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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: 000000118062

Legal Name: 22ND CENTURY TECHNOLOGIES INC

Alias/DBA:

Total Bid: \$2,225,600.00

Response Date: 09/23/2026

Response Time: 11:06

Responded By User ID: govt@tscti.com

First Name: Shikha

Last Name: Sharma

Email: sledbids@tscti.com

Phone: 804-372-0704

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2700000006

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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 ESR09232600000003093	1

VENDOR
000000118062
22ND CENTURY TECHNOLOGIES INC

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 2225600
Response Date: 2026-09-23
Response Time: 11:06:42
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	70.000000	145600.00

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	65.000000	135200.00

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	90.000000	187200.00

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	70.000000	145600.00

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	65.000000	135200.00

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	90.000000	187200.00

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	80.000000	166400.00

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	85.000000	176800.00

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	90.000000	187200.00

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	85.000000	176800.00

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	75.000000	156000.00

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.



22nd Century Technologies, Inc.

CMMI Level 3 | ISO 27001 | ISO 20000 | ISO 9001



**State of West Virginia
Centralized Request for Quote
*Temporary Technical Staffing Services***

CRFQ # 0231 OOT2700000006

Solicitation Due Date: Sep 23, 2026 by 1:30 PM (EST)

Submitted To:

Toby L Welch

P: 304-558-8802

Email: toby.l.welch@wv.gov

Address: 1900 Kanawha Blvd E, Bldg 5 10th
Floor, Charleston, WV.

Submitted By:

Ashley Christina De Sa, Administrator

501 Wilson Lane, Elkins, WV, 26241

Phone: (866) 537-9191 Ext 2

| Fax: 732-537-0888

Email: sledproposals@tscti.com

TSCTI claims that information contained in our proposal is confidential and proprietary. We believe that the data contained in the proposal like contact information of proposed staff, technical and management approach, proposed subcontractor and price quote. Disclosure of these information can be used by our competitors to underprice us on future bids, reverse-engineer aspects of TSCTI's approach, lure away subcontractors or key employees. Thereby we request the government to provide us the opportunity to provide a redacted copy of our response for FOIA and protecting the undue advantage



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Temporary Technical Staffing ServicesCover Letter

Attn: Crystal Hustead,
Department of Administration, Purchasing Division
2019 Washington STE, Charleston, WV, 25305

Subject: CRFQ 0511 MIS2500000001- Technical Temporary Staffing Services

“22nd Century Technologies, Inc.” (hereafter referred to as “TSCTI”) is pleased to submit this proposal to the West Virginia Department of Administration (hereafter referred to as “Agency/ Department”) for CRFQ#0511 to provide Technical Temporary Staffing Services.

Established in 1997 in New Jersey as a Corporation and *Headquartered in McLean VA*, locally present at *501 Wilson Lane, Elkins, WV, 26241*. TSCTI is a matured IT Temporary Staffing Service provider, appraised at *CMMI Level 3* and certified as an *ISO 9001:2015, 20000-1:2018, 27001:2013* with *29+ years of experience* in providing similar IT temporary staffing services on over *450 contracts with Federal, State, and local agencies* as prime contractors. TSCTI is a *certified national minority enterprise* offering a 360-labor solution to our clients. TSCTI was recognized as the largest staffing firm in the US by *Staffing Industry Analysts (SIA) in 2026*. We have a *presence in 50 states* across the nation and 35+ regional offices throughout the United States. With a *D&B Open rating score of 95*, we have been successfully serving a customer with a high level of customer satisfaction. TSCTI offers a comprehensive range of additional services through its *NOC, SOC, ITSM, and business operations centre; a Centre of Excellence and Innovation Hub located in TSCTI's WV regional office*, which can be customized based on the specific needs and preferences of the Lottery led by TSCTI's Chief Growth and Innovation Officer and Chief Technology Officer. The *Centre of Excellence (COE) and Innovation Hub is a 65000 sq office consisting of a team of more than 400 highly skilled and specialized Security Subject Matter Experts (SMEs) and Researchers including more than 100 local residents*. These experts are readily available to delve into the exploration and evaluation of emerging advancements and tools, providing valuable insights into their practical applications and potential implications within the context of the Lottery. *Our efforts of giving jobs to local staff thereby helping them not to relocate to other big cities to find job is appreciated by Governor Jim Justice & Cabinet Secretary Mitch Carmichael - WV Department of Economic Development*. One of the key roles of the COE and Innovation Hub is to share technological innovations that are relevant and beneficial to Lottery's requirements. By leveraging their expertise and staying at the forefront of industry trends, the COE team can identify and recommend cutting-edge technologies and solutions that can enhance the Lottery's operations and services. They achieve this by drawing on their experience working with various customers and by leveraging the insights gained from TSCTI's own Center of Excellence Innovation Lab.

Experience with State and Local Departments: Below we have provided the list of major Contracts with various State and Local government authorities:

- We have been serving several contracts in the State of WV including but not limited to *three active contracts with the State of WV – Direct Care Staffing Services, Temporary Staffing Services under two different category requirement and an active contract with West Virginia University under Search Services for IT positions*. TSCTI has placed over 50 IT Temporary staff on these contracts.
- We won a five-year MSP contract with the State of New Jersey which includes support to 150+ State agencies.
- The Maryland State and Local Board of Elections (supported the election day staffing by 450+ consultants)
- The County of Ventura, CA (placed around 400 consultants)
- Department of Military Affairs, FL (provided 100+ staff consultants)
- Community College of Aurora, CO (in total, 100+ consultants were placed)
- Fire Department of the City of New York (placed 200+ consultants)
- In 2021, we won an MSP contract for temporary staffing services with the Department of Management Services, FL in which we have placed and managed the payroll of more than 1,000 professionals till date.
- American Bar Association (Managing the payroll of 50+ National and International consultants)
- City of Dallas, TX (100+ FTEs)
- City of Phoenix, AZ (50+ FTEs)

TSCTI is a single vendor under a State-wide contract for similar Technical temporary staffing services for more than 150 New Jersey agencies. TSCTI has managed the manpower of over 20,000+ staff under the contract and *over 5200+ are still under active contract*. With 5,500+ internal employees, a trained team consisting of 180+ domain-specific recruiters (TSCTI has a Department dedicated Recruitment team who have been constantly updating the resume database for the Department-specific categories), data miners, and research analysts, a *proprietary resume database of 7.1M+ (more than 55% has been updated as per the Department specific needs)*, local Account Management team holding experience of working closely with State of WV, utilizing the collective experience, TSCTI is capable of providing the right professionals within the minimal timeline for both; *project-based and staff-augmentation work*. Additionally, TSCTI's local office in WV located in Elkins, is 65000sq and since the establishment of the local office in WV, TSCTI has been offering jobs to the local residents. TSCTI's efforts of giving jobs to local staff thereby helping them not to relocate to other big cities to find job is appreciated by *Governor Jim Justice & Cabinet Secretary Mitch Carmichael – WV, Department of*



Temporary Technical Staffing Services

Economic Development. *In the span of just 5 years, TSCTI has successfully placed more than 50 residents from WV to different projects working with clients across the nation.*

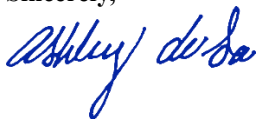
For more than two decades TSCTI has been providing Technical temporary staffing services similar to the Department's requirement across the state and nation. Leveraging its extensive experience TSCTI has built an in-depth understanding of the Department. We understand that Department works in a fast-changing IT environment with many different systems and applications based on the **mainframe Natural and DB2, client server PowerBuilder and Oracle, and web applications, Java, and Visual Studio/ MVC**, designed to help Department's operations in West Virginia. To enhance its systems and streamline the operations using TSCTI's technical expertise and support in accomplishing specific project goals, Department is looking to augment their Technical Staffing needs. The specific requirements include **technical expertise in developing the new computer systems, modifications, and enhancements to existing computer systems**. Upon being awarded under this contract, TSCTI ought to **mentor, provide technical training, shadowing, and support, to the State** employees which will further help Department in expediting the delivery order services. TSCTI is confident in fulfilling these specified requirements as in the similar contract with the Port Authority of New York and New Jersey (PANYNJ), TSCTI has been supporting in enhancing its IT capabilities and has been meeting the evolving requirements. Working across complex technologies like **.NET, .NET framework software, MS SQL Database, C3, Visual Studio/ MVC**, and many more, PANYNJ required IT staffing solutions to navigate challenges and drive innovation. TSCTI's team of IT professionals seamlessly integrated into PANYNJ's operations, offering expertise in **Microsoft SQL Server, C# development, and MS Access VBA**. By providing specialized talent tailored to the unique requirements of each project, TSCTI facilitated the successful migration of legacy applications to modernized platforms, such as C# with direct integration to SQL Server. TSCTI is confident in our ability to meet and exceed Department's requirements for Technical temporary staffing services and is **the best-qualified firm to perform the Department engagement**. Our proven processes, coupled with our extensive experience and unique approach to candidate discovery, make us an ideal candidate for this contract.

In our proposal, we have provided a detailed response that showcases our ability by showcasing an evidence of successful prior similar projects to **fulfill the requirements outlined in the RFQ within the specified time period** including all position titles (**beginner, mid-level, and expert**) for the categories; **Senior 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 Center of Excellence (CCOE) Implementation Specialist, Mainframe Systems Programmer**. Our proven recruitment, screening, background check, onboarding, and Q/A processes, which are ISO-compliant, will be utilized to ensure that we deliver the best possible results to the Department and will be the key factors to ensure the **"Section 4- Mandatory Contract Items and Deliverables"**. Our unique Staffing Resource Assessment (SRA) and job requisition process will enable us to identify the tangible and intangible skill sets required for a successful fit with the Department. This approach considers business goals, organizational structures, future staffing needs, contracts, and other elements to find the right match. At TSCTI, **we prioritize candidate discovery**, using extensive industry resources, including both active and passive channels, to identify the perfect candidate. We then select only those technical professionals **who possess the matching skills, certifications, and qualifications** requested by the client. We guarantee that after matching the Department's specified job description up to a minimum of 98%, we will formulate and deliver the shortlisted candidate. From this point on, Department may determine the Technical temporary professional with whom they would like to meet for a formal interview. Throughout the entire process, our dedicated Account Manager will be in regular communication with the Department's point of contact (POC) and will monitor the selected IT temporary staff to ensure that they provide the Department with the desired results. We prioritize client satisfaction and will request feedback through surveys and inspection calls to verify that the Department is satisfied with our services.

Our team understands the importance of adhering to the Department's terms and ensuring that they are met to the highest possible standards for all entities within the **West Virginia Office of Shared Administration including but not limit to West Virginia Department of Health, West Virginia Department of Health Facilities, West Virginia Department of Human Services, and Office of Management Information Services (OMIS)**. We value transparency and clear communication, which is why we have taken the time to thoroughly examine the **Department's background and current operating environment** and ensure that we can deliver them to the best of our abilities. Our commitment to meet and exceed the expectations of the Department is unwavering, and we are fully prepared to deliver the highest level of service to ensure a successful partnership. Furthermore, TSCTI has carefully read, understood, and agree to **"General Terms and Conditions"** for RFQ, and all other solicitation terms including the **"Mandatory Contract items and deliverables"** mentioned in the solicitation across the Section – 4 and hereby **declare the intend to bid on all 10 (ten) classifications**.

The attached TSCTI response addresses all requirements and services identified in the RFQ. If Department determines that TSCTI's response is deficient in any way, TSCTI requests to be promptly notified and be given the opportunity to correct any such deficiency. TSCTI is pleased to bring the highest level of corporate commitment to bear on this contract. Should you have any questions regarding this proposal, please feel free to contact me.

Sincerely,



Ashley Christina De Sa, Administrator
22nd Century Technologies, Inc.



Temporary Technical Staffing Services

TSCTI's Qualifications

3.1 Vendor shall be in business for at least five (5) years, providing similar IT staffing services. Vendors must provide documentation to indicate that their company meets this requirement prior to award. However, bidders may include this documentation with their bid.

