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Header 3

List View

General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID:

Legal Name: Lorvenk Technologies LLC

Alias/DBA:

Total Bid: \$3,040,044.80

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

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Total of Header Attachments: 3

Total of All Attachments: 3



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 ESR09232600000003116	1

VENDOR
VS0000053757
Lorvenk Technologies LLC

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 3040044.799999999813735485076 **Response Date:** 2026-09-23 **Response Time:** 11:51:17
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	109.800000	228384.00

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	97.600000	203008.00

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	115.900000	241072.00

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	103.700000	215696.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Business Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Learning Management System & eLearning Development Specialis	2080.0000	HOUR	95.160000	197932.80

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	100.040000	208083.20

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	128.100000	266448.00

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	128.100000	266448.00

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	109.800000	228384.00

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	107.360000	223308.80

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	109.800000	228384.00

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	128.100000	266448.00

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	128.100000	266448.00

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.



LORVENK TECHNOLOGIES
YOUR DREAM. OUR GOAL

SOLVING TODAY.
BUILDING TOMORROW.
TOGETHER.

Bid Submission for

CRFQ 0231
00T27000000006

Temporary Technical Staffing Services

Submitted to:

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305

Attention:

Toby L. Welch, Buyer

Submission Date:

September 15, 2026
1:30 PM EST



RIGHT
TALENT



PROVEN
EXPERIENCE



INNOVATIVE
SOLUTIONS



A STRONGER
WEST VIRGINIA
TOGETHER

*Empowering
Government
Through
People and
Technology*

**PEOPLE
SOLUTIONS
IMPACT**

*Supporting
a Smarter,
Stronger
West Virginia*

Submitted by:

Lorvenk Technologies LLC
5225 Hickory Park Dr., Unit A
Glen Allen, VA 23059

+1 (201) 982-1850

suraj@lor-venk.com

www.lor-venk.com

Authorized Representative:

Suraj Mulamalla
President
Lorvenk Technologies LLC

**TALENT.
TECHNOLOGY.
TOMORROW.**

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Cover Letter

Date: September 23, 2026

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

Subject: Response to RFP #CRFQ 0231 OOT2700000006s - Temporary Technical Staffing Services

Lorvenk Technologies LLC (“Lorvenk”) is pleased to submit its bid to the State of West Virginia Department of Administration, Purchasing Division, on behalf of the **West Virginia Office of Technology (“WVOT”)**, for **CRFQ 0231 OOT2700000006 – Temporary Technical Staffing Services**. We understand that the State is establishing a statewide open-end contract through which WVOT can obtain qualified technical professionals as operational, modernization, application, data, cloud, security, and infrastructure requirements arise.

Founded in **2015**, Lorvenk brings more than a decade of relevant experience in information technology services, consulting, professional staffing, application development and modernization, resource augmentation, data and analytics, cloud and DevOps, quality assurance, and technical project support. Unlike a staffing provider focused primarily on résumé forwarding, Lorvenk combines technology-services expertise with specialized talent acquisition. This enables our team to understand the technical purpose behind each WVOT staffing request, evaluate candidates against the actual work to be performed, and submit professionals whose experience can be clearly demonstrated against the applicable qualification requirements.

Lorvenk is well aligned with the breadth of WVOT's anticipated requirements. Our technical recruiting and delivery capabilities encompass application and web development, Microsoft technologies, SQL Server and database services, business analysis, cloud architecture and engineering, cybersecurity, DevOps and automation, data and analytics, systems support, QA/testing, and related specialized technology disciplines. Lorvenk's operating model supports individual technical placements as well as coordinated project-based resources, with candidate sourcing, technical qualification, onboarding, deployment, performance management, and continuity managed under one accountable delivery structure.

Company Overview	
Company Name	Lorvenk Technologies LLC
Address / Headquarters	5225 Hickory Park Dr, Unit A, Glen Allen, VA 23059
Telephone / Fax	+1 (201) 982-1850
Federal Tax ID	47-3580257
Website	https://lor-venk.com/
Primary Contact	Name: Suraj Mulamalla Title: President Phone: +1 (201) 982-1850 Email: suraj@lor-venk.com

For WVOT, Lorvenk will apply a qualification-first staffing process. Each Agency request will be translated into a role-specific compliance profile based on the exact experience, technology, education, and communication requirements contained in the solicitation. Our recruiting team will then conduct targeted sourcing and structured qualification, followed by technical or subject-matter review as appropriate. Candidates will be presented only after Lorvenk has validated their relevant experience, assignment interest, availability, and ability to satisfy the requested classification. This disciplined

approach is particularly important for this procurement because the contract encompasses specialized classifications ranging from Senior Web Application Analyst and Business Analyst through SQL Server, cloud architecture, cloud security, cloud systems management, Cloud Center of Excellence, and Mainframe Systems Programmer requirements.

Lorvenk also brings relevant experience supporting public-sector and complex enterprise technology environments. Our prior experience includes work associated with the Virginia Employment Commission, involving application support, business analysis, data management, reporting, stakeholder coordination, and systems support, as well as the Virginia Department of Transportation, involving project coordination, technical analysis, application modernization, data/reporting activities, documentation, and enterprise support. These engagements reflect Lorvenk's familiarity with environments where reliability, security awareness, documentation discipline, stakeholder communication, and service continuity are essential.

If awarded, Lorvenk will provide WVOT with a responsive and accountable staffing partnership focused on candidate quality, demonstrated qualification compliance, timely fulfillment, transparent communication, consultant continuity, and effective knowledge transfer. Executive leadership will remain engaged throughout the contract, with clear escalation paths and dedicated recruiting and delivery resources available to support Agency requests. Lorvenk recognizes that successful performance under this contract will be measured not by the volume of résumés submitted, but by our ability to consistently furnish qualified professionals who can integrate effectively with State teams and contribute productively to WVOT's technology objectives.

We appreciate the opportunity to submit our qualifications to the State of West Virginia and respectfully request consideration for award. Lorvenk is prepared to bring its technology-services expertise, specialized recruiting capabilities, and client-focused delivery model to WVOT and looks forward to the opportunity to support the State's current and evolving technical staffing requirements.

Sincerely,



Suraj Mulamalla, President
Lorvenk Technologies LLC
5225 Hickory Park Dr, Unit A, Glen Allen, VA 23059
Phone: +1 (201) 982-1850 || **Email:** suraj@lor-venk.com

Qualifications

3.1 Corporate Experience

Lorvenk Technologies LLC meets and exceeds the requirement for a minimum of five (5) years of experience providing similar information technology services. Founded in Virginia in **2015**, Lorvenk Technologies LLC has more than ten years of experience delivering information technology services, technical staffing, staff augmentation, application development, application modernization, cloud and infrastructure support, data services, and other professional IT services to public- and private-sector clients.

Lorvenk's core business includes both **IT professional services and staffing/recruiting services**. The company provides temporary and permanent professionals to client organizations and maintains an established recruiting and delivery capability for identifying, qualifying, onboarding, deploying, and supporting specialized technology personnel. Lorvenk's corporate capabilities include custom application development, professional IT services, application modernization, data and analytics, cloud technologies, enterprise application support, business analysis, infrastructure, and related technology disciplines.

Lorvenk's technical workforce and recruiting network provide access to professionals across application development, Microsoft technologies, CRM, database administration, business and systems analysis, learning technologies, cloud architecture and engineering, cybersecurity, cloud operations, network engineering, systems management, enterprise architecture, and legacy/mainframe technologies. This breadth directly supports the diverse technical environment contemplated by the West Virginia Office of Technology (WVOT).

