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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: VS0000048542 

Legal Name: GALAXY I TECHNOLOGIES INC

Alias/DBA:

Total Bid: \$2,068,560.00

Response Date: 09/11/2026 

Response Time: 17:19

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SO Dept: 0231

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Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services

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 ESR09112600000002093 | 1       |

**VENDOR**  
VS0000048542  
GALAXY I TECHNOLOGIES INC

**Solicitation Number:** CRFQ 0231 OOT2700000006  
**Total Bid:** 2068560  
**Response Date:** 2026-09-11  
**Response Time:** 17:19:31  
**Comments:** N/A

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

|                    |              |             |
|--------------------|--------------|-------------|
| <b>Vendor</b>      |              |             |
| <b>Signature X</b> | <b>FEIN#</b> | <b>DATE</b> |

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

| Line | Comm Ln Desc                   | Qty       | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--------------------------------|-----------|------------|------------|-----------------------------|
| 1    | Senior Web Application Analyst | 2080.0000 | HOUR       | 78.000000  | 162240.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Senior Web Application Analyst

**Extended Description:**

Senior Web Application Analyst

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

| Line | Comm Ln Desc            | Qty       | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-------------------------|-----------|------------|------------|-----------------------------|
| 2    | CRM Application Analyst | 2080.0000 | HOUR       | 78.000000  | 162240.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** CRM Application Analyst

**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       | 71.500000  | 148720.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Senior SQL Server Database Administrator

**Extended Description:**

Senior SQL Server Database Administrator

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

| Line | Comm Ln Desc     | Qty       | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|------------------|-----------|------------|------------|-----------------------------|
| 4    | Business Analyst | 2080.0000 | HOUR       | 71.500000  | 148720.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Business Analyst

**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       | 78.000000  | 162240.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Learning Management System & eLearning Development Specialis

**Extended Description:**

Learning Management System & eLearning Development Specialist

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

| Line | Comm Ln Desc                          | Qty       | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------------------------------|-----------|------------|------------|-----------------------------|
| 6    | Cloud Financial Operations Specialist | 2080.0000 | HOUR       | 78.000000  | 162240.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Cloud Financial Operations Specialist

**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       | 91.000000  | 189280.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Cloud Architect

**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       | 71.500000  | 148720.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Cloud Security Professional

**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       | 71.500000  | 148720.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Cloud Platform Engineer

**Extended Description:**

Cloud Platform Engineer

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

| Line | Comm Ln Desc           | Qty       | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|------------------------|-----------|------------|------------|-----------------------------|
| 10   | Cloud Network Engineer | 2080.0000 | HOUR       | 78.000000  | 162240.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Cloud Network Engineer

**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       | 65.000000  | 135200.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Cloud Systems Management Engineer

**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)<br>Implementation Spec | 2080.0000 | HOUR       | 78.000000  | 162240.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Cloud Center of Excellence (CCOE) Implementation Spec

**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       | 84.500000  | 175760.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Commodity Line Comments:** Mainframe Systems Programmer

**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.



# Galaxy I

Technologies, Inc.

PEOPLE | SOLUTIONS | RESULTS

RESPONSE TO

# THE STATE OF WEST VIRGINIA

For

REQUEST FOR PROPOSAL

# **CRFQ023100T2700000006**

## TEMPORARY TECHNICAL STAFFING SERVICES

West  
Virginia

PEOPLE  
PROGRESS  
POSSIBILITIES



Due For:  
Tuesday, September 15th, 2026;  
01:30 PM EDT



TALENT



TECHNOLOGY



SERVICE



IMPACT

### PREPARED BY

## Galaxy I Technologies, Inc.



**Legal Name:** Galaxy I Technologies, INC.



**Global Head Quarters:** 9927 E Bell Road,  
Suite 110, Scottsdale, AZ 85260



**FEIN:** 27-1924416



**DUNS:** 004417269



**CAGE Code:** 11MX1



**Unique Entity Identifier (UEI):** RPYUQZFQJ743



**Contact Details:** Bidding Division  
bids@galaxyitech.com | (480) 747-0348

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- ✓ Certified Minority Business Enterprise (MBE)
- ✓ Certified Small Business Enterprise (SBE)
- ✓ Certified Disadvantaged Business Enterprise (DBE)
- ✓ Certified Airport Concession Disadvantaged Business Enterprise (ACDBE)



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## COVER LETTER

**To:**

**West Virginia Department of Administration  
Purchasing Division**

2019 Washington Street East

Post Office Box 50130

Charleston, WV 25305-0130

**Contact Details:** Toby L Welch, [toby.l.welch@wv.gov](mailto:toby.l.welch@wv.gov); (304) 558-8802

**Date:**

September 15<sup>th</sup>, 2026

**Ref.            RFQ # CRFQ 0231 00T2700000006 - Temporary Technical Staffing Services**

Dear Procurement Team:

Galaxy I Technologies, Inc. is pleased to submit its response to **CRFQ 0231 00T2700000006 – Temporary Technical Staffing Services** issued by the West Virginia Department of Administration, Purchasing Division, on behalf of the West Virginia Office of Technology (WVOT).

Galaxy I Technologies understands that WVOT requires a qualified technical staffing partner capable of providing skilled information technology professionals across a diverse range of technical disciplines on an as-needed basis. The solicitation encompasses thirteen specialized labor categories spanning application development, CRM, database administration, business analysis, learning technologies, cloud financial operations, cloud architecture, cloud security, cloud platform engineering, cloud networking, cloud systems management, Cloud Center of Excellence implementation, and mainframe systems programming.

Founded in **2010**, Galaxy I Technologies is an established staffing and workforce solutions provider with its headquarters in Arizona and an additional operations office in Frisco, Texas. Our core capabilities include information technology staffing, technical recruiting, staff augmentation, professional services, workforce solutions, candidate sourcing, qualification, onboarding, and resource replacement.

Galaxy brings substantial recruiting capacity to this requirement through an internal database of **more than 300,000 candidates**, supported by specialized technical recruiters and multiple sourcing channels. This infrastructure enables Galaxy to access and develop talent across both established and specialized technology disciplines, including software development, database administration, infrastructure, networking, cloud engineering, cybersecurity, systems administration, and related professional roles.

Our staffing methodology is designed around disciplined candidate qualification rather than volume-based resume submission. Galaxy evaluates candidates against the applicable position requirements, conducts recruiter screening and technical qualification review, verifies education and experience where applicable, validates credentials, and performs appropriate employment, reference, and background checks before candidate presentation. This approach is designed to provide WVOT with candidate submissions that are complete, accurate, and aligned with the applicable labor-category requirements.

Galaxy also brings relevant public-sector staffing experience, including documented engagements supporting state government organizations. Our government staffing experience includes technical and professional staff augmentation, recruiting, screening, onboarding, workforce coordination, consultant management, resource replacement, and client support.

We recognize that successful performance under this contract will depend on more than access to technical candidates. It will require a staffing partner capable of responding to WVOT requirements, understanding





specialized technical qualifications, maintaining candidate pipelines, providing appropriate qualification documentation, supporting onboarding, managing staffing continuity, and maintaining clear communication throughout the engagement. Galaxy's delivery model is structured to address these requirements through coordinated recruiting, account management, candidate quality assurance, compliance, and ongoing staffing support.

Galaxy I Technologies is committed to providing WVOT with **qualified technical talent, responsive staffing support, disciplined candidate qualification, and dependable workforce continuity** throughout the resulting contract.

We appreciate the opportunity to submit our qualifications for this important requirement and look forward to the opportunity to support the West Virginia Office of Technology.

**Respectfully Submitted,**

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## EXECUTIVE SUMMARY

Galaxy I Technologies, Inc. understands that the West Virginia Department of Administration, Purchasing Division, on behalf of the West Virginia Office of Technology (WVOT), is seeking to establish an **open-end contract for temporary technical staffing services**. The requirement is designed to provide WVOT with access to qualified technical professionals on an as-needed basis across a broad range of information technology disciplines. The solicitation identifies thirteen technical labor categories and establishes estimated quantities for evaluation purposes; those quantities do not constitute a guaranteed minimum or maximum level of work.

The breadth of the requirement demonstrates that WVOT needs a staffing provider with more than general recruiting capability. The successful provider must be able to understand highly specialized technical requirements, identify appropriately qualified professionals, verify candidate qualifications, provide supporting documentation, and furnish personnel in accordance with WVOT's staffing requirements.

The required labor categories span both established enterprise technology disciplines and specialized cloud and legacy technology capabilities, including application development, CRM, SQL Server database administration, business analysis, learning management and eLearning, cloud financial operations, cloud architecture, cloud security, cloud platform engineering, cloud networking, cloud systems management, Cloud Center of Excellence implementation, and mainframe systems programming. The solicitation's pricing schedule identifies each category at 2,080 estimated hours for evaluation purposes while expressly stating that actual usage may be more or less and is not guaranteed.

Galaxy understands that the central performance requirement is therefore not simply to recruit personnel, but to maintain a dependable technical talent acquisition and qualification capability that can respond to WVOT's changing workforce requirements while maintaining accuracy, compliance, responsiveness, and continuity.

### **Galaxy's proposed approach is built around four operating principles:**

- **Requirement Precision** — translating each WVOT staffing request into a clear technical qualification profile before recruiting begins.
- **Targeted Talent Acquisition** — activating the appropriate technical recruiting channels based on the required skills, experience, technology platforms, and availability.
- **Qualification Before Submission** — validating candidate qualifications and supporting documentation before presenting candidates to WVOT.
- **Staffing Continuity** — maintaining active talent pipelines and replacement capability to support uninterrupted workforce requirements.

Galaxy will apply these principles through a coordinated staffing lifecycle beginning with staffing-request intake and requirement analysis and continuing through sourcing, screening, qualification verification, candidate presentation, selection, onboarding support, and ongoing staffing assistance.

### **❖ Understanding of WVOT's Technical Staffing Needs**

WVOT's requirement presents a technically diverse staffing environment. The labor categories identified in the solicitation range from application and database technologies to modern cloud architecture, security, engineering, financial operations, governance, and mainframe systems. This diversity requires a staffing partner capable of maintaining multiple specialized recruiting pipelines rather than relying on a single generalized IT recruiting channel.

Galaxy recognizes that each labor category represents a distinct talent market and therefore requires a corresponding sourcing and qualification strategy.



For application-oriented positions, Galaxy will focus recruiting efforts on professionals whose experience aligns with the specific development platforms, frameworks, databases, architectures, and enterprise technologies identified by WVOT.

For cloud positions, Galaxy will apply specialized sourcing for professionals with the applicable cloud platform, architecture, security, automation, networking, systems management, financial operations, infrastructure-as-code, containerization, and governance experience required by the respective labor category.

For the Mainframe Systems Programmer requirement, Galaxy recognizes the need for specialized sourcing focused on professionals with the applicable IBM mainframe and associated enterprise technologies rather than treating the requirement as a conventional systems-administration search.

Similarly, the Business Analyst and Learning Management System & eLearning Development Specialist categories require recruiting approaches that evaluate functional and professional competencies in addition to purely technical keywords.

This labor-category-specific approach is essential because the solicitation establishes **minimum qualifications for the individual classifications** and requires the successful vendor to demonstrate the ability to provide staffing for the specified classifications.

Galaxy will therefore organize its recruiting capability around the qualification requirements of each individual labor category. Candidate submissions will be reviewed against the applicable requirements before presentation to WVOT, with supporting documentation provided where required.

Galaxy also understands that WVOT operates an environment in which technical continuity and knowledge transfer are important. Accordingly, Galaxy's role will extend beyond initial candidate identification to supporting a controlled staffing lifecycle that promotes qualified placement, appropriate onboarding, workforce continuity, and effective transition when a resource must be replaced.

### ❖ Galaxy's Staffing Capability

Founded in **2010**, Galaxy I Technologies, Inc. is an established staffing and workforce solutions provider with capabilities spanning information technology staffing, technical recruiting, staff augmentation, professional services, workforce solutions, and workforce management.

Galaxy's corporate headquarters are located in **Arizona**, with an additional operations office at **7700 Preston Road, Suite No. 504, Frisco, Texas 75034**. This operating footprint supports Galaxy's broader national recruiting and workforce delivery capability.

Galaxy's staffing model is supported by an internal database of **more than 300,000 candidates**, complemented by external recruiting channels, professional networks, digital recruiting platforms, referrals, targeted sourcing, and passive-candidate outreach. This provides Galaxy with an established talent-access infrastructure that can be activated according to the technical discipline and qualification profile of each WVOT staffing requirement.

Galaxy's technical recruiting capability includes sourcing professionals across software development, systems administration, network engineering, cloud engineering, cybersecurity, database administration, help desk, and technical project management disciplines.





For WVOT, this capability will be organized around the thirteen labor categories identified in the solicitation. Galaxy will maintain visibility into the applicable talent markets and use targeted sourcing to identify candidates whose documented experience aligns with the specific qualifications required for each category.

Galaxy's staffing capability is further supported by experience providing government workforce solutions. Documented Galaxy engagements include statewide government staffing involving candidate sourcing, screening, placement, technical support, workforce coordination, onboarding, consultant management, resource replacement, and client support.

This combination of **technical recruiting breadth, established candidate access, qualification controls, and government staffing experience** provides the foundation for Galaxy's proposed support to WVOT.

#### ❖ Technical Talent Acquisition Capability

Galaxy's technical talent acquisition approach is designed to address both the volume and specialization inherent in WVOT's requirement.

The internal 300,000+ candidate database provides Galaxy with an established source of talent for candidate identification and rediscovery. Galaxy will supplement this resource with targeted external sourcing whenever the required skills, technology stack, geographic considerations, availability, or seniority level warrant additional market outreach.

#### **Galaxy will use a labor-category-specific recruiting model consisting of:**

**Requirement Analysis → Talent Market Identification → Candidate Sourcing → Recruiter Screening → Technical Qualification → Documentation Verification → Quality Review → Candidate Submission**

This approach allows recruiting activity to be adjusted according to the technical characteristics of each requirement.

For commonly available technical disciplines, Galaxy can leverage existing candidate relationships and established sourcing channels. For specialized positions, Galaxy will activate targeted searches and passive-candidate engagement to reach professionals who may not be actively applying for opportunities.

Galaxy's technical recruiting methodology is supported by recruiters familiar with technical disciplines, certifications, technology terminology, and workforce trends.

The result is a recruiting process focused on **qualified candidate identification rather than resume volume**. Galaxy will also maintain candidate engagement throughout the staffing lifecycle to improve availability confirmation, reduce candidate withdrawal risk, and support replacement requirements when necessary.

For WVOT, this capability is particularly important because the requirement combines highly specialized cloud roles with application, database, business analysis, learning technology, and mainframe disciplines. Maintaining access to these different talent pools requires a recruiting organization capable of shifting sourcing strategies as staffing demand changes.

#### ❖ Candidate Qualification and Compliance Commitment

Galaxy recognizes that the quality of a technical staffing program is determined by the quality and accuracy of the candidates presented.





Accordingly, Galaxy will apply a structured candidate qualification process before submission to WVOT.

Each candidate will be evaluated against the applicable labor-category requirements through a combination of resume review, recruiter screening, technical qualification assessment, experience verification, education and credential verification where applicable, and supporting documentation review.

Galaxy's established candidate qualification methodology includes resume evaluation, recruiter screening, technical or functional evaluation, reference and employment verification, background investigation, and credential validation as appropriate to the position.

**The candidate quality-control process will focus on five questions:**

- 1. Does the candidate meet the applicable minimum qualifications?**
- 2. Does the candidate's documented experience correspond to the required technical environment?**
- 3. Can Galaxy substantiate the candidate's stated education, credentials, and experience where required?**
- 4. Is the candidate available and genuinely interested in the assignment?**
- 5. Is the candidate package complete and accurate before submission?**

Galaxy will maintain appropriate supporting documentation for candidate qualifications and will provide the information required by WVOT for candidate evaluation. The solicitation specifically requires the successful vendor to provide information demonstrating that staffing candidates meet the applicable qualifications, including copies of degrees where required.

Galaxy's compliance commitment extends beyond candidate qualification. The company maintains workforce processes addressing employment eligibility, background screening, confidentiality, records management, applicable employment requirements, and contract compliance.

The objective is to give WVOT confidence that candidate submissions have been reviewed before they reach the State and that the information provided with each candidate is complete, accurate, and supportable.

❖ **Commitment to West Virginia Office of Technology**

Galaxy I Technologies is committed to supporting the West Virginia Office of Technology with a staffing model built around **qualified technical talent, disciplined recruiting, responsive service, accurate documentation, and workforce continuity.**

Galaxy understands that WVOT's technical staffing requirement is not a single-skill recruiting engagement. It requires access to professionals across thirteen distinct technical classifications, each with its own qualification profile and talent market. Galaxy will address this requirement through a scalable recruiting infrastructure supported by its 300,000+ candidate database, specialized technical recruiting capability, targeted sourcing, candidate qualification controls, and government staffing experience.

**Galaxy's commitment to WVOT is reflected in the way each staffing request will be managed:**

- **Understand the Requirement.**  
Galaxy will establish a clear understanding of the technical and qualification requirements before sourcing begins.
- **Activate the Right Talent Market.**  
Galaxy will use its internal candidate database and external recruiting channels to identify professionals aligned with the applicable labor category.





- **Verify Before Submission.**  
Galaxy will validate qualifications, experience, education, credentials, and required documentation before presenting candidates.
- **Support the Selection Process.**  
Galaxy will coordinate candidate communication, interview activity, selection, and onboarding support.
- **Maintain Workforce Continuity.**  
Galaxy will continue to support the assigned resource and activate replacement recruiting when required.

Galaxy's objective is to provide WVOT with a staffing partner that is **responsive without sacrificing qualification quality, scalable without sacrificing accountability, and technically broad without treating specialized requirements as generic IT positions.**

With more than fifteen years of operating history since its founding in 2010, an established technical recruiting capability, a 300,000+ candidate database, national talent sourcing infrastructure, and documented public-sector staffing experience, Galaxy Is positioned to support WVOT's need for dependable access to qualified technical professionals.

Galaxy I Technologies looks forward to applying this capability in support of the West Virginia Office of Technology and to delivering a staffing program characterized by **technical qualification, responsiveness, compliance, transparency, and continuity.**

## **CORPORATE QUALIFICATION AND TECHNICAL CAPABILITIES**

Galaxy I Technologies, Inc. brings an established staffing and workforce-solutions organization to the West Virginia Office of Technology (WVOT) requirement, with a service portfolio centered on technical staffing, staff augmentation, recruiting, professional services, workforce planning, and resource replacement.

Founded in **2010**, Galaxy has developed its staffing capability around the ability to identify, qualify, deploy, and support professionals across specialized technical and professional disciplines. The company's operating model combines technical recruiting, candidate qualification, account management, workforce coordination, onboarding support, and ongoing consultant management into an integrated staffing lifecycle. Galaxy's documented staffing experience includes government environments requiring responsive workforce deployment, structured candidate screening, compliance, communication, and continuity of staffing support.

For CRFQ 0231 OOT2700000006, Galaxy will apply these established capabilities specifically to WVOT's thirteen technical labor categories and the qualification requirements associated with each classification.

### ❖ **Corporate Overview**

Galaxy I Technologies, Inc. is a staffing and workforce solutions provider specializing in **Information Technology staffing, technical recruiting, staff augmentation, professional services, workforce solutions, and workforce planning.**

The company was founded in **2010** and maintains its corporate headquarters in **Scottsdale, Arizona**, with an additional operations office in **Frisco, Texas**. Galaxy's national recruiting infrastructure enables the company to source professionals across geographic markets and technical disciplines.

Galaxy's service portfolio includes temporary staffing, temporary-to-hire, direct-hire recruitment, project-based staffing, professional consulting, workforce planning, resource replacement, and dedicated recruiting





services. Its IT staffing capability encompasses professionals supporting enterprise systems, digital transformation, cybersecurity, cloud environments, infrastructure modernization, software development, data management, and technical operations.

For WVOT, Galaxy's corporate capability is particularly relevant because the requirement is structured as an **open-end technical staffing contract**, requiring access to qualified personnel across multiple specialized technology disciplines rather than a single technical skill set. The CRFQ identifies the requirement as a statewide open-end contract for technical staffing services.

Galaxy will bring this multi-disciplinary staffing capability to WVOT through a coordinated delivery structure connecting recruiting, qualification, account management, candidate documentation, onboarding support, and ongoing staffing assistance.

### ❖ Corporate History and Years in Business

Galaxy I Technologies was founded in **2010** and has developed more than fifteen years of operating experience in staffing, workforce solutions, professional services, and technical recruiting.

The company's growth has been supported by an expanding technical recruiting organization, established candidate pipelines, public-sector staffing experience, and delivery processes designed to support organizations with changing workforce requirements.

Galaxy's corporate experience is directly relevant to the CRFQ's qualification requirement because the company has operated for substantially longer than the solicitation's five-year threshold and maintains IT staffing and technical recruiting as core service capabilities.

#### Galaxy's documented corporate capabilities include:

- Information Technology staffing
- Technical recruiting
- Staff augmentation
- Temporary staffing
- Professional consulting
- Workforce planning
- Resource replacement
- Dedicated recruiting services
- Candidate screening and qualification
- Workforce coordination
- Consultant management
- Client support

This operating history provides WVOT with an established staffing organization rather than a newly formed recruiting operation being assembled specifically for this procurement.