General Company Overview

Incorporated in 1997 in Delaware, locally present in Elkins, WV, TSCTI is a nationwide temporary IT staffing services provider. We have **more than 29 years of experience in providing qualified IT staff** on strategic initiatives and optimal technical solutions to various Local, State and Federal government. Our services are certified at Capability Maturity Model Integration (CMMI) Level 3, International Organization for Standardization (ISO) 9001:2015, 20000-1:2018, and 27001:2013 and based on PMBoK and ITIL standards. With the D&B open rating score of 95, we have been successfully serving our customers with top-notch customer satisfaction. As one of the premier firms in providing Technical Temporary staffing services, TSCTI has **a staff of 6500 internal workforce** and offers a comprehensive array of IT services as well as world-class Technical Temporary Staffing services to our major clients from **State of WV, West Virginia University, City of Dallas, Port Authority of New York and New Jersey, Governor's Office of Storm Recovery (GOSR), Long Island Power Authority (LIPA), University of Miami Hospital, Ohio State University Medical Centre, Stony Brook University Hospital, Medifac Inc, Johns Hopkins University, University of Texas Medical Branch, University of Massachusetts Medical School, National Institute of Health, Fire Department of New York (FDNY), Baltimore County Public Schools, Maryland Health Benefit Exchange, Arlington County, Fairfax County Public Schools, Denver County-CO, Ohio Turnpike Lottery Commission, Maricopa County-AZ, Cleveland Metroparks, Cleveland Airport System, Ohio Veterans Homes, Cincinnati Metropolitan Housing Authority, The Ohio Department of Developmental Disabilities, State of Ohio – Department of Administrative Services, City of Dayton, City of Piqua, Cuyahoga Metropolitan Housing Authority, Kent State University, Columbus City Schools, UN Women, Department of Corrections and Community Supervision (DOCCS), Ohio Department of Developmental Disabilities, Lucas County Corrections Center, Ohio Department of Veteran Services, the Air Force, Defense Logistics Agency, U.S. Army, U.S. Navy, Federal Bureau of Investigations, Department of Interior, USPS, Marine Corps the Department of Agriculture and many more.**

Our 27 years of experience has led us to structure our Technical Temporary Staffing Services in such a way that it reduces operational costs, increases customer satisfaction, adds competitive differentiation, and enables transformation to the client business processes and operations. We also provide temporary employment services on strategic initiatives and optimal staffing and technical solutions to various public sector agencies through our CMMI and ISO-compliant processes. To augment the capability of our recruiters, we have a premium account on all the popular job websites, such as **LinkedIn, Monster, Dice, Indeed, CareerBuilder**, etc. Since inception, we have successfully acquired, managed, and provided a variety of professionals in the area of **Senior 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 Center of Excellence (CCOE) Implementation Specialist, Mainframe Systems Programmer**, and many more such services on diverse platforms to both Government and Commercial agencies.

At TSCTI, we pride ourselves on our extensive experience and proven track record in providing high-quality technical temporary staffing services to various federal, state, and local agencies. Our focus is on delivering qualified candidates who meet all of the requirements of our clients while ensuring cost-effective, timely, and professional staffing solutions. Over the years, we have developed robust processes and best practices that allow us to exceed client expectations in compliance with strict RFQ guidelines, such as those detailed in the solicitation provided by the Department. We understand the Department's specific requirements regarding hourly rate inclusivity, compliance with employment and legal standards, prompt response times for staffing needs, and a keen focus on providing highly qualified candidates within stipulated timeframes. TSCTI has consistently provided staffing solutions in adherence to similar requirements in multiple projects, ensuring client satisfaction and continuous service delivery. To successfully fulfil the client's

TSCTI's Values and Qualifications

Our Vision – Customer Satisfaction through Motivated Staff

Our Commitment – Right People, Right Time, Right Price

Strengths

- ISO 9001:2015 Certified Recruitment Process
- Resume Database of 5M+ Consultants across US
- 180+ domain specific recruiters
- **6500+ Workforce**
- **D&B Open Rating Score 95 and DNB Financial Score 85**

Experience

- 29 Years' Experience Providing IT Temporary Staffing
- **2000+ IT Placements** in last three years of worth 5M.
- 30-Statewide contracts including **State of WV**
- More than **30,000 IT placements across USA**

Quality & Certifications

- ISO 9001:2015, 20000-1:2018, 27001:2013
- CMMI Level 3

Awards and Recognitions

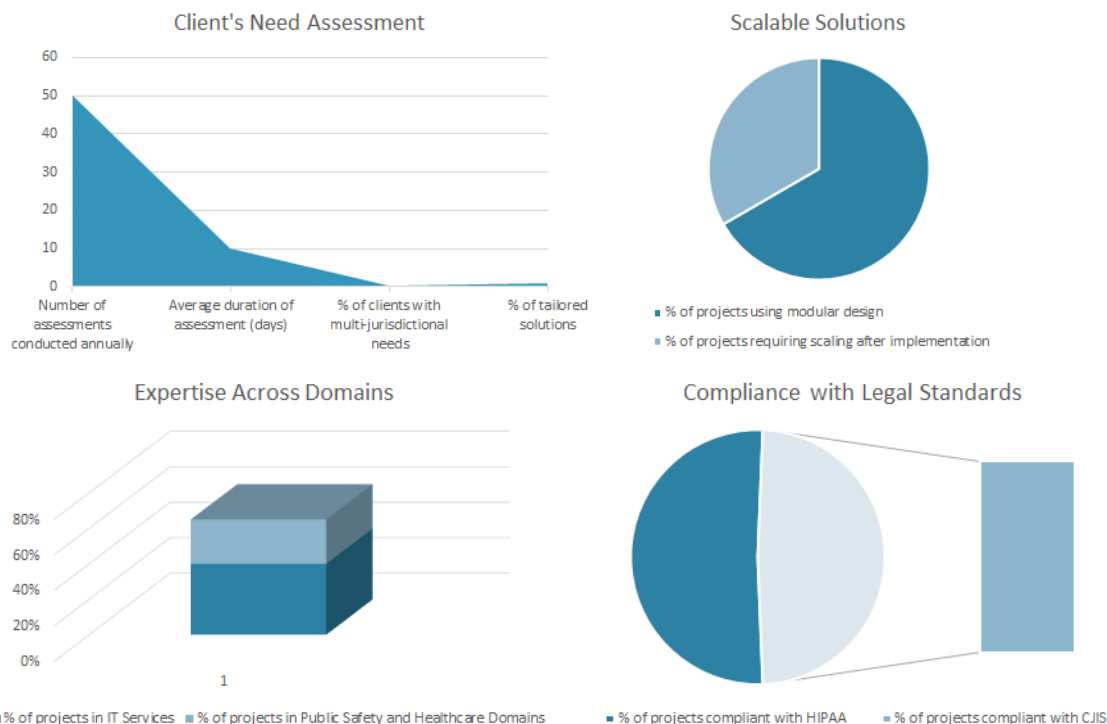
- Forbes: Best companies to work for, **"SIA Largest Staffing Firms"** in the US-2026
- Received a letter of appreciation by the State of Maryland for Outstanding Services during the Presidential 2020 Elections
- Virginia Values Veterans certified
- America's Best Large Employers for 2022 and as an Inc. 5000 honouree for 12 consecutive years



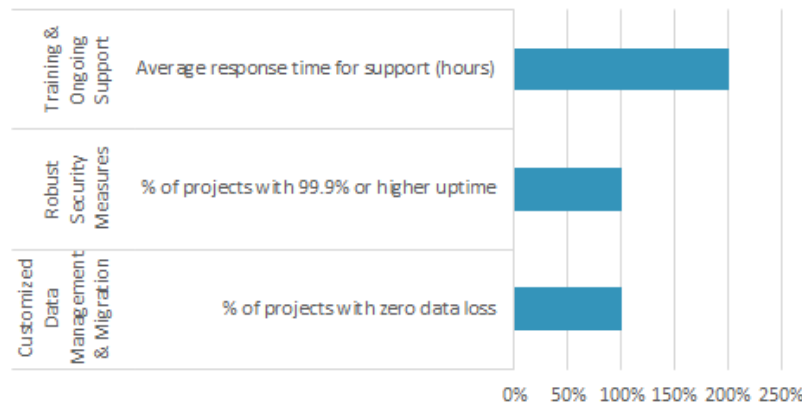
Temporary Technical Staffing Services

requirements below we have listed the key components of TSCTI's Service Delivery Model;

1. **Comprehensive Needs Assessment:** Before engaging in any project, TSCTI conducts a thorough assessment of the client's specific needs, ensuring that we fully understand their objectives, regulatory requirements, and operational challenges. This ensures that our solutions are not just tailored but optimized for the client's environment.
2. **Scalable solutions with modular capabilities:** TSCTI specializes in delivering scalable solutions that allows clients to expand or adjust services as their needs evolve. This is particularly valuable in multi-jurisdictional and large-scale projects, where flexibility is key. Our modular approach allows us to integrate additional functionalities, such as data management, reporting systems, or compliance modules (such as HIPAA), without disrupting ongoing operations.
3. **Expertise across multiple domains:** With a deep pool of expertise in sectors such as IT services, public safety, healthcare, and government operations, TSCTI brings seasoned professionals with relevant experience to every engagement. Our ability to quickly source and deploy experts in specialized areas ensures smooth project execution and service continuity.
4. **Compliance with regulatory and legal standards:** We prioritize strict adherence to local, state, and federal regulations, ensuring that all services meet legal requirements. This includes data security measures, compliance with employment standards, and industry specific regulations such as HIPAA, NIBRS, or CJIS, as applicable. This commitment to compliance ensures that projects proceed smoothly and without legal risks.
5. **End to End Service Delivery:** TSCTI offers complete lifecycle management for all projects. From initial assessment and planning to implementations, training, and ongoing support, we manage each aspect of the service. This approach minimizes operational disruption and ensures that all client needs are met comprehensively.
6. **Customized Data Management and Migration:** In every project, we ensure seamless data migration and integration with existing systems. TSCTI's teams manage the safe and compliant transfer of data, ensuring no loss or compromise during transitions. We also design data solutions that allow for easy reporting and compliance audits.
7. **Robust Security and Continuity Measures:** TSCTI places the highest importance on data and system security. Our projects feature built in safeguards, including multi-layered encryption, disaster recovery protocols, and regular system audits, ensuring that sensitive data is protected at all times. We guarantee system uptime and service continuity even during unforeseen events.
8. **Training and Ongoing Support:** We provide detailed training and knowledge transfer to ensure the client's team can effectively use and manage the deployed solutions. Our post implementation support includes regular updates, technical support, and performance optimization, ensuring long-term success for every client.



Statistics Across major Department Requirements



TSCTI team ensures successful implementation of best practice solutions while minimizing disruption and maximizing return on investment for our clients. Our consultants' qualifications include 45% having a master's degree, 90% having Bachelor's degree, and 40% having certification in their key skills/technologies. Most of the candidates offered by us are certified professionals in their respective fields. ***TSCTI has a staff of over 20,000 people experienced in various IT skill sets throughout the US with 2,500+ staff placed in FY'25 on different contracts across U.S. including the State of WV. The highlight of our qualifications is shown in Exhibit 1 and 2.***



Exhibit 1: TSCTI's Key Highlights

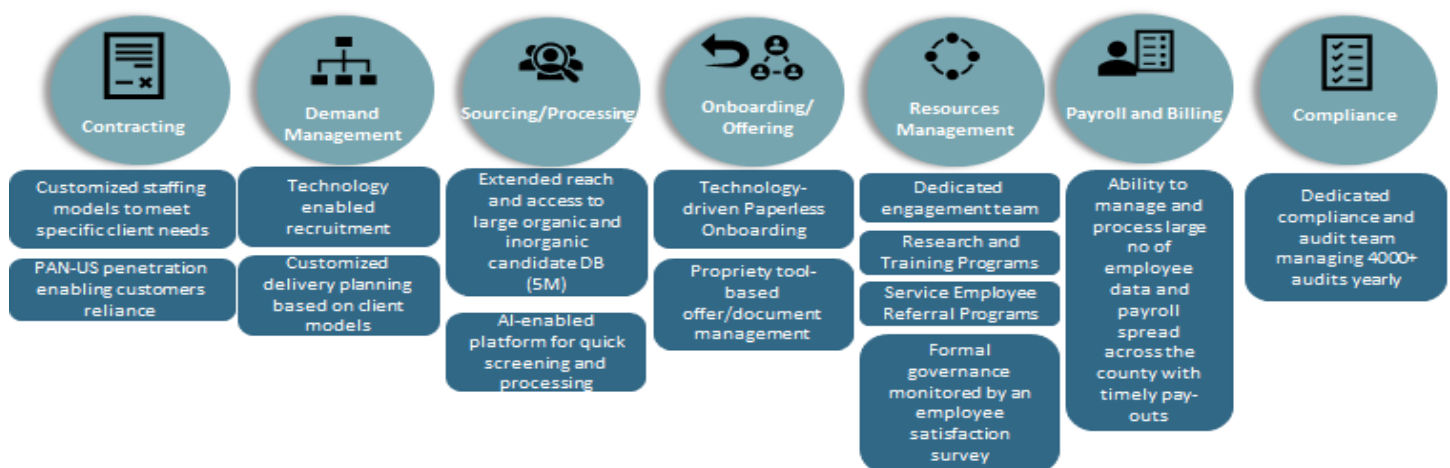


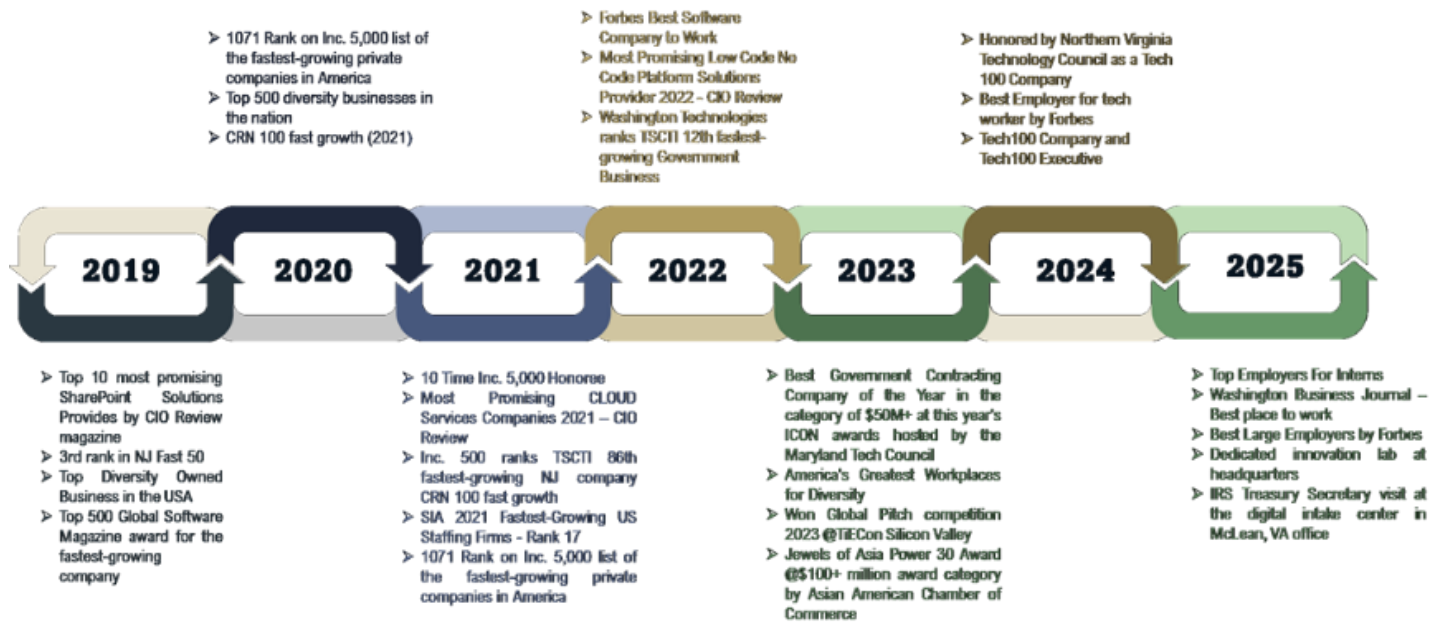
Exhibit 2: Capability of TSCTI and highlight of our competencies

