



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID: VS0000053870

Legal Name: NetSynk Inc.

Alias/DBA: NetSynk Inc.

Total Bid: \$2,895,360.00

Response Date: 09/15/2026

Response Time: 11:12

Responded By User ID: NetSynk Inc

First Name: Savio

Last Name: Pais

Email: info@netsynkinc.com

Phone: 8482485231

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2700000006

Published Date: 9/16/26

Close Date: 9/23/26

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

Proc Folder: 2020855
Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services
Proc Type: Statewide MA (Open End)

Solicitation Closes	Solicitation Response	Version
2026-09-23 13:30	SR 0231 ESR09152600000002275	1

VENDOR
VS0000053870
NetSynk Inc.

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 2895360
Response Date: 2026-09-15
Response Time: 11:12:16
Comments:

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

Vendor
Signature X **FEIN#** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Web Application Analyst	2080.0000	HOUR	101.500000	211120.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Senior Web Application Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	CRM Application Analyst	2080.0000	HOUR	94.250000	196040.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

CRM Application Analyst

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior SQL Server Database Administrator	2080.0000	HOUR	108.750000	226200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Senior SQL Server Database Administrator

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Business Analyst	2080.0000	HOUR	87.000000	180960.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Business Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Learning Management System & eLearning Development Specialis	2080.0000	HOUR	87.000000	180960.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Learning Management System & eLearning Development Specialist

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Cloud Financial Operations Specialist	2080.0000	HOUR	108.750000	226200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Financial Operations Specialist

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Cloud Architect	2080.0000	HOUR	123.250000	256360.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Architect

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Cloud Security Professional	2080.0000	HOUR	123.250000	256360.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Security Professional

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Cloud Platform Engineer	2080.0000	HOUR	116.000000	241280.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Cloud Platform Engineer

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Cloud Network Engineer	2080.0000	HOUR	116.000000	241280.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Cloud Network Engineer

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Cloud Systems Management Engineer	2080.0000	HOUR	108.750000	226200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Cloud Systems Management Engineer

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.0000	HOUR	108.750000	226200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Cloud Center of Excellence (CCOE) Implementation Specialist

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Mainframe Systems Programmer	2080.0000	HOUR	108.750000	226200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Mainframe Systems Programmer

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Response to
CRFQ 0231
Temporary Technical Staffing Services
by
State Of West Virginia

Prepared by:

Company Name: Netsynk Inc.

Address: 1895 Apple Valley Rd, Bolingbrook, IL, 60490

Telephone Number: 848-248-5231

Email Address: info@netsynkinc.com

Date of Submission: 09-08-2026



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 2020855			Reason for Modification:
Doc Description: Temporary Technical Staffing Services			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-08-27	2026-09-15	CRFQ 0231 OOT2700000006	

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : NetSynk Inc.

Address : 1895 Apple Valley Rd

Street : 1895 Apple Valley Rd

City : Bolingbrook

State : Illinois **Country :** United States of America **Zip :** 60490

Principal Contact : Savio Pais, President

Vendor Contact Phone: 848-248-5231 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Savio Pais

Vendor Signature X	84-2395747 FEIN#	9/9/2026 DATE
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All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

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

**INVOICE TO
DEPARTMENT OF**

ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON
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	SeniorWebApplication Analyst	2080.00000	HOOR	\$101.50	\$211,120.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior Web ApplicationAnalyst

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OFFICE OF TECHNOLOGY
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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	HOOR	\$94.25	\$196,040.00

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	SeniorSQLServer Database Administrator	2080.00000	HOOR	\$108.75	\$226,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Senior SQL ServerDatabase 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				WV OFFICE OF			
ADMINISTRATION				TECHNOLOGY			
OFFICE OF TECHNOLOGY				BLDG 5, 10TH FLOOR			
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BLDG 5 10TH FLOOR							
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Business Analyst	2080.00000	HOOR	\$87.00	\$180,960.00

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.

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ADMINISTRATION				TECHNOLOGY			
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BLDG 5 10TH FLOOR							
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	LearningManagement System & eLearning Development Specialis	2080.00000	HOOR	\$87.00	\$180,960.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Learning ManagementSystem & eLearning Development Specialist

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BLDG 5 10TH FLOOR							
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	CloudFinancialOperations Specialist	2080.00000	HOOR	\$108.75	\$226,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Financial Operations Specialist

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BLDG 5 10TH FLOOR							
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit	Issue	Unit Price	Total Price
7	Cloud Architect	2080.00000	HOOR		\$123.25	\$256,360.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

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BLDG 5 10TH FLOOR							
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit	Issue	Unit Price	Total Price
8	Cloud Security Professional	2080.00000	HOOR		\$123.25	\$256,360.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Security Professional

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BLDG 5 10TH FLOOR							
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Cloud Platform Engineer	2080.00000	HOOR	\$116.00	\$241,280.00

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cloud Network Engineer	2080.00000	HOOR	\$116.00	\$241,280.00

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.

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BLDG 5 10TH FLOOR							
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit	Issue	Unit Price	Total Price
11	CloudSystemsManagement Engineer	2080.00000	HOOR		\$108.75	\$226,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Systems Management Engineer

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BLDG 5 10TH FLOOR							
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit	Issue	Unit Price	Total Price
12	CloudCenterof Excellence (CCOE) Implementation Spec	2080.00000	HOOR		\$108.75	\$226,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Center of Excellence (CCOE) Implementation Specialist

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	MainframeSystems Programmer	2080.00000	HOOR	\$108.75	\$226,200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Mainframe SystemsProgrammer

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		
Line	Event	Event Date
1	Questionsare due by 3:00 p.m.	2020-09-04

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

Vendor Qualifications & Relevant Experience

A. Company Overview

Netsynk Inc. is a nationally operating workforce solutions firm with over a decade of experience delivering temporary employment, contract staffing, and workforce management services to public sector agencies and private organizations. Since our inception, Netsynk has built a reputation for reliability, regulatory compliance, and responsive service delivery, with a strong focus on supporting government entities that require structured processes, audit readiness, and strict adherence to employment laws and administrative policies.