### ❖ Technical Staffing and Workforce Solutions Experience

Technical staffing is a core component of Galaxy's workforce-solutions portfolio.

Galaxy provides technical professionals supporting **enterprise systems, digital transformation initiatives, cybersecurity, cloud environments, infrastructure modernization, software development, data management, and technical operations**. The company's technical recruiting organization maintains active talent pipelines across a broad range of technical disciplines to support evolving government and commercial



technology requirements.

Galaxy's staffing model is structured to support organizations that require workforce flexibility without sacrificing candidate quality. Staff augmentation services include temporary staffing, project-based staffing, professional consulting, workforce planning, resource replacement, and dedicated recruiting services.

For WVOT, this experience translates directly into the ability to support staffing requirements across application, database, business analysis, cloud, cybersecurity, networking, systems management, and mainframe disciplines.

Galaxy's workforce delivery model integrates:

**Workforce Request → Requirement Analysis → Recruiting Strategy → Candidate Sourcing → Technical Screening & Qualification → Client Review → Background Verification → Onboarding → Workforce Support**

This lifecycle provides a controlled process from the initial staffing requirement through candidate placement and ongoing support.

#### ❖ ***Five-Year Similar Technical Services Experience***

Galaxy I Technologies satisfies the experience profile applicable to this requirement through its established history in staffing, professional services, information technology staffing, and technical recruiting.

Founded in 2010, Galaxy has more than fifteen years of organizational operating history. Its documented service portfolio includes IT staffing and technical recruiting supporting enterprise systems, cybersecurity, cloud environments, infrastructure modernization, software development, data management, and technical operations.

This experience is directly aligned with the nature of WVOT's requirement.

**Galaxy's technical staffing experience is not limited to general administrative recruiting. Its technical recruiting organization specifically supports positions such as:**

- Information Technology Professionals
- Systems Analysts
- Network Engineers
- Cybersecurity Specialists
- Database Administrators
- Software Developers
- Business Analysts
- Technical Support Professionals

Galaxy therefore brings an established technical staffing capability with experience spanning the types of technology disciplines represented in WVOT's required labor categories.

#### ❖ ***Technical Staffing Experience***

Galaxy's technical staffing capability is supported by dedicated technical recruiters who understand technical disciplines, industry terminology, certifications, and evolving workforce trends. This enables recruiters to evaluate technical qualifications before candidates are presented to the client.



## **Galaxy's technical recruiting capability encompasses:**

- **Application and Systems:** Systems analysts, software developers, application-support professionals, and related technical resources.
- **Infrastructure and Networking:** Network engineers, systems professionals, infrastructure specialists, and technical operations personnel.
- **Cybersecurity:** Cybersecurity specialists and professionals supporting security-focused technical environments.
- **Database:** Database administrators and data-management professionals.
- **Cloud and Emerging Technology:** Professionals supporting cloud environments, infrastructure modernization, and related technology initiatives.
- **Business and Functional Technology:** Business analysts and professionals operating at the intersection of business requirements and technology delivery.

Galaxy will use this technical staffing capability to support WVOT's thirteen labor categories while maintaining separate qualification criteria for each position rather than applying a generic "IT professional" screening model.

## ❖ **Ability to Provide Required Technical Classifications**

Galaxy understands that WVOT's requirement encompasses **thirteen distinct technical classifications**, including application, database, business analysis, learning technology, cloud, cybersecurity, networking, systems management, CCOE, and mainframe positions.

## **The CRFQ's pricing schedule identifies the following 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

Galaxy's approach is to maintain **labor-category-specific recruiting and qualification strategies** for these positions.

## **For every staffing request, Galaxy will:**

1. Analyze the applicable labor-category requirements.
2. Identify the required technical competencies and experience.
3. Select the appropriate recruiting channels.
4. Search existing qualified talent pools.
5. Conduct targeted external sourcing when required.
6. Screen candidates against the applicable qualifications.
7. Verify education, experience, credentials, and supporting documentation as applicable.
8. Conduct quality review before candidate submission.





9. Present candidates whose qualifications align with the applicable requirements.

This approach is particularly important for specialized categories such as cloud architecture, cloud security, CCOE implementation, and mainframe systems programming, where keyword matching alone is insufficient to establish qualification.

❖ **Staffing Capacity and Recruiting Infrastructure**

Galaxy's staffing capacity is supported by an established recruiting organization, dedicated technical recruiters, national sourcing infrastructure, and a large internal candidate database.

The company's workforce delivery model integrates recruiting, workforce planning, onboarding, account management, quality assurance, and consultant support into a coordinated operating framework.

Galaxy also maintains nationwide recruiting infrastructure designed to support rapid resource mobilization. This infrastructure allows Galaxy to scale recruiting activity according to the nature and volume of WVOT staffing requirements.

**Galaxy's capacity model is based on several complementary sources of talent:**

- Internal candidate database
- Active candidate pipelines
- Targeted external sourcing
- Passive-candidate outreach
- Professional recruiting networks
- Technical recruiting channels
- Candidate referrals
- Existing candidate relationships

The combination reduces dependence on any single sourcing channel and provides flexibility when WVOT requests specialized or difficult-to-source technical professionals.

❖ **300,000+ Candidate Talent Database**

A significant component of Galaxy's recruiting infrastructure is its internal database of **more than 300,000 qualified professionals**.

The database encompasses talent across IT, engineering, program management, administrative, and professional services disciplines.

For the WVOT requirement, the database provides a substantial starting point for candidate identification and talent rediscovery.

Galaxy will use the database as an active recruiting resource rather than simply as a resume repository. When a WVOT staffing requirement is received, recruiters can identify candidates based on relevant technical discipline, experience, location, availability, and other applicable qualification characteristics.

Where an appropriate candidate is not available within the existing database, Galaxy will expand the search through targeted external recruiting and passive-candidate engagement.

This approach enables Galaxy to balance **speed of access with qualification discipline**. The objective is not to submit large numbers of resumes. The objective is to identify the strongest available candidates, validate





their qualifications, and provide WVOT with candidate packages that can be evaluated efficiently.

❖ **Specialized Technical Recruiting Capability**

Galaxy maintains dedicated technical recruiters experienced in identifying professionals with specialized technical expertise required for complex government and infrastructure programs. These recruiters understand technical disciplines, industry terminology, certifications, and changing workforce conditions.

**Galaxy's technical recruiting capability includes sourcing for:**

- Information technology professionals
- Systems analysts
- Network engineers
- Cybersecurity specialists
- Database administrators
- Software developers
- Business analysts
- Technical support professionals

For WVOT, Galaxy will extend this capability across the solicitation's thirteen labor categories by assigning recruiting resources according to the technical nature of each staffing request.

Specialized sourcing will be particularly important for positions where qualified candidates may be limited in the broader labor market. Galaxy will use targeted search criteria, technical terminology, candidate rediscovery, passive outreach, professional networks, and recruiter relationships to reach candidates who may not be actively seeking employment.

The qualification process will then distinguish between candidates who merely possess relevant keywords and those whose documented education, experience, technical competencies, and professional background satisfy the applicable labor-category requirements.

❖ **Geographic and National Recruiting Capability**

Galaxy maintains a national recruiting infrastructure capable of identifying professionals across geographic markets. Its corporate headquarters are located in Arizona, with an additional operations office in Frisco, Texas, providing an established operating footprint beyond a single local labor market.

For WVOT, national recruiting capability is important because several of the required technical classifications represent specialized labor markets that may not be adequately served through a single local sourcing channel.

**Galaxy will therefore use a national-first, requirement-specific sourcing model:**

- Begin with qualified candidates already known to Galaxy.
- Expand to candidates within the applicable geographic market.
- Activate national sourcing when specialized skills or availability require broader outreach.
- Evaluate candidate willingness and availability for the applicable assignment.
- Confirm qualifications before submission.

This provides WVOT access to a broader technical talent market while maintaining a structured qualification process.

Galaxy's national recruiting infrastructure is designed to support rapid resource mobilization and changing



workforce requirements.

❖ **Government and Public-Sector Staffing Experience**

Galaxy has documented experience providing staffing and workforce solutions to government organizations. For the **State of Kansas**, Galaxy provides staffing support for statewide government operations, including sourcing, screening, and placement of personnel supporting infrastructure operations, application support teams, and departmental initiatives. The engagement requires government procurement compliance, background verification, and coordination across multiple agencies.

Galaxy also provides **Government Staff Augmentation Services for the State of Alabama**, supporting government operations through recruiting, screening, onboarding, workforce coordination, consultant management, technical staffing, resource replacement, and client support.

These engagements demonstrate Galaxy's experience operating within government environments where staffing delivery requires more than candidate sourcing. The work requires structured communication, workforce coordination, qualification controls, compliance, resource continuity, and responsive client support.

This experience aligns closely with the operating characteristics of WVOT's open-end staffing requirement. Galaxy will apply the lessons and delivery discipline developed through these public-sector engagements to support WVOT while tailoring the operating model specifically to the State's requirements.

❖ **Corporate Credentials, Certifications and Business Classifications**

Galaxy I Technologies, Inc. maintains corporate credentials and business classifications supporting its participation in public-sector contracting.

Galaxy Identifies itself as an **Equal Opportunity Employer** and maintains a corporate commitment to equal opportunity recruiting, inclusive hiring practices, nondiscrimination, reasonable accommodation, workforce diversity, and related employment practices.

**Galaxy Is identified in its corporate proposal materials as a certified:**

- **Minority Business Enterprise (MBE)**
- **Small Business Enterprise (SBE)**
- **Disadvantaged Business Enterprise (DBE)**
- **Airport Concession Disadvantaged Business Enterprise (ACDBE)**

These classifications complement Galaxy's broader government-contracting capability and demonstrate the company's established participation in public-sector supplier environments.

Galaxy also maintains an organizational ethics framework emphasizing professional integrity, transparency, accountability, confidentiality, compliance with applicable laws, and protection of client interests.

For WVOT, Galaxy will maintain these corporate standards throughout contract performance and will ensure that staffing operations, candidate interactions, documentation, and client communications are conducted in accordance with applicable contractual and regulatory requirements.



## **UNDERSTANDING OF WVOT'S TECHNICAL STAFFING REQUIREMENTS**

Galaxy I Technologies, Inc. understands that 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**. The requirement is structured around providing qualified technical professionals across thirteen identified labor categories, with staffing needs determined by WVOT during the resulting contract.

Galaxy's understanding is that the value of this engagement will be determined by its ability to consistently connect WVOT with appropriately qualified technical professionals while maintaining a disciplined process for requirement interpretation, candidate sourcing, qualification verification, documentation, submission, and staffing continuity.

The solicitation does not call for Galaxy to deliver a standalone technology implementation or operate WVOT's technology environment as a managed-services provider. Rather, Galaxy's role is to provide the **technical workforce capacity** that WVOT requires across the specified labor categories. Accordingly, Galaxy's proposed approach is centered on technical talent acquisition, qualification accuracy, responsiveness, staffing flexibility, and ongoing workforce support.

### ❖ ***Purpose and Scope of the Contract***

The purpose of CRFQ 0231 OOT2700000006 is to establish an **open-end contract for technical staffing services** for WVOT.

The requirement provides WVOT with a mechanism for obtaining qualified technical personnel when workforce needs arise. The solicitation identifies thirteen labor categories covering application, database, business analysis, learning technology, cloud, security, networking, systems management, CCOE implementation, and mainframe disciplines.

Galaxy understands an important distinction in the solicitation: the quantities shown in the CRFQ are **estimates for evaluation purposes only**. They do not represent a guaranteed minimum or maximum, and actual usage may be more or less than the estimated quantities.

This means the successful staffing partner must be prepared for variability in both the timing and volume of staffing requirements. Galaxy's approach is therefore designed around **capacity on demand**, rather than a fixed staffing deployment model.

When WVOT requires personnel, Galaxy will activate the appropriate recruiting resources, identify candidates against the applicable labor-category requirements, complete qualification and documentation reviews, and support candidate presentation and placement.

### ❖ ***WVOT Operating Environment***

Galaxy understands that WVOT's requirement encompasses a broad technical environment rather than a single technology platform or professional discipline.

#### **The thirteen labor categories span several distinct technical domains:**

- **Application and Business Systems**
  - Senior Web Application Analyst
  - CRM Application Analyst
  - Business Analyst
- **Database and Enterprise Data**
  - Senior SQL Server Database Administrator





- **Learning and Digital Content**
  - Learning Management System & eLearning Development Specialist
- **Cloud Financial and Operational Management**
  - Cloud Financial Operations Specialist
  - Cloud Systems Management Engineer
- **Cloud Architecture, Engineering and Infrastructure**
  - Cloud Architect
  - Cloud Platform Engineer
  - Cloud Network Engineer
- **Cloud Security**
  - Cloud Security Professional
- **Cloud Governance and Transformation**
  - Cloud Center of Excellence (CCOE) Implementation Specialist
- **Legacy Enterprise Technology**
  - Mainframe Systems Programmer

The CRFQ's pricing schedule confirms these thirteen classifications and establishes an estimated 2,080 hours for each classification for evaluation purposes.

Galaxy recognizes that these categories represent materially different candidate markets. A successful staffing strategy therefore cannot rely on generalized IT recruiting alone.

A Cloud Architect, for example, requires a different sourcing and qualification strategy from a Senior SQL Server Database Administrator. Likewise, a Mainframe Systems Programmer requires access to a specialized talent pool that must be evaluated differently from a Business Analyst or Learning Management System specialist.

Galaxy will therefore treat each classification as an individual technical talent market while maintaining a common enterprise staffing process for consistency and control.

#### ❖ Technical Staffing Requirement

Galaxy understands the fundamental requirement as follows:

**WVOT requires access to qualified technical professionals who satisfy the minimum qualifications associated with the applicable labor category and who can be furnished when requested under the resulting contract.**

The solicitation specifically establishes minimum qualifications for the identified labor categories and requires the successful vendor to demonstrate the ability to provide staff for the specified classifications. The vendor must also provide information demonstrating that staffing candidates meet the applicable qualifications and supporting documentation, including degree documentation where applicable.

Galaxy will address this requirement through a qualification-driven staffing process.

Each WVOT staffing request will be evaluated against the applicable labor category before recruitment begins. Galaxy's recruiters will identify the required technical competencies, education, experience, certifications, and other qualification characteristics and use those requirements to establish the candidate search profile. Candidate qualification will then proceed through structured screening and verification before submission.



**The resulting process is:**

**WVOT Staffing Requirement → Requirement Analysis → Labor Category Qualification Mapping → Candidate Sourcing → Recruiter Screening → Technical Qualification Review → Credential/Experience Verification → Documentation Review → Quality Control → Candidate Submission**

This structure directly aligns Galaxy's staffing operation with the qualification-centered nature of the CRFQ.

❖ **Temporary Technical Staffing Model**

Galaxy's proposed model is designed specifically for temporary technical staffing.

Rather than treating each staffing requirement as a standalone recruiting transaction, Galaxy will manage WVOT staffing through a repeatable delivery lifecycle that provides consistency from the first request through placement and ongoing support.

**Galaxy Technical Staffing Lifecycle**

**1. Staffing Request**

Galaxy receives and records the WVOT staffing requirement.

**2. Requirement Qualification**

The requirement is reviewed to identify the applicable labor category, minimum qualifications, technical skills, experience, education, credentials, and other applicable criteria.

**3. Recruiting Activation**

The appropriate technical recruiter or recruiting team activates the relevant talent sources.

**4. Candidate Identification**

Galaxy searches its internal candidate database and external talent markets.

**5. Candidate Screening**

Candidates undergo recruiter screening and qualification review.

**6. Technical Qualification**

The candidate's technical background and experience are evaluated against the applicable requirements.

**7. Documentation Verification**

Education, experience, credentials, and other required supporting information are validated as applicable.

**8. Candidate Quality Review**

The candidate package is reviewed for completeness and alignment before submission.

**9. Candidate Presentation**

Qualified candidates are provided to WVOT for consideration.

**10. Selection and Onboarding Support**

Galaxy supports the candidate through the selection and onboarding process.

**11. Ongoing Staffing Support**

Galaxy maintains communication and support throughout the staffing engagement.

**12. Replacement Support**

If a resource becomes unavailable or a replacement is required, Galaxy activates the recruiting pipeline to support continuity.

This model is consistent with Galaxy's established workforce delivery methodology, which integrates recruiting, workforce planning, onboarding, account management, quality assurance, and consultant support.





## ❖ Flexibility and On-Demand Staffing Requirements

Galaxy recognizes that the open-end nature of this requirement creates variability in staffing demand.

The CRFQ expressly states that the estimated hours are provided for evaluation purposes and do not constitute a guaranteed minimum or maximum. Actual usage may be more or less than the estimates.

Galaxy's staffing model is designed around this variability. Rather than maintaining a static recruiting effort, Galaxy will scale recruiting activity according to WVOT's actual staffing requirements.

- **For lower-volume requirements**  
Galaxy can leverage existing candidates, previously qualified talent, active pipelines, and recruiter relationships.
- **For specialized requirements**  
Galaxy will activate targeted sourcing and passive-candidate outreach to reach professionals with specific technical backgrounds.
- **For multiple concurrent requirements**  
Galaxy can assign recruiting resources according to labor category and activate multiple sourcing channels simultaneously.
- **For difficult-to-fill positions**  
Galaxy will broaden the search across its national recruiting infrastructure while maintaining qualification controls.
- **For replacement requirements**  
Galaxy will reactivate the relevant talent pipeline and pursue replacement candidates without unnecessarily restarting the entire recruiting process.

This flexibility is supported by Galaxy's staff augmentation model, which is specifically designed to help organizations address staffing shortages, scale workforce capacity, support specialized projects, and maintain workforce continuity.

## ❖ Technical Knowledge Transfer and Workforce Support

Galaxy recognizes that technical staffing should support WVOT's operational continuity and should allow personnel to become productive within the environment to which they are assigned.

Galaxy's role will therefore include supporting an orderly transition of selected personnel into their assignments and maintaining appropriate communication throughout the staffing lifecycle.

Galaxy's workforce delivery model incorporates onboarding and consultant support as integral components of staffing delivery rather than treating candidate placement as the end of the engagement. For personnel entering WVOT assignments, Galaxy will support the administrative and staffing aspects of onboarding, including coordination of required documentation and communication between the candidate and appropriate client stakeholders.

Where WVOT requires a resource to transfer knowledge to another resource or where a replacement is necessary, Galaxy will support the staffing continuity process by identifying replacement personnel and coordinating the transition with the affected stakeholders.

Galaxy will not impose an independent knowledge-transfer methodology on WVOT or assume responsibility for technical processes outside the staffing scope. Instead, Galaxy will support **the workforce component of knowledge continuity** by providing qualified personnel and facilitating orderly staffing transitions.





## ❖ Alignment with WVOT's Mission-Critical Technology Environment

Galaxy recognizes that the range of labor categories identified in this CRFQ reflects the importance of maintaining qualified technical capabilities across multiple technology disciplines.

The requirement spans application systems, CRM, database administration, business analysis, learning technologies, cloud financial operations, cloud architecture, cloud security, cloud platform engineering, cloud networking, cloud systems management, cloud governance, and mainframe systems programming. For a staffing provider, the operational implication is significant: **candidate qualification cannot be separated from the technical environment in which the professional will work.**

Galaxy will therefore evaluate candidates not only for broad job-title alignment, but for the specific experience relevant to the applicable labor category.

### For example:

- A **Cloud Security Professional** must be evaluated for relevant security experience rather than merely general cloud exposure.
- A **Cloud Network Engineer** must demonstrate appropriate networking experience in addition to cloud familiarity.
- A **Senior SQL Server Database Administrator** must demonstrate database administration experience relevant to the required environment.
- A **Cloud Center of Excellence Implementation Specialist** requires experience appropriate to cloud governance, organizational implementation, and related transformation activities.
- A **Mainframe Systems Programmer** requires specialized legacy-enterprise technical experience.

This distinction will drive Galaxy's candidate qualification process.

The objective is to reduce the risk of technically misaligned submissions and provide WVOT with candidates whose documented backgrounds correspond to the requirements of the requested classification.

## ❖ Requirement-to-Capability Alignment

Galaxy's capability is aligned to the WVOT requirement through a direct relationship between the State's staffing need and Galaxy's operating infrastructure.

| WVOT Requirement                             | Galaxy Capability                                                                                                                                             |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Open-end technical staffing</b>           | Established staff augmentation and workforce-solutions model                                                                                                  |
| <b>Thirteen technical labor categories</b>   | Technical recruiting across application, systems, networking, cybersecurity, database, software development, business analysis, cloud and related disciplines |
| <b>Specialized technical qualifications</b>  | Dedicated technical recruiters and discipline-specific candidate evaluation                                                                                   |
| <b>Candidate availability</b>                | 300,000+ internal candidate database supported by external sourcing                                                                                           |
| <b>Variable staffing demand</b>              | Scalable recruiting resources and national sourcing infrastructure                                                                                            |
| <b>Candidate qualification documentation</b> | Structured screening, technical qualification, verification and documentation review                                                                          |
| <b>Government staffing environment</b>       | Documented staffing engagements supporting state government organizations                                                                                     |
| <b>Staffing continuity</b>                   | Resource replacement and ongoing consultant support capability                                                                                                |





|                                      |                                                                                     |
|--------------------------------------|-------------------------------------------------------------------------------------|
| <b>National talent access</b>        | Nationwide recruiting infrastructure                                                |
| <b>Responsive workforce delivery</b> | Integrated staffing lifecycle from requirement intake through placement and support |
| <b>Quality control</b>               | Candidate screening, technical evaluation, verification and pre-submission review   |

Galaxy's internal candidate database contains more than **300,000 qualified professionals**, complemented by strategic sourcing partnerships, professional networks, industry associations, digital recruiting platforms, employee referrals, and targeted talent acquisition initiatives.

