



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 5

 List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID: VS0000053692 

Legal Name: Janus Advisory Group

Alias/DBA: Janus Advisory Group

Total Bid: \$2,546,689.60

Response Date: 09/16/2026 

Response Time: 13:41

Responded By User ID: JanusAG 

First Name: Andy

Last Name: Jones

Email: a.jones@janus-ag.com

Phone: 8607485294

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: 5

Total of All Attachments: 5



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 ESR09162600000002390	1

VENDOR
VS0000053692
Janus Advisory Group

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 2546689.600000000093132257461 **Response Date:** 2026-09-16 **Response Time:** 13:41:57
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		

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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		

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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		

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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	78.990000	164299.20

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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		

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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	113.550000	236184.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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	202.420000	421033.60

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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	162.920000	338873.60

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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	157.980000	328598.40

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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	143.170000	297793.60

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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	192.540000	400483.20

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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	172.800000	359424.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

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		

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: N/A

Extended Description:

Mainframe Systems Programmer

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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 2020855

Doc Description: Addendum No 2 -Temporary Technical Staffing Services

Reason for Modification:

Addendum No 2 is issued to publish vendor questions with the agency's responses.

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2026-09-16	2026-09-23 13:30	CRFQ 0231 OOT2700000006	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000053692

Vendor Name : Janus Advisory Group

Address : 3750

Street : Northampton St NW

City : Washington

State : DC

Country : USA

Zip : 20015

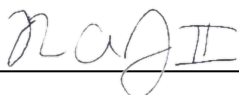
Principal Contact : Robert A. Jones

Vendor Contact Phone: 860-748-5294

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X 

FEIN# 844318128

DATE 09/16/2026

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

ADDITIONAL INFORMATION

Addendum No 2 is issued for the following reasons:

1) To publish a copy of Vendor questions with the Agency's responses.

--no other changes--

INVOICE TO

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

SHIP TO

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2080.00000	HOURL	NO BID FOR THIS LINE	

Comm Code**Manufacturer****Specification****Model #**

81110000

Extended Description:

Senior Web Application Analyst

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CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	CRM Application Analyst	2080.00000	HOURL	NO BID FOR THIS LINE	

Comm Code**Manufacturer****Specification****Model #**

81110000

Extended Description:

CRM Application Analyst

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior SQL Server Database Administrator	2080.00000	HOURL	NO BID FOR THIS LINE	

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior SQL Server Database Administrator

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Business Analyst	2080.00000	HOURL	\$78.99	\$164,299.20

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Business Analyst

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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	NO BID FOR THIS LINE	

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Learning Management System & eLearning Development Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Cloud Financial Operations Specialist	2080.00000	HOURL	\$113.55	\$236,184.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Financial Operations Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Cloud Architect	2080.00000	HOURL	\$202.42	\$421,033.60

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Cloud Security Professional	2080.00000	HOURL	\$162.92	\$338,873.60

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Security Professional

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Cloud Platform Engineer	2080.00000	HOURL	\$157.98	\$328,598.40

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Platform Engineer

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cloud Network Engineer	2080.00000	HOURL	\$143.17	\$297,793.60

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Network Engineer

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Cloud Systems Management Engineer	2080.00000	HOURL	\$192.54	\$400,483.20

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Systems Management Engineer

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.00000	HOURL	\$172.80	\$359,424.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Mainframe Systems Programmer	2080.00000	HOURL	NO BID FOR THIS LINE	

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Mainframe Systems Programmer

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

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

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

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ OOT27*006

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

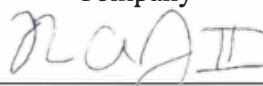
(Check the box next to each addendum received)

☒ Addendum No. 1	☐ Addendum No. 6
☒ Addendum No. 2	☐ Addendum No. 7
☐ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Janus Advisory Group

Company



Authorized Signature

09/16/2026

Date

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

Revised 6/8/2012

Cody Voyles | Cloud Financial Operations Specialist

Profile

Senior IT Director with 10+ years of experience leading IT infrastructure, MSP management, cybersecurity operations, and AV/ event technology in mission-driven and politically sensitive environments. Proven track record managing complex national-scale IT deployments, including enterprise AV overhauls for the Democratic National Convention and Biden for President campaign offices while ensuring compliance with federal security standards. Expert in ITSM/ITIL-aligned service delivery, budget management (\$1M+), team development, and delivering high-reliability IT services to VIP populations.

Expertise

IT Infrastructure & Operations: IT Infrastructure & Operations:

SaaS Management | IT Infrastructure Deployment | Network Device Configuration | System Integration | Identity & Access Management | Risk Assessment & Mitigation | Storage & Back-up Technology Expert | Microsoft 365 Suite | macOS & iOS | Linux | Active Directory Admin. | Azure Admin. | Google Cloud | AWS | Powershell & Bash | VMWare | CrowdStrike | JAMF Certified Pro

Project Management & Planning: ITSM/ITIL V4 Certified | AV & Event Tech. Management | Cross-Functional Collaboration | Risk Assessment | Contingency Planning | ERP/CRM Implementation Support | Slack Enterprise Administration

Leadership & Stakeholder Management: Team Development & Coaching | MSP & Vendor Management | VIP Client Relations | IT Systems Architecture | Budget Management (\$1M+) | Site IT Operations Management | Performance Management

Certifications / Training

- ITSM/ITIL V4 Certified
- Box Certified Professional
- SOC 2 Proficient
- CompTIA Security+ (in progress)
- JAMF 400 Certified Pro
- Tenured Project & Budget Management Professional

Experience

Democratic National Committee – IT Manager — October 2021 – April 2025

- **IT Infrastructure Leadership:** Managed enterprise-scale IT infrastructure supporting 600+ staff across nationwide operations with ~10,000 managed assets, ensuring compliance with federal security standards and maintaining operational integrity across multiple secure network environments.
- **MSP & Vendor Management:** Directed managed service provider relationships and technology vendor partnerships for 6+ years in non-profit and private corporations, establishing performance standards, SLA accountability, and security expectations across all contracted services, ensuring reliable IT coverage and cost-effective resource deployment.
- **AV & Event Technology Leadership:** Led end-to-end AV strategy and vendor selection for the 2024 Democratic National Convention and oversaw a full overhaul of the DNC's enterprise AV

infrastructure. Directed AV vendor selection, procurement, and full installation for the Biden for President campaign headquarters and all satellite offices nationwide to ensure seamless conferencing, presentation, and hybrid event capabilities across high-profile national operations.

- **ITSM / ITIL-Based Service Delivery:** Implemented and matured ITIL V4-aligned IT service management practices, establishing formal incident, problem, and change management processes that improved service reliability, reduced unplanned downtime, and drove measurable gains in ticket resolution efficiency.
- **Cybersecurity & Risk Management:** Partnered with security leadership to implement and sustain cybersecurity controls, incident response protocols, and compliance requirements. Reviewed vendor cybersecurity and data privacy questionnaires for new and renewing SaaS platforms, ensuring risks were identified and mitigated in alignment with organizational standards. SOC 2 proficient; CompTIA Security+ in progress.
- **Technical Documentation & Standards:** Developed comprehensive IT documentation including network diagrams, asset inventories, standard operating procedures, and technical guides, ensuring knowledge and compliance readiness.
- **Team Leadership:** Led IT teams ranging from 6 to 25 staff across nationwide operations, providing hands-on leadership, coaching, and technical mentorship while managing hiring, performance development, and cross-functional coordination to meet project timelines and organizational objectives.

Biden for President – Regional Operations Director — July 2020 – November 2020

- **Crisis Communications & Risk Mitigation:** Managed strategic communications during high-profile security events and operational risks, executing messaging strategy changes within 24-hour timeframes while maintaining consistent narrative on safety protocols and operational integrity.
- **Stakeholder Communications & Risk Reporting:** Developed and delivered risk assessment communications to senior leadership, translating complex operational security challenges into clear strategic recommendations that contributed to a 4% increase in secure operational effectiveness.
- **Multi-Stakeholder Risk Coordination:** Coordinated risk communication strategies across 400+ team members and multiple counties, ensuring consistent messaging on safety protocols while managing reputational concerns during dynamic operational environments.