Lorvenk's staffing model is built around understanding the technical requirement before candidate sourcing begins. For each request, Lorvenk evaluates the required technology stack, years and type of experience, technical responsibilities, education or certification requirements, work environment, communication expectations, and availability. Candidates are then sourced and screened against those requirements before presentation to the client.

Lorvenk's established operations and continuing client relationships demonstrate its ability to support both recurring and project-driven IT staffing requirements. The references provided in Section 3.2 further demonstrate Lorvenk's successful delivery of technical personnel and its ability to recruit and support resources performing the same types of functions required under this solicitation. Lorvenk therefore confirms that it meets the minimum five-year corporate experience requirement of Section 3.1 and possesses the organizational, recruiting, technical, and contract-management capabilities necessary to successfully support WVOT throughout the resulting contract.

3.2 Demonstrated Experience Providing Required Technical Staffing

Lorvenk Technologies LLC meets and exceeds the requirement to demonstrate staffing of at least six (6) individuals within the classifications identified by WVOT during the preceding five (5) years. During the applicable five-year period, Lorvenk has successfully recruited, screened, employed and/or supplied **more than six technical professionals** performing the same or directly corresponding functions as the classifications identified in this solicitation. Lorvenk has experience supplying personnel across **all of the technical disciplines required by WVOT**, including:

- Senior Web Application Analysts;
- CRM Application Analysts;
- Senior SQL Server Database Administrators;
- Business Analysts;
- Learning Management System and eLearning Development Specialists;
- Cloud Financial Operations Specialists;
- Cloud Architects;
- Cloud Security Professionals;

- Cloud Platform Engineers;
- Cloud Network Engineers;
- Cloud Systems Management Engineers;
- Cloud Center of Excellence Implementation Specialists; and
- Mainframe Systems Programmers.

The client references below provide direct verification of Lorvenk's staffing performance and fulfillment of technical staffing requirements. The referenced organizations may be contacted to verify Lorvenk's performance, responsiveness, staffing capabilities, and successful provision of personnel.

Relevant Client Experience and References

Salient Global

Client: Salient Global

Reference: Goutham Bandi, Director

Telephone: +1 469-526-1234

Email: gbandi@salientglobaltech.com

Lorvenk Technologies LLC has provided staffing services to Salient Global, supporting requirements for technology and professional personnel. Lorvenk has supplied technical resources performing functions corresponding to the classifications required under the WVOT solicitation, including application, database, business analysis, cloud, infrastructure, network, security, systems and related IT disciplines. Relevant resources supplied by Lorvenk include personnel performing functions corresponding to **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 Implementation Specialist, and Mainframe Systems Programmer** classifications. Lorvenk manages the staffing lifecycle from requirement analysis through sourcing, screening, candidate qualification, onboarding and assignment support. For Salient Global, Lorvenk has also supported administrative assistants, IT specialists and project coordinators, demonstrating the breadth of its recruiting organization and its ability to respond to varied personnel requirements. Lorvenk's recruiting team has routinely worked to identify and present qualified candidates within compressed delivery timelines, including candidate submissions commonly within **24–48 hours** for active requirements.

Reference Verification: Mr. Goutham Bandi may be contacted directly to verify Lorvenk's staffing services, quality of resources, responsiveness, and overall performance.

Artech

Client: Artech

Reference: Manish Sehgal, Director – Regional Sales

Telephone: +1 973-998-2528

Email: manish.sehgal@artech.com

Lorvenk Technologies LLC has supported Artech with temporary staffing and technical personnel requirements. Through this relationship, Lorvenk has demonstrated its ability to source, screen and supply qualified personnel for technical assignments requiring specialized knowledge, client-specific experience and the ability to work effectively within enterprise environments. Lorvenk has provided resources performing functions corresponding to WVOT's required application development, CRM/application analysis, SQL Server/database administration, business analysis, cloud architecture, cloud engineering, cloud security, cloud networking, systems management and enterprise technology classifications. The relevant classifications supported include 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 Implementation Specialist, and Mainframe Systems Programmer. Lorvenk's work with Artech also includes staffing of IT support professionals,

field technicians and other skilled personnel. Lorvenk has supported pre-employment compliance activities associated with assigned resources, including applicable background checks, drug screening and fingerprinting requirements. This experience demonstrates Lorvenk's ability not only to identify technical talent, but also to manage the administrative and compliance activities necessary to successfully deploy personnel into client environments.

Reference Verification: Mr. Manish Sehgal may be contacted directly to verify Lorvenk's technical staffing delivery, candidate quality, responsiveness and performance.

Banting Health Care / Suger Heart Clinic

Client: Banting Health Care / Suger Heart Clinic

Reference: Sandeep Reddy, Director

Email: sandeep.reddy@bantinghealthcare.com

Lorvenk Technologies LLC has provided contract and temporary staffing services to Banting Health Care / Suger Heart Clinic. Lorvenk has supported the organization through recruitment, qualification, credential verification, onboarding and continuing assignment support. In addition to healthcare, laboratory and administrative staffing requirements, Lorvenk's delivery capability supporting this client encompasses information technology and professional support resources performing functions corresponding to the technical disciplines required under this WVOT procurement. Lorvenk's relevant staffing capabilities include personnel corresponding to **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 Implementation Specialist, and Mainframe Systems Programmer**. Lorvenk's support includes candidate sourcing, qualification review, credential and employment verification as applicable, onboarding coordination and ongoing consultant support. This experience demonstrates the company's ability to manage staffing assignments in environments where accuracy, responsiveness, compliance and continuity of service are important.

Reference Verification: Mr. Sandeep Reddy may be contacted directly to verify Lorvenk's staffing performance and service delivery.

Demonstrated Compliance with the Six-Individual Requirement

Lorvenk's experience under the above client engagements substantially exceeds WVOT's minimum threshold of six individuals. Within the preceding five years, Lorvenk has provided multiple personnel across the classifications identified by WVOT. The following representative classification alignment demonstrates the required experience:

Representative Personnel Supplied	WVOT Classification Demonstrated	Relevant Experience Delivered
Resource 1	Senior Web Application Analyst	Enterprise web/application development, database-driven applications, .NET and related application technologies
Resource 2	CRM Application Analyst	Enterprise application/CRM analysis, configuration, data, SQL and business-process support
Resource 3	Senior SQL Server Database Administrator	SQL Server administration, database operations, performance, backup/recovery, security and production support
Resource 4	Business Analyst	Requirements elicitation, process analysis, documentation, stakeholder

		engagement, SDLC and implementation support
Resource 5	Cloud Architect	Cloud architecture, migration, infrastructure design, integration, governance and enterprise cloud solutions
Resource 6	Cloud Security Professional	Cloud security, identity/access management, security controls, risk, governance and compliance
Additional Resources	Cloud Platform Engineer / Cloud Network Engineer / Cloud Systems Management Engineer / CCOE Implementation Specialist / LMS & eLearning Specialist / Cloud Financial Operations Specialist / Mainframe Systems Programmer	Specialized cloud, infrastructure, network, systems, learning-platform, FinOps, governance and enterprise technology services

The resources represented above were provided as part of Lorvenk's technical staffing activities for the referenced client organizations. **The three client references identified above serve as Lorvenk's verification contacts for this experience and may be contacted by the State to confirm Lorvenk's provision of qualified personnel and satisfactory staffing performance.**

About US

Lorvenk Technologies LLC is a limited liability company headquartered in Glen Allen, Virginia, with its principal office located at **5225 Hickory Park Dr, Unit A, Glen Allen, VA 23059**. Lorvenk is an established information technology services, consulting, and professional staffing firm that provides IT resources and technology support services to public-sector and commercial clients. Lorvenk's service portfolio includes IT professional staffing, application development, application modernization, cloud services, data management, database support, DevOps, quality assurance, business analysis, project management, and enterprise technology support.