Galaxy also has documented state-government staffing experience. Its State of Alabama engagement includes recruiting, screening, onboarding, workforce coordination, consultant management, technical staffing, resource replacement, and client support, demonstrating experience operating within a government staffing environment requiring responsiveness, workforce continuity, and compliance.

## **TECHNICAL STAFFING AND CANDIDATE QUALIFICATION APPROACH**

Galaxy I Technologies, Inc. will manage WVOT staffing requirements through a controlled, qualification-driven recruiting lifecycle designed to ensure that candidates presented for consideration are aligned with the applicable labor category and supported by appropriate qualification information.

The CRFQ requires the successful vendor to provide staffing as requested and to provide information demonstrating that proposed staffing candidates meet the applicable qualifications, including supporting documentation such as degree documentation where required. Galaxy's approach therefore places candidate qualification and documentation control **before candidate submission**, rather than treating verification as an activity performed after a candidate has been presented.

### **Galaxy's staffing lifecycle is:**

**Staffing Request → Requirement Analysis → Recruiter Assignment → Sourcing → Screening → Technical Qualification → Verification → Documentation Review → Quality Control → Candidate Submission → Selection/Onboarding → Replacement Support**

This process is supported by Galaxy's internal database of more than **300,000 qualified professionals**, specialized technical recruiting capability, external sourcing channels, and established government staffing experience.

### **❖ Staffing Request Intake**

Galaxy will establish a controlled intake process for each staffing requirement received from WVOT. Upon receipt of a staffing request, the assigned Galaxy account-management/recruiting team will capture the applicable requirement information and establish a staffing record for tracking purposes.

### **The intake review will identify, as applicable:**

- Requested labor category
- Required technical qualifications
- Required education
- Required experience
- Required certifications or credentials
- Assignment requirements
- Candidate documentation requirements





- Staffing quantity
- Requested availability
- Applicable location or work arrangement
- Other information provided by WVOT

The purpose of intake is to ensure that the recruiting team is working from the actual WVOT requirement and that qualification criteria are established before candidate sourcing begins.

Because the CRFQ is an open-end staffing requirement and the estimated hours do not represent guaranteed minimum or maximum usage, Galaxy will maintain an intake process capable of handling both individual staffing requests and multiple concurrent requirements.

#### ❖ Requirement Analysis and Labor Category Mapping

Galaxy will translate each WVOT staffing request into a structured candidate qualification profile.

The recruiter will first determine the applicable labor category and then map the requested position against the qualification requirements established for that classification.

#### **The analysis will distinguish between:**

- **Mandatory Qualifications**  
Requirements that a candidate must satisfy before submission.
- **Technical Competencies**  
Technology-specific knowledge and experience necessary for effective performance.
- **Education Requirements**  
Required degrees, educational background, or equivalent qualifications where applicable.
- **Experience Requirements**  
Required years, type, and relevance of professional experience.
- **Credentials and Certifications**  
Required or applicable professional certifications and credentials.
- **Supporting Documentation**  
Evidence required to demonstrate candidate qualification.

This labor-category mapping is particularly important because WVOT's requirement includes thirteen materially different technical classifications. Galaxy will not use a generic IT candidate profile across these positions.

The resulting qualification profile becomes the recruiting team's screening standard and the basis for the pre-submission compliance review.

#### ❖ Recruiter Assignment

Galaxy will assign recruiting responsibility according to the technical nature and complexity of the WVOT requirement.

Technical requirements will be directed to recruiters with familiarity with the relevant discipline and technical terminology. This enables the recruiter to distinguish between candidates who possess superficial keyword matches and candidates with relevant professional experience.

Galaxy's technical recruiting organization supports disciplines including systems analysis, network engineering, cybersecurity, database administration, software development, business analysis, and technical





support.

For specialized requirements, Galaxy will coordinate recruiting resources to ensure that the sourcing effort reflects the actual talent market.

Where multiple WVOT requests are active simultaneously, recruiting resources can be allocated by labor category to maintain pipeline activity across the different technical disciplines.

❖ **Candidate Sourcing Strategy**

Galaxy will use a multi-channel sourcing strategy rather than relying on a single recruiting platform.

**The primary sourcing channels will include:**

- Galaxy's internal candidate database
- Existing candidate relationships
- Active candidate pipelines
- Targeted external sourcing
- Professional recruiting networks
- Digital recruiting platforms
- Industry associations and networks
- Employee referrals
- Passive-candidate outreach

Galaxy's national recruiting infrastructure combines an internal database of more than 300,000 qualified professionals with strategic sourcing partnerships, professional networks, industry associations, digital recruiting platforms, employee referrals, and targeted talent acquisition initiatives.

The sourcing strategy will be adjusted according to the labor category. For readily available technical skills, Galaxy will prioritize qualified candidates already within its network and database.

For specialized skills, Galaxy will expand the search through targeted external sourcing and passive-candidate engagement.

For difficult-to-fill classifications, Galaxy will broaden the geographic search while maintaining the qualification requirements established by WVOT.

❖ **Candidate Database Utilization**

Galaxy's **300,000+ candidate database** provides an established talent source for WVOT staffing requirements.

The database will be actively searched based on the qualification profile developed during requirement analysis.

**Candidate searches will consider applicable factors such as:**

- Technical discipline
- Technology experience
- Professional experience
- Education
- Certifications
- Geographic considerations
- Availability





- Previous candidate relationship
- Assignment suitability

The objective is to leverage existing candidate relationships before expanding into broader market sourcing. This approach can improve recruiting responsiveness because Galaxy can begin with known talent rather than starting every staffing request with an entirely new market search.

Galaxy will nevertheless validate candidate information before submission. Existing presence within the database will never be treated as automatic qualification for a WVOT assignment.

## ❖ ***Specialized Technical Recruiting***

Galaxy recognizes that several WVOT classifications require specialized recruiting expertise.

The CRFQ includes cloud architecture, cloud security, cloud platform engineering, cloud networking, cloud systems management, cloud financial operations, CCOE implementation, and mainframe systems programming in addition to application, database, business analysis, and learning technology roles. Galaxy will apply role-specific search criteria to these positions.

For example, sourcing for a Cloud Security Professional will focus on candidates with relevant security and cloud experience, while sourcing for a Cloud Network Engineer will emphasize the intersection of networking and cloud technologies.

Similarly, sourcing for the Mainframe Systems Programmer classification will target professionals with specialized mainframe experience rather than relying on general systems-administration profiles.

This specialization reduces the likelihood of receiving technically adjacent but materially unqualified candidates.

## ❖ ***Candidate Screening***

Candidates identified through sourcing will undergo an initial screening process before being considered for submission.

### **Galaxy's screening process will evaluate:**

- Resume alignment
- Relevant professional experience
- Technical background
- Education
- Certifications and credentials
- Availability
- Assignment interest
- Communication and professionalism
- Geographic/work arrangement compatibility
- Overall suitability for the requested assignment

Galaxy's established candidate evaluation methodology includes resume evaluation, recruiter screening, technical or functional evaluation, reference verification, and other appropriate validation activities.

Screening will also be used to identify inconsistencies or gaps requiring clarification before the candidate advances.





## ❖ Technical Qualification Verification

For technical positions, Galaxy will conduct a discipline-specific qualification review.

The purpose is to confirm that the candidate's actual technical background corresponds to the applicable labor-category requirements.

### **Depending on the position, the evaluation may consider:**

- Technical knowledge
- Technology-platform experience
- Application experience
- Infrastructure experience
- Database experience
- Cloud experience
- Security experience
- Networking experience
- Systems-management experience
- Architecture experience
- Relevant project experience
- Specialized industry or technology knowledge

Galaxy's technical evaluation methodology supports structured interviews, technical questionnaires, portfolio reviews, scenario-based discussions, and subject-matter-expert assessments where appropriate.

The level of technical evaluation will be proportional to the complexity of the requested labor category.

## ❖ Education Verification

Galaxy will review the candidate's educational background against the applicable labor-category requirements.

Where WVOT requires documentation demonstrating educational qualifications, Galaxy will obtain and maintain the applicable supporting documentation before candidate submission.

This control is particularly important because the solicitation expressly requires supporting information demonstrating candidate qualifications and identifies degree documentation as an example of documentation that may be required.

Galaxy will ensure that educational information presented in the candidate package is consistent with the candidate's supporting documentation.

## ❖ Experience Verification

Galaxy will evaluate professional experience against the applicable labor-category requirements rather than relying solely on job titles.

### **The review will consider:**

- Relevance of prior assignments
- Duration of relevant experience
- Technical responsibilities performed
- Technology environments supported
- Complexity of prior work
- Recency of experience





- Relevance to the requested classification

Where clarification is required, recruiters will contact the candidate to validate the nature and extent of the experience described in the resume.

Galaxy's recruiters are also expected to validate resume details and clarify project experience during candidate evaluation.

This process helps prevent overstatement or ambiguous interpretation of candidate qualifications.

#### ❖ **Certification and Credential Verification**

Where a WVOT labor category requires professional certifications, licenses, or other credentials, Galaxy will verify the applicable credential before submission.

##### **Verification will include, as applicable:**

- Credential name
- Issuing organization
- Credential status
- Relevant expiration information
- Candidate name consistency
- Supporting documentation

Galaxy will distinguish between required credentials and credentials that merely strengthen a candidate's profile.

A candidate will not be represented as satisfying a mandatory certification requirement unless Galaxy has validated the applicable credential.

#### ❖ **Employment and Reference Verification**

Galaxy will conduct employment and reference verification appropriate to the staffing requirement and candidate qualification process.

Employment verification will be used to confirm relevant employment history where required.

##### **Reference checks may be used to validate:**

- Prior role
- Professional responsibilities
- Technical experience
- Reliability
- Professional performance
- Communication
- Client interaction

Galaxy's established candidate qualification process includes reference and employment verification as components of its broader candidate validation methodology.

The objective is to strengthen confidence in the candidate information presented to WVOT.

#### ❖ **Background Screening**

Galaxy will conduct background screening consistent with the applicable assignment requirements and





contractual obligations.

Background screening will be performed as part of Galaxy's broader candidate qualification and compliance process. Galaxy's government staffing experience includes engagements requiring background verification and compliance with government procurement standards. Where WVOT establishes additional background requirements for a particular assignment, Galaxy will incorporate those requirements into the candidate mobilization process.

No candidate will be represented as having completed a specific screening activity unless that screening has actually been completed.

❖ **Candidate Documentation**

Galaxy will maintain a controlled candidate package containing the information necessary for WVOT to evaluate the proposed resource.

**Depending on the applicable labor category and WVOT's staffing request, the candidate package may include:**

- Candidate resume
- Qualification summary
- Education documentation
- Certification documentation
- Relevant experience information
- Employment verification information
- Reference information
- Background-screening status
- Other required supporting documentation

The candidate package will be reviewed for completeness before submission.

This directly supports the CRFQ requirement that the successful vendor provide information demonstrating that staffing candidates meet the applicable qualifications and provide supporting documentation.

❖ **Resume Quality Control**

Galaxy will perform a final resume quality-control review before candidate submission.

**The review will confirm that:**

- The resume corresponds to the candidate being proposed.
- Required education is accurately represented.
- Relevant experience is clearly identifiable.
- Technical experience is described accurately.
- Required qualifications can be readily located.
- Dates and employment history are internally consistent.
- Certifications are accurately represented.
- The resume does not contain unexplained qualification gaps.
- Required supporting documentation is available.
- The candidate package is professionally prepared.

Galaxy's recruiting process includes resume evaluation and validation of resume details as part of candidate qualification.



The objective is to make the candidate package easy for WVOT to evaluate and to prevent avoidable documentation errors from reaching the State.

❖ **Requirement Compliance Review**

Before a candidate is submitted to WVOT, Galaxy will perform a final compliance review against the applicable labor-category requirements.

**The review will answer:**

| Compliance Check          | Review Standard                                                        |
|---------------------------|------------------------------------------------------------------------|
| <b>Labor Category</b>     | Candidate is aligned to the requested classification                   |
| <b>Education</b>          | Applicable educational requirement is satisfied                        |
| <b>Experience</b>         | Required experience is demonstrated                                    |
| <b>Technical Skills</b>   | Required technical competencies are supported                          |
| <b>Certifications</b>     | Required credentials are verified                                      |
| <b>Documentation</b>      | Required supporting information is available                           |
| <b>Resume</b>             | Resume accurately presents qualifications                              |
| <b>Availability</b>       | Candidate availability is confirmed                                    |
| <b>Candidate Interest</b> | Candidate understands and accepts the assignment opportunity           |
| <b>Screening</b>          | Required screening activities are completed or appropriately scheduled |
| <b>Submission Package</b> | Candidate information is complete and internally consistent            |

Only candidates that successfully pass the applicable pre-submission review will be presented to WVOT. This creates a final control point between recruiting activity and client submission.

❖ **Candidate Submission**

Galaxy will submit qualified candidates to WVOT with a candidate package designed to allow efficient evaluation. The submission will clearly identify the candidate and demonstrate alignment with the applicable labor-category requirements.

Galaxy will avoid unnecessary resume volume and focus on presenting candidates whose qualifications have been reviewed against the actual staffing requirement.

Where supporting documentation is required, it will accompany or be made available with the candidate information in accordance with WVOT's requirements. The objective is a **clean, complete, qualification-supported candidate submission**, allowing WVOT to focus its evaluation on the candidate's suitability rather than resolving documentation deficiencies.

❖ **Candidate Replacement**

Galaxy recognizes that staffing continuity is an essential component of temporary technical staffing. If a selected resource becomes unavailable, withdraws, is unable to continue an assignment, or WVOT requires a replacement, Galaxy will reactivate the applicable recruiting pipeline and initiate replacement sourcing.

**The replacement process will follow the same qualification controls applied to the original staffing request:**

**Replacement Requirement → Candidate Search → Screening → Technical Qualification → Verification → Documentation Review → Quality Control → Candidate Submission**



Galaxy's staff augmentation services explicitly include **resource replacement**, and its government staffing experience includes replacement support as part of maintaining workforce continuity.

Galaxy will maintain continuity by preserving knowledge of the applicable labor category, qualification requirements, staffing history, and candidate pipeline so that replacement recruiting can begin efficiently rather than requiring the staffing process to be rebuilt from the beginning.

#### **Galaxy's Candidate Qualification Control Model**

Galaxy's approach can be summarized as a controlled sequence:

- 1. Understand**  
Understand exactly what WVOT needs.
- 2. Map**  
Map the requirement to the applicable labor category and qualifications.
- 3. Source**  
Activate the appropriate technical talent channels.
- 4. Screen**  
Evaluate candidate experience, technical background, education, availability, and suitability.
- 5. Verify**  
Validate qualifications and supporting documentation.
- 6. Quality-Control**  
Conduct a final compliance and resume review.
- 7. Submit**  
Present only qualified and supportable candidates to WVOT.
- 8. Sustain**  
Support selection, onboarding, ongoing staffing, and replacement requirements.

This process is intentionally designed around the most consequential staffing risk in the WVOT requirement: **submitting a candidate whose qualifications cannot be demonstrated against the applicable labor category**. Galaxy's use of technical recruiting resources, a 300,000+ candidate database, structured screening, qualification verification, documentation control, and final pre-submission review provides multiple control points to reduce that risk.

## **LABOR CATEGORY QUALIFICATION CAPABILITY**

Galaxy I Technologies recognizes that the West Virginia Office of Technology (WVOT) requirement is built around **specific technical labor classifications**, rather than generic IT staffing. The CRFQ establishes thirteen separate labor categories, each represented as an hourly staffing line item. The solicitation identifies the classifications individually, including application development, database administration, business analysis, cloud, cybersecurity, CCOE, and mainframe roles.

Accordingly, Galaxy will evaluate every staffing request against the **applicable WVOT labor-category requirements before presenting a candidate**. This category-specific approach is supported by Galaxy's established recruiting model, which includes targeted sourcing, specialized recruiters, pre-qualified talent pools, technical evaluation, resume validation, reference verification, and compliance documentation.

#### **For each category below, Galaxy's approach follows a consistent framework:**

- 1. Required Qualifications** – the applicable qualification requirements established by the solicitation.
- 2. Galaxy's Recruiting Capability** – the recruiting infrastructure and technical talent capability Galaxy will





use.

3. **Candidate Qualification Method** – how Galaxy will validate the candidate against the requirement.
4. **Relevant Talent Pool** – the technical talent disciplines Galaxy will target.
5. **Compliance/Documentation Approach** – how qualification evidence will be organized and provided with the candidate submission.

#### ❖ Senior Web Application Analyst

- **Required Qualifications**

Galaxy will evaluate Senior Web Application Analyst candidates against the specific technical requirements established by WVOT for this classification. The qualification review will address the required depth of experience in web application development, .NET-based development, relational databases, application/data design, applicable development frameworks and services, and other technologies identified by WVOT.

- **Galaxy's Recruiting Capability**

Galaxy maintains an established IT recruiting capability covering software development, enterprise systems, database management, cloud environments, infrastructure, and technical operations. Its recruiting organization maintains active technical talent pipelines and uses targeted sourcing for specialized technology positions.

- **Candidate Qualification Method**

Each candidate will undergo resume review followed by recruiter screening and technical/functional evaluation. Galaxy's established process evaluates qualifications, experience, communication skills, technical capabilities, and role suitability before submission.

For this category, the recruiter and technical reviewer will specifically cross-check the candidate's documented experience against each applicable WVOT requirement rather than relying solely on a general job-title match.

- **Relevant Talent Pool**

Galaxy will target experienced .NET/web application developers, enterprise application analysts, software engineers, application architects, database-integrated application developers, and professionals with closely aligned enterprise web application experience.

- **Compliance/Documentation Approach**

The submission package will clearly identify the candidate's applicable technical experience and supporting qualification evidence. Galaxy's standardized candidate submission process includes a candidate summary, resume, qualifications overview, relevant project experience, technical competencies, certifications, availability, recruiter assessment, and required compliance documentation.

#### ❖ CRM Application Analyst

- **Required Qualifications**

Galaxy will evaluate CRM Application Analyst candidates against WVOT's specified requirements for CRM application experience, web application development, Microsoft technologies, database experience, application/data design, and other classification-specific requirements.

- **Galaxy's Recruiting Capability**

Galaxy's IT staffing capability includes application support, software development, database administration, enterprise systems, and related technology disciplines. Its technical recruiting organization maintains active pipelines across these areas.

- **Candidate Qualification Method**

Candidates will be screened for direct CRM experience and the specific development, database, and





application-support capabilities required by WVOT. Technical evaluation may incorporate structured interviews, technical questionnaires, portfolio reviews, scenario-based discussions, or subject-matter-expert assessments, depending on the position.

- **Relevant Talent Pool**

Targeted sourcing will include CRM application analysts, Microsoft Dynamics professionals, application developers, CRM developers, enterprise application specialists, and web application professionals possessing the required technology background.

- **Compliance/Documentation Approach**

Galaxy will map each submitted candidate's documented experience to the applicable WVOT requirements and provide the supporting resume and qualification documentation required for evaluation.

## ❖ Senior SQL Server Database Administrator

- **Required Qualifications**

Galaxy will evaluate Senior SQL Server Database Administrator candidates against the classification-specific WVOT requirements, with particular attention to the required SQL Server/database administration experience, technical depth, database architecture and administration responsibilities, and any other specified qualifications.

The CRFQ identifies Senior SQL Server Database Administrator as **Line 3** and establishes 2,080 hours for evaluation purposes; the solicitation expressly states that these hours are estimates and do not constitute a guaranteed minimum or maximum.

- **Galaxy's Recruiting Capability**

Galaxy recruits database administrators and other technical professionals supporting enterprise systems, data management, infrastructure modernization, and technical operations.

- **Candidate Qualification Method**

Candidates will be evaluated for demonstrated SQL Server experience, database administration responsibilities, enterprise environment experience, troubleshooting capability, and alignment with the State's stated requirements. Resume information will be validated during recruiter screening, with technical evaluation used where appropriate.

- **Relevant Talent Pool**

Galaxy will target senior SQL Server DBAs, database engineers, database administrators, data platform specialists, database architects, and enterprise data professionals whose documented experience satisfies the WVOT requirements.

- **Compliance/Documentation Approach**

Galaxy will maintain a qualification checklist for each candidate and verify that the submitted resume clearly demonstrates the required experience. Supporting documentation will be assembled as required before candidate submission.

## ❖ Business Analyst

- **Required Qualifications**

Galaxy will evaluate Business Analyst candidates against the specific WVOT requirements for business analysis experience, requirements analysis, stakeholder interaction, documentation, analytical capability, and any additional qualifications prescribed for the classification.

The CRFQ identifies Business Analyst as **Line 4**, with 2,080 evaluation hours and no guaranteed minimum or maximum usage.

- **Galaxy's Recruiting Capability**





Galaxy's workforce solutions include business analysts and other professionals supporting business, operations, project management, compliance, and technical functions.

- **Candidate Qualification Method**

Recruiters will assess each candidate's requirements-analysis experience, communication capability, stakeholder engagement, documentation experience, and relevant project history. Where appropriate, Galaxy will use structured technical or functional assessments to validate the candidate's demonstrated capabilities.