TSCTI's Historical Background: TSCTI is a leading IT Temporary Staffing services firm in the country with 35 regional offices and a presence in all 50 states. We started our journey with 200 employees and today we stand strong with 5589 full-time equivalent employees (FTEs), TSCTI stands as a sizable privately held company. Our robust workforce enables us to effectively tackle a wide



Temporary Technical Staffing Services

range of projects and provide comprehensive solutions to our clients. The depth and breadth of our team allow us to handle complex IT initiatives, ensuring that we have the expertise and resources to deliver exceptional services and meet the evolving needs of our clients. Our values are built on a tradition of integrity, quality, and service excellence — keys to the longstanding relationships we create with customers, employees, and suppliers. *As our name implies, we are a forward-thinking company with the goal of helping our customers implement innovative solutions that will satisfy their business needs.*



Similar IT Staffing Services: As a full-service staffing enterprise, we provide the following services: contingent, temporary to hire, direct hire, payroll, independent contractors, SOW, and Project labor across a spectrum of skill sets. TSCTI holds strong experience in providing Technical Temporary Staffing services in the state of WV and across USA. The statistics for the service-provided sector as shown in Fig. Below is provided a synopsis of our category-specific experience (shown in table below) where the personnel provided have been responsible to provide Technical Temporary Staffing Services across the categories similar to the Department's requirement.

Category	State of West Virginia- WV	West Virginia University- WV	Arlington County, VA	New York State (NYS) Office of Information Technology Services (ITS)	Fire Department of the City of New York (FDNY), NY	Metropolitan Transportation Authority (MTA)	San Mateo County Transit District (SamTrans)	Aurora Community College, CO	Jefferson County Public Schools	Denver County	Douglas County School District	City of Fort Collins	Arapahoe County
Senior Web Application Analyst	X	X		X	X		X	X	X	X		X	X
CRM Application Analyst	X	X	X	X	X	X		X	X		X	X	
Senior SQL Server Database Administrator	X		X	X			X	X	X	X	X	X	X
Business Analyst	X	X	X	X	X	X		X		X	X	X	X
Learning Management System & eLearning Development Specialist	X	X		X	X	X	X	X	X	X	X	X	X
Cloud Financial Operations Specialist	X	X	X	X		X	X	X		X	X	X	X
Cloud Architect	X	X		X	X			X		X	X		X



Temporary Technical Staffing Services

Cloud Security Professional	X		X		X	X	X	X	X		X	X	
Cloud Platform Engineer	X	X		X	X		X	X	X	X		X	X
Cloud Network Engineer	X	X	X	X	X	X		X	X		X	X	
Cloud Systems Management Engineer	X	X	X	X	X	X		X	X		X	X	
Cloud Center of Excellence (CCOE) Implementation Specialist	X		X	X			X	X	X	X	X	X	X
Mainframe Systems Programmer	X	X	X	X	X	X		X		X	X	X	X

We have been successful in providing over 550M+ worth (contract budget) of Technical temporary staffing services, from major Trunkay projects i.e. from cradle to grave IT projects under various Master Agreements, along with long-term partnering with various Federal, State-wide and local agencies. Below given are few case studies to highlight our experience with the respective clients;

Name of the client organization	State of West Virginia										
Contract Duration	2021- Ongoing										
Contract Value	\$25,000+										
Background: With a population exceeding 1.7 million residents, West Virginia is known for its diverse demographics, including predominantly White, African American, and Hispanic populations. The state's capital and largest city is Charleston, while other major urban centers include Huntington, Parkersburg, and Morgantown. The state is home to numerous educational institutions, including universities, colleges, and vocational schools, providing educational opportunities to its residents. West Virginia's cultural heritage is celebrated through traditional Appalachian music, arts, crafts, and festivals, reflecting the state's rich history and vibrant community spirit. Objectives: The State had to ensure that they could access skilled professionals for technical roles across its multiple departments as needs, with timely replacements and compliance with all the staffing requirements as detailed across their Task Order job description. They were looking for a vendor to meet the state's expectations by providing qualified candidates within specified timelines and adhering to legal and procedural guidelines. To maintain a clear communication channel with the state that wanted to ensure the vendor responsibilities that all staffing candidates are vetted, properly documented, and consistently meet or exceed the state's standards. Description of the contract: The State requested proposals for professional technical staffing services to provide personnel to support IT projects implemented across different systems based on MS SQL database servers coded in C#, Visual Studio, Visual Basic, and more, on as-needed basis. As IT temporary staffing was needed TSCTI was contacted to provide offeror resumes and all-inclusive hourly rates or fixed price quotes for defined tasks on identified projects. Selection of Offerors for individual projects was based on the availability of offerors, skill set and experience of offerors offered and all-inclusive hourly rates or fixed price offered for the project. The state required a swift turnaround for technical staffing needs, demanding that vendors provide qualified candidates within strict timeline such as within 48 hours, to acknowledge and fulfil the request. The hourly rate needed to cover all costs, including taxes, insurance, and fringe benefits, while preventing any additional charges for overtime, travel, or other expenses. The state mandated that all provided candidates must consistently perform their contractual duties. Any failure could result in contract termination or replacement within a specified period.											
Positions: TSCTI received supported the State through multiple positions including but not limited to; <table border="1"> <tr> <td>Senior Web Application Analyst</td><td>Senior Application Oracle Database Administrator</td></tr> <tr> <td>Senior Application DB2 Database Administrator</td><td>SQL Server Database Administrator</td></tr> <tr> <td>Help Desk Analyst</td><td>Business Analyst</td></tr> <tr> <td>Information Systems Assistant</td><td>Programmer Analyst</td></tr> <tr> <td>Senior Mainframe Application Analyst</td><td>Mainframe Application Analyst</td></tr> </table>		Senior Web Application Analyst	Senior Application Oracle Database Administrator	Senior Application DB2 Database Administrator	SQL Server Database Administrator	Help Desk Analyst	Business Analyst	Information Systems Assistant	Programmer Analyst	Senior Mainframe Application Analyst	Mainframe Application Analyst
Senior Web Application Analyst	Senior Application Oracle Database Administrator										
Senior Application DB2 Database Administrator	SQL Server Database Administrator										
Help Desk Analyst	Business Analyst										
Information Systems Assistant	Programmer Analyst										
Senior Mainframe Application Analyst	Mainframe Application Analyst										

Name of client organization	West Virginia University
Contract Duration	2023- Ongoing
Contract Value	\$2M+
Background: West Virginia State University (WVSU) is a public historically black, land-grant university in Institute, West Virginia. Founded in 1891 as the West Virginia Colored Institute, it is one of the original 19 land-grant colleges and universities established by the second Morrill Act of 1890, which evolved as a diverse and inclusive campus. Following desegregation, WVSU's student population slowly became more white than black. As of 2017, WVSU's student body was 75% white and only 8% African-American.	

**Temporary Technical Staffing Services**

Description of the contract: West Virginia University (WVU) was seeking professional technical staffing services to support its diverse range of IT projects and initiatives. The university's IT infrastructure encompasses various systems based on MS SQL database servers and utilizes programming languages such as C#, Visual Studio, Visual Basic, and more. The scope of the contract involves providing qualified personnel on an as-needed basis to augment WVU's existing IT workforce and support project implementation. TSCTI, as the selected vendor, will be responsible for sourcing and providing highly skilled professionals with expertise in the specified technologies and programming languages. To meet the WVU's requirement, TSCTI was expected to establish a dedicated team to manage the staffing needs, ensuring acknowledgment within 48-hour window and submission of qualified candidate lists within 10 business days. TSCTI ought to develop a comprehensive candidate database to quickly match skilled professionals with the State's technical needs. All candidates were required to be thoroughly screened to meet the WVU's classification requirements, with proper communication, including resumes, and qualification verification. TSCTI was required to provide an all-inclusive hourly rate for all candidates, to guarantee cost transparency and compliance with WVU's budgetary constraints.

Positions: The duration of employment varies depending on the specific needs of the hiring department, ranging for either short term or long-term assignment. In Total TSCTI has provided 15 FTEs as similar to requested by RTA:

Senior Web Application Analyst	Senior Application Oracle Database Administrator
Senior Application DB2 Database Administrator	SQL Server Database Administrator
Help Desk Analyst	Business Analyst
Information Systems Assistant	Programmer Analyst
Senior Mainframe Application Analyst	Mainframe Application Analyst
Systems Administrator	Technical Writer/ Analyst
Business Analyst	Network engineer
Data Analyst	Project Manager
Software Application Developer	Financial Technical and Operational Analyst

Name of client organization	Fire Department of New York
Contract Duration	2018- Ongoing
Contract Value	\$7M+

Background: Fire Department of the City of New York (FDNY) is the full-service fire department of New York City, serving all five boroughs. The FDNY is responsible for fire suppression and fire prevention and is a major provider of EMS services in New York City. Beyond fire suppression and EMS, the FDNY is responsible for a broad range of services, including technical rescue, CBRN defense, and structural collapse response and analysis. The FDNY is equipped with a wide variety of general-purpose and specialized Vehicles, Tools and Equipment to serve its varied missions.

Description of the contract: FDNY requested proposals for IT temporary staffing with duration of employment ranging to short and long-term projects and permanent positions. We also were requested to transfer the old-contracted employees under our payrolling. The temporary workers provided by TSCTI are working till date with FDNY. Over the duration of the contract TSCTI was expected to consistently provide qualified technical staff while meeting all assignment deadlines and ensuring all the positions are filled promptly. TSCTI was ought to ensure compliance with federal and state regulations, providing all necessary documentation, proof of eligibility for employment, in US, and maintaining an independent contractor status for all the candidates. TSCTI was expected to adhere to the FDNY's fixed rate structure and successfully deliver the services within the budget, without any hidden costs or overruns.

Positions: The duration of employment varies depending on the specific needs of the hiring department, ranging for either short term or long-term assignment. In Total TSCTI has provided 15 FTEs:

Senior Web Application Analyst	Senior Application Oracle Database Administrator
Senior Application DB2 Database Administrator	SQL Server Database Administrator
Help Desk Analyst	Business Analyst
Information Systems Assistant	Programmer Analyst
Senior Mainframe Application Analyst	Mainframe Application Analyst
Help Desk Analyst	Business Analyst
.Net developer	HR Functional Analyst

Name of client organization	Arlington County, VA
Contract Duration	2020- Ongoing
Contract Value	\$3M+

Background: Arlington County, or simply Arlington, is a county in the U.S. state of Virginia. The county is located in Northern Virginia on the southwestern bank of the Potomac River directly across from Washington, D.C., the national capital. Arlington County is coextensive with the U.S. Census Bureau's census-designated place of Arlington. Arlington County is the eighth-most populous county in the Washington metropolitan area with a population of 238,643 as of the 2020 census. If Arlington County were incorporated

**Temporary Technical Staffing Services**

as a city, it would rank as the third-most populous city in the state. With a land area of 26 square miles (67 km²), Arlington County is the geographically smallest self-governing county in the nation.

Description of the contract: Arlington County solicited proposals for professional technical staffing services to support its diverse range of IT projects and initiatives. The county's IT infrastructure encompasses various systems and technologies crucial for delivering essential services to residents and managing administrative functions. The scope of the contract involved providing qualified personnel on an as-needed basis to augment Arlington County's existing IT workforce and support project implementation. As the selected vendor, TSCTI has been playing a vital role in ensuring the success of County's IT initiatives by supplying skilled professionals with expertise in relevant technologies and domains.