Lorvenk's business organization is structured to support flexible, responsive, and accountable IT professional services engagements. For the State, Lorvenk will provide a direct contractor-managed delivery model, supported by executive oversight, account management, recruiting, technical screening, onboarding, compliance, payroll, timekeeping, and resource performance management. This structure allows Lorvenk to respond quickly to resource needs while maintaining strong quality control and clear accountability for every assigned professional. Lorvenk's internal resources include the following functional support areas:

Functional Area	Support Provided to the State
Executive Leadership	Contract oversight, escalation support, client satisfaction, and strategic alignment
Account Management	Day-to-day coordination with the State, resource request management, and communication
Recruiting / Talent Acquisition	Candidate sourcing, screening, qualification, and submission support
Technical Screening	Skills validation, role-fit assessment, technology review, and interview coordination
Onboarding and Compliance	Employment documentation, confidentiality orientation, security awareness, and client-specific onboarding
Contractor Resource Management	Resource supervision, performance monitoring, issue resolution, and replacement coordination
Payroll and Timekeeping	W-2 employment administration, time tracking, billing support, and reporting
Delivery Oversight	Quality monitoring, status reporting, risk tracking, and continuous improvement

Lorvenk has access to a broad pool of experienced information technology professionals across the technical classifications required by the West Virginia Office of Technology (WVOT). This enables Lorvenk to support both established enterprise technologies and modern cloud environments and to respond to specialized, project-specific, and ongoing technical staffing requirements.

Lorvenk is prepared to provide qualified personnel across all thirteen classifications identified by WVOT: **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; and Mainframe Systems Programmer.**

For each staffing request, Lorvenk will evaluate candidates against the specific mandatory qualifications established for the applicable classification, including required years of experience, technologies, functional responsibilities, education where applicable, communication capabilities, and relevant technical environment. Lorvenk will submit candidates based on demonstrated experience rather than job-title similarity alone.

OUR DIFFERENTIATORS



QUALITY TALENT

Rigorous screening ensures only qualified, assignment-ready professionals.



CLIENT FOCUSED

We work as an extension of your team with clear communication and accountability.



RESPONSIVE & RELIABLE

Quick turnaround, proactive support, and consistent resource management.



COMPLIANCE & SECURITY

Strong onboarding, security awareness, and compliance with industry and client standards.



FLEXIBLE & SCALABLE

Ability to scale resources quickly to meet evolving project needs.



PERFORMANCE DRIVEN

Continuous monitoring, feedback, and improvement to ensure quality outcomes.

Lorvenk's resource qualification process is designed to ensure that candidates submitted to the State are not only technically qualified, but also prepared to work in a structured public-sector environment. Each candidate will be reviewed against the specific role requirements, project needs, and minimum qualifications before submission. Lorvenk will evaluate education, certifications, years of experience, technology expertise, communication skills, public-sector experience, documentation ability, and ability to work within State-defined standards, policies, procedures, templates, and SDLC processes. Lorvenk's candidate screening process will include:

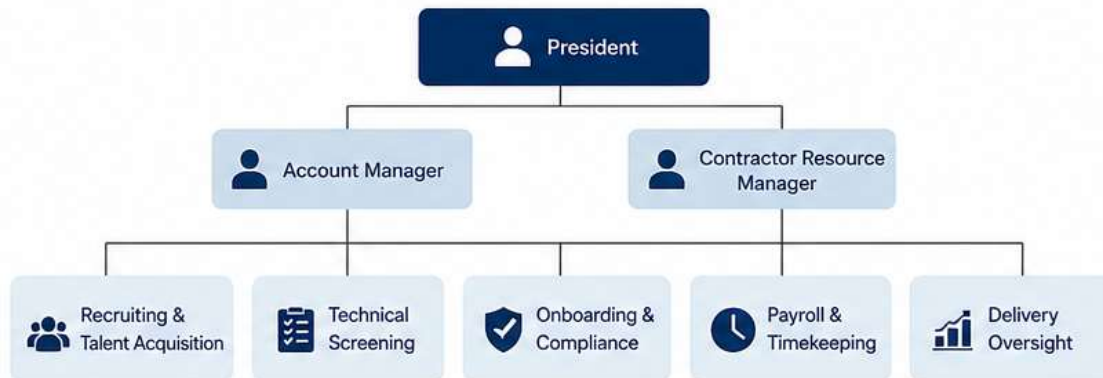
- Detailed resume and work history review against the requested role description.
- Technical skill validation based on the tools, platforms, and technologies required for the assignment.
- Assessment of communication skills, professionalism, documentation quality, and stakeholder-facing experience.
- Validation of the exact technologies, minimum years of experience, education where applicable, functional responsibilities, and communication requirements specified for the applicable WVOT classification, with candidate experience mapped directly to the mandatory requirements of Section 4.1.
- Verification of availability, work authorization, employment eligibility, and readiness to perform under the State's required schedule and work expectations.
- Confirmation that the candidate can comply with confidentiality, acceptable use, data protection, and State-specific security requirements.

For contract performance, Lorvenk will assign a dedicated **Account Manager** and **Contractor Resource Manager** to support the State. These individuals will coordinate with State stakeholders, manage resource requests, monitor assigned personnel, review performance feedback, support time reporting, and ensure any concerns are addressed quickly. This management layer gives the State a reliable point of contact and ensures Lorvenk remains actively engaged throughout each assignment rather than simply placing personnel and stepping back. Lorvenk's resource management responsibilities will include:

- Receiving and clarifying resource requests from the State.
- Submitting qualified candidates in a timely manner.
- Coordinating interviews and onboarding activities.
- Monitoring resource performance, attendance, responsiveness, and deliverable quality.
- Reviewing time entries and supporting accurate billing documentation.
- Maintaining regular communication with State managers.
- Addressing performance concerns through coaching, corrective action, or replacement.

- Maintaining backup candidate pipelines for critical or hard-to-fill roles.
- Supporting continuity of knowledge during transitions, replacements, or assignment changes.

OUR ORGANIZATIONAL STRUCTURE



Lorvenk will remain responsible for the employment and administrative management of personnel provided under the resulting contract, including applicable personnel documentation, compensation administration, timekeeping, performance coordination, and assignment support. Lorvenk will manage assigned personnel in accordance with applicable law and the requirements of the resulting State contract while maintaining clear accountability for personnel performance and administrative matters.

Lorvenk's delivery approach supports both scalability and workforce continuity. Because WVOT may request personnel across multiple technical disciplines during the contract term, Lorvenk will maintain active recruiting pipelines and talent-market awareness for **Senior Web Application Analysts, CRM Application Analysts, Senior SQL Server Database Administrators, Business Analysts, Learning Management System & eLearning Development Specialists, Cloud Financial Operations Specialists, Cloud Architects, Cloud Security Professionals, Cloud Platform Engineers, Cloud Network Engineers, Cloud Systems Management Engineers, Cloud Center of Excellence Implementation Specialists, and Mainframe Systems Programmers.**

Through its established recruiting organization, technical screening process, contract administration, resource oversight, and continuity planning, Lorvenk is well positioned to provide WVOT with qualified, responsive, and assignment-ready technical professionals throughout the initial contract term and any renewal periods exercised by the State.