- **Relevant Talent Pool**

The target talent pool includes business analysts, systems analysts, functional analysts, requirements analysts, process analysts, and technology professionals with substantial business/IT interface experience.

- **Compliance/Documentation Approach**

Candidate resumes will be reviewed for direct evidence of the required experience, and recruiter assessments will document the candidate's alignment with the WVOT classification. Galaxy will provide supporting documentation as required.

## ❖ Learning Management System & eLearning Development Specialist

- **Required Qualifications**

Galaxy will evaluate candidates against WVOT's classification-specific requirements for Learning Management System and eLearning development experience, including the applicable technical, instructional, development, and platform qualifications specified by the State.

The CRFQ identifies this position as **Line 5** and provides 2,080 evaluation hours, expressly noting that the hours are estimates rather than a guaranteed staffing commitment.

- **Galaxy's Recruiting Capability**

Galaxy's recruiting infrastructure supports technology professionals across software development, enterprise systems, digital transformation, and technical operations.

- **Candidate Qualification Method**

Candidates will be evaluated for demonstrated LMS/eLearning development experience, applicable instructional technology capabilities, platform experience, development tools, and project history. Technical screening will be tailored to the specific WVOT requirements.

- **Relevant Talent Pool**

Galaxy will target LMS specialists, eLearning developers, instructional technology professionals, learning technology analysts, digital learning developers, and related technical professionals.

- **Compliance/Documentation Approach**

Galaxy will document the candidate's relevant LMS/eLearning experience in the submission package and provide supporting qualification information required by WVOT.

## ❖ Cloud Financial Operations Specialist

- **Required Qualifications**

Galaxy will evaluate candidates against WVOT's specified requirements for cloud financial operations, including the applicable cloud, financial management, cost-management, operational, analytical, and technology qualifications identified for this classification.

The CRFQ identifies this role as **Line 6**, with 2,080 evaluation hours and no guaranteed minimum or maximum usage.

- **Galaxy's Recruiting Capability**

Galaxy specifically identifies cloud environments and technical operations among its IT staffing





capabilities. Its recruiting organization maintains technical pipelines across multiple technology disciplines.

- **Candidate Qualification Method**

Galaxy will evaluate candidates for direct cloud financial operations experience and verify the combination of cloud technology and financial/operational analysis required by WVOT.

- **Relevant Talent Pool**

Targeted sourcing will include cloud financial operations specialists, FinOps professionals, cloud cost analysts, cloud operations analysts, technology financial analysts, and related cloud/financial management professionals.

- **Compliance/Documentation Approach**

Galaxy will document the candidate's relevant cloud and financial operations experience and verify the information before submission. Certification or credential documentation will be included when required and applicable.

## ❖ Cloud Architect

- **Required Qualifications**

Galaxy will evaluate Cloud Architect candidates against all WVOT-specified requirements for cloud architecture, architecture design, cloud platforms, enterprise technology, and related technical experience.

The CRFQ identifies Cloud Architect as **Line 7**, with 2,080 evaluation hours.

- **Galaxy's Recruiting Capability**

Galaxy's IT staffing capability explicitly includes cloud environments, enterprise systems, digital transformation, infrastructure modernization, and technical operations.

- **Candidate Qualification Method**

Candidates will undergo technical screening focused on architecture experience, cloud platform knowledge, enterprise environments, design responsibilities, and the specific qualifications required by WVOT. Technical assessments may be used where appropriate.

- **Relevant Talent Pool**

Galaxy will target cloud architects, enterprise architects, solutions architects, cloud engineering leaders, infrastructure architects, and related senior cloud professionals.

- **Compliance/Documentation Approach**

The candidate's resume and recruiter assessment will identify the experience directly supporting each applicable requirement. Supporting credentials and qualification documentation will be provided as required.

## ❖ Cloud Security Professional

- **Required Qualifications**

Galaxy will evaluate candidates against WVOT's requirements for cloud security, cybersecurity, cloud architecture/security controls, security operations, and other classification-specific technical qualifications.

The CRFQ identifies Cloud Security Professional as **Line 8**, with 2,080 evaluation hours.

- **Galaxy's Recruiting Capability**

Galaxy's IT staffing capabilities include cybersecurity and cloud environments, while its broader information-security framework addresses data protection, privacy, cybersecurity, secure information handling, and records governance.

- **Candidate Qualification Method**





Galaxy will validate cloud security experience through resume review, recruiter screening, technical assessment, and credential verification where applicable. Technical evaluation will focus on the candidate's demonstrated experience rather than relying solely on certification possession.

- **Relevant Talent Pool**

Targeted sourcing will include cloud security professionals, cybersecurity engineers, security architects, cloud security architects, security analysts, and related information-security specialists.

- **Compliance/Documentation Approach**

Galaxy will verify applicable certifications and credentials and retain supporting documentation as appropriate. Its candidate qualification process includes professional certification review and compliance documentation before client submission.

## ❖ Cloud Platform Engineer

- **Required Qualifications**

Galaxy will evaluate Cloud Platform Engineer candidates against WVOT's detailed requirements for cloud platform engineering, infrastructure, automation, platform operations, and related technical experience.

- **Galaxy's Recruiting Capability**

Galaxy maintains technical recruiting capability across cloud environments, infrastructure modernization, enterprise systems, and technical operations.

- **Candidate Qualification Method**

Technical screening will validate the candidate's hands-on cloud engineering experience, platform responsibilities, infrastructure background, and alignment with the specific WVOT requirements.

- **Relevant Talent Pool**

Galaxy will target cloud platform engineers, cloud infrastructure engineers, DevOps engineers, systems engineers, platform specialists, and related cloud technology professionals.

- **Compliance/Documentation Approach**

Each candidate will receive a requirement-by-requirement qualification review before submission. Relevant project experience, technical competencies, certifications, and supporting documentation will be presented in a standardized candidate package.

## ❖ Cloud Network Engineer

- **Required Qualifications**

Galaxy will evaluate candidates against WVOT's requirements for cloud networking, network architecture, cloud connectivity, infrastructure, security, and other specified qualifications.

- **Galaxy's Recruiting Capability**

Galaxy's technical recruiting portfolio includes network engineers, cloud engineers, infrastructure professionals, cybersecurity specialists, and systems administrators.

- **Candidate Qualification Method**

Candidates will be screened for cloud networking experience, enterprise network responsibilities, applicable cloud platforms, network architecture and troubleshooting experience, and the specific requirements of the WVOT classification.

- **Relevant Talent Pool**

Targeted sourcing will include cloud network engineers, network architects, cloud infrastructure engineers, network security engineers, and senior network professionals with cloud experience.

- **Compliance/Documentation Approach**

Galaxy will verify the candidate's documented experience and applicable credentials before submission and will organize the supporting information so WVOT can readily evaluate compliance.





## ❖ Cloud Systems Management Engineer

- **Required Qualifications**

Galaxy will evaluate Cloud Systems Management Engineer candidates against the complete WVOT requirements for cloud systems management, systems engineering, cloud operations, infrastructure management, and related technical qualifications.

The CRFQ identifies this role as **Line 11**, with 2,080 evaluation hours.

- **Galaxy's Recruiting Capability**

Galaxy recruits systems administrators, cloud engineers, infrastructure professionals, and other technical specialists supporting enterprise technology environments.

- **Candidate Qualification Method**

Candidates will be evaluated for hands-on systems management experience, cloud infrastructure responsibilities, operational troubleshooting, platform support, and other WVOT-required capabilities.

- **Relevant Talent Pool**

Galaxy will target cloud systems engineers, systems administrators, cloud operations engineers, infrastructure engineers, platform operations professionals, and related technical specialists.

- **Compliance/Documentation Approach**

Galaxy will perform a final requirement-compliance review before submission to ensure the candidate's resume and supporting documentation demonstrate the qualifications required for this classification.

## ❖ Cloud Center of Excellence (CCOE) Implementation Specialist

- **Required Qualifications**

Galaxy will evaluate CCOE Implementation Specialist candidates against WVOT's classification-specific requirements for cloud center-of-excellence implementation, cloud governance, organizational enablement, cloud adoption, operating models, and related technical/business capabilities identified by the State.

The CRFQ identifies this role as **Line 12**, with 2,080 evaluation hours.

- **Galaxy's Recruiting Capability**

Galaxy's staffing model combines technical recruiting with program governance, workforce planning, project support, and operational management capabilities. Its technology staffing practice covers cloud environments, digital transformation, infrastructure modernization, and technical operations.

- **Candidate Qualification Method**

Galaxy will assess candidates for demonstrated cloud transformation experience, governance and implementation responsibilities, organizational enablement, stakeholder coordination, and other WVOT-specified qualifications.

- **Relevant Talent Pool**

Targeted sourcing will include CCOE specialists, cloud transformation consultants, cloud governance professionals, cloud program specialists, enterprise/cloud architects, and senior cloud implementation professionals.

- **Compliance/Documentation Approach**

Candidate documentation will emphasize directly relevant cloud implementation projects, responsibilities, technical competencies, certifications, and other evidence necessary to demonstrate compliance with the WVOT classification.

## ❖ Mainframe Systems Programmer

- **Required Qualifications**





Galaxy will evaluate Mainframe Systems Programmer candidates against the specific technical requirements established by WVOT for mainframe programming, systems programming, applicable mainframe technologies, operating environments, and required experience.

The CRFQ identifies Mainframe Systems Programmer as **Line 13**, with 2,080 evaluation hours and no guaranteed minimum or maximum usage.

- **Galaxy's Recruiting Capability**

Galaxy's broader IT staffing capability encompasses enterprise systems, software development, data management, infrastructure modernization, and technical operations.

- **Candidate Qualification Method**

Because mainframe expertise is specialized, Galaxy will use targeted sourcing and direct technical screening to validate the candidate's actual mainframe experience, programming responsibilities, operating-environment knowledge, and alignment with the WVOT requirements.

- **Relevant Talent Pool**

Galaxy will target mainframe systems programmers, mainframe developers, enterprise systems programmers, legacy-platform specialists, and senior mainframe professionals with the required technical background.

- **Compliance/Documentation Approach**

The candidate's resume will be reviewed for explicit evidence of required mainframe experience. Galaxy will validate employment history, relevant technical experience, certifications where applicable, and supporting documentation before submission.

❖ **Cross-Category Qualification Control**

Although each labor category requires an independent qualification review, Galaxy will apply one consistent quality-control framework across all thirteen classifications.

**Requirement → Evidence → Verification → Documentation → Submission**

Galaxy's established qualification process begins with resume evaluation and recruiter screening, followed by technical/functional evaluation and reference verification. Recruiters also validate resume information and clarify project experience during the screening process.

**Before a candidate is presented to WVOT, Galaxy will therefore confirm that:**

- the candidate is being considered for the correct labor category;
- the resume demonstrates the required experience;
- technical qualifications have been evaluated;
- education and credentials have been verified where applicable;
- employment and reference information has been reviewed;
- required supporting documentation is available;
- the candidate's information is accurate and internally consistent; and
- the final submission package is organized for straightforward State review.

Galaxy's standardized submission methodology is designed to provide decision-makers with concise, accurate, and relevant candidate information, including the resume, qualifications overview, relevant project experience, technical competencies, certifications, recruiter assessment, and required compliance documentation.





## **STAFFING FULFILLMENT AND DELIVERY MODEL**

Galaxy I Technologies will apply a structured staffing fulfillment and delivery model designed to support WVOT's requirement for qualified technical personnel across the thirteen identified labor categories. The CRFQ establishes each labor category as a separate staffing requirement and provides estimated evaluation hours for each category; those estimates do not constitute guaranteed minimum or maximum staffing volumes.

Galaxy's delivery model connects **staffing request intake, requirement analysis, category alignment, recruiting activation, candidate qualification, quality assurance, submission, interview coordination, onboarding support, and replacement/continuity** into a controlled lifecycle.

Galaxy's existing public-sector staffing experience includes sourcing, screening, placement, onboarding, workforce coordination, consultant management, technical staffing, resource replacement, and client support.

### ❖ **Staffing Request Receipt**

Upon receipt of a staffing request from WVOT, Galaxy will establish the requirement within its staffing workflow and capture the information necessary to begin recruiting and qualification activities.

#### **The intake process will identify, as applicable:**

- Requested labor category;
- Required technical qualifications;
- Experience requirements;
- Education requirements;
- Certification or credential requirements;
- Assignment requirements;
- Candidate documentation requirements;
- Availability or start-date expectations; and
- Any additional information provided by WVOT.

Galaxy's recruiting model begins with immediate requirement assessment so that recruiters understand the position requirements, technical qualifications, project priorities, and desired start dates before sourcing begins.

### ❖ **Requirement Qualification**

Galaxy will review each staffing request before activating recruiting resources. The purpose of this step is to ensure that the recruiting team understands **what WVOT is requesting and what evidence a candidate must provide to demonstrate compliance**.

The requirement will be translated into a qualification checklist covering the applicable mandatory and preferred criteria. This checklist will become the control document used throughout sourcing, screening, technical evaluation, and candidate submission.

This prevents a generic "IT candidate" approach and ensures that recruiting activity remains tied to the specific WVOT requirement.

### ❖ **Labor Category Alignment**

Galaxy will map each request to the appropriate WVOT labor category before candidates are identified.

The CRFQ separately identifies classifications including 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.

Galaxy will not rely solely on job-title similarity. The candidate's actual skills, experience, education, credentials, and documented responsibilities will be evaluated against the requirements of the applicable classification.

#### ❖ Recruiting Team Activation

Once the requirement has been qualified and mapped, Galaxy will activate the appropriate recruiting resources.

Specialized recruiters will be assigned based on the technical discipline involved. Galaxy's staffing model uses dedicated recruiters throughout the recruiting lifecycle to maintain continuity, accountability, and communication.

For specialized technical requirements, the recruiting team may coordinate with appropriate technical evaluators or subject-matter resources to ensure that sourcing and screening remain aligned with the actual position requirements.

#### ❖ Talent Pipeline Activation

Galaxy will activate both existing and newly sourced talent pipelines.

Its recruiting infrastructure includes an internal database of more than **300,000 qualified professionals**, supported by targeted recruiting and active technical talent pipelines. Galaxy's pipeline-management methodology includes candidate segmentation, skills inventory management, certification tracking, availability monitoring, recruiter collaboration, candidate nurturing, succession planning, and redeployment planning.

This enables Galaxy to begin with candidates who may already have relevant qualifications while simultaneously expanding the search when the existing pipeline does not produce sufficient qualified candidates.

#### ❖ Candidate Identification

Galaxy will identify candidates using multiple sourcing channels rather than depending on a single recruiting source.

#### The sourcing strategy may include:

- Internal qualified-candidate database;
- Applicant Tracking System (ATS);
- Professional networking platforms;
- Professional associations;
- Referral networks;
- Passive candidate outreach;
- Targeted technical recruiting; and
- Existing pre-qualified talent pools.





Galaxy's established sourcing model activates multiple channels in parallel, including its internal database, ATS, professional networks, associations, referrals, and passive-candidate outreach. For difficult-to-fill technical classifications, Galaxy will emphasize direct and specialized sourcing rather than relying exclusively on general job-board responses.

## ❖ Candidate Screening and Qualification

Candidates identified for a WVOT requirement will proceed through Galaxy's structured qualification process.

### **Galaxy's established screening process includes:**

- Initial resume evaluation;
- Recruiter screening interview;
- Technical and functional evaluation; and
- Reference verification.

The evaluation will focus on the candidate's actual alignment with the applicable WVOT labor category, including technical competencies, relevant experience, project responsibilities, education, credentials, and other stated requirements.

Galaxy will also validate resume information and clarify project experience during the recruiting process.

## ❖ Candidate Quality Assurance

Candidate quality assurance will occur before a candidate is released for submission to WVOT.

### **Galaxy's quality process emphasizes:**

- Consistent evaluation criteria;
- Multi-level candidate review;
- Compliance with client requirements;
- Accurate documentation;
- Timely communication; and
- Continuous process improvement.

For WVOT, the final quality review will specifically verify that the candidate is aligned to the correct labor category and that the submission package supports the qualifications being represented.

This provides an additional control between recruiting activity and client submission.

## ❖ Candidate Submission

Only candidates who successfully complete Galaxy's qualification process will be presented to WVOT.

### **Galaxy uses a standardized candidate submission format intended to provide decision-makers with concise, accurate, and relevant information. Submission materials may include:**

- Candidate summary;
- Resume;
- Qualifications overview;
- Relevant project experience;
- Technical competencies;
- Professional certifications;





- Employment availability;
- Recruiter assessment; and
- Required compliance documentation.

For WVOT, the submission package will be organized to make the candidate's alignment with the applicable labor category readily identifiable.

#### ❖ Interview Coordination

Following candidate submission, Galaxy will support the coordination of interviews and related communications between WVOT and the candidate.

Galaxy's established staffing process includes maintaining communication with the client to coordinate interviews, respond to requests for additional information, facilitate candidate selection, and support onboarding following client approval.

Galaxy will also maintain communication with candidates throughout the process to reduce avoidable delays associated with interview scheduling, selection, acceptance, and onboarding.

#### ❖ Selection and Onboarding Support

After WVOT identifies a selected candidate, Galaxy will support the transition from candidate selection to assignment.

Galaxy's government staffing experience includes recruiting, screening, onboarding, workforce coordination, consultant management, technical staffing, resource replacement, and client support.

Onboarding support will be coordinated in accordance with the applicable contract requirements and WVOT's direction. Galaxy will ensure that required candidate information and applicable documentation have been addressed before the individual begins the assignment.

#### ❖ Ongoing Staffing Support

Galaxy's responsibility does not end when a candidate is placed.

During an assignment, Galaxy will maintain appropriate communication and staffing support to promote continuity and address emerging workforce needs. Its staffing model includes workforce coordination, consultant management, client support, workforce planning, and dedicated recruiting services.

#### **Galaxy will remain positioned to support:**

- Assignment-related staffing matters;
- Candidate communication;
- Workforce continuity;
- Emerging staffing requirements;
- Performance or staffing concerns;
- Additional candidate sourcing when required; and
- Coordination with WVOT regarding staffing changes.

The objective is to maintain a responsive staffing relationship rather than treating each placement as an isolated transaction.





## ❖ Candidate Replacement and Continuity

Galaxy recognizes that workforce continuity is an important component of temporary technical staffing. If a placed resource becomes unavailable or a replacement is otherwise required under the applicable contract requirements, Galaxy will reactivate the appropriate recruiting pipeline and repeat the qualification and quality-control process for the replacement candidate.

Galaxy's existing government staffing experience expressly includes **resource replacement** as part of its service delivery model.

Replacement candidates will not bypass qualification controls merely because the position has previously been filled. Galaxy will verify that the replacement candidate meets the applicable labor-category requirements and will provide the required candidate information and supporting documentation.

Galaxy also maintains workforce continuity capabilities that include cross-trained personnel, geographic workforce distribution, remote work capabilities, workforce succession planning, and alternate recruiting resources.

## ❖ Staffing Fulfillment Control Model

Galaxy's complete fulfillment process can be summarized as:



This model is consistent with Galaxy's existing approach of combining requirement assessment, targeted sourcing, structured screening, technical validation, candidate submission, account management, and ongoing workforce support.





Most importantly, the model keeps **responsiveness and qualification control together**. Galaxy will not sacrifice qualification rigor simply to increase the number of candidates submitted, and it will not allow qualification controls to become disconnected from the State's actual staffing requirements. Each request will remain tied to the applicable WVOT labor category and its corresponding qualification evidence throughout the fulfillment lifecycle.

## **ACCOUNT MANAGEMENT AND CONTRACT ADMINISTRATION**

Galaxy I Technologies, Inc. will provide a dedicated account management and contract administration structure to support the West Virginia Office of Technology (WVOT) throughout the term of the Temporary Technical Staffing Services contract. Our approach is designed to provide WVOT with a clear point of coordination, responsive staffing support, consistent communication, effective issue resolution, and disciplined administration of staffing activities.

Galaxy understands that successful performance under a staffing contract requires more than identifying qualified technical professionals. It requires an accessible management structure that connects WVOT staffing requirements with recruiting resources, candidate qualification activities, consultant support, and contract administration. Galaxy's staff augmentation model incorporates dedicated account management and coordinated support across recruiting, consultant support, workforce planning, performance reporting, compliance, payroll and billing support, quality assurance, and executive oversight.

The proposed model is intentionally streamlined and responsive. Galaxy will maintain clear accountability for staffing requests, candidate coordination, communication, issue resolution, and continuity while avoiding unnecessary administrative layers.

### ❖ **Account Management Model**

Galaxy will establish an account management structure serving as the primary coordination point between WVOT and Galaxy's recruiting and operational teams.

#### **The Account Management function will coordinate:**

- Staffing request intake and tracking
- Requirement clarification and labor category alignment
- Recruiting team activation
- Candidate sourcing and qualification activities
- Candidate submission and interview coordination
- Consultant support
- Staffing continuity and replacement activities
- Routine client communication
- Issue identification and resolution
- Contract administration and compliance coordination

Galaxy's account management approach is built around **accountability, accessibility, responsiveness, and continuous engagement**. Its existing staff augmentation model specifically identifies dedicated account management as a component of responsive staffing delivery.

### ❖ **Designated Contract Administrator**

Galaxy will designate a Contract Administrator as the principal administrative point of contact for the WVOT engagement.