Venture Global LNG, Inc. – Senior IT / Mac Specialist — July 2019 – March 2020

- **Infrastructure Transformation Management:** Led comprehensive IT infrastructure transformation projects, managing installations and deployments for 200 employees across 3 states while ensuring seamless integration with existing systems.
- **ITSM Implementation:** Introduced and embedded ITIL-aligned service management practices, formalizing incident, change, and asset management workflows that improved team accountability and delivery consistency.
- **Identity & Access Management:** Implemented SSO integrations, MFA enforcement, and regular access reviews via Entra ID (formerly Azure AD) and Microsoft 365, aligning identity controls with company and federal compliance frameworks.

- **Cross-Functional Collaboration:** Provided technical advisory support to product and engineering teams during technology rollouts, supporting RFP processes and vendor communications while maintaining focus on compliance and safety protocols.
- **Installation Planning & Vendor Relations:** Conducted site surveys to determine optimal hardware placement; coordinated with hardware vendors and technology suppliers to ensure timely delivery, specification compliance, and accurate installation records.

GetWellNetwork, Inc. – Senior IT / Apple Support Specialist — January 2019 – July 2019

- **Healthcare IT Compliance:** Managed IT installations and deployments supporting 300+ employees in VA Hospital client environments, ensuring HIPAA compliance and healthcare security standards throughout all installation processes.
- **Installation Documentation & Training:** Created comprehensive installation documentation and training resources, providing clear technical guidance and ensuring consistent installation procedures across multiple platforms.
- **Process Automation & Reporting:** Automated installation tracking and reporting workflows using advanced ticketing systems, improving project visibility and stakeholder communication while enhancing operational effectiveness.
- **Microsoft 365 Administration:** Managed environment supporting 300+ staff nationwide, implementing Azure ID, SharePoint site structures, OneDrive policies, and security controls aligned with company and federal compliance frameworks.

Apple, Inc. – Business Expert — June 2017 – August 2018

- **Client Risk Advisory & Business Communications:** Advised business clients on technology risk and safety considerations, managing communications for accounts ranging from \$1,000 - \$200,000 in revenue while translating complex technical safety features into clear business value propositions.
- **Cross-Regional Communications Leadership:** Promoted to lead business communications across the DMV region, developing relationships and communication strategies with enterprise clients while maintaining consistent messaging on product safety and risk management capabilities.
- **Business Growth Support:** Advised Apple Business clients to ensure business growth and foster continued revenue for both themselves and Apple.

Education

BS - Business Management and Marketing - Indiana University

Hasan Brohi | Cloud Architect

Profile

Lead Cybersecurity Architect/Engineer with 20+ years of experience supporting federal cybersecurity, identity, and network-integrated security environments. Proven ability to plan, engineer, and monitor secure network infrastructures supporting interconnected physical security systems. Experienced in system integration, network security, and Zero Trust architecture, with a strong background supporting enterprise environments such as Treasury EPACS program and the FDIC CDM program. Adept at evaluating system performance, scalability, and security while ensuring reliable operation of mission-critical systems.

Expertise

Zero Trust Network Architecture • ICAM • CDM • Enterprise Architecture • Cybersecurity Modernization • Identity Management • Vulnerability Management • Endpoint Detection • Cloud Security • NIST & CISA Frameworks • Federal Cybersecurity Policies

Certifications / Training

- CISSP
- Security+
- CCNA
- Splunk Core Certified User
- Zero Trust Certified Strategist – ISC²
- Certificate of Competence in Zero Trust (CCZT) – CSA
- AWS Solutions Architect Associate
- FDIC Public Trust – Active
- Treasury Public Trust – Active
- DHS EOD – Active

Experience

Lead Cybersecurity Enterprise Architect – DHS CDM DEFEND E Program — 2017 – Present

- Supported secure operation and monitoring of network-integrated cybersecurity systems within the CDM DEFEND program.
- Assisted in evaluating system performance, vulnerability data flows, and network security posture across enterprise environments.
- Contributed to integration of Tenable and ServiceNow within the network ecosystem to support continuous monitoring and asset visibility.
- Supported troubleshooting and resolution of data inconsistencies and system performance issues across integrated platforms.
- Collaborated with stakeholders to ensure reliable system operation and alignment with security and infrastructure requirements.

Cybersecurity Strategy Architect – U.S. Department of the Treasury — 2022 – 2025

- Support planning, engineering, and monitoring of enterprise environments integrating network infrastructure, identity systems, and physical security platforms.
- Oversee and support EPACS program engagement through ESIM (Enterprise Systems Identity Management) across Treasury and supporting bureaus.
- Collaborate with Treasury PACS Lead and Federal Zero Trust leadership to align identity and access controls with Zero Trust principles, strengthening network segmentation and monitoring.
- Assist in defining system security requirements and ensuring alignment with enterprise architecture and federal cybersecurity standards.
- Support integration of distributed PACS technologies (Software House, Identiv, Lenel) within secure network environments.
- Evaluate system performance, scalability, and security across interconnected systems and recommend improvements.
- Troubleshoot complex issues impacting system integration, network reliability, and security posture.
- Supported cloud security architecture for enterprise modernization efforts.

Lead Presales Engineer / Solution Architect – Federal Division — 2017 – 2018

- Architected PIAM solutions integrating PACS platforms (Lenel, CCURE) with identity systems.
- Developed architecture and integration designs connecting physical security systems to network infrastructure.
- Designed and supported implementation of PIAM–CMS solutions integrated with enterprise network and PACS environments, supporting full PIV lifecycle management.
- Authored technical documentation and whitepapers on secure deployment of PIAM systems including PIV workflows.
- Built enterprise demonstration environments hosted in AWS, integrating HID SAFE PIAM with ActiveID CMS.
- Supported customers in evaluating system performance, scalability, and security requirements.

Senior Consultant – Treasury & CFPB ICAM Teams — 2011 – 2016

- Led development of Treasury ICAM 3–5 Year Strategic Roadmap.
- Designed enterprise identity governance and credential lifecycle architectures.
- Enabled PIV-enabled AD login via PKI and GPO configuration.
- Supported SailPoint IIQ integration using BeanShell scripting.
- Produced ICAM guidance, policy, and governance documentation.

Education

- BS. Information Technology – Drexel University (2008)

Security Clearance

- FDIC Public Trust Security Clearance
- Treasury Public Trust Security Clearance
- DHS EOD

Jamal Hackett | Cloud Platform Engineer

Profile

Results-driven IT professional with over 5 years of professional experience leading complex network and cloud infrastructure projects. Proven expertise in project planning, budget management, and vendor negotiations to ensure successful delivery of high-impact IT solutions. Adept in optimizing network performance, automating cloud infrastructure, and leading cross functional teams.