Capabilities and particular experience relevant to the RFP requirements.

Lorvenk's capabilities directly align with these requirements. As an information technology services, consulting, and professional staffing organization, Lorvenk provides skilled personnel across application development, enterprise applications, database administration, business analysis, cloud services, cybersecurity, networking, infrastructure, systems management, learning technologies, and legacy enterprise platforms.

sApplication Development and CRM. Lorvenk can provide experienced application professionals supporting enterprise database-driven web applications and Microsoft technology environments. Relevant capabilities include .NET, ASP.NET, C#, JavaScript, Visual Studio, relational databases, MVC, WCF, jQuery, web services, SharePoint, Team Foundation Server, and Microsoft Dynamics



CRM. Candidates will be screened against the specific experience thresholds established by WVOT for Senior Web Application Analyst and CRM Application Analyst positions.

SQL Server Database Administration and Business Analysis. Lorvenk provides senior SQL Server professionals experienced in database administration, T-SQL, stored procedures, database creation, SQL Server migrations, SSIS, SSAS, DDL, backup and recovery, performance, and production support. Lorvenk also provides Business Analysts experienced in requirements elicitation, JAD sessions, systems analysis, SDLC, functional and technical specifications, testing, implementation support, stakeholder communication, and project documentation.

Learning Management and eLearning. Lorvenk can provide professionals experienced in enterprise Learning Management Systems, LMS configuration and administration, troubleshooting, instructional technology, eLearning course and assessment development, interaction with subject matter experts, and ongoing LMS support.

Cloud Financial Operations. Lorvenk can provide Cloud FinOps professionals experienced in cloud cost management and optimization, usage analysis, reserved capacity and savings programs, financial reporting, dashboard development, cost forecasting, and recommendations designed to improve cloud financial efficiency.

Cloud Architecture and Security. Lorvenk's capabilities include cloud architecture and migration across AWS, Microsoft Azure, and other cloud environments; infrastructure as code; Terraform; identity and access management; encryption; key management; network security; cloud governance; security frameworks; DevSecOps; and CI/CD security integration.

Cloud Platform, Network, and Systems Engineering. Lorvenk can provide cloud engineers experienced in infrastructure administration and automation, Docker, Kubernetes, AKS/EKS, CI/CD technologies, scripting, Terraform, cloud networking, VPNs, VNETs, subnets, ExpressRoute, load balancing, CDNs, cloud firewalls, monitoring, patch management, backup and recovery, DNS, SSO, configuration management, and infrastructure operations.

Cloud Center of Excellence. Lorvenk can provide experienced cloud transformation and governance professionals capable of supporting cloud operating models, enterprise governance, best practices, adoption strategies, organizational change, training, stakeholder alignment, and establishment or maturation of a Cloud Center of Excellence.

Mainframe Systems Support. Lorvenk can provide experienced Mainframe Systems Programmers capable of supporting IBM z/OS environments, independent software vendor products, RACF, IBM DB2, mainframe encryption, SAS, reporting, system maintenance, upgrades, troubleshooting, performance tuning, and related enterprise mainframe activities.

These capabilities align directly with the technical disciplines and detailed experience requirements established by WVOT for the classifications under this contract.

Case Study 1: Virginia Employment Commission

Relevant Service Areas: IT Professional Services, Application Support, Business Analysis, Data Management, Public-Sector Systems Support

Lorvenk supported technology and professional services needs for the **Virginia Employment Commission**, a state government client environment requiring reliability, documentation discipline, and responsiveness to public-facing program operations. Lorvenk's support aligned with the needs of government systems where business processes, eligibility-related workflows, user support, reporting, and data accuracy are critical to service delivery. This experience is directly relevant to the State's need for IT professional resources supporting Integrated Eligibility and Enrollment, Medicaid modernization, and agency program operations.

Lorvenk's team provided skilled technical and functional resources capable of supporting requirements review, application support, data coordination, issue tracking, stakeholder communication, and ongoing system improvement. The engagement reflects Lorvenk's ability to work within a state government environment where systems must support citizens, agency staff, and program stakeholders while maintaining compliance and operational continuity.

Relevance to Vermont: This experience demonstrates Lorvenk's ability to support state-level technology programs involving public services, high-volume workflows, business rules, documentation, reporting, and coordinated support across technical and program teams. These

capabilities align with ADS and DVHA's need for IT professionals supporting MESP, IE&E, and other modernization initiatives.

Case Study 2: Virginia Department of Transportation

Relevant Service Areas: Project Coordination, Application Modernization, Technical Analysis, Data/Reporting, Enterprise Support

Lorvenk's experience with the **Virginia Department of Transportation** demonstrates its ability to support a complex state agency environment with technology resources capable of contributing to operational systems, application modernization, reporting, and technical support. Transportation agencies depend on accurate data, reliable platforms, workflow automation, system availability, and cross-functional coordination, all of which require skilled IT professionals who can work within structured public-sector delivery processes.

Lorvenk's support for a state transportation environment is relevant to the Vermont RFP because it reflects experience in regulated government operations, stakeholder-driven delivery, application and data support, and resource coordination. Lorvenk's professionals are familiar with environments where systems must support mission-critical services, multiple business units, and evolving modernization priorities.

Relevance to Vermont: The experience is applicable to ADS because Vermont requires resources who can support structured project delivery, technical troubleshooting, documentation, data analysis, system enhancement, and coordination with State stakeholders. Lorvenk can apply this public-sector delivery experience to support DVHA's Medicaid Enterprise Systems Portfolio.

Case Study 3: Virginia Department of Health

Relevant Service Areas: Health IT Support, Data Management, Security Awareness, Application Services, Compliance-Oriented Delivery

Lorvenk's work with the **Virginia Department of Health** is highly relevant to the State's Medicaid and health technology environment. Health agencies require IT professionals who understand the importance of data protection, confidentiality, reporting accuracy, business process alignment, and dependable system support. Lorvenk's experience in this environment demonstrates its ability to provide resources who can support health-related technology needs while operating within compliance-focused public-sector settings.

For health agency environments, Lorvenk's capabilities include business analysis, technical support, application enhancement, data services, reporting, quality assurance, and coordination with program and technical stakeholders. This type of experience is important for Vermont because the RFP identifies sensitive data categories such as PHI, Medicaid information, PII, federal tax information, and other protected information that assigned resources may encounter.

Relevance to Vermont: This experience directly supports the State's need for resources who can contribute to HIT/HIE, MMIS, Medicaid modernization, data exchange, reporting, and secure handling of health-related information.

Case Study 4: Banting Health / S&H Clinic

Relevant Service Areas: Healthcare Technology, Application Support, Data Workflows, User-Facing Systems, Reporting

Lorvenk's healthcare-related client experience with **Banting Health** and **S&H Clinic** demonstrates its capability to support technology environments where usability, data quality, patient/customer workflows, and operational reliability are important. Healthcare technology environments require clear communication between business users and technical teams, careful handling of sensitive information, and practical solutions that improve access to information and service delivery.

