



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

Header 5

 List View

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

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID: VS0000053962 

Legal Name: HW Staffing, Inc.

Alias/DBA: Top Prospect Group LLC

Total Bid: \$2,562,560.00

Response Date: 09/22/2026 

Response Time: 15:13

Responded By User ID: ppolito1 

First Name: Paul

Last Name: Polito

Email: ppolito@topprospectgroup.i

Phone: 2038167326

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2700000006

Published Date: 9/16/26

Close Date: 9/23/26

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services

Total of Header Attachments: 5

Total of All Attachments: 5



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

State of West Virginia
Solicitation Response

Proc Folder: 2020855		
Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services		
Proc Type: Statewide MA (Open End)		
Solicitation Closes	Solicitation Response	Version
2026-09-23 13:30	SR 0231 ESR09222600000002795	1

VENDOR
VS0000053962 HW Staffing, Inc.

Solicitation Number:	CRFQ 0231 OOT2700000006		
Total Bid:	2562560	Response Date:	2026-09-22
		Response Time:	15:13:01
Comments:	Dear Mr. Welch and Members of the Evaluation Team: Top Prospect Group is pleased to submit our proposal for Temporary Technical Staffing Services in support of the West Virginia Office of Technology (WVOT). We have reviewed the solicitation and Addendum No. 1 and are fully prepared to provide qualified IT professionals who meet or exceed all stated requirements. For more than 20 years, we have partnered with SLED organizations to deliver specialized technology talent. Our public-sector experience has enabled agencies to address critical staffing needs while maintaining operational continuity, compliance, and knowledge transfer. Our dedicated recruiting team maintains a robust pipeline of pre-qualified technical professionals, allowing us to respond quickly with candidates who possess the skills, experience, and professionalism required in mission-critical environments. We understand that successful contract performance depends on consistent fulfillment, responsiveness, and accountability, and these principles are central to our delivery model. WVOT requires a partner that can support both daily operations and long-term modernization initiatives. Our proven experience supporting SLED clients, combined with our commitment to quality, retention, and customer service, positions us to be a trusted long term partner. We appreciate your consideration and look forward to the opportunity to support WVOT's mission and the citizens it serves. Respectfully, Paul Polito		

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	80.000000	166400.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

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	76.000000	158080.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

Extended Description:

CRM Application Analyst

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior SQL Server Database Administrator	2080.0000	HOUR	84.000000	174720.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

Extended Description:

Senior SQL Server Database Administrator

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Business Analyst	2080.0000	HOUR	64.000000	133120.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

Extended Description:

Business Analyst

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Learning Management System & eLearning Development Specialis	2080.0000	HOUR	68.000000	141440.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

Extended Description:

Learning Management System & eLearning Development Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Cloud Financial Operations Specialist	2080.0000	HOUR	96.000000	199680.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

Extended Description:

Cloud Financial Operations Specialist

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Cloud Architect	2080.0000	HOUR	122.000000	253760.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

Extended Description:

Cloud Architect

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Cloud Security Professional	2080.0000	HOUR	112.000000	232960.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

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	104.000000	216320.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

Extended Description:

Cloud Platform Engineer
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Cloud Network Engineer	2080.0000	HOUR	100.000000	208000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

Extended Description:

Cloud Network Engineer
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Cloud Systems Management Engineer	2080.0000	HOUR	94.000000	195520.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

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	120.000000	249600.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

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	112.000000	232960.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments: 15% discount off national pricing

Extended Description:

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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 2020855			Reason for Modification: Addendum No 1 is issued to modify the bid opening date
Doc Description: Addendum No 1 -Temporary Technical Staffing Services			
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:

Vendor Name : HW Staffing, Inc. dba Top Prospect Group LLC

Address : PO Box 517

Street : 14 Bristol Dr Suite G

City : South Easton

State : MA

Country : USA

Zip : 02375

Principal Contact : Paul Polito

Vendor Contact Phone: 203-816-7326

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

FEIN#

47-4374290

DATE 09/21/2026

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

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BLDG 5, 10TH FLOOR
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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

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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
3	Senior SQL Server Database Administrator	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior SQL Server Database Administrator

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Business Analyst

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

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		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Financial Operations Specialist

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

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

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

Comm Code	Manufacturer	Specification	Model #
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Extended Description:

Cloud Security Professional

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
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Extended Description:
Cloud Platform Engineer

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Network Engineer

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

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	HOUR		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

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

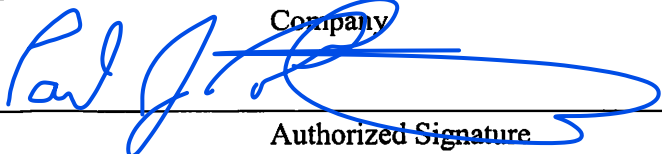
Addendum Numbers Received:

(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.