Expertise

- Programming Languages: Python, java, JavaScript, NodeJS, C, PHP, COBOL, ASM, GO, YAML
- Network technologies: Cisco, SonicWall, Meraki, HP, Palo Alto, RiverBed, Fortinet FortiGate
- Cloud Networking: AWS, Azure
- Database Management SQLite & MySQL (Postgre)
- Linux/Unix Experience (Debian, Ubuntu, RedHat)
- Network Management/Network Troubleshooting
- Network Security: ZTNA, (DM)VPN, CISCO ISE
- Cloud Monitoring: DataDog, Cloud Watch
- NetOps: Cisco RESTCONF/NETCONF development
- Hypervisors: VMWare
- MPLS, SASE, SD-WAN, SSE (Zscaler, Prisma)
- BGP, EIGRP, OSPF, Spanning Tree, SIP, VoIP, DNS, DHCP, TCP/IP, WPA2/WPA3, LTE, VLAN/VTP
- Data visualization (PowerBI, Pandas)
- Application Management (Docker, Kubernetes)
- Windows Server 2008-2019
- Microsoft Office Suite (Including Visio & Projects)
- Project & Program Management/Leadership
- Infrastructure automation (Ansible, Terraform, Jenkins)
- WAN, WLAN, LAN
- Protocol & Port Management (NAT)
- Network Mapping (Solar Winds)
- Frameworks: Django, NPM, Pandas
- Risk assessment & mitigation
- Project Scheduling, acquisition, & analysis
- Budget Management (Excel)
- Budget Analysis & Feasibility study development
- SCRUM, Agile, SDLC Methodologies
- Stakeholder communication/coordination

Experience (Work & Volunteer)

IT Specialist (Network Services): Network Engineer | IRS – Baltimore, MD | 01/2024 - Present

- Lead development of business case's, project charters, and SOW's, ensuring alignment with goals
- Designed and deployed complex network infrastructures w/ AWS
- Managed project portfolio worth \$20+ million, conducting feasibility studies and cost benefit analysis that optimized resource allocation and improved ROI
- Negotiated contracts with vendors to ensuring compliance with SLAs and cost efficiency
- Created PowerBI dashboards to track project KPIs and performance
- Conducted network efficiency studies to improve/upgrade network infrastructure
- Performed Cisco IOS upgrades on Cisco ASA & ISR devices
- Automated cloud storage using Lambda to reduce manual input
- Created and maintained engineering project WBS & Workbooks to ensure project timeline, and objectives were being met
- Used Cisco ISE and Zero Trust to enhance network security
- Configured, monitored, and troubleshoot Cisco & Palo Alto routers
- Trained stakeholders on newly implemented network technologies
- Presented new project proposals for executive approval
- Built and deployed DMVPN solution for secure network traffic
- Lead project kick off meetings, assigned team roles, and ensured smooth implementation
- Administered Cisco & Palo Alto network upgrades
- Prepared and briefed weekly and monthly project status reports
- Lead project calls with internal teams and vendors to ensure project objectives and timelines are met
- Directed network infrastructure deployment for AWS, improving efficiency and security
- Automated cloud network infrastructure using Terraform and Ansible
- Lead Research and Development for new network technologies
- Lead Site surveys and developed network maps using solar winds
- Built cloud monitoring views with Datadog and Cloud Watch
- Reviewed and updated project status, timeline, and risks on a weekly basis
- Swiftly mitigated any risks involved, to ensure timelines & status were in the green
- Simplified MPLS networks using SD-WAN & SASE with Palo Alto (NGFW)
- Attended engineering calls to design, develop, and integrate new technologies
- Spearheaded network bandwidth upgrades and infrastructure optimizations, reducing downtime

Network Engineer SME | Noblis – Lanham, MD | 01/2023 – 01/2024

- Acted as Engineering Subject Matter Expert & lead for multiple projects
- Researched and consulted clients for new network technologies and infrastructure
- Implemented efficient network technologies to 500+ properties
- Coordinated with Federal clients regarding network deployment and management
- Built and defined scopes for projects
- Helped clients build project proposals for executive approval
- Developed and presented feasibility studies for new projects
- Lead Network Bandwidth upgrades
- Administered and tested network equipment
- Lead engineering design calls to ensure project objectives are being met
- Built Network Layouts for proposed solutions
- Simplified MPLS networks using SD-WAN & SASE with Zscaler & Palo Alto
- Prepared cost budget analysis to estimate project cost and return on investment (ROI)
- Categorized new sites to be used for pilot testing
- Lead research and development of new technologies for client infrastructure
- Participated in network maintenance calls
- Mapped networks with Visio

Network Engineer | Enterprise Solutions Providers – Myrtle Beach, SC | 02/2022 – 01/2023

- Configured & Administered Cisco Meraki & Aruba Network Systems to newly signed properties
- Administered Azure Cloud Services to clients
- Built and Maintained Layer 2 & 3 Networks using Cisco Meraki, HP, and Aruba devices
- Administered Low Earth Orbit Networks
- Coordinated projects swiftly with vendors
- Lead implementation of fiber ring providing constant uptime
- Diagnosed and repaired Networks and Servers
- Administered Cyber Security measures on networks
- Expanded networks using NAT
- Lead new construction IT solution projects
- Monitored and maintained DHCP pool among static clients
- Created network diagrams using Visio
- Built and Maintained VPN Tunnels for multiple clients (Site-to-Site)
- Maintained client and vendor relations
- Implemented Azure AD to enterprise network

- Traveled domestically & internationally to coordinate and complete projects for vendors
- Built and Maintained Networks within Azure Cloud Services for vendors
- Performed security audits on all firewall devices
- Maintained Client and Company relations
- Built, Deployed, and maintained WIFI networks
- Programmed firewalls for new clients
- Developed outdoor Wi-Fi network using Cisco Meraki
- Lead Meraki transition across 40+ sites
- Created DNS Namespaces for new domains

Systems Technician | Brittain Resorts & Hotels – Myrtle Beach, SC | 06/2021 – 2//2022

- Assisted with deploying and maintaining an international Eighty-person call-center in Jamaica
- Diagnosed and provided solutions to all requests assigned in the ticketing support system
- Assisted end-users with all computers related queries
- Assisted in the provisioning and deployment of all new users and equipment
- Assisted with application and on-call support as well as other duties
- Diagnosed and repaired Hardware
- Performed Routine preventative maintenance as scheduled
- Diagnosed and corrected software problems
- Installed, upgraded, configured, and maintained hardware/software
- Maintained organization and inventory of company equipment
- Administered Hardware Systems
- Diagnosed and repaired network systems

Coastal Carolina University | Conway, SC | Technician assistant

Assisted with scheduling, developing, and integrating large scale events. Coordinated with other technical experts to ensure all network and system requirements are met. Leveraged technical expertise to troubleshoot and configure temporary networks and systems for medium to large scale events. Utilized project management methodologies to enhance service delivery to clients. Lead inventory management for all systems and equipment for all warehouses on campus.

- Configured and troubleshooted audio and visual equipment
- Coordinated event scheduling
- Monitored prior and during events to ensure proper output
- Lead inventory management
- Managed equipment delivery and installation

Education

Bachelor of Science in Information Technology | Coastal Carolina University

Professional IT Experience: 5+ years

Security Clearance(s):

- MBI Public Trust

Karam Mashaal | Cloud Systems Management Engineer

Profile

Dynamic cybersecurity leader with extensive experience driving Zero Trust initiatives, cloud integration, risk management, and enterprise cybersecurity modernization. Proven ability to lead teams, architect strategic solutions, and collaborate with federal stakeholders to achieve mission success.

Expertise

Cybersecurity Strategy | Zero Trust Architecture | AWS Cloud Integration | Splunk Enterprise Management | Compliance Roadmapping | Leadership & Team Building | Solution Architecture | Stakeholder Engagement | Vendor Management | Communication | Problem Solving | Crisis Response | IT Management

Certifications

- PMP
- CISSP
- CISM
- CEH
- Splunk Enterprise Certified Administrator
- Splunk Enterprise Certified Architect
- Splunk Core Certified Consultant
- Splunk Certified Cyber Security Defense Analyst
- Cribl CCOE User & Admin
- Forrester Certified Adopting Zero Trust (ZTX-I)
- Certified Network Defense Architect (CNDA)

Experience

Director, Advanced Security Technologies – Hill Associates — 08/2021 – Current

- Led Treasury Zero Trust and cyber modernization initiatives aligned with CISA and OMB mandates.
- Directed SIEM migration to AWS GovCloud with analytics and multi-bureau onboarding.
- Managed 10 cybersecurity SMEs delivering enterprise solutions.
- Partnered with leadership to define risk strategies and compliance roadmaps.
- Supported federal capture efforts with architectures and modernization strategies.

Lead Technologist – CVP Corporation — 01/2023 – 03/2024

- Worked on Zero Trust strategy development.
- Aligned logging (Splunk) with Zero Trust and OMB M-21-31.
- Analyzed USDA mission area data for Zero Trust readiness.
- Consulted on SOC optimization and ICT SCRM documentation.