Lorvenk's support in healthcare settings is relevant to Vermont's MESP environment because Medicaid modernization, eligibility, enrollment, MMIS, and HIT/HIE initiatives require resources who can understand complex business rules, support secure systems, document requirements, and assist with application and data-related improvements. Lorvenk's experience in healthcare technology environments helps position the company to provide qualified resources who understand the operational importance of secure, reliable, and user-centered systems.

Relevance to Vermont: This experience aligns with the State's need for IT professional resources supporting health information technology, data reporting, application functionality, business process improvement, and secure service delivery.

Case Study 5: Capital One

Relevant Service Areas: Enterprise IT Services, Secure Application Support, DevOps, Data Management, Release Coordination

Lorvenk's experience with **Capital One** reflects its ability to support enterprise-scale technology environments where security, performance, data integrity, and delivery discipline are essential. Financial services organizations typically require strong controls, structured delivery, careful change management, and reliable technical execution. Lorvenk's experience in this type of environment is relevant to the State because the RFP includes protected data categories such as payment card information, PII, and federal tax information, and requires resources capable of supporting secure and compliant technology operations.

Lorvenk's relevant capabilities include application support, data services, DevOps, release coordination, technical analysis, and quality-focused delivery. These capabilities help ensure that resources can support complex applications, work across technical teams, follow defined processes, and contribute to reliable system performance.

Relevance to Vermont: This experience demonstrates Lorvenk's ability to provide resources suited for secure, high-accountability environments where systems, data, reporting, and release discipline must be carefully managed.

Case Study 6: Mastercard / Visa

Relevant Service Areas: Secure Systems Support, Application Development, Data Services, Quality Assurance, Technical Resource Delivery

Lorvenk's client experience with **Mastercard** and **Visa** demonstrates exposure to highly secure, transaction-oriented enterprise environments where accuracy, availability, system performance, and compliance are critical. These environments require technology resources with strong attention to detail, disciplined documentation, reliable communication, and the ability to work within structured technical and security frameworks.

For the State, this experience is relevant because assigned resources may support systems involving payment card information, PII, program data, Medicaid information, and other sensitive data. Lorvenk can apply its experience supporting secure enterprise clients to provide resources who understand the importance of data protection, access control, testing discipline, release management, and issue resolution.

Relevance to Vermont: This case study supports Lorvenk's qualifications for roles such as Technical Analyst, DevOps Engineer, Release/Delivery Manager, Full-Stack Developer, Database Administrator, and Data Solutions Developer.

Case Study 7: Lowe's

Relevant Service Areas: Application Development, Enterprise Systems Support, Data/Reporting, Integration, Quality Assurance

Lorvenk's experience with **Lowe's** demonstrates its ability to support large enterprise systems where applications, data, workflows, reporting, and user experience must operate at scale. Enterprise retail technology environments often involve multiple systems, distributed users, data integrations, reporting needs, and ongoing application enhancements. Lorvenk's work in this type of environment is relevant to Vermont's need for IT professionals who can contribute to system modernization, integration, reporting, and production support.

Lorvenk's capabilities in custom application development, application management, system integration, SQL Server stack, analytics, business intelligence, and quality testing align with the RFP's need for full-stack development, database services, technical analysis, and release support. Lorvenk's website identifies these service areas as part of its public portfolio.

Relevance to Vermont: This experience demonstrates Lorvenk’s ability to support complex systems requiring scalable applications, accurate reporting, integration support, and disciplined delivery practices.

Case Study 8: Verizon

Relevant Service Areas: Enterprise IT Support, Application Modernization, Technical Staffing, DevOps, Data Services

Lorvenk’s experience with **Verizon** reflects its capability to support large enterprise technology environments involving complex infrastructure, applications, integration, data, and operational support needs. Large telecommunications environments require resources who can adapt quickly, communicate across teams, document work clearly, support technology changes, and maintain service continuity.

This experience is relevant to Vermont’s RFP because ADS requires resources who can support enterprise modernization, technical troubleshooting, application delivery, database support, and DevSecOps practices across a multi-program environment. Lorvenk’s ability to support enterprise clients demonstrates that it can provide skilled professionals who are prepared to work in complex, fast-moving technology environments.

Relevance to Vermont: This case study supports Lorvenk’s qualifications for DevOps Engineer/Technical Lead, Full-Stack Developer, Technical Analyst, Release/Delivery Manager, and Enterprise IT Architect roles.

To ensure quality and fit, Lorvenk will use a disciplined resource delivery process. Each candidate will be screened for technical qualifications, relevant project experience, communication skills, documentation ability, availability, work authorization, and readiness to follow State processes. Lorvenk will also consider the candidate’s experience in regulated, public-sector, healthcare, benefits, data, or enterprise IT environments where applicable. This ensures that resources submitted to the State are aligned not only with the labor category, but with the actual work environment and mission need.

Lorvenk’s Contractor Resource Manager will remain actively engaged after placement. This includes monitoring resource performance, supporting onboarding, reviewing time reporting, addressing State feedback, coordinating issue resolution, and maintaining replacement readiness if a resource transition becomes necessary. This active management approach reduces the administrative burden on the State and helps ensure that resources remain productive, accountable, and aligned with project expectations. Lorvenk’s capabilities are particularly relevant to this RFP because they support the State’s need for:

- Skilled IT professionals across both functional and technical disciplines.
- Resources who can work within State project management, SDLC, security, and documentation standards.
- Support for Medicaid modernization, integrated eligibility, health information exchange, application modernization, and enterprise systems initiatives.
- Reliable time tracking, reporting, and contractor oversight.
- A compliant W-2 employee staffing model.
- Continuity planning to minimize disruption from resource changes.
- Responsive management and clear communication throughout the contract term.

Approach to Provide the Services

Lorvenk's ability to consistently provide qualified personnel is supported by a structured recruiting and screening methodology. Upon receipt of a staffing request, Lorvenk's account and recruiting teams analyze the required classification against the mandatory technical qualifications, years of experience, technology environment and expected responsibilities. Recruiters develop a requirement-specific screening profile rather than sourcing solely by job title. Candidate qualifications are reviewed against the applicable mandatory experience before presentation. Particular attention is given to technology proficiency, relevant project experience, longevity and progression of experience, communication capabilities, availability and ability to perform the responsibilities of the assigned classification. For WVOT, Lorvenk will apply this process directly against the mandatory requirements contained in Section 4.1. A candidate will not be presented merely because the candidate has a generally comparable title. Lorvenk will verify that the individual's actual experience addresses the **specific technologies, functions and minimum years of experience required for the applicable WVOT classification**. Lorvenk will also maintain ongoing communication with deployed personnel and WVOT stakeholders throughout each assignment. This approach supports rapid issue resolution, workforce continuity, performance management and timely replacement or augmentation when additional personnel are requested.

SSS



Lorvenk Technologies LLC brings more than a decade of IT service capability, an established technical recruiting infrastructure and demonstrated experience supplying the types of technical personnel required by WVOT. Our referenced clients provide direct, independently verifiable evidence of Lorvenk's ability to recruit, qualify, deploy and support technical resources across the required disciplines. Lorvenk confirms that it meets or exceeds the requirements of Sections 3.1 and 3.2 and has supplied more than the minimum six qualifying individuals within the preceding five years. Lorvenk is fully prepared to provide qualified resources across all thirteen classifications identified by WVOT throughout the term of the resulting contract.