Positions: TSCTI has been awarded by County for providing Temporary IT Staffing Services to the Board. We are responsible for providing various services including but not limited to:

Senior Web Application Analyst	Senior Application Oracle Database Administrator
Senior Application DB2 Database Administrator	SQL Server Database Administrator
Help Desk Analyst	Business Analyst
Information Systems Assistant	Programmer Analyst
Senior Mainframe Application Analyst	Mainframe Application Analyst
Help Desk Support	Software Developer/ Engineer
Systems Administrator	Technical Writer/ Analyst
Business Analyst	Network engineer
Data Analyst	Project Manager

Name of client organization	Dallas Area Rapid Transit (DART)
Contract Duration	2018- Ongoing
Contract Value	\$15M+

Background: Dallas Area Rapid Transit (DART) is a regional transit agency serving Dallas and its neighboring cities in North Texas. DART operates light rail, commuter rail, and bus services, providing transportation options to millions of passengers across the Dallas-Fort Worth Metroplex. The agency's expansive transit network helps connect residents to employment centers, educational institutions, entertainment venues, and other key destinations throughout the region.

Description of the contract: To DART TSCTI provides staffing and payroll services and facilitates the activities of the non-permanent individuals who provide services to DART but are not employees of DART. TSCTI effectively manages the employment of 450 individuals with a total payroll of \$5 Million annually, as well as fulfills all state and Federal tax and payroll requirements.

Positions: TSCTI has been awarded the contract for providing temporary staffing services and has provided services for over **550+** FTEs. We are providing services including but not limited to:

Senior Web Application Analyst	Senior Application Oracle Database Administrator
Senior Application DB2 Database Administrator	SQL Server Database Administrator
Help Desk Analyst	Business Analyst
Information Systems Assistant	Programmer Analyst
Senior Mainframe Application Analyst	Mainframe Application Analyst
Data Analyst	Technical Writer
HR Functional Analyst	Oracle Financial Functional Analyst
Document Management Application Analyst	Integrations Technical Developer
CRM Functional Analyst	Project Manager
Identity and Access Management Application Analyst	SEO Specialist

Name of client organization	Illinois Department of Transportation (IDOT)
Contract Duration	2023- Ongoing
Contract Value	\$5M+

Background: The Illinois Department of Transportation (IDOT) is the state agency responsible for planning, constructing, and maintaining Illinois' transportation infrastructure. IDOT oversees a vast network of highways, bridges, and public transit systems, playing a crucial role in supporting economic growth, enhancing mobility, and ensuring the safety of travelers across the state. The agency collaborates with local governments, transportation authorities, and other stakeholders to address transportation challenges and improve the quality of life for Illinois residents.

Description of the contract: IDOT requested proposals for temporary staffing on multiple profiles ranging from temp-to-permanent hire, full-time and part-time. The temporaries provided by TSCTI are working to date with the IDOT.

**Temporary Technical Staffing Services**

Positions: TSCTI has been awarded the contract for Providing IT services by IDOT. TSCTI is providing Temporary Professional Services. We are providing services including but not limited to:

Senior Web Application Analyst	Senior Application Oracle Database Administrator
Senior Application DB2 Database Administrator	SQL Server Database Administrator
Help Desk Analyst	Business Analyst
Information Systems Assistant	Programmer Analyst
Senior Mainframe Application Analyst	Mainframe Application Analyst
Senior Web Application Analyst	Senior Application Oracle Database Administrator

Name of client organization	School District of Palm beach county, FL
Contract Duration	2019- Ongoing
Contract Value	\$20M+

Background: The School District of Palm Beach County (SDPBC) is the tenth-largest public-school district in the United States, and the fifth largest school district in Florida. The district encompasses all of Palm Beach County. For the beginning of the 2018–2019 academic year, enrollment totaled 192,533 students in Pre-K through 12th grades (K-12). The district operates a total of 180 schools: 109 elementary, 34 middles, 23 high, 14 alternative, adult and community, intermediate, and Exceptional Student Education (ESE). It has 27,168 employees and 45,000 volunteers.

Description of the contract: TSCTI entered this contract with the school as sole qualified firm to provide staffing and payroll services. Since 2019, we have provided services and made more than 200 placements. The school has spent \$20M+ on the services. TSCTI provided a dedicated Transition Program Manager and Account Manager who worked with the School to capture the incumbent staff and to bring them on our payroll.

Positions: TSCTI has been awarded the contract for Providing temporary staffing services as a sole vendor to the contract and has been responsible for employee management. We are providing services including but not limited to:

Senior Web Application Analyst	Senior Application Oracle Database Administrator
Senior Application DB2 Database Administrator	SQL Server Database Administrator
Help Desk Analyst	Business Analyst
Information Systems Assistant	Programmer Analyst
Senior Mainframe Application Analyst	Mainframe Application Analyst
Senior Web Application Analyst	Senior Application Oracle Database Administrator

Name of client organization	Seattle Public Schools, WA
Contract Duration	2023- Ongoing
Contract Value	\$6M+

Background: Seattle Public Schools is the largest public-school district in the state of Washington. The school district serves almost all of Seattle. Additionally, it includes sections of Boulevard Park and Tukwila. As of 2018, 113 schools are operated by the district, which serve at least 47,000 students throughout the city.

Description of the contract: TSCTI entered into a contract with the Seattle Public school to provide temporary staffing services where we have been responsible for the workforce management and payrolling of the consultants required by the school. With our pro-active approach we have been serving the school by providing the top educated professionals and skilled consultants.

Positions: TSCTI has been awarded the contract for Providing temporary staffing services and have been providing consultants for profiles including but not limited to;

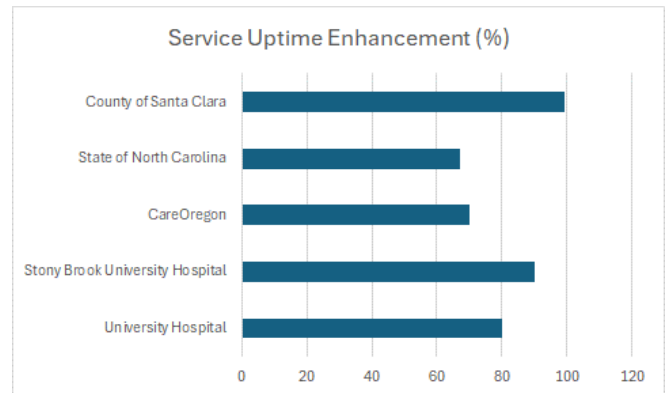
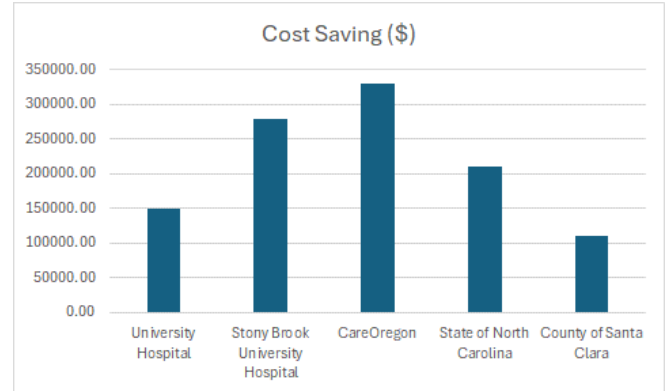
Senior Web Application Analyst	Senior Application Oracle Database Administrator
Senior Application DB2 Database Administrator	SQL Server Database Administrator
Help Desk Analyst	Business Analyst
Information Systems Assistant	Programmer Analyst
Senior Mainframe Application Analyst	Mainframe Application Analyst
Business Analyst	Network engineer
Data Analyst	Project Manager
Database Administrator	Quality Assurance Analyst



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Service Quality: At TSCTI, our commitment to customer satisfaction is not just a statement; it's a tangible result that speaks volumes about the quality of our services. We take immense pride in sharing that our services have consistently earned high praise from our valued clients. **Our exceptional Customer Performance Assessment Rating (CPAR) of 97% serves as a powerful testimonial to the unwavering satisfaction our clients experience when partnering with us.** This rating reflects our dedication to understanding and fulfilling our clients' needs, ensuring that their objectives are not just met, but exceeded.

- **Elevating Excellence through CPAR Ratings:** Our 97% CPAR rating is a resounding affirmation of our customer-centric approach, which forms the bedrock of our service philosophy. This rating is the outcome of rigorous assessments and evaluations by our clients, showcasing their level of contentment with our solutions, support, and overall collaboration. The CPAR rating encapsulates not only the technical proficiency of our services but also our ability to establish lasting relationships built on trust, clear communication, and dependable service delivery.
- **Evidence of Impact Metrics:** To further emphasize the impact of our services on customer satisfaction, we present below a set of impact metrics. These *metrics outline tangible improvements and achievements that clients have experienced through our engagement.* These metrics serve as robust evidence that our services contribute significantly to enhancing *operational efficiency, streamlining processes, and driving positive outcomes for our clients.* We believe that these metrics resonate louder than words, highlighting the substantial benefits that TSCTI brings to the table.



Ability to Provide the Required Services

Being a well-established IT temporary staffing service provider we are highly capable of delivering quality services to the Department. TSCTI has over 27 years of experience in delivering highly qualified and professional resources to a wide range of industries. Our proven recruitment, screening, background check, onboarding, and Q/A processes are ISO-compliant and designed to ensure that we identify and provide the right fit for our clients' staffing needs. Our team is composed of highly skilled and experienced professionals who provide exceptional service to our clients. We utilize a unique Staffing Resource Assessment (SRA) and job requisition process that considers all relevant factors to ensure a successful fit with the client's organization. As a full-service staffing enterprise, we provide the following services: contingent, temporary to hire, direct hire, payroll, independent contractors, SOW, and Project labor across a spectrum of skill sets. Below are the competitive credentials/advantages/specialties of TSCTI which are the key differentiator and enable us to provide uninterrupted services to Department.

➤ Our People

- We only hire the TOP 10% of talent
- TSCTI's recruitment approach is powered by our ISO 9001-certified, and DCAA-approved recruiting process
- TSCTI have local office and employees ready to serve Department project
- We attain high employee satisfaction ratings on various employee-rated websites
- 96% employee retention rate
- Over 75% of our people possess eligible degrees and certifications. In the table below, we have listed the certifications and training that candidates are required to possess, with a minimum of two from the options provided. Additionally, the table outlines the minimum qualifications, education, and responsibilities for the position.

Category	Training and Certifications	Minimum Qualifications
Senior Web Application Analyst	• Microsoft Certified: Azure Developer Associate • AWS Certified Developer – Associate • Certified Web Application Developer (CWAD)	• Bachelor's degree in computer science, Information Technology, Software Engineering, or related field. • 5+ years of experience in web application development, analysis, and support. • Proficiency with HTML, CSS, JavaScript, REST APIs, and modern frameworks such as Angular or React. • Experience with application security, performance optimization, troubleshooting, and scalability.

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		• Experience with cloud platforms such as AWS or Azure. • Strong analytical, problem-solving, communication, and stakeholder collaboration skills.
CRM Application Analyst	• Salesforce Certified Administrator or equivalent CRM certification • Microsoft Certified: Power Platform Functional Consultant Associate • Certified Business Analysis Professional (CBAP)	• Bachelor's degree in Computer Science, Information Technology, Business, or related field. • 3+ years of experience supporting, analyzing, configuring, or administering CRM applications. • Experience with CRM platforms, workflows, integrations, reporting, and data management. • Knowledge of requirements analysis, application testing, troubleshooting, and user support. • Experience with SQL, APIs, and enterprise application integrations preferred. • Strong communication and stakeholder-management skills.
Senior SQL Server Database Administrator	• Microsoft Certified: Azure Database Administrator Associate • Microsoft Certified: Azure Data Engineer Associate • Microsoft Certified: SQL Server certification or equivalent database credential	• Bachelor's degree in Computer Science, Information Technology, or related field. • 5+ years of experience administering Microsoft SQL Server environments. • Advanced proficiency in SQL Server installation, configuration, monitoring, performance tuning, and troubleshooting. • Experience with Always On Availability Groups, replication, clustering, backup, and recovery. • Knowledge of database security, access controls, encryption, and disaster recovery. • Experience supporting SQL Server in cloud and hybrid environments preferred. • Strong analytical and problem-solving skills.
Business Analyst	• Certified Business Analysis Professional (CBAP) • IIBA Agile Analysis Certification (IIBA-AAC) • Professional in Business Analysis (PMI-PBA)	• Bachelor's degree in Business, Information Technology, Computer Science, or related field. • 3+ years of experience in business analysis, requirements gathering, and process analysis. • Experience developing business, functional, and technical requirements. • Proficiency in stakeholder interviews, workflow analysis, process mapping, and documentation. • Knowledge of Agile and/or traditional SDLC methodologies. • Experience with SQL, data analysis, and enterprise applications preferred. • Excellent communication, facilitation, and stakeholder-management skills.
Learning Management System & eLearning Development Specialist	• Certified Professional in Talent Development (CPTD) or equivalent • Articulate Storyline/Rise certification or training • Adobe Certified Professional or equivalent eLearning-development credential	• Bachelor's degree in Instructional Design, Education, Information Technology, Communications, or related field. • 3+ years of experience developing and administering eLearning or LMS solutions. • Experience with LMS platforms, course development, learning content, assessments, and reporting. • Proficiency with authoring tools such as Articulate Storyline/Rise, Adobe Captivate, or equivalent tools. • Knowledge of SCORM, xAPI, accessibility, and digital-learning standards. • Experience translating business requirements into effective training content. • Strong instructional design, communication, and project-management skills.
Cloud Financial Operations Specialist	• FinOps Certified Practitioner • AWS Certified Cloud Practitioner or equivalent • Microsoft Certified: Azure Fundamentals or equivalent	• Bachelor's degree in Finance, Accounting, Business, Information Technology, or related field. • 3+ years of experience in cloud financial management, FinOps, IT financial management, or cloud operations. • Experience with cloud cost management, budgeting, forecasting, chargeback/showback, and cost optimization. • Knowledge of AWS, Azure, or other major cloud platforms and their pricing models. • Experience with cloud cost-management and reporting tools. • Ability to analyze usage and financial data and develop cost-optimization recommendations.