The Contract Administrator will coordinate with WVOT and Galaxy's internal recruiting, operations, compliance, and administrative resources to ensure that contract-related activities are handled consistently and accurately.

**Responsibilities will include:**

- Maintaining awareness of applicable contract requirements
- Coordinating contract-related communications
- Supporting staffing request administration
- Tracking candidate and staffing activities
- Coordinating required documentation
- Supporting invoicing and billing administration
- Maintaining appropriate contract records
- Coordinating responses to administrative questions
- Escalating matters requiring management attention
- Supporting continuity of contract administration throughout the engagement

The Contract Administrator will not replace WVOT's designated personnel or alter the State's established procurement or contract administration processes. Rather, the role provides Galaxy with a clear internal owner for ensuring that the Company's obligations and communications are coordinated appropriately.

❖ **Staffing Request Coordination**

All WVOT staffing requests will be routed through Galaxy's account management function for controlled coordination with the recruiting organization.

**Upon receipt of a staffing request, Galaxy will:**

- Record the request and applicable requirements.
- Review the requested labor category.
- Identify required technical, experience, education, certification, and other qualifications.
- Confirm the applicable candidate documentation requirements.
- Coordinate the request with the appropriate recruiting resources.
- Track candidate identification and qualification activities.
- Coordinate candidate submission and subsequent communications.
- Maintain visibility of the request through fulfillment.

This approach creates a consistent connection between WVOT's staffing requirements and Galaxy's recruiting organization while providing a clear point of accountability for each request.

❖ **Recruiting Management**

Galaxy's Account Management function will work directly with its recruiting organization to activate the appropriate talent resources for each WVOT requirement.

Galaxy maintains an internal database of more than 300,000 qualified professionals and uses multiple recruiting channels to identify technical talent. Its technology recruiting capability supports enterprise systems, digital transformation, cybersecurity, cloud environments, infrastructure modernization, software development, data management, and technical operations.

For WVOT requirements, Account Management will coordinate with recruiters to ensure that sourcing activity





remains aligned with the requested labor category and applicable qualification requirements.

**Recruiting management will include:**

- Assignment of appropriate recruiting resources
- Activation of relevant technical talent pipelines
- Candidate availability monitoring
- Qualification review
- Candidate documentation coordination
- Recruiting status tracking
- Candidate submission coordination
- Replacement recruiting when necessary

❖ **Client Communication**

Galaxy will maintain open and professional communication with WVOT throughout the staffing lifecycle.

**Communication will be structured around the information necessary for WVOT to make timely staffing decisions, including:**

- Status of active staffing requests
- Candidate identification and availability
- Candidate qualification status
- Candidate submissions
- Interview coordination
- Selection status
- Onboarding coordination
- Staffing changes
- Replacement activities
- Issues requiring attention
- Contract administration matters

Galaxy's existing account management approach emphasizes open communication and defined management responsibilities, with account management serving as a central coordination function for staffing requests and service delivery.

Galaxy will maintain communication that is concise, accurate, and focused on actionable information rather than unnecessary reporting.

❖ **Issue Resolution**

Galaxy will address staffing and service issues through a structured resolution process.

**Issues may include:**

- Candidate availability concerns
- Interview scheduling issues
- Onboarding coordination
- Staffing request questions
- Consultant performance concerns
- Service coordination issues





- Contract performance concerns
- Administrative or contractual matters

Galaxy's existing escalation framework resolves issues at the lowest appropriate level whenever possible while escalating more complex or time-sensitive matters through progressively higher management levels.

The objective is straightforward: **identify the issue, assign ownership, coordinate the appropriate resources, communicate with the client, and drive the matter through resolution.**

#### ❖ **Escalation Management**

Galaxy will maintain defined escalation channels so that matters requiring additional authority or resources can be elevated without delay.

#### **The proposed escalation structure is:**

| Escalation Level | Primary Responsibility            | Typical Matters                                                                                   |
|------------------|-----------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Level 1</b>   | Recruiter / Delivery Coordination | Candidate availability, interview scheduling, onboarding coordination, routine staffing questions |
| <b>Level 2</b>   | Account Management                | Staffing requests, consultant support, service coordination, operational issues                   |
| <b>Level 3</b>   | Management Leadership             | Resource planning, contract performance, service delivery concerns, operational risks             |
| <b>Level 4</b>   | Executive Leadership              | Strategic issues, contractual matters, critical client concerns                                   |

This structure is consistent with Galaxy's existing escalation model, which defines responsibility by issue complexity and provides progressively higher management involvement when required.

Galaxy will use escalation as a mechanism for resolution not as a substitute for routine account management. Matters will be handled at the appropriate level whenever possible.

#### ❖ **Contract Administration**

Galaxy will maintain administrative controls to support compliant and orderly contract performance.

#### **Contract administration activities will include:**

- Maintaining contract-related documentation
- Coordinating staffing records and candidate documentation
- Supporting required qualification documentation
- Coordinating staffing and consultant records
- Supporting invoicing and billing activities
- Monitoring administrative requirements
- Coordinating contract-related correspondence
- Maintaining appropriate internal records
- Supporting compliance reviews
- Coordinating responses to WVOT administrative inquiries

Galaxy's broader client-support model incorporates compliance management, payroll and billing support,





quality assurance, performance reporting, and executive oversight as coordinated functions supporting staff augmentation engagements.

All contract administration will remain subordinate to the terms, conditions, procedures, and requirements established by the State of West Virginia and WVOT.

The solicitation identifies this procurement as a **Statewide Master Agreement (Open End)** for Temporary Technical Staffing Services. Accordingly, Galaxy's administration model is designed to support recurring and variable staffing requirements rather than assume a fixed project scope or guaranteed staffing volume.

❖ **Staffing Continuity**

Galaxy will maintain continuity of account management, recruiting coordination, and staffing support throughout contract performance.

**Staffing continuity will be supported through:**

- Ongoing candidate pipeline development
- Active candidate availability monitoring
- Coordinated recruiter coverage
- Candidate replacement capability
- Account management oversight
- Cross-functional internal support
- Escalation procedures
- Continued communication with WVOT

Galaxy Identifies resource replacement and dedicated recruiting among its staff augmentation services and maintains technical talent pipelines to support evolving government and business technology requirements.

The same continuity principle will apply to account administration. Galaxy will maintain sufficient internal knowledge of active staffing requests, candidate activity, assignments, and outstanding issues so that routine service does not depend on a single individual.

❖ **Account Management Operating Model**

Galaxy's account management and contract administration lifecycle will operate as follows:

**WVOT Staffing Request → Account Management Intake → Requirement Review → Recruiting Coordination → Candidate Qualification → Candidate Submission → Interview/Selection Coordination → Onboarding Support → Ongoing Account Support → Issue Resolution / Replacement → Contract Administration**

This model provides WVOT with a straightforward management structure while keeping the focus of the engagement where it belongs: **responsive fulfillment of qualified technical staffing requirements, effective communication, and dependable contract support.**

## **QUALITY ASSURANCE AND CANDIDATE COMPLIANCE**

Galaxy I Technologies, Inc. recognizes that **candidate qualification and documentation accuracy are central to successful performance under the WVOT Temporary Technical Staffing Services contract.** For a staffing contract structured around defined labor categories, the quality of each candidate submission depends not only on recruiting the right professional, but also on demonstrating that the individual satisfies the applicable requirements and providing complete, accurate supporting documentation.





Galaxy will therefore apply a documented quality-control process before a candidate is submitted to WVOT. This process will validate the candidate against the applicable labor category, review the information presented in the resume, verify education and experience as applicable, confirm credentials where required, and ensure that the candidate submission package is complete and internally reviewed.

Galaxy's existing candidate evaluation process includes resume evaluation, recruiter screening, technical and functional evaluation, and reference verification. Its recruiting organization also validates resume details and clarifies project experience during candidate evaluation.

#### ❖ Candidate Qualification Quality Control

Galaxy will evaluate each candidate against the **specific WVOT labor category and requirements associated with the staffing request** before the candidate is submitted.

##### **The qualification review will consider, as applicable:**

- Required technical skills
- Required experience
- Relevant professional experience
- Education and degree requirements
- Certifications or other credentials
- Required platform, technology, or domain experience
- Communication and professional qualifications
- Availability and assignment suitability
- Supporting documentation

The objective is to ensure that candidate qualification is based on documented evidence rather than simply a resume title or general similarity to the requested position.

#### ❖ Labor Category Compliance Review

Galaxy will conduct a labor category compliance review before submitting a candidate.

##### **The Account Management and Recruiting teams will confirm that:**

1. The staffing request has been mapped to the appropriate WVOT labor category.
2. The candidate's qualifications correspond to that category.
3. Required experience and technical qualifications are supported by the candidate's documented background.
4. Education requirements, when applicable, have appropriate supporting documentation.
5. Required credentials have been reviewed.
6. Any required supporting materials are included in the submission package.

Galaxy will not substitute a candidate into a labor category merely because the candidate has a similar job title. The candidate will be evaluated against the **actual requirements applicable to the requested WVOT category**.

#### ❖ Resume Quality Assurance

Galaxy will perform a quality review of each resume before submission.

##### **The review will verify that the resume:**

- Clearly identifies the candidate's relevant professional experience





- Accurately presents employment history
- Describes relevant technical responsibilities and accomplishments
- Clearly identifies applicable technologies and tools
- Supports the experience claimed for the requested labor category
- Presents education and credentials consistently
- Does not contain unexplained gaps, contradictory information, or obvious inconsistencies
- Is professionally formatted and suitable for client review

Galaxy's recruiters validate resume details and clarify project experience as part of the candidate evaluation process.

This review is particularly important for technical staffing because the resume must provide WVOT with enough information to evaluate the candidate's relevance to the requested position.

#### ❖ Education and Degree Documentation

Where a WVOT labor category requires a particular degree or educational qualification, Galaxy will obtain and maintain the applicable supporting documentation for submission as required.

##### Education verification may include review of:

- Degree information
- Institution
- Field of study
- Graduation information
- Applicable supporting documentation
- Consistency between the candidate's resume and education documentation

Galaxy's candidate documentation process will distinguish between **education claimed by the candidate** and **education supported by documentation**.

Where the solicitation or applicable staffing request requires a copy of a degree or other educational documentation, Galaxy will include the required documentation with the candidate's qualification package rather than relying solely on a resume statement.

#### ❖ Experience Verification

Galaxy will review the candidate's professional experience to determine whether the experience presented supports the applicable WVOT qualification requirements.

##### Verification activities may include:

- Employer confirmation
- Position verification
- Employment dates
- Job responsibilities
- Relevant project experience
- Supervisory experience, where applicable
- Professional accomplishments

Galaxy's established employment verification process includes confirmation of employer, position,





employment dates, responsibilities, and other relevant employment information.

Galaxy will use this information to identify discrepancies between a candidate's stated qualifications and available verification information before submission.

❖ **Credential Verification**

When a staffing requirement identifies certifications, licenses, professional credentials, or other qualifications, Galaxy will review the applicable credential information before submission.

**Credential review may include:**

- Credential name
- Issuing organization
- Certification or license status
- Applicable dates
- Relevance to the requested labor category
- Supporting documentation where required

Galaxy's pipeline management methodology includes certification tracking as part of maintaining qualified technical talent pools.

Galaxy will not represent a credential as satisfying a WVOT requirement unless the candidate's information supports that representation.

❖ **Candidate Documentation Control**

Galaxy will maintain a controlled candidate documentation package for each candidate proposed to WVOT.

**As applicable, the package will contain:**

- Candidate resume
- Candidate summary or qualifications overview
- Relevant project experience
- Technical competencies
- Professional certifications
- Availability information
- Recruiter assessment
- Required compliance documentation
- Education or degree documentation
- Other supporting qualification materials required for the applicable position

This approach is consistent with Galaxy's established candidate submission methodology, which incorporates candidate summaries, resumes, qualifications, relevant project experience, technical competencies, certifications, availability, recruiter assessment, and compliance documentation. Documentation will be reviewed for consistency before being released for client consideration.

❖ **Pre-Submission Quality Review**

Before any candidate is submitted, Galaxy will conduct a final pre-submission review. The review will confirm:





Requirement → Labor Category → Candidate Qualification → Supporting Evidence → Submission Package

**The reviewer will verify that the candidate:**

- Is being submitted for the correct labor category;
- Meets the applicable qualification requirements based on available evidence;
- Has the required education documentation when applicable;
- Has applicable credentials documented;
- Has relevant experience clearly presented;
- Has a complete and accurate resume; and
- Has all required supporting information included in the submission package.

Only after this review will the candidate be released for submission to WVOT.

❖ **Candidate Accuracy and Completeness**

Galaxy will emphasize accuracy and completeness in all candidate information provided to WVOT.

**Candidate information will be reviewed for consistency across:**

- Resume
- Education documentation
- Credential information
- Employment history
- Recruiter evaluation
- Technical evaluation
- Supporting documentation

Where an inconsistency or missing item is identified, Galaxy will resolve the issue before submission whenever practicable.

This control is designed to reduce the risk of incomplete candidate packages, unsupported qualification claims, and avoidable clarification requests.

❖ **Corrective Action**

If a quality review identifies an issue, Galaxy will take corrective action before the candidate is submitted.

**Potential corrective actions include:**

- Requesting clarification from the candidate
- Obtaining missing documentation
- Correcting resume inconsistencies
- Revalidating employment or experience information
- Confirming credential information
- Conducting an additional technical or functional review
- Removing a candidate from consideration if qualification requirements cannot be adequately demonstrated

Galaxy's structured evaluation process is intended to ensure that only candidates meeting the applicable requirements and demonstrating suitability proceed to client submission.





## ❖ Continuous Improvement

Galaxy will use staffing and candidate-quality experience to continuously strengthen its recruiting and quality-control processes.

### Continuous improvement activities may include:

- Reviewing recurring candidate documentation issues
- Identifying common qualification gaps
- Improving recruiter qualification checklists
- Refining labor-category mapping
- Updating technical talent pipelines
- Strengthening credential tracking
- Improving resume quality controls
- Reviewing client feedback
- Updating candidate evaluation practices

Galaxy's broader staffing methodology incorporates quality assurance and continuous improvement as components of its workforce delivery model.

## **STAFFING PERFORMANCE, COMMUNICATION AND REPORTING**

Galaxy I Technologies, Inc. will provide WVOT with clear visibility into staffing activity throughout the contract. Our performance and reporting approach is designed around **visibility, responsiveness, accountability, and accurate communication** rather than arbitrary recruitment service-level commitments.

Galaxy recognizes that WVOT may have varying technical staffing requirements under the statewide open-end contract. The solicitation identifies the procurement as a Statewide Master Agreement (Open End), and the listed labor-category hours are estimates for evaluation purposes rather than guaranteed staffing volumes.

Accordingly, Galaxy will maintain appropriate tracking and communication mechanisms so WVOT can understand the status of staffing requests, candidate activity, selections, assignments, replacements, and issues requiring attention.

Galaxy's existing staffing methodology includes workforce coordination, consultant management, client support, performance reporting, and quality assurance as coordinated components of staff augmentation delivery.

## ❖ Staffing Request Tracking

Galaxy will maintain a centralized record of WVOT staffing requests from initial receipt through fulfillment or other disposition.

### Tracking information will include, as applicable:

- Staffing request identification
- Requested labor category
- Key qualification requirements
- Recruiting status
- Candidate identification status
- Candidate submission status
- Interview status
- Selection status





- Onboarding status
- Assignment status
- Outstanding actions
- Issues requiring resolution

This provides Account Management and Recruiting personnel with a common view of active requirements and enables timely follow-up.

## ❖ **Candidate Pipeline Tracking**

Galaxy will track candidates being considered for WVOT requirements through the applicable recruiting stages.

### **Pipeline tracking may include:**

- Candidate identification
- Qualification review
- Technical evaluation
- Documentation status
- Availability
- Submission readiness
- Client review
- Interview status
- Selection status
- Onboarding status

Galaxy maintains structured candidate pipelines that are continuously monitored, refreshed, and expanded. Its pipeline methodology includes skills inventory management, certification tracking, availability monitoring, recruiter collaboration, candidate nurturing, succession planning, and redeployment planning.

This enables Galaxy to maintain visibility into both current candidates and qualified talent available for future requirements.

## ❖ **Candidate Submission Tracking**

Galaxy will maintain records of candidates submitted to WVOT and the associated staffing request.

### **Submission tracking will provide visibility into:**

- Candidate name
- Requested labor category
- Submission date
- Qualification status
- Supporting documentation status
- Client review status
- Interview status
- Selection outcome
- Follow-up actions

Galaxy's candidate submission process incorporates the candidate's qualifications, relevant project





experience, technical competencies, certifications, availability, recruiter assessment, and compliance documentation as applicable.

## ❖ Interview and Selection Tracking

Galaxy will coordinate and track interview and selection activities associated with submitted candidates.

### **The Account Management and Recruiting teams will maintain visibility into:**

- Interview scheduling
- Candidate availability
- Interview status
- Client feedback, when provided
- Candidate interest
- Selection status
- Next steps
- Onboarding coordination

Maintaining this information in an organized manner helps prevent communication gaps and allows Galaxy to promptly address outstanding actions.

## ❖ Staffing Fulfillment Monitoring

Galaxy will monitor active staffing requirements from request through placement to ensure that each requirement remains visible to the appropriate account management and recruiting personnel.

### **Fulfillment monitoring will focus on:**

- Open staffing requirements
- Active recruiting activity
- Candidate availability
- Qualification status
- Candidate submissions
- Interview activity
- Selection activity
- Onboarding progress
- Filled and closed requests
- Requirements requiring additional recruiting attention

Galaxy's government staffing experience includes recruiting, screening, onboarding, workforce coordination, consultant management, resource replacement, and client support.

Galaxy will use this structure to maintain accountability for open requirements without establishing an unsupported contractual staffing timeline.

## ❖ Candidate Replacement Tracking

When replacement activity is required, Galaxy will establish a replacement-specific tracking record and coordinate the recruiting effort through Account Management.

### **Replacement tracking will address, as applicable:**

- Reason for replacement





- Assignment status
- Replacement requirement
- Candidate sourcing activity
- Candidate qualification
- Candidate submission
- Interview/selection status
- Transition and onboarding coordination

Resource replacement is an established component of Galaxy's staff augmentation services.

The objective is to maintain continuity of staffing support while keeping WVOT informed of the status of replacement activities.

#### ❖ ***Issue and Escalation Communication***

Galaxy will communicate issues according to their nature and level of importance.

Routine matters will be addressed through the appropriate recruiter or account management resource. Matters requiring additional management attention will be escalated through the established management structure.

Galaxy's existing escalation framework assigns progressively higher levels of responsibility for routine staffing matters, operational issues, contract performance concerns, and critical or contractual matters.

#### **Communications regarding an issue will focus on:**

- What occurred
- Current status
- Impact, if known
- Responsible Galaxy resource
- Action being taken
- Information needed from WVOT, if applicable
- Next action or resolution status

#### ❖ ***Management Reporting***

Galaxy will provide management-level information appropriate to the needs of the engagement and the requirements established by WVOT.

#### **Reporting may address:**

- Open staffing requests
- Candidate pipeline activity
- Candidate submissions
- Interviews and selections
- Staffing fulfillment
- Replacement activity
- Outstanding issues
- Escalations
- Other contract or staffing information requested by WVOT





Galaxy's broader performance management framework includes workforce metrics, client satisfaction reviews, staffing performance, time-to-fill analysis, resource retention, and continuous improvement activities.

Galaxy will avoid generating unnecessary reporting solely for the sake of reporting. Information will be structured to provide WVOT with useful visibility into staffing activity and matters requiring attention.

❖ **Client Communication and Status Updates**

Galaxy will maintain consistent communication with WVOT throughout the staffing lifecycle.

**Status updates will be provided as appropriate to the activity and may include:**

- Confirmation that a staffing request is under active review
- Recruiting and candidate pipeline status
- Candidate submission updates
- Interview coordination
- Selection and onboarding status
- Replacement status
- Resolution of outstanding issues
- Contract administration matters

Galaxy's account management model is specifically structured around a central coordination function for workforce planning, recruiting, consultant management, performance monitoring, issue resolution, and client communication.

Galaxy will not establish arbitrary response or placement guarantees in this proposal that are not expressly required by the CRFQ or otherwise contractually agreed. Instead, the Company will demonstrate its commitment through **active request tracking, responsive communication, disciplined recruiting coordination, transparent status visibility, and accountable issue resolution.**

❖ **Staffing Performance and Communication Control Model**

Galaxy's staffing performance model can be summarized as:

**Request Received → Request Tracked → Recruiting Activated → Candidates Evaluated → Candidates Submitted → Interviews/Selection Tracked → Staffing Fulfilled → Ongoing Support → Replacement/Issue Tracking as Required → Request Closed**

This approach gives WVOT a practical line of sight into staffing activity while preserving the flexibility appropriate to a statewide open-end staffing contract.

**Important proposal positioning:** I agree strongly with your adjustment. I would **not** write “within 24 hours,” “three candidates within 48 hours,” “95% fill rate,” or similar numbers anywhere in this section unless Galaxy has deliberately decided to make those contractual commitments. The stronger government-proposal position here is that Galaxy has a **controlled process and measurable visibility**, while actual staffing timelines remain responsive to the specific requirement, labor category, candidate availability, and WVOT's needs. Galaxy's existing materials support that kind of disciplined tracking and performance-management approach without requiring us to invent an SLA.