Senior Manager – MBL Technologies — 08/2019 – 01/2023

- Managed Splunk Enterprise/ES across multi-agency environments.
- Oversaw Splunk onboarding, optimization, security, and cloud integrations.
- Delivered Splunk compliance artifacts and long-term storage solutions.
- Supported ISSOs and other disparate teams by providing long-term log storage, reporting, alerting and dashboards.
- Prepared SOPs, operations guides, and use cases.

Adjunct Professor – George Washington University — 05/2015 – 06/2020

- Taught cybersecurity, ethics, network security, and IT courses.
- Developed curriculum and mentored students.

Senior Security Architect – Reach Systems — 07/2007 – 07/2019

- Key Clients, Roles, and Accomplishments.
- Miracle Systems/DoD, Military Community and Family Policy (MCFP) – Splunk Architect – Designed and implemented a Splunk Enterprise solution in support of MCFP utilizing distributed Splunk architecture running in an AWS GovCloud (IL4) environment.
- Diamond Systems/U.S. Department of Treasury, Departmental Offices – Security Engineer - Performed security assessments on several cloud-based applications. Provided Splunk Architecture services to meet compliance and cybersecurity best practices.
- U.S. Forest Service - Senior Splunk Architect – Migrated to a new Splunk Enterprise Deployment with Enterprise Security App. Managed and led a team of engineers.
- Inter-American Foundation - Lead Security Engineer – Performed security analysis, including vulnerability scanning of systems (Nessus and other tools) and databases (AppDetective Pro) meeting audit requirements for the US Government.

Education

- **MSc** – Information Systems Technology Management, George Washington University (2014)
- **BS** – Integrated Information Science & Technology, George Washington University (2012)
- **Graduate Certificate** – Computer Security Information Assurance (2008)

Security Clearance

- High Public Trust
- Top Secret

Katelyn M. Popelas | Business Analyst

Profile

High-performing and detail-oriented Operations and Documentation Specialist with a strong foundation in science and over 10 years of analytical and technical experience. Skilled in developing compliant documentation, proposals, and operational processes for federal programs across multiple agencies. Recognized for exceptional accuracy, initiative, and reliability in producing high-quality, compliance-focused results in fast-paced federal environments. Draws from a decade of experience in the pharmaceutical industry, where work in a highly regulated, quality-driven environment strengthened precision, documentation accuracy, and adherence to strict standards. Upholds a reputation for being ambitious, competent, and positive.

Expertise

- **Microsoft:** Word, Excel, PowerPoint, Outlook, SharePoint, Teams, and Visio
- **Google:** Gmail, Calendar, Meet, Chat, Docs, Sheets, and Drive
- Labware LIMS, Trackwise, and Empower 3
- HPLC, H-Class, and UPLC | PDA Detector, UV Detector, Conductivity Detector, and Refractive Index Detector
- Paperwork/LIMS Review
- USP Compendial Updates
- Method Development and Method/Cleaning Validation
- Analytical Method Transfers
- Technical Writing (Validation Protocols/Reports and Investigations)
- Proposal Writing for Government Solicitations (Request for Information, Request for Quotation)
- Environmental, Health, and Safety (Routine Laboratory Safety Tasks)
- Technical Project Officer Certified
- Adobe Acrobat Pro
- Canva
- Jira
- Miro

Experience

OPERATIONS & DOCUMENTATION SPECIALIST | Janus Advisory Group | Remote in Venice, FL | 2024 – Present

- Supports operations and program management activities
- Leads documentation efforts for federal programs under the Internal Revenue Service (IRS), Department of Veterans Affairs (VA), and U.S. Agency for Global Media (USAGM)
- Develops Standard Operating Procedures (SOPs) and technical documentation aligned with federal compliance frameworks
- Coordinates with project managers and government stakeholders to capture and translate technical and operational details into clear, compliant documentation

- Creates and finalizes proposal content, compliance matrices, and technical narratives, serving as the final reviewer prior to government submission
- Designs visual materials and graphics to enhance documentation clarity, stakeholder communication, and deliverable presentation
- Creates comprehensive onboarding materials to improve internal team integration
- Establishes and formalizes operational and documentation processes where none previously existed, enhancing workflow efficiency and deliverable quality

**PHYSICAL SCIENTIST (PROJECT OFFICER) | The U.S. Department of Energy,
Headquarters Office of Manufacturing and Energy Supply Chains | Remote in
Morgantown, WV | 2023 - 2024**

- Oversaw projects awarded/funded under the Bipartisan Infrastructure Law (BIL)
- Monitored project's scope, schedule, and budget to ensure successful completion of the project objectives while meeting the overall project and award requirements on a technical level
- Served as the technical point of contact for federally funded projects in collaboration with supporting offices of the U.S. Department of Energy
- Traveled to site visits, conferences, and team gatherings
- Assisted with the development, execution, and merit review process associated with various aspects of competitive solicitations for Funding Opportunity Announcements
- Provided technical input in support of contract administration

**CHEMIST, QTS II | Viatris (formerly Mylan Pharmaceuticals, Inc.) | Morgantown, WV |
2013 - 2022**

- Developed and validated analytical testing procedures and cleaning methods in support of laboratory requirements and compliance
- Authored validation protocols/reports, serving as a reference for testing parameters, criteria, and results
- Reviewed and approved data analyses for laboratory testing, ensuring SOP/protocol abidance
- Investigated aberrant data via Trackwise to determine root cause
- Utilized Empower 3 and Labware LIMS for acquiring data and result entry, respectively
- Performed release and stability testing
- Contributed to the launch of new products
- Maintained the HPLC instruments for optimal performance

Education

Bachelor of Science in Biology | Minor in Chemistry | California University of Pennsylvania
(*Current Name: PennWest University*) | 2009-2013

Certification(s)

- Technical Project Officer Certified (*U.S. Department of Energy*)

Security Clearance(s):

- Federal PIV Credentialed — DOE & IRS Facility/IT Access
- DOE Headquarters & IRS Headquarters Site Access (PIV/HSPD-12)
- Federal Security Clearance/Background: DOE & IRS PIV Access

Lielet Aga | Cloud Network Engineer

Profile

Results-driven Junior Network Engineer with 3+ years of hands-on experience in LAN/WAN environments, Cisco routing and switching, VLANs, routing protocols, and network security. Skilled in Layer 1–Layer 3 troubleshooting, Windows Server administration, and database support. Known for strong analytical problem solving, effective communication, and delivering reliable network performance in fast-paced environments. CCNA and CCST certified, currently preparing for CompTIA Security+.

Expertise

Networking: TCP/IP, IPv4/IPv6, VLANs, STP/RSTP, OSPF, Static Routing, NAT, DHCP, DNS, VPN (IPSec, GRE), QoS, HSRP

Network Security: ACLs, AAA, 802.1X, Port Security, Layer 2 attack mitigation, device hardening

Tools & Monitoring: Wireshark, SolarWinds, PRTG, PuTTY, SecureCRT, Tera Term

Systems & Virtualization: Windows Server, Linux (Ubuntu), macOS, VMware, VirtualBox

Cloud Platforms: AWS (EC2, S3, VPC, RDS, IAM, CloudWatch), Azure, Google Cloud

Programming & Databases: Python, SQL, Java, C, C++, HTML/CSS

Certifications

- CCNA- Cisco Certified Network Associate - Valid through 2028
- CCST- Cisco Certified Support Technician - Valid through 2030
- CompTIA Security+ - In Progress- Expected May 2026

Experience

Jr. Network Engineer, DC Department of Employment Services (DOES) | March 2024 – Present