Years in Operation

Founded more than six (6) years ago in 2019, Netsynk has consistently expanded its service footprint while maintaining disciplined operational controls and client-centered service delivery. Our longevity reflects financial stability, strong client retention, and a proven ability to adapt to evolving workforce regulations, including Affordable Care Act (ACA) compliance, Fair Labor Standards Act (FLSA) requirements, and commercial driver (CDL) oversight programs.

Experience in Temporary Employment and Staffing Services

Netsynk brings extensive, hands-on experience delivering temporary employment and staffing services across public sector and regulated environments. Our experience extends beyond basic candidate placement. We manage full-cycle workforce solutions that integrate recruitment, onboarding, compliance oversight, payroll administration, reporting, and performance management under structured contractual frameworks.

Over the past six (6) years, Netsynk has supported municipalities, public agencies, and cooperative purchasing programs with workforce solutions designed to address fluctuating staffing demands, seasonal surges, special initiatives, grant-funded projects, and vacancy backfills. We understand that public sector staffing requires precision, accountability, and strict compliance with local, state, and federal regulations. Our programs are built specifically to meet those standards.

1. Breadth of Staffing Categories

Netsynk has successfully staffed positions across multiple disciplines and levels, including:

- General, Clerical, and Administrative Staffing: We have placed administrative assistants, office support specialists, data entry clerks, receptionists, customer service representatives, cashiers, program assistants, and general labor personnel. These roles often support high-volume

departments requiring reliable personnel who can perform with minimal supervision and integrate quickly into structured municipal environments.

- Information Technology (IT) Staffing: Our experience includes sourcing and placing IT project managers, systems administrators, help desk technicians, network engineers, application support analysts, database administrators, cybersecurity analysts, and software developers. We understand the importance of credential verification, technical assessment, and experience validation when staffing mission-critical technology roles.

- Finance and Business Services Staffing: Netsynk has staffed accounting specialists, payroll administrators, accounts payable and receivable professionals, budget analysts, financial analysts, and business analysts. We are familiar with public sector accounting practices, financial compliance reporting, audit preparation, and budget cycle support.

- CDL and Heavy Equipment Roles: We have managed commercial driver placements and heavy equipment operators requiring structured compliance oversight. Our program includes driver qualification file maintenance, license verification, medical certification tracking, and coordination of required drug and alcohol testing protocols.

2. Full-Cycle Workforce Management

Our staffing experience includes comprehensive service delivery that encompasses:

- Workforce planning consultations with departments
- Targeted recruitment and candidate sourcing
- Skills validation and credential verification
- Background investigation coordination
- Onboarding and policy acknowledgment documentation
- Weekly timekeeping and payroll processing
- Overtime tracking in compliance with FLSA
- ACA-compliant benefit offerings and tracking
- Detailed monthly reporting and invoice transparency
- Immediate removal and replacement protocols

We have implemented structured turnaround standards, often acknowledging staffing requests within 24 hours and delivering qualified candidates within defined service-level timelines.

3. Public Sector Compliance Expertise

Temporary staffing in a municipal environment requires strict adherence to policies related to assignment duration limits, retiree rehire rules, overtime calculation, reporting accuracy, and benefits compliance. Netsynk has experience monitoring assignment hour thresholds, tracking

tenure limits, and coordinating approvals when assignments approach regulatory thresholds. Our reporting systems are designed to support audit readiness, including cumulative hour tracking, markup transparency, insurance offer documentation, and departmental billing alignment. We understand the importance of providing accurate, clear, and timely reports that enable public agencies to monitor compliance with ACA and FLSA requirements.

4. Quality Assurance and Performance Management

Netsynk maintains structured quality control processes to ensure personnel perform effectively upon placement. Candidates are screened to meet or exceed minimum qualifications and are evaluated for professionalism, adaptability, and workplace conduct. If performance concerns arise, we act immediately, removing and replacing personnel within defined timelines at no additional cost to the client. This approach protects departmental productivity and reduces operational disruption.

5. Scalability and Responsiveness

Our operational model is scalable to support single-department requests as well as multi agency cooperative programs. We maintain broad talent pipelines and centralized systems that allow us to respond to urgent needs without sacrificing compliance or quality. Through our years of experience in temporary employment and staffing services, Netsynk has demonstrated the ability to deliver reliable personnel, maintain regulatory compliance, ensure financial transparency, and provide responsive customer service, making us a dependable workforce partner for complex public sector environments.

B. Experience Providing Services of Similar Scope, Size, and Complexity

Netsynk Inc. has extensive experience delivering temporary employment and staffing services comparable in scope, size, and complexity to the requirements outlined in this solicitation. Our work with municipalities, public agencies, and cooperative purchasing programs has required scalable workforce deployment, multi-department coordination, strict regulatory compliance, detailed reporting, and rapid response placement across diverse functional areas.

We understand that staffing for a city-wide contract requires more than isolated placements, it requires structured account management, centralized reporting, ACA and FLSA compliance oversight, background investigation coordination, CDL management where applicable, and ongoing workforce monitoring across multiple departments simultaneously. Netsynk has successfully implemented these elements in prior public- and private sector engagements.

General Clerical and Administrative Staffing

Netsynk has supported high-volume general clerical and administrative staffing programs serving multiple departments within government entities. These engagements often included simultaneous placements across finance, public works, utilities, human resources, community services, and administrative offices.