HW Staffing, Inc. dba Top Prospect Group LLC



Company

Authorized Signature

9/21/2026

Date

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

Revised 6/8/2012



SERVICING NATIONWIDE

Top Prospect Group

*A Specialized Division of
HW Staffing Solutions*

"YOUR SEARCH STOPS HERE"



www.topprospectgroup.com

IT & TECHNICAL STAFFING SOLUTIONS



AREAS OF FOCUS

PROCESS / PLATFORM SUPPORT

- Application Support Lead
- Platform Administrator
- Support Engineer

BUSINESS / SYSTEMS ANALYSIS

- Business Analyst
- Systems Analyst
- Product Analyst

DATA ANALYTICS & SCIENCE

- Data Analyst
- Data Scientist
- BI Engineer

PROGRAM/ PROJECT MANAGEMENT

- Program Manager
- Project Manager
- Scrum Master

SOFTWARE ENGINEERING

- Software Engineer
- Full Stack Developer
- QA Engineer

GRC / CYBERSECURITY

- GRC Analyst
- Cybersecurity Analyst
- IT Auditor

WHY TOP PROSPECT GROUP?

Top Prospect Group offers specialized IT and technical talent delivery designed to help leadership achieve high-stakes goals. By focusing on cost control and aggressive timelines, they ensure secure, high-quality outcomes for every project.

Our Core Strengths:

- Specialized Expertise: Targeted recruitment for niche IT and technical roles.
- Strategic Solutions: Built to streamline budgets and meet tight deadlines without compromising security.
- National Reach: Powered by the massive delivery scale and infrastructure of their parent company, HW Staffing Solutions.

Service Model:

Temporary · Temp to Hire · Direct Hire ·
Specialized project-based staffing (Statement of Work)

CONTACT:

Paul Polito, SVP of Sales & Business Development



203-816-7326



ppolito@topprospectgroup.com

Workday Implementation Support Brief

Strategic talent support for an active ERP transformation in higher education

Situation: A University in New England is in the middle of a major Workday implementation and needs specialized support across HR, HRIS, data, integrations, SaaS applications, Oracle Cloud, PeopleSoft, and project execution.

The challenge

- Workday implementation demands were competing with daily university operations.
- PeopleSoft, payroll, HR, reporting, and service delivery needed to remain stable during the transition.
- Internal teams needed added capacity without slowing project momentum.
- The environment required talent that could contribute quickly across functional, technical, data, and project workstreams.

Workday modules in scope

Workday implementations often touch multiple functional and technical areas, including HCM, payroll, recruiting, learning, talent and performance, compensation, benefits, time tracking, absence management, reporting, analytics, integrations, financial management, planning, and workforce management. For a university environment, the staffing need is less about naming every module and more about placing experienced talent around the workstreams that affect people, data, finance, payroll, service delivery, and institutional continuity.

The solution

Top Prospect Group supplied targeted talent to strengthen the university's implementation team, protect operational continuity, and support evolving Workday-related needs throughout the project.

Talent deployed

- **Legacy and cloud platforms:** Oracle PeopleSoft DBA, Senior Oracle Cloud DBA, PeopleSoft Integrations Developer
- **HR and HRIS operations:** Senior HR Generalist, HRIS Data Analyst
- **Project execution:** Business Analyst, Workday Project Support Coordinator
- **Enterprise applications and data readiness:** Enterprise Applications Manager, SaaS Applications Manager, Data Migration and Validation Specialist

Result: The university gained flexible project capacity across the systems and business functions most critical to a successful ERP transition.

Current implementation value

- Adds specialized capacity while the implementation is still underway.
- Reduces execution risk across Workday, PeopleSoft, Oracle Cloud, SaaS, HRIS, and data workflows.
- Helps internal teams maintain continuity across payroll, HR service delivery, reporting, and project coordination.
- Keeps project resources aligned through ongoing communication with hiring managers and consultants.

Engagement model

- Align with project owners on business need, technical environment, timing, success criteria, and risk points.
- Recruit for both role requirements and higher education operating context.
- Maintain active consultant communication throughout the assignment.
- Surface issues early and keep expectations aligned on both sides.