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Cloud Architect	• AWS Certified Solutions Architect – Professional• Microsoft Certified: Azure Solutions Architect Expert• Google Cloud Professional Cloud Architect or equivalent	• Strong analytical, reporting, and communication skills. • Bachelor's degree in Computer Science, Information Technology, Engineering, or related field. • 7+ years of experience in IT infrastructure, application architecture, or cloud architecture. • Extensive experience designing secure, scalable, highly available cloud architectures. • Strong knowledge of AWS, Azure, or equivalent cloud platforms. • Experience with cloud migration, hybrid infrastructure, networking, identity, security, storage, and disaster recovery. • Knowledge of infrastructure-as-code, containers, automation, and DevOps practices. • Ability to develop architecture standards, technical roadmaps, and solution designs.
Cloud Security Professional	• Certified Cloud Security Professional (CCSP)• Certified Information Systems Security Professional (CISSP)• AWS Certified Security – Specialty or Microsoft Certified: Azure Security Engineer Associate	• Bachelor's degree in Cybersecurity, Computer Science, Information Technology, or related field. • 5+ years of experience in cybersecurity, with significant experience securing cloud environments. • Strong knowledge of cloud security architecture, identity and access management, encryption, network security, and security monitoring. • Experience with AWS, Azure, or equivalent cloud security technologies. • Knowledge of security frameworks, risk management, vulnerability management, and incident response. • Experience implementing security controls in hybrid and multi-cloud environments. • Strong analytical and communication skills.
Cloud Platform Engineer	• AWS Certified Solutions Architect – Associate or Professional• Microsoft Certified: Azure Administrator Associate• Certified Kubernetes Administrator (CKA)	• Bachelor's degree in Computer Science, Information Technology, Engineering, or related field. • 4+ years of experience designing, deploying, administering, and supporting cloud platforms. • Experience with AWS, Azure, or equivalent cloud environments. • Proficiency with infrastructure-as-code tools such as Terraform, CloudFormation, or ARM/Bicep. • Experience with containers, Kubernetes, CI/CD, automation, and configuration management. • Knowledge of cloud identity, networking, monitoring, and security controls. • Strong troubleshooting and systems-integration skills.
Cloud Network Engineer	• Cisco Certified Network Professional (CCNP)• AWS Certified Advanced Networking – Specialty• Microsoft Certified: Azure Network Engineer Associate	• Bachelor's degree in Computer Science, Information Technology, Networking, or related field. • 4+ years of experience in network engineering, including cloud networking. • Strong knowledge of TCP/IP, DNS, DHCP, routing, switching, VPNs, firewalls, load balancing, and network security. • Experience designing and supporting AWS, Azure, or hybrid cloud networks. • Experience with virtual networks, subnets, peering, private connectivity, and network segmentation. • Knowledge of network monitoring, troubleshooting, and performance optimization. • Strong analytical and problem-solving skills.
Cloud Systems Management Engineer	• Microsoft Certified: Azure Administrator Associate• AWS Certified SysOps Administrator – Associate• ITIL 4 Foundation	• Bachelor's degree in Computer Science, Information Technology, or related field. • 4+ years of experience administering and managing enterprise systems and cloud environments. • Experience with cloud infrastructure monitoring, configuration, patching, automation, and incident management. • Knowledge of Windows/Linux systems administration and cloud-based infrastructure. • Experience with monitoring, logging, backup, recovery, and performance-management tools. • Familiarity with IT service-management and operational processes. • Strong troubleshooting, documentation, and communication skills.
Cloud Center of Excellence (CCOE) Implementation Specialist	• FinOps Certified Practitioner• AWS/Azure Cloud certification• Certified ScrumMaster (CSM) or equivalent Agile certification	• Bachelor's degree in Computer Science, Information Technology, Business, or related field. • 5+ years of experience in cloud transformation, cloud governance, cloud operations, or technology program implementation. • Experience establishing or implementing Cloud Center of Excellence capabilities, governance, standards, and operating models. • Knowledge of cloud architecture, security, financial management, automation, and



		organizational change management. • Experience developing cloud policies, standards, roadmaps, KPIs, and governance processes. • Ability to coordinate across technical, business, security, financial, and operational stakeholders. • Strong program-management, communication, and organizational skills.
Mainframe Systems Programmer	• IBM Certified Specialist – z/OS • IBM Certified Technical Specialist or equivalent mainframe certification • IBM Certified Database Administrator – DB2, where database responsibilities apply	• Bachelor's degree in Computer Science, Information Technology, or related field. • 5+ years of experience supporting enterprise mainframe environments. • Strong experience with IBM z/OS systems and associated system-programming functions. • Proficiency with JCL, JES2/JES3, TSO/ISPF, and mainframe utilities. • Knowledge of system installation, configuration, maintenance, performance monitoring, and troubleshooting. • Experience with mainframe security, access controls, backup/recovery, and system availability. • Familiarity with COBOL, DB2, CICS, and other mainframe technologies preferred. • Strong problem-solving and technical documentation skills.

➤ Vast Pool of Pre-Screened Candidates

The pool of pre-screened candidates in the State of WV for Department-specific categories, internal staff immediately available to commence work (if selected by Department) with Department, a number of placements provided on each category as shown in **Exhibit 4** are provided below:

Positions	Resume Data Base Across the Nation	Resume Date Base Across WV	Internal Staff	Placements
Senior Web Application Analyst	32890	2360	10	158
CRM Application Analyst	23710	1350	11	182
Senior SQL Server Database Administrator	32260	2140	6	158
Business Analyst	27430	2130	6	217
Learning Management System & eLearning Development Specialist	25480	1210	8	118
Cloud Financial Operations Specialist	26550	2130	4	297
Cloud Architect	19330	2450	6	321
Cloud Security Professional	23110	2220	6	212
Cloud Platform Engineer	22100	1240	4	112
Cloud Network Engineer	32170	2160	5	321
Cloud Systems Management Engineer	24710	2330	4	414
Cloud Center of Excellence (CCOE) Implementation Specialist	35260	2670	4	396
Mainframe Systems Programmer	32260	2140	6	158
Senior Web Application Analyst	27430	2130	6	217
CRM Application Analyst	25480	1210	8	118
Senior SQL Server Database Administrator	26550	2130	4	297
Business Analyst	19330	2450	6	321
Learning Management System & eLearning Development Specialist	23110	2220	6	212
Cloud Financial Operations Specialist	22100	1240	4	112

TSCTI's Resume database and Placements.

➤ Single Point of Contact

TSCTI is not weighed down by excessive levels of management. We maintain a dedicated single point of contact- The Account Manager. This not only ensures continuity but also reduces the chances of miscommunication and/or confusion about who to contact. TSCTI has assigned a dedicated Account Management team for Department, readily available to visit Department POC on-site to provide immediate support. Being a current contractor with Department, TSCTI has made sure to assign the Department-experienced team to the contract to maintain the strong relationship that TSCTI has been building over the years.

➤ Access to Leading Recruiting Tools



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TSCTI not only invests heavily in leading recruiting tools such as *Job Diva, LinkedIn, Monster, Dice, CareerBuilder, Glassdoor, and Indeed* but also understands that today most of the young passive talent is active on social media - *Facebook, Twitter, and Tumblr, Snapchat, etc.* Our recruiters maintain dedicated accounts on these social media platforms and are constantly looking for any potential hires. This gives us a whole new additional area to source our talent. The details of our tools and their use in our sourcing and recruiting methods is described below;

Smart and Automated Tools: TSCTI utilizes Smart and Automated Tools that will help us to provide seamless services to Department. We use industries' best tools and technologies that not only streamline our process but also reduce the response time and paperwork and keep our costs competitive as well as give us a secure and reliable platform.

- **CONREP:** Our flagship platform, CONREP, is a dedicated workforce management solution fully configurable to address the unique requirements of individual agencies like Department. CONREP is utilized as a Project Management & Tracking System (SMTS). CONREP can effectively manage cost, performance, risk, and schedule we monitor and manage the measurements using automated tools that provide the government with real-time visibility into our processes and ongoing work. Through this, we can manage the overall contract and consultants, and perform electronic onboarding (E-onboarding), timesheet management and payrolling. This gives us a comprehensive solution for tracking Timesheets, Time-off, Expenses & Project time management - integrated with Self-service portals, automatic AR/AP invoicing, Payroll Reports, Commissions & profitability reports. It also helps us in tracking all billing engagements/placements along with associated Bill rates & Pay rates.
- **JobDiva:** Our Applicant Tracking System and a front-to-back Talent Management solution. JobDiva gives us a solution to streamline all our recruitment and staffing needs, by integrating our subscribed job boards (*Indeed, Monster, CareerBuilder, ZipRecruiter, Craigslist, Dice, GitHub, Stack Overflow, Kaggle, Meetup, Dribbble, Hired, Topcoder, AngelList and LinkedIn*)
- **Screening Tools:** TSCTI uses premium screening tools such as *IBM Kenexa, Skillcheck, and Brainbench* to screen the candidate's skill by domain-specific skill Assessment tests.
- **E-onboarding:** TSCTI uses the E-onboarding process through **CONREP**. We can customize a standard document library for onboarding from which TSCTI selects processes for the new hire. By CONREP, we can customize documents with rich features such as **Auto-populate Documents, Electronically Sign, and Use WebForms**.

➤ Highly Capable Recruiting Team

Our seasoned team of highly skilled professionals across various roles (Account Managers, Delivery Heads, Team Leads, Recruiters, SMEs, etc.) experienced in delivering similar temporary employment services to various public-sector entities has formed solid relationships with top-notch talent located in the country. TSCTI's Recruitment Manager will constantly updating the Department IT Category specific database where more than 60% of skilled IT consultants are from NJ and are readily available to commence work. TSCTI's pool of candidate statistics is provided in the section below under 'Department SOW Specific Expertise'.

➤ Employment Standards

Being a leader in providing temporary employment services in the U.S. we make sure that our employees act in accordance with the highest standards of employment.

➤ Unique Sourcing Strategy

TSCTI extends the sourcing strategy including Referral Programs, Hackathons, LinkedIn, Social Media Campaigns, Job Fairs, Alumni Networks, Industry Conferences, Talent Communities and extends to various sourcing channels. The Channels include but not limited to job campaigns, searching through the sites like GitHub, Stack Overflow, Kaggle, Meetup, Dribbble, Hired, Topcoder, AngelList, etc. This methodology allows us to recruit top-notch talent in even non-niche profiles which would be otherwise impossible to recruit if we followed the traditional recruitment approach with LinkedIn and job portals. In other words, it's a unique way to leverage and find niche-proven talent.

➤ Accreditations and Certifications

Our best practices include *PMI and Six Sigma for Project management services* and we are *Microsoft Gold Partner, Oracle Gold Partner, and AWS partner*, have developed strategic partnerships with leading technology providers like *Microsoft, HP, IBM, Cisco, EMC and Dell*, which have enabled us to provide premium-quality services to our clients through early access to new technologies as well as preferred access to training and technical support. To provide our clients with the most cost-effective and innovative IT services and solutions, TSCTI has worked diligently over the years to build a broad network of strategic partners. It enables us to provide premium-quality services to our clients





Temporary Technical Staffing Services

through early access to new technologies as well as preferred access to training and technical support. Below is provided TSCTI's strategic partnerships.

Awards: The following are industry awards and recognitions received by TSCTI:

- Washington Technologies ranks TSCTI 12th fastest-growing Government Business
- CIO Review- Most Promising Managed IT Services Provider
- SIA- 2023 Largest Staffing Firms in the US
- 2023 Solution Provider 500
- Newsweek's - America's Greatest Workplaces for Diversity 2023
- 10th Time we made the Inc. Honor Roll Award from Inc. 500 for getting fastest growing company
- Inc. 500 rank 22nd Century 86th fastest-growing NJ company
- Top Diversity Owned Business in the USA
- CRN 100 fast growth
- Top 500 diversity businesses in the nation
- Top 500 Global Software Magazine award for a Fastest growing company
- Forbes Best Software company to work.

Temporary Technical Staffing ServicesDocumentational Proofs

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

To demonstrate our capability, we have included documentation of recent staffing engagements where we provided personnel in roles like those specified by the Department. Below are the references for the clients with whom we have successfully placed professionals. For verification purposes, the Department may contact the clients listed below and cross refer from the candidate's most recent professional experience.