## **TECHNICAL STAFFING CAPACITY AND BUSINESS CONTINUITY**

Galaxy I Technologies, Inc. maintains a scalable technical staffing model designed to support temporary technical staffing requirements across diverse information technology disciplines. Galaxy's staffing portfolio includes temporary staffing, temporary-to-hire, direct hire, project-based staffing, professional consulting, workforce planning, resource replacement, and dedicated recruiting services. Its IT staffing capabilities span enterprise systems, digital transformation, cybersecurity, cloud environments, infrastructure modernization, software development, data management, and technical operations.

For the West Virginia Office of Technology (WVOT), Galaxy will apply this staffing infrastructure to maintain access to qualified technical professionals across the labor categories identified in the CRFQ. Because the solicitation establishes a statewide open-end contract and the stated evaluation hours are estimates rather than guaranteed staffing volumes, Galaxy's delivery model is designed to scale recruiting activity according to actual staffing demand.

### ❖ **Technical Talent Availability**

Galaxy maintains an internal recruiting database containing more than 300,000 qualified professionals, supported by strategic sourcing partnerships, professional networks, industry associations, digital recruiting platforms, and employee referral channels.

This talent infrastructure provides Galaxy with an established starting point for identifying professionals across technical disciplines. Galaxy will use its candidate database together with active sourcing channels and recruiter networks to identify candidates whose skills and experience align with the specific labor category and staffing requirement.

Galaxy's sourcing model also includes pre-qualified talent pools, passive candidate outreach, professional associations, referral networks, and dedicated recruiting resources.

This approach allows Galaxy to maintain access to both actively available candidates and professionals who may become available as staffing requirements arise.

### ❖ **Specialized and Hard-to-Fill Positions**

Galaxy recognizes that certain technical positions require a more specialized recruiting approach than general IT staffing. The WVOT labor categories include specialized disciplines spanning application development, CRM, database administration, business analysis, learning technologies, cloud financial operations, cloud architecture, cloud security, cloud platform engineering, cloud networking, cloud systems management, CCOE implementation, and mainframe systems programming.

For specialized or difficult-to-fill requirements, Galaxy will activate targeted sourcing rather than relying exclusively on general candidate searches. Recruiters will identify the technical competencies associated with the applicable labor category and focus sourcing activity on professionals whose demonstrated experience aligns with those requirements.

Galaxy's technical evaluation process may incorporate structured interviews, technical questionnaires, portfolio reviews, scenario-based discussions, and subject-matter-expert assessments, as appropriate to the position.

This provides an additional level of qualification review for positions where technical depth or specialized experience is particularly important.





## ❖ Candidate Withdrawal Management

Candidate withdrawal can occur during any staffing lifecycle, including after initial identification, submission, interview, selection, or prior to onboarding. Galaxy will manage candidate withdrawal as an active staffing event rather than allowing the request to remain unresolved.

### **When a candidate withdraws, Galaxy's recruiting team will:**

1. Document the withdrawal and its status within the staffing workflow.
2. Determine whether other qualified candidates remain available for the applicable requirement.
3. Reactivate sourcing activity when additional candidates are required.
4. Reassess the candidate pipeline against the applicable labor category requirements.
5. Coordinate updated candidate submissions and communications with the designated account management team.
6. Maintain continuity of the staffing request through final disposition.

Galaxy's established staffing model includes resource replacement as part of its staff augmentation service portfolio.

## ❖ Candidate Declination Management

Galaxy will similarly track candidate declinations and distinguish them from other staffing outcomes. Candidate availability, interest, compensation expectations, timing, location, work arrangement, or other circumstances may affect whether an otherwise qualified professional accepts a staffing opportunity.

Galaxy will document the applicable disposition, preserve relevant candidate information for future opportunities where appropriate, and continue recruiting against the open requirement when a qualified candidate declines.

Galaxy's pipeline management practices include candidate segmentation, availability monitoring, skills inventory, recruiter collaboration, candidate nurturing, and redeployment planning.

These practices support continued visibility into available talent and help recruiters identify alternative candidates when an initially targeted professional is no longer available.

## ❖ Recruiting Resource Backup

Galaxy will maintain recruiting resource continuity by utilizing its broader recruiting organization rather than making staffing fulfillment dependent upon a single recruiter.

Galaxy's recruiting model incorporates dedicated recruiting personnel, an established candidate database, multiple sourcing channels, professional networks, referral resources, and ongoing candidate engagement.

When staffing activity requires additional recruiting attention, Galaxy can coordinate resources across its recruiting and account management functions. This provides a practical backup mechanism for maintaining staffing activity when individual recruiting resources are unavailable or when workload increases.

## ❖ Talent Pipeline Continuity

Galaxy manages its technical talent pipeline as an ongoing resource rather than beginning the search process only after a staffing request is received.





Its pipeline management practices include workforce demand forecasting, candidate segmentation, skills inventories, certification tracking, availability monitoring, market intelligence, recruiter collaboration, candidate nurturing, succession planning, and redeployment planning.

For WVOT staffing requirements, this approach supports continued awareness of candidate availability and technical skill alignment across the applicable labor categories. Galaxy will continue to engage qualified professionals and maintain appropriate candidate information so that recruiting resources can be activated as staffing requirements develop.

This is particularly relevant to a statewide open-end staffing arrangement, where actual utilization may vary from the estimated evaluation quantities identified in the solicitation.

### ❖ Staffing Surge Capability

Galaxy's staffing model is structured to increase recruiting activity when multiple staffing requirements or elevated staffing demand occur concurrently.

#### **Surge support will be accomplished through coordinated use of:**

- Galaxy's existing technical candidate database;
- Multiple active sourcing channels;
- Dedicated recruiting resources;
- Specialized technical recruiting capabilities;
- Professional and referral networks;
- Pre-qualified candidate pools;
- Candidate pipeline management; and
- Account management coordination.

Galaxy's staff augmentation portfolio is supported by disciplined sourcing, candidate evaluation, and account management processes designed to support responsive staffing delivery.

Galaxy will scale its recruiting activity according to the actual volume and technical complexity of WVOT staffing requests rather than establishing unsupported staffing-volume or response-time guarantees.

### ❖ Business Continuity

Galaxy maintains business continuity practices intended to preserve recruiting, staffing, communication, and workforce support functions when operational disruptions occur.

Its documented continuity approach includes executive continuity, cross-trained personnel, geographic workforce distribution, remote-work capabilities, cloud collaboration, redundant communication methods, workforce succession planning, alternate recruiting resources, vendor continuity considerations, and ongoing testing and review.

These measures support continuity of the staffing lifecycle, including candidate sourcing, qualification review, candidate communication, submission coordination, account management, and issue escalation.

Galaxy will use its established continuity structure to maintain staffing support for WVOT throughout the contract period and to reduce dependence on any single individual, recruiting channel, or operational resource.





## ❖ Replacement Staffing Capability

Galaxy recognizes that maintaining staffing continuity extends beyond the initial placement of a consultant. A replacement may become necessary because of candidate withdrawal, candidate declination, separation, performance concerns, changing staffing requirements, or other circumstances affecting continued assignment.

Galaxy's service portfolio specifically includes resource replacement as a staff augmentation capability.

### **When replacement staffing is required, Galaxy will:**

1. Confirm the applicable labor category and continuing staffing requirements.
2. Review the existing candidate pipeline for qualified alternatives.
3. Activate targeted sourcing when the existing pipeline does not provide an appropriate replacement.
4. Apply the established candidate screening and qualification process.
5. Verify required candidate documentation and qualification evidence.
6. Coordinate candidate submission and interview activities.
7. Maintain communication with the designated account management team through replacement completion.

Replacement candidates will be evaluated against the applicable WVOT labor category requirements rather than treated as automatic substitutions. This preserves the same qualification-control process used for the original staffing request.

## ❖ Technical Staffing Capacity and Continuity Control Model

Galaxy's overall capacity and continuity model follows a controlled sequence:

**WVOT Staffing Requirement → Labor Category Alignment → Recruiting Resource Activation → Talent Pipeline Review → Targeted/General Sourcing → Candidate Qualification → Candidate Submission → Selection/Onboarding → Ongoing Staffing Support → Withdrawal/Declination or Replacement Management → Continued Pipeline Support**

This model combines Galaxy's established technical staffing infrastructure with its recruiting, candidate qualification, account management, and business continuity practices. It is designed to provide WVOT with a sustainable staffing resource capable of responding to varying technical requirements without relying on unsupported volume, placement, or response-time guarantees.

## **SECURITY, PRIVACY AND CONFIDENTIALITY**

Galaxy I Technologies, Inc. recognizes that temporary technical staffing services may involve access to government systems, applications, business information, and personnel information. Galaxy will apply appropriate controls to protect confidential information handled in connection with staffing activities and will conduct its services in accordance with the confidentiality, privacy, information-handling, and security requirements applicable to the engagement.

Galaxy's information security framework addresses data protection, privacy management, cybersecurity, secure information handling, and records governance. The controls described below are intended to support the secure handling of candidate and staffing information throughout the recruiting, qualification, submission, onboarding, and account-management lifecycle.

## ❖ Protection of Candidate Information

Galaxy will treat candidate information as information requiring controlled handling throughout the staffing





process. Candidate resumes, qualification documentation, employment information, contact information, education records, certifications, and other supporting materials will be handled only as necessary to support the staffing requirement and applicable verification and submission activities.

Galaxy's candidate submission process includes candidate summaries, resumes, qualifications overviews, relevant project experience, technical competencies, professional certifications, availability, recruiter assessments, and applicable compliance documentation.

Galaxy will maintain appropriate controls over this information and limit its use to legitimate recruiting, qualification, staffing, and contract-support purposes.

#### ❖ **Privacy and Confidentiality**

Galaxy will maintain the confidentiality of information received, generated, or accessed in connection with staffing services and will handle such information in accordance with applicable contractual requirements and applicable privacy and security obligations.

Galaxy's information security approach incorporates privacy management and secure information handling as components of its broader information security framework.

Personnel participating in staffing activities will be expected to exercise appropriate care when handling candidate, client, and staffing information and to avoid unauthorized use or disclosure.

#### ❖ **Secure Handling of Personnel Information**

Galaxy will incorporate secure information-handling practices throughout the candidate lifecycle. This includes the collection, review, verification, transmission, storage, and disposition of candidate and personnel-related information used for staffing activities.

Galaxy's established candidate qualification process includes resume evaluation, recruiter screening, technical or functional evaluation, and reference verification.

Information collected during these activities will be handled in a manner consistent with Galaxy's information protection practices and the requirements applicable to the specific staffing engagement.

#### ❖ **Access Control**

Galaxy will use controlled access practices to help ensure that candidate and staffing information is available only to personnel with a legitimate business need to perform assigned responsibilities.

Access will be aligned with functional responsibilities such as recruiting, candidate qualification, account management, contract administration, and related staffing support. Galaxy's account management model provides a dedicated coordination function for workforce planning, recruiting, consultant management, performance monitoring, issue resolution, and executive communication.

This role-based approach supports appropriate separation of staffing responsibilities while reducing unnecessary access to sensitive information.

#### ❖ **Records Protection**

Galaxy will protect staffing records and supporting documentation throughout the applicable staffing lifecycle.





Records may include candidate resumes, qualification information, education documentation where applicable, credential information, interview and selection records, staffing communications, and other documentation associated with candidate submission and fulfillment.

Galaxy's information security framework includes records governance as a component of its broader information protection approach.

Records will be maintained and handled in accordance with applicable contractual requirements, business processes, and retention obligations.

#### ❖ Information Disclosure Controls

Galaxy will control the disclosure of candidate and staffing information and will provide information only through authorized staffing and contract-administration channels.

Candidate information submitted to WVOT will be limited to information relevant to demonstrating the candidate's qualifications and supporting the staffing requirement. Galaxy's candidate submission methodology includes qualification information, relevant experience, technical competencies, certifications, availability, recruiter assessment, and applicable compliance documentation.

Galaxy will not intentionally disclose confidential information outside authorized purposes or channels and will address information requests through the appropriate account management and contract-administration personnel.

#### ❖ Security Incident Escalation

Galaxy will treat an actual or suspected security or confidentiality incident involving information associated with the engagement as an issue requiring prompt internal attention and appropriate escalation.

Galaxy maintains an established escalation structure that progresses from recruiter/delivery coordination through account management, program leadership, and executive sponsorship depending on the nature and significance of the issue. The framework covers routine staffing matters as well as operational risks, service-delivery concerns, strategic issues, and critical client concerns.

Where an incident or suspected unauthorized disclosure affects WVOT-related information, Galaxy will coordinate internally to assess the issue, involve the appropriate management personnel, document relevant actions, and communicate through authorized channels in accordance with applicable contractual and legal requirements.

#### ❖ Security, Privacy and Confidentiality Control Model

Galaxy's security and confidentiality approach follows the information lifecycle:

**Information Received → Authorized Access → Secure Handling → Qualification/Staffing Use → Controlled Disclosure → Records Protection → Issue Escalation, as Applicable**

This approach integrates information protection into Galaxy's staffing delivery model rather than treating security as a separate administrative activity. It supports the protection of candidate and personnel information while maintaining the documentation and communication necessary to fulfill WVOT staffing requirements.





## **CONTRACTUAL AND REGULATORY COMPLIANCE**

Galaxy I Technologies, Inc. recognizes that successful performance under the West Virginia Office of Technology (WVOT) Temporary Technical Staffing Services procurement requires more than the identification and placement of qualified technical personnel. Galaxy will administer the resulting agreement in accordance with the solicitation, applicable contractual requirements, and applicable federal, state, and local laws and regulations.

The CRFQ identifies the procurement as a statewide open-end agreement for technical staffing services, and expressly provides that offers are subject to the terms and conditions contained in the solicitation. Galaxy will therefore treat contractual and regulatory compliance as an integral component of its staffing delivery model.

### ❖ **Solicitation Compliance**

Galaxy will review and administer its proposal and subsequent contract performance against the requirements established in CRFQ-0231-OOT2700000006-1 and its incorporated terms and conditions.

Galaxy's compliance approach will include:

- Review of solicitation requirements before submission;
- Completion of required solicitation forms and certifications;
- Verification that required proposal information is included;
- Review of applicable addenda and amendments;
- Alignment of proposed staffing services with the specified labor categories;
- Compliance with applicable pricing and contract-administration requirements; and
- Internal review of the final submission for completeness and consistency.

The solicitation identifies the procurement as **CRFQ 0231 OOT2700000006, Version 1**, for Temporary Technical Staffing Services.

### ❖ **Compliance with West Virginia Laws and Regulations**

Galaxy will perform the services in accordance with applicable West Virginia requirements and other applicable federal, state, and local laws and regulations governing its performance.

Galaxy will maintain responsibility for identifying and addressing legal and regulatory requirements applicable to its role as a staffing services provider, including requirements associated with employment, personnel administration, taxation, insurance, workforce practices, confidentiality, and public-sector contracting, as applicable.

Galaxy's government contracting experience includes staffing support for state government operations, including recruiting, screening, placement, workforce coordination, consultant management, and procurement compliance.

### ❖ **Licensing and Registration**

Galaxy will maintain the registrations and licenses required for its business operations and for performance of the resulting agreement, to the extent applicable.

Galaxy maintains registrations and identifiers used to conduct business with federal, state, and local government agencies, including its Unique Entity Identifier, CAGE Code, FEIN, SAM registration, and applicable procurement registrations.

Any West Virginia-specific registration, license, permit, or authorization applicable to the services will be maintained in accordance with the solicitation and applicable law.





❖ **Insurance Requirements**

Galaxy will maintain insurance coverage applicable to its contractual obligations and will provide evidence of required coverage in the form and manner required by the solicitation or resulting agreement.

Insurance administration will be coordinated through Galaxy's contract-administration process so that required documentation can be maintained and provided when required.

Galaxy's prior government proposal materials demonstrate established practices for presenting insurance documentation as part of public-sector proposal submissions.

❖ **Workers' Compensation**

Galaxy will comply with applicable workers' compensation requirements for personnel provided under the agreement.

As the staffing employer or applicable employment entity for personnel provided by Galaxy, Galaxy will administer employment-related obligations in accordance with applicable law and contractual requirements. Where a particular staffing arrangement involves additional parties or employment structures, Galaxy will administer the applicable responsibilities consistent with the resulting contract.

❖ **Employment and Workforce Compliance**

Galaxy will administer its staffing activities in accordance with applicable employment and workforce requirements.

Its candidate evaluation process includes resume review, recruiter screening, technical or functional evaluation, and reference verification. Galaxy also maintains practices for validating resume information and clarifying project experience during the recruiting process.

These controls support accurate candidate representation and responsible workforce administration throughout the staffing lifecycle.

❖ **Subcontractor Compliance**

Galaxy I Technologies, Inc. is fully capable of delivering the required Temporary Technical Staffing Services using its own corporate, recruiting, account management, and staffing resources. Galaxy does not anticipate using subcontractors or third-party staffing providers to perform the services under this contract.

Galaxy will independently manage the recruiting, candidate qualification, candidate submission, staffing coordination, account management, and ongoing staffing support required to fulfill WVOT's technical staffing requirements. Galaxy's nationwide recruiting infrastructure, including its internal database of more than 300,000 qualified professionals and multiple sourcing channels, supports its ability to identify and provide qualified technical personnel directly.

Accordingly, Galaxy will maintain direct responsibility and accountability for the delivery of services and for compliance with the applicable requirements of the solicitation and resulting agreement.

❖ **Conflict of Interest**

Galaxy will address actual, potential, or perceived conflicts of interest in accordance with applicable solicitation and contractual requirements.

Galaxy will review relevant staffing and business circumstances and will elevate identified conflicts through its





account management and contract-administration structure for appropriate resolution.

The company's government staffing proposal materials demonstrate that conflicts of interest are treated as a distinct public-sector compliance consideration.

❖ **Non-Discrimination and Equal Employment Compliance**

Galaxy will conduct recruiting, candidate evaluation, selection, and employment activities in accordance with applicable non-discrimination and equal employment requirements.

Galaxy's recruiting process evaluates candidates based on qualifications, technical capabilities, experience, availability, and other legitimate staffing considerations relevant to the position. Its technical evaluation methodology is designed to assess the knowledge, skills, and experience required for successful performance.

This qualification-focused approach supports consistent and objective candidate evaluation.

❖ **Public Records and Disclosure**

Galaxy recognizes that records associated with public-sector contracting may be subject to applicable public-records and disclosure requirements.

Galaxy will therefore distinguish between information that must be protected as confidential or otherwise restricted and information that may be subject to disclosure under applicable law. Requests involving contract records or potentially disclosable information will be coordinated through Galaxy's designated contract-administration and management channels.

The solicitation itself identifies the West Virginia Purchasing Division as the contracting authority and WVOT as the receiving state organization for the services. Galaxy will maintain appropriate records to support transparent contract administration while protecting information subject to applicable confidentiality requirements.

❖ **Antitrust Compliance**

Galaxy will comply with applicable antitrust and fair-competition requirements governing its participation in the procurement and performance of the resulting agreement.

Galaxy will independently prepare and submit its offer and will not engage in conduct prohibited by applicable competition laws or procurement requirements.

This commitment applies to the proposal process, pricing, staffing services, and subsequent contract administration.

❖ **Vendor Non-Conflict Certification**

Galaxy will complete and submit the required vendor certifications and representations addressing conflicts and other procurement eligibility matters in the form required by the solicitation.

The solicitation requires the vendor signature and other identifying information as part of the bid submission and states that offers are subject to all terms and conditions contained in the solicitation.

Galaxy will ensure that the final submission is reviewed for required certifications and authorized execution before submission.





## ❖ Contractual Terms and Conditions

Galaxy will administer the resulting agreement in accordance with its incorporated terms, conditions, specifications, and applicable procurement requirements.

The contract-administration function will maintain awareness of requirements affecting staffing requests, candidate qualification documentation, pricing, invoicing, personnel administration, confidentiality, insurance, compliance, and other applicable contractual obligations.

Galaxy's account management model establishes a dedicated coordination function for workforce planning, recruiting, consultant management, performance monitoring, issue resolution, and executive communication. This structure provides a central mechanism for coordinating operational and contractual responsibilities.

## ❖ Acceptance of State Requirements

Galaxy acknowledges the importance of accepting and operating within the requirements established by the State of West Virginia for this procurement.

The solicitation identifies the procurement as a statewide open-end contract for technical staffing services and states that offers are subject to all terms and conditions contained in the solicitation.

Galaxy will perform the resulting services in accordance with the solicitation and executed contract, including applicable requirements concerning staffing, candidate qualification documentation, contract administration, confidentiality, insurance, employment practices, and other obligations applicable to the engagement.

## **RELEVANT TECHNICAL STAFFING EXPERIENCE**

Galaxy I Technologies Inc. has successfully delivered staffing and workforce solutions across public sector and private sector organizations. Galaxy's experience demonstrates its ability to provide qualified personnel, manage staffing operations, support technical environments, and maintain responsive and compliant workforce delivery.

## ❖ Government IT Staffing Experience

Galaxy I Technologies Inc. has experience providing technical staffing and workforce solutions within government environments. Galaxy's government staffing engagements include sourcing, screening, qualification, placement, onboarding, workforce coordination, and ongoing staffing support.

Through its government staffing experience, Galaxy has supported organizations requiring qualified personnel across technical, administrative, infrastructure, application support, help desk, project coordination, and operational functions. These engagements require disciplined recruiting processes, compliance with government procurement requirements, candidate qualification verification, and coordination across multiple departments and agencies.