Positions staffed have included:

- Administrative Assistants (Entry to Executive Level)
- Office Assistants and Clerical Specialists
- Data Entry Specialists
- Customer Service Representatives
- Receptionists and Front Desk Coordinators
- Program Support Specialists
- Records Management Personnel
- Cashiers and Payment Processing Staff
- General Labor and Operational Support Personnel

Our experience includes staffing for seasonal surges, grant-funded initiatives, special projects, vacancy backfills, and urgent same-day operational needs. We have implemented structured recruitment pipelines to ensure candidates are capable of performing assigned duties with minimal training and supervision. In high-volume environments, we have maintained consistent turnaround times while ensuring compliance with work policies, reporting requirements, and assignment hour tracking.

Information Technology (IT) Staffing

Netsynk has delivered IT staffing services supporting enterprise-level systems, infrastructure modernization projects, cybersecurity initiatives, and daily technical operations. These assignments have required validated technical expertise, credential verification, and experience alignment with project complexity.

Positions staffed have included:

- IT Project Managers
- Systems Administrators
- Network Technicians and Network Engineers
- Help Desk and IT Support Technicians

- Database Administrators
- Application Support Analysts
- Business Systems Analysts
- Software Developers and Web Developers
- Cybersecurity Analysts

We have supported short-term system upgrades, ERP implementations, cloud migrations, cybersecurity audits, and help desk overflow coverage. Our recruitment process includes technical screening, certification validation (where applicable), and experience verification to ensure alignment with departmental technology environments. For complex IT projects, we have coordinated closely with departmental leadership to match skill sets to defined project scopes and deliverables.

Finance and Business Services Staffing

Netsynk has provided finance and business services staffing agencies requiring personnel experienced in public sector accounting practices, compliance reporting, and financial controls. Many of these engagements required familiarity with governmental accounting standards, budget cycles, grant administration, and audit preparation.

Positions staffed have included:

- Accounting Specialists
- Accounts Payable and Accounts Receivable Specialists
- Bookkeepers
- Payroll Specialists
- Staff and Senior Accountants
- Budget Analysts
- Financial Analysts
- Business Analysts

Our finance placements have supported fiscal year transitions, audit preparation periods, system conversions, backlog reduction initiatives, and vacancy coverage. We understand the importance of confidentiality, accuracy, and adherence to financial controls in municipal environments.

Managing Scope and Complexity

In contracts of similar scale, Netsynk has successfully:

- Managed multiple concurrent staffing requests across departments
- Provided dedicated account management oversight
- Delivered structured monthly reporting with cumulative hour tracking
- Ensured FLSA-compliant overtime monitoring
- Implemented ACA-compliant benefits administration and insurance tracking
- Coordinated background checks at varying clearance levels
- Monitored assignment duration limits and tenure thresholds
- Provided rapid removal and replacement guarantees
- Maintained audit-ready documentation and financial transparency

Our operational infrastructure supports centralized payroll processing, detailed timekeeping controls, and purchase-order-based invoicing to ensure fiscal accountability. We have also supported cooperative purchasing frameworks where contracts extend beyond the originating agency, requiring scalable systems and consistent service delivery across jurisdictions.

C. Experience and Compliance Expertise in Public Sector and Regulated Environments

Netsynk has extensive experience supporting public sector, municipal, and highly regulated environments, where transparency, compliance, and procedural integrity are essential. Over the years, we have partnered with cities, public utilities, higher education institutions, and special districts to provide temporary staffing, executive search, and workforce management services in strict alignment with governmental standards and oversight requirements.

Working within the public sector requires more than simply filling positions; it demands a thorough understanding of procurement rules, public accountability standards, audit readiness, and statutory compliance. Our team is well-versed in competitive solicitation processes, including RFPs, RFQs, and cooperative purchasing agreements. We understand documentation requirements, evaluation protocols, contract award procedures, and post award compliance monitoring that govern public contracts. In regulated environments, adherence to federal, state, and local employment laws is critical.

We operate in full compliance with the Affordable Care Act (ACA), Equal Employment Opportunity (EEO) requirements, Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), and applicable state labor codes. Our payroll systems are structured to ensure proper classification of employees, overtime calculation

in accordance with statutory thresholds, prevailing wage compliance when applicable, and timely tax reporting.

We also maintain familiarity with public-sector-specific requirements such as living wage ordinances, local hire mandates, background investigation standards, drug-free workplace policies, and records retention regulations. Our processes are designed to support audit transparency, including detailed timekeeping documentation, invoice traceability, and reporting that can withstand financial or performance audits conducted by internal auditors, inspectors general, or external review agencies.

In assignments involving safety-sensitive roles, including commercial driving positions and public-facing service roles, we adhere to Department of Transportation (DOT) standards, drug and alcohol testing regulations, driver qualification file maintenance, and credential verification protocols. Our compliance team actively monitors regulatory updates to ensure continued alignment with evolving requirements.

Data security and confidentiality are also critical in governmental environments. We implement strict data protection measures, including secure data storage, role-based access controls, encrypted document transmission, and compliance with applicable privacy standards governing employee and municipal data. All staff assigned to government contracts are trained in confidentiality, ethics, and public sector to conduct standards.

Additionally, we understand the importance of communication and accountability when serving public agencies. Our reporting structures are designed to provide accurate, timely, and transparent information regarding workforce utilization, billing, compliance metrics, and performance outcomes. We recognize that public agencies operate under heightened scrutiny from governing boards, elected officials, and the public, and we structure our service delivery to support that level of visibility.