Reference #1

Client Name	Fire Department of New York
Address	9 MetroTech Center, Room 5W-11K Brooklyn, NY 11201
Point of Contact	David Francis
Email	David.Francis@fdny.nyc.gov
Phone	Office Phone: (718) 999-2334 - Cell Phone: (929) 888-4367
Description of Services	The FDNY sought advanced technical services to modernize and maintain its digital infrastructure, enhance data handling, and improve the efficiency of emergency responses. The contract's scope involves providing comprehensive solutions for real-time data management, secure data transmission, mobile device integration, and personnel training. TSCTI, as the selected vendor, is responsible for supplying skilled technical professionals on demand, managing application updates, providing 24/7 system support, and ensuring data security across all platforms. TSCTI's responsibilities included assembling a dedicated team capable of quick deployment and issue resolution within a 48-hour response window, as well as developing and maintaining a robust database for candidate sourcing and rapid placement of technical personnel. All candidates were thoroughly screened to meet FDNY's regulatory and technical standards, including security clearances and specialized qualifications in emergency response technologies. TSCTI is also committed to providing transparent, fixed hourly rates to ensure budget adherence and financial compliance. In the past three years, we have placed over 52 FTEs on the contract, consistently delivering effective service and quality assurance.

Please find the attached timesheet as evidence for the candidates placed under the contract with FDNY. Each entry includes the roles and specific responsibilities assigned to the personnel deployed, ensuring compliance with FDNY's requirements and our service-level agreements. This documentation provides a breakdown of hours worked, task categories, and project contributions, detailing how each candidate's expertise supports FDNY's operational and technical objectives.

Qualifications		Satisfies Minimum Qualification	Roles and Responsibilities
Bachelor's degree in computer science or related field with at least 1 year of experience	Degree in Computer Science or related field with 3 years of programming experience	X	- Facilitate meetings and Joint Application Development (JAD) sessions to gather business requirements, operational constraints, and assumptions. - Analyze and evaluate business systems and user needs to align system functionalities with business strategies. - Utilize standard concepts, practices, and procedures in application development with limited supervision, allowing for initiative and independent judgment. - Support application teams by formulating solutions and identifying potential risks.
Five years of experience in Business Analysis	3 years of experience with standard concepts, practices, and procedures in application development.	X	
3 years of experience facilitating meetings or	3 years of experience with the SDLC for structured,	X	

**Temporary Technical Staffing Services**

JAD sessions for business requirements gathering	documented system design and implementation		X	- Follow and implement the SDLC process for structured, documented design, development, and system implementation. - Ensure adherence to project standards through all SDLC phases. - Prepare and document Functional and Technical Specifications for reporting and data warehousing projects. - Assist with reporting, business intelligence support, and enhancement of data warehouse solutions. - Collaborate with IT and business project teams to propose solutions and meet reporting/data warehousing requirements. - Conduct reporting knowledge transfer sessions for team members.
3 years experience in reviewing, analyzing, and evaluating business systems; aligning solutions with business strategies.	3 years of experience with relational database and client-server concepts			

22nd Century Technologies, Inc - TSCTI

Timesheet
Status: Approved

Consultant
Afjal Talukder
Timesheet Period
11/07/2022 - 11/13/2022
Client
State of New York (TSCTI)
Project Date
08/21/2019

Task Order Number
FDNY

Notes: Please note that the hours entered here in ..

	Nov 07, Mon	Nov 08, Tue	Nov 09, Wed	Nov 10, Thu	Nov 11, Fri	Nov 12, Sat	Nov 13, Sun	Total
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	30.00
	8.00	0.00	10.30	11.70	0.00	0.00	0.00	
FIRE DEPARTMENT OF THE CITY OF NEW YORK: FDNY Non Grant Funded CENSE1: NG CENSE1 Computer Consultant 10 Error 31111: Timesheet Approvers not defined								
Regular	8.00	0.00	10.30	11.70	0.00	0.00	0.00	30.00

Task Details

Date	Project	Task	Hour Code	Hours	Comments
11/07/2022	FIRE DEPARTMENT OF THE CITY OF NEW YORK		Regular	8	Login Time: 08:32 Break: 15:55 - 16:55 Logout Time: 17:32
11/09/2022	FIRE DEPARTMENT OF THE CITY OF NEW YORK		Regular	10.3	Login Time: 08:58 Break: 13:47 - 14:47 Logout Time: 20:16
11/10/2022	FIRE DEPARTMENT OF THE CITY OF NEW YORK		Regular	11.7	Login Time: 08:01 Break: 13:51 - 14:51 Logout Time: 20:43



22nd Century Technologies, Inc - TSCTI

Timesheet Status: **Approved**

Consultant: Dikshita Gullani Timesheet Period: 10/07/2024 - 10/13/2024 Client: State of New York (TSCTI) Project Date: 11/17/2021

Task Order Number: FDNY

Notes:

	Oct 07, Mon	Oct 08, Tue	Oct 09, Wed	Oct 10, Thu	Oct 11, Fri	Oct 12, Sat	Oct 13, Sun	Total
Hours	9.00	9.00	9.00	7.00	6.00	0.00	0.00	40.00
FIRE DEPARTMENT OF THE CITY OF NEW YORK: FDNY Grant Funded 3942 WTCDC: GF 3942 WTCDC Business Analyst								
Regular	9.00	9.00	9.00	7.00	6.00	0.00	0.00	40.00

Task Details

Date	Project	Task	Hour Code	Hours	Comments
10/07/2024	FIRE DEPARTMENT OF THE CITY OF NEW YORK		Regular	9	Login Time: 08:00 Break: 14:30 - 15:30 Logout Time: 18:00
10/08/2024	FIRE DEPARTMENT OF THE CITY OF NEW YORK		Regular	9	Login Time: 08:00 Break: 13:00 - 14:00 Logout Time: 18:00
10/09/2024	FIRE DEPARTMENT OF THE CITY OF NEW YORK		Regular	9	Login Time: 08:00 Break: 13:00 - 14:00 Logout Time: 18:00
10/10/2024	FIRE DEPARTMENT OF THE CITY OF NEW YORK		Regular	7	Login Time: 08:00 Break: 13:00 - 14:00 Logout Time: 16:00
10/11/2024	FIRE DEPARTMENT OF THE CITY OF NEW YORK		Regular	6	Login Time: 08:00 Break: 13:00 - 14:00 Logout Time: 15:00

Reference #2

Client Name	City of Dallas
Address	1500 Marilla St, Room 4DS, Dallas, TX 75201
Point of Contact	Janice L. Peters, Manager – Information Technology
Email	janice.peters@dallas.gov
Phone	O: 214-670-4559, C: 214-701-2402
Description of Services	The City of Dallas engaged in a contract to strengthen its digital infrastructure and optimize data management to support city-wide services and operational efficiency. This initiative includes providing robust solutions for real-time data processing, enhanced data security measures, mobile accessibility for field staff, and specialized training for city personnel. In the past three years, we have placed over 30 FTEs on the contract, consistently delivering effective service and quality assurance. As the selected vendor, TSCTI is tasked with deploying skilled IT professionals on demand, managing application maintenance, delivering 24/7 technical support, and ensuring secure data protocols across all platforms. TSCTI's responsibilities include establishing a dedicated team for rapid response to technical issues within a 48-hour window, maintaining a dynamic candidate database to quickly meet staffing needs, and ensuring all candidates meet City of Dallas's regulatory and technical standards. Additionally, TSCTI

**Temporary Technical Staffing Services**

	committed to offering transparent, fixed hourly rates for all positions, supporting budget adherence and compliance with financial guidelines.
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Attached is the timesheet documentation for the candidates assigned under the City of Dallas contract. Each entry specifies the roles and responsibilities performed by the deployed personnel, ensuring alignment with the City's requirements and adherence to our service-level agreements. This record provides a detailed overview of hours worked, task categories, and project contributions, demonstrating how each candidate's expertise supports the City of Dallas's operational and technical objectives.

Qualifications		Satisfies Minimum Qualification	Roles and Responsibilities
Bachelor's degree in computer science or related field with at least 18 months of relevant work experience, or 3 years of equivalent work experience	Degree in Computer Science or related field with 3 years of programming experience	X	- Develop and maintain complex systems by analyzing system requests, aligning solutions with organizational strategies, and ensuring compatibility with existing infrastructure. - Coordinate and communicate project updates with stakeholders, including project managers, business analysts, and database administrators, to ensure project alignment and clarity. - Utilize standard practices in database management, project documentation, and data processing to support efficient and reliable system operations. - Evaluate, troubleshoot, and resolve system issues by identifying root causes and implementing effective solutions to maintain system functionality and integrity. - Document technical requirements, project specifications, and system processes for reference and to support compliance with organizational standards. - Oversee project control techniques, track project milestones, and manage data processing workflows to meet operational and project goals. - Communicate system capabilities, limitations, and updates with business policy staff, application analysts, and other key stakeholders. - Provide expertise in client-server and relational database concepts to enhance system integration, performance, and data consistency. - Support the implementation of new features or system updates by developing and testing code, ensuring quality, and addressing any potential system conflicts.
Minimum of 3 years of experience in database management, project documentation, and data processing concepts	3 years of experience in database management, project documentation, and data processing	X	
Minimum of 3 years of experience in developing and maintaining complex systems	3 years of experience in system development and maintenance	X	
Excellent communication skills (verbal and written) to engage with stakeholders	Strong communication skills, including experience with diverse stakeholders	X	



**22nd Century Technologies, Inc -
TSCTI**

Timesheet Status: **Approved**

Consultant: Kathy Gault
Task Order Number: 968956
Notes:

Timesheet Period: 01/30/2023 - 02/05/2023
Client: State of Texas (TSCTI)
Project Date: 02/07/2022

	Jan 30, Mon	Jan 31, Tue	Feb 01, Wed	Feb 02, Thu	Feb 03, Fri	Feb 04, Sat	Feb 05, Sun	Total
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	0.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00
City of Dallas: 968956 SCADA Programmer: State of TX_CoD SCADA Programmer								
Regular					3			3.00

**22nd Century Technologies, Inc -
TSCTI**

Timesheet Status: **Approved**

Consultant: Pavan Kumar
Notes:

Timesheet Period: 07/18/2022 - 07/24/2022
Client: State of Texas (TSCTI)
Project Date: 11/23/2020

	Jul 18, Mon	Jul 19, Tue	Jul 20, Wed	Jul 21, Thu	Jul 22, Fri	Jul 23, Sat	Jul 24, Sun	Total
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
City of Dallas: 905186 Department Technology Analyst: State of TX_CoD Department Technology Analyst/Programmer Analyst								
Regular	3.5	8	8	8	8			35.50
Other Hours								
Paid Time-off	4.5							4.50

**Temporary Technical Staffing Services****Reference #3**

Client Name	City of New Orleans
Address	1300 Perdido St, New Orleans, LA 70112
Point of Contact	Sadiq Ahmed
Email	sadiq.ahmed@nola.gov
Phone	(425) 381-7100
Description of Services	The City of New Orleans engaged in a contract aimed at enhancing its digital infrastructure, improving data management, and increasing operational efficiency across city services. This initiative includes providing advanced solutions for real-time data processing, bolstering data security, enabling mobile accessibility for field teams, and delivering specialized training for city personnel. Over the past three years, we have deployed more than 15 FTEs under this contract, consistently ensuring high-quality service and effective performance. As the chosen vendor, TSCTI is responsible for supplying skilled IT professionals on demand, managing ongoing application maintenance, providing 24/7 technical support, and enforcing stringent data security protocols across platforms. TSCTI's scope includes building a dedicated team for prompt issue resolution within a 48-hour window, maintaining a dynamic database of qualified candidates to fulfill staffing requirements swiftly, and ensuring all personnel meet the City of New Orleans' regulatory and technical standards. Additionally, TSCTI has committed to transparent, fixed hourly rates for all roles, ensuring alignment with budgetary constraints and financial guidelines.

Below we have provided the timesheet documentation for the candidates assigned under the City of New Orleans contract. Each entry outlines the roles and responsibilities fulfilled by the deployed personnel, confirming alignment with the City's requirements and compliance with our service-level agreements. This record presents a comprehensive view of hours worked, task categories, and project contributions, highlighting how each candidate's expertise supports the City of New Orleans' operational and technical goals.