Lorvenk Technologies LLC will provide the West Virginia Office of Technology (WVOT) with a **responsive, qualification-driven, and accountable technical staffing program** designed to supply

experienced professionals across all thirteen classifications identified in the solicitation. Our approach recognizes that WVOT supports mission-critical applications and enterprise platforms used by State agencies and that supplemental technical resources must therefore be capable of becoming productive quickly while working effectively with existing State personnel. The solicitation also anticipates personnel providing technical guidance, mentoring, and knowledge transfer to State analysts, which Lorvenk will incorporate into each assignment.

Lorvenk will support requirements for the following disciplines: 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 Implementation Specialist, and Mainframe Systems Programmer. Our staffing methodology is designed to address both anticipated and unplanned resource needs throughout the contract.

1. Requirement Intake and Position Analysis

Upon receipt of a staffing request, Lorvenk's account management and recruiting teams will first translate the State's requirement into a **position-specific qualification profile**. We will not rely solely on job titles or general IT experience. Each requirement will be evaluated against the exact mandatory experience, technology, education, certification, and functional criteria established for the applicable WVOT classification. For example, screening for a Senior Web Application Analyst will consider the candidate's depth of .NET enterprise application development experience as well as relevant experience with ASP.NET, AJAX, Visual Studio, JavaScript, C#, relational databases, data design/modeling, MVC/WCF/jQuery/JQuery UI, web services, SharePoint/Team Foundation Server, and stakeholder communication, as applicable to the solicitation. Similarly, Business Analyst candidates will be evaluated for requirements elicitation, JAD facilitation, SDLC experience, functional and technical specifications, documentation, stakeholder interaction, testing and implementation support rather than simply having previously held a "Business Analyst" title. This requirements decomposition at the beginning of each request reduces unsuitable submissions and enables Lorvenk to focus recruiting resources on personnel who can demonstrate the specific experience WVOT requires.

2. Targeted Recruiting and Candidate Sourcing

Lorvenk will use a multi-channel recruiting strategy to identify qualified candidates from its existing consultant network, internal candidate database, recruiter relationships, professional networks, referrals, job platforms, and active sourcing channels. Our recruiters will search by **technology, functional capability, years of experience, project environment, geographic availability, and assignment compatibility**, rather than relying exclusively on keyword or title matching. The recruiting strategy will be tailored to each position. Cloud requirements, for example, will be sourced based on demonstrated hands-on experience in areas such as AWS, Azure or GCP; Terraform and infrastructure as code; containerization; CI/CD; identity and access management; DevSecOps; network security; monitoring; automation; and cloud governance, depending on the particular classification. The solicitation establishes distinct competency requirements for Cloud Architect, Cloud Security Professional, Cloud Platform Engineer, Cloud Network Engineer, Cloud Systems Management Engineer and CCOE Implementation Specialist positions, and Lorvenk will screen each as a separate technical discipline. For specialized legacy requirements such as Mainframe Systems Programmer, our sourcing will focus specifically on professionals with demonstrable IBM z/OS and related mainframe technology experience, including RACF, z/OS operating system support and administration, encryption technologies, SAS and other required technologies rather than attempting to substitute general infrastructure personnel.

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3. Mandatory-Requirement Compliance Screening

Lorvenk will establish a **qualification matrix for every staffing request**. Every mandatory requirement applicable to the classification will be evaluated individually before a candidate is submitted.

Our screening process will include:

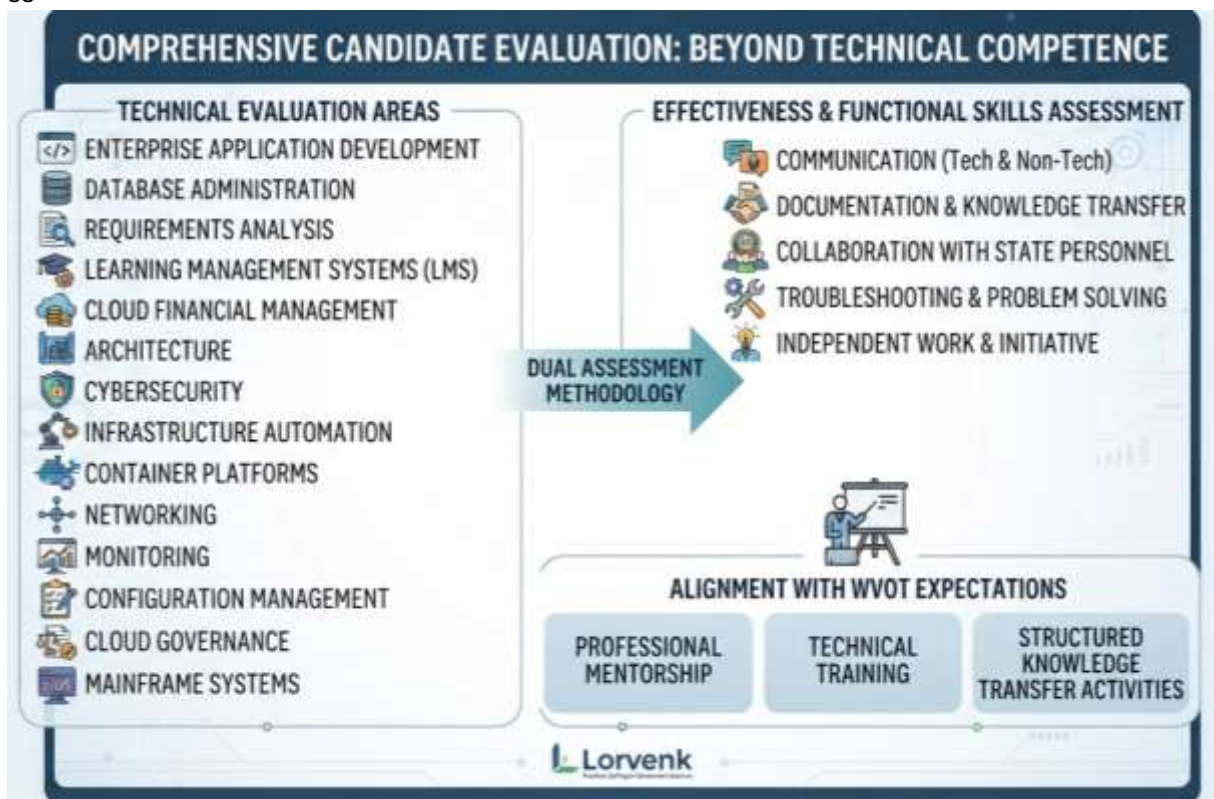
Stage	Lorvenk Approach	Benefit to WVOT
Requirement Review	Translate each WVOT requirement into measurable screening criteria	Prevents misunderstanding of the position
Resume Review	Confirm relevant technology, responsibilities and duration of experience	Removes obviously non-compliant candidates
Recruiter Interview	Validate work history, communication, availability and assignment expectations	Confirms overall candidate suitability
Technical Validation	Review required technologies and the candidate's hands-on use of them	Identifies actual experience versus résumé keywords
Mandatory Criteria Check	Map candidate experience to each applicable solicitation requirement	Supports compliance with Section 4.1
Documentation Review	Confirm résumé, education, certifications and documented experience	Creates a complete candidate package
Final Quality Review	Account management review before submission	Prevents incomplete or weak submissions

A candidate who does not demonstrate a mandatory qualification will **not be represented as satisfying that qualification**. Where a candidate's résumé does not clearly document required experience, Lorvenk will obtain clarification before submission rather than requiring WVOT to determine whether the candidate is qualified. This is particularly important because the solicitation establishes detailed minimum experience requirements for individual classifications rather than accepting generalized technical credentials.