Our experience in regulated environments has reinforced a culture of compliance-first operations. We approach each public sector engagement with a clear understanding that adherence to rules, documentation standards, and regulatory requirements is not optional, it is foundational to maintaining trust, protecting taxpayer resources, and ensuring contract success.

Service Approach

A. Staffing Capability

Netsynk's staffing methodology is designed to support organizations where technical expertise, reliability, compliance, workforce continuity, and timely staffing are critical to daily operations. Our service model supports both short-term and long-term contingent assignments and is structured to respond to changing workforce requirements driven by technology initiatives, projects, operational needs, and evolving staffing demands.

This experience is directly relevant to the West Virginia Office of Technology (WVOT). WVOT requires specialized technical personnel to support the development, maintenance, enhancement, and ongoing operation of enterprise systems across a diverse technology environment that includes legacy mainframe, client-server, cloud, and modern web applications. Netsynk understands that these assignments require qualified professionals who can integrate effectively with existing teams, meet defined technical requirements, and provide reliable support throughout the assignment.

Netsynk also understands that public-sector technical staffing requires a strong focus on qualification verification, documentation, compliance, and accountability. Our staffing processes incorporate structured candidate sourcing and screening, employment and education verification, background screening, qualification documentation, onboarding, and ongoing workforce oversight. These processes enable us to present WVOT with qualified candidates who meet the specific experience and technical requirements established for each of the classifications included in the CRFQ.

B. Recruitment & Candidate Screening

1. Recruitment Process

Netsynk Inc. employs a structured, client-focused recruitment and candidate sourcing process designed to identify qualified, dependable, and thoroughly screened personnel who meet the specific requirements of each assignment. For the West Virginia Office of Technology (WVOT), our approach will be tailored to the specific qualifications, technical experience, education, certifications, and other requirements established for each staffing classification under the CRFQ. Our recruitment model combines proactive talent sourcing with responsive recruitment, enabling Netsynk to maintain qualified technical talent pipelines while responding efficiently to WVOT's staffing requests and changing workforce requirements.

Netsynk will focus on identifying candidates whose skills and experience align with the State's requirements across areas including web application development, database administration,

business analysis, learning management systems, cloud architecture, cloud security, cloud engineering, networking, systems management, cloud transformation, and mainframe systems. Candidates will be screened and their qualifications verified before being presented to WVOT for consideration.

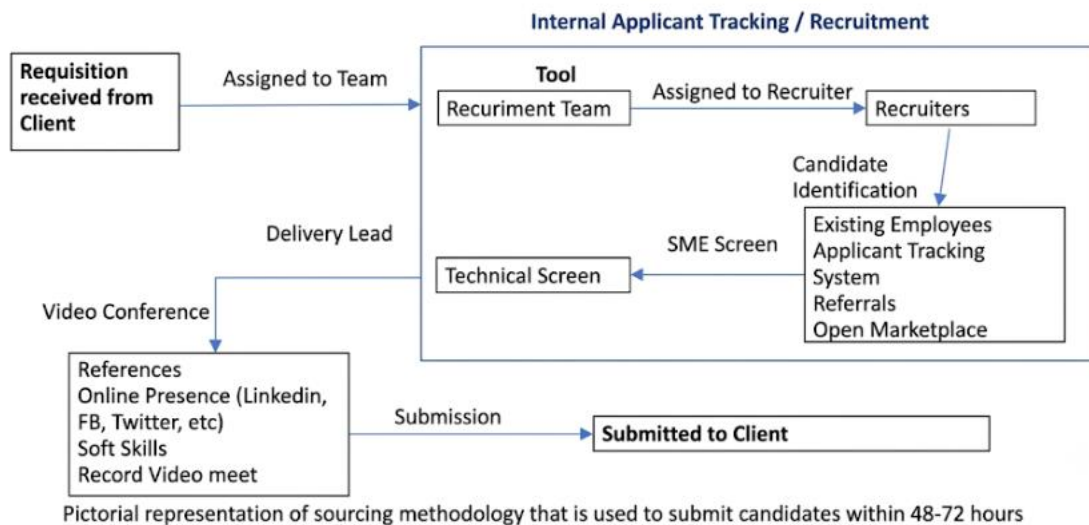
- Workforce Requirement Analysis: Upon receipt of an approved staffing request, Netsynk will review the position requirements in detail, including the assignment location, schedule, anticipated duration, required education and experience, certifications, physical requirements, and any additional qualifications or screening requirements established by WVOT. This information will be translated into a position-specific candidate profile that serves as the foundation for all sourcing and screening activities.
- Proactive and Reactive Candidate Sourcing: Netsynk utilizes both proactive and reactive recruitment strategies. Our recruiters continuously identify and engage potential candidates for key staffing categories, allowing us to maintain an active pipeline of individuals who may be available for future assignments. When WVOT submits a staffing request, our reactive recruitment process is initiated immediately to identify candidates who meet the specific requirements and availability needs of the assignment.
- Internal Talent Pool Activation: Netsynk will first leverage its existing Applicant Tracking System (ATS) and internal candidate resources to identify individuals whose qualifications and prior experience align with the requested position. Candidates previously evaluated for similar assignments may be re-engaged, subject to confirmation of their current qualifications, availability, and continued interest. This approach enables Netsynk to accelerate sourcing while maintaining appropriate quality controls.
- Targeted External Sourcing: Where additional candidates are required, Netsynk will conduct targeted external recruitment through job boards, online employment platforms, referral networks, local and regional labor markets, job fairs, networking events, and other appropriate sourcing channels. For the technical staffing positions, sourcing efforts will be directed toward professionals with relevant technical experience, specialized skills, education, certifications, and industry expertise aligned with the specific requirements of each classification. This includes candidates with experience in areas such as web application development, database administration, business analysis, cloud architecture and engineering, cybersecurity, cloud networking, systems management, learning management systems, and mainframe environments, as applicable to the assignment.
- Preliminary Candidate Screening: All candidates undergo an initial screening to verify minimum qualifications, availability, employment eligibility, and interest in the assignment. Recruiters conduct structured telephone or video interviews to assess communication skills, professionalism, relevant experience, reliability, scheduling

availability, and overall suitability for the position. Candidates who do not satisfy mandatory requirements are eliminated from consideration before proceeding further in the process.