Qualifications		Satisfies Minimum Qualification	Roles and Responsibilities
Minimum of 3 years of experience in Microsoft SQL Server operation, maintenance, and implementation (SQL Server 2008 and higher), including proficiency in T-SQL and stored procedure creation	3+ years of experience with SQL Server operation and maintenance, proficient in T-SQL and stored procedures	X	- Design, create, and maintain SQL Server databases, ensuring optimal performance, scalability, and data integrity. - Implement and monitor robust backup and recovery solutions to safeguard data and meet organizational compliance requirements. - Lead the migration of SQL Server versions, converting DTS to SSIS where needed, and managing updates with minimal downtime. - Configure and maintain SSIS and SSAS services to support data integration, ETL processes, and analytics for SQL Server 2008 and higher. - Perform DDL operations and scripting tasks to manage database objects, automate processes, and streamline command-line operations. - Regularly analyze and tune SQL Server databases for improved performance, developing stored procedures and T-SQL scripts to address system needs. - Coordinate with project managers, database administrators, and application teams to ensure project alignment and successful implementation. - Maintain thorough documentation on database structures, migration steps, SSIS packages, and DDL scripts for reference and compliance.
Minimum of 3 years of experience in database creation and primary object setup in SQL Server	3+ years of experience creating databases and objects	X	
Minimum of 3 years of experience in SQL Server database backup and recovery	3+ years of experience in SQL Server backup and recovery	X	
Minimum of 2 years of experience migrating SQL Server versions (including DTS to SSIS migration)	2+ years of experience migrating prior versions to SQL Server 2012 on Windows, with DTS to SSIS conversion	X	
Minimum of 2 years of experience installing,	2+ years with SSIS and SSAS for SQL Server 2008	X	



Temporary Technical Staffing Services

implementing, and monitoring SSIS and SSAS for SQL Server 2008			
Minimum of 2 years of experience in DDL operations and scripting in command line	2+ years of experience with command line DDL and scripting	X	

Geerken, Michael (22nd Century Technologies Inc)

Sep 23, 2024 - Sep 29, 2024

Version

Current



Account/Project	Service Item	Payroll	Sep 23 (Mon)	Sep 24 (Tue)	Sep 25 (Wed)	Sep 26 (Thu)	Sep 27 (Fri)	Sep 28 (Sat)	Sep 29 (Sun)
CAO/Database Developer/ Admin	CAO		05:00	06:30	04:00	07:00			01:00

Total Billable Hours: 23:30 (23.50)

Total Non-Billable Hours: 00:00 (0.00)

Grand Total: 23:30 (23.50)

Comments:

Workflow History

Approve (Weaver, Nathaniel - Sep 30, 2024 05:10 PM)

Submit (Geerken, Michael - Sep 29, 2024 07:48 PM)

Details

Dates	Account/Project	Service Item	Payroll	Details	Billables
Sep 23, 2024	CAO/Database Developer/ Admin	CAO			Yes
Sep 24, 2024	CAO/Database Developer/ Admin	CAO			Yes
Sep 25, 2024	CAO/Database Developer/ Admin	CAO			Yes
Sep 26, 2024	CAO/Database Developer/ Admin	CAO			Yes
Sep 29, 2024	CAO/Database Developer/ Admin	CAO		Create new version of UCT table with datetimes	Yes



Temporary Technical Staffing Services

Puppala, Sanjay (22nd Century Technologies Inc)
2024

Sep 23, 2024 - Sep 29,

Version

Current

Account/Project	Service Item	Payroll	Sep 23 (Mon)	Sep 24 (Tue)	Sep 25 (Wed)	Sep 26 (Thu)	Sep 27 (Fri)	Sep 28 (Sat)	Sep 29 (Sun)
CAO/Database Administrator	CAO		08:00	08:00	08:00	08:00	08:00		

Total Billable Hours: 40:00 (40.00)

Total Non-Billable Hours: 00:00 (0.00)

Grand Total: 40:00 (40.00)

Comments:

Workflow History

Approve (Hunter-Mendy, LaShonda - Sep 29, 2024 09:56 PM)

Submit (Puppala, Sanjay - Sep 27, 2024 03:36 PM)

Save (Puppala, Sanjay - Sep 23, 2024 05:01 PM)

Details

Dates	Account/Project	Service Item	Payroll	Details	Billables
Sep 23, 2024	CAO/Database Administrator	CAO			Yes
Sep 24, 2024	CAO/Database Administrator	CAO			Yes
Sep 25, 2024	CAO/Database Administrator	CAO			Yes
Sep 26, 2024	CAO/Database Administrator	CAO			Yes
Sep 27, 2024	CAO/Database Administrator	CAO			Yes

Fee Structure

Line	Position Classification	Estimated Annual Hours	Unit	Hourly Rate (Fully Loaded)	Extended Price (Hours x Rate)
1	Senior Web Application Analyst	2080	HOUR	\$70.00	\$145,600.00
2	CRM Application Analyst	2080	HOUR	\$65.00	\$135,200.00
3	Senior SQL Server Database Administrator	2080	HOUR	\$90.00	\$187,200.00
4	Business Analyst	2080	HOUR	\$70.00	\$145,600.00
5	Learning Management System & eLearning Development Specialist	2080	HOUR	\$65.00	\$135,200.00
6	Cloud Financial Operations Specialist	2080	HOUR	\$90.00	\$187,200.00
7	Cloud Architect	2080	HOUR	\$115.00	\$239,200.00
8	Cloud Security Professional	2080	HOUR	\$80.00	\$166,400.00
9	Cloud Platform Engineer	2080	HOUR	\$85.00	\$176,800.00
10	Cloud Network Engineer	2080	HOUR	\$90.00	\$187,200.00
11	Cloud Systems Management Engineer	2080	HOUR	\$90.00	\$187,200.00
12	Cloud Center of Excellence (CCOE) Implementation Specialist	2080	HOUR	\$85.00	\$176,800.00
13	Mainframe Systems Programmer	2080	HOUR	\$75.00	\$156,000.00
TOTAL EVALUATED BID PRICE (Sum of Extended Prices, All 13 Positions)					\$2,225,600.00



License, Permits, and Certifications

Vendor must possess all licenses, permits, and certifications required to perform this contract before the start date of service. TSCTI has been conducting business in the state for over two decades. Below is attached our To-Do Business License to provide an attestation of our authority to work in the state and to comply with the requirement stated aforementioned-



*I, Kris Warner, Secretary of State of the State of
West Virginia, hereby certify that*

22ND CENTURY TECHNOLOGIES, INC.

a corporation formed under the laws of New Jersey filed an application to be registered as a foreign corporation authorizing it to transact business in West Virginia. The application was found to conform to law and a "Certificate of Authority" was issued by the West Virginia Secretary of State on August 07, 2012.

I further certify that the corporation has not been revoked by the State of West Virginia nor has a Certificate of Withdrawal been issued to the corporation by the West Virginia Secretary of State.

Accordingly, I hereby issue this Certificate of Authorization

CERTIFICATE OF AUTHORIZATION

Validation ID:5WV4R_DBGBS



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of*

May 08, 2026

Secretary of State

Notice: A certificate issued electronically from the West Virginia Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Certificate Validation Page of the Secretary of State's Web site, <https://apps.wv.gov/ios/businessentitysearch/validate.aspx> entering the validation ID displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate.



Forms

	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: 1475603 Doc Description: TECHNICAL TEMPORARY STAFFING SERVICES Proc Type: Central Master Agreement		Reason for Modification:	
Date Issued	Solicitation Closes	Solicitation No	Version
2024-10-02	2024-10-31 13:30	CRFQ 0511 MIS2500000001	1
BID RECEIVING LOCATION			
BID CLERK DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US			
VENDOR			
Vendor Customer Code:			
Vendor Name : 22nd Century Technologies, Inc.			
Address : 8251 Greensboro Drive,			
Street : Suite 900			
City : McLean			
State : VA		Country : USA	Zip : 22102
Principal Contact : Ashley Christina De Sa			
Vendor Contact Phone: (866) 537-9191		Extension: 2	
FOR INFORMATION CONTACT THE BUYER Crystal G Hustead (304) 558-2402 crystal.g.hustead@wv.gov			
 Vendor Signature X		22-3502121 FEIN#	Oct 31, 2024 DATE

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
--

VENDOR Vendor Customer Code: Vendor Name : 22nd Century Technologies, Inc. Address : 8251 Greensboro Drive, Street : Suite 900 City : McLean State : Virginia Country : USA Zip : 22102 Principal Contact : Ashley Christina De Sa Vendor Contact Phone: (866) 537-9191 Extension: 2

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

 Vendor Signature X	22-3502121 FEIN#	09/23/2026 DATE
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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			Reason for Modification: Addendum No 2 is issued to publish vendor questions with the agency's responses.
Doc Description: Addendum No 2 -Temporary Technical Staffing Services			
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:****Vendor Name :** 22nd Century Technologies, Inc.**Address :** 8251 Greensboro Drive**Street :** Suite 900**City :** McLean**State :** Virgina**Country :** USA**Zip :** 22102**Principal Contact :** Ashley Christina De Sa**Vendor Contact Phone:** (866) 537-9191**Extension:** 2**FOR INFORMATION CONTACT THE BUYER**

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

Vendor
Signature X

22-3502121
FEIN#

09/23/2026
DATE

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



FEDERAL FUNDS ADDENDUM

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):

The State of West Virginia Department of Administration, Purchasing Division, and the Vendor awarded this Contract intend that this Contract be compliant with the requirements of the Procurement Standards contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 C.F.R. § 200.317, et seq. for procurements conducted by a Non-Federal Entity. Accordingly, the Parties agree that the following provisions are included in the Contract.

**1. MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS:
(2 C.F.R. § 200.321)**

- a. The State confirms that it has taken all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Those affirmative steps include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.
- b. Vendor confirms that if it utilizes subcontractors, it will take the same affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**2. DOMESTIC PREFERENCES:
(2 C.F.R. § 200.322)**

- a. The State confirms that as appropriate and to the extent consistent with law, it has, to the greatest extent practicable under a Federal award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United



States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

- b. Vendor confirms that will include the requirements of this Section 2. Domestic Preference in all subawards including all contracts and purchase orders for work or products under this award.
- c. Definitions: For purposes of this section:
 - (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

3. BREACH OF CONTRACT REMEDIES AND PENALTIES:

(2 C.F.R. § 200.327 and Appendix II)

- (a) The provisions of West Virginia Code of State Rules § 148-1-5 provide for breach of contract remedies, and penalties. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

4. TERMINATION FOR CAUSE AND CONVENIENCE:

(2 C.F.R. § 200.327 and Appendix II)

- (a) The provisions of West Virginia Code of State Rules § 148-1-5 govern Contract termination. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

5. EQUAL EMPLOYMENT OPPORTUNITY:

(2 C.F.R. § 200.327 and Appendix II)

Except as otherwise provided under 41 CFR Part 60, and if this contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, this contract includes the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

6. DAVIS-BACON WAGE RATES:

(2 C.F.R. § 200.327 and Appendix II)



Vendor agrees that if this Contract includes construction, all construction work in excess of \$2,000 will be completed and paid for in compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must:

- (a) pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (b) pay wages not less than once a week.

A copy of the current prevailing wage determination issued by the Department of Labor is attached hereto as Exhibit B. The decision to award a contract or subcontract is conditioned upon the acceptance of the wage determination. The State will report all suspected or reported violations to the Federal awarding agency.

7. **ANTI-KICKBACK ACT:**
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that it will comply with the Copeland Anti-KickBack Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). Accordingly, Vendor, Subcontractors, and anyone performing under this contract are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The State must report all suspected or reported violations to the Federal awarding agency.

8. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**
(2 C.F.R. § 200.327 and Appendix II)

Where applicable, and only for contracts awarded by the State in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

9. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.**
(2 C.F.R. § 200.327 and Appendix II)



If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

10. CLEAN AIR ACT
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this contract exceeds \$150,000, Vendor is to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

11. DEBARMENT AND SUSPENSION
(2 C.F.R. § 200.327 and Appendix II)

The State will not award to any vendor that is listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

12. BYRD ANTI-LOBBYING AMENDMENT
(2 C.F.R. § 200.327 and Appendix II)

Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

13. PROCUREMENT OF RECOVERED MATERIALS
(2 C.F.R. § 200.327 and Appendix II; 2 C.F.R. § 200.323)

Vendor agrees that it and the State must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the



Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.
(2 C.F.R. § 200.327 and Appendix II; 2 CFR § 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.



State of West Virginia

Vendor Name:

By: _____

By: Ashley de Sa

Printed Name: _____

Printed Name: Ashley Christina De Sa

Title: _____

Title: Administrator

Date: _____

Date: September 23, 2026



WV STATE GOVERNMENT

HIPAA BUSINESS ASSOCIATE ADDENDUM

This Health Insurance Portability and Accountability Act of 1996 (hereafter, HIPAA) Business Associate Addendum ("Addendum") is made a part of the Agreement ("Agreement") by and between the State of West Virginia ("Agency"), and Business Associate ("Associate"), and is effective as of the date of execution of the Addendum.

The Associate performs certain services on behalf of or for the Agency pursuant to the underlying Agreement that requires the exchange of information including protected health information protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (the "HITECH Act"), any associated regulations and the federal regulations published at 45 CFR parts 160 and 164 (sometimes collectively referred to as "HIPAA"). The Agency is a "Covered Entity" as that term is defined in HIPAA, and the parties to the underlying Agreement are entering into this Addendum to establish the responsibilities of both parties regarding HIPAA-covered information and to bring the underlying Agreement into compliance with HIPAA.

Whereas it is desirable, in order to further the continued efficient operations of Agency to disclose to its Associate certain information which may contain confidentially individually identifiable health information (hereafter, Protected Health Information or PHI); and

Whereas, it is the desire of both parties that the confidentiality of the PHI disclosed hereunder be maintained and treated in accordance with all applicable laws relating to confidentiality, including the Privacy and Security Rules, the HITECH Act and its associated regulations, and the parties do agree to at all times treat the PHI and interpret this Addendum consistent with that desire.

NOW THEREFORE: the parties agree that in consideration of the mutual promises herein, in the Agreement, and of the exchange of PHI hereunder that:

1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
 - a. **Agency Procurement Officer** shall mean the appropriate Agency individual listed at: <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>.
 - b. **Agent** shall mean those person(s) who are agent(s) of the Business Associate, in accordance with the Federal common law of agency, as referenced in 45 CFR § 160.402(c).
 - c. **Breach** shall mean the acquisition, access, use or disclosure of protected health information which compromises the security or privacy of such information, except as excluded in the definition of Breach in 45 CFR § 164.402.
 - d. **Business Associate** shall have the meaning given to such term in 45 CFR § 160.103.
 - e. **HITECH Act** shall mean the Health Information Technology for Economic and Clinical Health Act. Public Law No. 111-05. 111th Congress (2009).