- Managed and supported enterprise network infrastructure including Cisco routers, switches, Layer 3 switches, firewalls, and wireless systems, ensuring high availability and optimal performance across LAN/WAN environments
- Configured and maintained VLANs, 802.1Q trunking, inter-VLAN routing, DHCP, DNS, NAT, and IPv4/IPv6 addressing to support scalable and secure network operations
- Performed advanced Layer 1–Layer 3 troubleshooting using Cisco IOS commands, packet captures (Wireshark), and diagnostic tools (ping, traceroute, show/debug), improving issue resolution efficiency
- Monitored network performance and system health using SolarWinds, PRTG, and similar NMS tools; proactively identified and resolved issues to minimize downtime and maintain SLA compliance
- Oversaw installation, configuration, and maintenance of network devices, servers, and end-user systems, ensuring reliable connectivity across workstations, telephony

equipment, and network appliances • Implemented network security controls including ACLs, port security, SSH, AAA, and device hardening to safeguard infrastructure and mitigate Layer 2 vulnerabilities

- Supported routing configurations including OSPF and static routing, improving network reliability and traffic optimization
- Maintained network asset inventory, technical documentation, and network diagrams, ensuring accurate tracking of infrastructure and streamlined troubleshooting
- Monitored and tested network performance, generating performance reports and insights to support continuous improvement
- Participated in managing network security solutions and enforcing best practices for secure network operations
- Performed system backups and recovery procedures, ensuring data integrity and business continuity
- Collaborated with cross-functional teams to deploy new network solutions, troubleshoot outages, and support infrastructure upgrades and maintenance activities

Jr. Network Engineer, Artisan Technologies | Sep 2021 – Dec 2023

- Designed, implemented, and optimized secure enterprise network solutions for business environments
- Configured routers, switches, VLANs, and routing protocols to support scalable network architecture
- Performed troubleshooting and root-cause analysis to resolve network performance and connectivity issues
- Created technical documentation, network diagrams, and operational standards

Lecturer, Addis Ababa University | Aug 2015 – Dec 2023

- Delivered lectures and hands-on lab sessions in computer networking, system administration, and database systems, including real-world configuration and troubleshooting scenarios
- Taught networking (TCP/IP, routing, switching), system administration (Linux/Windows servers), and database design (SQL, normalization, administration)
- Supervised student projects and assessments focused on enterprise networking and system deployment
- Delivered professional hands-on training in system administration and database management to external organizations, focusing on practical, industry-level skills
- Contributed to curriculum development and academic program improvement within IT-related departments

Education

- Master of Science in Computer Science, Addis Ababa University
- Bachelor of Science in Computer Science, Mekelle University

Training & Professional Development

Cisco Certified Network Associate (CCNA) Training — Cisco Networking Academy (2025)

- Introduction to Networks
- Switching, Routing, and Wireless Essentials
- Enterprise Networking, Security, and Automation

Mariam Shahzad | CCOE Implementation Specialist

Profile

IT and cybersecurity professional with 10+ years of experience supporting Identity Governance and Administration (IGA), Identity and Access Management (IAM), and Privileged Access Management (PAM) roles. Experienced architecting IAM solutions for government, healthcare, and asset management clients, with extensive hands-on work across CyberArk, SailPoint, Conjur, BeyondTrust, Delinea, cloud environments, monitoring platforms, automation, and Zero Trust technologies. Experienced with cybersecurity regulations and frameworks including NIST, Zero Trust, NYDFS, and HIPAA, and with providing strategic IAM recommendations to senior and C-suite stakeholders.

Expertise

IGA • IAM • PAM • CyberArk • SailPoint IIQ / IdentityNow • Conjur • BeyondTrust • Delinea • Zscaler ZPA / ZDX • Zero Trust • Entra ID / Azure AD • Azure • AWS • GCP • Splunk • Dynatrace • AppDynamics • SolarWinds • ScienceLogic • PowerShell • Python • APIs • SCIM 2.0 • SAML • LDAP • ServiceNow • Linux • Windows • Ansible • RBAC • JML • SoD • COOP / Disaster Recovery • NIST • NYDFS • HIPAA

Certifications / Training

- SL1 Operator Certified
- AWS Cloud Practitioner Essentials
- CyberArk Trustee Certified
- AWS Technical Essentials
- CyberArk Defender Certified
- Zscaler Zero Trust Certified Associate
- CyberArk Sentry Certified
- Azure Fundamentals AZ-900
- Splunk IT Service Intelligence Certified Administrator
- CyberArk CDE Certified Delivery Engineer

Experience

ICAM PAM Lead - Department of Justice, Washington DC - 2025 – Current

- Designed and developed robust cybersecurity IAM and Cloud architectures, ensuring the secure integration of cloud, on-premise, and hybrid systems.
- Designed, implemented, and managed Azure Cloud & Microsoft 365 solutions, optimizing performance and security.
- Deployed CyberArk components, Vault, PVWA, PSM, PTA, CPM.
- Expanded the onboarding of the CyberArk On Prem Tenant using discovery to onboard accounts into shared and personal safes.
- Built connectors to launch users into Web sessions and CPM plugins to manage local accounts.
- Worked with DB teams to onboard SQL, Oracle various databases into CyberArk and manage rotation.
- Provided support for on prem components Vault, PVWA, CPM, PSM, PSMP AIM CP, CCP.
- Stood up Conjur Tenant and made operational integrated with git, github, CI/CD pipelines.

- Provided Tier 3 support for Conjur-related incidents, maintaining 99.9% uptime and rapid resolution of production-impacting issues.
- Ensure that all Keys, Secrets, certificates and privileged accounts are stored in a Key Vault or CyberArk.
- Developed container security policies, enforcing least privilege access, secret management, and workload isolation.
- Involved in interacting with clients to gather requirements, design and deliver solutions to install and integrate with the existing CyberArk implementations and manage high privileged accounts to automate privileges access management process.
- Configure and deploy Intune for endpoint management, ensuring compliance and security for mobile and desktop devices.
- Experienced in day-to-day operational support in adding and deleting accounts, applying policies, assigning safes, synchronizing failed accounts, Password rotations. Managing, monitoring, and Supporting systems hardware, software, and applications. Resolved CyberArk issues in CPM communicate with host to reconcile credentials.
- Created Templates, Policies, and Launchers based on the business requirements for different account types (SQL, MacMini, Oracle, Postgres, iSeries, Domain Windows, Local Linux, and Local Window Accounts)
- Implement and maintain Entra ID (Azure AD), including Single Sign-On (SSO), Multi-Factor Authentication (MFA), and Identity Governance.
- Deploy and optimize Windows Hello for Business, ensuring secure authentication experiences across endpoints.
- Completed onboarding of Unix and Linux Local Admin and Windows Server Local Admin Accounts into proper team folders to ensure server access is managed through PAM solution and restricted.
- Planned and executed successful COOP (Continuity of Operations Plan) DR exercises in CyberArk.
- Built a workflow to eliminate users from copying passwords in CyberArk by utilizing shared service accounts and connecting to sessions through the PSM maintaining recordings for audit purposes.

IAM/PAM Architect - U.S. Department of Veterans Affairs, Austin Texas - 2022 - 2025

- Led enterprise-wide PAM program using CyberArk PAS, EPM, Conjur, AIM, Secrets Hub, SIA, and SCA; presented gap analysis heatmaps and program progress reports to senior leadership and C-suite stakeholders.
- Migrated CyberArk on-prem infrastructure to Privilege Cloud; configured SCIM and Entra SSO for user provisioning; expanded Privilege Cloud tenant for SCA across Azure, AWS, and GCP cloud environments.
- Planned and executed end-to-end SIA and SCA rollout; implemented JIT, console, CLI, and compute access across AWS, GCP, and Azure mapped to existing OKTA configurations.
- Deployed and maintained full Conjur Secrets Manager environment (Leader, Standbys, Followers, Vault Synchronizer); upgraded DAP 11.7 to DAP 12; integrated with CI/CD pipelines and GitHub; provided Tier 3 support maintaining 99.9% uptime.