- Structured Qualification and Skills Assessment: For each WVTO requirement, Netsynk will establish a position-specific screening framework identifying mandatory and preferred qualifications. Candidates who pass the initial screening will undergo additional evaluation to validate their education, relevant work experience, certifications, and ability to meet the responsibilities and expectations of the assignment. This process allows Netsynk to distinguish between candidates who merely meet minimum qualifications and those who demonstrate stronger alignment with the needs of the school environment.
- Identity, Employment, and Credential Verification: Netsynk places strong emphasis on candidate authenticity and accuracy of submitted information. Candidate identity and documentation are verified, and information provided during the recruitment process is cross-checked against available employment, education, and credential documentation. Where applicable, required certifications and qualifications are verified before the candidate is presented to WVTOS.
- Reference and Background Screening: Prior to placement, Netsynk will conduct the reference and background screening required by WVTO and applicable law. This includes verification of employment and education history, professional references, criminal background checks, applicable sex-offender registry checks, Social Security verification, government watch-list screening, drug screening, and other checks required under the solicitation. No candidate will be placed in a WVTO assignment until all required screening and compliance requirements have been completed.
- Candidate Submission and Placement: Candidates who successfully complete the applicable recruitment and screening requirements will be presented to WVTO for consideration. Each submission will provide the information necessary for WVTO to evaluate the candidate's qualifications and suitability for the assignment. WVTO will retain discretion to review, interview, approve, or reject candidates in accordance with its established procedures.
- Ongoing Recruitment and Candidate Pipeline Management: Netsynk will continuously monitor candidate availability and maintain an active pipeline to support future staffing requests, planned absences, turnover, and urgent coverage requirements. Our account-management and recruitment teams will remain in communication with WVTO to identify anticipated staffing needs and initiate sourcing activities as early as possible. This proactive

approach is intended to support timely placements and minimize disruptions to classroom operations.

- Recruitment Tracking and Reporting: Netsynk's recruitment and staffing processes are supported by centralized tracking and reporting capabilities that allow us to monitor candidate sourcing, screening activity, submissions, placements, and assignment status. These tools provide our team with visibility into recruitment activity and enable us to identify potential delays or staffing gaps early so that corrective action can be taken promptly.



2. Process to Verify Candidate Skills and Fit

Netsynk Inc. will follow a structured, multi-phase candidate verification process to ensure that personnel presented to WVTO possess the education, experience, competencies, certifications, and professional qualifications required for their assigned positions. Our process is designed to verify each candidate's ability to meet the specific requirements of the position while evaluating their overall suitability, reliability, and readiness to perform effectively within WVTO's operational environment.

- Assignment Requirement Validation: Netsynk will begin by reviewing WVTO's approved staffing request and developing a position-specific qualification framework. This framework will identify all mandatory and preferred requirements, including education, relevant work experience, required certifications or credentials, screening requirements, physical or other job-related requirements, schedule and availability, and any additional qualifications specified by WVTO. This ensures that candidates are evaluated against the specific requirements of each assignment before being presented to WVTO.

- Recruiter Skills and Experience Assessment: During the initial evaluation, a dedicated recruiter will conduct a structured telephone or video interview to assess the candidate's relevant experience, communication skills, professionalism, reliability, and understanding of the responsibilities associated with the assignment. The assessment will focus on the candidate's qualifications, applicable skills, work history, availability, and ability to effectively perform the duties and responsibilities established by WVTO for the specific position.
- Secondary Candidate Evaluation: Candidates who successfully complete the initial screening will undergo a secondary evaluation by a Delivery Lead or qualified staffing team member. This evaluation will further assess the candidate's qualifications, relevant experience, ability to work effectively with others, communication skills, professionalism, reliability, judgment, and ability to follow established procedures. The evaluation will also consider the candidate's ability to respond appropriately to workplace situations, maintain confidentiality, and perform the responsibilities and expectations associated with the specific assignment.
- Education, Credential, and Experience Verification: Netsynk will verify the candidate's education, employment history, relevant certifications, and other stated qualifications, as applicable. For WVTO assignments, we will confirm that candidates satisfy the educational and experience requirements established for the position before they are presented for placement.
- Reference and Identity Verification: Netsynk will conduct supervisory reference checks to validate the candidate's prior performance, reliability, professionalism, work ethic, and suitability for the proposed assignment. Candidate identity and supporting documentation will also be verified to ensure that information provided during the recruitment process is accurate and consistent with the candidate's verified records.
- Background, Safety, and Compliance Verification: Prior to placement, Netsynk will complete the background and compliance screening required by WVTO and applicable law. This will include the required criminal history checks, applicable sex-offender registry checks, drug screening, employment and education verification, and other screening requirements. No candidate will be placed until all required screening, and compliance requirements have been completed.
- Final Skills and Fit Determination: Netsynk will review the results of candidate interviews, qualification and credential verification, references, background screening, and other

applicable assessments to determine each candidate's overall readiness and suitability for the assigned position. Only candidates who meet WVTO's stated requirements and demonstrate the professionalism, reliability, communication skills, judgment, and competencies necessary to perform effectively in the assigned role will be recommended to WVTO.

