



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 2

List View

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

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID:

Legal Name: DatamanUSA, llc

Alias/DBA:

Total Bid: \$3,327,480.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

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:

Total of Header Attachments: 2

Total of All Attachments: 2



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 ESR09222600000002784	1

VENDOR
VS0000009502 DatamanUSA, llc

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 3327480
Response Date: 2026-09-22
Response Time: 13:53:35
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	118.800000	247104.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	114.750000	238680.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	128.250000	266760.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	97.200000	202176.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	91.800000	190944.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	110.700000	230256.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	148.500000	308880.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	141.750000	294840.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	128.250000	266760.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	121.500000	252720.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	114.750000	238680.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	137.700000	286416.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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	145.800000	303264.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: Per Section 7.1 of the Solicitation, the standard delivery window is 180 working days. As clarified in the Q&A, this provision represents the standard purchasing terms, while actual staffing start dates are established based on the individual delivery order.

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.



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: VS0000009502

Vendor Name : DatamanUSA, LLC

Address : 6890 S Tucson Way, Suite 100,Centennial, CO 80112

Street : 6890 S Tucson Way, Suite 100

City : Centennial

State : Colorado

Country :United States

Zip : 80112

Principal Contact : Khushboo Mehrotra

Vendor Contact Phone: 720-248-3110

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Khushboo Mehrotra

84-1552228

09/02/2026

**Vendor
Signature X**

FEIN#

DATE

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**SHIP TO**

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2080.00000	HOURL	\$118.80	\$247,104.00

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

81110000

Extended Description:

Senior Web Application Analyst

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

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	CRM Application Analyst	2080.00000	HOURL	\$114.75	\$238,680.00

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

81110000

Extended Description:

CRM Application Analyst

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

INVOICE TO		SHIP TO	
DEPARTMENT OF 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	\$128.25	\$266,760.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior SQL Server Database Administrator

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Business Analyst	2080.00000	HOURL	\$97.20	\$202,176.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Business Analyst

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Learning Management System & eLearning Development Specialis	2080.00000	HOURL	\$91.80	\$190,944.00

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	\$110.70	\$230,256.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Financial Operations Specialist

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Cloud Architect	2080.00000	HOURL	\$148.50	\$308,880.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Cloud Security Professional	2080.00000	HOURL	\$141.75	\$294,840.00

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	HOUR	\$128.25	\$266,760.00

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	HOUR	\$121.50	\$252,720.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Network Engineer

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Cloud Systems Management Engineer	2080.00000	HOURL	\$114.75	\$238,680.00

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	\$137.70	\$286,416.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

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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
13	Mainframe Systems Programmer	2080.00000	HOURL	\$145.80	\$303,264.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Mainframe Systems Programmer

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

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

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

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Submitted To:

**Department of Administration
Purchasing Division**

**2019 Washington Street East Post
Office Box 50130 Charleston,
25305-0130**



REQUEST FOR PROPOSAL

TEMPORARY TECHNICAL STAFFING SERVICES

CRFQ 0231 COUNTRY : 00T27000000006

TECHNICAL PROPOSAL

Due date: September 23rd , 2026



Submitted By:

DATAMANUSA, LLC

6890 SOUTH TUCSON WAY, SUITE 100

CENTENNIAL, COLORADO 80112-3919

720-248-3110 PHONE

720-248-3200 FACSIMILE

CONTACT@DATAMANUSA.COM

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C.ii. Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years: documentation should include enough information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 1, above; the documentation should name the entity to whom the individual was supplied and provide contact information for that entity. Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this documentation with their bid.....	37
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Signed Cover Page

	Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Centralized Request for Quote Service - Prof	
Proc Folder: 2020855 Doc Description: Temporary Technical Staffing Services		Reason for Modification:	
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-08-27	2026-09-15 13:30	CRFQ 0231 OOT2700000006	1
BID RECEIVING LOCATION			
BID CLERK DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US			
VENDOR			
Vendor Customer Code: VS0000009502 Vendor Name : DatamanUSA LLC Address : 6890 S Tucson Way, Suite 100,Centennial, CO 80112 Street : 6890 S Tucson Way, Suite 100 City : Centennial State : Colorado Country : United States Zip : 80112 Principal Contact : Khushboo Mehrotra Vendor Contact Phone: 720-248-3110 Extension:			
FOR INFORMATION CONTACT THE BUYER Toby L Welch (304) 558-8802 toby.l.welch@wv.gov			
 Vendor Signature X		FEIN# 84-1552228	DATE 09/15/2026

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

A. Letter of Transmittal

Toby L. Welch

Purchasing Division

West Virginia Department of Administration

2019 Washington Street East

Charleston, WV 25305-0130

Email: toby.l.welch@wv.gov

September 15TH, 2026

Subject: DatamanUSA response to **State of West Virginia for Temporary Technical Staffing Services (CRFQ 0231OOT2700000006).**

DatamanUSA (Dataman®) is pleased to submit its response to **State of West Virginia for Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)**. With over 26 years of experience, Dataman is a trusted provider of **IT temporary staffing and staff augmentation services**, supporting government agencies and commercial organizations with highly skilled, project-ready technical resources. Dataman understands that WVOT is seeking an open-end contract to provide qualified technical staffing resources across a broad range of technology disciplines, including application development, CRM, database administration, business analysis, eLearning, cloud financial operations, cloud architecture, cloud security, cloud platform and network engineering, cloud systems management, Cloud Center of Excellence implementation, and mainframe systems programming.

Dataman is committed to providing WVOT with **qualified technical professionals, responsive staffing support, and competitive fully burdened rates**. Our approach is centered on understanding each staffing requirement, identifying candidates whose experience aligns with the applicable labor-category requirements, rigorously validating their qualifications, and providing responsive support throughout the engagement.



Dataman has provided similar Information Technology Temporary Staffing Services to various agencies across the nation. Here is a glimpse of our recent contracts:

Category	Client / Organization	Contract / Description
State Government	State of South Carolina	IT Staff Augmentation Contract
	State of South Carolina	Deliverable-Based IT Project Contract
	South Carolina DHEC	Project Management Contract
	State of North Carolina	IT Staff Augmentation Contract
	State of Arkansas	Supplier Managed Staff Augmentation
	State of Kansas	Statewide Master IT Services Contract (MITSC)
	State of Connecticut	IT Staff Augmentation VMS Contract
	State of Washington	IT Staffing & Project-Based Services
	State of Texas (DIR ITSAC)	IT Staffing Contract

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

	State of Texas (DIR DBITS)	Deliverable-Based Services
	State of Maryland	CATS+ Contractor
	Commonwealth of Pennsylvania	IT Staff Augmentation VMS
	Commonwealth of Virginia	IT Contingent VMS Contract
	State of New York	HBITS (Tier-2 Vendor)
	State of New Jersey	IT Staff Augmentation Contract
	Commonwealth of Massachusetts	ITS53 Project Services Contract
	State of Vermont	IT Staff Augmentation Contract
	State of South Dakota	IT Staff Augmentation Services
	State of Montana	Staff Augmentation Services
	Florida Department of Management Services	IT Staff Augmentation Services
	California Public Employees' Retirement System	IT Consultants Pool
	Judicial Council of California	Technical Staff Augmentation
Local Government	City of Cincinnati	IT Staff Augmentation Contract
	City of Aurora	IT Staff Augmentation Services
	City of Aurora	IT Staffing and IT Services
	City of Los Angeles (Building & Safety)	Systems Programmer Contractors
	City of Los Angeles (City Planning)	Contract Programming Services
	Los Angeles Police Department	IT Staffing
	Orange County, California	IT Staffing Contract
	County of Santa Clara, California	IT Professional Services
	San Bernardino County	IT Staffing Services
	San Diego Unified Port District	IT Applications Consulting
	Superior Court of California, County of Orange	Temporary Staffing Services
	Wayne County, Michigan	IT Staff Augmentation
	Regional Transportation District (Denver)	ERP Work Order Contract
	Denver International Airport	IT Strategic Partners Contract
	Burlington International Airport	On-Call IT Services
	Texas Department of Transportation	Recruitment Services
Transit Industry	Houston Metro	IT Support Setup
	Denver International Airport	IT Consulting and Staffing Services
	Regional Transportation District	On-Call IT Staffing and IT Deliverable-Based Services and Temporary Staffing
	Chicago Transit Authority	Temporary Staffing Services
	District of Columbia Water and Sewer Authority	Financial Staff Augmentation
	State of Florida, Department of Transportation	IT Staff Augmentation Services

	North Carolina Department of Transportation	Staff Augmentation Services
	Clark County Public Transit Benefit Area Authority	Information Technology Services
	South Dakota Division of Motor Vehicles	Staff Augmentation Services
	South Dakota Department of Transportation	Staff Augmentation Services
	Washington Community Transit	Temporary Staffing Services
	Texas Department of Transportation	IT Staff Augmentation Contract
Education	The University of California	IT Temporary & Professional Services
	Tarrant County College District	IT Consulting & Staffing Partners
	Douglas County School District	IT Staff Augmentation
Cooperative / Nationwide	NASPO ValuePoint	Temporary Staffing (25+ States)
	Northrop Grumman	Technology Staffing Contract (Nationwide & Southern CA)

The contact details of the person to contact regarding the proposal

DatamanUSA Contact Information	
Name	Khushboo Mehrotra
Title	Contract Manager
Address (Mailing address)	6890 South Tucson Way, Suite 100 Centennial, Colorado 80112-3919
Phone Number	720 201 5617
Fax Number	720-248-3200
Email Address	contact@DatamanUSA.com

Our proposal demonstrates our understanding of the solicitation requirements and our ability to provide personnel who satisfy the specified minimum qualifications. Dataman will apply a qualification-focused screening and validation process to ensure that candidates presented for WVOT requirements are appropriately aligned with the applicable technical, experience, and other stated qualifications.

Dataman acknowledges and agrees to comply with the requirements, terms, conditions, specifications, and provisions contained in CRFQ 0231 OOT2700000006, including all applicable addenda issued prior to the submission of this response.

We appreciate the opportunity to submit our qualifications and pricing for consideration and look forward to the opportunity to support the West Virginia Office of Technology with dependable access to qualified technical professionals.

Thank you,



(Khushboo Mehrotra)

Contract Manager

DatamanUSA LLC

E-mail: Contact@DatamanUSA.com

Phone: 720-248-3110; 720-201-5617

B. Executive Summary

Dataman is pleased to submit its response to the **West Virginia Office of Technology (WVOT)** for **CRFQ 0231 OOT2700000006 – Temporary Technical Staffing Services**. Dataman understands that WVOT is seeking a qualified and responsive staffing partner capable of providing experienced technical professionals across a broad range of application, database, business analysis, cloud, cybersecurity, infrastructure, and mainframe disciplines.

WVOT requires access to specialized technical resources to **supplement its existing workforce** and support the State's technology operations. The scope encompasses **13 technical labor categories**, reflecting the breadth of WVOT's technology environment—from web applications, CRM and SQL Server databases to cloud architecture, cloud security, networking, systems management, cloud financial operations, CCOE implementation, and mainframe systems programming.

**25+
Years of Public
Sector Service**

Founded 2000 —
active in 30+ states

**5,000+
Consultants
Deployed**

Across state, local
& federal agencies

**95%
D&B Performance
Rating**

Independent Dun &
Bradstreet survey

**95%+
Retention Rate**

Less than 5%
consultant
replacement rate

B.i. Understanding of WVOT's Environment and Requirements

Dataman recognizes that WVOT operates in an environment where **reliability, technical competency, responsiveness, and continuity are critical**. The requested resources may support both established enterprise and legacy technologies as well as modern cloud-based platforms and infrastructure. Accordingly, successful staffing requires more than simply providing personnel; it requires identifying professionals whose technical background, experience, and qualifications align closely with the specific requirements of each assignment.

Dataman's approach is designed around the following priorities:

1. Qualified Technical Resources

Dataman will identify, screen, and validate candidates against the applicable labor-category requirements before presenting them to WVOT. Candidate qualifications will be reviewed for relevant technical skills, professional experience, education/certifications where applicable, and alignment with the specific position requirements.

2. Coverage Across Diverse Technology Disciplines

The 13 labor categories require capabilities spanning application development and analysis, database administration, business analysis, learning technologies, cloud financial operations, cloud architecture and engineering, cybersecurity, networking, systems management, cloud governance/CCOE implementation, and mainframe programming. Dataman's experience in public-sector IT staffing and technical staff augmentation positions it to support this breadth of requirements.

3. Responsive Staffing Delivery

Dataman understands that temporary technical staffing is intended to provide WVOT with flexibility to obtain qualified resources when needed. Our staffing process is therefore structured to support timely candidate identification, qualification, submission, and onboarding while maintaining appropriate quality controls.

4. Support for Mission-Critical Operations

Technical resources placed with WVOT may contribute to systems and technology functions that are important to ongoing State operations. Dataman will therefore emphasize candidates with

demonstrated experience working in complex enterprise environments and with the professionalism required to operate within established processes, security requirements, and organizational standards.

5. Knowledge Transfer and Continuity

Dataman recognizes the importance of maintaining operational knowledge when temporary or supplemental resources are engaged. Resources will be expected to work collaboratively with WVOT personnel, document relevant work and processes, and support knowledge transfer as appropriate. This approach helps WVOT maximize the value of supplemental technical resources while reducing dependency on individual personnel.

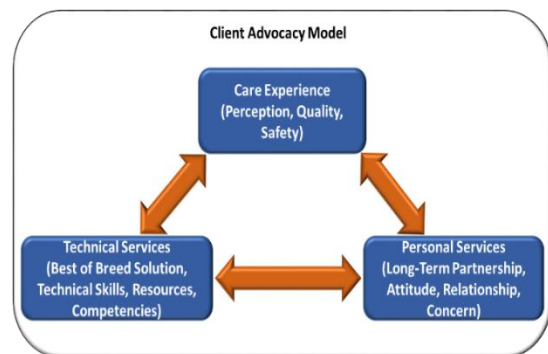
B.ii. Dataman Value Proposition

Dataman brings extensive experience delivering IT staff augmentation, temporary staffing, recruitment, and technology services to public-sector organizations. Our experience spans state and local governments, transportation organizations, educational institutions, and nationwide cooperative contracts.

This experience provides Dataman with an understanding of the requirements associated with public-sector staffing engagements, including qualified-resource identification, contract compliance, responsiveness, technical skill validation, and workforce continuity.

➤ **B.ii.a. Dataman brings unique strengths and added value that will benefit the State:**

✓ **Client Advocacy Model** - At the core of the Dataman culture, is its commitment to provide unparalleled value to the client, delivering resources, projects on-time and on-budget. To accomplish this, we developed a Client Advocacy Model (CAM). The objective behind our model is to demonstrate our commitment to the client and foster a long-term partnership. As the prime vendor, Dataman will objectively balance each work order scope, schedule, goals and budget by leveraging the capabilities of all subcontractors where needed. **This may include balancing local resources to minimize travel cost with the ability to bring in national expertise.**



✓ **AI-Driven Recruitment Platform (Oorwin)** - Our proprietary integration with the Oorwin AI platform enables rapid sourcing, automated candidate matching, and predictive analytics to deliver highly qualified professionals faster and more accurately—reducing time-to-fill and improving placement quality.

✓ **Dedicated Support Team**- We assign a dedicated Account Manager and a Service Delivery Coordinator who serve as direct points of contact for the state. This ensures efficient communication, quick resolution of issues, and seamless coordination throughout the contract term.

✓ **Scalability and Flexibility** - Whether state needs a single help desk technician or a full team of developers and analysts, our scalable staffing model allows us to rapidly deploy resources across all requested categories, including short notice and surge needs.

✓ **Dataman's ISO Certified Management Systems** - Dataman's ISO-certified management systems not only ensure compliance with international standards but also enhances operational efficiency, customer satisfaction, and resilience. Below is the outline of the integration and benefits of the ISO certifications: **ISO 9001:2015 (Quality Management System), ISO/IEC 27001:2022 (Information Security Management System), and ISO 22301:2019 (Business Continuity Management System).**

Dataman's ISO 9001:2015 certification reflects our unwavering commitment to quality in delivering Staffing Solution Services. The Quality Management System facilitates seamless management of the candidate lifecycle—from sourcing and onboarding to retention and

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

DatamanUSA currently serves over **200 public sector clients** across **40+ states**, including multiple transit agencies, school districts, departments of education, city/county governments, and higher education institutions. Our geographic reach includes large urban districts, mid-sized counties, and rural agencies—ensuring we understand the unique staffing needs of diverse educational environments.

➤ **B.ii.b. DatamanUSA Public Sector Excellence**

Dataman brings over 26 years of experience working with government organizations at every level—State, Local, and Federal. We have delivered temporary management consulting, and managed services to hundreds of public and commercial clients. By understanding the unique challenges of government programs, we help state agencies meet evolving business needs with strategic, cutting-edge technology solutions. Our globally informed approach and access to skilled onshore and offshore staffing resources ensure that government agencies get the best support available. Our clients include:

State Government (Partial List)			
State of Montana	New Mexico Human Services Department	Utah Dept. of Human Services	State of North Dakota
Colorado Department of Transportation	Colorado Dept. of Corrections	Colorado Motor Vehicle Department	Colorado Governor's Office of Information Technology
Colorado Dept. of Revenue	Colorado Dept. of Labor and Employment	Colorado Dept. of Public Safety	Metropolitan State University of Denver
University of California	California Public Employees' Retirement	Judicial Council of California	Oregon Department of Transportation
Washington Department of Corrections	Washington State Administrative Office of the Courts	Washington Department of Transportation	Washington State Patrol
Massachusetts Department of Health	South Carolina Department of Information Security	New York State Energy Research and Development Authority	North Carolina Department of Public Instruction
Texas Department of Aging and Disability Services	Texas Office of the Attorney General	Texas Education Association	Texas Dept. of Transportation
State of Iowa	Washington Department of Transportation	North Carolina Department of Transportation	Vermont Department of Health
Washington State Patrol	Metropolitan State University of Denver	University of North Carolina	Clemson University
State of Kansas	Massachusetts Executive Office of Education	Massachusetts Dept. of Transportation	Colorado Dept. of Corrections
North Carolina A&T University	University of California	State of North Dakota	State of Kansas
Colorado Dept. of Labor and Employment	Maryland Dept. of Transportation	State of Louisiana	Utah Dept. of Human Services
Local Government (Partial list)			

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

City of Aurora	Community Transit	Boulder County	Connect for Health Colorado
Burlington International Airport	Jefferson County Public Schools	San Antonio Housing Authority Texas	Williamson County Texas
Smith County Texas	Dallas Area Rapid Transit	Orange County Transit	City of Albuquerque
City of Georgetown Texas	City of Broomfield, CO	City of Phoenix	Orange County Courts
City of Centennial	City of Cincinnati	City and County of Boulder	Houston Metro
Regional Transportation District-Denver	City of Denver	NYSERDA	Denver International Airport
Community Transit, Everett, WA	Los Angeles Dept. of Building and Safety	Los Angeles City Planning Dept.	City of San Marcos Texas
Federal Government (Partial list)			
US Forest Service	US Bureau of Land Management	Colorado Air National Guard	US General Service Agency
US Bankruptcy Court	Warren Air Force Base	US Veterans Administration	US Defense Information Systems Agency
Commercial Sector (Partial list)			
Northrup Grumman	Lockheed Martin	EnergySavvy	TesTeachers Corporation
Ciber	NTT Data	Cloud Solutions	Verizon

➤ **B.ii.c. Well Established & Financially Stable Company**

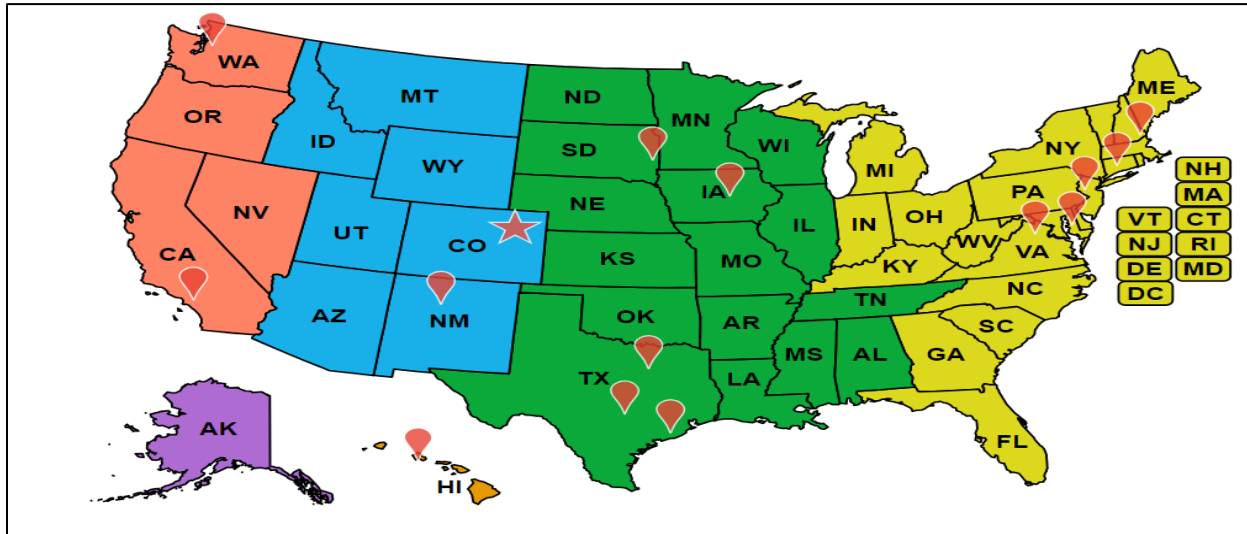
Dataman cumulative public sector revenue distribution (Total - \$150+ Million)			
State of New Mexico	\$8.1M+	State of Maryland	\$3.8M+
State of California	\$4.7M+	San Bernardino County	\$1.2M
City of Los Angeles	\$1.5M+	State of Washington	\$9M+
Regional Transport District, Denver	\$17.8M+	Denver International Airport	\$2.5M
Northrop Grumman (includes LA area)	\$5M+	Sprint/Nextel Corporation	\$753K
State of Colorado	\$15M+	State of New Jersey	\$458K+
Federal Agencies (Nationwide)	\$4M	State of Vermont	\$7M+
State of South Carolina	\$5.9M+	State of Texas	\$22M+
State of Utah	\$4M+	Sprint / Nextel	\$800K
State of North Carolina	\$5.8M+	Commonwealth of Massachusetts	\$3M+
State of Oregon	\$1M+	State of New York	\$164528
State of Montana	\$3.1M+	State of Mississippi	\$1.1M+
Commonwealth of Pennsylvania	\$420K+	Other Clients	\$35M+

Additionally, *Dataman has earned an exceptional 95% Overall Performance Rating from customers in a recent independent survey conducted by Dun & Bradstreet. Along with this, Dataman has a D&B Rating of 1R2 which indicates that we are a stable and well-established company with low risk.* Dataman Temporary Staffing Services help clients increase efficiency, accelerate project progress, cut costs, and ultimately

enhance their competitive edge. Dataman leverages its service delivery model to source, screen, and place temporary/permanent labor across general skill-sets in well-populated and remote geographies.

➤ **B.ii.d. DatamanUSA Nationwide Reach**

DatamanUSA is a service provider with a vast reach across the US and globally. We have served customers in over 30 states, including Georgia, and possess extensive experience working with diverse organizations such as governmental, higher education, K-12 education, health, non-profit, tribal government, and other public agencies nationwide. Our recruiting team has a national presence, allowing us to deliver exceptional services to the State.



DatamanUSA Geographic Staffing Experience and Delivery Coverage

State	Services / Contracts	Comments
Hawaii	Yes – Direct DatamanUSA Experience	DatamanUSA has provided temporary personnel and workforce solutions in Hawaii, supporting public-sector requirements across healthcare, professional, administrative, technical, and operational classifications. DatamanUSA maintains access to qualified Hawaii-based resources to support local staffing requirements.
Maine	Yes – Partner/Subcontractor Support	DatamanUSA will leverage qualified local staffing partners and subcontractors to provide timely access to qualified personnel throughout Maine and support the City's requirements as needed.
New Jersey	Yes – Partner/Subcontractor Support	DatamanUSA will utilize qualified local staffing partners and subcontractors to supplement its national recruiting capabilities and provide responsive staffing coverage throughout New Jersey.
South Dakota	Yes – Direct DatamanUSA Experience	DatamanUSA has provided staffing and staff augmentation services to South Dakota public-sector organizations, supporting technical, professional, administrative, and operational requirements. DatamanUSA maintains qualified recruiting resources to support ongoing and surge staffing needs.

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

Iowa	Yes – Partner/Subcontractor Support	DatamanUSA will leverage qualified local staffing partners and subcontractors to provide access to local talent and support temporary staffing requirements throughout Iowa.
Connecticut	Yes – Partner/Subcontractor Support	DatamanUSA will utilize qualified local staffing partners and subcontractors to supplement its national recruiting network and provide responsive temporary staffing services throughout Connecticut.
New Mexico	Yes – Direct DatamanUSA Experience	DatamanUSA has provided professional and technical staffing services to public-sector organizations in New Mexico, supporting project management, data, business analysis, testing, and other specialized requirements.
Colorado	Yes – Direct DatamanUSA Experience	DatamanUSA has extensive experience providing staffing and workforce solutions to Colorado public-sector organizations, including local government and higher education. Services have included technical, professional, administrative, project management, engineering, data, and operational staffing.
Texas	Yes – Direct DatamanUSA Experience	DatamanUSA has extensive experience supporting Texas state and local government organizations through temporary staffing and staff augmentation services. Personnel have been provided across professional, administrative, financial, technical, project management, procurement, and customer support classifications.
California	Yes – Direct DatamanUSA Experience	DatamanUSA has extensive experience providing temporary staffing, professional staffing, and technical workforce solutions to California state and local government, courts, and higher education organizations.
Georgia	Yes – Partner/Subcontractor Support	DatamanUSA will utilize qualified local staffing partners and subcontractors to provide local recruiting reach and responsive temporary staffing support throughout Georgia.
Washington	Yes – Direct DatamanUSA Experience	DatamanUSA has extensive experience supporting Washington state and public-sector organizations with technical, professional, administrative, and project-based staffing solutions, including project managers, application developers, testers, technical writers, and other specialized personnel.
North Carolina	Yes – Direct DatamanUSA Experience	DatamanUSA has provided staffing and staff augmentation services to North Carolina public-sector organizations, supporting technical, professional, project management, security, business analysis, and other specialized requirements.
South Carolina	Yes – Direct DatamanUSA Experience	DatamanUSA has provided staffing services to South Carolina public-sector organizations, including temporary medical and technical staffing. Personnel have included project managers, systems analysts, QA professionals, network engineers, security professionals, and other specialized resources.

Michigan	Yes – Partner/Subcontractor Support	DatamanUSA will leverage qualified local staffing partners and subcontractors to provide access to Michigan-based talent and support temporary staffing requirements across professional, technical, administrative, and operational classifications.
Florida	Yes – Direct DatamanUSA Experience	DatamanUSA has provided IT staffing and staff augmentation services to Florida public-sector organizations, supporting application development, quality assurance, project management, customer support, and other technical requirements.
Virginia	Yes – Direct DatamanUSA Experience	DatamanUSA has provided staffing services to organizations operating in Virginia and maintains access to qualified talent throughout the Commonwealth. DatamanUSA will leverage its national recruiting infrastructure and local talent network to support the City of Alexandria's requirements.
New York	Yes – Direct DatamanUSA Experience	DatamanUSA has provided temporary staffing services in New York across healthcare, administrative, professional, facilities, maintenance, and operational classifications, demonstrating its ability to support diverse workforce requirements.
Illinois	Yes – Direct DatamanUSA Experience	DatamanUSA has provided temporary staffing services to public-sector organizations in Illinois, including administrative, customer support, data, document management, and other professional and operational classifications.

➤ **B.ii.e. Technical Capability through Partnership**

DatamanUSA holds direct, active partnerships with **Microsoft, Dell, and Fortinet, Kaseya**. Each of these relationships is described below — what the partnership actually means, what it puts on the table for the State, and why it matters for State's specific infrastructure environment.

Microsoft — Gold Partner DatamanUSA holds a Microsoft Gold Partnership, our deepest and most active vendor relationship. Our MCSE and Azure-certified engineers design, deploy, and manage the full Microsoft stack — Azure cloud infrastructure, Microsoft 365, Active Directory, Dynamics 365, Power BI, and the emerging Azure AI and Microsoft Copilot suite. For State, this means a partner who is already inside Microsoft's ecosystem with certified access, escalation support, and the ability to provide Gold-tier preferential pricing on licensing and services.



Dell Technologies — Partner Through our Dell Technologies partnership, DatamanUSA procures and deploys Dell's enterprise hardware portfolio — PowerEdge servers, PowerStore and PowerVault storage, Dell networking switches, and end-user computing devices — with full partner-level pricing and authorized support access. We do not stop at procurement; our engineers handle configuration, deployment, and lifecycle management end to end. For the State, operating critical infrastructure across multiple physical locations,



having a single accountable partner from hardware spec through ongoing support removes a layer of risk that separate procurement and implementation vendors routinely create.

Fortinet — Active Partner Dataman's Fortinet partnership is backed by NSE-certified engineers who are actively implementing and managing Fortinet environments for government clients — not simply reselling the product. Our managed security services capability covers Next-Generation Firewall, SD-WAN, Unified Threat Management, Advanced Threat Protection, and endpoint security through the Fortinet platform. The State of Colorado awarded DatamanUSA a statewide Cybersecurity contract, and our security engineers have delivered Fortinet-based solutions for the Colorado Air National Guard and other public sector clients.



Kaseya —Partner Kaseya serves as the operational management layer behind Dataman's managed IT services practice. As a Kaseya partner, we deploy VSA for remote monitoring and management, Datto for backup and disaster recovery, Kaseya 365 for endpoint security and automated patching, and Autotask for helpdesk and service management. Where Microsoft, Dell, and Fortinet address the infrastructure, hardware, and security layers, Kaseya ties them together operationally — enabling proactive monitoring, automated remediation, and real-time visibility into system health.



C. Qualifications

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

C.i.a. DatamanUSA Overview

Founded in 2000, DatamanUSA, LLC, is a certified SBE, MBE, WBE with several agencies. Dataman is a



leader in providing comprehensive IT Temporary staffing services and IT Professional services on a Turnkey basis with a focus on the government sector. Dataman has the extensive, broad-based technical expertise required to deliver rapid solutions that are practical and customized for

each application. During the last 26 years, **over 5000** Dataman associates have aided our clients in the deployment of successful technology solutions. Dataman has been under contract with dozens of Local Government organizations, State Departments, Local Transit Districts and Airports for the delivery of Information technology staff augmentation services, management consulting services, technical consulting services, and managed services. Dataman has delivered highly skilled professionals and services to support a wide range of client specific information technology and business needs.

Performance Highlights (Last 5 Years):

- Filled **2,000+ public sector roles**
- Achieved **97%+ consultant retention** across active contracts
- Maintained a **client satisfaction score of 98%**
- Delivered an **average time-to-fill of 1-2 business days** for Temporary roles
- Earned **contract renewals on 85%** of engagements due to consistent performance.

DatamanUSA Company Profile	
Legal name of the company	DatamanUSA LLC
Year Founded	2000
Legal form of Organization	Limited Liability Company
State of Corporation	Colorado
Corporate Head Office	6890 S Tucson Way, Ste 100, Centennial, CO 80112
Number of Offices and Location	Total number of offices – 14 Eastern Region • Portsmouth, New Hampshire • Rocky Hill, Connecticut • Parsippany, New Jersey • Fairfax, Virginia Central Region • Austin, Texas • Dallas, Texas • Des Moines, Iowa • Houston, Texas • Sioux Falls, South Dakota Mountain Region • Centennial, Colorado (Headquarters) • Albuquerque, New Mexico Pacific Region

	• Los Angeles, California • Bellevue, Washington Hawaii Region Honolulu, Hawaii
Type of Services	• Information Technology Temporary Staffing Services • Information Technology Staff Augmentation Services • IT Consulting Services • Technical Professional Services • Project Management • Education Industry Consulting • Contingent Workforce Services • Temporary Staffing Services • Professional Recruitment Services • Managed Services • Industrial/Skilled and Unskilled staffing • Healthcare Staffing Services • Very Low Overhead (VLO) Staffing for pass through
Number of Employees	400+
DatamanUSA Contact Information	Name: Nidhi Saxena CEO & President 6890 South Tucson Way, Suite 100 Centennial, Colorado 80112-3919 Telephone: 720-248-3110 Email Address: contact@DatamanUSA.com

DatamanUSA, LLC is an established technology staffing and professional services organization with extensive experience supporting **state and local government, higher education, K-12 education, transportation, and other public-sector organizations.**

Over its years of operation, Dataman has developed a substantial portfolio of IT staffing and staff augmentation engagements, including statewide contracts, master service agreements, VMS-based staffing programs, temporary staffing engagements, and project-based technology services.

Dataman's experience serving public-sector clients demonstrates its familiarity with the requirements of government contracting, including contractual compliance, candidate qualification, staffing responsiveness, resource management, and delivery within established procurement and operational frameworks.

*DatamanUSA (Dataman®) fully complies with this requirement. Dataman has been in continuous operation for over **25 years**, providing comprehensive information technology staffing and consulting services to government and commercial clients. Our extensive experience includes delivering similar IT temporary staffing services as outlined in this solicitation. For documentation evidence, we have attached the following articles of organization:*

FILED - CUSTOMER COPY
DONETTA DAVIDSON
COLORADO SECRETARY OF STATE

20001134245 0

\$ 100.00

SECRETARY OF STATE

07-11-2000 12:32:07

ARTICLES OF ORGANIZATION

OF

datamanUSA, LLC

The undersigned natural persons of the age of eighteen years or more, desiring to form a Limited Liability Company under the Colorado Limited Liability Company Act, adopt the following Articles of Organization for such Limited Liability Company.