- Led IGA modernization replacing legacy identity platform with SailPoint IIQ across three phases: Phase 1 — core configuration with birthright connections (Workday, Beeline, AD, PingID, LDAP, SumTotal); Phase 2 — application onboarding and password management migration; Phase 3 — access governance framework and user interface enablement.
- Architected SailPoint RBAC models, dynamic role assignments, JML lifecycle workflows, Correlation and Provisioning rules, and automated SoD checks and certification campaigns for SOX and GDPR compliance.
- Integrated CyberArk with Splunk, Dynatrace, ServiceNow, OKTA, Ping, Radius, SAML, and LDAP; configured EntraID/Azure AD authentication with PIV support; set up automated account discovery scans against Active Directory.
- Performed failover/failback testing and COOP exercises for CyberArk DR infrastructure; integrated PKI with IAM systems; managed patching and monthly switchovers across multiple data centers.
- Deployed CyberArk components in Azure (PVWA, PSM, CPM, Vault); managed distributed vaults to resolve PVWA latency issues across geographic sites; reconciled Oracle database accounts using ODBC client.
- Integrated LCD for local workstation password rotation and deployed CyberArk Workforce Password Manager (Alero) for third-party vendor access management; performed EDR integrations with Qualys and CrowdStrike.
- Set up CCP servers integrated with Nessus/Tenable, Forescout, and Ansible for enterprise-wide AAM scanning; built custom PSM and CPM connectors; modified web form fields for UI-based privileged session tools.
- Created PowerShell and API automation scripts to manage Azure AD groups, safe memberships, user provisioning, and license management; authored comprehensive runbooks, architecture documents, and operational procedures.

Sr. IAM/PAM Engineer - Mastercard, O'Fallon, MO - 2020 - 2022

- Installed, configured, and administered full CyberArk suite: Vault, CPM, PVWA, PSM, PSMP, AIM and Conjur Cloud/Enterprise using DevOps and Agile methodologies.
- Onboarded enterprise applications into SailPoint IIQ; integrated SailPoint with CyberArk via SCIM; administered Identity Cubes, Tasks, Reports, Certification Campaigns, and Policy Violations to drive access governance.
- Managed JML lifecycle events enabling automated provisioning, access reviews, and deprovisioning; automated SoD checks and certification reviews for continuous SOX and GDPR compliance across multiple environments.
- Migrated privileged accounts from BeyondTrust and Delinea to CyberArk Privilege Cloud; developed bulk provisioning scripts, created roles, built custom reports; authored staff training materials and conducted migration workshops.
- Executed DNA scans to identify privileged accounts across the network; configured automated discovery and onboarding rules for local admin accounts via PVWA; assisted application teams with CyberArk AIM integrations and linked accounts.
- Configured SCIM 2.0, Web Services, and Automated Flat File connectors; managed identity governance across active and terminated user accounts ensuring accurate and timely provisioning and deprovisioning.

- Provided Tier 2/3 support for CyberArk and BeyondTrust environments; conducted PSM compliance audits, gap analyses; participated in weekly stakeholder release meetings to identify and mitigate risk.
- Configured Splunk on Linux and Solaris servers for log and port monitoring; integrated OKTA with CyberArk; scripted health checks and custom reports for safe creation, user management, and compliance tracking.
- Led Zscaler ZPA rollout replacing Cisco AnyConnect VPN; configured access and block policies, app connectors, ZTNA policies, and Entra SSO integration; built automations for policy lifecycle management and user onboarding/offboarding.

CyberArk Engineer - US Bank, Minneapolis, MI - 2018 - 2019

- Deployed and administered CyberArk Enterprise Password Vault (EPV), Privileged Session Manager (PSM), Central Password Manager (CPM), Privileged Threat Analytics (PTA), and PSM for SSH.
- Architected CyberArk Identity for SSO, MFA, and identity governance across hybrid on-prem and cloud environments; implemented adaptive MFA policies based on user behavior, device posture, and geolocation.
- Managed CyberArk operational tasks including safe creation, access control policies, platform configuration, user provisioning, entitlement management, and privilege access reviews; gained experience in CyberArk Vault component upgrades.
- Led PAM architecture modernization integrating CyberArk with AWS, Azure, and GCP; designed SCIM and API-based provisioning and deprovisioning workflows integrated with HR systems.
- Integrated CyberArk with Entra AD, Active Directory, and SIEM solutions for comprehensive security monitoring; enabled VPN-less secure remote access for contractors and third-party vendors via CyberArk Identity.
- Monitored security events and incidents; configured golden tickets using PTA; managed day-to-day PAM operations including account additions, policy application, safe assignments, and password rotations.
- Conducted identity lifecycle assessments and gap analyses to align with Zero Trust architecture and regulatory compliance mandates; patched and maintained all vault components and underlying server infrastructure.
- Added additional storage to the CyberArk vault created robocopy to migrate the data to the new drives to resolve issue with storage and retention period of safes.
- Planned major upgraded of CyberArk, migrated off of 2016 to 2022 servers.
- Migrated Vaults from On-prem to Azure during Upgrade.

System Engineer - Follett, Chicago, IL - 2017 - 2018

- Administered and optimized enterprise monitoring stack across Dynatrace, AppDynamics, SolarWinds, Splunk, and ScienceLogic covering application, web, and database servers in cloud and on-prem environments.
- Configured Dynatrace management zones, maintenance windows, alerting profiles, ServiceNow integrations, and RUM data monitoring; built host health, service, database, and business metric dashboards for internal teams and external customers.

- Ran SolarWinds network discovery jobs and built monitoring dashboards; installed Splunk Universal Forwarders, Machine Agents, and OneAgents to extract infrastructure metrics and KPIs across application and cloud environments.
- Configured Splunk Technology Add-ons and field extractions for diverse data sources; built custom dashboard panels and performed log-based troubleshooting across Dynatrace and AppDynamics stacks.
- Conducted risk evaluations, penetration testing support, and security assessments; designed and implemented RBAC security plans to tighten access controls; researched and evaluated emerging cybersecurity threats and mitigation strategies.
- Implementing and administering cyber security tools, in RHEL, Solaris, SUSE Linux, HP-UX, VMWARE, Windows & Network Application environment
- Contribute to security procedures/controls/policies within established guidelines
- Worked on installing, configuring Splunk on Linux, Solaris servers, to enable log, port monitoring of servers, applications, and escalating issues to the particular teams.

Additional Technical Qualifications

- Experience working with cybersecurity regulations NIST, Zero Trust, NYDFS, HIPAA.
- Worked with raw data to provide insights, recommendations, dashboards, and reports.
- Worked with Remediant to give persistent and JIT access to servers, ran QuickStart reports troubleshooted issues and updated SSL certs, worked with other security tools HashiCorp Vault to rotate keys
- C suite recommendations for strategic goal and vision regarding Identity and Access Management, (Identity) individuals and privileges commensurate with risk tolerance and audit requirements along with ability to (Access) particular privileges in a seamless manner, multi factor authentication, SSO, SAML, etc
- Sizing and hardware guidelines as well as industry best practices, deployments of out of the box platforms along with customized solutions including a multitude of business platforms, languages
- Updated EPM Certificates for IdentityNow, uploaded Flat File Sources, Removed Deprecated Access Profiles, created Access Profiles, created Access Profiles for External Users Vendors, Ran Bi-Annual certification Campaigns

Education

Bachelor's in Information Technology - University of Missouri Kansas City

Security Clearance

- MBI (Moderate Background Investigation)
- DOJ PIV

Sai Akhil Gogineni | Cloud Security Professional

Profile

Cybersecurity Analyst with experience in identity and access management, security operations, and incident response across enterprise and academic environments. Demonstrated ability to integrate IAM platforms with SIEM tools to support Zero Trust security, reduce unauthorized access, improve incident response times, and deliver audit-ready documentation aligned with SOX, HIPAA, GDPR, ISO 27001, and NIST requirements.