- WVTO Review and Selection: Netsynk recognizes that WVTO retains the authority to review, interview, approve, or reject candidates. We will provide WVTO with candidates who have been appropriately screened and whose qualifications have been verified, while remaining responsive to feedback and incorporating that feedback into future candidate sourcing and selection.

3. Background Investigation Capabilities

Netsynk Inc. maintains a structured, compliant, and scalable background investigation program designed to meet the needs of public sector agencies, including positions requiring elevated screening standards. Our process is compliant with the Fair Credit Reporting Act (FCRA), applicable state laws, and client-specific policies. We coordinate closely with authorized third-party consumer reporting agencies (CRAs) and, when required, with client designated investigative units.

Our background screening program is designed to balance thorough due diligence with operational efficiency, ensuring qualified candidates are cleared for assignment within required Timelines.

- Screening Process and Turnaround Times: Netsynk initiates background investigations immediately upon conditional offer of assignment and receipt of signed authorization forms. All candidates provide written consent prior to screening.

Typical turnaround times include:

- Standard Criminal Background Check: 24–72 hours
- Multi-State Criminal Search with County Verification: 2–4 business days
- Motor Vehicle Record (MVR) Check: 24–48 hours
- Employment & Education Verification: 2–5 business days
- Drug Screening (if required): 24–72 hours after specimen collection
- Comprehensive Public Sector Screening Package: 3–7 business days

Expedited processing is available when operational urgency requires accelerated onboarding. For positions requiring fingerprint-based checks or agency-conducted investigations, timelines may vary depending on jurisdictional processing standards.

- Types of Background Checks Performed:

Netsynk customizes screening packages based on assignment level, risk profile, and client requirements. Screening components may include:

- Social Security Number (SSN) Trace and Identity Verification
- National Criminal Database Search
- County-Level Criminal Record Search
- Federal Criminal Records Search
- Sex Offender Registry Search
- Motor Vehicle Records (MVR) Check
- Employment Verification
- Education Verification
- Professional License and Certification Verification
- Drug and Alcohol Screening
- Credit History Check (When Authorized)

- Information Included in Background Reports:

Background reports provided to Netsynk and, when authorized, to the client typically include:

- Candidate identifying information
- Search scope and jurisdictions covered
- Criminal charge details (offense type, date filed, disposition, sentencing outcome)
- Verification of employment and education
- Motor vehicle status and violation history (if applicable)
- Drug test result status (pass/fail or compliant/non-compliant)
- License and certification validation results

If potentially adverse information is identified, Netsynk follows a structured pre-adverse and adverse action process in compliance with FCRA guidelines. Candidates are provided with required notices and the opportunity to dispute findings before final employment determinations are made.

4. Onboarding

Following selection, NetSynk manages a structured onboarding process designed to prepare employees for successful assignments while ensuring complete compliance with contractual and employment requirements.

Prior to deployment, all employees complete:

- Employment eligibility documentation
- Payroll enrollment

- Tax documentation
- Policy acknowledgements
- Employee handbook review
- Confidentiality agreements (when required)
- Safety orientation
- Timekeeping procedures
- Workplace conduct expectations
- Verification of all required licenses and certifications

NetSynk coordinates closely with WVOT representatives to ensure assigned personnel complete any WVOT -specific orientation, training, or departmental onboarding prior to reporting for duty. Throughout the assignment, our Account Management team maintains regular communication with both assigned employees and State supervisors to address questions, monitor performance, and ensure a smooth transition into the work environment.

5. Orientation

Netsynk Inc.'s orientation process is designed to ensure that every temporary technical professional is fully prepared to begin their assignment and provide reliable, professional, and high-quality services from the first day of work. Our process combines employment onboarding, qualification and compliance verification, assignment-specific preparation, and ongoing workforce support to facilitate a smooth transition into each WVOT assignment.

- Employment Onboarding: Netsynk will complete all required employment documentation and onboarding activities, including identity and work authorization verification, applicable tax documentation, direct deposit enrollment, and acknowledgment of relevant company policies and procedures.
- Qualification and Compliance Verification: Before placement, Netsynk will verify the candidate's qualifications against the requirements of the applicable WVOT staffing classification. This may include verification of required education, certifications, technical experience, employment history, background screening, and other position-specific requirements. Candidates will not be presented for placement until the applicable requirements have been reviewed and documented.
- Assignment-Specific Orientation: Netsynk will review the employee's assigned classification, work location, reporting procedures, work schedule, responsibilities, performance expectations, communication procedures, confidentiality requirements, workplace conduct, and applicable WVOT or State procedures. This ensures that each technical professional understands the expectations associated with the assignment before beginning work.

- Timekeeping and Workplace Procedures: Temporary personnel will receive guidance regarding designated timekeeping procedures, attendance expectations, overtime procedures, payroll schedules, reporting requirements, and applicable workplace conduct standards. Netsynk will reinforce the importance of accurate and timely submission of time and other required information.
- Dedicated Recruiter Support: Each temporary employee will have a designated Netsynk recruiter or workforce coordinator who serves as a primary point of contact throughout the assignment. The recruiter will confirm reporting instructions, review assignment expectations, answer questions, and ensure that the employee is prepared before the first day of work.
- Follow-Up and Performance Support: Netsynk will maintain communication during the initial period of each assignment and as needed thereafter. This ongoing support allows Netsynk to address questions or concerns, obtain feedback from the employee and WVOT, monitor assignment performance, and provide timely workforce assistance.
- Workforce Continuity: Netsynk will work closely with designated WVOT representatives to promptly address attendance, performance, conduct, or qualification concerns involving temporary personnel. When replacement personnel are required, Netsynk will promptly initiate the identification and placement of a qualified replacement to minimize disruption to WVOT operations.