- f. **Privacy Rule** means the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Parts 160 and 164.
- g. **Protected Health Information or PHI** shall have the meaning given to such term in 45 CFR § 160.103, limited to the information created or received by Associate from or on behalf of Agency.
- h. **Security Incident** means any known successful or unsuccessful attempt by an authorized or unauthorized individual to inappropriately use, disclose, modify, access, or destroy any information or interference with system operations in an information system.
- i. **Security Rule** means the Security Standards for the Protection of Electronic Protected Health Information found at 45 CFR Parts 160 and 164.
- j. **Subcontractor** means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.

2. Permitted Uses and Disclosures.

- a. **PHI Described.** This means PHI created, received, maintained or transmitted on behalf of the Agency by the Associate. This PHI is governed by this Addendum and is limited to the minimum necessary, to complete the tasks or to provide the services associated with the terms of the original Agreement, and is described in Appendix A.
- b. **Purposes.** Except as otherwise limited in this Addendum, Associate may use or disclose the PHI on behalf of, or to provide services to, Agency for the purposes necessary to complete the tasks, or provide the services, associated with, and required by the terms of the original Agreement, or as required by law, if such use or disclosure of the PHI would not violate the Privacy or Security Rules or applicable state law if done by Agency or Associate, or violate the minimum necessary and related Privacy and Security policies and procedures of the Agency. The Associate is directly liable under HIPAA for impermissible uses and disclosures of the PHI it handles on behalf of Agency.
- c. **Further Uses and Disclosures.** Except as otherwise limited in this Addendum, the Associate may disclose PHI to third parties for the purpose of its own proper management and administration, or as required by law, provided that (i) the disclosure is required by law, or (ii) the Associate has obtained from the third party reasonable assurances that the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party by the Associate; and, (iii) an agreement to notify the Associate and Agency of any instances of which it (the third party) is aware in which the confidentiality of the information has been breached. To the extent practical, the information should be in a limited data set or the minimum necessary information pursuant to 45 CFR § 164.502, or take other measures as necessary to satisfy the Agency's obligations under 45 CFR § 164.502.



3. Obligations of Associate.

- a. **Stated Purposes Only.** The PHI may not be used by the Associate for any purpose other than as stated in this Addendum or as required or permitted by law.
- b. **Limited Disclosure.** The PHI is confidential and will not be disclosed by the Associate other than as stated in this Addendum or as required or permitted by law. Associate is prohibited from directly or indirectly receiving any remuneration in exchange for an individual's PHI unless Agency gives written approval and the individual provides a valid authorization. Associate will refrain from marketing activities that would violate HIPAA, including specifically Section 13406 of the HITECH Act. Associate will report to Agency any use or disclosure of the PHI, including any Security Incident not provided for by this Agreement of which it becomes aware.
- c. **Safeguards.** The Associate will use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the PHI, except as provided for in this Addendum. This shall include, but not be limited to:
 - i. Limitation of the groups of its workforce and agents, to whom the PHI is disclosed to those reasonably required to accomplish the purposes stated in this Addendum, and the use and disclosure of the minimum PHI necessary or a Limited Data Set;
 - ii. Appropriate notification and training of its workforce and agents in order to protect the PHI from unauthorized use and disclosure;
 - iii. Maintenance of a comprehensive, reasonable and appropriate written PHI privacy and security program that includes administrative, technical and physical safeguards appropriate to the size, nature, scope and complexity of the Associate's operations, in compliance with the Security Rule;
 - iv. In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information.
- d. **Compliance With Law.** The Associate will not use or disclose the PHI in a manner in violation of existing law and specifically not in violation of laws relating to confidentiality of PHI, including but not limited to, the Privacy and Security Rules.
- e. **Mitigation.** Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the PHI by Associate in violation of the requirements of this Addendum, and report its mitigation activity back to the Agency.



f. **Support of Individual Rights.**

- i. **Access to PHI.** Associate shall make the PHI maintained by Associate or its agents or subcontractors in Designated Record Sets available to Agency for inspection and copying, and in electronic format, if requested, within ten (10) days of a request by Agency to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.524 and consistent with Section 13405 of the HITECH Act.
- ii. **Amendment of PHI.** Within ten (10) days of receipt of a request from Agency for an amendment of the PHI or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such PHI available to Agency for amendment and incorporate any such amendment to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.526.
- iii. **Accounting Rights.** Within ten (10) days of notice of a request for an accounting of disclosures of the PHI, Associate and its agents or subcontractors shall make available to Agency the documentation required to provide an accounting of disclosures to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.528 and consistent with Section 13405 of the HITECH Act. Associate agrees to document disclosures of the PHI and information related to such disclosures as would be required for Agency to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528. This should include a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years from the date of disclosure, or longer if required by state law. At a minimum, such documentation shall include:
 - the date of disclosure;
 - the name of the entity or person who received the PHI, and if known, the address of the entity or person;
 - a brief description of the PHI disclosed; and
 - a brief statement of purposes of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.
- iv. **Request for Restriction.** Under the direction of the Agency, abide by any individual's request to restrict the disclosure of PHI, consistent with the requirements of Section 13405 of the HITECH Act and 45 CFR § 164.522, when the Agency determines to do so (except as required by law) and if the disclosure is to a health plan for payment or health care operations and it pertains to a health care item or service for which the health care provider was paid in full "out-of-pocket."
- v. **Immediate Discontinuance of Use or Disclosure.** The Associate will immediately discontinue use or disclosure of Agency PHI pertaining to any individual when so requested by Agency. This includes, but is not limited to, cases in which an individual has withdrawn or modified an authorization to use or disclose PHI.



- g. **Retention of PHI.** Notwithstanding section 4.a. of this Addendum, Associate and its subcontractors or agents shall retain all PHI pursuant to state and federal law and shall continue to maintain the PHI required under Section 3.f. of this Addendum for a period of six (6) years after termination of the Agreement, or longer if required under state law.
- h. **Agent's, Subcontractor's Compliance.** The Associate shall notify the Agency of all subcontracts and agreements relating to the Agreement, where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum. Such notification shall occur within 30 (thirty) calendar days of the execution of the subcontract and shall be delivered to the Agency Procurement Officer. The Associate will ensure that any of its subcontractors, to whom it provides any of the PHI it receives hereunder, or to whom it provides any PHI which the Associate creates or receives on behalf of the Agency, agree to the restrictions and conditions which apply to the Associate hereunder. The Agency may request copies of downstream subcontracts and agreements to determine whether all restrictions, terms and conditions have been flowed down. Failure to ensure that downstream contracts, subcontracts and agreements contain the required restrictions, terms and conditions may result in termination of the Agreement.
- j. **Federal and Agency Access.** The Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI, as well as the PHI, received from, or created or received by the Associate on behalf of the Agency available to the U.S. Secretary of Health and Human Services consistent with 45 CFR § 164.504. The Associate shall also make these records available to Agency, or Agency's contractor, for periodic audit of Associate's compliance with the Privacy and Security Rules. Upon Agency's request, the Associate shall provide proof of compliance with HIPAA and HITECH data privacy/protection guidelines, certification of a secure network and other assurance relative to compliance with the Privacy and Security Rules. This section shall also apply to Associate's subcontractors, if any.
- k. **Security.** The Associate shall take all steps necessary to ensure the continuous security of all PHI and data systems containing PHI. In addition, compliance with 74 FR 19006 Guidance Specifying the Technologies and Methodologies That Render PHI Unusable, Unreadable, or Indecipherable to Unauthorized Individuals for Purposes of the Breach Notification Requirements under Section 13402 of Title XIII is required, to the extent practicable. If Associate chooses not to adopt such methodologies as defined in 74 FR 19006 to secure the PHI governed by this Addendum, it must submit such written rationale, including its Security Risk Analysis, to the Agency Procurement Officer for review prior to the execution of the Addendum. This review may take up to ten (10) days.
- l. **Notification of Breach.** During the term of this Addendum, the Associate shall notify the Agency and, unless otherwise directed by the Agency in writing, the WV Office of Technology immediately by e-mail or web form upon the discovery of any Breach of unsecured PHI; or within 24 hours by e-mail or web form of any suspected Security Incident, intrusion or unauthorized use or disclosure of PHI in violation of this Agreement and this Addendum, or potential loss of confidential data affecting this Agreement. Notification shall be provided to the Agency Procurement Officer at www.state.wv.us/admin/purchase/vrc/agencyli.htm and,



unless otherwise directed by the Agency in writing, the Office of Technology at incident@wv.gov or <https://apps.wv.gov/ot/ir/Default.aspx>.

The Associate shall immediately investigate such Security Incident, Breach, or unauthorized use or disclosure of PHI or confidential data. Within 72 hours of the discovery, the Associate shall notify the Agency Procurement Officer, and, unless otherwise directed by the Agency in writing, the Office of Technology of: (a) Date of discovery; (b) What data elements were involved and the extent of the data involved in the Breach; (c) A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or confidential data; (d) A description of where the PHI or confidential data is believed to have been improperly transmitted, sent, or utilized; (e) A description of the probable causes of the improper use or disclosure; and (f) Whether any federal or state laws requiring individual notifications of Breaches are triggered.

Agency will coordinate with Associate to determine additional specific actions that will be required of the Associate for mitigation of the Breach, which may include notification to the individual or other authorities.

All associated costs shall be borne by the Associate. This may include, but not be limited to costs associated with notifying affected individuals.

If the Associate enters into a subcontract relating to the Agreement where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum, all such subcontracts or downstream agreements shall contain the same incident notification requirements as contained herein, with reporting directly to the Agency Procurement Officer. Failure to include such requirement in any subcontract or agreement may result in the Agency's termination of the Agreement.

- m. **Assistance in Litigation or Administrative Proceedings.** The Associate shall make itself and any subcontractors, workforce or agents assisting Associate in the performance of its obligations under this Agreement, available to the Agency at no cost to the Agency to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against the Agency, its officers or employees based upon claimed violations of HIPAA, the HIPAA regulations or other laws relating to security and privacy, which involves inaction or actions by the Associate, except where Associate or its subcontractor, workforce or agent is a named as an adverse party.

4. Addendum Administration.

- a. **Term.** This Addendum shall terminate on termination of the underlying Agreement or on the date the Agency terminates for cause as authorized in paragraph (c) of this Section, whichever is sooner.
- b. **Duties at Termination.** Upon any termination of the underlying Agreement, the Associate shall return or destroy, at the Agency's option, all PHI received from, or created or received by the Associate on behalf of the Agency that the Associate still maintains in any form and retain no copies of such PHI or, if such return or destruction is not feasible, the Associate shall extend the protections of this Addendum to the PHI and limit further uses and disclosures to the purposes that make the return or destruction of the PHI infeasible. This shall also apply to all agents and subcontractors of Associate. The duty of the Associate and its agents



and subcontractors to assist the Agency with any HIPAA required accounting of disclosures survives the termination of the underlying Agreement.

- c. **Termination for Cause.** Associate authorizes termination of this Agreement by Agency, if Agency determines Associate has violated a material term of the Agreement. Agency may, at its sole discretion, allow Associate a reasonable period of time to cure the material breach before termination.
- d. **Judicial or Administrative Proceedings.** The Agency may terminate this Agreement if the Associate is found guilty of a criminal violation of HIPAA. The Agency may terminate this Agreement if a finding or stipulation that the Associate has violated any standard or requirement of HIPAA/HITECH, or other security or privacy laws is made in any administrative or civil proceeding in which the Associate is a party or has been joined. Associate shall be subject to prosecution by the Department of Justice for violations of HIPAA/HITECH and shall be responsible for any and all costs associated with prosecution.
- e. **Survival.** The respective rights and obligations of Associate under this Addendum shall survive the termination of the underlying Agreement.

5. General Provisions/Ownership of PHI.

- a. **Retention of Ownership.** Ownership of the PHI resides with the Agency and is to be returned on demand or destroyed at the Agency's option, at any time, and subject to the restrictions found within section 4.b. above.
- b. **Secondary PHI.** Any data or PHI generated from the PHI disclosed hereunder which would permit identification of an individual must be held confidential and is also the property of Agency.
- c. **Electronic Transmission.** Except as permitted by law or this Addendum, the PHI or any data generated from the PHI which would permit identification of an individual must not be transmitted to another party by electronic or other means for additional uses or disclosures not authorized by this Addendum or to another contractor, or allied agency, or affiliate without prior written approval of Agency.
- d. **No Sales.** Reports or data containing the PHI may not be sold without Agency's or the affected individual's written consent.
- e. **No Third-Party Beneficiaries.** Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than Agency, Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.
- f. **Interpretation.** The provisions of this Addendum shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provisions in this Addendum. The interpretation of this Addendum shall be made under the laws of the state of West Virginia.
- g. **Amendment.** The parties agree that to the extent necessary to comply with applicable law they will agree to further amend this Addendum.
- h. **Additional Terms and Conditions.** Additional discretionary terms may be included in the release order or change order process.



AGREED:

Name of Agency: 22nd Century Technologies, Inc. Name of Associate: _____

Signature:  Signature: _____

Title: Administrator Title: _____

Date: September 23, 2026 Date: _____

Form - WVBA-012004
Amended 06.26.2013