Expertise

Identity & Access Management (IAM): Okta, Entra ID (formerly Azure AD), SailPoint, CyberArk, RBAC, PAM, MFA, SSO | Security Operations & SIEM: Splunk, Microsoft Sentinel, IBM QRadar, Wazuh, Threat Hunting, Incident Response Playbooks | Cloud & Infrastructure Security: AWS, Microsoft Azure, Cloudflare WAF | Authentication & Network Security: Zero Trust, VPN, LDAP, Kerberos, SAML, OAuth, SSL/TLS | Endpoint & Threat Protection: CrowdStrike Falcon, Cisco ISE, Palo Alto Firewalls, Microsoft Defender, McAfee, Symantec | Automation & Scripting: Python, PowerShell, API Integrations | Compliance & Governance: SOX, HIPAA, GDPR, ISO 27001, NIST | Forensics & Ethical Hacking: FTK Imager, Autopsy, Kali Linux | Collaboration & ITSM Tools: ServiceNow, BMC Remedy, Confluence, Microsoft 365, Zoom, Blackboard

Certifications

- Google Cybersecurity Professional Certificate
- Graduate Certificate in Computer Security and Information Assurance
- CompTIA Security+ (In Progress)
- The Complete Ethical Hacking Course: Beginner to Advanced
- Kali Linux Hacking Lab for Beginners

Experience

Cybersecurity Analyst – IAM & Incident Response – The George Washington University — Jul 2023 – Present

- Administered enterprise IAM platforms [Okta, Entra ID (formerly Azure AD), SailPoint, CyberArk], implementing RBAC, PAM, MFA, and SSO to enhance access governance, reducing unauthorized access incidents by 30%.
- Automated provisioning, deprovisioning, and access certification with PowerShell, Python, and API integrations, improving accuracy and reducing turnaround time by 40%.
- Correlated Entra ID (formerly Azure AD) security logs with SIEM events (Splunk, Microsoft Sentinel, QRadar) to detect anomalies, strengthen visibility, and cut down false positives.
- Contained phishing, credential compromise, and malware incidents by executing account isolation, privilege removal, and forensic analysis, reducing MTTR by 25%.

- Authored and maintained incident response playbooks, IAM runbooks, and workflow documentation in Confluence, aligning processes with SOX, HIPAA, and GDPR.
- Designed and delivered phishing simulations, tabletop exercises, and awareness training, lowering employee-driven social engineering incidents by 15%.
- Partnered with SOC, IT, and cloud security teams (AWS, Azure, on-premises) to integrate IAM controls with incident response; tracked cases in ServiceNow and BMC Remedy for compliance audits.

SOC Analyst – Access Control & Security Operations – The George Washington University — May 2022 – Jul 2023

- Analyzed SIEM events (Splunk, Microsoft Sentinel, QRadar), tuning correlation rules and playbooks to detect access anomalies, privilege escalations, and insider threats.
- Administered IAM platforms [Okta, Entra ID (formerly Azure AD), CyberArk], enforcing RBAC, MFA, SSO, and least-privilege policies; conducted access reviews and recertifications to satisfy ISO 27001, HIPAA, SOX, and NIST requirements.
- Investigated access-related incidents in BMC Remedy, documented findings, and contributed to playbooks that strengthened future security controls.
- Provided Tier 2 support for Entra ID (formerly Azure AD) accounts, VPNs, and Microsoft 365 applications, ensuring secure configurations and promoting IAM best practices.
- Configured and hardened authentication protocols (VPN, LDAP, Kerberos, SAML, OAuth) while supporting Zero Trust initiatives to strengthen identity and endpoint security.
- Assisted with incident response operations by containing phishing and identity-based attacks and escalating complex cases for further investigation.
- Conducted proactive threat hunting and vulnerability assessments with CrowdStrike Falcon, Cisco ISE, and Palo Alto Firewalls; produced detailed incident and compliance reports to strengthen security posture.

IT Security Support Analyst — The George Washington University — November 2021 – May 2022

- Supported end-users with account setup, password resets, and MFA enrollment in Active Directory and Entra ID (formerly Azure AD), resolving tickets within SLA and reducing escalations.
- Monitored alerts in SIEM platforms (Splunk, Microsoft Sentinel), escalating suspicious activities to SOC analysts for further investigation.
- Provided first-line support for login issues, access troubleshooting, and connectivity across applications including Zoom, Blackboard, and Microsoft 365.
- Maintained endpoint protection by ensuring antivirus and EDR solutions (Microsoft Defender, McAfee, Symantec) were updated and operational, reducing malware incidents.
- Documented unusual user behavior and contributed to incident tracking, supporting escalations with accurate reporting.

- Promoted security awareness by guiding employees on identifying phishing attempts and safe computing practices.
- Contributed to compliance initiatives by maintaining audit logs and preparing security reports for assessment reviews.

Education

MS – Cybersecurity – The George Washington University (2023)

BS – Computer Science Engineering – SRM Institute of Science and Technology (2020)



Temporary Technical Staffing Services

West Virginia Office of Technology (WVOT)

Centralized Request For Quote (CRFQ) Response

Solicitation Number: CRFQ OOT2700000006

Submission Due Date: September 23, 2026

Offeror:

Janus Advisory Group

Address:

3750 Northampton St NW,
Washington, DC 20015

Unique Entity Identifier (UEI):

DNJTDH6GPMM8

GSA MAS Contract Number:

47QTCA23D00AV

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SUBMISSION OVERVIEW

Janus Advisory Group (JanusAG) submits this response to Solicitation No. CRFQ OOT2700000006, West Virginia Office of Technology (WVOT) Temporary Technical Staffing Services, presenting our bid and demonstrating our qualifications and ability to provide qualified personnel for the proposed position classifications. This response document provides the applicable qualifying information and references the corresponding appendices submitted as separate attachments. The appendices contain supporting documentation and required forms, completed and signed as applicable. Together, these materials comprise JanusAG's complete submission for WVOT's review.

VENDOR QUALIFICATIONS

Experience with Similar Information Technology Services (Section 3.1)

JanusAG has more than five years of experience providing information technology and technical support services to federal customers, including cybersecurity, network and systems support, systems integration, database and system administration, and other technical services aligned with the position classifications identified in this solicitation. The following contracts demonstrate JanusAG's experience providing similar information technology and technical support services relevant to WVOT's requirements under this solicitation.

Table 1: Reference No. 1 - VACO | PACS Maintenance Services

Customer / Agency	U.S. Department of Veterans Affairs Central Office (VACO)
Project	Physical Access Control System (PACS) Maintenance Services
Period of Performance	05/06/2021 - 09/19/2026 (including extensions)
JanusAG Role	Subcontractor
Relevant Scope	Operation, maintenance, upgrade, installation, integration, system architecture, configuration management, networked security technology, database/system administration, and technical support across 12 facilities.
Contract / Reference	GS35F0476X COR: John H. Robertson, 202-461-6460, john.robertson4@va.gov
Relevance to WVOT	This effort directly supports the Section 3.1 experience requirement because JanusAG has provided enterprise technical services for more than five years across a multi-facility federal environment. The work demonstrates sustained experience in database administration, system architecture, configuration management, network-connected platforms, troubleshooting, technical oversight, and operational support relevant to WVOT's need for experienced technical staffing.

Table 2: Reference No. 2 - Treasury | IT & FMSS

Customer / Agency	U.S. Department of the Treasury (Treasury)
Project	Information Technology (IT) & Financial Management Support Services (FMSS)
Period of Performance	12/21/2021 - 03/07/2025
JanusAG Role	Subcontractor
Relevant Scope	Zero Trust, cybersecurity, cloud and network management, configuration support, change management, service request support, security monitoring, and governance, risk, and compliance activities across hybrid cloud and on-premises environments.
Contract / Reference	2032H5-18-A-00028 Subcontract 21-2932H518A00028-JAG COR: Laura Mulieri, 202-826-6696, laura.mulieri@treasury.gov

Relevance to WVOT	This effort demonstrates JanusAG's ability to provide qualified technical personnel supporting cloud, network, cybersecurity, systems, configuration/change management, monitoring, and enterprise service-management functions in a large federal IT environment. These functions align closely with several of WVOT's requested technical classifications.
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Table 3: Reference No. 3 - IRS | ISSM Vulnerability Remediation & Compliance Program

Customer / Agency	Internal Revenue Service (IRS)
Project	ISSM Vulnerability Remediation & Compliance Program
Period of Performance	02/21/2024 - 04/20/2025
JanusAG Role	Subcontractor
Relevant Scope	Six-person cybersecurity team supporting ATO, RMF, vulnerability remediation, continuous monitoring, security engineering, compliance, documentation, and operations across on-premises, cloud, and hybrid systems.
Contract / Reference	47QTCA21D005B COR: Nicole D. Black, 240-613-5566, Nicole.D.Black@irs.gov
Relevance to WVOT	This effort demonstrates JanusAG's ability to staff and manage a six-person full-time cybersecurity workforce performing cloud/hybrid security, security engineering, continuous monitoring, vulnerability remediation, compliance, technical documentation, and operational support functions comparable to classifications included in this solicitation.