This structured orientation process is designed to ensure that temporary technical personnel understand their assignment responsibilities, reporting requirements, workplace expectations, and applicable State and WVOT procedures before beginning their assignments. Through thorough preparation and continued support, Netsynk will promote the effective integration of technical personnel into WVOT operations while maintaining professionalism, accountability, compliance, and service quality throughout each assignment.

6. Process for Measuring Placement Success

Netsynk Inc. will use a structured, outcome-driven framework to measure placement success, ensuring each contracted professional meets WVOT's performance, compliance, and service-level expectations throughout the assignment lifecycle:

- Initial Placement Validation: Immediately following the candidate's start date, the Delivery Lead confirms successful onboarding, system access, schedule adherence, and role understanding. Early check-ins with both the assigned manager and the contractor

ensure expectations are aligned, work conditions are appropriate, and any start-up issues are resolved promptly.

- Ongoing Performance Monitoring: Performance is continuously monitored through regular touchpoints, typically conducted weekly during the initial weeks and biweekly thereafter. The Delivery Lead will evaluate attendance, productivity, quality of work, compliance with WVOT's policies, and adherence to defined service standards. Feedback from supervisors will be documented and tracked to identify trends or areas requiring support.
- Formal Performance Reviews: Structured performance reviews will be conducted at predefined intervals, generally every three weeks or as requested by WVOT. These reviews assess technical competence, communication effectiveness, teamwork, and overall contribution to operational goals. Feedback is shared transparently with the contractor, and improvement plans are implemented when necessary.
- Issue Resolution and Corrective Action: If performance concerns arise, Netsynk initiates a corrective action process that may include coaching, retraining, role clarification, or escalation to management. Progress will be closely monitored, and replacement candidates will be provided promptly if performance does not meet WVOT's requirements, minimizing operational disruption.
- Assignment Completion and Outcome Review: At assignment completion, Netsynk will conduct a post-engagement review with the County to evaluate overall success against original objectives, service levels, and satisfaction metrics. Lessons learned will be documented within our Applicant Tracking System (ATS) to continuously refine sourcing, screening, and placement strategies for future engagements.

7. Process for Managing Performance Issues

Netsynk Inc. shall follow a proactive, phased performance management process to quickly identify, address, and resolve performance issues while maintaining service continuity and alignment with WVOT's operational standards:

- Performance Monitoring and Early Identification: Performance will be monitored continuously through regular check-ins with placed staff, supervisors, and WVOT representatives. NetSynk's Delivery Lead tracks attendance, productivity, adherence to

policies, and service-level expectations to identify potential concerns early and minimize operational disruption.

- Issue Assessment and Stakeholder Coordination: Once a performance issue is identified, Netsynk conducts a structured assessment to determine root causes, whether related to skills, training, communication, or external factors. The Delivery Lead will coordinate with WVOT supervisors to validate observations, clarify expectations, and align corrective actions.
- Corrective Action and Support: A targeted corrective action plan is implemented, which may include additional coaching, skills reinforcement, process clarification, or schedule adjustments. Netsynk provides direct guidance and documents expectations to ensure the staff member understands required improvements and timelines.
- Progress Review and Escalation: Performance improvements are reviewed at defined intervals. If progress meets expectations, the staff member continues under normal monitoring. If issues persist, Netsynk will escalate the matter in consultation with WVOT, which may include reassignment, role adjustment, or replacement in accordance with contract terms.
- Resolution and Continuity Planning: When a performance issue cannot be resolved, Netsynk ensures a smooth transition by promptly sourcing and onboarding a qualified replacement. Throughout the process, Netsynk will maintain transparent communication with WVOT to ensure service continuity and protect operational effectiveness.

8. Replacement Plan

Netsynk Inc. shall maintain a proactive and well-defined replacement plan to ensure continuity of services for WVOT in the event a temporary staff member departs prior to the completion of an assignment. The plan is designed to minimize operational disruption while maintaining service quality and compliance.

- Immediate Notification and Impact Assessment: Upon learning of a potential or confirmed early departure, Netsynk will promptly notify WVOT and conduct an impact assessment. This includes identifying critical tasks affected, assessing timing and coverage risks, and determining whether interim support or schedule adjustments are required to maintain operations.
- Activation of Pre-Screened Talent Pool: Netsynk activates its pre-qualified talent pool maintained within its Applicant Tracking System (ATS). These candidates are already

screened, vetted, and aligned to WVOT-specific roles, enabling expedited replacement without compromising quality or compliance requirements.

- Expedited Sourcing and Vetting (If required): If a suitable pre-screened candidate is not immediately available, Netsynk initiates accelerated sourcing using dedicated recruiters, premium job portals, and local networks. All replacement candidates undergo the same two-tier screening, background checks, and compliance verification required under the original placement.
- Knowledge Transfer and Transition Support: Where timing permits, Netsynk coordinates knowledge transfer between the departing resource and the replacement staff member. This may include task handoffs, documentation review, and brief overlap periods, ensure continuity of work and minimizing learning curves.
- Rapid Onboarding and Start Coordination: Netsynk will manage onboarding activities in coordination with WVOT, including start-date confirmation, system access, security requirements, and reporting procedures. The Delivery Lead ensures the replacement resource is fully prepared to meet WVOT's expectations from the first day.
- Post-Replacement Monitoring and Stabilization: Following placement, Netsynk will closely monitor the replacement staff member's performance and integration during the initial weeks. Regular check-ins with WVOT supervisors help confirm service stability and allow for quick adjustments if needed.

9. Reporting Capabilities

NetSynk provides comprehensive reporting to support operational oversight, workforce planning, budget management, and contract compliance. Reports can be generated on a scheduled basis or upon request and are customized to meet WVOT's reporting requirements.