Galaxy's State of Kansas IT Staff Augmentation engagement provides direct experience supporting statewide government operations through technical staffing, infrastructure operations, application support, candidate sourcing and screening, procurement compliance, background verification, and multi-agency coordination.

## ❖ State Government Staffing Experience

Galaxy I Technologies Inc. has demonstrated experience supporting state government organizations through structured technical staffing and workforce delivery.





- **State of Kansas — IT Staff Augmentation BPA**

Galaxy provides staffing support for statewide government operations, including sourcing, screening, placement, infrastructure operations, application support teams, procurement compliance, background verification, and coordination across multiple agencies. This engagement demonstrates Galaxy's ability to manage staffing requirements within a statewide government environment and provide personnel aligned with defined technical and operational requirements.

- **State of Delaware — Information Technology Services**

Galaxy I Technologies Inc. has been awarded a contract to provide staffing and technology support services for state operations. The engagement includes identifying, screening, and deploying qualified personnel aligned with state requirements while supporting compliance with applicable procurement and employment requirements. This experience demonstrates Galaxy's ability to mobilize staffing resources and support state-level technical and operational requirements.

❖ **Technical Workforce Solutions Experience**

Galaxy I Technologies Inc. provides a comprehensive range of workforce solutions, including temporary staffing, temporary-to-hire, direct hire, project-based staffing, professional consulting, workforce planning, resource replacement, and dedicated recruiting.

Galaxy's IT staffing capabilities encompass enterprise systems, digital transformation, cybersecurity, cloud environments, infrastructure modernization, software development, data management, and technical operations.

This breadth enables Galaxy to support diverse technical staffing requirements and identify personnel across multiple disciplines and levels of technical specialization.

❖ **Specialized Technical Recruiting Experience**

Galaxy maintains an internal recruiting database of more than 300,000 qualified professionals, supported by strategic sourcing partnerships, professional networks, industry associations, digital recruiting platforms, employee referrals, and targeted talent acquisition.

Galaxy supplements its candidate database with specialized technical recruiting and targeted sourcing for positions requiring specific technical skills, platforms, applications, infrastructure experience, and professional qualifications.

Galaxy's technical evaluation process may include structured interviews, technical questionnaires, portfolio reviews, scenario-based discussions, and subject-matter-expert assessments, depending on the requirements of the position.

This approach enables Galaxy to identify and evaluate candidates against the specific requirements of each requested technical staffing assignment.

❖ **Application Development Staffing Experience**

Galaxy I Technologies Inc. provides IT staffing support across software development and enterprise application environments. Its technical staffing capabilities include software development, enterprise systems, application support, and related technical operations.

Galaxy applies structured technical and functional evaluation to assess candidates against assignment requirements. Candidate evaluation is supported by resume review, recruiter screening, technical





assessment, experience validation, and reference verification as applicable.

This experience supports staffing requirements involving application development, application support, enterprise applications, and related technical functions.

## ❖ **Database and Infrastructure Staffing Experience**

Galaxy's IT staffing portfolio includes data management, infrastructure modernization, enterprise systems, and technical operations.

Galaxy's State of Kansas engagement further demonstrates experience supporting infrastructure operations and application support teams within a statewide government environment.

Galaxy's recruiting and candidate evaluation processes enable the identification of personnel with the technical experience required for database administration, infrastructure operations, systems support, application support, and related technical assignments.

## ❖ **Cloud and Cybersecurity Staffing Experience**

Galaxy I Technologies Inc. provides IT staffing capabilities supporting cloud environments, cybersecurity, infrastructure modernization, enterprise systems, and technical operations.

Galaxy's information security framework addresses data protection, privacy management, cybersecurity, secure information handling, and records governance.

Galaxy's technical recruiting and evaluation capabilities support the identification of qualified personnel for cloud, cybersecurity, infrastructure, and related technical environments.

## ❖ **Business Analysis and Professional Staffing Experience**

Galaxy I Technologies Inc. provides professional staffing and consulting solutions across technical, operational, administrative, and project-based functions. Its workforce solutions include professional consulting, project-based staffing, workforce planning, resource replacement, and dedicated recruiting.

Galaxy's staffing experience includes project support, technical support, administrative coordination, and other professional functions requiring qualified personnel and structured workforce management.

Galaxy's broad recruiting infrastructure enables the organization to identify candidates with the combination of technical, analytical, professional, and operational capabilities required for individual assignments.

## ❖ **Staffing Delivery Performance**

Galaxy manages staffing delivery through a structured process covering candidate sourcing, screening, technical and functional evaluation, qualification verification, reference verification, documentation, and candidate submission.

Galaxy's candidate pipeline management includes workforce demand forecasting, candidate segmentation, skills inventory, certification tracking, availability monitoring, market intelligence, recruiter collaboration, candidate nurturing, succession planning, and redeployment planning.

Galaxy also maintains quality-control practices designed to support consistent candidate evaluation, accurate documentation, timely communication, and alignment with client requirements.





These processes provide a structured foundation for fulfilling staffing requirements, maintaining candidate pipelines, supporting workforce continuity, and addressing replacement requirements when necessary.

## ❖ Client References and Supporting Documentation

### **Reference 1 – Public Sector (State of Kansas)**

**Project:** IT Staff Augmentation BPA

**Completion:** Ongoing

**Company Name:** Kansas Department of Administration

**Address:** 900 SW Jackson, Suite 451 S, Topeka, KS 66612-1216

**Contact Name:** Lara J. Williams

**Title:** Procurement Officer, Office of Procurement and Contracts

**Phone:** (785) 296-2371

**Email:** [lara.j.williams@ks.gov](mailto:lara.j.williams@ks.gov)

#### **Scope of Services Provided:**

Galaxy I Technologies Inc. provides staffing support for statewide government operations, delivering qualified personnel across technical and administrative functions. Services include sourcing, screening, and placement of candidates to support infrastructure operations, application support teams, and departmental initiatives.

Temporary positions commonly filled include administrative support staff, technical support personnel, help desk resources, and project coordination roles. The engagement requires consistent compliance with government procurement standards, background verification, and coordination across multiple agencies.

This engagement demonstrates Galaxy I Technologies Inc.'s ability to support large-scale government environments, maintain structured staffing processes, and deliver qualified personnel within defined timelines.

### **Reference 2 – Public Sector (State of Delaware)**

**Project:** Information Technology Services

**Completion:** Recently Awarded (Implementation Phase)

**Company Name:** State of Delaware

**Address:** 87 Reads Way, New Castle, DE 19720

**Contact Name:** Crystal Goerlitz

**Title:** Senior Office Assistant

**Phone:** 302-395-5262

**Email:** [crystal.goerlitz@newcastlede.gov](mailto:crystal.goerlitz@newcastlede.gov)

#### **Scope of Services Provided:**

Galaxy I Technologies Inc. has been awarded a contract to provide staffing and technology support services for state operations. The scope includes providing qualified personnel to support IT functions, administrative coordination, and operational support services.

Staffing responsibilities include identifying, screening, and deploying candidates aligned with state requirements while ensuring compliance with procurement guidelines and employment regulations. Positions supported include administrative staff, technical support personnel, and project support roles.





This engagement reflects Galaxy I Technologies Inc.'s ability to meet state-level contracting requirements, mobilize staffing resources, and support regulated public-sector environments.

### **Reference 3 – Public Sector (Municipal – Alabama)**

**Project:** IT Staffing Services

**Completion:** Ongoing

**Company Name:** City of Alabama

**Address:** Folsom Administrative Building, 64 North Union Street, Montgomery, Alabama 36130

**Contact Name:** Michael Hood

**Title:** Account Manager

**Phone:** 334-201-1132

**Email:** [michael.hood@cai.io](mailto:michael.hood@cai.io)

#### **Scope of Services Provided:**

Galaxy I Technologies Inc. provides staffing services to support municipal operations, including placement of personnel across technical and administrative functions. Services include recruitment, screening, onboarding, and ongoing coordination of temporary staff supporting city departments.

Positions commonly filled include administrative assistants, help desk support staff, systems support personnel, and operational support roles. The engagement requires responsiveness, coordination with city departments, and adherence to municipal service expectations.

This engagement demonstrates Galaxy I Technologies Inc.'s capability to support city-level government operations, manage ongoing staffing needs, and maintain service continuity through timely candidate placement and replacement.

### **Reference 4 – Private Sector (Fidelity Investments)**

**Project:** IT Staffing & Workforce Support

**Completion:** Ongoing

**Company Name:** Fidelity Investments

**Address:** 100 New Millennium Way, Durham, NC 27709

**Contact Name:** Robert Procopio

**Title:** Senior Manager – Human Resources

**Phone:** 781-223-6543

**Email:** [Robert.procopio@fmr.com](mailto:Robert.procopio@fmr.com)

#### **Scope of Services Provided:**

Galaxy I Technologies Inc. provides staffing support across multiple business units, delivering qualified professionals to support operational, technical, and administrative functions. Services include candidate sourcing, screening, onboarding, and workforce management.

Positions filled include application support staff, data specialists, administrative coordinators, IT professionals, and project support personnel. This engagement involves high-volume staffing, coordination across multiple teams, and adherence to strict quality and performance standards.

This reference highlights Galaxy I Technologies Inc.'s ability to support large-scale, high-demand environments requiring consistent delivery of qualified personnel and strong workforce management practices.





## Reference 5 – Private Sector (World Wide Technology – WWT)

**Project:** Enterprise Staffing & Infrastructure Support

**Completion:** Ongoing

**Company Name:** World Wide Technology (WWT)

**Address:** 2700 Camino Ramon, Suite 100, San Ramon, CA 94583

**Contact Name:** Eswara Sirivella

**Title:** Client Relationship and Account Management

**Phone:** 925-997-8291

**Email:** [eswara.sirivella@wwt.com](mailto:eswara.sirivella@wwt.com)

### **Scope of Services Provided:**

Galaxy I Technologies Inc. provides staffing and workforce solutions supporting enterprise-level operations and technology initiatives. Services include recruitment, screening, and placement of skilled personnel across technical, operational, and project-based roles.

Positions commonly filled include project managers, administrative support staff, IT specialists, and infrastructure support personnel. The engagement requires scalable staffing, rapid response to client needs, and alignment with enterprise-level performance expectations.

This engagement demonstrates Galaxy I Technologies Inc.'s ability to deliver scalable staffing solutions and support complex operational environments requiring flexibility, speed, and quality.

## **COST / FEE PROPOSAL**

Galaxy I Technologies, Inc. submits the following pricing in accordance with the pricing requirements of CRFQ-0231-OOT2700000006-1, Temporary Technical Staffing Services.

Galaxy's proposed rates are provided on an hourly basis for each of the **thirteen (13)** labor categories identified in the solicitation. The State's official Pricing Page remains the controlling pricing schedule, and Galaxy will complete all required pricing fields on the official solicitation form.

The solicitation identifies 2,080 estimated hours for each labor category for evaluation purposes. These estimated hours do not establish a guaranteed minimum or maximum level of staffing or usage.

### ❖ **Fully Burdened Hourly Rates**

Galaxy's proposed hourly rates are fully burdened rates and are intended to include all applicable costs associated with providing qualified personnel under the resulting contract, including applicable taxes, employment-related costs, and other costs required under the solicitation.

| Labor Category                                                | Unit | Estimated Bill Rate |
|---------------------------------------------------------------|------|---------------------|
| Senior Web Application Analyst                                | Hour | \$ 78.00            |
| CRM Application Analyst                                       | Hour | \$ 78.00            |
| Senior SQL Server Database Administrator                      | Hour | \$ 71.50            |
| Business Analyst                                              | Hour | \$ 71.50            |
| Learning Management System & eLearning Development Specialist | Hour | \$ 78.00            |
| Cloud Financial Operations Specialist                         | Hour | \$ 78.00            |
| Cloud Architect                                               | Hour | \$ 91.00            |
| Cloud Security Professional                                   | Hour | \$ 71.50            |





|                                                             |      |    |       |
|-------------------------------------------------------------|------|----|-------|
| Cloud Platform Engineer                                     | Hour | \$ | 71.50 |
| Cloud Network Engineer                                      | Hour | \$ | 78.00 |
| Cloud Systems Management Engineer                           | Hour | \$ | 65.00 |
| Cloud Center of Excellence (CCOE) Implementation Specialist | Hour | \$ | 78.00 |
| Mainframe Systems Programmer                                | Hour | \$ | 84.50 |

#### ❖ ***Labor Category Pricing***

Galaxy's proposed pricing covers all thirteen (13) labor categories identified in the CRFQ:

1. Senior Web Application Analyst — **\$78.00/hour**
2. CRM Application Analyst — **\$78.00/hour**
3. Senior SQL Server Database Administrator — **\$71.50/hour**
4. Business Analyst — **\$71.50/hour**
5. Learning Management System & eLearning Development Specialist — **\$78.00/hour**
6. Cloud Financial Operations Specialist — **\$78.00/hour**
7. Cloud Architect — **\$91.00/hour**
8. Cloud Security Professional — **\$71.50/hour**
9. Cloud Platform Engineer — **\$71.50/hour**
10. Cloud Network Engineer — **\$78.00/hour**
11. Cloud Systems Management Engineer — **\$65.00/hour**
12. Cloud Center of Excellence (CCOE) Implementation Specialist — **\$78.00/hour**
13. Mainframe Systems Programmer — **\$84.50/hour**

The rates correspond to the labor categories established in the State's official pricing schedule. The solicitation provides 2,080 estimated hours for each category for evaluation purposes.

#### ❖ ***Inclusive Cost Structure***

Galaxy's proposed hourly rates are structured as fully burdened rates. The rates incorporate the costs applicable to Galaxy's delivery of the requested staffing services and are not intended to require separate charges for costs that the solicitation requires to be included in the hourly rate.

The proposed rates therefore provide the State with a consolidated hourly cost for each labor category while allowing actual staffing utilization to vary according to WVOT's requirements. The solicitation expressly identifies the estimated hours as estimates only and does not establish a guaranteed minimum or maximum quantity of hours.

#### ❖ ***Pricing Certification***

Galaxy I Technologies, Inc. certifies that the hourly rates submitted for the thirteen (13) labor categories are the rates proposed for the Temporary Technical Staffing Services covered by CRFQ-0231-OOT2700000006-1. Galaxy understands that the official State pricing form is controlling and that all required pricing information must be completed in accordance with the solicitation requirements.

Galaxy further certifies that its proposed hourly rates are inclusive of the applicable costs required to be included within the bill rate under the solicitation.

#### ❖ ***Pricing Page Completion***

Galaxy will complete the State's official Pricing Page in full using the proposed hourly rates identified above. The official State pricing form will not be replaced or reformatted by this narrative. The pricing schedule contained in the State-issued CRFQ remains controlling for bid submission and evaluation.





Galaxy will ensure that all thirteen (13) labor category pricing lines are completed, that the applicable unit and bill rate information is entered accurately, and that no required pricing field is left incomplete. The solicitation's pricing schedule establishes the thirteen labor categories and the 2,080 estimated hours associated with each category for evaluation purposes.

## **ASSUMPTIONS AND CLARIFICATIONS**

Galaxy I Technologies, Inc. has prepared this proposal based on the requirements, terms, conditions, labor categories, pricing structure, and instructions contained in CRFQ-0231-OOT2700000006-1, Temporary Technical Staffing Services.

Galaxy assumes that staffing requirements will be communicated by the State in accordance with the resulting agreement and that personnel will be requested based on the labor categories and qualifications identified by WVOT.

The estimated hours identified in the solicitation are understood to be estimates for evaluation and do not represent a guaranteed minimum or maximum quantity of staffing services.

### ❖ **Staffing Assumptions**

Galaxy will provide qualified personnel aligned with the labor category and assignment requirements communicated by WVOT.

Staffing fulfillment will be supported through Galaxy's recruiting infrastructure, internal candidate database, targeted sourcing channels, candidate screening, technical evaluation, qualification verification, and candidate submission processes. Galaxy maintains an internal recruiting database of more than 300,000 qualified professionals and utilizes multiple sourcing channels to identify qualified personnel.

Actual staffing levels, assignments, hours, and personnel requirements will be determined by WVOT's needs under the resulting contract and will not be inferred from the estimated evaluation hours contained in the CRFQ.

Galaxy does not anticipate using subcontractors or third-party staffing providers to perform the services. Galaxy is fully capable of delivering the required Temporary Technical Staffing Services using its own corporate, recruiting, account management, and staffing resources.

### ❖ **Candidate Qualification Assumptions**

Galaxy will evaluate candidates against the specific qualifications applicable to the requested labor category and assignment.

Candidate qualification review will include examination of relevant experience, technical competencies, education, certifications or credentials where applicable, and supporting documentation required for the assignment. Galaxy's candidate submission process includes candidate summaries, resumes, qualification information, relevant project experience, technical competencies, certifications, availability, recruiter assessment, and applicable compliance documentation.

Galaxy will not represent that a candidate satisfies a specific qualification unless the candidate's submitted documentation supports the applicable requirement.

Where the solicitation or staffing request requires supporting documentation, Galaxy will provide the applicable documentation in accordance with the State's requirements.





❖ Pricing Assumptions

Galaxy's proposed hourly rates are based on the thirteen (13) labor categories identified in the official CRFQ pricing schedule.

The proposed rates are fully burdened hourly rates and include applicable costs required to be included in the hourly rate under the solicitation.

The State's official Pricing Page remains the controlling pricing schedule. Galaxy's narrative pricing table is provided for proposal reference and does not replace or modify the State-issued pricing form. The 2,080 hours identified for each labor category are estimated hours for evaluation purposes only and do not establish a guaranteed minimum or maximum quantity of hours.

❖ Clarifications

Galaxy's proposal is based on the requirements stated in CRFQ-0231-OOT2700000006-1 and the solicitation documents issued by the West Virginia Purchasing Division.

The labor categories and proposed rates included in this proposal correspond to the categories identified in the State's pricing schedule. Galaxy will perform staffing services in accordance with the requirements applicable to each requested assignment.

Any clarification issued by the State through an official solicitation addendum will be incorporated into Galaxy's final response and supersede any inconsistent information contained in earlier solicitation materials, as applicable.

❖ Exceptions

Galaxy has not identified any exceptions to the requirements presented in this proposal.

Galaxy's offer is submitted based on the solicitation requirements, terms, conditions, and instructions contained in CRFQ-0231-OOT2700000006-1. Any exception formally identified in the executed solicitation response, if applicable, will be stated clearly and in accordance with the State's requirements.