Table 4: Reference No. 4 - USAGM | Comprehensive Worldwide Physical Security Services

Customer / Agency	U.S. Agency for Global Media (USAGM)
Project	Comprehensive Worldwide Physical Security Services
Period of Performance	09/23/2024 - 09/23/2029
JanusAG Role	Subcontractor
Relevant Scope	Deployment, integration, configuration management, network-connected system support, ATO/security approval support, technical documentation, testing/commissioning, troubleshooting, and operational sustainment across multiple federal locations.
Current Staffing	Three full-time JanusAG on-site technical personnel plus at least four additional full-time JanusAG personnel cleared/authorized to support and bill to the contract.
Contract / Reference	95170024A0227 POC: Gornayl Beliard, Director, Office of Security, 202-294-1010, g.beliard@usagm.gov
Relevance to WVOT	USAGM provides current evidence of JanusAG's ability to deploy and sustain a multi-person technical workforce supporting network-connected systems, configuration management, system integration, security approval/ATO activities, testing, technical documentation, and ongoing operations. The active effort also demonstrates current recruiting, clearance/onboarding, deployment, and workforce-management capacity.

Technical Staffing Experience (Section 3.2)

JanusAG demonstrates its ability to provide the required technical staffing services through recent federal engagements in which JanusAG supplied qualified personnel performing work comparable to the position classifications identified in this solicitation. For example, under the IRS ISSM Vulnerability Remediation & Compliance Program, JanusAG provided six full-time cybersecurity professionals supporting vulnerability remediation, continuous monitoring, incident response, security documentation, control validation, and related cybersecurity functions across on-premises, cloud, and hybrid environments.

The six employees identified below demonstrate JanusAG's experience within the past five years providing qualified technical staff aligned to the solicitation requirements. While the position titles used under JanusAG's prior staffing engagements do not necessarily mirror the position

classification titles identified in this solicitation, the personnel performed comparable technical functions and possessed qualifications aligned with the applicable WVOT position classifications. Refer to **Table 3: Reference No. 3 - IRS | ISSM Vulnerability Remediation & Compliance Program** for details regarding the work these employees performed and how it aligns to this solicitation.

Table 5: Demonstrated Technical Staffing Experience Within the Past Five Years

JanusAG Employee	Title	Performance Period	Contact Info.
1. Katelyn M. Popelas	Documentation Specialist	02/21/2024 - 04/20/2025	Phone: (724) 562-6031 Email: k.popelas@janus-ag.com
2. Safae Alaoui	Cybersecurity Specialist	02/21/2024 - 04/20/2025	Phone: (202) 374-5330 Email: Safae_mranialaoui@yahoo.com
3. Lance Hawkins	Risk & Vulnerability Analyst	02/21/2024 - 04/20/2025	Phone: (301) 830-1226 Email: lancech19@gmail.com
4. Cesar Rivera	Risk & Vulnerability Analyst	02/21/2024 - 04/20/2025	Phone: (804) 245-7955 Email: cesargriversa@outlook.com
5. Andrews Hilton-Ansah	Risk & Vulnerability Analyst	02/21/2024 - 04/20/2025	Phone: N/A Email: a.ansah@janus-ag.com
6. Dennis Osardu	Risk & Vulnerability Analyst	11/06/2024 - 04/20/2025	Phone: N/A Email: d.osardu@janus-ag.com

PROPOSED PERSONNEL

JanusAG submits qualifications for the eight WVOT position classifications identified below. Each proposed position classification is cross-referenced to the applicable mandatory solicitation requirements and corresponding CRFQ pricing line item. The qualifications of each proposed personnel are detailed in the provided resumes (**Appendix D – Proposed Personnel Resumes**).

Table 6: Proposed Personnel for Eight WVOT Position Classifications (Section 4.1)

WVOT Position Classifications	Proposed Personnel	Pricing Line	Solicitation Reference
Business Analyst	Katelyn M. Popelas	4	Section 4.1.4
Cloud Financial Operations Specialist	Cody Voyles	6	Section 4.1.6
Cloud Architect	Hasan Brohi	7	Section 4.1.7
Cloud Security Professional	Sai Akhil Gogineni	8	Section 4.1.8
Cloud Platform Engineer	Jamal Hackett	9	Section 4.1.9
Cloud Network Engineer	Lielet Aga	10	Section 4.1.10
Cloud Systems Management Engineer	Karam Mashaal	11	Section 4.1.11
Cloud Center of Excellence (CCOE) Implementation Specialist	Mariam Shahzad	12	Section 4.1.12

PRICING APPROACH

JanusAG's pricing offer is reflected in the completed State of West Virginia (WV) Centralized Request for Quote (CRFQ) Bid Form and corresponding wvOASIS Vendor Self Service (VSS) entries. To avoid duplication, pricing is not repeated elsewhere in this response. The CRFQ Pricing Pages have been completed in accordance with Solicitation Section 5.2 and Vendor Responsibilities Sections 4.2.1 and 4.2.3. An hourly rate is provided for each proposed position classification, with all applicable costs included in the proposed rate. Position classifications not offered by JanusAG are identified as "NO BID FOR THIS LINE." The completed and signed CRFQ Bid Form with pricing is provided in **Appendix A – Completed and Signed CRFQ Bid Form with Pricing**.

Exceptions & Clarifications (*Instructions to Vendors Submitting Bids | No. 22*)

JanusAG takes no exceptions to the requirements, terms, or conditions of Solicitation No. CRFQ OOT2700000006.

APPENDICES

Appendix A – Completed and Signed CRFQ Bid Form with Pricing

JanusAG's completed and signed CRFQ Bid Form, including pricing for the proposed position classifications, is provided as a separate attachment to this submission.

Appendix B – Signed General Terms and Conditions

The signed General Terms and Conditions form is provided as a separate attachment to this submission and includes JanusAG's designated contact information and authorized representative signature.

Appendix C – Signed Addenda No. 1 and 2 Acknowledgement Form

JanusAG's signed acknowledgment of Addenda No. 1 and 2 is provided as a separate attachment to this submission.

Appendix D – Proposed Personnel Resumes

JanusAG provides resumes for all eight proposed personnel as a separate attachment to this submission. For ease of review, all eight resumes have been consolidated into a single PDF. The resumes provide qualifying information demonstrating each proposed candidate's education, experience, and qualifications for the applicable position classification. Supporting documentation verifying candidate degrees can be provided to WVOT as needed.

GENERAL TERMS AND CONDITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

☒ **Term Contract**

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

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

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

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

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

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

☐ the contract will continue for _____ years;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Vendor must maintain:

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

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

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

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

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

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

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

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

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

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

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

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open 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) Tara L. Davis, Operations Director

(Address) 3750 Northampton St NW, Washington, DC 20015

(Phone Number) / (Fax Number) 860-748-5294

(email address) t.davis@janus-ag.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.

Janus Advisory Group

(Company)


(Signature of Authorized Representative)

Robert "Andy" Jones, President, 09/14/2026

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

860-748-5294

(Phone Number) (Fax Number)

a.jones@janus-ag.com

(Email Address)