ARTICLE I

NAME

The name of the Limited Liability Company is **datamanUSA, LLC**.

ARTICLE II

PRINCIPAL PLACE OF BUSINESS

The principal place of business of the LLC is: 6642 East Jackson Ct., Highlands Ranch, CO 80130.

ARTICLE III

DURATION OF EXISTENCE

The LLC shall commence immediately, upon the signing of this Agreement, and shall have a perpetual existence unless terminated sooner by operation of law or by agreement between the members or reenacted after such primary term for such additional periods as is mutually determined by the members.

ARTICLE IV

REGISTERED AGENT

The street address of the registered office of the LLC is 6642 East Jackson Ct., Highlands Ranch, CO 80130, and the name of its initial registered agent at such address is Nidhi Saxena.

ARTICLE V

INITIAL MEMBERS

The LLC shall be managed by its members. There will be at least one member of the LLC upon formation. The names and addresses of the initial members are as follows:

<u>Name</u>	<u>Address</u>
Nidhi Saxena	6642 East Jackson Ct. Highlands Ranch, CO 80130

ARTICLE VII

PURPOSES

The LLC is organized for any legal and lawful purpose pursuant to the Colorado Limited Liability Company Act.

ARTICLE VII

RIGHT TO CONTINUE BUSINESS

Upon the death, retirement, resignation, expulsion, bankruptcy or dissolution of a member or the occurrence of any other event which terminates the continued membership of a member in the LLC, the remaining members may unanimously agree to continue the business of the LLC, provided there is at least one remaining member.

ARTICLE VIII

ORGANIZERS

The name and address of each organizer is Nidhi Saxena, 6642 East Jackson Ct., Highlands Ranch, CO 80130.

IN WITNESS WHEREOF, I have signed these Articles of Organization this 11th day of July, 2000, and I acknowledge the same to be my true act and deed.

Nidhi Saxena
Nidhi Saxena, Organizer

STATE OF COLORADO)
) ss.
COUNTY OF JEFFERSON)

The foregoing Articles of Organization were signed and sworn to me this 11th day of July, 2000, by Nidhi Saxena, as Organizer, and affirmed, under penalty of perjury, that the facts stated herein are true.

Witness my hand and official seal.

My commission expires: 9-22-2001



Lynn A. Hoffman
Notary Public

C.i.b. Relevant Experience — Temporary Technical Staffing & IT Staff Augmentation

DatamanUSA, LLC has extensive experience delivering temporary technology staffing, IT staff augmentation, technical consulting, and project-based services to state and local government agencies, higher-education institutions, K-12 organizations, transportation organizations, and other public-sector entities.

Our experience encompasses a broad range of technical disciplines relevant to the West Virginia Office of Technology (WVOT), including application development and support, business analysis, database administration, cloud and infrastructure engineering, cybersecurity, systems and network engineering, project management, and legacy/mainframe technologies.

Dataman understands that WVOT requires a staffing partner capable of providing qualified technical professionals on an as-needed basis to supplement its existing workforce and support both established enterprise systems and modern technology environments. Our temporary staffing and IT staff augmentation experience demonstrates our ability to recruit, qualify, and deploy technical resources across diverse public-sector environments while maintaining responsiveness, continuity, and quality.

Dataman Temps — Dedicated Temporary Technology Staffing Practice

Dataman Temps is DatamanUSA's dedicated temporary-staffing practice supporting the placement of technology professionals across a broad range of IT classifications. The practice combines technology-focused recruiting capabilities, nationwide sourcing, candidate screening, qualification validation, and staffing administration to support rapid fulfillment of client requirements.

For WVOT, Dataman will apply this staffing capability to identify candidates whose education, experience, technical skills, certifications, and other qualifications align with the applicable labor-category requirements before candidates are presented for consideration.

Our experience includes staffing technical professionals in areas directly relevant to WVOT's requirements, including:

- Application and Web Development
- Application Analysis and Support
- CRM and Enterprise Applications
- Business Analysis
- Database Administration
- Cloud Engineering and Architecture
- Cloud Security and Cybersecurity
- Network Engineering
- Systems Engineering and Administration
- Cloud/Infrastructure Operations
- Project and Program Management
- Data and Systems Analysis
- Mainframe and Legacy Technologies

This breadth enables Dataman to support WVOT across both modern cloud and enterprise technology environments and established legacy platforms.

Representative Temporary Staffing & IT Staff Augmentation Experience

The following engagements demonstrate Dataman's experience providing technical professionals to public-sector and higher-education organizations. The representative positions illustrate the range of technical resources Dataman has recruited and/or placed and their relevance to the labor categories identified by WVOT.

State & Local Government — IT Staffing and Specialized Technical Resources

Client / Organization	Sector	Relevant Staffing / Services Experience
Texas Department of Information Resources (DIR – ITSAC)	State Government	Full-spectrum IT staff augmentation, including Engineers, Developers, Analysts, Database Administrators, and Project Managers
State of Washington – Department of Enterprise Services	State Government	IT development and project management services, including Project Managers, Program Managers, and Application Developers
Florida Department of Management Services	State Government	IT staff augmentation including Systems Engineers, Application Developers, Business Analysts, and Systems Analysts
State of Louisiana – Office of State Procurement	State Government	Statewide IT staff augmentation across infrastructure, application development, and analyst classifications
Commonwealth of Massachusetts	State Government	Project Managers, GIS and Systems Analysts, and IT Specialists
State of South Carolina	State Government	IT staff augmentation and deliverable-based IT services across technical and project-oriented classifications
State of North Carolina	State Government	IT staff augmentation supporting a range of technical classifications
State of Arkansas	State Government	Supplier-managed staff augmentation services
State of Kansas	State Government	Statewide master IT services supporting diverse technology requirements
State of Connecticut	State Government	IT staff augmentation through a VMS-based contract
State of Texas (DIR – DBITS)	State Government	Deliverable-based IT services
State of Maryland (CATS+)	State Government	Technical and IT professional services
Commonwealth of Pennsylvania	State Government	IT staff augmentation through VMS
Commonwealth of Virginia	State Government	IT contingent staffing through VMS
State of New York (HBITS)	State Government	Tier-2 IT staffing services
State of New Jersey	State Government	IT staff augmentation
State of Vermont	State Government	IT staff augmentation
State of South Dakota	State Government	IT staff augmentation services
State of Montana	State Government	Staff augmentation services
City of Cincinnati	Local Government	IT staff augmentation

City of Aurora	Local Government	IT staffing and IT services
Orange County, California	Local Government	IT staffing services
County of Santa Clara, California	Local Government	IT professional services
San Bernardino County	Local Government	IT staffing services
Wayne County, Michigan	Local Government	IT staff augmentation

Transportation & Infrastructure Organizations

Dataman also has substantial experience supporting transportation and infrastructure-related public-sector organizations, where technology systems often support essential and operationally significant services.

Client / Organization	Relevant Experience
Regional Transportation District (Denver)	On-call IT staffing, IT deliverable-based services, temporary staffing, and ERP work-order services
Denver International Airport	IT consulting and staffing services and strategic IT partner services
Houston Metro	IT support setup
Chicago Transit Authority	Temporary staffing services
Washington Community Transit	Temporary staffing services
Florida Department of Transportation	IT staff augmentation services
North Carolina Department of Transportation	Staff augmentation services
Texas Department of Transportation	IT staff augmentation and recruitment services
Clark County Public Transit Benefit Area Authority	Information technology services
South Dakota Department of Transportation	Staff augmentation services
South Dakota Division of Motor Vehicles	Staff augmentation services
Burlington International Airport	On-call IT services

This experience is particularly relevant to WVOT because it demonstrates Dataman's ability to support organizations where technology availability, qualified technical personnel, responsiveness, and continuity are important to ongoing operations.

Higher Education & K-12 Experience

Dataman has also provided temporary and professional technology staffing services to higher-education and K-12 organizations. These engagements demonstrate experience supporting complex institutional environments with diverse application, infrastructure, data, user-support, and project requirements.

Client / Institution	Sector	Representative Positions / Services
University of South Carolina	Higher Education	Software/Application Developers, Systems Engineers, Business & Data Analysts, IT Support Technicians

Colorado School of Mines	Higher Education	Project Managers, Systems & Network Engineers, Application Developers, Technical Writers
University of Arizona	Higher Education	Systems & Network Engineers, Cloud Engineers, Application Developers, IT Support Technicians
University of California, Office of the President (UCOP)	Higher Education	Business Analysts, Project Managers, Application Developers, Systems Analysts
San Jacinto Community College District	Higher Education	IT Technicians, Help Desk Technicians, Technical Support Specialists
Douglas County School District	K-12	IT staff augmentation
Baltimore County Public Schools (BCPS)	K-12	IT Technicians, Help Desk/Support Center Technicians, Field Support Specialists, Network & Systems Administrators, Deployment/Refresh Technicians
Adams 12 Five Star Schools	K-12	IT Technicians, Systems & Network Administrators, Application Support Specialists, Project Managers
Orange County Public Schools	K-12	IT Technicians, Help Desk Technicians, Field Support Specialists, Deployment/Refresh Technicians
Jefferson County School District	K-12	IT Technicians, Systems & Network Administrators, Field Support Specialists
Douglas County School District RE-1	K-12	IT Technicians, Network & Systems Engineers, Help Desk Technicians

Cybersecurity, Cloud, Data & Specialized Technology Experience

Beyond general IT staffing, Dataman's experience includes specialized technical resources relevant to several of WVOT's cloud, cybersecurity, database, application, and systems-oriented labor categories. Representative experience includes:

- Cybersecurity Analysts
- Information Security Engineers
- Vulnerability Management Specialists
- Cloud Engineers
- Systems Engineers
- Network Engineers
- Application Developers
- Systems Analysts
- Business Analysts
- Database Administrators
- Project Managers
- Mainframe/COBOL Programmers
- ADABAS Programmers
- Infrastructure and Systems Support Professionals

For example, Dataman has supported **County of Jefferson, Colorado** with cybersecurity-oriented resources, including Cybersecurity Analysts, Information Security Engineers, and Vulnerability Management Specialists. Dataman has also placed **Cloud Engineers** and other infrastructure professionals within higher-education environments, while its broader state-government staffing contracts have supported developers, analysts, engineers, DBAs, and project managers.

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

Dataman's staffing experience provides a strong foundation for supporting WVOT's diverse labor-category requirements.

WVOT Labor Category	Relevant Dataman Experience
Senior Web Application Analyst	Application Developers, Systems Analysts, Application Support
CRM Application Analyst	Enterprise/Application Analysts and Application Support
Senior SQL Server Database Administrator	Database Administrators, Data Analysts, Systems Engineers
Business Analyst	Business Analysts, Systems Analysts, Data Analysts
Learning Management System & eLearning Development Specialist	Application/technology professionals supporting education environments
Cloud Financial Operations Specialist	Specialized requirement; candidate-specific experience will be validated before submission
Cloud Architect	Cloud Engineers, Systems Engineers and related cloud/infrastructure professionals
Cloud Security Professional	Cybersecurity Analysts, Information Security Engineers, Vulnerability Management Specialists
Cloud Platform Engineer	Cloud Engineers, Systems Engineers and Infrastructure Engineers
Cloud Network Engineer	Network Engineers, Systems & Network Administrators
Cloud Systems Management Engineer	Systems Engineers, Systems Administrators, Infrastructure professionals
CCOE Implementation Specialist	Cloud/infrastructure and project-oriented professionals; specific CCOE experience will be validated at candidate level
Mainframe Systems Programmer	Mainframe Developers, COBOL Programmers, COBOL Developers, ADABAS Programmers, Systems Programmers

C.i.c Representative Technology Staffing Placements by WVOT Labor Category

Dataman's ability to support WVOT is demonstrated through its extensive history of placing technology professionals across the technical disciplines represented in this solicitation. Our placement records include state and local government agencies, transportation organizations, educational institutions, and other enterprise environments, with assignments ranging from short-term engagements to multi-year and continuing placements. The representative placements below demonstrate Dataman's experience sourcing and deploying professionals in application development, CRM, database administration, business analysis, eLearning, cloud engineering, cybersecurity, networking, systems management, and mainframe technologies.

WVOT Labor Category	No. of Relevant Placements	Representative / Most Relevant Clients	Placement Experience Period
Senior Web Application Analyst	56	Office of Technology Services (LA); Texas Department of Housing & Community Affairs; City of San Antonio; Department of Wildlife & Fisheries (LA); Oregon Department of Justice; Texas HHSC; South Carolina DHEC	2017–2026

CRM Application Analyst	4	San Bernardino County – Dynamics 365; State of Vermont – Salesforce; RRC-Cloud / Texas – Salesforce	2021–2026
Senior SQL Server Database Administrator	18	Washington State Department of Social & Health Services; Office of Technology Services (LA); Texas HHSC; South Carolina DHHS – Cloud; Texas Real Estate Commission	2015–2026
Business Analyst	44	Texas HHSC; Texas Workforce Commission; Office of the State Fire Marshal; South Carolina DHEC; University of California; New Mexico agencies; South Dakota Department of Revenue	2018–2026
Learning Management System & eLearning Development Specialist	6	Regional Transportation District (RTD); Chicago Transit Authority; City of Los Angeles; education-sector clients	2020–2026
Cloud Financial Operations Specialist	4	Software People Inc., Northrop Grumman, Cloud Consulting Services Inc.	2018 - 2026
Cloud Architect †	5	Texas HHSC – Cloud; Washington State DOT – Cloud; other cloud-related state engagements	2020–2026
Cloud Security Professional	20	Office of Technology Services (LA); County of Jefferson, Colorado; South Carolina agencies; Texas state agencies; transportation-sector engagements	2018–2026
Cloud Platform Engineer	4	Texas HHSC – Cloud; Vermont Department of Labor; other cloud/DevOps engagements	2021–2026
Cloud Network Engineer	16	Texas Department of Public Safety; Judicial Council of California; C-TRAN; City of Aurora; Colorado Springs Utilities	2017–2026
Cloud Systems Management Engineer	8	City of Aurora; C-TRAN; Texas cloud engagements; BI-State Development Agency	2017–2026
Cloud Center of Excellence (CCOE) Implementation Specialist †	2	Texas HHSC – Cloud; Washington State DOT – Cloud	2020–2026
Mainframe Systems Programmer	11	State of South Dakota; South Dakota Department of Transportation; Vermont Department of Labor; VDOL; County of San Bernardino	2019–2026

This placement history demonstrates both technical breadth and staffing depth. Dataman has repeatedly provided resources in disciplines comparable to WVOT's requirements and has supported clients through multi-year staffing engagements. For each WVOT staffing request, Dataman will apply this established recruiting and qualification capability to identify candidates who meet the specific minimum

qualifications of the applicable labor category and whose experience aligns with WVOT's technical environment.

C.i.d. DatamanUSA Approach and Methodology

C.i.d.i. Our Recruitment Methodology

Our recruitment method gives an insight into how we do the job while aiming to keep both sets of our clients happy; that's you, the State and all of our resources.

Phase 1. Initiation:

From first contact by State, we assign Sr. Account Manager who will be the State's contact until the requirement is completed.

The first steps are all about information gathering and ensuring Dataman receives whatever job specifications the State has made available to share. Most importantly, Dataman will understand the State's timescales so that the required pace can be applied to the process of getting an appropriate resource in place.

Phase 2. Planning:

Detailed brief– The Sr. Account Manager will then look to understand the finer details of a job and speak to the Recruitment Manager. At Dataman, we look for the key drivers, the ways of working and organizational ethos, the personality and softer skills needed in order to be successful in the role. All these details will help us to identify the right talent for the State and allow us to give candidates a fuller picture of the role on offer.

Phase 3. Selection:

Having the basics in place and a clear understanding of State requirements, we commence to our selection phase. We will write about the role and advertise it on the Dataman *Information Technology Staffing job boards*, and (where appropriate) we will also distribute it through both online (job boards, social media etc.) and offline (networking groups, press etc.) channels to attract candidates. Along with new candidate attraction, we will also search our own candidate database of resources that are registered with us – this unique pool of talent is where a high percentage of our temporary staffing candidates originate.

One-to-One interview – After screening candidates who have expressed an interest and inviting those we find in our database, we undertake a detailed screening interview with each potential candidate. This screening typically take 30 to 45 minutes and allow us to understand their suitability for State role and also to share with them the challenges and opportunity it offers to them. We will never share candidate details with the State without carrying out this interview.

Phase 4. Delivery:

Shortlisting– Following our one-to-one screening interviews, we decide which candidates to shortlist to State. The Sr. Account Manager will prepare a profile & resume for those who are to be presented. The profile includes personal details such as availability, qualifications, certifications and date to start.

Interview management– Once State has reviewed the submitted candidates, we will be available for any clarification requests and feedback. We will then support the State and the candidates through the interview process to ensure that this phase runs as smoothly as possible. Candidates will be booked into interview slots, briefed, and prepared for the meetings. They will also be made aware of any pre-work such as presentations that are necessary to meet your process.



Phase 5. Support:

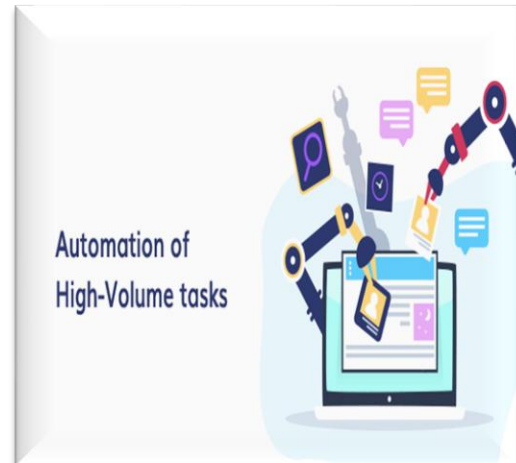
As State identifies the preferred resource, we form the communication bridge to support you through the offer and on-boarding process. The hard work may appear to be done, but our experience tells us that this is a critical phase to convert all the expended effort into the final result where the practitioner turns up to start their new assignment.

Dataman Recruiting Tools - Oorwin AI driven platform

Oorwin is the new age Intelligent AI driven integrated platform

Oorwin is an intelligent, AI-powered platform that boosts recruiter productivity, enhances candidate experience, streamlines HR processes, and strengthens sales performance. Key capabilities include:

- **One-Click Resume Import:** Bulk upload resumes from multiple sources without manual downloads.
- **Instant Candidate Profiles:** Parse resumes from Outlook, Gmail, Chrome, etc., with automatic profile creation, version control, and quick rediscovery.
- **Intelligent Matching:** AI-driven ranking and advanced search to quickly identify and submit top candidates for any job order.
- **Accurate Recommendations:** Smart algorithms deliver best-fit candidate suggestions from the entire database within seconds.
- **Fast Interview Scheduling:** Integrated tools allow interviews to be set up in under two minutes.
- **Unified Engagement:** Track communication, automate feedback, set reminders, and manage interview status to keep clients and candidates aligned.



Other Recruiting Resources

Dataman uses a comprehensive, multi-channel recruiting strategy to rapidly deliver qualified talent:

- **Bench Strength:** With over 5,000 public-sector placements, we maintain a strong bench of proven resources ready for rapid deployment.
- **Resume Databases & RMS:** Access to major databases (Dice, Monster) and our proprietary RMS with over 1,000,000 qualified resumes across all RFP labor categories.
- **Job Board Recruitment:** Positions are posted on leading job boards when required, though most hires come through our established networks and RMS.
- **Local Recruiting Network:** Active recruiting across Colorado for all categories.
- **Creative Sourcing:** Recruiters leverage LinkedIn, Facebook, targeted user groups, and passive-candidate outreach—often finding candidates within days for hard-to-fill roles.



- **Employee Referrals:** A robust referral program incentivizes employees with monthly bonuses for successful placements, generating high-quality candidates.
- **Job Fairs & Advertising:** Participation in national job fairs and expos to engage potential candidates and grow our RMS pipeline.
- **Internal Network:** Strong national network of professionals; proactive engagement with consultants nearing project completion, especially for niche skills.
- **Nationwide Recruiting Center:** Dedicated team sourcing and pre-screening talent for difficult skills and locations, feeding our proprietary candidate pipeline.
- **Subject Matter Experts:** SMEs expand our reach in niche domains through referrals and specialized networks.
- **Market Research:** Subscriptions to industry research and partnerships with local organizations, colleges, and associations help us anticipate staffing needs and build targeted pipelines.

Commitment to a Thorough Screening Process

A quality screening process is critical to business success. Many staffing firms claim to be dedicated to screening candidates thoroughly, but few have a screening process in place with tangible results and outcomes that can prove their due diligence. Dataman understands that there is more to providing candidates than just meeting the skill requirements on the resume. Our recruiters and account managers are trained to dig deep into our candidates' background to make sure we have the right fit. The Dataman recruiters average 12 years of technical recruiting experience supporting government customers. Dataman proactively recruits and maintains a full pipeline of qualified candidates ready to hire for every one of our customers.

Screening: For State, we will use proven skills testing and screening mechanism to shortlist qualified resources. Based on specific staffing request, we use our own technical experts to technically evaluate the potential candidates. For Example, if a project manager requirement comes, the potential candidates' technical evaluation will be done by existing Senior Project Managers and or SME's who will have similar and expert level experience in the related field of technology and domain. We have prepared a set of test papers for evaluation of candidates. We conduct on-line technical test for the candidates to evaluate their skills. Only the candidates scoring more than 75% marks are interviewed by Dataman technical experts. Below is the detailed testing and screening procedure to place best technical consultants to meet your needs:

- ✚ **Step 1: Pre-Screening** – Executing a comprehensive pre-screening confirms experience, motivation, skill level, clearance, potential team-fit, salary requirements and relocation needs with candidates and update in our Recruitment Management System (RMS)
- ✚ **Step 2: Technical Skills Evaluation & Interviews** – Conduct detail technical test and interview
- ✚ **Step 3: Reference Check** – In order to get an accurate assessment of the candidate, Dataman's reference check process involves contacting those people who have observed & are in a position to discuss the candidate's experience, skills & knowledge. In addition to this, we use back door reference as well which use our vast network & speak with someone at organization where the candidate worked who will give you candid information. Based upon the feedback of this reference check, candidature of the successfully shortlisted candidate is processed.
- ✚ **Step 4: Drug Screen** - 5 Panel Drug Test is done prior to the onboarding and in every quarter. Dataman uses the resources of scientific laboratories to determine if any of the individuals within the organization are using illegal drugs. Drug testing commonly requires individuals to submit urine samples for analysis, although occasionally blood or hair samples may be used.

 Step 5: Background Check – Various background checks are done based upon client’s requirement:

- Citizenship or Legal Working Status
- Driving and Vehicle Records
- Criminal, Arrest, Incarceration, and Sex Offender Records
- Education & Employment Records
- Financial Information, Credit History Check
- Social Security Number
- The candidate is notified and is required to sign a consent and authorization form as to the procedures set forth in the Background Check Policy.
- An independent agency is mandated the task to perform background check on the candidates.
- The agency after performing the checks provides the results to Dataman.
- The candidates successfully clearing the background check proceed to join the client.

Dataman ensures that all temporary staff will pass a Criminal Background Check, Credit Check and Drug Testing by the State at no additional cost to State.

To enhance Dataman's ability to find skilled, able and educated candidates for government and public sector entities, Dataman uses an Assessment Series, a validated applicant classification system that focuses on customer service skills, aptitude and attitude assessment. The content underlying these tests is carefully studied and determined to be related to the job performance of the positions. All our tests have a proven track record of success, showing that those who take the tests have better performance on the job, significantly increasing their productivity. We have in place assessment tests for all of the job groups that we are bidding.

➤ **Skill Assessment Test**

The Clerical Skills Tests Module has been designed specifically to cover a fully comprehensive range of clerical tasks. These prebuilt assessments enable us to identify and evidence the candidate’s core skills set required to perform in a role related to typical clerical responsibilities.

The assessments within this module can be utilised throughout the full employee life cycle. From recruitment and assessment through to development and succession planning, this module offers a variety of skills testing that can be combined and tailored for each unique role. If needed, our assessment series can be customized to meet the state’s specific requirements for job descriptions.

➤ **Technical-IT related tests**

Dataman uses various pre-employment testing services like Brainbench/SHL for IT Technical personnel. There are many tests to cover positions under this job category. There are over 1000 tests along with functionality of design custom tests. These job categories cover all positions required in this RFP. A candidate may undergo one or many standard tests to test all skill sets required for a position or take a custom designed test.

Details of Some Tests:

Potential Job Titles	Network Technical Support
Description	The Network Technical Support test measures knowledge of setup, configuration, and maintenance of a local area network. Designed for technicians with hands on-experience, this test covers the following topics: Hardware/Media, LAN Support, Network Design, Services, System Administration, System Security, WAN Support, WLAN Support, and Workstation Support.
Test Length:	Approximate Completion Time: 33 Minutes

Dimensions:	Hardware/Media • Backup Media • Cabling • LAN Hardware • Server Hardware • WAN Hardware • WLAN Hardware	LAN Support • Cabling Faults • LAN Configuration • LAN Diagnostics • Subnets and VLANs	Network Design • Disaster Recovery • Environmental Considerations • Fault Tolerance and Backup Types • Topology
	Services • DHCP • DNS • E-Mail • VoIP • Web and File Server	System Administration • Device Monitoring • Load Balancing • Routine Maintenance • System Logs • User Accounts	System Security • Common Threats • Countermeasures • Encryption and Data Security • Firewalls • Physical Security
	WAN Support • Routing and Remote Access • WAN Configuration • WAN Diagnostics	WLAN Support • Physical Placement Considerations • Wireless Protocols • Wireless Security • WLAN Configuration • WLAN Diagnostics	Workstation Support • Adds, Moves, Changes • Administration Tools • Workstation Diagnostics
Name:	Java 2 Platform Enterprise Edition (J2EE)		
Description:	The Java 2 Platform Enterprise Edition (J2EE) test measures the candidate's knowledge of the J2EE architecture. Designed for Java programmers and architects, this test includes the following topics: J2EE 1.3.1 Architecture, Enterprise Java Beans (EJB 2.0), JDBC 2.0, J2EE Clients, JavaMail 1.2, Java Naming and Directory Interface (JNDI 1.2.1), XML, and Distributed Computing Application Development.		
Test Type:	 Knowledge & Skills		
Adaptive(CAT):	PreVisor's Computer Adaptive Testing (CAT) technology dynamically adjusts the test to the proficiency level of the test taker resulting in shorter test times, increased accuracy and enhanced security. Adaptive tests are powered by PreVisor's PreView TM technology.		
Category:	Information Technology		

Max # of Questions:	30
Max Time Allowed:	3 Minutes Per Question
Test Length:	Approximate Completion Time: 38 Minutes

Recruitment Process and Responsibilities

To ensure consistent best fit for the State, Dataman will use our twelve-step recruiting framework also referred to as our recruitment productivity process, which makes our process unique. Staffing services is a Dataman core competency executed according to best practices developed through industry analysis and optimization.

DatamanUSA Recruitment Process and Responsibilities

Recruitment Process	Responsibility
State's Requisition	
- Analyzing the State's staff requisition and write synopsis of the requisition - Submitting position description and requirements in our Recruitment Management System (RMS)	 Sr. Account Manager
Identify Candidates	
- Assigning to team lead through RMS - Check if there is matching skilled consultant available "on bench" - Check for matching candidates who have Government experience - Identifying existing skill sets and candidates within Dataman RMS database - Sharing job profile to all consultants by posting it on our website and sending mailer to approved consultants for referrals - Posting job to external job sites (DatamanUSA website, Dice.com, Monster.com, CareerBuilder.com and shared with approved subcontractors)	 Recruitment Manager
Pre-Screening & Interview (DatamanUSA Level)	
- Executing a comprehensive pre-screening that confirms motivation, previous experience, salary, skill level, clearance and potential team-fit. - Pre-screening includes online test (using Prove-It, Brainbench & internal tools) and general knowledge test. - Interview – Conduct detail technical interviews based upon client's requirement. (Most IT skill sets are interviewed by our TR team, and if expert skills are required, these are taken care by our panel of SME's having excellent experience in same domain, which form our Qualified Technical Screen team) - Discussing salary requirements and relocation needs with candidates - Evaluating attitude and aptitude by discussing team scenarios. <u>Technical Skill Evaluation</u> - Conducting initial assessment of the candidate's technical qualifications. - Conducting detailed technical interviews based on job requirement. <u>Soft Skills Evaluation</u>	 Technical Recruiting Team and SME's

Evaluating candidate's communication, creativity, thinking, flexibility, change-readiness, problem solving, team building and listening skills.	
Evaluation (DatamanUSA Level)	
- Preparing the feedback form to summarize the results of the interview and update RMS with qualified consultants. - Relaying interview results - Checking references	 Recruitment Manager  Sr. Account Manager
Submission to the State	
- Confirm we have Right to Represent from the candidate for each position - Creating skilled matrix matching required skills with experience of consultants to present consistent skill summary to the State - Submitting resumes with a skill summary and references to the State.	 Recruitment Manager  Sr. Account Manager
State Interview	
- Discussing interview schedule with hiring manager for pre-qualified consultants - Setting up face to face or telephone interview as per client requirement	 Recruitment team  Sr. Account Manager
Background Checks (If requested by the client)	
Depending upon requirement, conducting criminal, citizenship or legal working status, driving records, drug tests, employment records, license verification and background check for selected candidate	 HR Manager
Offer	
- Complete all due diligence before extending an offer to successful consultants - Extending the offer - Share candidate's decision or initial response with hiring managers	 HR Manager  Sr. Account Manager
Joining	
- Informing the joining date of the candidate to the client's manager - Conducting e-Verification - Confirming candidate joins the project on specified date	 HR Manager  Program Manager
Invoicing	
- Client manager signs timesheets - Candidate email signed timesheets to Dataman - Accountant submit invoices (as per invoicing terms) and deliver to client. Invoices are supported with approved timesheets and any additional report requested by client.	 Accountant
Payment to Employee / Subcontractor	
Dataman runs payroll every fortnight (on 15th and the last day of the month) to pay employees. Salaries are direct deposited in employee's bank accounts.	 Accountant
Ongoing Support and Training	

DatamanUSA Recruitment Timeline

Step	Elapsed Time	Activity/Output
Respond to Temporary Personnel requests	1 business day from receipt of requirement	- Review Bench and on call candidates and reduce the applications to those qualified for the position. - Review results and submit resumes to client for review.
Interview Qualified Applicants	1 to 3 business days from receipt of requirement	- Design interviewing structure and questions - Handle all interviewing and scheduling logistics for all phases of the selection process - Clarify applicant information and summarize results - Conduct preliminary interviews and summarize results - Review, interview qualified applicants, perform reference checks and provide final applicants to the client
Final Selection	1 to 3 business days from receipt of Requirement	- Meet to assess final applicants and advise on final interviewing strategy, timing and elements - Provide assistance and guidance to client enabling them to conduct final interviews and make the final selection. - Documentation for candidate joining
Follow Up and feedback	3 to 6 business days from receipt of requirement	Follow up with client on candidate joining and services provided

Recruiting Processes and Elapsed Time (all hours in business hours/days)

****We understand that each customer is unique and timelines can be modified as per the State's needs and schedule***

On-Boarding Plan

Dataman has more than 26 years of experience onboarding temporary employee to our team. Our onboarding process is focused on transparency, simplicity and retention. We strive to make the onboarding as smooth as possible. We believe that smooth onboarding provides a warm welcome for the new members of the Dataman family.

Dataman has a dedicated Change Management Group which is dedicated to making onboarding as seamless as possible for our clients. Our onboarding team will provide:

- **Oversight** of the transition and onboarding process via onsite engagement with the appropriate groups/individuals.
- **Accountability** in the form of a dedicated Account Manager who will coordinate the efforts of the Change Management Group, and who will serve as the State's primary point of contact over the life of the contract.

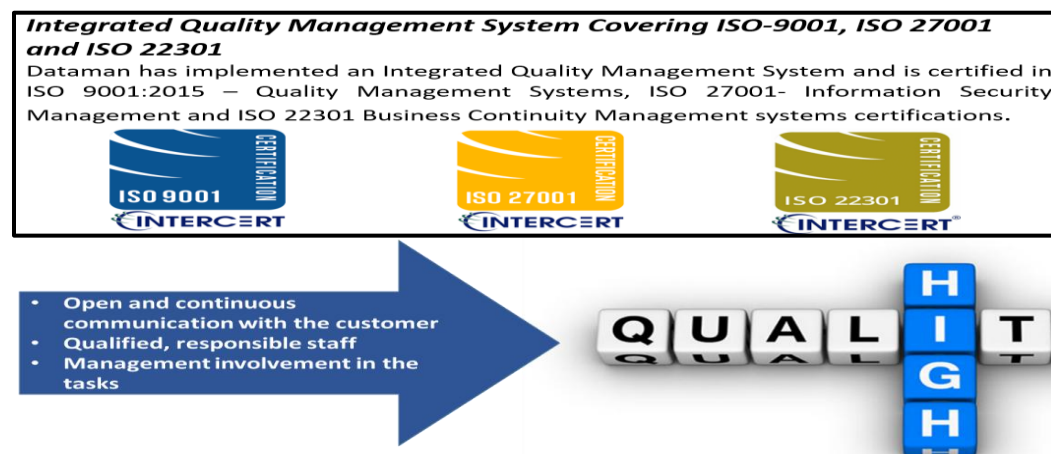
Total Onboarding within one business days (as low as an hour)

Dataman offers a simple, paperless, **Digital Onboarding** - Our onboarding system enables customization of onboarding templates for client. Customize onboarding templates for quick onboarding for the WVDOT.

- Real time onboarding with digital signature - Make onboarding fast and seamless with inbuilt digital signature application. Track status and stay connected with both candidate and client for a stress-free job close experience.
- Paperless onboarding - 100% Paperless onboarding process ensuring recruiters do not waste time in printing, taking signs, scanning, and faxing/emailing many documents. Reduces carbon print and saves precious productive hours.

C.i.d.ii.Quality Assurance Approach

DatamanUSA is committed to delivering services that meet or exceed client expectations, contractual obligations, and regulatory standards. With over 26 years of experience supporting public sector clients, our **Quality Assurance (QA) approach** is anchored in continuous improvement, accountability, and measurable performance.



Quality Commitment

Our Quality Policy emphasizes:

- Adherence to all contractual, legal, and regulatory requirements
- A culture of **continuous process improvement**
- Leadership-driven quality control at all levels
- Employee ownership and accountability for service excellence

Our QA framework is governed by industry-recognized standards including **SEI CMMI Level 2/3 appraised practices** and detailed in our internal **Business Quality Manual**.

Pillars of Our Quality Management System

1. **Customer Satisfaction**
 - Active engagement with client teams to understand evolving needs
 - Transparent communication, trend analysis, and satisfaction surveys
 - Dedicated account oversight and issue resolution channels
2. **Temporary Employee Evaluation & Performance Metrics**
 - Structured performance management system built on KPIs



- Regular evaluation cycles to measure productivity, efficiency, training impact, and goal achievement
- Continuous feedback and coaching based on 360° assessments and client input

3. Best Practices & Operational Controls

- Defined processes for proposal development through contract execution
- Assignment of roles and responsibilities to ensure clarity and quality ownership
- Competency-based hiring and training to align resources with project needs
- Project planning protocols for managing special requirements and client property

Key Employee Performance Metrics

Category	Metrics Tracked
Productivity	Volume of work completed per day, project task turnaround time
Efficiency	Output-to-effort ratio, issue resolution time, cost reduction contributions
Training Impact	Certification completion rates, test scores, training-to-performance correlation
Goal Tracking	Role-based KPIs, milestone achievements, attendance, and timeliness

Evaluation Tools & Documentation

Dataman utilizes a standardized **Employee Evaluation Form** to track and document:

- Performance outcomes
- Client feedback
- Training needs
- Recognition and improvement plans

This evaluation system protects both the client and the employee while ensuring consistent delivery of high-quality work.

Continuous Improvement & Oversight

- **Management Reviews** conducted regularly to analyze audit results, service feedback, and nonconformities
- **Property Management Controls** ensure accurate tracking, inventory, and reporting of client assets
- **Real-Time Adjustments** enabled through dynamic QA feedback loops and client coordination.

Evaluation and Performance Management

Dataman believes that evaluating employee performance at every level can increase the quality of work we deliver to our clients.

We conduct list of employee performance metrics which helps us in understanding how the performance of an employee can be inflated. Effective employee performance review systems require quantifiable metrics to accurately gauge each employee's performance.

Productivity Metrics

Productivity is a basic component of performance for employees of any business. It refers to the amount of work an employee accomplishes in a specific time frame, such as a single workday. New hires generally show less productivity than more experienced workers, steadily increasing the speed of their work overtime. We measure employee productivity using different metrics in different situations.

Efficiency Metrics

Dataman believes that efficiency is a necessary counterpart to productivity. Efficiency is the result of maximizing productivity with minimum effort or expense. Efficiency metrics relate to cutting costs and reducing production time in operations, both of which contribute to bottom-line profits for our clients.

Training Metrics

Dataman Employee training programs work improve employees' performance in some way. We understand that using quantifiable metrics to measure employees' success with training programs can shed light into the programs' impact on employee performance as a whole. Training programs that include written or hands-on tests – for the sole purpose of monitoring training effectiveness – can provide readily available performance metrics such as test scores and pass/fail rates.

Goal-Setting

Dataman strongly believes that Collaborative performance review systems bring employees and their supervisors together to set individual performance goals. This philosophy, also referred to as management by objectives, creates personalized, measurable metrics designed to increase employee performance on an individual level, incrementally increasing productivity and efficiency over time.

Mastering new job duties, completing specific training programs and being on time for work are all examples of goals which managers and employees may set together.

Here is a sample of our Key Performance Indicators (KPIs), which helps us monitor each metrics:

No.	Key Result Areas	Key Performance Indicators	Weight of KPIs	Target	Actual	Score	Total Score
1	Technical & Domain Knowledge	* Labour Category Specific	30				
2	Training and Development	% difference in the rate of productivity before and after training	20				
3	Performance and Career Management	Decision making ability	15				
		Execution of Individual Development Plan	10				
		Team player	10				
4	Communication and Work Ethics	Adherence to the Code of Conduct policy of the Client	15				
			100				

Process Auditability

Stages	Tasks	Outputs	Deliverables
Pre-Audit	Review client's existing compliance documentation	Compliance gaps analysis	Compliance Gap Analysis Report
	Identify key compliance areas to be assessed		
	Schedule audit date and confirm audit scope		
	Prepare audit team and assign roles		
Audit Execution	Conduct on-site audit fieldwork	Audit findings	Audit Findings Report
	Collect evidence and document observations	Identified risks and issues	Risk Register
	Interview relevant personnel and stakeholders		
	Review operational processes and controls		

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

Post-Audit	Compile audit report	Audit report	Final Audit Report
	Present findings and recommendations to client	Recommendations	
	Address client queries and clarifications		
	Develop corrective action plan for identified issues		

Customer Satisfaction Surveys

Dataman believes that the primary goals of a performance evaluation system are to provide an equitable measurement of an employee's contribution to the workforce, produce accurate appraisal documentation to protect both the employee and employer, and obtain a high level of quality and quantity in the work produced. In order to meet the evaluation system goals, Dataman utilizes the "Employee Evaluation Form". Please refer to the form attached below:

Temporary Employment Performance Evaluation

Employee Name: _____

Staff ID #: _____

First Day worked: _____ Last Day worked: _____

Department: _____

Supervisor: _____

Reason:

Assignment Ended	Employee resignation	Employee Performance

Notice Given by Employee:

Written (attach)	Oral	None

Thank you for filling out this performance evaluation on your Temporary Employment employee. It is important to us when considering future assignments for each employee. Please complete and return this form to the DatamanUSA, LLC office by faxing to 720-248-3200 or send the original via mail to: DatamanUSA, LLC, 100 Congress Avenue, Suite 2000, Austin, TX 78701.

Rating Scale:
1 = Rarely Meets Expectations 2 = Sometimes Meets Expectations 3 = Meets Expectations
4 = Occasionally Exceeds Expectations 5 = Consistently Exceeds Expectations

	1	2	3	4	5
Was the employee reliable?					
Did the employee call when late or absent?					
When assigned a task, was it completed promptly, efficiently, and correctly?					
Was appearance appropriate to dept.?					
Was conduct to co-workers, visitors, telephone callers, etc. appropriate?					
Attention to detail					
Overall Quality of Work					
Overall quantity of work					
	YES		NO		
Would you re-employ this individual					
Would you recommend this employee for other assignments?					

Additional Comments:

Supervisor Signature: _____

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

DatamanUSA, LLC demonstrates its ability to provide qualified technical staffing resources through its experience supplying technology professionals in the labor categories identified in Section 1 of the solicitation. The following sections provide supporting documentation demonstrating Dataman's technical staffing experience, including client references and representative invoices for separate staffing placements.

C.ii.a. Client References

The following client references are provided to demonstrate Dataman's experience supplying individuals in classifications relevant to the WVOT Temporary Technical Staffing Services requirement.

#	WVOT Labor Category	Client/Entity	Position Supplied	Assignment Dates	Client Contact
1	Senior Web Application Analyst	Regional Transportation District	Senior Application Programmer	2024 - Present	Avinash Choudhary 901-621-8029 avi_choudhary@yahoo.com
2	Senior SQL Server Database Administrator	Software People Inc.	SQL Server DBA with Azure	2025 - Present	Sandeep Jain 631-863-0299/ 631-605-9215 sandeep.jain@softwarepeopleinc.com
3	Business Analyst	Regional Transportation District	Business Analyst	2024 - Present	Avinash Choudhary 901-621-8029 avi_choudhary@yahoo.com
4	CRM Application Analyst	San Bernardino County	Dynamics 365 CRM System Architect/Senior Developer	May 2024– Present	Elizabeth Roldan Elizabeth.Roldan@itd.sbcounty.gov
5	Cloud Security Professional	Cloud Consulting Services Inc.	Cloud Security Professional	2025 - Present	Ravi Singh 720-443-1062 contact@cloudconsultingservicesinc.com

6	Mainframe Systems Programmer	Cloud Consulting Services Inc.	Systems Programmer	2024 - Present	Ravi Singh 720-443-1062 contact@cloudconsultingservicesinc.com
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C.ii.b. Supporting Invoice Documentation – Technical Staffing Placements

In addition to the client references provided above, Dataman has included **invoice documentation for separate technical staffing placements** as additional evidence of its experience providing technical personnel to client organizations.

The invoice examples below are **separate from the client references presented in Section 5.1**. They are included as supporting documentary evidence of Dataman's history of supplying technical staffing resources.

No.	WVOT Classification	Labor	Individual Supplied	Client / Receiving Entity	Position on Invoice
1	CRM Application Analyst		Praveen Kumar Ikkurthi	County of San Bernardino	Dynamics 365 CRM System Architect / Senior Developer
2	Senior SQL Server Database Administrator		Alex Nworji	Texas Health and Human Services Commission (HHSC)	SQL Server DBA with Azure
3	Business Analyst		Monica Stella Thogaru	State of Michigan	Business Analyst
4	Cloud Platform Engineer		Goutham Marri	Texas Health and Human Services Commission (HHSC)	Senior Cloud/AWS DevOps Engineer
5	Cloud Security Professional		Ian Dodds	Texas Health and Human Services Commission (HHSC)	Network Security Analyst 1
6	Mainframe Systems Programmer		Deana H. Shalaby	State of South Dakota	Mainframe Developer
7	Senior Web Application Analyst		Venkat Kuppili	Washington State Department of Transportation (WSDOT)	Senior Web Application Developer

C.ii.b.i. Invoices for placements

CRM Application Analyst - Praveen Kumar Ikkurthi

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

DATAMANUSA, LLC

6890 S Tucson Way
Suite 100
Centennial, CO 80112
<http://www.datamanusa.com>

Invoice

Date	Invoice #
6/12/2024	114523

Bill To
datamanusa@hotmail.com ITDVendorInvoices@itd.sbcounty.gov

Send Payment To:
DatamanUSA, llc
6890 S Tucson Way, Suite 100
Centennial, CO 80112

		Due Date	Branch
		7/12/2024	Denver
Description	Qty	Rate	Amount
Dynamics 365 CRM System Architect/ Senior Developer services by Praveen Kumar Ikkurthi PO#23-216 for the month of May, 2024	168	100.00	16,800.00
Total			\$16,800.00

DATAMANUSA, LLC

6890 S Tucson Way
Suite 100
Centennial, CO 80112
<http://www.datamanusa.com>

Invoice

Date	Invoice #
9/9/2026	117512

Bill To
datamanusa@hotmail.com ITDVendorInvoices@itd.sbcounty.gov

Send Payment To:
DatamanUSA, llc
6890 S Tucson Way, Suite 100
Centennial, CO 80112

		Due Date	Branch
		10/24/2026	Denver
Description	Qty	Rate	Amount
Dynamics 365 CRM System Architect/ Senior Developer services by Praveen Kumar Ikkurthi PO#23-216 WO#23 for the month of Aug 2026	168	100.00	16,800.00
Total			\$16,800.00

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

Senior SQL Server Database Administrator - Alex Nworji

DATAMANUSA, LLC

Invoice

6890 S Tucson Way
Suite 100
<http://www.datamanusa.com>
Centennial, CO 80112

Date	Invoice #
8/8/2023	111884

Bill To
tsainvoices@hsc.state.tx.us IT/ITBO PC/IT Staff Augmentation HHSC 4601 W Guadalupe St, Austin, TX78751

Send Payment To:
DatamanUSA, LLC 6890 S Tucson Way, Suite 100 Centennial, CO 80112

		Due Date	Branch
		9/7/2023	Denver
Description	Qty	Rate	Amount
SQL Server DBA with Azure / Database Administrator 3 services by Alexander Nworji PO# HHSTX-3-0000306700 for the month of July 2023	164	115.00	18,860.00
interest	1	95.60	95.60
		Total	\$18,955.60

DATAMANUSA, LLC

Invoice

6890 S Tucson Way
Suite 100
<http://www.datamanusa.com>
Centennial, CO 80112

Date	Invoice #
12/31/2022	111157

Bill To
tsainvoices@hsc.state.tx.us IT/ITBO PC/IT Staff Augmentation HHSC 4601 W Guadalupe St, Austin, TX78751

Send Payment To:
DatamanUSA, LLC 6890 S Tucson Way, Suite 100 Centennial, CO 80112

		Due Date	Branch
		1/30/2023	Denver
Description	Qty	Rate	Amount
SQL Server DBA with Azure / Database Administrator 3 services by Alexander Nworji PO# HHSTX-3-0000306700 for the month of Dec 2022	56	115.00	6,440.00
		Total	\$6,440.00

Offeror: DatamanUSA LLC

Description	Qty	Rate	Amount
Business Analyst services by Monica Stella Thogaru PO# for the w/e 11/08/2025	40	82.00	3,280.00
Business Analyst services by Monica Stella Thogaru PO# for the w/e 11/15/2025	32	82.00	2,624.00
Business Analyst services by Monica Stella Thogaru PO# for the w/e 11/22/2025	40	82.00	3,280.00
Business Analyst services by Monica Stella Thogaru PO# for the w/e 11/29/2025	24	82.00	1,968.00
		Total	\$11,152.00

Offeror: DatamanUSA LLC

[illegible]

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

Cloud Security Professional - Ian Dodds

DATAMANUSA, LLC

6890 S Tucson Way
Suite 100
<http://www.datamanUSA.com>
Centennial, CO 80112

Invoice

Date	Invoice #
2/12/2024	112602

Bill To
itsainvoices@hhsc.state.tx.us IT/ITBO PC/IT Staff Augmentati HEALTH & HUMAN SERVICES COMMISSION 4601 W Guadalupe St Austin, TX 78751

Send Payment To: DatamanUSA, llc 6890 S Tucson Way, Suite 100 Centennial, CO 80112

		Due Date	Branch
		3/13/2024	Denver
Description	Qty	Rate	Amount
ONSITE Sr. Security Analyst (ATX) services by Ian Dodds PO# HHSTX-4-0000335741 for the month of Jan 2024	163.5	105.08	17,180.58
Total			\$17,180.58

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

Mainframe Systems Programmer - Deana H. Shalaby

DATAMANUSA, LLC

6890 S Tucson Way
Suite 100
Centennial, CO 80112

<http://www.datamanUSA.com>

Invoice

Date	Invoice #
2/17/2025	115594

Bill To
State of South Dakota

Send Payment To: DatamanUSA, llc 6890 S Tucson Way, Suite 100 Centennial, CO 80112

		Due Date	Branch
		3/19/2025	Denver
Description	Qty	Rate	Amount
Mainframe Developer services by Deana H Shalaby SOW#21-0131-025-03 for the peiord of 12/24/2024 to 1/23/2025	152	94.60	14,379.20
		Total	\$14,379.20

State of West Virginia
Temporary Technical Staffing Services (CRFQ 0231OOT2700000006)

Offeror: DatamanUSA LLC

Senior Web Application Analyst - Venkat Kuppili

DATAMANUSA, LLC

6890 S Tucson Way
Suite 100
<http://www.datamanUSA.com>
Centennial, CO 80112

Invoice

Date	Invoice #
7/2/2025	116060

Bill To
WSDOTOITVendorPayments@wsdot.wa.gov

Send Payment To: DatamanUSA, llc 6890 S Tucson Way, Suite 100 Centennial, CO 80112

Due Date	Branch
8/1/2025	Denver

Description	Qty	Rate	Amount
Senior Web Application Developer services by Venkat Satya Sai Rohit KuppiliTPS Work Order PO#I K1672 ITPS_08215_07. Client/Server and Web Services for the month of June, 2025 SWV Number : SWV0142752	160	96.00	15,360.00
Total			\$15,360.00

C.ii.c. Category Specific Past Performance

WVOT Labor Category	Relevant Case Study #	Clients	Scope / Relevance
Senior Web Application Analyst	CS 5, CS 6, CS 11, CS 28, CS 29, CS 30, CS 33	Texas Credit Union Department; Texas Comptroller; Washington State Parks; City of San Marcos; City of Los Angeles; City of Aurora; RTD Denver	Web application development, enterprise application design, SharePoint portals, ASP.NET/C#/SQL Server development, Accela web portal development, .NET modernization, and passenger information applications.
CRM Application Analyst	CS 7, CS 24	Texas Credit Union Department; Tarrant County College District	CRM modernization from legacy Act! platform; CRM business analysis and CRM technical development staffing; requirements analysis, configuration, testing, reporting, and documentation.
Senior SQL Server Database Administrator	CS 5, CS 11, CS 15, CS 18, CS 28	Texas Credit Union Department; Washington State Parks; South Carolina Department of Education; Montclair State University; City of San Marcos	SQL Server database support, database-driven application development, Oracle/SQL database administration, reporting, performance and storage management, and SQL Server-based enterprise applications.
Business Analyst	CS 19, CS 20, CS 21, CS 28, CS 33	University of Massachusetts; Jefferson County School District; Douglas County School District; City of San Marcos; RTD Denver	Requirements gathering, business/process analysis, gap analysis, stakeholder coordination, project planning, business transformation, and functional alignment.
Learning Management System & eLearning Development Specialist	CS 32, CS 14	Denver International Airport; State of Vermont	Training, technical documentation, knowledge transfer, staff training, and development of training materials. No direct LMS/eLearning platform implementation is specifically identified in the case studies.
Cloud Financial Operations Specialist	CS 33, CS 32 (Related)	RTD Denver; Denver International Airport	Oracle Cloud and Oracle Planning & Budgeting support at RTD; software acquisition, compliance, lifecycle planning, license usage and reporting at Denver International Airport. These are related financial/cloud management activities but do not

			establish direct Cloud FinOps experience.
Cloud Architect	CS 24, CS 30, CS 33, CS 35	Tarrant County College District; City of Aurora; RTD Denver; Colorado Air National Guard	Cloud architecture and enterprise architecture staffing; enterprise application architecture; Oracle Cloud environment; data center and infrastructure architecture; virtualization and enterprise technology design.
Cloud Security Professional	CS 2, CS 4, CS 13, CS 21, CS 35	South Carolina Department of Revenue; Texas Department of Human Services; South Carolina Enterprise Privacy Office; Douglas County School District; Colorado Air National Guard	Cybersecurity operations, threat detection and response, vulnerability assessment, security controls, privacy/compliance, network security, penetration testing, PKI, VPN, and security architecture.
Cloud Platform Engineer	CS 24, CS 30, CS 33, CS 35	Tarrant County College District; City of Aurora; RTD Denver; Colorado Air National Guard	Azure DevOps/AWS development staffing, systems engineering, VMware virtualization, enterprise platform support, Oracle Cloud, platform modernization, and infrastructure engineering.
Cloud Network Engineer	CS 4, CS 21, CS 30, CS 35	Texas Department of Human Services; Douglas County School District; City of Aurora; Colorado Air National Guard	LAN modernization, network assessment, network architecture, Network Access Control, network administration, Cisco infrastructure, WAN redesign, routing, VPN, load balancing and network security.
Cloud Systems Management Engineer	CS 4, CS 16, CS 30, CS 32	Texas Department of Human Services; Medical University of South Carolina; City of Aurora; Denver International Airport	Systems administration, infrastructure support, VMware, Microsoft 365, Active Directory, operating systems, system performance, disaster recovery, WebLogic infrastructure and enterprise systems support.
Cloud Center of Excellence (CCOE) Implementation Specialist	CS 3, CS 24, CS 28, CS 33	State of Texas DIR; Tarrant County College District; City of San Marcos; RTD Denver	IT roadmap planning, governance, digital transformation, enterprise architecture, project governance, PMO frameworks, technology strategy, and organizational knowledge transfer.

Mainframe Systems Programmer	CS 8, CS 17	New Mexico Corrections Department; Clemson University	Legacy/mainframe systems support, enterprise architecture, programming, database support, maintenance of legacy systems, and migration of complex mainframe Medicaid systems to modern technology environments.
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C.ii.d. Relevant Case Studies

State Government Case Studies

Case Study 1 - State of Texas - Overall Contract History

Client: State of Texas
DatamanUSA has a long-standing history of delivering temporary staffing services to government organizations across Texas. Our engagements span multiple contracts with the Texas Department of Information Resources (DIR) and the Texas Comptroller's Office, supporting both administrative and technical roles across the public sector. We have delivered high-performing professionals to a wide range of state and local clients, including: • Texas Department of Transportation • Texas Department of Human Services • Texas Education Association • Houston Metro • City of San Marcos • Williamson County • Lower Colorado River Authority, and others Sample Roles Provided: • Administrative & Operations: Administrative Assistants, Legal Assistants, Customer Service Representatives • Technical & Analytical: Management Systems Analysts, Technicians • Financial & Compliance: Accountants, Human Services Specialists

Case study 2 - Assist in directing remediation to cyber-attacks - South Carolina Department of Revenue

Client: South Carolina Department of Revenue
DatamanUSA is currently engaged with the South Carolina Department of Revenue (SC DOR) to provide advanced cybersecurity consulting and operational support. Our role focuses on detecting, preventing, and responding to cyber threats across SC DOR's enterprise systems and infrastructure. Our team actively supports the agency's Security Operations Center (SOC), helping to: • Investigate suspicious and malicious activities across enterprise networks • Proactively identify threat actors targeting the infrastructure • Lead knowledge transfer and training initiatives for internal cybersecurity staff

Key Activities Delivered:

- Development and oversight of **Use Cases, SOPs, and incident response Playbooks/Runbooks**
- **Network vulnerability assessments** and compliance scanning, with interpretation and remediation planning
- **Risk evaluation and prioritization**, advising system owners on severity and urgency
- Coordination with stakeholders for **corrective action planning** and compliance alignment

Case Study 3 - State of Texas Department of Information Resources- IT Staffing

Client: State of Texas Department of Information Resources

DatamanUSA has been a long-term IT services partner to the State of Texas Department of Information Resources (DIR), through repeated awards under both the ITSAC (IT Staffing) and DBITS (Deliverables-Based IT Services) statewide contracts. These contracts support the executive, legislative, and judicial branches of Texas government, as well as local jurisdictions and education institutions.

Through these vehicles, Dataman has successfully provided staffing and consulting services to multiple government entities, including:

- Texas Department of Transportation
- Texas Education Association
- Texas Office of the Attorney General
- Texas Department of Human Services
- Texas Comptroller
- City of San Marcos
- Texas Secretary of State
- Texas Credit Union Department
- Williamson County

Services Provided:

- Project & Program Management
- IT Security and Risk Services
- Network and Systems Architecture
- SharePoint Development & IT Roadmap Planning
- Technical Training & Knowledge Transfer
- Database Administration and Custom Programming

Case Study 4 - Texas Department of Human Services - IT Infrastructure Services

Client: Texas Department of Human Services

Description: IT Infrastructure Services

Over a five-year period, DatamanUSA successfully led and delivered multiple IT infrastructure modernization projects for the **Texas Department of Human Services (TXDHS)**. A key engagement involved the **Local Area Network (LAN)**

Modernization at 12 State Supported Living Centers (SSLCs) across the state, with a focus on improved reliability, scalability, and security of IT infrastructure.

Key Services Delivered:

- **LAN Modernization & Infrastructure Upgrade** across 12 locations including fiber enhancements



- Internal network **assessment and strategic recommendations**
- **Security hardware design, planning**, and initial implementation support for the Information Security Office
- **VDI (Virtual Desktop Infrastructure)** consulting for scalable remote access solutions
- Implementation of **video conferencing systems** across multiple facilities
- Evaluation of **EHR/ELR** solutions and RFP response assessments
- Research, design, and deployment of **Network Access Control (NAC)** technologies

Resources Provided:

Project Managers, Network Engineers, System Administrators, Infrastructure Architects, Technical Writers, QA Specialists, Senior Database Architects, and IT Support Specialists

Case Study 5 - Texas Credit Union Department - SharePoint Portal Solution

Client: Texas Credit Union Department

DatamanUSA partnered with the Texas Credit Union Department, which oversees more than 170 state-chartered credit unions managing over \$26.5 billion in assets, to modernize its document and records management infrastructure.

We delivered a SharePoint 2013 portal and records management solution, implementing a comprehensive transition from paper-based records to an automated electronic records framework using SharePoint Online.

Key Outcomes:

- Streamlined processes for complaints, examinations, bylaws, and mergers
- Developed and implemented an automated retention and disposition system
- Standardized the agency's taxonomy and document governance
- Institutionalized a document lifecycle management framework
- Enhanced staff efficiency and compliance through user training and system onboarding

Resources Provided:

SharePoint Developers, SharePoint Architects, Functional Architects, Project Managers, QA Specialists, Project Coordinators, and Instructors

Case Study 6 - Texas Comptroller of Public Accounts - NetSuite technical solutions

Client: Texas Comptroller of Public Accounts

Description: NetSuite technical solutions

DatamanUSA is currently engaged with the **Texas Comptroller of Public Accounts (TXCPA)** to design, develop, and implement technical solutions within the **NetSuite ERP environment**. Our role focuses not only on advanced platform customization but also on **mentorship and knowledge transfer** to the agency's in-house development staff.



Key Initiatives:

- Designing and developing a **search interface** against NetSuite APIs to retrieve and manage custom records
- Implementing **custom user roles** within the customer center to manage tiered access controls

- Developing **SuiteCommerce Advanced** pages to display filtered record data and provide **editable web interfaces** for end users

Added Value:

- Delivering **comprehensive technical documentation** and step-by-step development guides
- Mentoring junior NetSuite developers through hands-on instruction and collaborative development practices
- Supporting internal capacity-building and knowledge retention for sustainable platform growth

Case Study 7 - Texas Comptroller of Public Accounts - Port of the obsolete Act! CRM system

Client: Texas Comptroller of Public Accounts

DatamanUSA is currently leading the migration of the Texas Credit Union Department's (TXCUD) legacy CRM and reporting database from the obsolete Act! system to a modern, integrated platform that aligns with its current SharePoint infrastructure.

Key Project Highlights:

- End-to-end CRM modernization, transitioning processes, forms, and reports to a scalable, relational SharePoint-based repository
- Creation of process-specific lists and relationship mapping to individual credit unions
- Development of user-specific views and reports to support visibility across multiple workflows
- Delivery of stakeholder-based training and documentation

Deliverables Included:

- System assessment through interviews with SMEs and submission of findings with visual representations
- Evaluation of proposed solutions and development of a detailed implementation roadmap
- Configuration, testing, and validation of the system
- Development of comprehensive training programs and technical documentation

Case Study 8 - New Mexico Correction Department - Reengineering of the Offender Management System

Client: New Mexico Correction Department

DatamanUSA served as the **prime vendor** for the multi-phased, fixed-price implementation of the **Criminal Information and Management System** for the **New Mexico Corrections Department (NMCD)**. The engagement involved deploying a **GOTS (Government Off-The-Shelf) product** from the National Offender Management System (NCOMS), alongside development and support for legacy and new applications.

Key Responsibilities:

- Full-cycle implementation of the GOTS-based **Offender Management System**
- Development and integration of **new application modules** and enhancements
- Maintenance and support for **existing legacy systems**
- Delivery of **enterprise architecture**, programming, and technical/database support
- Adherence to **CMMI Level 3-compliant SDLC and project governance practices**

Project Management & Deliverables:

- Dataman managed the entire engagement lifecycle, including:
 - Creation of project management plans, risk logs, and weekly/monthly reporting
 - Regular stakeholder meetings and on-time milestone delivery
- Scope was broken into well-defined phases and tasks with clearly assigned responsibilities
- Delivered **three project phases within the original budget**, whereas competing vendors had only estimated for one

Case Study 9 - New Mexico Human Services Department

Client: New Mexico Human Services Department

DatamanUSA served as the prime vendor for the multi-phased, fixed-price implementation of the Criminal Information and Management System for the New Mexico Corrections Department (NMCD). The engagement involved deploying a GOTS (Government Off-The-Shelf) product from the National Offender Management System (NCOMS), alongside development and support for legacy and new applications.

Key Responsibilities:

- Full-cycle implementation of the GOTS-based Offender Management System
- Development and integration of new application modules and enhancements
- Maintenance and support for existing legacy systems
- Delivery of enterprise architecture, programming, and technical/database support
- Adherence to CMMI Level 3-compliant SDLC and project governance practices

Project Management & Deliverables:

- Dataman managed the entire engagement lifecycle, including:
 - Creation of project management plans, risk logs, and weekly/monthly reporting
 - Regular stakeholder meetings and on-time milestone delivery
- Scope was broken into well-defined phases and tasks with clearly assigned responsibilities
- Delivered three project phases within the original budget, whereas competing vendors had only estimated for one

Case Study 10 - State of Washington – Overall Contract History

Client: State of Washington

DatamanUSA was awarded the IT Services and Staffing Contract for the State of Washington in 2015. Since then, we have placed over 20 technical professionals and successfully delivered multiple fixed-price IT projects. Our services span a wide range of state agencies, including:

- Washington State Patrol
- Administrative Office of the Courts
- Department of Labor and Industry
- Department of Transportation
- Department of Enterprise Services
- Department of Licensing

Key Services Provided:

- Rapid deployment of highly qualified IT personnel across multiple agencies

- Support for application development, infrastructure administration, project management, and quality assurance
- Execution of deliverable-based services for specialized agency needs, such as the Washington State Patrol

Sample Technical Positions Staffed:

- .NET Architect, J2EE Programmer, Mobile Specialist
- Project Manager, Program Manager, Project Coordinator
- Functional Architect, QA Specialist, Tester
- Network Administrator, System Administrator

Case Study 11 - Washington State Parks - SECTOR Tribal / Municipal Law Table Update Project

Client: Washington State Parks

DatamanUSA supported the **Washington State Patrol** by developing and implementing an advanced system to aid marine law enforcement officers in documenting vessel-related infractions and inspections across Washington State's waterways. This initiative supported the **Washington State Parks and Recreation Commission's** goal of increasing field officer efficiency in enforcing boating safety laws.

Project Scope:

- Designed and delivered new modules within the SECTOR platform to support **marine law enforcement workflows**
- **Automated the vessel inspection process**, reducing manual input and increasing field efficiency
- Ensured seamless integration with existing enforcement data systems

Technical Environment:

- **Technologies Used:** ASP.NET MVC 5, HTML5, CSS3, JavaScript, Razor, JSON, WCF Services, C#, SQL Server
- **Frameworks/Tools:** Entity Framework, Team Foundation Server
- **Architecture:** Layered application design with object-oriented programming (OOP) principles

Case Study 12 - Warren Air Force Base - Help Desk and Technical Support

Client: Warren Air Force Base

DatamanUSA is currently providing comprehensive on-site IT help desk and administrative support services for the 90th Medical Group, delivering critical Tier 1 and Tier 2 support across a wide user base.

Scope of Responsibilities:

- Serve as the central point of contact for internal support requests via phone, email, and walk-ins
- Troubleshoot and resolve issues related to:
 - Microsoft Windows (XP, Vista, 7) and Microsoft Office Suite
 - LAN infrastructure and PC hardware
 - Peripheral devices, accessories, and healthcare system tools (e.g., CHCS/AHLTA, MIPACS)
- Record and track all service tickets using the Remedy system
- Collaborate with cross-functional teams — both civilian and military — to ensure timely resolution of issues

Impact:

- Streamlined issue resolution across a range of platforms and applications
- Enhanced end-user productivity by minimizing system downtime
- Supported a complex and high-demand IT environment through skilled technical staff

Case Study 13 - South Carolina Enterprise Privacy Office (EPO) – IT Security Analysis

Client: South Carolina Enterprise Privacy Office (EPO)

DatamanUSA supported the **Enterprise Privacy Office (EPO)** of the State of South Carolina in advancing its statewide **Information Privacy Compliance Strategy**. The engagement focused on establishing a standardized approach to privacy and data security across all state agencies.

Key Responsibilities:

- Provided **strategic and analytical support** to the Chief and Deputy Privacy Officers
- Helped design and implement **privacy compliance processes**, including audit and monitoring frameworks
- Developed enterprise-wide training, procedures, and **privacy awareness programs**
- Created critical documentation, including **presentations, fact sheets, and information governance materials**
- Reviewed legal agreements such as **Business Associate Agreements (BAAs)**, confidentiality agreements, and service contracts
- Served as a liaison between the EPO and agency privacy liaisons to ensure **statewide alignment** of data governance practices

Value Delivered:

- Strengthened the state's **privacy posture and compliance** with evolving regulations
- Improved **stakeholder coordination and policy consistency** across agencies
- Enhanced employee awareness of data privacy through structured training and outreach

Case Study 14 – State of Vermont – Overall Contract History

Client: State of Vermont

DatamanUSA is currently delivering temporary staffing and technical consulting services to multiple departments within the State of Vermont, under our NASPO Temporary Services Contract. This engagement includes both functional and technical resource support, directly aligning with West Virginia University's service expectations.

Key Clients and Services:

- Vermont Department of Health
 - Administrative professionals and data entry specialists supporting public health initiatives
- Vermont Health Access
 - Temporary staffing for high-volume data processing and administrative operations
- Vermont Department of Labor
 - Quality Assurance and Project Management support for the State's Unemployment Insurance System modernization

Roles Provided:

- IT Project Managers
- Quality Assurance Analysts
- Administrative Assistants and Specialists
- Data Entry Professionals
- Accountants and Financial Analysts

Value Delivered:

- Ensured rapid deployment of skilled resources for mission-critical operations
- Supported enterprise-level systems with project oversight and QA consulting
- Enabled seamless continuity of services through scalable staffing and flexible engagement models

Case Study 25 - South Carolina Department of Education - Design and Development

Client: South Carolina Department of Education

Description: Design and Development using ColdFusion

Dataman's resource Ashar Mitchell was responsible for analysis, design, code, unit test, and documentation of specific application components in support of SCDE's currently developed applications and new projects as assigned by project manager. Programmer will produce pieces of or all of the solution architecture documentation package and participate in the build, release, and deployment of scripts. Install/deploy code or stage code for deployment.



Technology used: ColdFusion 9 and SQL Server.

Case Study 16 - Medical University of South Carolina - System Software/Infrastructure Support

Client: Medical University of South Carolina

Description: System Software/Infrastructure Support

Dataman's resource Thomas Mobley was responsible for the analysis, development, modification, installation, testing and maintenance of operating systems software. Possesses a strong understanding of systems programming, graphical user interfaces and control languages. Evaluates vendor supplied software packages and makes recommendations to IT management. Modifies and/or debugs vendor-supplied utilities and packages. Modifies, installs and prepares technical documentation for system software applications. Diagnoses, isolates and de-bugs software problems and performs problem resolution. Monitors systems capacity and performance, plans and executes disaster recovery procedures and provides Tier 2 technical support.



Case Study 17 - Clemson University - Quality Assurance Services

Client: Clemson University

Description: Quality Assurance Services

Dataman's resource Neelam Vaidya collaborated with 5010 Project Team to test coding changes, including creation of test scenarios, running of tests, analysis of test results, resolution of differences in actual and expected test results, working with SCDHHS to support User Acceptance testing, and coordination of testing with external Healthcare Providers and Trading Partners. Communicated effectively in both written and spoken communication and work collaboratively with Clemson staff and other 5010 contracted staff.



Description: ICD-9 Project

The project includes making federally mandated HIPAA 5010 changes for EDI Healthcare transactions for the Medicaid system of South Carolina. Harris Marty performed software coding changes to existing EDI healthcare transactions and tested with external healthcare providers and trading partners.

Description: SharePoint MITS Services

Clemson University's Medicaid Information Technology Services (MITS) team develops and operates systems on behalf of the State's Department of Health and Human Services (SCDHHS). In its on-going efforts to improve project management, improve efficiency, and drive down the total cost of project delivery the MITS and DHHS teams are working to improve their use of SharePoint as a project management tool. This effort is a part of two major project's the MITS and SCDHHS teams are undertaking to replace existing systems

Description: Medicaid IT Services

The Member Management project team is a combination of Clemson Information Technology professionals and experienced consultants, and we are seeking individuals who are highly productive, very flexible, and can work effectively in an environment where ambiguity is common. Lalthia was responsible for system analysis, high-level architecture and design, modern software development, unit and systems testing, implementation, and maintenance of complex web systems and service-oriented development. Lalitha worked one of the State's most complex information technology projects as Clemson migrates the State's existing mainframe Medicaid Systems to modern technology environments and platforms.

Case Study 18 - Montclair State University - Oracle DBA and Ellucian Banner Administration Services

Client: Montclair State University

Description: Oracle DBA and Ellucian Banner Administration Services



Dataman is providing Oracle DBA and Banner administration services to Montclair State University. The duty includes overall database management, including database shutdown, startup, bug fixing, upgrade, patch, and security, user, performance and storage management, and support for Ellucian Banner Student applications and modules, including upgrades and patches.

Case Study 19 - University of Massachusetts

Client: University of Massachusetts

Description: Dataman provided project management and business analyst services to the University of Massachusetts over the past 18 months, with responsibilities including:

- Management of the day today project management activities providing oversight.
- Coordinating administrative aspects of projects including: contract reviews, contracting, scheduling, month-end processing, project accounting, and project related reporting and cash management.
- Recommending services or products, based on client's needs, while managing client expectations.
- Understanding and communicating goals and critical success factors for the project.
- Planning and coordinating all aspects of technical projects from initiation through delivery.



Local Government Case Studies

Case Study 20 - Jefferson County School District - Business Analyst

Client: Jefferson County School District

Description: Business Analyst

Dataman provided a business analyst who worked in partnership with clients and Instructional Data Reporting personnel and identified, documented and provided gap analysis for systems to track student needs information. The project supported the District's work in creating a Classroom Dashboard that will be a powerful tool for teachers and administrators to monitor student progress and adjust instruction. In order to implement the Classroom Dashboard, data and business analysis was needed to pull together information on various plan and student need data.



Case Study 21 - Douglas County School District- Information Technology Staff Augmentation

Client: Douglas County School District

Description: Information Technology Staff Augmentation

Dataman has been awarded staff augmentation and project-based consulting services to DCSD staff for use with its current or new IT platforms, software systems, operating systems, database administration, enterprise financial system, e-mail communication system, communication systems, telecom systems and other systems. The services included but not limited to:

Administration- Call Center Support, Technology Support, Repair Technician, Deployment Tech - Non-Technical, Help Desk Support Technician, Device Collection/Delivery Services Technical Support, Project Manager, Consulting Trainer, Scheduler

Quality Assurance (QA) & Testing- QA/Testing Manager, QA Associate/Analyst

Application Development- Manager, Project Manager, Systems Analyst, Applications Architect, Business Systems Analyst, CRM Business Analyst, CRM Technical Developer

Developer/Programmer Analyst- ERP Business Analyst, ERP Technical Developer, Lead Applications Developer, Mobile Applications Developer, Technical Writer, Analyst. Applications Systems IV, Analyst. Oracle Database, Analyst. Database IV, Programmer. Software, Specialist IV Quality Assurance,

Analyst Business Systems

Internet & E-Commerce- Senior Web Developer, Web Administrator, Web Designer, Electronic Data Interchange (EDI) Specialist, E-Commerce Analyst

Networking/Telecommunications- Network Architect, Network Manager, Wireless Network Engineer, Network Management Engineer, Network Administrator, Telecommunications Manager, Operations Manager, Telecom Billing Consultant, Audio/Visual Engineer, Computer Operator

Security- Data Security Analyst, Systems Security Administrator, Network Security Administrator, Information Systems Security Manager

Data/Database Administration- Database Manager, Database Developer, Data Analyst/Report Writer, Data Architect, Data Modeler, Data Warehouse Manager, Business Intelligence Analyst, Portal Administrator

System- Systems Engineer, Systems Specialist, Solutions Architect, Chrome Systems Manager

Case Study 22 - Baltimore County Public Schools - Technology Support Services

Client: BALTIMORE COUNTY PUBLIC SCHOOLS

Description: Technology Support Services

Dataman assisted with resolving technology related issues at any BCPS school or office. The services included but not limited to:



HELP DESK SUPPORT TECHNICIAN

- Installs and configures applications and other supported software packages
- Performs basic troubleshooting and triage of computers via remote computer access and phone
- Resolves routine issues and problems related to hardware and software Creates tickets for all problems called into the Technology Helpdesk
- Quickly escalates issues and problems that are not resolvable as necessary Assists clients with resolving device related issues via telephone support
- Helps determine technical needs of supported systems Participates as team member on projects
- Records activities in the service desk software system
- Updates/Creates internal supported system documentation

HELP DESK TEAM LEADER

- Supervising and providing feedback to helpdesk technicians Supervising the daily operations of the call center
- Serve as "2nd Level" support for Help Desk technicians
- Provide metrics reporting to Technology Support Manager Maintaining documentation for processes and procedures
- Communicate with all levels of customers verbally and in writing Troubleshooting computers, peripheral equipment and software
- Assist help desk technicians as needed with organizing and prioritizing tasks Communicate technical issues, risks, and approaches

Case Study 23 - Charleston County School District - Client Technologies Support

Client: Charleston County School District

Description: Client Technologies Support

Dataman's resource Sean Korleski was responsible for planning, preparation of assignment that includes but not limited to installing technology device asset tagging devices, inputting inventory information, verifying device functionality, configuring devices for deployment, answering technical questions presented by end user, documenting all relevant information for project archives.



Description: Desktop/Infrastructure Rollout

Dataman's resource George McFadden is responsible to rollout computers to multiple cost centers. Ensure project documentation is top quality and computers installed per district guidelines.

Case Study 24 - Tarrant County College District - Information Technology Consulting & Staffing Partners

Client: Tarrant County College District

Description: Information Technology Consulting & Staffing Partners

Dataman has been awarded with Information Technology Consulting & Staffing Partners with the aim of enhancing the emerging technology for the school's ability to attract, engage, and educate students as well as enabling more effective instruction by faculty and making staff more efficient in their day-to-day duties. The services include providing a variety of IT staffing, digital technology and transformation services that will aid IT in planning, implementing, configuring and supporting the school's technology projects and initiatives.



Categories of IT staff include:

Technical Support: Desktop Technician, Call Center Support, Deployment Tech, Device Collection/Delivery Services Technical Support, Repair Technician

Project Management: Application Architect, Business Analyst, ERP Business Analyst, Data Analyst, Cloud Architect, Data Architect (Structured, NoSQL, Unstructured), Enterprise Architect, Enterprise Content Management (ECM) Architect, Enterprise Resource Planning (ERP) Architect, Report Writer (currently Orbit), Graphic Artist, Security Architect, User Experience Designer, ITIL Practitioner (currently ITIL v4), Technical Writer

IT Staffing: Systems Administrator (currently Windows, AIX, and Linux), Security Analyst, Azure DevOps Developer, AWS Developer, Database Developer (currently SQL Server, Oracle), ECM Developer (currently LaserFiche), ERP Developer (currently Ellucian Colleague), IT Service Management Platform Developer (currently Cherwell), Mobile Platform Developer, NoSQL Developer, Web Application Developer, Audio/Video Engineers, Cisco Engineers, Network Engineer, Quality Assurance Engineer, SunGard Engineer, System Engineer, Telecom Engineer, Knowledge Management Engineers, Augmented/Virtual Reality Integrator, Database Administrator (currently SQL Server, Oracle)

Digital Transformation Planning – Research and analysis of creation of strategic guidance for enabling TCCD to achieve their project goals and Initiatives through digital technology platforms and solutions.

Data and Analytics Decision System – Design and development of data-driven systems to enable TCCD stakeholders to make informed decisions and gain visibility into the student lifecycle analytics.

Case Study 25 – San Jacinto Community College District – IT and Administrative Staffing

Client – San Jacinto Community College District

Description: Provided IT Asset Coordinators, Public Buyers, and Senior ITS Budget Analysts.

Scope: Required staff with federal procurement and IT experience, with rapid deployment and scalability.

Case Study 26 – Sacramento Municipal Utility District – Clerical Staffing

Client Sacramento Municipal Utility District – Clerical Staffing

Description: Supplied **Administrative Assistants, Customer Service Representatives, and Data Entry Operators.**

Scope: Needed diverse clerical roles with rapid placement and compliance with utility regulations.

Case Study 27 – Sacramento Municipal Utility District – Clerical Staffing

Client Sacramento Municipal Utility District – Clerical Staffing

Description: Supplied **Administrative Assistants, Customer Service Representatives, and Data Entry Operators.**

Scope: Needed diverse clerical roles with rapid placement and compliance with utility regulations.

Case Study 28 - City of San Marcos - Design and Delivery of the PMO Portal

Client: City of San Marcos

DatamanUSA designed and implemented a centralized **Project Management Office (PMO) Portal** using **SharePoint 2013 (on-premise)** for the City of San Marcos' IT, Engineering, and Electrical departments. The solution was architected to meet the client's need for a collaborative platform for managing project lifecycles, documentation, reporting, and governance.

Key highlights:

- **Enterprise Application Design & Delivery:** Enabled centralized project documentation, BI reporting, content workflows, and secure access controls through SharePoint.
- **Consulting Services:** Led requirements gathering, project governance design, intake strategy formulation, and execution planning.
- **Technical Stack:** SharePoint 2013, Project Server 2013, SQL Server 2012 (SSRS, PerformancePoint, Excel Services), and Windows Server 2012.
- **Project Management:** Provided full SDLC services including system deployment, custom development, and report creation.
- **Impact:** Enhanced visibility, accountability, and resource planning across departments through a robust PMO framework.

Case Study 29 - City of Los Angeles - IT Staffing

Client: City of Los Angeles

DatamanUSA serves as a key IT staffing partner for the City of Los Angeles Department of Building and Safety, supporting not only the department but multiple city agencies under this contract. The

engagement involves ongoing augmentation of skilled professionals across a diverse range of IT disciplines.

Services Delivered:

- Full-cycle recruitment, onboarding, and retention of qualified IT professionals
- Scalable staffing model supporting both short- and long-term resource needs

Key Roles Staffed:

- Project Management: IT Project Manager
- Software Development: Programmers, Developers, Software QA Analysts/Testers
- Security & Infrastructure: Network Architect, Information Security Analyst, Network Support
- Data Management: Database Administrators, Report Writers
- Web Services: Web Developers

Case Study 30 - Overall history - City of Aurora Colorado

Client: City of Aurora Colorado

Since 2017, DatamanUSA has served as a trusted IT services partner to the **City of Aurora**, delivering specialized consulting, application development, infrastructure support, and staff augmentation services across multiple departments.

Key Services Delivered:

1. **Enterprise Application Consulting and Development:**
 - **Accela Web Portal Development:** Provided comprehensive design, deployment, and module configuration for the City's enterprise permitting and land management platform.
 - **Business Process Reengineering:** Conducted stakeholder-driven governance and change management assessments; aligned processes with Accela platform capabilities.
 - **Report Migration:** Transitioned legacy reports from Crystal Reports and ColdFusion to the Microsoft SSRS platform for improved data visualization and accessibility.
2. **Consulting and UI/UX Design:**
 - Delivered **UI/UX consulting** for Land Management and Licensing portals, including portal layout design, form architecture, and workflow optimization.
3. **Infrastructure and Administration:**
 - **Network/System Administration:** Provided continuous support for VMware, Microsoft 365, and Active Directory environments.
 - **SharePoint Development:** Led modernization of the City's Intranet, including redesigning the master page, navigation, and implementation of bulletin board features.

Transit Industry Case Studies

Case Study 31 - Houston Metro - IT Support Setup

Client: Houston Metro

Description: IT Operations Support for METRO

Dataman's operations team supported over 1,500 users across seven remote locations, delivering high-quality IT maintenance, imaging, and break-fix services with exceptional customer service.



Key Responsibilities:

- Deployed Dell/HP desktop/laptop images using Altiris, MDT 2007/2010, WAIK 2.0, and WINPE 3.0, testing Windows 7 image extraction and mass deployment.
- Maintained HP Konica Minolta printers, copiers, and scanners.
- Provided sole support for diagnostic laptops critical to METRO's bus fleet, resolving Cummins Diesel and EDP software issues at seven remote sites.
- Resolved OS image, connectivity, application conflicts, Active Directory login, and Outlook .dll issues.
- Achieved high closure rates via BMC Service Desk, authored KB articles, and supported Mac users.

Outcomes: Dataman ensured reliable IT operations, high customer satisfaction, and efficient issue resolution, supporting critical systems and contributing valuable documentation to BMC Service Desk.

Case Study 32 - Denver International Airport - IT Consulting and Staffing Services

Client: Denver International Airport

Denver International Airport (DEN), the 5th busiest U.S. airport and 10th globally, generates over \$550 million annually as a key Rocky Mountain Region hub. Dataman has provided IT services and staffing for over eight years, supporting diverse technology needs.



Key Engagements

- **Technical Staffing:** Provided expertise in SharePoint development, programming, help desk, asset management, project management, and training.
- **Casual Data Analytics (Phase 1 Completed):** Analyzed TSA wait times' impact on concession revenue, integrating operational and third-party data for a decision-support model. Phase 2 for concourses A and B began in July 2018.
- **Remote Managed Services:** Delivered 24/7 WebLogic infrastructure support, managing over two dozen instances (J2EE, OSB, SOA suite) with Oracle-certified engineers, ensuring mission-critical application performance.
- **Passenger Information Systems Maintenance:** Supported FIDS and CUSE systems, handling BIOS updates, troubleshooting, and on-call IT support for Windows and macOS.
- **Asset Management:** Managed software acquisition, compliance, lifecycle planning, and reporting to optimize license usage.
- **Technical Writing:** Developed SOPs, email tagging protocols, and policy documents, including MFA and iSafe security communications.

Outcomes

Dataman's solutions enhanced DEN's operational efficiency, supported critical systems, and delivered actionable insights for seamless passenger experiences and robust infrastructure management.

Case Study 33- RTD-Denver- Overall Contract History

Client: Regional Transportation District (RTD), Denver

Description: DatamanUSA Overall History with RTD

DatamanUSA has partnered with the **Regional Transportation District (RTD)** of **Denver** for over a decade, delivering high-value enterprise IT solutions and staff augmentation services. RTD, a complex public organization serving nearly 3 million residents across 2,340 square miles, required sophisticated technical and functional expertise to support its modernization and digital transformation initiatives.



DatamanUSA has successfully completed **30+ staff augmentation engagements** and multiple fixed-price IT consulting projects for RTD, demonstrating our ability to respond with agility, scale, and domain expertise.

Highlights of Relevant Services:

- **Enterprise Resource Planning (ERP):**
Awarded a **\$10M sole-source ERP Work Order Contract** (potentially up to \$15M), Dataman supports RTD's implementations of **Oracle Cloud, Workday, and Oracle Planning & Budgeting**.
- **Business Analysis & Transformation:**
Provided business analysis and requirements gathering for Workday, supporting process optimization and functional alignment with institutional objectives.
- **Application & Platform Development:**
 - Migrated Crystal Reports to a modern **Business Intelligence** platform
 - Developed the **Real-Time Passenger Information (RTPI)** solution using **Ember.js**
 - Delivered .NET-based application architecture for legacy system modernization
 - Built and supported **Oracle SOA** integrations and **GIS** solutions
- **Infrastructure & Systems Support:**
 - Led a **VMware rollout** to enhance virtualization capabilities
 - Delivered strategic support for **SharePoint roadmap planning**
 - Enhanced user experience through targeted **UX/UI redesigns**
- **Governance and Compliance:**
 - Developed **IT governance policies** to strengthen oversight and system accountability

This long-standing engagement illustrates DatamanUSA's capability to manage complex IT environments, support enterprise platforms, and deliver scalable consulting and staffing services that align with higher education priorities such as system modernization, data governance, and performance improvement.

Case Study 34 – Chicago Transit Authority- Temporary Staffing Services

Client: Chicago Transit Authority

Description: Temporary Staffing Services

DatamanUSA supported CTA's Information Technology Department by providing skilled technical professionals for both long-term and project-based needs. Key roles included



Systems Engineers, IT Project Managers, Oracle DBAs, Desktop Support Technicians, and Application Developers.

Solution Highlights:

- Rapid placement within 5–7 business days
- 30+ IT professionals deployed
- 95%+ retention rate
- Support for enterprise modernization and infrastructure upgrades
- 100% compliance with public sector hiring standards

Result:

DatamanUSA became a trusted staffing partner for CTA, known for delivering pre-vetted, qualified talent with deep experience in transit IT environments.

Political Subdivision Clients Case Study

Case Study 35 - Colorado Air National Guard (COANG) - Data Center Redesign

Client: Colorado Air National Guard (COANG)

DatamanUSA partnered with COANG to lead a comprehensive redesign of its data center and network infrastructure. Our objective was to modernize operations, enhance data security, optimize network performance, and support the client's evolving digital transformation goals.

Key Services Delivered:

- 1. Enterprise Infrastructure Design & Optimization:**
 - Led architecture, design, and implementation of a **10G data center block** using Cisco Nexus 7000/5000/2000 series.
 - Migrated the Storage Area Network (SAN) from Fibre Channel (FC) to **10G IP**, enhancing storage access performance and reliability.
 - Integrated **VMware ESX servers** and optimized virtualization layers to support scalability and agility.
- 2. Network Modernization & WAN Redesign:**
 - Re-engineered WAN architecture using **Cisco ASR 1000 series**, with optimized routing through **EIGRP, BGP, DMVPN**, and **IPSec**.
 - Improved network performance through **IP SLA configuration, load balancing, and QoS policy optimization**.
- 3. Virtual Desktop Infrastructure (VDI) Implementation:**
 - Designed and deployed an enterprise-wide **VDI solution** using **VMware and NetApp**, enabling secure and scalable remote access.
 - Tuned network configurations to accommodate changing traffic patterns from virtualization.
- 4. Security & Audit Consulting:**
 - Conducted high-level **penetration testing and vulnerability assessments**.
 - Configured PKI infrastructure on ASA firewalls and enabled AnyConnect Client VPN for secure remote access.
 - Delivered a comprehensive **network security audit**, including passive scans and development of mitigation processes and checklists.

The engagement resulted in a modern, secure, and high-performance data center capable of supporting mission-critical workloads. Dataman's ability to integrate advanced technologies while maintaining stringent security and compliance standards directly reflects our readiness to support WVU's enterprise infrastructure and consulting needs.

Commercial Client Study

Case Study 36 - Northrup Grumman- Overall Contract History

Client: Northrup Grumman

DatamanUSA has maintained a trusted 12-year partnership with Northrup Grumman, providing staffing services for numerous federal government projects across the U.S., including in the Northeast region. This collaboration spans contract staffing, permanent placements, and contract-to-hire models.

To date, **over 200 Dataman consultants** have supported Northrup Grumman's programs, delivering critical talent to engagements with agencies such as the **U.S. Air Force, Department of Homeland Security (DHS)**, and the **U.S. Postal Service**. This experience has enabled us to refine our processes in vetting, onboarding, and managing talent for highly secure, complex environments.

Positions Supported Include:

- IT & Administrative: Administrative Assistant, Program Consultant, General Office Support, Management Systems Analyst
- Professional Services: Accountant I, Accounting Specialist, Auditor, Research Analyst
- Human Services: Human Services Specialist, Human Services Consultant, Staff Development Specialist, Social Worker Specialist
- Legal & Creative: Legal Assistant, Graphic Designer Specialist, Registration Assistants

Key Strengths Demonstrated:

- **Scalable delivery** of skilled professionals across disciplines.
- **Clearance-ready and security-aware resources** aligned to federal standards.
- Strong **talent retention and engagement processes**, ensuring continuity.
- A deep understanding of **project-specific staffing requirements**, timelines, and compliance needs.

Dataman's ability to consistently deliver high-performing professionals has made us a preferred staffing partner to Northrup Grumman. Our long-standing success in supporting large-scale, multi-agency government initiatives demonstrates our readiness to support WVU's staff augmentation needs with flexibility, speed, and quality.

DatamanUSA Cooperative Contracts Case Studies

Case Study 37 - NASPO Value Point

Client: NASPO ValuePoint

Description: Temporary Employment Services

With our many years of proven expertise in delivering a comprehensive temporary staffing service for all job categories to the public sector, Dataman maintains a multi-year NASPO ValuePoint® Temporary Staffing Master Agreement. This was a very competitive award as 80 companies submitted proposals but Dataman stands out and is awarded in all six job categories. Dataman has held similar contracts with NASPO since 2017.

Dataman has helped many clients in all staffing categories through the NASPO ValuePoint contract and has participating addendums with states like Arkansas, Iowa, New Jersey, New Mexico, Connecticut, Nebraska, Vermont, South Dakota, Minnesota, Hawaii, and Colorado.

Dataman can provide Temporary Employment Services relating, but not limited, to: Administrative Support (including Office, Clerical, and Sales), Commercial/Industrial Workers, Healthcare Staffing Services, Information Technologies, and Professional Services through NASPO ValuePoint Contract.

Case Study 38 : Houston Galveston Area Council

Client: HGACBuy National Cooperative

Description: Temporary Staffing Services

DatamanUSA has been awarded with HGACBuy Temporary staffing cooperative contract by HGAC. Dataman can provide services to units of local government including non-profits providing governmental services, through this cooperative purchasing agreement.

Dataman can provide services in the Human Resources categories via this contract for various positions like Accounting Clerk, Human Resources Coordinator Human Resources Manager Human Resources Specialist. HGACBuy has more than 40 years of experience in cooperative purchasing and serves more than six thousand local governments across the United States.

Case Study 39 - BuyBoard Cooperative

Client: BuyBoard Nationwide Cooperative

Description: Temporary Staffing Services

DatamanUSA has been awarded the Temporary Personnel Staffing and Workforce Management Services Contracts by the Local Government Purchasing Cooperative d/b/a BuyBoard® (Cooperative). DatamanUSA has been awarded with both BuyBoard Texas and National Cooperative Contracts.

The award allows DatamanUSA to provide Temporary Personnel Staffing and Workforce Management Services to federal, state, and local government agencies, public schools, municipalities, airports, transport districts, political subdivisions and not-for-profit organizations nationwide. The BuyBoard National Purchasing Cooperative is a cooperative formed by governmental entities to streamline the buying process for public schools, municipalities, and other governmental entities.

Dataman can provide Human Resource Staffing services through BuyBoard Cooperative Contract.

D. Mandatory Qualifications Compliance

Dataman understands the minimum qualification requirements established by the West Virginia Office of Technology (WVOT) for each labor category. Dataman will validate each proposed candidate against all applicable minimum qualifications prior to submission and will provide supporting documentation demonstrating the candidate's education, experience, technical skills, and other required qualifications. The solicitation specifically requires vendors to provide staffing that meets the qualifications specified for each classification and to provide documentation demonstrating candidate compliance.

Section	Labor Category	Minimum Qualification Requirements	Dataman Compliance / Relevant Experience
5.1	Senior Web Application Analyst	Minimum 5 years of .NET development for dynamic database-driven enterprise web applications; 5 years ASP.NET, AJAX, Visual Studio, .NET Framework 2.0+, JavaScript and C#; 5 years relational databases, data design/modeling, and analysis/design; 3 years MVC; 2 years MVVM; 2 years SOA/Web Services; 2 years SharePoint and TFS; strong communication skills.	Compliant – Candidate Validation Required. Dataman's placement history includes 56 relevant Web/Application Development placements , including 49 direct/strong matches . Dataman will validate each proposed candidate against every technology and experience requirement before submission.
5.2	CRM Application Analyst	Minimum 3 years Microsoft Dynamics CRM development; 3 years ASP.NET, Visual Studio and .NET Framework; 2 years JavaScript/C#; 2 years SQL Server; 2 years data design/modeling; 2 years analysis/design; 1 year SharePoint/TFS; strong communication skills.	Compliant – Candidate Validation Required. Dataman identified 4 direct CRM-related placements from 2021–2024 . Candidate resumes will be reviewed specifically for Dynamics CRM, .NET, JavaScript/C#, SQL Server, SharePoint/TFS and related requirements.
5.3	Senior SQL Server Database Administrator	Minimum 5 years SQL Server implementation/administration, T-SQL and stored procedures; database objects; SQL Server migration; SSAS; DDL/scripting; backup and recovery.	Compliant – Candidate Validation Required. Dataman has 18 relevant database/SQL placements , including 10 direct/strong matches , covering 2015–2025 . Dataman will specifically verify SQL Server administration, migration, SSAS, scripting and

			backup/recovery experience.
5.4	Business Analyst	Required education or equivalent combination of education/experience; 3 years project practices; 3 years meeting/JAD facilitation; requirements elicitation; 3 years SDLC; 3 years business-system analysis; business strategy/risk analysis; ERP/functional/technical requirements; relational databases; stakeholder and communication skills.	Strongly Compliant – Candidate Validation Required. Dataman identified 44 relevant Business Analyst placements , including 41 direct/strong matches , covering 2018–2026 . Candidate screening will validate requirements gathering, SDLC, JAD, ERP, business-process analysis and stakeholder-management experience.
5.5	LMS & eLearning Development Specialist	Bachelor's degree in relevant instructional-design/training field or equivalent; 5 years enterprise/organizational learning; 5 years translating technical content; 5 years LMS implementation/architecture/administration; troubleshooting; course/assessment development; eLearning tools; instructional-design methodologies.	Compliant – Candidate Validation Required. Dataman identified 6 relevant LMS/eLearning placements from 2020–2023 . Dataman will validate LMS architecture, administration, course development, instructional design and eLearning experience against the requirements.
5.6	Cloud Financial Operations Specialist	Minimum 3 years cloud cost management/optimization using AWS Cost Explorer, Azure Cost Management or third-party tools; 3 years cloud usage analysis, RI/Savings Plan management and rightsizing; 2 years financial dashboards/reporting; strong analytical skills.	Dataman will source and technically screen candidates specifically against the required cloud financial management and optimization qualifications.
5.7	Cloud Architect	Minimum 5 years cloud architecture design/execution/support across AWS, Azure or GCP; 3 years cloud migration patterns including Rehost, Refactor and Replatform; 3 years IaC including Terraform; excellent communication skills.	Potential Supporting Experience – Candidate Validation Required. Dataman identified 5 potentially relevant architecture placements from 2020–2022 .
5.8	Cloud Security Professional	Minimum 5 years cybersecurity, including 3 years cloud security; 3 years IAM, encryption and KMS; 2 years cloud compliance	Strong Supporting Experience – Candidate Validation Required.

		frameworks such as NIST/HIPAA/SOC2 and automated security auditing; DevSecOps and CI/CD security integration.	Dataman identified 20 relevant security/cybersecurity placements. Candidate screening will specifically validate cloud-security, IAM, encryption/KMS, compliance, automated auditing and DevSecOps experience.
5.9	Cloud Platform Engineer	Minimum 3 years cloud infrastructure administration/automation; 3 years Docker/Kubernetes/AKS/EKS; 3 years Jenkins/GitLab or equivalent CI/CD; 3 years DevOps; 2 years Python/Bash/PowerShell; 3 years IaC/Terraform.	Strong Experience – Candidate Validation Required. Dataman identified 4 direct/strong DevOps/platform-engineering placements Candidates will be validated for cloud infrastructure, containers, orchestration, CI/CD, scripting, DevOps and Terraform.
5.10	Cloud Network Engineer	Minimum 5 years networking, including 3 years cloud networking; 3 years VPC/VNET, subnets, VPN and Connect/ExpressRoute; 3 years load balancers/CDNs; 2 years cloud-native firewalls and NSGs.	Strong Experience – Candidate Validation Required. Dataman identified 16 relevant networking placements. Candidate screening will specifically verify cloud-networking, VPC/VNET, VPN, load-balancing, CDN, firewall and NSG experience.
5.11	Cloud Systems Management Engineer	Minimum 3 years cloud systems administration; 3 years cloud monitoring/logging using AWS/Azure Monitor, Splunk or ELK; 3 years patching, backup/recovery and high availability; 3 years DNS/Route53/Azure DNS and SSO; 2 years Ansible/Chef or equivalent configuration management.	Strong Experience – Candidate Validation Required. Dataman identified 8 direct/strong systems administration/monitoring placements. Candidate resumes will be validated for cloud administration, monitoring/logging, backup/recovery, DNS,

			SSO and configuration-management experience.
5.12	CCOE Implementation Specialist	Minimum 5 years IT leadership/project management within cloud transformation; 3 years cloud governance/best practices/enterprise cloud adoption strategies; 2 years organizational change management and internal training; exceptional communication/leadership.	Potential Experience – Candidate Validation Required. Dataman identified 2 potentially relevant cloud architecture/governance placements.
5.13	Mainframe Systems Programmer	Minimum 5 years Mainframe Systems Engineering, including 3 years IBM z/OS/ISV operations; 5 years RACF/security management including 2 years DB2 security; 3 years Mainframe Pervasive Encryption; SAS/mainframe data analysis and reporting, AFP/printing systems and print queues.	Strong Experience – Candidate Validation Required. Dataman identified 11 direct/strong mainframe placements from 2019–2025, including Mainframe, COBOL, ADABAS and Systems Programmer roles. Candidates will be screened specifically for z/OS, RACF, DB2 security, Pervasive Encryption, SAS and related mainframe requirements.

Appendix

Enclosed:

- Signed Addenda
- Signed General Terms and Conditions



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 2020855

Doc Description: Addendum No 1 -Temporary Technical Staffing Services

Reason for Modification:

Addendum No 1 is issued to
modify the bid opening date

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2026-09-14	2026-09-23 13:30	CRFQ 0231 OOT2700000006	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000009502

Vendor Name : DatamanUSA LLC

Address : 6890 S Tucson Way, Suite 100,Centennial, CO 80112

Street : 6890 S Tucson Way, Suite 100

City : Centennial

State : Colorado

Country : United States

Zip : 80112

Principal Contact : Khushboo Mehrotra

Vendor Contact Phone: 720-248-3110

Extension:

FOR INFORMATION CONTACT THE BUYER

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

84-1552228

09/15/2026

Vendor
Signature X

FEIN#

DATE

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

ADDITIONAL INFORMATION

Addendum No 1 is issued for the following reasons:

1) To modify the bid opening date from 9/15/26 to 9/23/26.

--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	HOUR		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior Web Application Analyst

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

INVOICE TO

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

SHIP TO

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

CRM Application Analyst

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior SQL Server Database Administrator

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Business Analyst

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Learning Management System & eLearning Development Specialist

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Financial Operations Specialist

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

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

INVOICE TO				SHIP TO			
DEPARTMENT OF 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
8	Cloud Security Professional	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Security Professional

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

INVOICE TO		SHIP TO	
DEPARTMENT OF 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
9	Cloud Platform Engineer	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Platform Engineer

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Network Engineer

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Systems Management Engineer

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

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

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

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

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

SOLICITATION NUMBER: CRFQ OOT2700000006

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

Addendum No 1 is issued for the following reasons:

1) To modify the bid opening date from 9/15/26 to 9/23/26.

--no other changes--

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

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.

DatamanUSA LLC

Company

Authorized Signature

09/20/2026

Date

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

Revised 6/8/2012



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 2020855			Reason for Modification: Addendum No 2 is issued to publish vendor questions with the agency's responses.
Doc Description: Addendum No 2 -Temporary Technical Staffing Services			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-09-16	2026-09-23 13:30	CRFQ 0231 OOT2700000006	3

BID RECEIVING LOCATION

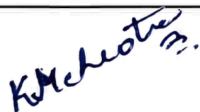
BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000009502
Vendor Name : DatamanUSA LLC
Address : 6890 S Tucson Way, Suite 100,Centennial, CO 80112
Street : 6890 S Tucson Way, Suite 100
City : Centennial
State : Colorado **Country :** United States **Zip :** 80112
Principal Contact : Khushboo Mehrotra
Vendor Contact Phone:720-248-3110 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

	84-1552228	09/15/2026
Vendor Signature X	FEIN#	DATE

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		

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

81110000

Extended Description:

Senior Web Application Analyst

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

INVOICE TO

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

SHIP TO

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

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

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

81110000

Extended Description:

CRM Application Analyst

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior SQL Server Database Administrator

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Business Analyst

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

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
5	Learning Management System & eLearning Development Specialis	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Learning Management System & eLearning Development Specialist

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Financial Operations Specialist

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

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

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
8	Cloud Security Professional	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Security Professional

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

INVOICE TO		SHIP TO	
DEPARTMENT OF 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
9	Cloud Platform Engineer	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Platform Engineer

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Network Engineer

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Systems Management Engineer

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

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

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

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Mainframe Systems Programmer

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

SCHEDULE OF EVENTS

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

SOLICITATION NUMBER: CRFQ OOT2700000006
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

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--

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

CRFQ 0231 OOT2700000006 — Vendor Questions & Answers

1. Could you please advise when job descriptions will be available for the 13 positions listed in CRFQ 0231 OOT2700000006?

Answer: Mandatory qualification specifications for all 13 position classifications are detailed in Section 4.1. Job descriptions will accompany delivery orders post award.

2. Beyond the Pricing Page (hourly rates for the 13 labor categories) and the standard CRFQ cover form, is a technical/capability response required as part of the bid - for example, a narrative describing relevant experience, staffing/recruitment approach, or sample resumes demonstrating the ability to meet the minimum qualifications for each labor category? Or is the award based solely on price among vendors meeting the stated minimum qualifications.

Answer: Contracts will be awarded to vendors that provides the contract Items meeting the required specifications for the lowest cost as shown on the Pricing Pages.

3. If a technical response is required, could you point us to the section of the solicitation documents that describes its required format and content?

Answer: Per Sections 5.1 and 5.2, award is based on lowest overall total cost on the Pricing Pages. No separate technical proposal format or narrative is requested.

4. What should the vendor's bid {response to the RFP} include in addition to the completed "Final_CRFQ_0231_ OOT2700000006_1_WV_CRFQ_FORM.PDF"?

Answer: Bidders must complete the Pricing Page in wvOASIS (or Exhibit A), and provide vendor qualification documentation satisfying Section 3.1

5. What is the place or performance for the various roles?

Answer: Per Specifications Section 1, most requested services will likely be within the metro-Charleston, WV area (WVOT at 1900 Kanawha Blvd E, Bldg 5 10th Floor, Charleston, WV 25305), but end-user Agencies may be located anywhere in West Virginia and may request services statewide. Specific remote or hybrid work arrangements are determined at the time of individual staffing requests by the ordering Agency.

6. Regarding CRFQ 0231 OOT2700000006, Temporary Technical Staffing Services. Please clarify whether personnel provided under this contract may perform services remotely or in a hybrid capacity, or if vendors should assume personnel may be

required to work onsite at WVOT or end-user agency locations throughout West Virginia.

Answer: See Question 5

7. Award Structure: The solicitation outlines an open-ended technical staffing contract. Please clarify whether the State plans to make multiple awards. If multiple awards are expected, will they be made based on individual labor classifications, groups of classifications, or by evaluating the overall price across all classifications?

Answer: Specifications Section 1 states the intent to establish "multiple open-end contracts."

8. Minimum Staffing Experience: Section 3.2 requires the Vendor to demonstrate experience in staffing a minimum of six individuals within the specified classifications over the past five years. Please clarify whether this means six individuals in total across any combination of the listed classifications or six individuals for each classification being proposed.

Answer: Section 3.2 requires documentation indicating the vendor has provided staffing of at least six (6) individuals within the listed classifications across any combination in total, not six per classification.

9. Use of Teaming/Subcontractor Experience: To satisfy the Section 3.2 experience requirement, can a prime vendor utilize the relevant experience of a designated subcontractor or teaming partner, or must the necessary experience be directly performed by the bidding legal entity?

Answer: The Vendor (the bidding entity) must demonstrate the required staffing experience prior to award.

10. Candidate Submissions: Please confirm whether resumes and individual candidate qualification packages are required with the initial bid or if candidates will be submitted after the contract award in response to specific WVOT staffing requests.

Answer: Per Section 4.2.4, candidate resumes and completed qualification documentation are required when the need arises / after contract award in response to specific staffing requests.

11. Equivalent Technology Experience: Several labor classifications include mandatory experience requirements that reference specific or legacy technology versions. Will WVOT accept demonstrably equivalent experience with newer versions

or successor technologies where the candidate otherwise meets the functional and technical requirements of the position?

***Answer:** Experience with newer versions meet or exceed the mandatory minimums as specified in Section 4.1.*

12. Historical Utilization: To help vendors create realistic recruiting and pricing models, could WVOT provide historical or anticipated utilization data by labor classification? This should include approximate annual hours or full-time equivalents (FTEs), as well as the typical number of concurrent personnel. If there is a previous contract, please also provide the contract number and the names of any incumbent vendors, if available.

***Answer:** The bid documents estimate 2,080 hours per year per position classification for evaluation purposes only. The RFQ does not provide historical spending or incumbent contract numbers.*

13. Staffing Request/ Time-to-Fill: Please clarify the expected response time after WVOT issues a staffing request. Include the time allowed for submitting qualified candidates and the expected timeframe for when an accepted candidate can begin work.

***Answer:** Specific turnaround times for candidate submission are defined upon issuance of individual delivery orders.*

14. Section 4.2.1 states that bidders must provide an hourly rate for each position for which they expect to submit qualified candidates. However, Section 5.2 states that failure to complete the Pricing Page in its entirety may result in disqualification. Please clarify whether a bidder may submit pricing only for the position classifications it intends to support, or whether bidders are required to provide an hourly rate for all thirteen (13) position classifications.

***Answer:** Vendors should submit a price for each position they intend on providing a candidate for to enter a no-bid for one or more positions and submit \$0.00.*

15. Please clarify whether the State intends to make a single statewide contract award to one vendor or multiple awards to qualified vendors under this solicitation.

***Answer:** The intent to establish "multiple open-end contracts" to meet contracted staffing needs across state agencies.*

16. Section 3.2 requires vendors to demonstrate their potential to provide staffing for at least six (6) individuals within the listed classifications "within the first five (5)

years." Please clarify whether this refers to: o the vendor's first five years in business; o any five-year period; o the most recent five years; or o another intended period.

Answer: Any five-year period.

17. Section 3.2 - Acceptable Supporting Documentation: Please clarify what forms of documentation are acceptable to demonstrate that the bidder has provided individuals meeting the requirements of the specified classifications. For example, would client references, contracts/purchase orders, statements of work, candidate resumes, placement records, or other comparable documentation be acceptable?

Answer: All examples provided in the question (client references, contracts/purchase orders, statements of work, candidate resumes, placement records) are acceptable.

18. Section 3.1 - Acceptable Experience Documentation: Section 3.1 requires the vendor to provide documentation demonstrating a minimum of five (5) years in business providing similar information technology services. Please clarify what documentation the State considers acceptable for satisfying this requirement.

Answer: State Clarification: All examples provided in the question (contracts, purchase orders, client references, corporate records, or corporate experience summary) are acceptable.

19. Section 3.1 Documentation details: Please clarify what documentation the State considers acceptable for satisfying the requirement of 5 years in business providing similar IT services.

Answer: State Clarification: All examples (contracts, purchase orders, client references, corporate records, corporate experience summary) are acceptable documentation under Section 3.1.

20. Work Location / Work Arrangement: Please clarify whether personnel provided under this contract will be required to work onsite at WVOT facilities, remotely, or under a hybrid arrangement. If onsite or hybrid work is anticipated, please identify the expected work location(s) and typical onsite requirements.

Answer: See Question 5 response

21. Travel Requirements: Section 4.2.3 indicates that travel expenses must be included in the vendor's hourly rates. Please clarify whether routine travel to the assigned work location is anticipated and whether personnel may be required to travel to locations other than their primary assigned work location.

Answer: Personnel will not routinely travel to locations other than primary locations.

22. Pricing Evaluation / Estimated Hours: The Pricing Page identifies an estimated quantity of 2,080 hours for each position classification. Please confirm whether the lowest overall total cost evaluation will be calculated using 2,080 hours multiplied by the proposed hourly rate for each applicable classification.

Answer: Per Section 5.1 and the Pricing Page, evaluation is based on the lowest overall total cost calculated using the estimated 2,080 hours per line multiplied by the proposed hourly rate.

23. Candidate Resumes at Bid Submission: Please confirm whether candidate resumes and individual candidate qualification documentation are not required with the initial bid submission and will instead be required from successful vendors when responding to staffing requests issued under the resulting contract.

Answer: Confirmed per Section 4.2.4: Candidate resumes and completed qualification documentation are required when staffing requests arise post-award.

24. Is there a separate Specifications or Statement of Work documents that details required qualifications, certifications, or years of experience per labor category? If so, where can it be accessed?

Answer: The complete Specifications and mandatory qualifications per labor category are contained within the RFQ under Section 4.

25. Is a technical/staffing narrative required in addition to pricing, or is this a price-only quote?

Answer: Per Section 5.1, award is based on lowest cost among vendors meeting mandatory specifications. No separate technical narrative scoring is outlined.

26. Are vendor resumes or candidate qualifications required at proposal stage, or only once a specific position is requested?

Answer: Candidate qualifications and resumes are required only once a specific position/delivery order is requested post-award (Section 4.2.4).

27. Is there a required proposal template, page limit, or formatting standard beyond the CRFQ coversheet itself?

Answer: Instructions Section 9 states vendors should type or electronically enter information onto the bid in wvOASIS or the provided forms. No external page limits or narrative templates are required.

28. Should the response be submitted electronically via wvOASIS, or physically to the Bid Clerk, or both?

Answer: Instructions Section 6 permits bids to be submitted electronically via wvOASIS, or physically in paper form / courier / fax to the Purchasing Division. Email submissions are prohibited.

29. Should hourly rates be submitted as fully burdened (inclusive of overhead, benefits, and margin), or is there a separate cost breakdown required?

Answer: Per Section 4.2.3, hourly rates must be fully burdened, inclusive of all taxes, insurance, overhead, fringe, margin, and travel expenses.

30. Will rates be locked for the full contract term, or is there an escalation/adjustment mechanism for renewal periods?

Answer: General Terms Section 13 states pricing is firm for the life of the Contract .

31. What is the evaluation methodology lowest price per category, weighted average across categories, or price plus a technical/experience score?

Answer: Per Section 5.1, the contract is awarded to the Vendor providing items meeting specifications for the lowest cost on the Pricing Pages.

32. Are all 13 categories evaluated independently (i.e., can a vendor win some categories and not others), or is award all-or-nothing to a single vendor?

Answer: Yes, Multiple open-end contracts may be awarded

33. Is current, active WV Purchasing vendor registration sufficient, or is additional certification (e.g., State Tax Compliance, W-9) required at time of submission?

Answer: Instructions Section 12 states the apparent successful Vendor must be properly registered with the Purchasing Division prior to contract award.

34. After contract award, how will WVOT request personnel under the open-end contract? Will individual staffing requests/requisitions be issued to all awarded vendors, and will vendors compete for each requirement based on candidate qualifications, price, or another selection process?

Answer: Per Section 4.2.2 and 4.2.4, assignments are made via delivery orders. Vendors present qualified candidate resumes meeting Section 4.1 requirements upon request.

35. Could you please confirm whether the attached documents are the complete set of documents released for this RFP?

Answer: *The solicitation documents include the CRFQ cover form, Instructions to Vendors, General Terms and Conditions, Specifications, and Pricing Page.*

36. Could you please confirm whether proposals must be submitted electronically through the wvOASIS portal, or if submission by mail or hand delivery is also acceptable?

Answer: *Both wvOASIS electronic submission and physical mail/hand delivery to the Purchasing Division are acceptable under Instructions Section 6.*

37. Could you please confirm whether the estimated hours listed for each position *** (2080 hours) ***** represent a full-time equivalent for evaluation purposes only, and whether actual hours may vary based on agency needs?**

Answer: *Confirmed (2,080 hours represents one FTE for evaluation purposes only; actual hours vary per delivery order).*

38. Are vendors permitted to propose multiple candidates per position, or is only one candidate submission allowed per labour category?

Answer: *Section 4.2.4 requires vendors to provide candidate information for review when staffing requests are issued; multiple candidates may be submitted per agency request.*

39. Will interviews be conducted for proposed candidates, and if so, could you clarify the interview format (virtual, in-person, or phone)?

Answer: *Section 4.2.4 states the Agency will review candidate qualifications and resumes; specific interview formats are determined by the requesting Agency upon requisition.*

40. Is there an incumbent vendor currently providing these services, and if so, could you share the incumbent contract number?

Answer: *The solicitation document does not list incumbent vendor names or prior contract number as many of these position types are new.*

41. Are vendors required to submit resumes at the time of bid submission, or only upon request after award?

Answer: *Resumes are required only upon request after contract award (Section 4.2.4).*

42. Could you confirm whether pricing must remain fixed for the entire contract term, including any renewal periods?

Answer: *General Terms Section 13 specifies that pricing set forth is firm for the life of the Contract.*

43. Is there a maximum number of vendors that may be awarded under this state-wide open-end contract?

Answer: *No, specifications Section 1 states intent to establish multiple open-end contracts.*

44. Will background checks or security clearances be required for any of the listed positions, and if so, which ones?

Answer: *General Terms Section 40 states the State reserves the right to require criminal background checks for service provider employees accessing sensitive or critical information/facilities.*

45. Are remote work arrangements permitted for any of the listed roles, or must all work be performed onsite in Charleston, WV?

Answer: *Primary location is metro-Charleston, WV (Specifications Section 1); specific remote/hybrid allowances are determined per staffing order.*

46. Could you clarify whether vendors must be registered in wvOASIS prior to bid submission, or only prior to award?

Answer: *Instructions Section 12 requires registration with the WV Purchasing Division prior to contract award.*

47. On the Pricing Page, the Bid Documents PDF lists the unit of issue as "EA" for all thirteen labor categories, while the Final CRFQ Form lists "HOUR" for the same lines. Before we enter pricing in wvOASIS, could you confirm which one actually governs?

Answer: *Pricing is based on hourly rates multiplied by estimated hours (2,080) per category as detailed in Section 4.2.1 and Section 5.1.*

48. Clarify open-end contract structure (single vs multiple open-end contracts).

Answer: *Specifications Section 1 states intent to establish multiple open-end contracts for temporary technical staffing services.*

49. Section 5.1 evaluation of lowest overall total cost across line items.

Answer: *Per Section 5.1, award is based on lowest cost of each commodity on the Pricing Pages.*

50. Application of 180 working days delivery window (Section 7.1) to staffing placements.

Answer: Section 7.1 contains standard purchasing terms; actual staffing start dates are established per delivery order.

51. Section 4.2.4 asks us to submit "completed qualification documentation" for each candidate but doesn't reference a specific form. Is there a template WVOT or the Purchasing Division would like us to use, or can we submit our own format, provided it addresses each mandatory requirement in Section 4.1 for the applicable classification?

Answer: Section 4.2.4 specifies candidate resumes and completed qualification documentation demonstrating compliance with Section 4.1 minimums, no template is provided

52. Section 31 states the entire bid is a public document under FOIA and instructs vendors not to submit anything they consider confidential. Candidate resumes typically include a home address, phone number, and full employment history. Are resumes and qualification documentation held to that same disclosure standard, and would it be acceptable to redact personal contact information from resumes submitted with the bid?

Answer: Section 31 states vendor responses are public documents under W. Va. Code §§ 5A-3-1 et seq.; confidential information should not be submitted.

53. Section 3.2 asks us to demonstrate staffing of at least six individuals within the listed classifications over the past five years. Do those six placements need to span more than one classification, or would six placements within a single classification satisfy the requirement?

Answer: Section 3.2 requires documentation of 6 individuals across the listed classifications in total.

54. Section 4.1.13.2, under the Mainframe Systems Programmer classification, requires five years of RACF security administration "AND/OR" two years as a DB2 subsystem specialist. Does a candidate need to meet both, or does satisfying either one independently meet the requirement?

Answer: Section 4.1.13.2 explicitly states "AND/OR", allowing either 5 years of RACF experience OR 2 years of Mainframe DB2 experience (or both).

55. For the Learning Management System & eLearning Development Specialist classification, Section 4.1.4 lists three requirements, and Section 4.1.5 repeats those three and adds six more for what appears to be the same role. Could you confirm Section 4.1.5 states the complete, controlling list?

Answer: Section 4.1.5 lists all 9 comprehensive mandatory requirements (4.1.5.1 to 4.1.5.9) for the LMS & eLearning Development Specialist position.

56. The Solicitation estimates 2,080 hours per category for evaluation purposes but doesn't state a not-to-exceed value anywhere. Has WVOT established an anticipated contract ceiling we should plan around?

Answer: The contract is open-end; estimated 2,080 hours per category is for evaluation. No fixed contract ceiling is stated in the PDF.

57. Section 15 of the Instructions to Vendors extends the small, women-owned, or minority-owned business preference to certified non-resident vendors. We hold SBA 8(a), HUBZone, and Women-Owned status federally, along with Virginia SWaM certification. Would any of these satisfy the certification standard referenced in Section 15, or would we need a separate West Virginia certification to invoke this preference?

Answer: Section 15 requires proper certification under W. Va. CSR § 148-22-9 prior to contract award to receive resident-equivalent preference.

58. Is there a prior or current contract covering similar temporary technical staffing services for WVOT? If so, could the State share historical utilization data, such as hours ordered by labor category or total spend under the prior term? That would help us size our staffing plan and price this more accurately.

Answer: No historical spend or incumbent data is published in the solicitation document.

59. Award structure: Section 1 of the Specifications states the intent to establish "multiple open-end contracts," while Section 5.1 describes award to the vendor with the lowest overall total cost. Will the State award to a single vendor or to multiple vendors? If multiple, how many, and how will staffing requests be distributed among awardees?

Answer: Multiple open-end contracts may be established (Section 1); staffing requests are issued via delivery orders (Section 4.2.2).

60. Evaluation: Will the overall total cost be calculated as the sum of all 13 line items at 2,080 hours each? Must vendors price all 13 classifications to be considered, or may awards be made on a per-line basis?

Answer: Confirmed per Section 5.1 (sum of proposed hourly rate x 2,080 hours for each category).

61. Work arrangement: Are the positions onsite at WVOT in Charleston, or are hybrid/remote arrangements permitted for some or all classifications?

Answer: Work is located primarily in Charleston, WV; specific remote/hybrid allowances are determined by the end-user agency per requisition.

62. Pricing structure: Does the Pricing Page allow separate rates for renewal years, or must a single hourly rate per classification remain firm across the initial term and all renewals?

Answer: General Terms Section 13 states pricing is firm for the life of the contract.

63. Pricing Page location: Please confirm whether the Pricing Page is completed within wvOASIS or as an Exhibit A attachment, and provide the exhibit if it is not posted.

Answer: Bidders submit pricing electronically via wvOASIS or on the attached Pricing Page (Section 5.2 & Instructions Section 6).

64. Candidate submissions: Please confirm that candidate resumes and qualification documentation are required only when candidates are presented in response to staffing requests after award, and are not required with the bid.

Answer: Resumes are required post-award when responding to specific staffing requisitions (Section 4.2.4).

65. Qualification documentation (Spec 3.2): Is a summary matrix listing each individual, classification, client entity, dates of service, and client contact acceptable as documentation, or is a specific format required?

Answer: State Clarification (from Q17/Q18): Matrices, client references, contracts, placement records, and candidate resumes are all acceptable documentation.

66. Background checks: Will background check or fingerprinting costs be borne by the vendor, and is there a required clearance turnaround before a candidate may start?

Answer: General Terms Section 40 permits background checks; vendor hourly rates must be inclusive of all administrative/overhead costs (Section 4.2.3).

67. Small/minority-owned preference: Can a non-resident vendor complete certification under W. Va. CSR § 148-22-9 between bid submission and contract award, and where is the certification application filed?

Answer: Non-resident vendors must submit proof of certification under W. Va. CSR § 148-22-9 to the Purchasing Division prior to award (Instructions Section 15).

68. Response time expectations: Is there a required or expected turnaround time (in business days) for submitting qualified candidates after a staffing request is issued?

Answer: Response expectations are governed by individual delivery order requisitions issued post-award (Section 4.2.2).

69. Our business is looking to download the complete detail for the subject staffing opportunity. I am unable to find a full package; can you please direct me on how to get this info?

Answer: Complete solicitation documents are available via the wvOASIS portal under CRFQ 0231 OOT2700000006.

70. On page 11 of the CRFQ, under Bid Submission, it states that bids may be submitted electronically through wvOASIS, unless the Purchasing Division elects to prohibit electronic submissions at its sole discretion. Could the State of West Virginia please confirm whether electronic bid submission through wvOASIS will be permitted for this CRFQ?

Answer: Electronic submission via wvOASIS is explicitly permitted under Instructions Section 6.

71. On page 9 of the CRFQ, under Additional Terms and Conditions, it states that vendors must refer to an attached document to review the additional terms and conditions. However, no attachment appears to be available for download in the corresponding section of the portal. Could the State of West Virginia please clarify how vendors may obtain access to the referenced document?

Answer: Terms and Conditions are included in the solicitation package starting on page 10..

72. We are California MBE firm certified by NMSSDC. Do we qualify to meet the SBE/MWBE preference mentioned on page 14 of the present CRFQ?

Answer: Preference requires certification under West Virginia Code § 5A-3-37 and W. Va. CSR § 148-22-9 (Instructions Section 15).

73. Are there scores for the evaluation criteria? If yes, could State of West Virginia please disclose it?

Answer: Per Section 5.1, award is based on lowest cost meeting specifications; no point scoring.

74. Is this a new or an existing contract? If existing, could State of West Virginia please provide information regarding current incumbents?

Answer: Prior contract numbers and incumbent vendor details are not provided in the solicitation PDF.

75. Are electronic signatures allowed

Answer: Signatures are required on bid forms (Instructions Section 12); electronic signatures submitted via wvOASIS are accepted.

76. Could State of West Virginia please provide information regarding the estimated budget for the contract?

Answer: This is an open-end contract with estimated quantities (2,080 hours per role) for evaluation; no fixed total budget is published.

77. Are commercial references allowed?

Answer: Commercial references and past experience are acceptable documentation under Section 3.1 and 3.2.

78. In reference to the requirements outlined on page 31, Qualifications, could the State of West Virginia please clarify whether the minimum of six (6) references must be distributed across different staffing categories, or whether vendors may provide references only for the categories they intend to bid on?

Answer: Section 3.2 requires documentation of 6 individuals total across the listed classifications.

79. Could the State of West Virginia please confirm whether may multiple references be submitted within the same category to satisfy the six (6) references requirement?

Answer: Acceptable under Section 3.2 (6 individuals total across any of the listed classifications).

80. On page 24 of the CRFQ, it states that vendors are not required to submit confidential information. However, from the vendor's perspective, client references may be considered confidential. Could the State of West Virginia please confirm whether references may be designated as confidential? If so, is there a preferred method for identification?

Answer: General Terms Section 31 states vendor submissions are public records under FOIA; vendors should not submit confidential trade secrets.

81. Is it mandatory to firms to provide discounts?

Answer: No vendors bid hourly rates on the Pricing Page.

82. Is it mandatory to provide attachment? If so, could the State please clarify what the information must be included?

Answer: Mandatory submission items include completed Pricing Page and signed solicitation form (Instructions Section 6 & 12).

83. In section 3. Qualifications, the State asks bidders to provide documentation regarding having a minimum of five (5) years of providing similar services and having provided at least six (6) individuals within the listed classifications. Could the State please clarify if it is mandatory for firms to provide this information with their submission (in attachments section of the portal)?

Answer: Qualifications may be included with the bid submission or provided prior to contract award (Section 3.1 & 3.2).

84. Could the State please confirm that the only mandatory information required for submission is completing the "Respond to lines" tab in the portal?

Answer: Bidders must complete line item pricing in the "Respond to lines" tab or Pricing Page attachment (Section 5.2).

85. How many awards is the State looking to establish for this solicitation?

Answer: Specifications Section 1 states intent to establish multiple open-end contracts.

86. Could the State please clarify, for providing the rates in the Respond to lines tab in the portal, are firms required to provide a fully-burdened hourly bill rate of the total for the hours required (hourly rate multiplied by 2080 hours)?

Answer: Rates entered must be fully-burdened hourly rates (Section 4.2.3).

87. Could the State kindly clarify what are bidders required to input in the item "Delivery Days" in the Respond to lines tab in the portal?

Answer: Staffing services are ongoing open-end; delivery timeframe references standard order fulfillment (General Terms Section 7.1).

88. What is the total not-to-exceed (NTE) budget for this contract?

Answer: No fixed total NTE budget is specified; quantities are open-end estimates.

89. Could the State please clarify if a yearly rate adjustment (COLA adjustment) will be allowed?

Answer: General Terms Section 13 states pricing is firm for the life of the contract.

90. Is commercial experience allowed to meet the qualifications required?

Answer: Commercial IT staffing experience satisfies Section 3.1 and 3.2 requirements.

91. Are vendors allowed to add subcontractors at an RFQ level?

Answer: Subcontractors are permitted subject to compliance notification (General Terms Section 22).

92. Will vendors providing qualifications information be favored at the time of award?

Answer: Award is based on lowest cost among qualified vendors (Section 5.1).

93. Are bidders allowed to use the same client reference for two different classifications?

Answer: Acceptable, provided total staffing placement documentation satisfies Section 3.2.

94. Are vendors allowed to provide price ranges?

Answer: Bidders must submit a single firm hourly rate per line item on the Pricing Page (Section 4.2.1 & 5.2).

95. Section 1 says the Division is establishing "multiple open-end contracts," but Section 5.1 says award goes to the vendor with the lowest overall total cost. Please clarify: will multiple vendors be awarded (one per classification, or a pool), or is this a single-award contract to one vendor across all 13 classifications?

Answer: The state intent to establish multiple open-end contracts.

96. Given that Section 4.2.1 states hourly rates must be submitted for "each position they expect to submit qualifications for," suggesting vendors may bid a subset of the 13 classifications, how will the lowest overall total cost be evaluated for vendors with varying number of pools.

Answer: Section 5.2 states failure to complete the Pricing Page in its entirety may result in disqualification.

97. Section 3.2 requires documentation of staffing "at least six (6) individuals within the listed classifications." Please confirm: That the vendor must have placed at least 6

**individuals across all 13 classifications (either 1 or multiple of the 13 classifications)?
What is considered a valid documentation to prove compliance to this requirement?**

Answer: Client references, purchase orders, contracts, candidate resumes, and placement records are valid documentation.

98. Section 4.2.1 vs. 4.2.4 appear to set different timing for candidate resumes: bidders "must provide an hourly rate... when the need arises" but Section 4.2.4 says vendors "must include a current resume... with their responses." Please confirm that resumes and qualification documentation for proposed candidates are due only when a specific delivery order/staffing request arises.

Answer: Resumes and candidate qualification packages are due when specific delivery orders/staffing requests arise post-award (Section 4.2.4).

99. Section 7.1 (General Terms) references a 180-day delivery window for "Contract Items," which reads as boilerplate for goods deliveries rather than staffing services. Please confirm this delivery/return section does not apply to this staffing services solicitation.

Answer: Section 7.1 contains standard purchasing terms; actual staffing start dates are established per delivery order.

100. Section 1 notes work is expected mostly in metro-Charleston but the Agency may request statewide service. Given Section 4.2.3 requires all travel expenses to be embedded in the hourly rate, please confirm there is no separate travel reimbursement mechanism for statewide assignments, even for extended or overnight placements.

Answer: Per Section 4.2.3, hourly rates must be inclusive of all costs including all travel expenses; no separate travel reimbursement is provided.

101. Is there an incumbent vendor or existing contract currently providing similar staffing services to WVOT that this CRFQ is intended to replace or supersede?

The CRFQ bid documents do not identify an incumbent vendor or existing contract number as many position types are new.

102. Can you please confirm what specific Learning Management System is in use?

CourseMill

103. Position Requirements and Qualifications: The solicitation identifies various technical staffing classifications. Please confirm whether the qualifications/job

descriptions provided in the solicitation represent the complete minimum requirements for each classification. If additional minimum education, experience, skills, licenses, certifications, or other qualifications will apply at the individual staffing-request level, please clarify.

Section 4.1 outlines the mandatory minimum qualifications for each of the 13 position classifications.

104. Minimum Experience Requirements: For any labor category where a specific minimum number of years of experience is not stated, is there a minimum level of relevant professional experience that proposed personnel must possess?

Section 4.1 details specific minimum years of experience for each role (ranging from 1 to 5 years across defined technical domains). Where general skills are mentioned, candidates must meet all outlined criteria in Section 4.1 for that specific classification.

105. Work Arrangement and Locations: Please confirm whether personnel assigned under this contract may work onsite, remotely, or under a hybrid arrangement. For onsite or hybrid assignments, please identify the anticipated work location(s) and whether onsite frequency will be established on an individual staffing-request basis.

Section 1 specifies that while most requested services will likely be within the metro-Charleston, WV area, the end-user agency may be located anywhere in West Virginia and may request services statewide during the life of the contract. Specific remote, hybrid, or onsite work arrangements will be designated upon individual delivery orders/staffing requests.

106. Employment/ Worker Classification: Are personnel assigned under this contract required to be W-2 employees of the awarded vendor or an approved subcontractor, or may vendors utilize other legally permissible worker classifications/engagement arrangements?

Section 35 (Vendor Relationship) states that the relationship of the vendor to the State is that of an independent contractor. The vendor is solely responsible for selecting, supervising, and compensating all individuals employed pursuant to the contract, including all wages, salaries, taxes, withholdings, and benefits.

107. Work Authorization / Visa Requirements: Are there any specific U.S. citizenship, permanent residency, work authorization, or visa-status requirements applicable to personnel assigned under this contract? Specifically, are individuals with valid employment authorization, including H-1B visa holders, eligible? Please also clarify

whether any assignments may have additional citizenship or security-related restrictions.

The bid documents do not specify restrictions against valid work authorization visas such as H-1B, but Section 35 requires the vendor to comply with all federal, state, and local laws regarding employment.

108. Subcontracting: Is subcontracting permitted? If so, must subcontractors be identified with the initial bid, or may they be proposed after award? Please identify any approval, documentation, participation, certification, or compliance requirements applicable to subcontractors.

Subcontracting is permitted. Under General Terms Condition 22 (Subcontractor Compliance), the vendor must notify all subcontractors providing commodities or services that they are required to comply with all applicable laws, regulations, and ordinances. Notification must occur prior to the performance of any work.

109. West Virginia/ Local Vendor Preference: Does this solicitation provide any evaluation preference, percentage preference, or other consideration for West Virginia resident vendors or locally established vendors? If so, please identify how the preference will be applied.

Yes. Instructions to Vendors Section 14, 15, and 15A outline West Virginia Resident Vendor Preference and Reciprocal Preference pursuant to W. Va. Code § 5A-3-37. Vendors seeking preference must submit a written request form with their bid response.

110. Benefits Effective Date: If specific employee benefits are required under the contract, must such benefits become effective on the employee's first day of assignment, or may the vendor apply a waiting period? If a waiting period is permitted, please identify any maximum allowable period.

Under Section 35, employment terms and benefits are the sole responsibility of the vendor.

111. Holiday Schedule and Holiday Pay: Please identify the applicable State holiday schedule for personnel assigned under this contract. Please also clarify whether temporary personnel may be required to work on State holidays and whether any specific holiday premium or holiday-pay requirements apply.

The specifications do not establish a separate holiday pay rate.

112. Background Checks and Pre-Employment Screening: Please clarify the specific background checks, criminal history checks, drug screenings, fingerprinting, security clearances, or other pre-employment screenings that may be required for assigned

personnel. Please also confirm whether the awarded vendor will be responsible for arranging and paying for these screenings.

Section 40 of the General Terms states that the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or being present at the Capitol complex based on criminal background checks (W. Va. Code § 15-2D-3).

113. New Solicitation or Re-Bid: Please confirm whether CRFQ 0231 OOT2700000006 is a new requirement or a re-solicitation/re-bid of an existing Temporary Technical Staffing Services contract.

The document does not replace a specific prior contract.

114. Incumbent Contract and Vendor Information: If this solicitation replaces or renews an existing contract, please identify the current/incumbent vendor(s), existing contract number(s), contract term(s), and expiration date(s), or advise where this publicly available information may be obtained.

The document does not replace a specific prior contract.

115. Incumbent Pricing: If applicable and publicly available, please provide the current/incumbent hourly bill rates, pricing, and/or markup percentages for the labor categories covered by this solicitation, or advise where the applicable pricing documents can be accessed.

Incumbent hourly rates and markup percentages are not provided.

116. Estimated Contract Value/ Budget: Please provide the estimated contract value, anticipated annual spend, allocated budget, or not-to-exceed amount, if established, for the initial contract term and any available renewal periods.

The solicitation is an open-end contract with no guaranteed minimum or maximum spend (General Terms Section 5). Estimated quantities listed on pricing pages (2080 hours per classification) are for evaluation purposes only.

117. Historical Spend: If this requirement is currently being provided under an existing contract, please provide the historical annual and/or total spend, if available, preferably by vendor or labor category.

Historical spend figures are not included in the solicitation document.

118. Markup Percentage: Please confirm whether vendors are required to disclose or propose a markup percentage, either as a single/cumulative percentage or separately by labor category, or whether evaluation will be based solely on the hourly rates

entered for each classification. If markup is required, please identify the cost components that should be included in the markup calculation.

Vendors are not required to submit a markup percentage. Per Section 4.2.1, 4.2.3, and 5.1, evaluation is based solely on the all-inclusive hourly rates submitted on the Pricing Page for each position classification.

119. Number of Awards: Please confirm whether the State anticipates making a single award or multiple awards under this solicitation. If multiple awards are anticipated, please advise whether there are an estimated or maximum number of vendors that may receive contracts and how staffing requests will be distributed among awarded vendors.

Section 1 of Specifications explicitly states that the solicitation is to 'establish multiple open-end contracts for technical staffing services.' The exact number of awarded vendors and distribution mechanism is not capped in the document.

120. Format of Technical Response: Could you please confirm a preferred format for the technical response?

Instructions to Vendors Section 9 requests vendors to type or electronically enter information onto their bid. Bids may be submitted electronically via wvOASIS or via paper/fax submission (Section 6).

121. For the 13 labor categories, please clarify whether personnel are expected to work onsite, remotely, or in a hybrid arrangement. For onsite/hybrid positions, please identify the anticipated primary work location and expected frequency of onsite attendance.

Section 1 specifies that work will primarily be in the metro-Charleston, WV area or statewide as requested by the end-user agency. Specific work arrangements (onsite, remote, or hybrid) will be designated at the time delivery orders are issued.

122. Please clarify whether the State anticipates a single award based on the lowest overall evaluated cost across all 13 labor categories, or whether multiple awards and/or awards by individual labor category may be made.

Section 1 of Specifications explicitly states that the solicitation is to 'establish multiple open-end contracts for technical staffing services.' The exact number of awarded vendors and distribution mechanism is not capped in the document.

123. Please confirm that candidate resumes and candidate-specific qualification documentation are not required with the initial bid submission and will instead be requested when individual staffing needs are issued after contract award.

Confirmed. Section 4.2.4 specifies that successful vendors shall provide resumes and completed qualification documentation for each candidate when the need arises after contract award.

124. Is there an existing contract (or contracts) currently in place that provides services similar to those described in this RFP?

The document does not replace a specific prior contract.

125. If yes, could WVOT please provide the incumbent contractor name(s) and the expiration date(s) of the current contract(s)?

The document does not replace a specific prior contract.

126. Could WVOT please provide us the current annual spend for this contract?

Current annual spend details are not disclosed in the solicitation.

127. What is the anticipated annual budget for this contract?

The solicitation is for an open-end contract and does not state an anticipated annual budget amount.

128. What are the evaluation criteria, scoring methodology, or weightage on which bidders will be evaluated?

Per Specifications Section 5.1, the contract shall be awarded to the Vendor(s) providing the Contract Items meeting the required specifications for the lowest cost as shown on the Pricing Pages.

129. Could WVOT please clarify the anticipated number of FTEs or resources required under each of the 13 position classifications listed in the RFP?

Quantities on the commodity lines (2080.00 hours per classification) are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum number of FTEs (Commodity Line extended descriptions & Section 5 General Terms).

130. Is there a specific format for the proposal response (font size, font type, spacing, page limit, etc.)?

The RFQ does not specify font sizes or page limits. Section 9 of Instructions to Vendors notes that vendors should type or electronically enter information onto the bid forms.

131. Could WVOT please provide the 'Pricing Page' referenced in Section 5.2 that bidders are required to complete and submit with their response?

The Pricing Page is available within the wvOASIS portal submission system or attached as Exhibit A to the solicitation document (Specifications Section 2.2).

132. Please confirm whether this is a new procurement or an existing contract renewal/replacement. If existing, kindly provide the incumbent information, contract term history, and annual spend history. Additionally, please provide the estimated Year 1 contract value.

The document does not replace a specific prior contract.

133. Are candidate sample resumes required at the time of proposal submission for the referenced positions?

No. Resumes are not required with the initial bid submission; they are required when candidates are presented for specific task assignments following contract award (Section 4.2.4).

134. Please clarify the work arrangement (remote, onsite, or hybrid). If hybrid, what percentage or frequency of onsite presence is expected?

Section 1 indicates services are primarily in metro-Charleston, WV or statewide. The exact work arrangement and onsite frequency will be defined per delivery order.

135. Does the solicitation include any local vendor preference or location-based evaluation considerations?

Yes, West Virginia Resident Vendor Preference applies pursuant to W. Va. Code § 5A-3-37 (Instructions Section 14 & 15).

136. What service-level expectation applies to personnel submissions, specifically the required turnaround time for presenting qualified candidates for Department review?

Section 4.2.2 requires successful vendors to provide staffing as requested by the Agency and to remain consistently responsive; specific candidate submission turnaround timelines will be designated on delivery orders.

137. For Qualification Requirements 3.1 and 3.2, what supporting documentation will be accepted as proof of compliance? Examples would be appreciated.

Section 3.1 requires documentation indicating the vendor has been in business a minimum of 5 years providing similar IT services. Section 3.2 requires documentation (such as client

references, contract copies, or placement records) showing the vendor provided staffing for at least 6 individuals within the listed classifications in the past 5 years, including client contact info.

138. Is there a recommended or mandatory proposal format that vendors should follow?

Bidders must complete all mandatory solicitation forms, terms, and the Pricing Page (Instructions Section 1-9 & Specifications Section 5.2).

139. What is the estimated annual number of staffing requests anticipated under this contract?

As an open-end contract, the total number of staffing requests is not guaranteed or fixed in advance (General Terms Section 5).

140. Which of the listed technical classifications are expected to have the highest demand?

The bid documents do not specify relative demand levels among the 13 position classifications.

141. What is the typical expected duration of an individual staffing assignment?

Section 4.2.2 notes assignments may be for a specified period of time and quantity of hours as indicated on each delivery order.

142. What turnaround time will vendors be expected to meet when submitting qualified candidates after receiving a staffing request?

Turnaround expectations are established at the delivery order level; unresponsiveness may be grounds for contract cancellation (Section 4.2.2).

143. Does the State have an estimated budget or maximum bill-rate range for any of the listed position classifications?

Maximum bill-rate ranges and budget caps are not published in the RFQ.

144. Does the State anticipate awarding the contract to a single vendor or multiple staffing vendors?

Specifications Section 1 confirms the State intends to establish multiple open-end contracts.

145. Is online bid submission through the WV OASIS portal acceptable for this solicitation?

Yes. Section 6 of Instructions to Vendors confirms vendors can submit bids electronically through wvOASIS.

146. Are electronic/digital signatures acceptable for all required proposal forms and certifications?

Section 6 of Instructions to Vendors confirms bids submitted via wvOASIS must contain an electronic signature.

147. Are there any local, MBE, small business, or other preference programs applicable to this RFP?

Section 15 of Instructions to Vendors outlines preferences for small, women-owned, or minority-owned businesses pursuant to W. Va. Code § 5A-3-37 and W. Va. CSR § 148-22-9, as well as West Virginia Resident Vendor Preference.

148. We are a New York State-certified MBE. Will MBE certification qualify us for any additional evaluation points or preference under this solicitation?

Section 15 states that non-resident small, women-owned, or minority-owned businesses must be properly certified under W. Va. CSR § 148-22-9 to receive preferences made available to resident vendors.

149. Is the scope of services expected to be performed remotely, on a hybrid basis, or onsite?

Services may be remote, hybrid, or onsite in metro-Charleston or statewide depending on end-user Agency needs specified in individual release orders (Specifications Section 1).

150. What types of documentation will be accepted as evidence of prior experience providing IT staffing services?

Section 3.1 requires documentation indicating the vendor has been in business a minimum of 5 years providing similar IT services. Section 3.2 requires documentation (such as client references, contract copies, or placement records) showing the vendor provided staffing for at least 6 individuals within the listed classifications in the past 5 years, including client contact info.

151. What documentation will be accepted as evidence of successfully sourcing and placing candidates? May such documentation be included with our proposal?

No. Resumes are not required with the initial bid submission; they are required when candidates are presented for specific task assignments following contract award (Section 4.2.4).

152. Are resumes required to be submitted with the proposal? If so, may offerors submit sample resumes, or are resumes of the proposed personnel required?

Resumes are not required with the initial proposal. Resumes of actual candidate resources are provided upon issuance of delivery orders post-award (Section 4.2.4).

153. Has the Agency established an estimated budget, funding range, or not-to-exceed amount for this requirement?

No estimated budget or not-to-exceed amount is published in the open-end solicitation.

154. Based on historical or anticipated demand, how frequently does the Agency expect to issue staffing requests or requisitions under this contract?

Requisition frequency will depend on State agency operational needs and is not quantified in the RFQ.

155. Is there currently an incumbent contractor providing these services? If so, may the Agency provide the incumbent's name and contract details?

The document does not replace a specific prior contract.

156. Is this a new requirement, or is it a recompetes of an existing contract?

The document does not replace a specific prior contract.

157. Will this solicitation result in a single-award or multiple-award contract? If so, how will work assignments/delivery orders be distributed among awarded vendors?

It will result in multiple-award open-end contracts (Section 1). Delivery orders will be issued as staffing needs arise across State agencies.

158. How frequently will placed candidates be expected to travel as part of their assignments, if applicable?

Travel expectations depend on the specific agency assignment; per Section 4.2.3, all travel expenses must be included in the vendor's hourly rates.

159. Are any proposal forms, certifications, or other required documents required to be notarized?

Standard bid submission requires signed certifications; specific notarization requirements (such as for certain affidavits) are indicated on the specific state form templates.

160. Should the price proposal be submitted separately from the technical proposal, or may pricing be included within the technical proposal submission?

Pricing must be submitted on the designated Pricing Page / wvOASIS commodity lines (Section 5.2).

161. Are there specific topics, sections, or areas of focus that the Agency expects offerors to address in their technical proposal beyond the requirements outlined in the RFP?

Vendors must meet all mandatory requirements in Section 3 and Section 4, and submit pricing for requested classifications.

162. What are the Agency's standard payment terms for this contract (e.g., Net 30, Net 45, or another payment schedule)?

General Terms Condition 14 states payments will be made in arrears upon receipt of a proper invoice.

163. Is the State anticipating staffing needs for positions other than those listed in Section 1 of the RFQ? If so, please provide the corresponding job descriptions.

The contract scope covers the 13 specific position classifications enumerated in Section 1 of the Specifications.

164. What are the mandatory items/documents that must be submitted with the proposal at the time of bid?

Mandatory items include the signed bid/certification page, completed Pricing Page, and addendum acknowledgments (Instructions Section 1, 8, & Specifications 5.2). Vendor qualification proof (Sections 3.1 & 3.2) must be submitted prior to award and may be submitted with the bid.

165. Regarding the qualification requirement in Section 3.2 (documentation of staffing at least six (6) individuals within the listed classifications in the past five years) - does this requirement mean the six individuals must have been placed across six different position classifications listed in Section 1, or can multiple placements within a single classification (e.g., six individuals all placed as Business Analysts) satisfy this requirement?

Section 3.2 requires documentation of providing staffing of at least six (6) individuals within the listed classifications within the past five years, meeting the requirements of a specifically named classification from Section 1.

166. Is there any vendor registration, business registration, or other authorization required to conduct business with the state before contract award or prior to commencing work under the contract?

Yes. Instructions to Vendors Section 12 requires that prior to contract award, the apparent successful vendor must be properly registered with the West Virginia Purchasing Division and pay the \$125 fee if applicable.

167. Is offshore support permitted for this engagement?

The solicitation requires candidates to support West Virginia Office of Technology infrastructure and state agencies; specific remote security/location restrictions apply per Agency security policies (Section 40).

168. Is a Certificate of Insurance (COI) required at the time of proposal submission? Should it be endorsed?

General Terms Condition 8 states the apparent successful vendor shall furnish proof of required insurance (\$1,000,000 Commercial General Liability) prior to contract award.

169. The QTY tab in the price proposal - refers the total hours required by a candidate to fill and not the no. of positions required, is our understanding right?

Correct. The quantity of 2080.00 hours per line represents one full year of estimated hours (2080 hours = 1 FTE year) used for evaluation purposes.

170. Please clarify whether the positions under this contract will be full-time, part-time, or variable based on project needs?

Positions will be requested via delivery orders based on agency project needs for specified hours and durations (Specifications Section 4.2.2).

171. Will WVOT issue Delivery Orders for each individual resource, or can multiple resources be requested under a single order?

WVOT may issue delivery orders per staffing requirement or project as needed (Section 4.2.2) A delivery order may contain multiple resources.

172. Are the resources expected to work onsite, hybrid, or fully remote?

Work arrangements (onsite, hybrid, or remote) are specified on individual delivery orders (Specifications Section 1).

173. If on-site work is required, please confirm the primary work location(s) and whether travel across the state is expected?

Primary locations are typically in the metro-Charleston, WV area, but services may be required statewide (Section 1).

174. Will WVOT provide equipment for remote workers, or must vendors supply equipment?

Equipment provision details are arranged at delivery order issuance; all vendor overhead costs must be incorporated into hourly rates (Section 4.2.3).

175. Are overtime hours permitted, and if so, how should they be billed?

Billing is based on the firm hourly rates submitted on the Pricing Page.

176. Are background checks required for all resources? If yes, what level (state, federal, fingerprinting)?

Background checks may be required pursuant to W. Va. Code § 15-2D-3 and Section 40 of General Terms.

177. Will WVOT require drug screening or additional security clearances?

Security screening requirements may be enforced by the Agency prior to facility or system access (Section 40).

178. What is the expected turnaround time for providing candidates after receiving a Delivery Order?

Turnaround times are specified upon issuance of delivery orders (Section 4.2.2).

179. Will interviews be conducted by WVOT? If so, what is the interview format (virtual, panel, technical test)?

Section 4.2.1 notes candidate qualifications are presented for review by the Agency; specific interview formats are determined by WVOT.

180. What is the required work mode for this engagement - remote, hybrid, or fully onsite?

Determined by the end-user agency at the delivery order level (Section 1).

181. Is it mandatory to submit actual or sample resumes for each classification?

Resumes are not required with the initial proposal; actual resumes are required post-award when responding to staffing requisitions (Section 4.2.4).

182. What is the expected start date for the first set of resources?

Work begins upon issuance of an official notice to proceed / delivery order following contract encumbrance (General Terms Section 4).

183. What is the expected duration of each assignment (e.g., 6 months, 12 months, multi-year)?

Assignment durations vary as specified on delivery orders (Section 4.2.2).

184. Will WVOT allow resource replacements without penalty if a candidate resigns or is not a fit?

Vendors are expected to maintain responsive staffing support; deficient performance or failure to fulfill requests can be grounds for order cancellation (Specifications Section 4.2.2 & 8.1).

185. What is the required notice period for replacing a resource?

Replacement procedures and notice periods follow standard agency project transition requirements.

186. What is the anticipated contract start date and contract term?

The initial contract term is 1 year from effective date, with up to 3 one-year renewals (General Terms Section 3).

187. Will multiple vendors be awarded under this solicitation?

Yes, Section 1 confirms the intent to establish multiple open-end contracts.

188. How will Delivery Orders be distributed among awarded vendors (rotation, best fit, competitive mini-bid)?

Delivery orders will be issued by State agencies as staffing needs arise among the awarded open-end contract vendors (Specifications Section 1 & 4.2.2).

189. Will WVOT provide historical usage data for similar staffing contracts?

Historical usage data is not provided in the bid package as many position types are new.

190. Is there a maximum number of resources WVOT anticipates needing per classification?

Quantities in the solicitation are estimates for evaluation and do not cap total potential usage (General Terms Section 5).

191. Will WVOT allow rate adjustments during the contract term?

General Terms Condition 13 states pricing is firm for the life of the contract.

192. Are there any penalties for early termination of a resource by the vendor?

Failure to fulfill requested staffing may result in cancellation of delivery orders or the contract (Specifications Section 4.2.2).

193. Should vendors include all costs (travel, equipment, overhead) in the hourly rate?

Yes. Section 4.2.3 explicitly requires hourly rates to be all-inclusive of taxes, insurance, fringe, overhead, and travel expenses.

194. What is the invoicing frequency (monthly, bi-weekly)?

Invoices are submitted in arrears upon delivery of services (General Terms Condition 14).

195. Are timesheets required, and if so, what format should be used?

Yes. Vendor invoicing must document hours worked in accordance with State purchasing and agency verification procedures (General Terms Condition 14).

196. Will WVOT use wvOASIS for timesheet approval and invoicing?

Electronic payments and transaction tracking are processed through wvOASIS (General Terms Condition 15).

197. For Section 3.2 (staffing of six individuals), will WVOT accept private-sector references, or must they be government clients?

Section 3.2 Private references are acceptable

198. Will WVOT accept resumes at the time of Delivery Order instead of at bid submission?

Answer: *No, According to Specifications Section 4.2.4, documentation and resumes for staffing candidates are required to be submitted when candidate placement is requested under a delivery order, though vendors must demonstrate prior qualifications with their bid submission as required in Section 3.*

199. Are vendors required to include the qualifications outlined in Section 3 as part of the response submission?

Answer: *Yes. Section 3.1 and 3.2 state that Vendors must provide documentation indicating a minimum of five (5) years in business and proof of staffing at least six (6) individuals within the listed classifications. Bidders may include this documentation with their bid submission prior to award.*

200. Will WVOT require vendors to acknowledge all addenda in the technical proposal or only in the bid submission?

Answer: *Per Instructions Section 8 (Addendum Acknowledgement), vendors must acknowledge receipt of all addenda issued by completing and submitting the Addendum Acknowledgement Form with the bid submission.*

201. Are vendors required to include the Vendor Responsibilities outlined in Section 4.2 as part of the response submission?

Answer: *Yes. By submitting a signed bid, the Vendor agrees to comply with all mandatory Vendor Responsibilities detailed in Section 4.2, including hourly rate structure, candidate resume submission upon delivery order, and performance requirements.*

202. Is there a page limit or formatting requirement for the technical proposal?

Answer: *The RFQ specifications do not mandate a page limit for vendor submissions. Bidders should enter information onto the Pricing Page/wvOASIS electronically as directed in Instructions Section 9.*

203. Should vendors submit one combined proposal for all classifications or separate proposals per classification?

Answer: *Vendors submit one primary bid submission covering the requested classifications listed on the official Pricing Page in wvOASIS.*

204. Are vendors required to submit a redacted version for public release?

Answer: *General Terms & Conditions Section 31 notes that vendor submissions are public documents under West Virginia Code §§ 5A-3-1 et seq. Redacted versions are not specifically requested unless proprietary exemptions apply pursuant to state law.*

205. Can WVOT confirm the complete list of mandatory submission requirements (e.g., technical proposal components, staffing documentation, compliance forms, addendum acknowledgments, and any required certifications) that must be included in the vendor's response?

Answer: *Mandatory submission items include: signed bid/pricing response, completed Pricing Page, Addendum Acknowledgement Form, proof of business history (Section 3.1), proof of past staffing placements (Section 3.2), and required insurance/licensing forms prior to award.*

206. Can WVOT confirm the mandatory information to be provided in the Response document?

Answer: *The mandatory information includes vendor identification, signed certification page, hourly rates for proposed classifications, and documentation satisfying Section 3 qualifications.*

207. Can WVOT provide the required format or structure for the information that must be included in the response submission?

Answer: *Bidders must submit pricing via wvOASIS or the official Pricing Page forms provided in the solicitation package in accordance with Instructions Section 6 and Section 9.*

208. Will WVOT provide training or orientation for new resources?

Answer: *No. Specifications Section 1 notes that contracted personnel are expected to provide technical delivery and knowledge transfer/mentorship to State analysts.*

209. Are there any mandatory state holidays or shutdown periods vendors should be aware of?

Answer: *State offices observe official West Virginia state holidays. Specific working schedule guidelines will be established per individual delivery order.*

210. Will WVOT provide access to internal systems for remote workers?

Answer: *Yes. As indicated in Specifications Section 1, WVOT supports enterprise systems across mainframe, client-server, and cloud environments, providing necessary system access and credentials to authorized contracted staff.*

211. Are there any anticipated changes to the technical environment during the contract term?

Answer: *Specifications Section 1 outlines an evolving operational environment requiring continuous enhancement, cloud migration, and infrastructure modernization.*

212. Will WVOT provide performance feedback for each resource?

Answer: *Per Specifications Section 4.2.2, WVOT evaluates vendor responsiveness and candidate performance on an ongoing basis across issued delivery orders.*

213. Is there a maximum number of vendors WVOT intends to award?

Answer: *No, Specifications Section 1 states the State's intent is to establish multiple open-end contracts for technical staffing services.*

214. Will WVOT require vendors to participate in quarterly or annual performance reviews?

Answer: *General Terms & Conditions Section 39 permits the Agency or Purchasing Division to request performance reports as needed throughout the contract term.*

215. Does WVOT anticipate transitioning any of these roles into long-term full-time positions?

Answer: *No, this solicitation establishes open-end contracts for temporary technical staffing services to supplement existing internal resources.*

216. Could WVOT share the evaluation criteria or scoring breakdown that will be used to assess vendor responses?

Answer: *Per Specifications Section 5.1, the contract shall be awarded to the Vendor(s) providing the Contract Items meeting the required specifications for the lowest cost.*

217. Are vendors required to complete the Final CRFQ Form and submit it along with their proposal?

Answer: *Yes. The signed CRFQ cover page and mandatory certification forms must be submitted with the bid.*

218. Is the submission of past client references mandatory for this solicitation?

Answer: *Section 3.2 requires documentation indicating the Vendor provided staffing of at least six (6) individuals within the listed classifications over the past 5 years, which serves as mandatory reference/experience verification.*

219. Are vendors required to submit separate technical and cost documents, or should all materials be combined into a single file?

220. *Submissions should follow the electronic submission structure in wvOASIS or paper form containing required pricing and signed bid forms as outlined in Instructions Section 6.*

221. Can WVOT confirm all mandatory forms and attachments that must be included for the proposal to be considered responsive?

Answer: *Responsive proposals must contain completed pricing, signed certification page, Addendum Acknowledgement, and qualification documentation required under Section 3.*

222. Can WVOT confirm whether an extension to the due date will be issued for this solicitation?

Answer: *The official bid opening date and time are set in Section 6 and 7 of the Instructions to Bidders. Any extension will be published via an official written Addendum.*

223. Is this solicitation intended to result in a single-award or multiple-award contract?

Answer: *Specifications Section 1 states that the solicitation is to establish multiple open-end contracts for technical staffing services.*

224. Are the contracted positions expected to be performed onsite, remotely, or in a hybrid arrangement?

Answer: *Specifications Section 1 states that while most requested services will likely be within the metro-Charleston, WV area, services may be requested statewide across West Virginia during the life of the contract.*

225. Are resumes required at the time of the initial bid submission?

Answer: *Resumes for specific staffing candidates are required when candidate placements are requested under individual delivery orders (Section 4.2.4).*

226. Are any additional documents or forms required to be submitted along with the quote?

Answer: *Vendor qualification documentation (Section 3.1 & 3.2), insurance certificates prior to award (General Terms Section 8), and purchasing affidavit/disclosures must be provided.*

227. In addition to the pricing/quote submission, is a separate technical proposal or technical response required?

Answer: *The primary evaluation is based on lowest cost meeting mandatory specifications (Section 5.1). Documentation proving Section 3 qualifications must also be provided.*

228. How many contracts or awards does the Agency anticipate making under this solicitation?

Answer: *The State intends to issue multiple open-end contracts (Specifications Section 1). Exact award count depends on compliant bids received.*

229. If this solicitation is a re-bid of an existing contract, will the Agency provide the incumbent contractor(s) and/or their current contract pricing or awarded rates for reference?

Answer: *The document does not replace a specific prior contract.*

230. Which specific pages, sections, or forms within the CRFQ document must be completed and submitted with the quote?

Answer: *Vendors must complete the Front Signature/Certification page, the Pricing Page, and the Addendum Acknowledgement form.*

231. Is WVOT willing to extend the bid opening date until Friday 9/18/26?

Answer: *Bid opening dates are fixed by the Purchasing Division. Any change would be issued via formal written Addendum.*

232. Is there an incumbent vendor/supplier of talent for this contract? Or for WVOT in general?

Answer: *The document does not replace a specific prior contract.*

233. Will this award be made to one vendor? Or will it be a multi-vendor award?

Answer: *Specifications Section 1 explicitly specifies the intent to establish multiple open-end contracts.*

234. There are (13) positions listed. Are we allowed to submit candidates for the positions we select? Or must we provide a candidate for all (13) positions to be considered?

Answer: *Specifications Section 4.2.1 states bidders must provide an hourly rate for each position they expect to submit qualifications for.*

235. How much advance notice would a vendor be provided with before a candidate is needed on location?

Answer: *Delivery order timelines and start dates will be specified on individual delivery orders issued by the Agency.*

236. You stated most of the positions are located in or near Charleston, WV. Can you provide the location of the position furthest away from Charleston where a candidate may be required to work or travel to?

Answer: *Specifications Section 1 states end-user agencies may be located anywhere in West Virginia and may request services statewide.*

237. Is the lowest price per position the main reason for selecting a vendor?

Answer: *Specifications Section 5.1 specifies that award is made to the responsive Vendor(s) providing items meeting specifications for the lowest cost.*

238. Is there anything outside of The Bill rate that would influence who you award this contract to?

Answer: *Awards are determined by responsiveness to mandatory qualifications (Section 3 & 4) and lowest cost (Section 5.1).*

239. Section 4.2.3 - All travel expenses must be included in the rate: How much travel is required for each position?

Answer: *Travel requirements vary by agency assignment. Hourly rates must be fully burdened and inclusive of all travel, lodging, and administrative expenses (Section 4.2.3).*

240. Section 4.2.4 - Include a complete qualification documentation for each candidate we submit: Will you provide us with the forms for each position so we can make the candidates we submit fit your qualification expectation?

Answer: *Candidates submitted under delivery orders must meet the explicit minimum qualifications detailed for each of the 13 position classifications in Section 4.1.*

241. Section 3.2 - Need to provide 6 individuals within the listed classifications that we have placed in the last 5 years: Does this mean 6 resumes out of the 13 positions that have worked for us over the last 5 years?

Answer: *Section 3.2 requires documentation demonstrating placement of at least six (6) individuals across the listed classifications within the past 5 years to verify vendor capability.*

242. How soon after bid opening and evaluation is WVOT planning to make an award?

Answer: *Awards are made following complete bid evaluation, qualification verification, and Purchasing Division approval.*

243. Does WVOT anticipate any overtime or other factors that may affect hourly rates?

Answer: *Hourly rates submitted must remain firm and fully burdened for the life of the contract (General Terms Section 13 and Section 4.2.3).*

244. Is WVOT willing to provide the rates from the previous contract for review? If not, is WVOT willing to provide the current rates for the positions requested?

Answer: *The document does not replace a specific prior contract.*

245. Our company is currently performing under the existing contract for this requirement. Is the incumbent contractor eligible to submit a proposal for this solicitation?

Answer: *Yes, any vendor meeting the mandatory business history and qualification requirements in Section 3 may submit a bid.*

246. Please confirm whether pricing must be submitted using the provided pricing sheet, entered directly into the solicitation portal, or if offerers may submit a separate Excel pricing worksheet.

Answer: Bidders must submit pricing via the official Pricing Page / wvOASIS line items in accordance with Instructions Section 6 and 9.

247. Are there any MBE/WBE, DBE, small business, or other diversity/subcontracting participation goals associated with this solicitation? If so, please provide the applicable percentage or requirements.

Answer: Instructions Section 15 notes state provisions regarding small, women-owned, or minority-owned businesses under W. Va. Code § 5A-3-37.

248. Please confirm the anticipated period of performance, including the base period and any available option periods.

Answer: General Terms & Conditions Section 3 defines an initial contract term of one (1) year with up to three (3) successive one-year renewal options upon mutual agreement.

249. Please clarify whether the services under this solicitation are expected to be performed on-site, remotely/virtually, or through a hybrid model. If on-site or hybrid, please specify the expected location(s) and the anticipated on-site/remote work requirements.

Answer: Primary work location is metro-Charleston, WV (1900 Kanawha Blvd E, Bldg 5), but services may be requested statewide across West Virginia (Section 1). Specific work arrangements are determined at the delivery order level.

250. Are there any pre-proposal Conferences onsite or virtual?

Answer: Instructions to Vendors Section 3 confirms that a pre-bid meeting will not be held prior to bid opening.

251. Would the demonstrated IT staffing experience of AlgebraIT's founding members be considered toward satisfying the five-year business history requirement in Section 3.1, or must the five years be met solely by AlgebraIT, LLC as the incorporated entity?

Answer: Section 3.1 requires that the bidding vendor company itself be in business a minimum of five (5) years providing similar IT staffing services.

252. Can the State confirm the identity of the incumbent contractor(s) currently providing temporary staffing services under the existing/prior contract for this scope?

Answer: *Incumbent information is available through West Virginia Purchasing Division public procurement logs.*

253. Does the State anticipate making a single award or multiple awards under this solicitation?

Answer: *Specifications Section 1 confirms the intent is to establish multiple open-end contracts.*

254. What is the estimated annual budget or anticipated contract value for this opportunity?

Answer: *Quantities listed (e.g. 2,080 hours per position line item) are estimates for evaluation purposes only and do not represent guaranteed minimums or maximums (Page 2).*

255. Are Offerers required to propose staffing services for all listed job categories and roles, or may an Offerer submit a proposal for only the categories and positions it is qualified to support?

Answer: *Section 4.2.1 indicates vendors provide hourly rates for positions they expect to submit qualifications.*

256. Are there any roles that can be remote?

Answer: *Work location and remote eligibility are defined by the end-user Agency upon issuing specific delivery orders.*

257. If a bidder does not intend to offer a particular labor category, should the corresponding pricing line be left blank, marked 'No Bid,' or completed another way?

Answer: *Vendors should submit a price for each position they intend on providing a candidate for to enter a no-bid for one or more positions and submit \$0.00.*

258. Is GSSI required to complete foreign corporation registration with the State of West Virginia prior to submitting its bid, or can this registration be completed after award/selection?

Answer: *General Terms Section 12 & 32 state that the apparent successful vendor must be properly registered and licensed with the West Virginia Secretary of State prior to contract award.*

259. Are resumes and qualification matrices required with the initial CRFQ response, or are these documents only required when candidates are requested through delivery orders after award?

Answer: *Resumes and candidate qualification documentation are required when specific candidates are presented for delivery orders after award (Section 4.2.4). Vendor company qualification proof is required prior to award under Section 3.*

260. Is the Vendor required only to complete and submit the applicable pricing information and all Vendor-completed/signature forms contained within the document named 'CRFQ OOT27-006 Bid Documents,' or are any additional technical response documents, resumes, qualification documentation, corporate experience documentation, or other supporting materials required to be submitted with the bid?

Answer: *Vendors must submit completed pricing, signature forms, Addendum Acknowledgement, and company qualification documentation satisfying Section 3.1 and 3.2.*

261. We are currently experiencing technical difficulties creating/submitting a solicitation response for CRFQ OOT2700000006 in wvOASIS. Please advise whom we should contact for wvOASIS vendor technical assistance or support in resolving this issue.

Answer: *Vendors should contact the wvOASIS Help Desk.*

262. The Additional Information block on page 2 states the Purchasing Division is soliciting bids to establish 'an open-end contract' (singular), and Specifications Section 5.1 states the Contract shall be awarded to 'the Vendor' with the lowest overall total cost. Specifications Section 1, however, states the intent is to establish 'multiple open-end contracts.' Please confirm whether this solicitation will result in a single award or multiple awards.

Answer: *Specifications Section 1 governs: the solicitation is intended to establish multiple open-end contracts.*

263. If multiple awards are intended, how many contracts does the State anticipate awarding, and what is the methodology for determining which bidders receive an award?

Answer: *Contracts will be awarded to responsive vendors meeting mandatory specifications for the lowest overall total cost (Section 5.1). The exact number of awards is based on compliant vendor submissions.*

264. If multiple awards are intended, how will delivery orders and individual staffing requests be allocated among awarded vendors? For example, by rotation, by mini-competition among awardees, by lowest rate for the requested classification, or at the requesting agency's discretion?

Answer: *Delivery orders are issued by the Agency as staffing needs arise among the awarded contract vendors based on candidate availability and requirements (Section 4.2.2).*

265. Must a bidder submit at least one fully documented candidate, including resume, completed qualification documentation, and copies of degrees, with its bid for every labor category it prices? Or are candidate packages required only when responding to a delivery order or staffing request after award? Specifications Section 4.2.1 refers to submitting qualifications 'when the need arises,' while Section 4.2.4 requires resumes and qualification documentation 'with their responses.'

Answer: *Candidate resumes and degree verifications are submitted when responding to specific Agency staffing delivery order requests ('when the need arises,' Section 4.2.1 & 4.2.4). Vendor company experience proof is required under Section 3.*

266. Specifications Section 4.2.1 states that bidders 'must provide an hourly rate for each position they expect to submit qualifications for,' which suggests a bidder may price selectively. Section 5.2 states the Pricing Page should be completed 'in full' and that failure to do so may result in disqualification. May a bidder submit rates only for the classifications it can support, and if so, will a partial bid be evaluated without penalty for the unpriced categories?

Answer: *Per Section 5.2, vendors are instructed to complete the Pricing Page in full to avoid potential bid disqualification during evaluation.*

267. Is award determined on the lowest rate within each individual labor category, or on the lowest combined total across all thirteen categories? If the latter, is the total the simple sum of the thirteen extended line item prices, or will the State weight line items by anticipated usage?

Answer: *Award is based on the lowest cost for each category.*

268. General Terms and Conditions Section 13 states pricing is firm for the life of the Contract. Given an initial one-year term plus three one-year renewal options, may a bidder submit separate escalated hourly rates for each of the three renewal years, or must a single rate per classification hold for all four years? If escalated renewal rates are permitted, where on the Pricing Page should they be entered?

Answer: *General Terms Section 13 states pricing is firm for the life of the Contract.*

269. Specifications Section 2.2 refers to a Pricing Page 'attached hereto as Exhibit A.' No Exhibit A was included in the posted bid documents. Will the State issue Exhibit A by addendum, or should pricing be entered solely on the wvOASIS line items?

Answer: *Pricing must be entered on the electronic line items in wvOASIS or standard commodity line item forms provided with the solicitation.*

270. The line items list a quantity of 2,080 with a Unit Issue of 'EA.' Please confirm that the Unit Price entered is an hourly rate and that 2,080 represents estimated hours per classification.

Answer: *Confirmed. Unit Price is the hourly billing rate, and 2,080 represents the annual full-time equivalent estimated hours per line item.*

271. Do the 2,080 estimated hours per classification represent the initial one-year term only, or the full potential four-year term?

Answer: *The 2,080 hours represent estimated annual hours per position classification for evaluation purposes for a single contract year.*

272. Will the State establish not-to-exceed or ceiling rates for any classification?

Answer: *The State evaluates submitted vendor billing rates to determine lowest cost awards (Section 5.1); no predefined ceiling rates are published.*

273. Section 3.2 requires documentation that the Vendor 'provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years.' Please confirm this means six individuals in total, demonstrated across any mix of the thirteen classifications, rather than six individuals per classification.

Answer: *Section 3.2 requires proof of staffing at least six (6) individuals total across the listed classifications within the past 5 years.*

274. Section 3.2 requires documentation that the Vendor provided an employee 'meeting the requirements of a specifically named classification from Section 1.' Section 1 provides classification titles only; the detailed experience minimums appear in Section 4.1. Must the submitted documentation demonstrate that each individual met the full Section 4.1 requirement set for that classification, or is it sufficient to show the individual performed in that titled role?

Answer: *Documentation under Section 3.2 should demonstrate that the placed individuals met the requirements of the named classifications.*

275. For purposes of Section 3.2, do placements made to commercial clients count, or must the receiving entity be a government entity? Will placements made by a Vendor's wholly owned subsidiary, parent, or affiliated entity count toward the six-individual threshold, and will individuals employed by a subcontractor and supplied under the Vendor's contract count?

Answer: *Section 3.2 specifies providing staffing of at least 6 individuals to client entities; commercial and government IT placements meeting classification scope are acceptable.*

276. Section 3.1 requires documentation of five years in business providing similar IT services. What form of documentation does the State consider acceptable?

Answer: *Acceptable proof includes corporate registration records, secretary of state filings, active business licenses, or tax filings proving 5 years of operation (Section 3.1).*

277. Sections 3.1 and 3.2 both state documentation must be provided prior to award but may be included with the bid. Please confirm that omitting this documentation from the bid will not render a bid non-responsive at opening.

Answer: *Confirmed. Section 3.1 and 3.2 state vendors must provide documentation prior to award; however/*

278. Requirements 4.1.4.10, 4.1.4.11, and 4.1.4.12 appear under the Business Analyst heading but describe Learning Management System and eLearning Development Specialist qualifications. Please confirm these requirements do not apply to the Business Analyst classification and are intended to fall under Section 4.1.5.

Answer: *Correct. Requirements regarding LMS and eLearning development belong under Section 4.1.5 (Learning Management System & eLearning Development Specialist).*

279. Requirements 4.1.5.4 and 4.1.5.5 are identical in wording. Please confirm one is a duplication and that only a single five-year LMS configuration and administration requirement applies.

Answer: *Confirmed. 4.1.5.4 and 4.1.5.5 contain duplicate text requiring 5 years of LMS configuration and administration experience.*

280. Requirements 4.1.4.3 and 4.1.4.4 appear to be a single sentence divided across two numbered items. Please confirm these constitute one requirement for three years of experience facilitating meetings or Joint Application Development sessions.

Answer: *Confirmed. Items 4.1.4.3 and 4.1.4.4 function together as a single.*

281. Requirement 4.1.3.3 requires five years of experience migrating prior versions of SQL Server to SQL Server 2012, including conversion of DTS packages to SSIS. DTS was superseded in SQL Server 2005 and SQL Server 2012 reached end of extended support in 2022. Will the State accept demonstrated migration experience to later SQL Server versions in satisfaction of this requirement?

Answer: *Yes. Demonstrated experience migrating legacy SQL Server databases and packages to modern enterprise SQL Server versions satisfies the requirement.*

282. Requirement 4.1.3.4 requires five years installing and monitoring SSIS and SSAS 'for SQL Server 2008.' Will experience with SSIS and SSAS on later SQL Server versions satisfy this requirement?

Answer: *Yes. Experience with SSIS and SSAS on SQL Server 2008 or higher modern releases fulfills Section 4.1.3.4.*

283. Requirements 4.1.1.2 and 4.1.2.2 reference Visual Studio 2008 or higher and .NET Framework 2.0 or higher. Will experience with .NET Core and .NET 5 or later satisfy the .NET framework requirement?

Answer: *Yes. Modern .NET development experience (.NET Framework 2.0+, .NET Core, .NET 5/6/7/8) satisfies the requirement.*

284. Requirements 4.1.1.9 and 4.1.2.7 require experience with Team Foundation Server. Will experience with Azure DevOps Services or Azure DevOps Server satisfy this requirement?

Answer: *Yes. Azure DevOps Server and Azure DevOps Services represent the direct evolution of TFS and fulfill this requirement.*

285. Requirement 4.1.2.1 requires Microsoft Dynamics CRM development experience. Will experience with Dynamics 365 and the Microsoft Power Platform satisfy this requirement?

Answer: *Yes. Microsoft Dynamics 365 CRM and Power Platform development experience meet Section 4.1.2.1 specifications.*

286. Requirement 4.1.13.2 uses 'AND/OR' to join a five-year RACF requirement and a two-year DB2 subsystem requirement. Please confirm that a candidate satisfying either one alone meets the requirement.

Answer: *Confirmed. Fulfilling either the 5-year RACF administration requirement OR the 2-year Mainframe DB2 subsystem requirement satisfies Section 4.1.13.2.*

287. Requirement 4.1.13.3 references 'Mainframe SSA (Social Security Administration) compliance or similar federal security frameworks.' Please identify the specific standard or framework the State expects, or confirm that adherence to a comparable federal framework such as NIST SP 800-53 is acceptable.

Answer: *Adherence to standard federal cybersecurity frameworks including NIST SP 800-53 or IRS Publication 1075 fulfills the federal security compliance requirement.*

288. Requirements 4.1.8.4 and 4.1.13.4 state the candidate 'must have experience' without specifying a minimum duration. Is there a minimum number of years for these requirements?

Answer: *Where no specific years are stated, demonstrated professional experience in the specified domain is required.*

289. Requirement 4.1.5.8 requires five years with 'common elearning development tools' but does not name them. Which tools does the State consider acceptable, and which Learning Management System platform does WVOT currently operate?

Answer: *Acceptable tools include industry standard authoring suites such as Articulate Storyline, Adobe Captivate, and Lectora.*

290. Requirements 4.1.5.1 and 4.1.4.10 require a Bachelor's degree in Instructional Design or a related field. Will the State accept equivalent professional experience in lieu of the degree, consistent with the substitution allowed for the Business Analyst classification in 4.1.4.1?

Answer: *Equivalent professional experience combined with relevant technical certifications may be considered as detailed in classification specifications.*

291. Requirement 4.1.4.1 permits a minimum of five years of experience in the field as an alternative to a degree. Please confirm no degree is required for the Business Analyst classification when a candidate meets that five-year threshold.

Answer: *Confirmed. Section 4.1.4.1 explicitly allows a minimum of 5 years of experience in the field as an alternative to a Bachelor's degree.*

292. The eight cloud classifications reference AWS, Azure, and GCP interchangeably. Which cloud platform or platforms does WVOT currently operate, and will the State require platform-specific experience matching its environment when evaluating submitted candidates?

Answer: *WVOT operates multi-cloud enterprise environments including AWS and Azure. Candidates should possess relevant architectural or engineering experience in major public cloud platforms.*

293. Requirement 4.1.11.4 references 'Entra.' Please confirm this refers to Microsoft Entra ID.

Answer: *Confirmed. 'Entra' refers to Microsoft Entra ID (formerly Azure Active Directory).*

294. For each of the thirteen classifications, will work be performed on-site in Charleston, on a hybrid schedule, or fully remote? If on-site or hybrid, please identify the duty locations and confirm whether 1900 Kanawha Boulevard East, Building 5 is the primary duty station. May a Vendor propose out-of-state or fully remote candidates for any classification?

Answer: *1900 Kanawha Blvd East, Building 5, Charleston, WV is the primary location (Page 2 & Specifications Section 1). Remote or hybrid schedules depend on specific agency delivery order assignments.*

295. Is there any West Virginia residency requirement for placed personnel, or any requirement that personnel relocate to West Virginia?

Answer: *There is no explicit statutory West Virginia residency requirement in the solicitation documents, provided placed staff fulfill duty station requirements.*

296. Section 4.2.3 requires that all travel expenses be included in the hourly rate, and Section 1 states services may be requested statewide. Does a single hourly rate per classification apply regardless of duty location anywhere in West Virginia, including assignments requiring travel from Charleston or overnight lodging?

Answer: *Yes. Proposed hourly rates must be fully burdened and include all travel, lodging, and per diem expenses for work anywhere in West Virginia (Section 4.2.3).*

297. Section 4.2.2 states that consistent failure to fulfill staffing requests or consistent unresponsiveness may be grounds for cancellation of the vendor's entire contract. What response time does the State expect for presenting qualified candidates after a request is issued, and how will 'consistent failure' be measured?

Answer: *Response times and candidate submission deadlines will be specified on each delivery order. Unresponsiveness or failure to provide qualified staff per Section 4.2.2 criteria may result in contract cancellation.*

298. Can WVOT confirm whether electronic signatures are acceptable on all submission forms?

Answer: *Per Instructions Section 6, bids submitted electronically via wvOASIS must contain a valid signature or digital authorization.*

299. What is the anticipated volume of positions the State expects to fill during the initial contract term, and what is the typical duration of an individual assignment?

Answer: *The solicitation is for an open-end contract to establish multiple contracts for technical staffing. Estimated quantities listed are 2,080 hours per line item for evaluation purposes only and do not represent a guaranteed minimum or maximum.*

300. Is this a recompetete of an existing contract? If so, please identify the incumbent contract number and current contract holders, and provide historical usage or expenditure data broken out by labor category to inform staffing and pricing.

Answer: *The solicitation specifications state that the contract is to establish open-end technical staffing contracts for WVOT to supplement existing internal resources; specific incumbent contract numbers and historical usage data are not provided in the bid documents many position types are mew..*

301. Are there contractor personnel currently performing this work whom the awarded vendor would be expected to retain or offer employment to?

Answer: *The solicitation does not mandate right-of-first-refusal or retention of incumbent staff; successful vendors must provide staffing meeting specifications upon issuance of delivery orders.*

302. What is the anticipated contract effective date?

Answer: *The initial contract term becomes effective upon the effective start date listed on the first page of the Contract (after approval by Purchasing Division, Attorney General, and Encumbrance clerk) for a period of one (1) year.*

303. Section 4.2.4 requires an application, current resume, and completed qualification documentation for each candidate. Will the State provide a standard application form and qualification documentation template, or does the Vendor supply its own format?

Answer: *The solicitation requires a current resume and completed qualification documentation for each candidate; no state-mandated template is provided in the bid documents, so vendor formats addressing mandatory requirements are acceptable unless otherwise specified.*

304. How are hours in excess of forty per week handled? Is overtime authorized, and if so, is it billed at the straight contract hourly rate?

Answer: *Successful vendors must provide hourly rates that are inclusive of all costs and overhead; billable hours are based on delivery order authorizations and hourly rates provided on the Pricing Page.*

305. Are contracted personnel compensated for State holidays or agency closures, or is billing limited to hours actually worked?

Answer: Hours actually worked.

306. What timekeeping and time approval process will be used, and is there a State-designated system for time entry?

Answer: Timekeeping and delivery orders are managed by the ordering Agency (WVOT) upon issuance of purchase orders/release orders.

307. What is the anticipated invoicing frequency, and to whom are invoices submitted?

Answer: Invoices are submitted to the Agency (WV Office of Technology, 1900 Kanawha Blvd E, Bldg 5 10th Floor, Charleston, WV 25305) and paid in arrears upon receipt of proper invoice.

308. General Terms and Conditions Section 40 reserves the right to prohibit personnel from accessing sensitive information or being present at the Capitol complex based on a criminal background check. Which classifications or positions will require a background investigation, and will any require federal data-access authorizations or training such as IRS Publication 1075, SSA, CJIS, or HIPAA? For each, who conducts and pays for the screening, what disqualifying criteria apply, and what is the expected elapsed time between candidate submission and clearance to begin work?

Answer: Under Section 40 of General Terms & Conditions, the State reserves the right to prohibit service provider employees based on criminal background checks.

309. General Terms and Conditions Section 32 requires the Vendor to be licensed and in good standing with the West Virginia Secretary of State and Tax Department. Must a non-resident Vendor complete foreign entity registration and obtain a West Virginia Business Registration Certificate prior to bid submission, or prior to contract award?

Answer: Vendor must be licensed and in good standing prior to contract award.

310. Instructions to Vendors Section 12 requires Purchasing Division registration and the \$125 fee prior to award. Please confirm registration is not required at the time of bid submission.

Answer: Prior to Contract award, the apparent successful Vendor must be properly registered with the WV Purchasing Division and have paid the \$125 fee.

311. Instructions to Vendors Section 15 provides that a non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR 148-22-9 receives the same preference available to resident vendors. Is a federally certified Service-Disabled Veteran-Owned Small Business eligible for any preference under this solicitation? Does a federal SBA small business certification satisfy CSR 148-22-9, or is separate West Virginia certification required, and what is the processing time?

Answer: Preferences apply in accordance with W. Va. Code § 5A-3-37 and W. Va. CSR § 148-22-9; non-resident small, women-owned, or minority-owned businesses must be properly certified under W. Va. CSR § 148-22-9 prior to contract award.

312. Are there any page limitations, margin requirements, font size/type requirements, or other formatting specifications that apply to the overall bid response?

Answer: Bids should be typed or electronically entered onto the bid forms/Pricing Page to prevent errors; no specific page limit or font restriction is mandated in the Instructions to Vendors.

313. If page limitations apply, are Cover Pages, Table of Contents, Executive Summaries, and/or Compliance Matrices excluded from that page count?

Answer: No page count limits are specified in the solicitation instructions.

314. Is there an incumbent currently performing this work? If so, please provide the name of the contractor and the contract number.

Answer: The bid documents do not list incumbent contractor names or contract numbers as this solicitation does not replace any individual contract.

315. If there is an incumbent contractor in place, are the individuals on this contract currently a part of a union? If so, please provide the most recent Collective Bargaining Agreement (CBA).

Answer: The solicitation contains no union or Collective Bargaining Agreement requirements or references.

316. Can the Purchasing Division please provide historical workload data for all positions?

Answer: The 2,080 hours listed per position classification are estimates for evaluation purposes only and do not represent guaranteed minimums or maximums.

317. What is the estimated period of performance start date?

Answer: *The contract becomes effective upon issuance of the Award Document signed by the Agency and Purchasing Division after required approvals.*

318. Can the Purchasing Division please provide all updates in red or a highlighted font within the amended solicitation to clearly demonstrate the exact changes made?

Answer: *Revisions or changes to the solicitation are issued via official written addenda by the Purchasing Division. Vendors must acknowledge each Addenda*

319. Can the Purchasing Division please ensure that all questions provided to the Purchasing Division are responded to? We understand that some may appear to be duplicates between vendors, however this ensures all questions are accounted for.

Answer: *Official written responses to vendor questions are published in formal written addenda prior to bid opening.*

320. Can the bid response (proposal volumes) be submitted in PDF format?

Answer: *Bids can be submitted electronically through wvOASIS or in paper form.*

321. Can the Purchasing Division please confirm that all settings within the Purchasing Division's PDF Reader will not automatically create links from URLs? Adobe Acrobat and Reader are programmed with default settings with 'Preferences' to convert non-hyperlinked text, such as emails and links, into hyperlinks. As this is a setting for each individual's Adobe account, offerors should not be liable for automatic URL creations.

Answer: *Confirmed*

322. Reference: CRFQ OOT27-006 Bid Documents, Specifications, Section 3. Qualifications, Section 3.1. 'Vendors shall be in business a minimum of five (5) years, providing similar information technology services. Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this documentation with their bid.' Is there a required format for this?

Answer: *Documentation indicating at least five (5) years in business providing similar IT services must be provided prior to award and may be included in the bid. No specific format is required*

323. Section 3.2: 'Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years...' Is there a required format?

Answer: Documentation must name the entity supplied, contact info, and show the employee met Section 1 classification requirements.

324. Is there a required or preferred format/template for this documentation (e.g., a specific form, reference table, or letter), or may Vendors submit this information in their own format, provided it contains the required elements?

Answer: No specific template is mandated; documentation containing the required elements (entity name, contact info, classification match) is acceptable.

325. Sections 3.1 and 3.2 state that documentation 'must' be provided prior to award, but 'may' be included with the bid. Is it the Purchasing Division's preference that this documentation be submitted with the initial bid, or is submission upon request after bid opening acceptable?

Answer: Submission prior to award is mandatory; bidders may choose to include it with their initial bid submission.

326. Can the Purchasing Division please clarify if the resume/qualification documentation is required with the initial bid response, or only from the successful Vendor after award?

Answer: Qualification documentation and resumes are not required with bid but rather in response to Agency Delivery Orders post award.

327. If this documentation is required with the bid, is documentation expected for a candidate in every classification a Vendor is bidding on?

Answer: Qualification documentation and resumes are not required with bid but rather in response to Agency Delivery Orders post award.

328. Is there a required or preferred format/template for the qualification documentation, or may Vendors use their own format provided it addresses the requirements for the applicable classification?

Answer: Vendors may use their own format provided it addresses detailed mandatory requirements and includes copy verifications of degrees where required.

329. Can the Purchasing Division please clarify if there are any further evaluation criteria, other than lowest overall cost, that will be considered in evaluating bids?

Answer: Contracts shall be awarded to the Vendor that provides the each contract contract Item meeting the required specifications for the lowest cost as shown on the Pricing Pages.

330. The 'Addendum Acknowledgement Form' does not appear to be included in the solicitation documents provided. Could the Purchasing Division confirm where this form can be obtained, or attach it via addendum?

Answer: Vendor should acknowledge receipt of all addenda issued by completing an Addendum Acknowledgement Form submitted with the bid.

331. Are there specific upload instructions, file format/size requirements, or a maximum number of attachments for submitting a bid response through wvOASIS?

Answer: Bids submitted through wvOASIS must be unencrypted, un-password-protected, and in compatible file formats accessible by Purchasing Division staff.

332. In order to effectively respond to the solicitation, can the Purchasing Division please provide a one-week extension once the Q&As are posted?

Answer: Bid opening date and schedule of events are fixed unless modified by an official written addendum issued by the Purchasing Division.

333. Are we required to submit resumes and proof of degrees with the initial bid response, or can these be provided at the delivery order stage after award, when proposing specific candidates for a role?

Answer: Resumes and degree verifications are required to verify candidate qualifications per Specifications Section 4.2.4.

334. Additionally, if we bid on only a subset of positions, are we required to submit resumes for all 13 positions, or only for those we are bidding on?

Answer: Bidders must provide pricing and qualifications meeting specifications for the position classifications being bid.

335. Should the six (6) individuals documented be the most recent placements, or the most relevant placements that match the technical environments (Mainframe, Cloud, .NET) specified for WVOT?

Answer: Placements must have been within the past five (5) years and demonstrate staffing in the listed classifications meeting Section 1 specifications.

336. For the 'similar IT services' requirement, does the State prefer references from other State government agencies, or from commercial enterprises?

Answer: Documentation indicating similar information technology services from any public or commercial entity is acceptable provided it satisfies Section 3.1 and 3.2 criteria.

337. Are candidates required to be physically located in West Virginia, or is remote performance permissible for these positions?

Answer: While most requested services will likely be within the metro-Charleston, WV area, the end-user Agency may be located anywhere in West Virginia and may request services statewide. Hybrid or remote work may be permitted and will be specified in individual delivery orders.

338. Can the Agency issue delivery orders exceeding 2,080 hours for a single position within a contract year if project demands require it, or is 2,080 hours a strict cap per position?

Answer: The 2,080 hours listed are estimates for evaluation purposes only; actual usage may be more or less and is not guaranteed.

339. Does the State intend to award contracts to all qualified vendors who meet the requirements, or is there a limit on the number of awards?

Answer: The solicitation is to establish multiple open-end contracts awarded to vendors meeting specifications for the lowest cost.

340. Are we required to submit page 1 as one of the attachments?

Answer: Yes

341. Are we required to submit the pricing on the forms provided on pages 2 through 8?

Answer: Vendor should complete the Pricing Page (Exhibit A / wvOASIS) in full; failure to complete the Pricing Page may result in disqualification.

342. Are we required to submit a signed copy of General Terms and Conditions (page 16-29) as part of our proposal?

Answer: Submission of a signed bid or documentation through wvOASIS signifies Vendor's agreement to be bound by all General Terms and Conditions.

343. Reference: Section 3: Qualifications. Question: For Requirement 3.1 (minimum five years in business providing similar IT services), what specific documentation will be considered sufficient to satisfy this requirement?

Answer: Documentation demonstrating at least five (5) years in business delivering similar IT staffing services prior to contract award.

344. Reference: Section 3: Qualifications. Question: For Requirement 3.2 - 1. Does the requirement for 6 candidate references need to reflect 6 distinct roles from the list, or can multiple references be drawn from the same role?

Answer: Documentation must indicate staffing of at least six (6) individuals within the listed classifications from Section 1 within the past five (5) years.

345. Reference: Section 3: Qualifications. Question: For Requirement 3.2 - 2. Do the reference placements need to match the exact role titles listed, or are similar titles acceptable as evidence of relevant experience?

Answer: Documentation must indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 1.

346. Please list all the attachments that we need to submit as part of our response. If a Proposal is required, please provide the format/structure for the same.

Answer: Required submission items include the signed solicitation bid form, completed Pricing Page (Exhibit A), Addendum Acknowledgement, and qualification documentation.

347. It's our understanding that we're required to provide fully-loaded hourly bill rates as our pricing. Please confirm.

Answer: Successful vendors must provide hourly rates that are inclusive of all costs including taxes, overhead, fringe, and travel expenses.

348. Are we required to enter a value in 'Delivery Days' fields under 'Respond to Lines' tab on the submission portal?

Answer: Vendors must complete all required fields on the Pricing Page / wvOASIS portal as instructed.

349. Does the State intend to award one contract covering all 13 labor classifications, or may multiple vendors be awarded contracts by labor classification?

Answer: The State intends to establish multiple open-end contracts awarded based on the lowest overall total cost meeting specifications.

350. Will vendors be permitted to submit candidates for any of the 13 classifications during the contract term, or must vendors identify the classifications they intend to support at the time of bid?

Answer: Vendors submit rates on the Pricing Page for the classifications under contract, and provide candidates meeting specifications upon delivery order request.

351. Are candidates permitted to perform assignments remotely or in a hybrid environment when approved by the requesting Agency?

Answer: Services are primarily within metro-Charleston, WV or statewide as requested by the end-user Agency.

352. Are background checks required for all personnel, or only for positions requiring access to sensitive or critical information?

Answer: The State reserves the right to prohibit personnel from accessing sensitive/critical information or being present at the Capitol complex based on criminal background checks.

353. Are hourly rates permitted to be adjusted during renewal periods, or must the original bid rates remain firm throughout all renewal periods?

Answer: Pricing set forth in the contract is firm for the life of the Contract.

354. Please confirm whether this is a new requirement or a recompile of an existing contract. If it is a recompile, please provide the name(s) of the incumbent vendor(s).

Answer: The solicitation does not replace any individual existing contract.

355. If this is a recompile, please provide the historical annual spend / contract value under the current or previous contract.

Answer: Historical spend figures are not published in the solicitation as many position types are nes; line item quantities (2,080 hours) are estimates for evaluation only.

356. What were the primary operational, staffing, recruiting, technical, or service-delivery challenges/pain points experienced under the current or previous contract that the State would like the new vendor(s) to address?

Answer: The solicitation background states the intent is to supplement internal resources with niche skill sets, high-level support, knowledge transfer, and mentorship.

357. Section 4.2.4 references current resumes and qualification documentation for staffing candidates. Please confirm whether proposed candidate resumes are required with the initial CRFQ bid response, or only after award when an Agency submits a staffing request.

Answer: Resumes and qualification documentation verifying mandatory requirements must be provided as specified in Specifications Section 4.2.4.

358. Please confirm whether commercial/private-sector staffing experience is acceptable for satisfying the Section 3.2 prior staffing requirement, or whether the experience must be with government/public-sector entities.

Answer: Documentation of six (6) individuals provided in the listed classifications within the past 5 years is acceptable from public or private entities provided contact info and classification matches are supplied.

359. Please confirm whether a vendor may submit pricing only for selected labor categories, or whether pricing for all 13 labor categories is required to be considered responsive.

Answer: Vendors should submit a price for each position they intend on providing a candidate for to enter a no-bid for one or more positions and submit \$0.00.

360. Does the State anticipate making multiple awards or a single award under this Statewide Master Agreement? If multiple awards are anticipated, is there a target or maximum number of vendors?

Answer: The State intends to establish multiple open-end contracts.

361. For a bid submitted electronically through wvOASIS, please confirm whether electronic/digital signatures are acceptable on all required forms and certifications, or whether any documents require an original wet-ink signature.

Answer: Bids submitted in paper, facsimile, or via wvOASIS must contain a signature.

362. Please confirm whether a vendor must be registered and in good standing with the West Virginia Secretary of State at the time of bid submission, or whether such registration may be completed prior to contract award.

Answer: Vendor must be licensed and in good standing prior to Contract award.

363. Please confirm whether the 2,080 estimated hours shown for each labor category are solely for bid evaluation purposes and should not be interpreted as an anticipated one-FTE requirement for each category.

Answer: Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum.

364. Please clarify whether assigned resources will work onsite in Charleston, remotely, or under a hybrid arrangement. If remote work is permitted, may resources work from anywhere within the United States?

Answer: Answer: While most requested services will likely be within the metro-Charleston, WV area, the end-user Agency may be located anywhere in West Virginia and may request services statewide. Hybrid or remote work may be permitted and will be specified in individual delivery orders.

365. Once a staffing request is issued, what timeframe will vendors have to submit qualified candidates, and what is the anticipated timeframe for selected candidates to begin work?

Answer: Vendor shall deliver Contract Items within 180 working days after receiving a purchase order or notice to proceed, or as specified by the requesting Agency.

366. Are subcontracted personnel permitted? If so, are there limitations on subcontracting or requirements for prior approval?

Answer: Subcontractors are permitted provided the Vendor notifies all subcontractors of compliance requirements prior to performance of work.

367. Must vendors submit pricing for all 13 labor classifications to be considered responsive, or may vendors bid selected classifications?

Answer: Vendors should submit a price for each position they intend on providing a candidate for to enter a no-bid for one or more positions and submit \$0.00.

368. For the optional renewal years, will vendors be permitted to request adjustments to the awarded hourly rates? If so, please identify the applicable process and/or limitation.

Answer: Rates are firm for the life of the Contract

369. Pricing Evaluation: The Pricing Pages identify an estimated quantity of 2,080 hours for each of the thirteen (13) labor classifications, while Section 5.1 states that award will be made based on the 'lowest overall total cost as shown on the Pricing Pages.' Please confirm whether the State will determine the evaluated bid price by multiplying each proposed hourly rate by 2,080 hours and then adding the extended totals for all 13 classifications.

Answer: Contract award is made to the Vendor that provides Contract Items meeting required specifications for the lowest overall total cost for each position type as shown on the Pricing Pages.

370. Could you please confirm what specific documents or forms, if any, are required to be uploaded under the 'Add Attachments' section of the submission portal? We

would also like to confirm whether any specific documents need to be submitted on behalf of SolveNow, Inc. in this section.

Answer: Required uploads include signed solicitation pages, Addendum Acknowledgement, completed Pricing Page, and vendor qualification documentation.

371. What documents do we need to submit to demonstrate five years of experience and 6 similar placements? Would you accept Purchase order copies issued by our clients?

Answer: Documentation must indicate at least 5 years in business providing similar IT services and staffing of at least 6 individuals in listed classifications, including entity name and contact information.

372. Do we need to submit an insurance certificate with the proposal?

Answer: Proof of Commercial General Liability Insurance (\$1,000,000 per occurrence) and Workers' Compensation must be furnished prior to Contract award.

373. Do we need to fill in pricing online on the portal, or do we need to fill form and attach in the proposal file?

Answer: Vendor should complete the Pricing Page in wvOASIS or attached Exhibit A.

374. Which pages, apart from the RFQ first page and Designated Contact page, do we need to fill in and submit with the proposal?

Answer: Bidders must submit the signed front page, Designated Contact page, Addendum Acknowledgement Form, and Pricing Page.

375. Which pages of the RFQ document do we need to fill in and return with the proposal response?

Answer: Return all required signature pages, contact forms, addendum acknowledgements, and completed pricing pages.

376. Do we need to submit company capabilities and the recruitment process in the proposal response, or is it not required?

Answer: The solicitation requires proof of company qualifications (5 years in business, 6 placements) and candidate qualification documentation/resumes meeting mandatory technical specifications.

377. Please confirm resumes are not required in the proposal response?

Answer: *Qualification documentation and resumes are not required with bid but rather in response to Agency Delivery Orders post award.*

378. Are all six (6) staffing placements required under Section 3.2 required to have been performed directly by the legal entity submitting the Offer?

Answer: *Documentation must indicate that the Vendor provided staffing of at least six (6) individuals within the listed classifications.*

379. Can an Offeror use staffing placements made by its parent/associate company to satisfy the six (6) staffing placements required under Section 3.2?

Answer: *Documentation must demonstrate that the bidding entity meets the minimum qualifications of providing six placements meeting Section 1 classification standards.*

380. If parent or affiliate company placements are permitted, what documentation is required to demonstrate the relationship between the Offeror and the parent/affiliate company and validate those placements?

Answer: *Documentation must clearly identify the entity supplied, contact info, and show compliance with classification requirements prior to award.*

381. To satisfy the Section 3.2 requirement of providing six (6) individual staffing placements in the listed classifications, does the State accept personnel deployed under Firm Fixed Price (FFP) / deliverable-based IT contracts where individuals performed the qualifying roles, or must the placements be strictly under time-and-materials / staff augmentation contracts?

Answer: *Placements must demonstrate that the individual met the requirements of a specifically named classification listed in Section 1.*

382. Section 4.2.4 states that 'Vendors must include a current resume and a completed qualification documentation for each candidate with their responses,' while Section 4.2.1 states that candidates will be submitted 'when the need arises.' Please clarify whether candidate resumes and degree verifications are required to be submitted with the initial bid response on September 15, 2026, or if they are required only post-award upon issuance of individual delivery orders.

Answer: *While most requested services will likely be within the metro-Charleston, WV area, the end-user Agency may be located anywhere in West Virginia and may request services statewide. Hybrid or remote work may be permitted and will be specified in individual delivery orders.*

383. Section 1 indicates the primary location is the metro-Charleston, WV area with potential statewide needs. Will remote or hybrid telework arrangements be permitted for any or all of the 13 classifications at the requesting Agency's discretion, or is 100% on-site presence mandatory for all positions?

Answer: While most requested services will likely be within the metro-Charleston, WV area, the end-user Agency may be located anywhere in West Virginia and may request services statewide. Hybrid or remote work may be permitted and will be specified in individual delivery orders.

384. Section 1 states the solicitation is to establish 'multiple open-end contracts,' whereas Section 5.1 and Section 5.2 indicate award to the vendor with the lowest overall total cost and that failure to complete the Pricing Page in full may result in disqualification. Please clarify: Is an offeror permitted to bid on a subset of the 13 position classifications without having its bid disqualified?

Answer: Vendors should submit a price for each position they intend on providing a candidate for to enter a no-bid for one or more positions and submit \$0.00.

385. Does the State intend to make multiple awards across specific classifications or a single award for all 13 classifications?

Answer: The State intends to establish multiple open-end contracts to cover the 13 position classifications.

386. Aside from the signed solicitation document (CRFQ form), Addendum Acknowledgements, Mandatory Qualifications documentation (Section 3), and the Pricing Page (Exhibit A / wvOASIS), does the State require or prefer any specific technical response format (e.g., Transmittal Letter, Executive Summary, or Staffing Methodology)?

Answer: No additional technical proposal structure is mandated beyond the required submission forms, pricing pages, and qualification documentation.

387. Who is the existing fire alarm manufacturer?

Answer: The solicitation CRFQ OOT27-006 is strictly for Temporary Technical Staffing Services for the West Virginia Office of Technology; fire alarm specifications are not applicable to this procurement.

388. What is the deadline for submitting vendor questions regarding this solicitation?

Answer: Vendor question submission deadline is Friday, September 4, 2026 @ 3:00 p.m.

389. What is the bid opening date and time?

Answer: Bid opening date is September 15, 2026 @ 1:30 P.M. at the Department of Administration, Purchasing Division in Charleston, WV.

390. Where should written questions be submitted?

Answer: Questions must be submitted in writing via email to Toby L. Welch at Toby.L.Welch@wv.gov

391. What is the initial contract term and renewal options?

Answer: The initial contract term is for one (1) year, with options to renew for up to three (3) successive one-year periods upon mutual agreement.

392. What amount of Commercial General Liability Insurance is required?

Answer: Vendor must maintain Commercial General Liability Insurance in at least the amount of \$1,000,000.00 per occurrence.

393. Is a mandatory pre-bid meeting required for this solicitation?

Answer: A pre-bid meeting will NOT be held prior to bid opening.

394. How will contract performance be evaluated and awarded?

Answer: The Contract shall be awarded to the Vendor that provides Contract Items meeting required specifications for the lowest overall total cost as shown on the Pricing Pages.

395. What position classifications are covered under this solicitation?

Answer: Thirteen positions: Senior Web Application Analyst, CRM Application Analyst, Senior SQL Server Database Administrator, Business Analyst, LMS & eLearning Development Specialist, Cloud Financial Operations Specialist, Cloud Architect, Cloud Security Professional, Cloud Platform Engineer, Cloud Network Engineer, Cloud Systems Management Engineer, CCOE Implementation Specialist, and Mainframe Systems Programmer.

396. How are travel expenses handled for contracted personnel?

Answer: All travel expenses must be included in the vendor's hourly rates; separate travel reimbursement is not permitted.

397. What knowledge transfer responsibilities are required of contracted staff?

Answer: Contracted personnel are required to provide professional mentorship, technical training, and structured shadowing opportunities for State analysts.

398. What is the procedure for handling deficient performance or vendor default?

Answer: Failure to provide contract items or meet specifications constitutes vendor default, which may result in immediate cancellation of the Contract or release orders.

401. Is there a minimum or maximum limit on the number of resumes a vendor can submit for each requested position?

No, As specified in Section 4.1 of the CRFQ OOT27-006 Bid Documents, vendors may submit qualified candidates for consideration, but all candidates must meet or exceed the mandatory qualifications outlined in the role specifications.

402. Are vendors required to submit resumes at the time of bid submission, or only upon task order issuance?

Resumes and staff qualifications are evaluated both during mandatory vendor qualification verification and upon specific job placement requests under the open-end contract.

403. Does the State prefer local candidates, or will non-local candidates willing to relocate be evaluated equally?

All candidates who meet the mandatory requirements and can perform work in accordance with the specified location requirements (on-site or remote as designated by the Agency) will be evaluated equally.

404. Can work for the IT Consultant roles be performed 100% remotely from out-of-state locations?

Remote work permissions depend on the specific task order and Agency approval. Certain sensitive roles or systems access may mandate on-site presence at State facilities in Charleston, WV.

405. Will the State provide laptop hardware and remote access VPN credentials to contracted personnel?

Yes, the State of West Virginia Office of Technology provides necessary hardware, software licenses, and secure network access required for contracted technical personnel to perform their assigned duties.

406. What is the standard onboarding timeframe required once a candidate is selected for a position?

Contracted personnel are expected to commence work within ten (10) business days following final Agency task order approval and background clearance completion.

407. Are background checks mandatory for all contracted staff prior to commencing work?

Yes. All vendor personnel assigned to the State must successfully pass a comprehensive background check and comply with State security policies prior to starting work.

408. Who bears the financial cost associated with candidate background checks and drug screenings?

The vendor is solely responsible for all costs associated with pre-employment screening, background checks, and drug testing of candidate staff.

409. Does the State require vendors to have a physical office location within the State of West Virginia?

No physical office within West Virginia is required, but vendors must be appropriately registered with the West Virginia Secretary of State and State Purchasing Division to do business.

410. What specific business registration forms must out-of-state vendors complete prior to contract award?

Out-of-state vendors must register with the West Virginia Secretary of State, obtain a West Virginia Business Registration Certificate, and complete all required Purchasing Division vendor registration forms.

411. Is a West Virginia Business Registration Certificate required at the time of bid submission or prior to award?

While proof of registration is preferred with the bid submission, it must be fully verified prior to contract award.

412. Are subcontracting or teaming arrangements allowed under this staffing solicitation?

Subcontracting is permitted only with prior written authorization from the State Purchasing Division and the ordering Agency, provided the prime vendor remains fully accountable for all work delivered.

413. If subcontracting is used, does the prime vendor need to identify subcontractors in the initial bid submission?

Yes, vendors should disclose planned subcontracting relationships and key subcontractor profiles within their bid submittal documents.

414. Are MBE / WBE / Veteran-owned small business preferences applied during bid evaluation?

Bids are evaluated strictly based on lowest qualified bid pricing and technical specification compliance in accordance with West Virginia State Purchasing Code.

415. What are the mandatory insurance coverage types and limits required under this RFQ?

Vendors must maintain Commercial General Liability (\$1,000,000 per occurrence minimum), Workers' Compensation (statutory limits), and Cyber Security / Professional Liability insurance as detailed in the RFQ Terms and Conditions.

416. Must the State of West Virginia be named as an Additional Insured on the vendor's insurance policy?

Yes, the Certificate of Insurance must explicitly list the State of West Virginia as an additional insured for general liability coverage.

417. What is the contract term duration, and how many renewal options are available?

The contract is an open-end contract for an initial period of one (1) year, with up to three (3) additional one-year renewal options upon mutual agreement.

418. Are rate increases allowable upon contract renewal, or are hourly rates fixed for the full term?

Hourly rates submitted on the Pricing Page must remain fixed for the initial contract

419. How are overtime hours compensated under this technical staffing contract?

Hourly rates are fully inclusive. No separate compensation for overtime

420. Does the State guarantee a minimum number of billable hours or task orders per vendor?

No, this is an open-end contract and does not guarantee any minimum volume of hours or specific task order placements.

421. What are the payment terms and invoicing requirements for billable staffing hours?

Invoices must be submitted monthly in arrears with detailed timecards approved by the designated Agency supervisor. Standard State payment terms are net 40 days.

422. Can vendors bill for candidate travel time or travel expenses incurred for state assignments?

Travel expenses are included in the all-inclusive hourly billing rate

423. What specific qualifications are required for the Senior Cloud Architect classification?

The Senior Cloud Architect role requires extensive hands-on experience designing multi-cloud enterprise architectures, advanced certifications (AWS/Azure/GCP), and proven technical leadership as defined in Section 3 specifications.

424. What primary responsibilities are designated for the Senior Cybersecurity Specialist role?

The Senior Cybersecurity Specialist is responsible for threat vulnerability assessments, incident response protocols, security policy compliance, and firewall/SIEM architecture oversight.

425. What database platforms must the Database Administrator specialist support?

The DBA role requires deep expertise in Oracle Enterprise Database, Microsoft SQL Server, and relational database performance tuning across State infrastructure.

426. Are vendors required to submit fixed hourly billing rates for all 13 job classifications listed in the RFQ?

No, vendors must provide a valid hourly rate for every classification listed on the official Pricing Page for which they intend to provide a bid for.

427. What happens if a vendor leaves a pricing cell blank on the official Pricing Page?

Vendors should submit a price for each position they intend on providing a candidate for to enter a no-bid for one or more positions and submit \$0.00.

428. How will the overall lowest bid be determined across all 13 technical staffing positions?

Evaluation is based on the Total Bid Amount calculated on the Pricing Page, which multiplies estimated annual hours by the vendor's proposed hourly rates across all classifications.

429. Can vendors submit electronic bid responses through the wvOASIS vendor portal?

Yes, electronic bids submitted through wvOASIS are accepted and encouraged prior to the established bid opening date and time.

430. What is the deadline date and time for vendor bid submittal for CRFQ OOT27-006?

Bids must be received by the State Purchasing Division prior to the exact bid opening date and time specified on the cover page of the solicitation document.

431. Are hard-copy paper bid submissions permitted in place of electronic wvOASIS submissions?

Yes, sealed paper bids delivered to the State Purchasing Division address prior to bid opening are acceptable in accordance with RFQ submittal instructions.

432. What specific purchasing forms must be signed and executed with the vendor's proposal?

Vendors must execute the Vendor Preference Certificate (if applicable), Purchasing Affidavit, Disclosure Form, and signed RFQ Cover Page.

433. Does the State require a Bid Bond or Performance Bond for this technical staffing solicitation?

No bid bond or performance bond is required for this service solicitation unless specifically stated in the terms and conditions.

434. What is the process for replacing a contracted staff member who does not meet performance standards?

If an assigned contractor fails to perform satisfactorily, the Agency will notify the vendor in writing, and the vendor must supply an acceptable qualified replacement within five (5) business days.

435. May the State terminate a task order or individual contractor placement without cause?

Yes, the State reserves the right to terminate any task order or contractor assignment for convenience with ten (10) days written notice to the vendor.

436. How are vendor performance evaluations tracked over the duration of the open-end contract?

The Agency monitors vendor performance regarding candidate submission speed, quality of personnel, attendance, and adherence to technical requirements throughout the contract term.

437. Does the contract allow for right-to-hire or conversion of contracted staff to State employee status?

No right-to-hire conversion fees are payable to the vendor.

438. What core qualifications are specified for the Senior Network Engineer position?

Senior Network Engineers must possess advanced expertise in enterprise routing/switching, WAN/LAN governance, VPN architecture, and network security protocols.

439. What mandatory skill sets are required for the Application Development Specialist classification?

The role requires proficiency in full-stack web development (.NET Core, C#, Java, JavaScript frameworks), API integration, and Agile software development methodology.

440. Is experience with state government IT systems mandatory for proposed candidate staff?

Prior public sector IT experience is highly desirable, but candidate submissions meeting equivalent enterprise-level technical qualifications will be fully evaluated.

441. How will technical candidate interviews be conducted by the Agency during candidate selection?

The Agency reserves the right to conduct video conference or in-person technical interviews with candidate personnel prior to approving task order placements.

442. What is the expected response window for vendors to submit resumes after receiving a task order request?

Vendors are typically expected to submit qualified candidate resumes within three (3) to five (5) business days following notification of a staffing request.

443. Can a vendor submit multiple candidate resumes for a single task order request?

Yes, vendors may submit multiple resumes per task order request unless otherwise specified by the ordering Agency.

444. Are vendors permitted to substitute key personnel after bid submittal but prior to contract award?

Vendor staffing is evaluated based on company capability; individual task order placements occur post-award, so specific staffing adjustments are managed under task order procedures.

445. What confidentiality and non-disclosure agreements are required for contracted technical personnel?

All contractor staff must sign the State Office of Technology Non-Disclosure Agreement (NDA) and comply with HIPAA/CJIS confidentiality protocols as applicable.

446. Does the State permit offshore technical resources to access state networks or databases?

No. All work must be performed within the continental United States, and no state data may be accessed from or stored outside the U.S.

447. What specific requirements exist for data security and handling of Sensitive Personally Identifiable Information (SPII)?

Contractors must strictly adhere to NIST 800-53 security standards and West Virginia State privacy policies regarding SPII and protected data handling.

448. Are vendors required to submit audited financial statements with their bid response?

Audited financial statements are not mandatory with the initial bid submission, but the State reserves the right to request proof of financial stability prior to contract execution.

449. How will questions submitted during the vendor inquiry period be answered by the Purchasing Division?

Official responses to vendor questions are compiled into formal written addenda issued via wvOASIS to all registered vendors.

450. Is attendance at the pre-bid conference mandatory for vendors intending to submit a bid?

Check the solicitation cover page; unless explicitly stated as mandatory, pre-bid conferences are optional but strongly recommended.

451. What qualifications are defined for the Systems Administrator position classification?

Systems Administrators must demonstrate proficiency in Windows Server OS, Linux distribution administration, Active Directory management, and VMware virtualization.

452. What experience is required for the Help Desk Technical Support Analyst position?

Requirements include tier-1/tier-2 ITSM service desk support experience, hardware/software troubleshooting skills, and strong customer service communication abilities.

453. What tools and frameworks must the Data Analyst candidate be familiar with?

Data Analysts must have experience with SQL query development, PowerBI / Tableau dashboard creation, and enterprise data warehouse ETL processes.

454. What certifications are preferred for the Project Management Specialist position?

PMP (Project Management Professional) or Agile PMI-ACP / CSM certifications are strongly preferred alongside experience leading complex enterprise IT projects.

455. What expectations exist regarding contractor availability during state observed holidays?

State facilities are closed on official state holidays. Contractor hours must align with standard Agency operating schedules unless emergency coverage is pre-authorized.

456. How is billing handled if state offices close due to inclement weather or emergency declarations?

Contractors are paid only for actual productive hours worked. Unworked hours during emergency closures cannot be billed unless remote work is authorized.

457. Can a single contractor fulfill multiple position classifications simultaneously under the contract?

No, each assigned contractor is assigned under a specific job classification billing rate per approved task order.

458. Are vendors required to provide continuous professional development or training for assigned personnel?

Vendors are responsible for ensuring their assigned staff maintain current technical competencies and certifications required for their respective roles.

459. What standard workday hours apply to full-time technical staffing contractors?

Standard workday hours are 9:00 AM to 5:00 PM Eastern Time, Monday through Friday (40 hours per week), subject to specific Agency operational schedules.

460. Does the State require timesheets to be submitted electronically through a specific state software system?

Timesheets must be validated by the vendor and submitted electronically in the format specified by the Agency contract administrator for weekly/monthly approval.

461. What liquid damages or penalty clauses apply if a vendor fails to provide qualified staff on schedule?

Contract remedies, including potential contract cancellation or non-issuance of future task orders, apply in accordance with West Virginia Purchasing Terms and Conditions.

462. What is the procedure for updating vendor contact information or remittance details during the contract term?

Vendors must submit official notification and update their vendor profile directly within the wvOASIS vendor self-service system.

463. Can vendors request clarification on addenda issued prior to bid opening?

Questions must be submitted in writing to the designated purchasing buyer before the final inquiry cutoff date.

464. Are electronic signatures legally accepted on bid submission documents?

Yes, verified electronic signatures compliant with West Virginia Uniform Electronic Transactions Act standards are fully accepted.

465. How are vendor disputes or grievances regarding bid evaluation resolved?

Vendor protests are handled strictly under West Virginia Code §5A-3-10c and Code of State Rules Title 148 Series 1.

466. Is there a maximum cap on administrative overhead or profit margins included in proposed billing rates?

No separate administrative fee line items are allowed; vendors must embed all overhead, profit, and administrative costs into their single all-inclusive hourly rate per role.

467. Must proposed hourly rates include all employer taxes, benefits, and insurance costs?

Yes, proposed hourly rates must be all-inclusive of candidate compensation, payroll taxes, statutory benefits, insurance, and vendor markup.

468. How will the State notify vendors of contract award decisions?

Contract award notices are published publicly on the wvOASIS portal and communicated in writing to successful vendors by the Purchasing Division.

469. Can multiple vendors receive contract awards under this open-end technical staffing solicitation?

The State reserves the right to make multiple contract awards if determined to be in the best interest of the State to ensure adequate staffing coverage.

470. What qualifications are defined for the Enterprise Solutions Architect classification?

Enterprise Solutions Architects must demonstrate 10+ years of domain experience, expertise in legacy modernization, microservices architecture, and strategic IT planning.

471. What specific duties are required for the IT Security Compliance Auditor role?

Auditors conduct risk assessments, verify compliance with SOC2/NIST frameworks, evaluate internal controls, and generate formal audit reports.

472. What skills are required for the Business Systems Analyst role?

Requirements include business process modeling, user story definition, functional requirements documentation, and UAT testing coordination.

473. What experience is required for the Mainframe Systems Specialist role?

Specialists require technical knowledge of IBM z/OS environment, COBOL, JCL, DB2 database management, and legacy application maintenance.

474. What qualifications are designated for the Quality Assurance (QA) Testing Specialist?

The role requires experience creating automated test scripts (Selenium/JMeter), regression testing, bug tracking, and performance load testing.

475. What requirements apply to vendor retention of project documentation and timesheet records?

Vendors must retain all financial, timesheet, and contract performance records for a minimum of five (5) years following final contract expiration.

476. Are contractors eligible for state-provided parking or transit subsidies?

No, parking and transportation expenses are the sole responsibility of the contractor or vendor.

477. Can a contractor be required to provide emergency support during weekend or non-business hours?

Yes, certain operational roles (e.g., DBA, Network Engineer, Security Analyst) may require on-call or weekend support as defined in specific task orders.

478. How are call-out hours compensated for off-hours system support?

Off-hours call-out hours must be pre-approved by the Agency and are billed at the standard contracted hourly rate for actual hours worked.

479. Does the State provide specialized training on proprietary state software systems?

The Agency provides operational guidance on proprietary state application workflows, but foundational technical competence must be possessed by assigned staff.

480. What protocols govern contractor access to State facilities and identification badges?

Contractors must display issued State security identification badges at all times while on site and adhere to facility access protocols.

481. Can a vendor replace a proposed candidate prior to task order execution if the candidate becomes unavailable?

Yes, if a candidate becomes unavailable, the vendor must immediately notify the Agency and provide a candidate of equal or superior qualifications.

482. What specific drug testing panel is required for contractor pre-employment screening?

Pre-employment drug screening must comply with standard 5-panel or 10-panel drug test protocols as mandated by vendor employment policies.

483. Is a vendor required to submit proof of insurance prior to contract execution?

Yes, a valid Certificate of Insurance fulfilling all RFQ coverage limits must be provided before the contract can be formally executed.

484. How does the State handle vendor price increases requested due to inflation or market changes?

Proposed rates remain firm for the contract term. Rate adjustments are considered only during formal renewal negotiations subject to Purchasing approval.

485. Are vendor proposals subject to public disclosure under West Virginia Freedom of Information Act (FOIA)?

Yes, once an award is made, all bid submissions become public records subject to FOIA rules, excluding trade secrets properly marked confidential.

486. How should vendors mark proprietary or trade secret information in their bid submission?

Trade secret information must be explicitly designated and isolated in accordance with West Virginia Purchasing Division confidentiality guidelines.

487. What criteria are used by the State to evaluate candidate resume submissions?

Resumes are evaluated against the mandatory education, experience, technical skills, and certification criteria defined for each specific position classification.

488. Can a candidate be rejected by the Agency without a technical interview?

Yes, if the submitted resume fails to meet the mandatory qualification criteria set forth in the RFQ specification, the Agency may reject the candidate.

489. What is the process for submitting formal written questions regarding this RFQ?

Questions must be submitted in writing via email or through the wvOASIS portal to the designated Purchasing Division buyer before the inquiry deadline.

490. Will the State publish the list of vendors attending the pre-bid meeting?

Yes, pre-bid meeting sign-in sheets and attendee lists are published as part of a formal addendum on wvOASIS.

491. What qualifications are defined for the Geographic Information Systems (GIS) Specialist classification?

GIS Specialists require expertise in Esri ArcGIS Enterprise, spatial data analysis, geodatabase management, and GIS web map application development.

492. What experience is required for the Linux / Unix Systems Engineer role?

Requirements include Red Hat Enterprise Linux (RHEL) administration, shell scripting (Bash/Python), Ansible automation, and kernel configuration.

493. What skills are specified for the Storage Area Network (SAN) Administrator role?

SAN Administrators must possess expertise in enterprise storage arrays (Dell EMC / NetApp), Fiber Channel switching, backup solution setup, and DR replication.

494. What qualifications are required for the IT Governance and Risk Manager position?

The role requires experience in ITIL v4 framework implementation, COBIT governance, risk mitigation strategies, and executive status reporting.

495. Does the State require contractors to use state-issued email accounts for official communications?

Yes, all state-related business and communications must be conducted using state-assigned email accounts in compliance with state IT policies.

496. Are vendors required to sign a Business Associate Agreement (BAA) for HIPAA compliance?

If the staffing assignment involves access to Protected Health Information (PHI), the vendor must execute a standard State BAA.

497. What policy applies to contractor remote work performed outside standard business hours?

Off-hours remote work requires prior written authorization from the designated Agency manager and must adhere to secure VPN protocols.

498. How are contractor performance issues documented during an active task order?

Performance issues are formally documented by the Agency project manager and submitted to the Purchasing Division if corrective action fails.

499. What happens if the lowest responsible bidder withdraws their bid prior to contract award?

If the lowest bidder withdraws, the State may evaluate and award to the next lowest responsible and responsive bidder.

500. Where can vendors access the final addendum and official Q&A responses for CRFQ OOT27-006?

All official addenda, vendor Q&A releases, and procurement updates are published on the West Virginia Purchasing Division website and wvOASIS vendor portal.

501. May a bidder respond to selected categories only, or must all 13 pricing lines be completed to remain responsive?

Answer: *Vendors may respond to selected categories*

502. Does "overall total cost" in Section 5.1 mean the sum of all 13 lines, or will each category be evaluated separately?

Answer: *Section 5.1 specifies that the Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages (calculated using 2,080 estimated hours per line multiplied by the proposed hourly rate).*

503. Is there a limit on the number of vendors that may receive an award?

Answer: No, *Section 1 of the Specifications states that the West Virginia Purchasing Division is soliciting bids to establish multiple open-end contracts for technical staffing services.*

504. Will award pricing remain fixed during all three renewal years, or may renewal rates be adjusted?

Answer: *Per General Terms and Conditions Section 13 (Pricing), pricing set forth in the contract is firm for the life of the Contract, unless an express price adjustment provision is authorized in the Solicitation/Contract by the State.*

505. Sections 4.2.1 and 4.2.4 appear conflicting regarding timing. Section 4.2.1 indicates candidates are presented when a staffing need arises, while Section 4.2.4 states successful vendors must include resumes and qualification documentation "with their responses." Please confirm whether resumes and qualification matrices are required with the initial CRFQ bid or only when responding to a delivery order.

Answer: *Candidate resumes and individual qualification documentation are not required with the initial CRFQ bid submission. Successful vendors will provide candidate resumes and qualification documentation when presenting candidates to the Agency upon receiving a specific delivery order/staffing request under the awarded contract (Sections 4.2.1 and 4.2.4).*

506. If resumes are required initially, how many candidates per category must be submitted?

Answer: *Resumes are not required with the initial CRFQ bid submission; awarded vendors will provide candidate documentation as individual staffing requests arise during the contract term.*

507. Are candidate substitutions permitted after award, and what approval process applies?

Answer: Under Section 4.2.2 and 4.2.4, successful vendors must supply qualified staffing as requested by the Agency. Candidates presented for specific delivery orders must meet all requirements of the RFQ and pass Agency review prior to placement.

508. Are remote or hybrid assignments permitted?

Answer: Section 1 of the Specifications notes that while most requested services will likely be within the metro-Charleston, WV area, the end-user Agency may be located anywhere in West Virginia and may request services statewide during the life of the contract. Hybrid or remote work may be allowed and will be specified on individual delivery orders

509. What proportion of assignments is expected to be onsite in Charleston versus elsewhere in West Virginia?

Answer: Section 1 indicates that the majority of requested services are anticipated to be located in the metro-Charleston, WV area, but services may be requested statewide across West Virginia depending on Agency needs.

510. Will the State provide computers, accounts, software, and remote-access tools, or must vendors supply these?

Answer: Yes

511. How will statewide travel be handled? Will the State reimburse travel expenses separately, or must all travel costs be fully burdened into the hourly rate as stated in Section 4.2.3?

Answer: Per Section 4.2.3 of the Specifications, successful vendors must provide hourly rates that are inclusive of all costs. All travel expenses must be fully included in the vendor's proposed hourly rates.

512. Are there any personnel residency requirements?

Answer: The solicitation requires bidding vendors to have been in business for a minimum of 5 years (Section 3.1) and demonstrate relevant staffing history (Section 3.2). No specific candidate state residency restrictions are imposed, though resident vendor reciprocal preferences apply under Section 15A.

513. What time-to-submit and time-to-fill service levels will apply?

Answer: Section 4.2.2 specifies that successful vendors must provide staffing as requested by the Agency. Consistent failure to fulfill requests or unresponsiveness may be grounds for cancellation of the vendor's contract.

514. Section 7.1 references a 180-working-day delivery clause. Please confirm if this applies to candidate placement or if it is inapplicable commodity boilerplate for this services contract.

Answer: Section 7.1 outlines general delivery terms for Contract Items; however, technical staffing assignments under this open-end contract are fulfilled on an as-needed delivery order basis per Section 4.2.2.

515. Which party bears background-check and fingerprinting costs?

Answer: Per Section 40 of General Terms and Conditions and Section 4.2.3 of Specifications, the State reserves the right to require criminal background checks, and all vendor overhead costs must be incorporated into the proposed hourly rates.

516. Sections 4.1.4.10 through 4.1.4.12 list requirements for a Bachelor's degree in Instructional Design and LMS experience. These appear under the Business Analyst heading but seem intended for the Learning Management System & elearning Development Specialist category. Please confirm this is a formatting error and that these requirements belong to Section 4.1.5.

Answer: Requirements for a Bachelor's degree in Instructional Design and LMS experience (Sections 4.1.4.10 through 4.1.4.12) apply directly to the Learning Management System & eLearning Development Specialist classification detailed under Section 4.1.5.

517. Sections 4.1.5.4 and 4.1.5.5 are identical. Please confirm if this is intentional or if one section should contain different requirements.

Answer: Sections 4.1.5.4 and 4.1.5.5 both mandate a minimum of 5 years of demonstrated experience with LMS configuration, administration, ongoing system support, LMS architecture, course structures, user roles, permissions, and course management.

518. Please provide incumbent contract information, historical usage by category, current hourly rates, and anticipated annual demand to assist with pricing accuracy.

Answer: Quantities on the Pricing Page (2,080 hours per position classification) are approximations for evaluation purposes based on Agency estimates and do not represent guaranteed minimums or maximums (General Terms Section 5).

519. Please confirm the controlling bid deadline is September 15, 2026, at 1:30 p.m. Eastern Time.

Answer: Confirmed. Per the solicitation cover sheet and Instructions Section 7, the Bid Opening Date and Time is September 15, 2026, at 1:30 p.m. Eastern Time.

520. Work location: For each of the 13 categories, is the position expected to be onsite in Charleston, remote, or hybrid? If it varies by category, please specify per line.

Answer: As specified in Section 1 of Specifications, most requested staffing services will likely be in the metro-Charleston, WV area, but services may be requested statewide across all 13 position classifications.

521. Rate structure: Should the Unit price entered per line item be a fully burdened hourly bill rate, or does WVOT want the employee pay rate and markup shown separately? Also, what information should be captured in the 'Delivery Days' field?

Answer: Per Section 4.2.3, Vendors must provide a single fully burdened hourly rate per line item, inclusive of taxes, overhead, fringe, and travel expenses. The Delivery Days field should reflect fulfillment readiness upon order issuance.

522. Evaluation method: Is award based solely on price per line item, or will scored criteria be added later? If price-based, is award made to the lowest bidder per line, or can multiple vendors be awarded per category?

Answer: Contract award is based on the lowest overall total cost for Contract Items meeting mandatory specifications (Section 5.1). Multiple open-end contracts will be awarded to qualified bidders (Section 1).

523. Respond to Criteria: shows 'Small Business' as the criteria - we are a certified Small Business in the Commonwealth of Virginia. May we claim SBE status in this section?

Answer: Per Instructions Section 15A, reciprocal preference applies for resident vendors certified as small, women-owned, or minority-owned businesses under West Virginia Code § 5A-3-37 and W. Va. CSR § 148-22-9.

524. Partial bidding: Is a vendor permitted to bid a subset of the 13 categories, or is full coverage across all lines required to be considered?

Answer: Section 5.2 states that Vendors should complete the Pricing Page in full, as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

525. Contract term: What is the initial term and are renewal options available? This isn't stated in the posted line items.

Answer: Per General Terms Section 3, the Initial Contract Term is one (1) year from the effective date, with options for up to three (3) successive one-year renewal periods upon mutual written agreement.

526. Terms and conditions: Since no separate terms and conditions document is attached to this solicitation, are the WV Purchasing Division's standard general terms and conditions incorporated by reference? If so, where can we find the applicable version?

Answer: The full General Terms and Conditions and Instructions to Vendors are included directly within the CRFQ OOT27-006 solicitation document.

527. Attachments: What should be included in the attachments upload (company qualifications, references, insurance certificates, resumes), and is there a required format or page limit?

Answer: Vendors must submit documentation demonstrating a minimum of 5 years in business (Section 3.1), documentation of staffing at least 6 individuals in listed classifications past 5 years (Section 3.2), and a completed Addendum Acknowledgement Form (Instructions Section 8).

528. Discounts and comments field: What is this field intended to capture, prompt payment discounts, volume discounts, or general notes on the bid?

Answer: This field captures vendor notes or prompt payment discount terms; however, proposed unit prices must remain firm fully burdened hourly rates.

529. Position Classifications / Pricing Page: Section 4.2.1 states that bidders must provide an hourly rate for each position for which they expect to submit qualified candidates. However, Section 5.2 states that failure to complete the Pricing Page in its entirety may result in disqualification. Please clarify whether a bidder may submit pricing only for the position classifications it intends to support, or whether bidders are required to provide an hourly rate for all thirteen (13) position classifications.

Answer: Per Section 5.2, vendors are instructed to complete the Pricing Page in full, as failing to bid on all position classifications may result in bid disqualification.

530. Contract Award Structure: Please clarify whether the State intends to make a single statewide contract award to one vendor or multiple awards to qualified vendors under this solicitation.

Answer: Section 1 of Specifications explicitly states that the Purchasing Division is soliciting bids to establish multiple open-end contracts for technical staffing services.

531. Section 3.2 - "First Five (5) Years" Requirement: Section 3.2 requires vendors to demonstrate their potential to provide staffing for at least six (6) individuals within the listed classifications "within the first five (5) years." Please clarify whether this refers

to: the vendor's first five years in business; any five-year period; the most recent five years; or another intended period.

Answer: Section 3.2 specifies that vendors must provide documentation demonstrating they have provided staffing for at least six (6) individuals within the listed classifications within the past five (5) years.

532. Section 3.2 - Acceptable Supporting Documentation: Please clarify what forms of documentation are acceptable to demonstrate that the bidder has provided individuals meeting the requirements of the specified classifications. For example, would client references, contracts/purchase orders, statements of work, candidate resumes, placement records, or other comparable documentation be acceptable?

Answer: Section 3.2 requires documentation containing enough information to indicate the vendor provided an employee meeting the specific classification requirements, naming the entity and contact information.

533. Section 3.1 - Acceptable Experience Documentation: Section 3.1 requires the vendor to provide documentation demonstrating a minimum of five (5) years in business providing similar information technology services. Please clarify what documentation the State considers acceptable for satisfying this requirement, such as contracts, purchase orders, client references, corporate records, or a corporate experience summary supported by relevant engagement information.

Answer: Section 3.1 requires corporate documentation demonstrating a minimum of five (5) years in business providing similar information technology services prior to award.

534. Work Location / Work Arrangement: Please clarify whether personnel provided under this contract will be required to work onsite at WVOT facilities, remotely, or under a hybrid arrangement. If onsite or hybrid work is anticipated, please identify the expected work location(s) and typical onsite requirements.

Answer: Per Specifications Section 1, most requested services will likely be in the metro-Charleston, WV area, though services may be requested statewide by end-user state agencies.

535. Pricing Evaluation / Estimated Hours: The Pricing Page identifies an estimated quantity of 2,080 hours for each position classification. Please confirm whether the lowest overall total cost evaluation will be calculated using 2,080 hours multiplied by the proposed hourly rate for each applicable classification.

Answer: Confirmed. Per Section 5.1 and the Pricing Page, evaluation is based on the overall total cost calculated by multiplying 2,080 estimated hours per line item by the proposed hourly rate.

536. Candidate Resumes at Bid Submission: Please confirm whether candidate resumes and individual candidate qualification documentation are not required with the initial bid submission and will instead be required from successful vendors when responding to staffing requests issued under the resulting contract.

Answer: Confirmed. Candidate resumes and qualification documentation are not required with the initial bid submission and will only be required from awarded vendors when responding to specific delivery orders (Sections 4.2.1 and 4.2.4).

537. In an effort, to provide the best response possible we want to know if State agency is willing to provide a two week extension either until Sept 30th?

Answer: Bid Opening is September 18th. Vendors should monitor WVOASIS for the most recent schedule of events.

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.

DatamanUSA, LLC

 Company

Authorized Signature

09/15/2026

Date

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

Revised 6/8/2012

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 of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

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

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

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

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

Vendor must maintain:

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

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

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

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

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

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

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

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

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

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

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

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Printed Name and Title) Khushboo Mehrotra

(Address) 6890 S Tucson Way, Suite 100, Centennial, CO 80112

(Phone Number) / (Fax Number) 720-248-3110

(email address) contact@datamanusa.vom

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.

DatamanUSA LLC

(Company)

(Signature of Authorized Representative)

Khushboo Mehrotra, Contract Manager

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

720-248-3110

(Phone Number) (Fax Number)

contact@datamanusa.vom

(Email Address)