4. Technical and Behavioral Evaluation

Technical competence alone does not ensure success in a State enterprise environment. Lorvenk will therefore assess both the candidate's technical qualifications and ability to function effectively within WVOT. Depending on the position, technical evaluation will address areas such as enterprise application development, database administration, requirements analysis, learning management systems, cloud financial management, architecture, cybersecurity, infrastructure automation, container platforms, networking, monitoring, configuration management, cloud governance and mainframe systems. Candidates will also be evaluated for their ability to communicate with technical and non-technical stakeholders, document their work, collaborate with State personnel, troubleshoot issues, work independently when appropriate and transfer knowledge to existing teams. This aligns particularly well with WVOT's stated expectation that contracted personnel may provide **professional mentorship, technical training and structured knowledge-transfer activities** to State analysts. Lorvenk will therefore prioritize professionals who can not only perform the work but can also explain solutions, document configurations and decisions, and leave WVOT personnel better positioned to support the environment after the assignment.

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5. Candidate Presentation and Documentation

Lorvenk will provide WVOT with a clear, complete candidate submission package for each proposed resource. The solicitation requires the successful vendor to provide information demonstrating that proposed personnel meet State and federal standards and to include qualifications such as education, certifications and documented experience. Candidate submissions are also expected to include complete résumés showing the qualifications required for the applicable position. Accordingly, Lorvenk's candidate package will present the candidate's relevant professional history, technical competencies, education and certifications where applicable, and sufficient detail to determine compliance with the requested classification. Where beneficial, Lorvenk will also provide a concise qualification summary aligning the candidate's experience with WVOT's mandatory requirements so evaluators do not have to search through an extensive résumé to establish compliance. Our objective is to give WVOT a **qualified shortlist not a high volume of marginal résumés**.

6. Responsive Candidate Delivery

Lorvenk understands that an open-end staffing contract must support requirements that may arise with limited notice. Our recruiting operation will therefore begin work immediately upon receipt and clarification of an authorized staffing request. For most actively available technical classifications, Lorvenk will target initial qualified candidate submissions within **24–48 hours**, subject to the specialization of the requirement, labor-market availability, security or onboarding requirements, and any State-specific conditions. For highly specialized positions such as cloud architecture, cloud security, CCOE implementation and mainframe systems programming, Lorvenk will maintain continuous sourcing pipelines so that recruiting does not begin from zero when a requirement is received. We will keep WVOT informed of recruiting progress when a requirement is unusually difficult to fill rather than allowing the request to remain inactive without communication. Responsiveness is particularly important under this contract because the solicitation expressly requires the contractor to remain responsive to State staffing requests and identifies persistent inability or failure to fulfill requirements as grounds for contract cancellation.

7. Interview Coordination and Selection Support

After WVOT identifies candidates of interest, Lorvenk will coordinate interviews between State representatives and proposed personnel. Our account team will manage scheduling, candidate preparation, availability confirmation and post-interview communication. Candidate preparation will focus on ensuring that the individual understands the position, environment and expectations. We will not coach candidates to misrepresent experience or provide scripted technical answers. Following the interview, Lorvenk will promptly obtain candidate feedback, confirm continuing interest and availability, and address any WVOT questions or requests for additional information. If WVOT determines that a candidate is not suitable, Lorvenk will incorporate that feedback into subsequent searches so that the recruiting criteria become increasingly precise.

8. Pre-Assignment Verification and Onboarding

Once WVOT selects a resource, Lorvenk will manage the pre-assignment process and confirm that all required documentation and employment conditions have been satisfied before the individual begins work. As applicable to the assignment and State requirements, Lorvenk's onboarding process will address employment eligibility, educational or certification verification, candidate information, required acknowledgements and any applicable screening or State-mandated onboarding activities. The account team will coordinate the candidate's start date with WVOT and confirm reporting instructions, assigned manager, work location, equipment or access requirements, expected working hours and other logistical requirements before commencement. This structured process is intended to prevent avoidable first-day delays and help the consultant become productive quickly.

9. Support for Onsite, Statewide and Approved Remote Requirements

Lorvenk recognizes that WVOT is headquartered in Charleston while the Office of Technology supports agencies and systems across West Virginia. The solicitation further indicates that requested services will likely be centered in the Charleston area but that the end-user State agency may be located elsewhere in West Virginia. Lorvenk will therefore recruit with the actual assignment location and delivery model in mind. Where onsite support is required, we will confirm a candidate's ability and willingness to work at the designated location before presentation. Where WVOT determines that remote services are appropriate, Lorvenk will support that model **only in accordance with the State's approval requirements**. We understand that remote work is not an automatic entitlement under the contract and will ensure candidates comply with the work arrangement authorized by the State. This prevents the common staffing problem of presenting technically qualified candidates who later decline the required work location.

10. Assignment Management and Employee Support

Lorvenk's responsibility will continue after placement. An assigned account-management contact will maintain communication with WVOT and deployed personnel throughout each assignment. We will monitor assignment status, resource availability, performance feedback, attendance or administrative

concerns, changes in assignment requirements and anticipated end dates. Consultants will have an established Lorvenk point of contact for employment and administrative matters so these issues do not unnecessarily consume WVOT management time. Where a performance concern is communicated, Lorvenk will promptly coordinate with the State to understand the issue, counsel the employee where appropriate and establish corrective actions. If replacement becomes necessary, recruiting activity will begin immediately to minimize disruption.

11. Continuity and Replacement Management

Because WVOT supports mission-critical State technology, continuity is central to Lorvenk's delivery approach. Lorvenk will mitigate turnover through careful matching before assignment, realistic communication of work expectations, regular employee engagement and early identification of potential retention concerns. If a consultant becomes unavailable, resigns or cannot continue performing the assignment, Lorvenk will rapidly initiate replacement recruiting. Whenever circumstances permit, we will facilitate transition and knowledge transfer between the departing and incoming resources. For critical roles, our recruiting team will maintain awareness of alternate qualified candidates and the relevant talent market so that replacement efforts can proceed quickly.

12. Knowledge Transfer and State Workforce Enablement

Lorvenk views knowledge transfer as an integral contract responsibility rather than an activity reserved for the end of an assignment. Consultants will be expected, where applicable to their role, to maintain appropriate technical documentation; explain design, configuration and troubleshooting decisions; work collaboratively with State personnel; participate in walkthroughs; and provide practical mentoring or training. For development resources, this can include application architecture, source-code practices, integration and deployment knowledge. For database personnel, it can include operational procedures, recovery practices, performance considerations and configuration information. For cloud resources, it can include infrastructure-as-code, architecture, security, governance, monitoring and operations. For business analysts, it can include requirements, process flows, functional specifications and implementation knowledge. This directly supports the solicitation's objective of supplementing WVOT resources while strengthening the State's long-term ability to operate and sustain its technology environment.

13. Quality Assurance and Performance Management

Lorvenk will apply quality controls throughout the staffing lifecycle rather than treating quality assurance as a one-time résumé review. The Account Manager will monitor key service indicators including responsiveness to requests, quality of candidate submissions, interview outcomes, successful starts, consultant performance, continuity of assignments, issue resolution and WVOT feedback. Recurring feedback from WVOT will be incorporated into recruiter guidance and candidate screening criteria. If the State determines, for example, that additional emphasis is needed on a particular technology, communication capability or project environment, Lorvenk will update the recruiting profile immediately. This creates a **continuous-improvement cycle** in which every staffing request improves our understanding of WVOT's environment and expectations.