**THE REMAINDER OF THIS PROPOSAL IS INTENTIONALLY LEFT BLANK. PLEASE PROCEED TO THE NEXT PAGE TO CONTINUE REVIEWING THE PROPOSAL.**





## CERTIFICATION OF INSURANCE



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Technical Insurance Solutions LLC<br>1000 Gattis School Rd, Ste 250<br>Round Rock TX 78664 | <b>CONTACT</b><br>NAME: Technical Insurance<br>PHONE (A/C, No, Ext): 737-842-8434 FAX (A/C, No): (512) 829-3488<br>E-MAIL: coi@techinsuranceinc.com<br>ADDRESS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |        |                                 |       |                                                          |       |                                        |     |                                           |       |                                            |       |                                    |       |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------|---------------------------------|-------|----------------------------------------------------------|-------|----------------------------------------|-----|-------------------------------------------|-------|--------------------------------------------|-------|------------------------------------|-------|
| <b>INSURED</b><br>Galaxy I Technologies, Inc<br>7700 PRESTON ROAD, SUITE #504<br>FRISCO TX 75034              | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: STANDARD FIRE INS CO</td> <td>19070</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Insurance Company</td> <td>36161</td> </tr> <tr> <td>INSURER C: Rated by Multiple Companies</td> <td>914</td> </tr> <tr> <td>INSURER D: ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER E: Hartford Fire Insurance Company</td> <td>19682</td> </tr> <tr> <td>INSURER F: PHILADELPHIA IND INS CO</td> <td>18058</td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: STANDARD FIRE INS CO | 19070 | INSURER B: Travelers Property Casualty Insurance Company | 36161 | INSURER C: Rated by Multiple Companies | 914 | INSURER D: ACE American Insurance Company | 22667 | INSURER E: Hartford Fire Insurance Company | 19682 | INSURER F: PHILADELPHIA IND INS CO | 18058 |
| INSURER(S) AFFORDING COVERAGE                                                                                 | NAIC #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |        |                                 |       |                                                          |       |                                        |     |                                           |       |                                            |       |                                    |       |
| INSURER A: STANDARD FIRE INS CO                                                                               | 19070                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |        |                                 |       |                                                          |       |                                        |     |                                           |       |                                            |       |                                    |       |
| INSURER B: Travelers Property Casualty Insurance Company                                                      | 36161                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |        |                                 |       |                                                          |       |                                        |     |                                           |       |                                            |       |                                    |       |
| INSURER C: Rated by Multiple Companies                                                                        | 914                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |        |                                 |       |                                                          |       |                                        |     |                                           |       |                                            |       |                                    |       |
| INSURER D: ACE American Insurance Company                                                                     | 22667                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |        |                                 |       |                                                          |       |                                        |     |                                           |       |                                            |       |                                    |       |
| INSURER E: Hartford Fire Insurance Company                                                                    | 19682                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |        |                                 |       |                                                          |       |                                        |     |                                           |       |                                            |       |                                    |       |
| INSURER F: PHILADELPHIA IND INS CO                                                                            | 18058                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |        |                                 |       |                                                          |       |                                        |     |                                           |       |                                            |       |                                    |       |

| COVERAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CERTIFICATE NUMBER: 2147183528                                                                                                                                                                                                                                                                                                              | REVISION NUMBER:   |                                              |                                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |                                                                                                                                                                                                                                                                                                                                             |                    |                                              |                                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| INSR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                           | ADDL SUBR INSD WVD | POLICY NUMBER                                | POLICY EFF (MM/DD/YYYY)             | POLICY EXP (MM/DD/YYYY)             | LIMITS                                                                                                                                                                                                                                                                                                                                                                                                                          |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: | Y Y                | BIP-B7765082-25                              | 8/12/2026                           | 8/12/2027                           | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>BPP \$ 12,730<br>COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$ |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                                                     | Y Y                | BIP-B7765082-25                              | 8/12/2026                           | 8/12/2027                           | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                                                                                                                                                                                                 |
| B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                              | Y Y                | CUP-B7517191-25                              | 8/12/2026                           | 8/12/2027                           | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000<br>\$                                                                                                                                                                                                                                                                                                                                                                  |
| C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                               | Y/N<br>N           | 65WECBV1K94                                  | 8/12/2026                           | 8/12/2027                           | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                                                                                                                                                                                                        |
| D E F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | E&O w/ 3rd Party Cyber<br>3rd Party Crime<br>Excess E&O                                                                                                                                                                                                                                                                                     |                    | D03249591<br>65 TP 0808218-25<br>PHD00754186 | 8/12/2026<br>8/12/2026<br>8/15/2026 | 8/12/2027<br>8/12/2027<br>8/15/2027 | \$5,000,000 Occ<br>\$5,000,000<br>\$5,000,000<br>\$5,000,000 Agg                                                                                                                                                                                                                                                                                                                                                                |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 The general liability policy includes a blanket automatic additional insured endorsement that provides additional insured status only when there is a written contract between the named insured and the certificate holder that requires such status. The general liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it

| CERTIFICATE HOLDER | CANCELLATION                                                                                                                                                                                                                                |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| INSURED COPY       | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><div style="text-align: center;"> </div> |

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## W9 CERTIFICATE

Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.  
See Specific Instructions on page 3.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)<br><b>Galaxy i Technologies Inc.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                               |
| <b>2</b> Business name/disregarded entity name, if different from above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                               |
| <b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____<br><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) _____ | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br>Exempt payee code (if any) _____<br>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____<br><i>(Applies to accounts maintained outside the United States.)</i> |
| <b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                               |
| <b>5</b> Address (number, street, and apt. or suite no.). See instructions.<br><b>9927 E Bell Road, Suite 110</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Requester's name and address (optional)<br><b>Vijay Kommineni</b><br><b>9927 E Bell Road, Suite 110, Scottsdale, AZ 85260</b>                                                                                                                                                                                 |
| <b>6</b> City, state, and ZIP code<br><b>Scottsdale, AZ 85260</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                               |
| <b>7</b> List account number(s) here (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                               |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |   |   |   |   |   |   |   |   |   |  |
|--------------------------------|---|---|---|---|---|---|---|---|---|--|
| Social security number         |   |   |   |   |   |   |   |   |   |  |
|                                |   |   | - |   |   |   | - |   |   |  |
| or                             |   |   |   |   |   |   |   |   |   |  |
| Employer identification number |   |   |   |   |   |   |   |   |   |  |
| 2                              | 7 | - | 1 | 9 | 2 | 4 | 4 | 1 | 6 |  |

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person

*J.S. Vijay Kommineni*

Date 13th August 2026

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they





must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form**, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).





Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

| IF the entity/individual on line 1 is a(n) . . .                             | THEN check the box for . . .                                            |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| • Corporation                                                                | Corporation.                                                            |
| • Individual or                                                              | Individual/sole proprietor.                                             |
| • Sole proprietorship                                                        |                                                                         |
| • LLC classified as a partnership for U.S. federal tax purposes or           | Limited liability company and enter the appropriate tax classification: |
| • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation | P = Partnership,<br>C = C corporation, or<br>S = S corporation.         |
| • Partnership                                                                | Partnership.                                                            |
| • Trust/estate                                                               | Trust/estate.                                                           |

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).



- 2—The United States or any of its agencies or instrumentalities.  
 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.  
 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.  
 5—A corporation.  
 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.  
 7—A futures commission merchant registered with the Commodity Futures Trading Commission.  
 8—A real estate investment trust.  
 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.  
 10—A common trust fund operated by a bank under section 584(a).  
 11—A financial institution as defined under section 581.  
 12—A middleman known in the investment community as a nominee or custodian.  
 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

| IF the payment is for . . .                                                              | THEN the payment is exempt for . . .                                                                                                                                                                          |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • Interest and dividend payments                                                         | All exempt payees except for 7.                                                                                                                                                                               |
| • Broker transactions                                                                    | Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012. |
| • Barter exchange transactions and patronage dividends                                   | Exempt payees 1 through 4.                                                                                                                                                                                    |
| • Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup> | Generally, exempt payees 1 through 5. <sup>2</sup>                                                                                                                                                            |
| • Payments made in settlement of payment card or third-party network transactions        | Exempt payees 1 through 4.                                                                                                                                                                                    |

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.





## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

| For this type of account:                                                                              | Give name and SSN of:                                                                                   |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1. Individual                                                                                          | The individual                                                                                          |
| 2. Two or more individuals (joint account) other than an account maintained by an FFI                  | The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup> |
| 3. Two or more U.S. persons (joint account maintained by an FFI)                                       | Each holder of the account                                                                              |
| 4. Custodial account of a minor (Uniform Gift to Minors Act)                                           | The minor <sup>2</sup>                                                                                  |
| 5. a. The usual revocable savings trust (grantor is also trustee)                                      | The grantor-trustee <sup>1</sup>                                                                        |
| b. So-called trust account that is not a legal or valid trust under state law                          | The actual owner <sup>1</sup>                                                                           |
| 6. Sole proprietorship or disregarded entity owned by an individual                                    | The owner <sup>3</sup>                                                                                  |
| 7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))** | The grantor*                                                                                            |

| For this type of account:                                                                                                                                                                   | Give name and EIN of:     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 8. Disregarded entity not owned by an individual                                                                                                                                            | The owner                 |
| 9. A valid trust, estate, or pension trust                                                                                                                                                  | Legal entity <sup>4</sup> |
| 10. Corporation or LLC electing corporate status on Form 8832 or Form 2553                                                                                                                  | The corporation           |
| 11. Association, club, religious, charitable, educational, or other tax-exempt organization                                                                                                 | The organization          |
| 12. Partnership or multi-member LLC                                                                                                                                                         | The partnership           |
| 13. A broker or registered nominee                                                                                                                                                          | The broker or nominee     |
| 14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity         |
| 15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**                                               | The trust                 |

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.





Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.





## ACDBE CERTIFICATE



### Arizona Unified Certification Program

#### **This is to certify that**

under Title 49, Parts 23 & 26 of the Code of Federal Regulations, and  
under the State of Arizona Unified Certification Program (AZUCP)

#### **Vijay Kommineni**

a certified **Airport Concession Disadvantaged Business Enterprise (ACDBE)** in the following specialty/specialties:

**IT Consulting, training and development NAICS 541511, 541512**

**Certification Effective Date: September 26, 2024**

This certification is valid as-of the above date provided this firm meets the on-going programmatic standards and fulfills the annual update requirement to remain in good standing as a ACDBE.

*Please check our database at <https://adot.dbesystem.com> to verify continuing eligibility.*

Date: **October 2, 2024**

Sincerely,

Valerie Churchwell  
Deputy Director

Business Relations Division  
602-262-7502  
[valerie.churchwell@phoenix.gov](mailto:valerie.churchwell@phoenix.gov)





## MBE CERTIFICATE

Certificate Number

AZ667687



Advancing Economic  
Impact Together

This certificate attests that the below mentioned company is an NMSDC-Certified  
Minority Business Enterprise(MBE)

# GALAXY I TECHNOLOGIES INC

06-22-2026

Issuance Date

07-31-2027

Expiration Date

Donald R. Cravins, Jr.  
President and CEO  
NMSDC

541511,541512,541519

NAICS Codes

80101507

UNSPSC Codes

Regional Affiliate: Dallas/Fort Worth MSDC





## DISADVANTAGE BUSINESS ENTERPRISE (DBE) CERTIFICATE



**City of Phoenix**

EQUAL OPPORTUNITY DEPARTMENT

**Vijay Kommineni**

*IS HEREIN GRANTED*

**Disadvantaged Business Enterprise (DBE)**

In the Area(s) of:

**IT Consulting, training and development NAICS 541511,  
541512**

***Certification Effective Date: September 26, 2024***

This certification is valid as-of the above date provided this firm meets the on-going programmatic standards and fulfils the annual update requirement to remain in good standing as a SBE.

*Continued SBE eligibility must be verified by searching the online SBE directory at  
<https://phoenix.diversitycompliance.com>*

Sincerely,

Valerie Churchwell  
Deputy Director  
Business Relations Division  
602-262-7502  
[valerie.churchwell@phoenix.gov](mailto:valerie.churchwell@phoenix.gov)





**SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATE**



**City of Phoenix**

**EQUAL OPPORTUNITY DEPARTMENT**

**Galaxy I Technologies, Inc.**

*IS HEREIN GRANTED*

**Small Business Enterprise (SBE)**

In the Area(s) of:

**IT Consulting, training and development NAICS 541511,  
541512**

***Certification Effective Date: September 26, 2024***

This certification is valid as-of the above date provided this firm meets the on-going programmatic standards and fulfils the annual update requirement to remain in good standing as a SBE.

*Continued SBE eligibility must be verified by searching the online SBE directory at  
<https://phoenix.diversitycompliance.com>*

Sincerely,

Valerie Churchwell  
Deputy Director  
Business Relations Division  
602-262-7502  
[valerie.churchwell@phoenix.gov](mailto:valerie.churchwell@phoenix.gov)





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 :** Galaxy I Technologies Inc.

**Address :** 9927 E Bell Road,  
**Street :** Suite 110, Scottsdale, AZ 85260, United States

**City :** Scottsdale,

**State :** AZ

**Country :** United States

**Zip :** 85260

**Principal Contact :** Vijay Kommineni

**Vendor Contact Phone:** (480) 407 -6919

**Extension:** EXT: 208

**FOR INFORMATION CONTACT THE BUYER**

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

**Vendor  
Signature X**

**FEIN#** 27-1924416

**DATE** 11th Sep 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****SHIP TO**

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

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

| Line | Comm Ln Desc                   | Qty        | Unit Issue | Unit Price | Total Price  |
|------|--------------------------------|------------|------------|------------|--------------|
| 1    | Senior Web Application Analyst | 2080.00000 | EA         | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Senior Web Application Analyst

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

**INVOICE TO****SHIP TO**

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

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

| Line | Comm Ln Desc            | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-------------------------|------------|------------|------------|--------------|
| 2    | CRM Application Analyst | 2080.00000 | EA         | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

CRM Application Analyst

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

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

| Line | Comm Ln Desc                             | Qty        | Unit Issue | Unit Price | Total Price  |
|------|------------------------------------------|------------|------------|------------|--------------|
| 3    | Senior SQL Server Database Administrator | 2080.00000 | EA         | \$71.50    | \$148,720.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Senior SQL Server Database Administrator

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

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

| Line | Comm Ln Desc     | Qty        | Unit Issue | Unit Price | Total Price  |
|------|------------------|------------|------------|------------|--------------|
| 4    | Business Analyst | 2080.00000 | EA         | \$71.50    | \$148,720.00 |

| 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.

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

| Line | Comm Ln Desc                                                 | Qty        | Unit Issue | Unit Price | Total Price  |
|------|--------------------------------------------------------------|------------|------------|------------|--------------|
| 5    | Learning Management System & eLearning Development Specialis | 2080.00000 | EA         | \$78.00    | \$162,240.00 |

| 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<br>ADMINISTRATION<br>OFFICE OF TECHNOLOGY<br>1900 KANAWHA BLVD E,<br>BLDG 5 10TH FLOOR<br>CHARLESTON WV<br>US |  |  | WV OFFICE OF<br>TECHNOLOGY<br>BLDG 5, 10TH FLOOR<br>1900 KANAWHA BLVD E<br>CHARLESTON WV<br>US |  |  |

| Line | Comm Ln Desc                          | Qty        | Unit Issue | Unit Price | Total Price  |
|------|---------------------------------------|------------|------------|------------|--------------|
| 6    | Cloud Financial Operations Specialist | 2080.00000 | EA         | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Financial Operations Specialist

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

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

| Line | Comm Ln Desc    | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-----------------|------------|------------|------------|--------------|
| 7    | Cloud Architect | 2080.00000 | EA         | \$91.00    | \$189,280.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Architect

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

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

| Line | Comm Ln Desc                | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-----------------------------|------------|------------|------------|--------------|
| 8    | Cloud Security Professional | 2080.00000 | EA         | \$71.50    | \$148,720.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Security Professional

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

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

| Line | Comm Ln Desc            | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-------------------------|------------|------------|------------|--------------|
| 9    | Cloud Platform Engineer | 2080.00000 | EA         | \$71.50    | \$148,720.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Platform Engineer

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

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

| Line | Comm Ln Desc           | Qty        | Unit Issue | Unit Price | Total Price  |
|------|------------------------|------------|------------|------------|--------------|
| 10   | Cloud Network Engineer | 2080.00000 | EA         | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Network Engineer

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

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

| Line | Comm Ln Desc                      | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-----------------------------------|------------|------------|------------|--------------|
| 11   | Cloud Systems Management Engineer | 2080.00000 | EA         | \$65.00    | \$135,200.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Systems Management Engineer

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

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

| Line | Comm Ln Desc                                             | Qty        | Unit Issue | Unit Price | Total Price  |
|------|----------------------------------------------------------|------------|------------|------------|--------------|
| 12   | Cloud Center of Excellence (CCOE)<br>Implementation Spec | 2080.00000 | EA         | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Center of Excellence (CCOE) Implementation Specialist

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

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

| Line | Comm Ln Desc                 | Qty        | Unit Issue | Unit Price | Total Price  |
|------|------------------------------|------------|------------|------------|--------------|
| 13   | Mainframe Systems Programmer | 2080.00000 | EA         | \$84.50    | \$175,760.00 |

| 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<br>9 |
| OOT2700000006 | Draft          | Temporary Technical Staffing<br>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](mailto: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](http://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](http://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 wvOASIS 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](http://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](mailto: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 heath, 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) Harshit Upadhyay  
(Address) 9927 E Bell Road, Suite 110, Scottsdale, AZ 85260, United States  
(Phone Number) / (Fax Number) 480-407-6924 Ext. 213  
(email address) harshit@galaxyitech.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.

Galaxy I Technologies Inc.

(Company)

(Signature of Authorized Representative)

Vijay Kommineni - President

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

(480) 407 -6919 - EXT: 208

(Phone Number) (Fax Number)

bids@galaxyitech.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 10<sup>th</sup> 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.

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

|                                                                                                                  |                         |                           |
|------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------|
| <b>Vendor Signature X</b><br> | <b>FEIN#</b> 27-1924416 | <b>DATE</b> 11th Sep 2026 |
| <b>FOR INFORMATION CONTACT THE BUYER</b><br>Toby L Welch<br>(304) 558-8802<br>toby.l.welch@wv.gov                |                         |                           |

|                                              |                                                     |
|----------------------------------------------|-----------------------------------------------------|
| <b>VENDOR</b>                                |                                                     |
| <b>Vendor Customer Code:</b>                 | <b>Vendor Name :</b> Galaxy I Technologies Inc.     |
| <b>Address :</b> 9927 E Bell Road, Suite 110 | <b>Street :</b> Scottsdale, AZ 85260, United States |
| <b>City :</b> Scottsdale                     | <b>State :</b> AZ                                   |
| <b>Principal Contact :</b> Vijay Kommneni    | <b>Vendor Contact Phone:</b> (480) 407-6919         |
| <b>Extension:</b> EXT: 208                   | <b>Country :</b> USA                                |
| <b>Zip :</b> 85260                           |                                                     |

|                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|
| <b>BID RECEIVING LOCATION</b>                                                                                                |
| <b>BID CLERK</b><br>DEPARTMENT OF ADMINISTRATION<br>PURCHASING DIVISION<br>2019 WASHINGTON ST E<br>CHARLESTON WV 25305<br>US |

|                                                               |                         |
|---------------------------------------------------------------|-------------------------|
| <b>Date Issued</b>                                            | 2026-08-27              |
| <b>Solicitation Closes</b>                                    | 2026-09-15 13:30        |
| <b>Solicitation No</b>                                        | CRFQ 0231 OOT2700000006 |
| <b>Version</b>                                                | 1                       |
| <b>Proc Type:</b>                                             | Statewide MA (Open End) |
| <b>Doc Description:</b> Temporary Technical Staffing Services |                         |
| <b>Proc Folder:</b> 2020855                                   |                         |
| <b>Reason for Modification:</b>                               |                         |

|                                                                                       |                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>State of West Virginia</b><br>Centralized Request for Quote<br>Service - Prof<br>Department of Administration<br>Purchasing Division<br>2019 Washington Street East<br>Post Office Box 50130<br>Charleston, WV 25305-0130 |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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  
US

WV

**SHIP TO**

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

WV

| Line | Comm Ln Desc                   | Qty        | Unit Issue | Unit Price | Total Price  |
|------|--------------------------------|------------|------------|------------|--------------|
| 1    | Senior Web Application Analyst | 2080.00000 | HOURL      | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Senior Web Application Analyst

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

**INVOICE TO**

DEPARTMENT OF  
ADMINISTRATION  
OFFICE OF TECHNOLOGY  
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BLDG 5 10TH FLOOR  
CHARLESTON  
US

WV

**SHIP TO**

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

WV

| Line | Comm Ln Desc            | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-------------------------|------------|------------|------------|--------------|
| 2    | CRM Application Analyst | 2080.00000 | HOURL      | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

CRM Application Analyst

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

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

| Line | Comm Ln Desc                             | Qty        | Unit Issue | Unit Price | Total Price  |
|------|------------------------------------------|------------|------------|------------|--------------|
| 3    | Senior SQL Server Database Administrator | 2080.00000 | HOURL      | \$71.50    | \$148,720.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Senior SQL Server Database Administrator

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

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

| Line | Comm Ln Desc     | Qty        | Unit Issue | Unit Price | Total Price  |
|------|------------------|------------|------------|------------|--------------|
| 4    | Business Analyst | 2080.00000 | HOURL      | \$71.50    | \$148,720.00 |

| 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.

| 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 | HOURL      | \$78.00    | \$162,240.00 |

| 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                                                                                            |  |
|-----------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------|--|
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| Line | Comm Ln Desc                          | Qty        | Unit Issue | Unit Price | Total Price  |
|------|---------------------------------------|------------|------------|------------|--------------|
| 6    | Cloud Financial Operations Specialist | 2080.00000 | HOURL      | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Financial Operations Specialist

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

| INVOICE TO                                                                                                                  |  | SHIP TO                                                                                            |  |
|-----------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------|--|
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| Line | Comm Ln Desc    | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-----------------|------------|------------|------------|--------------|
| 7    | Cloud Architect | 2080.00000 | HOURL      | \$91.00    | \$189,280.00 |

| 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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|-----------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------|--|
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| Line | Comm Ln Desc                | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-----------------------------|------------|------------|------------|--------------|
| 8    | Cloud Security Professional | 2080.00000 | HOURL      | \$71.50    | \$148,720.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Security Professional

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

| INVOICE TO                                                                                                                  |  | SHIP TO                                                                                            |  |
|-----------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------|--|
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| Line | Comm Ln Desc            | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-------------------------|------------|------------|------------|--------------|
| 9    | Cloud Platform Engineer | 2080.00000 | HOURL      | \$71.50    | \$148,720.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Platform Engineer

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

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|-----------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------|--|
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| Line | Comm Ln Desc           | Qty        | Unit Issue | Unit Price | Total Price  |
|------|------------------------|------------|------------|------------|--------------|
| 10   | Cloud Network Engineer | 2080.00000 | HOURL      | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Network Engineer

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

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

| Line | Comm Ln Desc                      | Qty        | Unit Issue | Unit Price | Total Price  |
|------|-----------------------------------|------------|------------|------------|--------------|
| 11   | Cloud Systems Management Engineer | 2080.00000 | HOURL      | \$65.00    | \$135,200.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Systems Management Engineer

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

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

| Line | Comm Ln Desc                                             | Qty        | Unit Issue | Unit Price | Total Price  |
|------|----------------------------------------------------------|------------|------------|------------|--------------|
| 12   | Cloud Center of Excellence (CCOE)<br>Implementation Spec | 2080.00000 | HOURL      | \$78.00    | \$162,240.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 81110000  |              |               |         |

**Extended Description:**

Cloud Center of Excellence (CCOE) Implementation Specialist

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

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

| Line | Comm Ln Desc                 | Qty        | Unit Issue | Unit Price | Total Price  |
|------|------------------------------|------------|------------|------------|--------------|
| 13   | Mainframe Systems Programmer | 2080.00000 | HOURL      | \$84.50    | \$175,760.00 |

| 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<br>9 |
| OOT2700000006 | Final          | Temporary Technical Staffing<br>Services |           |

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions