: 36704000000 -

Object Code and Description: 132700 -

Account Code: 36-50-2-510020-36102000-00-100777-00

Split Amount: \$87,936.00

	2	Information technology consultation services	80101507-21- STC-ITSA		88704.0000	\$1.0000	\$88,704.00
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Database Analyst, Job #1430 (Anthony Manuel). The contractor shall provide services as specified in RFQ 043-21-22. Consulting services contingent upon Lottery written approval of quarterly work plan...

Line Item Description: Database Analyst, Job #1430 (Anthony Manuel). The contractor shall provide services as specified in RFQ 043-21-22. Consulting services contingent upon Lottery written approval of quarterly work plans submitted by the Contractor prior to the start of each quarter. Consultant hours will not be paid for work completed outside the scope of or prior to written plan approval by the Lottery. Contract Manager: Debbie Martin Availability of funds contingent upon annual appropriation by the legislature. 2nd Qtr hrs: 56 (December 18-30, 2023) 3rd Qtr hrs: 476 (Jan. 1 - Mar. 31, 2024) 4th Qtr hrs: 476 (Apr. 1 - June 30, 2024)

Method of Procurement: State term contract with Request For Quote requirement [s. 287.012 (24), s. 287.012 (28), s. 287.042(2), and s. 287.056, F.S.] & [Rule 60A-1.043, F.A.C.]

Line Split Details:

Split Accounting Line Number: 1

FLAIR Contract ID:

Org. Code and Description: 36704000000 -

Object Code and Description: 132700 -

Account Code: 36-50-2-510020-36102000-00-100777-00

Split Amount: \$88,704.00

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**Bill To**

NMB Building Department
17050 NE 19th Ave,
1st Floor
North Miami Beach, FL 33162
Email: nmbbldg@citynmb.com

Vendor

VITAVER AND ASSOCIATES INC
401 E LAS OLAS BLVD STE 1400
FORT LAUDERDALE, FL 33301

Purchase Order

Fiscal Year 2022

Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.**

Purchase Order #

220996

**FLA SALES TAX EXEMPTION NO:
85-8012740150C-3**

Delivery must be made within doors of specified destination.

Ship To

NMB Building Department
17050 NE 19th Ave,
1st Floor
North Miami Beach, FL 33162
Email: nmbbldg@citynmb.com

VENDOR PHONE NUMBER	VENDOR EMAIL ADDRESS	REQUISITION NUMBER	CONTRACT NUMBER	DELIVERY REFERENCE
305-510-9819	CASS.FITZGERALD@VITAVER.COM	1312	777	
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
04/19/2022	527326		FOB Destination	BUILDING & PERMITTING
NOTES				

IT STAFF AUGMENTATION

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	TECHNICAL TRAINING SERVICES	1.0		\$34,986.00	\$34,986.00
2	TECHNICAL TRAINING SERVICES	1.0		\$14,994.00	\$14,994.00

By

Chief Procurement Officer

Total Ext. Price

\$49,980.00

Purchase Order Total**\$49,980.00**

City of North Miami Beach

TERMS AND CONDITIONS

1. **ENTIRE AGREEMENT** - The terms, specifications and drawings included in this order when duly executed constitute the entire agreement between the parties unless otherwise stated on the face of the order. No modification or waiver of terms of this agreement shall be binding, unless in writing, signed by a duly authorized representative of the Buyer and confirmed by such a representative of the Seller. This agreement shall be interpreted in accordance with the laws of the State of Florida.
2. **DELIVERIES** - In the event of failure to deliver material of the quality or within the time specified, Buyer may cancel order and buy elsewhere. Failure of Buyer to exercise this option with respect to any installment shall not be deemed a waiver with respect to future installments, if any.
3. **INSPECTION** - Materials shall be received subject to Buyer's right to inspect and test all materials at destination before acceptance. Seller shall pay transportation costs and the costs of inspecting and testing of materials which are rejected.
4. **ACCEPTANCE** - Payment for the goods covered by this order shall not constitute acceptance thereof, Shipment of any part of this order without written acceptance constitutes Seller's acceptance of order and its conditions,
5. **CONTINGENCIES** - Neither party shall be liable for delays or defaults due to acts of God, governmental authority or public enemy, war, fires, floods, epidemics strikes, labor troubles, freight embargoes, or contingencies reasonably beyond its control. The party so affected upon prompt written notice to the other party, shall be released from making or taking deliveries hereunder to the extent of such prevention or restriction, At Buyer's option, deliveries so omitted shall be made, on notice thereof to the Seller, upon cessation of such contingency even though such might have been operative at the date of this order.
6. **GOVERNMENT REGULATIONS** - Seller warrants that all applicable laws and regulations of governmental authority, covering the production, sale and delivery of the materials specified herein, have been complied with and shall indemnify and save Buyer harmless from and against any liability or loss resulting from Seller's failure to do so.
7. **TAXES** - Counties and cities are exempt from Federal Taxes on transportation charges and any Federal Excise Tax, If you prepay transportation charges do not pay tax as the county or city will not reimburse you for the taxes paid. Counties and cities are exempt from State Sales Tax.
8. **WARRANTIES** - In addition to all warranties established by statute or common law, or set forth elsewhere in this order, Seller expressly warrants that all material or services covered herein shall conform to all specifications, drawings, samples, and descriptions furnished or adopted by Buyer, and shall be of best quality, and fit and sufficient for the purpose for which purchased, if specified hereon, merchantable, of good material and workmanship and free from all patent and latent defects. Buyer's failure to give notice to Seller of any breach of warranty shall not discharge Seller's liability therefore without limiting the generality of the foregoing,
9. Seller agrees to be responsible for all defects in design, workmanship and materials which may become apparent within twelve months of receipt by Buyer.
10. **PATENTS** - Seller shall protect and indemnify Buyer against all claims, judgments and expenses arising from infringement or alleged infringement of any United States patent by any of the goods delivered hereunder. Seller shall defend or settle at its own expense any proceeding brought against Buyer for such infringement provided Seller is notified promptly of the commencement of such proceeding and is given authority, information and assistance by the Buyer for the defense or settlement thereof.
11. **INSTALLATION** - If this order required the services of Seller experts or employees on Buyer's premises, such experts or employees shall not thereby be deemed to be the agents or employees of Buyer. Such parties shall be subject to Buyer's safety rules and regulations. Seller assumes full responsibility for their acts and omissions and agrees to save Buyer harmless from any claims arising therefrom and to accept exclusive liability for payroll and other taxes imposed upon the employer by law.
12. Seller will undertake to keep the materials and premises involved free from any lien whatever for materials and labor incident to the performance of Seller's obligations hereunder. If Seller furnished material and services for construction and improvement of realty and/or the installation of personal property for a lump sum amount,
13. Seller agrees to furnish an analysis thereof as Buyer may reasonably require for accounting purposes, Seller shall be solely responsible for materials furnished by Buyer on other than a charge basis in connection with this order.
14. **NON-DISCLOSURE** Without prior written consent of the Buyer in each instance, Seller shall not reveal to a third party the details, characteristics or any information on the materials made to the special order of Buyer or use reproductions thereof in any promotional media or reveal that Buyer is purchasing the materials ordered hereunder.
15. **ASSIGNMENT** - Seller shall not assign this order or any part thereof without consent of the Buyer. Such consent will not relieve Seller from its obligations and liabilities.
16. **CHANGES** - Buyer reserves right to change specifications and delivery dates. Any resultant contract difference shall be equitably adjusted in writing.
17. **INSURANCE** - Seller warrants that it has in effect Workers Compensation, General Liability, and Automobile Liability Insurance.
18. **INDEMNIFICATION/HOLD HARMLESS** - Seller, in connection with providing the above referenced services and/or products on behalf of the City of North Miami Beach, Florida, agrees to indemnify and hold harmless the City and its officer, employees, agents, and contractors, from and against any all actions (whether at law or in equity), claims, liabilities, losses, and expenses, including, but not limited to, attorneys' fees and costs, for personal, economic or bodily injury, wrongful death, loss of or damage to property, which may arise or be alleged to have arisen from the negligent acts, errors, omissions or other wrongful conduct of Seller, its officers, employees, agents, contractors, or any other person or entity acting under Seller's control or supervision, in connection with, related to, and/or as a result of Seller's performance under this purchase order. To That extent, Seller shall pay all such claims and losses and shall pay all such costs and judgements which may issue from any lawsuit arising from such claims and losses, and shall pay all costs and attorneys' fees expended by the City in the defense of such claims and losses, including appeals.

Purchase Order - REPRINT

School Board of Broward County, Florida
Procurement & Warehousing Services
7720 West Oakland Park Boulevard, Suite 323
Sunrise, FL 33351
Tel: 754-321-0505



GENERAL PURCHASE ORDER INQUIRIES

Purchasing Agent/Buyer: Bus. Ops Services
E-mail: PurchasingHelpDesk@Browardschools.com
Telephone: 754-321-0505

Submit All Invoices by Email, (PDF Format), or Regular Mail

FRDAPHELP@BROWARDSCHOOLS.COM

School Board of Broward County, Florida
Accounting & Financial Reporting Department
ATTN: Accounts Payable
600 SE 3rd Avenue, 7th Floor
Fort Lauderdale, FL 33301 Tel:(754) 321-2270
FPR A/P RELATED REQUESTS ONLY

Vendors may register for ACH Payments at:
<https://www.browardschools.com/page/33158>

Purchase Order Number: 7524003935

Purchase Order Date: 12/13/2023

T VITAVER & ASSOCIATES INC
O 401 E LAS OLAS BLVD - SUITE 1400
FORT LAUDERDALE, FL 33301-2218

S Educational Technology Services (ETS)
H 7720 W. Oakland Park Blvd.
I Sunrise, FL 33351
P Tel: 754-321-0399

Vendor Number: 122696

T Contact: GLORIA FORBES
O

Terms of Delivery: FOB DESTINATION

Terms of Payment: Net 30 Days

THIS IS A REPRINT ONLY ** DO NOT DUPLICATE ORDER** 12/14/23

Line	Material No/ Description	Vendor Material Number	Order Quantity	Unit of Measure	Delivery Date	Bid Number	Bid Expiration Date	Unit Price	Net Value
1	Technical Contract Staffing *BID FY23-045* SOW <(>&<)> VENDOR SELECTION FORM ATTACHED Technical Contract Staffing Kenneth Potts - \$65 p/h		1	AU	12/14/2023	FY23-045		67,600.00	67,600.00

Total Net Value 67,600.00 USD

FLORIDA STATE SALES TAX EXEMPT: 85-8013140099C-8
FEDERAL EXCISE TAX EXEMPT: 59-6000530

Delivery of this Purchase Order via electronic means or via US Postal Service constitutes SBBC's approval for the purchases of the goods and services stated herein. Additional Purchase Order Terms and Conditions follow on a separate Page.



Purchase Order

Page: 1 of 1

Comm, Information & Technology

5680 SW 87th Ave
Miami FL 33173
United States

Dispatched		Dispatch Via Print
Purchase Order IT-0000010829	Date 07-24-2026	Revision
Payment Terms Net30	Freight Terms Destination	Ship Via Common Carrier
Buyer Ramirez Gonzalez, Susana	Phone/ Email Susana. RamirezGonzalez@miamidade.gov	Currency USD

Supplier: 0000010974
VITAVER & ASSOCIATES
INC
401 EAST LAS OLAS BLVD
SUITE 1400
FT LAUDERDALE FL
33301
United States

Ship To: 5680 SW 87TH AVE
MIAMI FL 33173
United States

Attention: Not Specified
PO Ref: PSR202601401180

Bill To: 111 NW 1st Street
26th Floor
Miami FL 33128-1902
United States

Tax Exempt? Y

Tax Exempt ID: MIAMIDADE

Replenishment Option: Standard

Project: CJIS Production Support
Supervisor: Otto Contreras

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Employment of Roy Pressey Sr Systems Analyst/Programmer Hourly rate: \$88.00 The estimated PO amount covers the period: 08/01/26 to 12/15/2026		1	LOT	\$65,088.00	\$65,088.00	07/31/2026

Schedule Total \$65,088.00

Contract ID	Parent Contract	Description
0000003495	RTQ-00894	IT CONSULTING SERVICES

This PO does not constitute a commitment to retain the contractor's services for the duration of the period.
Note: Please be aware that no consultants may continue working without a valid purchase order.

Item Total \$65,088.00

Total PO Amount \$65,088.00

Susana Ramirez J. 07-24-2026