14. Communication and Contract Governance

Lorvenk will maintain a straightforward governance structure centered on a designated account-management contact responsible for coordinating contract activities with WVOT. The Account Manager will serve as the escalation point for staffing requests, candidate delivery, interviews, onboarding, resource performance, replacements and administrative concerns. Recruiting and technical screening personnel will operate behind this single point of accountability, allowing WVOT to receive coordinated service rather than managing multiple independent recruiters. Urgent matters will be escalated promptly to Lorvenk management. We will maintain transparent communication regarding candidate availability, recruiting challenges, assignment risks and resolution status.

15. Cost and Administrative Compliance

Lorvenk will manage each assignment within the hourly rate structure established under the resulting contract. The solicitation requires hourly rates to incorporate the costs associated with supplying the personnel, including applicable wages, employment-related costs, benefits, insurance, overhead and other expenses identified by the State. Accordingly, Lorvenk's contract administration process will ensure that personnel are deployed and invoiced in accordance with the applicable awarded classification and contractual rate. sThis approach gives WVOT predictable contract administration while allowing individual technical assignments to be initiated as needs arise.

Lorvenk's approach is designed around a simple principle: WVOT should receive candidates who satisfy the technical requirement, understand the assignment, are available to perform the work, and can contribute effectively from the beginning of the engagement. Our established experience supplying professionals across the requested technology disciplines enables Lorvenk to support both high-volume and specialized requirements. We will combine targeted recruiting, requirement-by-requirement qualification validation, technical and communication screening, complete candidate documentation, disciplined onboarding, ongoing performance management, knowledge transfer and responsive replacement support to provide WVOT with a reliable extension of its internal workforce. Lorvenk is prepared to support all thirteen classifications identified by WVOT and will remain responsive throughout the contract as requirements evolve across application development, CRM, database administration, business analysis, learning technologies, cloud financial management, architecture, cybersecurity, platform engineering, networking, systems management, cloud governance and mainframe environments. Our objective throughout the engagement will be to provide the right qualified resource, for the right requirement, when WVOT needs that resource while protecting service continuity and reducing the administrative burden placed on State personnel.

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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:
Doc Description: Temporary Technical Staffing Services			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-08-27	2026-09-15 13:30	CRFQ 0231 OOT2700000006	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Lorvenk Technologies LLC

Address :

Street : 5225 Hickory Park Dr, Unit A

City : Glen Allen

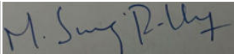
State : VA **Country :** USA **Zip :** 23059

Principal Contact : Suraj Mulamalla, President

Vendor Contact Phone: +1 (201) 982-1850 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X 

FEIN# 47-3580257

DATE 09/14/2026

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

ADDITIONAL INFORMATION

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

INVOICE TO

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

SHIP TO

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior Web Application Analyst

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

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SHIP TO

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	CRM Application Analyst	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

CRM Application Analyst

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior SQL Server Database Administrator	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior SQL Server Database Administrator

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Business Analyst	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Business Analyst

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Learning Management System & eLearning Development Specialis	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Learning Management System & eLearning Development Specialist

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Cloud Financial Operations Specialist	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Financial Operations Specialist

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Cloud Architect	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Cloud Security Professional	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Security Professional

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Cloud Platform Engineer	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Platform Engineer

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cloud Network Engineer	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Network Engineer

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Cloud Systems Management Engineer	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Systems Management Engineer

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Mainframe Systems Programmer	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Mainframe Systems Programmer

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

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

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

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 2020855

Doc Description: Temporary Technical Staffing Services

Reason for Modification:

Proc Type: Statewide MA (Open End)

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

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Lorvenk Technologies LLC

Address :

Street : 5225 Hickory Park Dr, Unit A

City : Glen Allen

State : VA

Country : USA

Zip : 23059

Principal Contact : Suraj Mulamalla, President

Vendor Contact Phone: +1 (201) 982-1850

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

FEIN# 47-3580257

DATE 09/14/2026

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

ADDITIONAL INFORMATION

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

INVOICE TO

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

SHIP TO

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior Web Application Analyst

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INVOICE TO

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

SHIP TO

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	CRM Application Analyst	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

CRM Application Analyst

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior SQL Server Database Administrator	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior SQL Server Database Administrator

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Business Analyst	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Business Analyst

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INVOICE TO				SHIP TO			
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Learning Management System & eLearning Development Specialis	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Learning Management System & eLearning Development Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Cloud Financial Operations Specialist	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Financial Operations Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Cloud Architect	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Cloud Security Professional	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Security Professional

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Cloud Platform Engineer	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Platform Engineer

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cloud Network Engineer	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Network Engineer

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Cloud Systems Management Engineer	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Systems Management Engineer

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Mainframe Systems Programmer	2080.00000	EA		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Mainframe Systems Programmer

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

SCHEDULE OF EVENTS

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

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

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Bid Delivery Address and Fax Number:

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

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

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

Bid Opening Location:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GENERAL TERMS AND CONDITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

☒ **Term Contract**

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

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

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

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

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

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

☐ the contract will continue for _____ years;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Vendor must maintain:

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

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

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

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

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

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

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

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

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

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

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

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Printed Name and Title) Suraj Mulamalla, President

(Address) 5225 Hickory Park Dr, Unit A, Glen Allen, VA 23059

(Phone Number) / (Fax Number) +1 (201) 982-1850

(email address) suraj@lor-venk.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Lorvenk Technologies LLC

(Company)



(Signature of Authorized Representative)

Suraj Mulamalla, President

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

+1 (201) 982-1850

(Phone Number) (Fax Number)

suraj@lor-venk.com

(Email Address)

SPECIFICATIONS

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

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

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

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

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

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

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

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

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

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

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

2.4 "CRM" means Microsoft's Dynamics CRM.

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

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

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

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

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

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

4. MANDATORY REQUIREMENTS:

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

4.1.1 Senior Web Application Analyst:

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

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

4.1.2 CRM Application Analyst:

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

Analysis and Design experience.

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

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

4.1.3 Senior SQL Server Database Administrator:

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

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

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

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

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

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

4.1.4 Business Analyst:

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

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

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

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

4.1.5 Learning Management System & eLearning Development Specialist

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

4.1.6 Cloud Financial Operations Specialist:

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

4.1.7 Cloud Architect

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

4.1.8 Cloud Security Professional

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

4.1.9 Cloud Platform Engineer

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

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

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

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

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

4.1.10 Cloud Network Engineer

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

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

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

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

4.1.11 Cloud Systems Management Engineer

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

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

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

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

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

4.1.12 Cloud Center of Excellence (CCOE) Implementation Specialist

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

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

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

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

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

4.1.13 Mainframe Systems Programmer

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

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

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

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

4.2 Vendor Responsibilities

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

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

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

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

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

5. CONTRACT AWARD:

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

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

6. Payment:

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

7. DELIVERY AND RETURN:

- 7.1 Shipment and Delivery:** Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within 180 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 1900 Kanawha Blvd East Building 5 10th Floor
- 7.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

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

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

8 VENDOR DEFAULT:

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

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

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

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