Available reports include, but are not limited to:

- Staffing activity and placement reports.
- Hours worked by employee, department, or reporting period
- Workforce utilization and assignment status
- Payroll summaries and labor spend
- Overtime tracking and utilization
- Time-to-fill and vacancy status
- Fill rate and recruitment activity
- Employee attendance and punctuality

- Worker retention and assignment completion
- Performance and quality metrics
- Background screening and compliance status
- Invoice reconciliation and billing reports

Our reporting capabilities provide WVOT management with timely, accurate, and transparent information to support workforce planning, operational decision-making, financial oversight, and audit readiness. Reports may be provided in commonly requested formats, including Microsoft Excel, PDF, and CSV, depending on client preferences.

10. Compliance & Risk Management

Netsynk Inc. maintains a comprehensive compliance and risk management framework designed to support WVOT, its personnel, and the continuity of temporary staffing services. Our approach incorporates pre-placement screening, employment and regulatory compliance, secure documentation, workforce monitoring, performance management, and proactive issue resolution throughout the employee lifecycle. For WVOT assignments, Netsynk will apply these controls based on the specific requirements, responsibilities, and qualifications associated with each position.

- Regulatory and Employment Compliance: Netsynk will comply with all applicable federal, state, and local employment and staffing requirements, as well as the requirements established by WVOT and the terms of the resulting contract. Our HR and Compliance teams will monitor applicable requirements relating to employment eligibility, wage and hour compliance, equal employment opportunity, employee classification, workplace requirements, and other applicable employment standards. These requirements will be incorporated into our recruitment, onboarding, payroll, and workforce management processes.
- Background Screening and Candidate Verification: Netsynk Inc. recognizes that qualified and reliable temporary personnel are essential to maintaining safe and effective WVOT operations. Candidates will undergo appropriate pre-placement screening and verification based on the requirements of the assigned position and applicable law.

- Safety, Confidentiality, and Data Protection: Netsynk Inc. will prioritize the safety, privacy, and confidentiality of WVOT personnel and information throughout each assignment. Temporary personnel will be expected to comply with applicable WVOT policies governing professional conduct, confidentiality, workplace behavior, information handling, and the appropriate use of WVOT systems and resources. Access to sensitive employee, operational, or other confidential information will be restricted to authorized personnel with a legitimate business need. Netsynk will maintain secure recordkeeping and information handling procedures and will protect confidential information in accordance with applicable federal, state, and local requirements.
- Workforce and Performance Risk Management: Netsynk will monitor temporary employees throughout their assignments to identify and address concerns involving attendance, reliability, performance, conduct, professionalism, qualifications, or compliance. Feedback received from WVOT will be reviewed promptly and addressed through communication, coaching, corrective action, reassignment, or replacement, as appropriate.
- Staffing Continuity and Replacement: Netsynk Inc. understands that staffing gaps can affect the continuity of WVOT operations. To minimize disruptions caused by vacancies, absenteeism, or unexpected employee turnover, Netsynk will maintain active candidate pipelines and ongoing recruitment resources to support timely staffing needs.
- Timekeeping, Payroll, and Billing Controls: Netsynk will maintain established controls for employee timekeeping, payroll, invoicing, and reporting to promote accurate and timely processing. Assignment and timekeeping records will be maintained electronically and reconciled as appropriate to support billing accuracy, payroll compliance, and auditability. Our centralized payroll and timekeeping infrastructure provide visibility into hours worked, assignment status, and related billing information, supporting accurate reporting and financial accountability throughout the contract.
- Compliance Monitoring and Corrective Action: Netsynk will conduct periodic internal reviews of staffing assignments and related documentation to identify potential compliance gaps, missing documentation, or process deficiencies. Where an issue is identified, it will be documented, escalated to the appropriate internal personnel, and addressed through corrective action. Recurring issues will be evaluated to determine whether additional training, process modifications, increased monitoring, or other corrective measures are necessary. This approach allows Netsynk to continuously strengthen compliance and reduce the likelihood of recurring deficiencies.

- Risk Escalation and Communication: A dedicated Netsynk Account Manager will serve as WVOT's primary escalation point for staffing, performance, compliance, or operational concerns. Issues requiring immediate attention will be escalated to the appropriate Netsynk leadership, HR, or compliance personnel.

Netsynk will maintain open communication with designated WVOT representatives regarding significant staffing concerns, corrective actions, replacement needs, or other matters that could affect service delivery. Our communication structure is designed to ensure that issues are addressed promptly rather than allowed to develop into larger operational risks.

Contract Compliance & Acceptance

Netsynk Inc. acknowledges that its proposal is subject to all terms, conditions, specifications, and requirements contained in CRFQ-0231-OOT2700000006-1 and agrees to perform the required services in accordance with the solicitation and any resulting 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) Savio Pais, President

(Address) 1895 Apple Valley Rd, Bolingbrook, IL 60490

(Phone Number) / (Fax Number) 848-248-5231 / (877) 539-1922

(email address) savio@netsynkinc.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.

NetSynk Inc.

(Company) _____

(Signature of Authorized Representative)

Savio Pais, President 9/9/2026

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

848-248-5231 / (877) 539-1922

(Phone Number) (Fax Number)

info@netsynkinc.com

(Email Address) _____

Addendum Acknowledgement

Netsynk Inc. acknowledges receipt and review of all addenda uploaded/issued in connection with CRFQ-0231-OOT2700000006-1 – Temporary Technical Staffing Services.

By submitting this bid, Netsynk confirms that it has reviewed and acknowledged the applicable addenda and accepts all revisions and requirements contained therein.