Why Top Prospect Group

- **Boutique attention:** role-specific recruiting expertise, market intelligence, and direct communication.
- **Enterprise infrastructure:** compliance discipline, payroll support, and established staffing delivery capacity.
- **Project-aware recruiting:** focus on workstream fit, stakeholder needs, and institutional continuity—not just filling requisitions.

Why this matters to leaders

- **IT:** protect system stability, integrations, data integrity, and project velocity.
- **Finance:** support reporting confidence, payroll reliability, grants, procurement, budgeting, and financial operations.
- **HR and Administration:** sustain service levels, support change adoption, and keep faculty, staff, and departments supported during transition.

Common priority: ERP modernization must not disrupt payroll reliability, reporting confidence, HR service quality, or daily university operations.



Executive perspective



In the middle of an ERP transformation, the biggest risk is not simply the technology, it is whether the organization has the right people in place to keep the project moving while daily operations continue. Our role is to bring specialized talent, practical execution support, and steady communication so institutions can protect continuity and maintain momentum.



— Paul Polito, SVP of Sales & Business Development

Next step

If your institution is planning, launching, or actively managing a Workday, PeopleSoft, Oracle Cloud, HRIS, data migration, finance, administration, or enterprise application initiative, Top Prospect Group can help provide the specialized talent and engagement support needed to keep the work moving.

Ready to Strengthen Your Transformation Team?

VISIT TOP PROSPECT GROUP

Paul Polito

SVP of Sales & Business Development
Top Prospect Group
Phone: 203-816-7326
Email: ppolito@topprospectgroup.com



Transforming Data Into Business Value

How modern data capabilities and specialized talent helped turn complex information into timely, actionable insights

Executive Summary

A leading beverage distributor launched a strategic data and analytics transformation to improve reporting, increase business visibility, and build a scalable foundation for future growth. The initiative aligned with technology, process, and specialized talent to strengthen enterprise decision-making.



TRANSFORMATION PRIORITIES

01

TRUSTED DATA

Integrate fragmented sources and establish consistent enterprise reporting.

THE BUSINESS CHALLENGE

- Fragmented data across multiple systems
- Manual and inconsistent reporting
- Limited real-time visibility into performance
- Growing demand for trusted business intelligence
- Upskilling and reorganization of the data analytics team with budget limitations

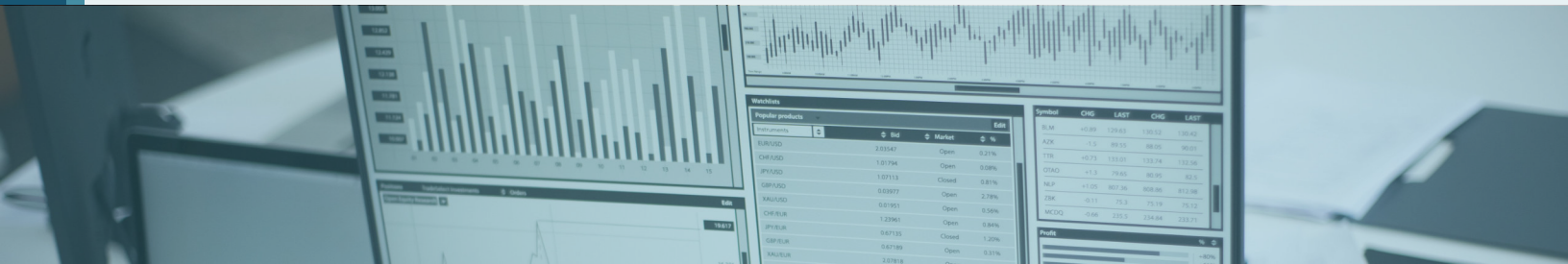
BUSINESS IMPACT

- Faster reporting and decision-making
- Greater confidence in enterprise data
- Improved efficiency through automation
- A foundation for advanced analytics and AI
- A highly skilled, problem-solving workforce

02

VISIBLE PERFORMANCE

Deliver executive dashboards, KPIs, and faster access to business insight.



03

SCALABLE ANALYTICS

Modernize architecture and enable self-service analytics for future growth.

HOW WE SUPPORTED THE INITIATIVE

TPG staff partnered with hiring managers and project leaders to provide specialized professionals who could connect business priorities with technical execution, completing on time and under budget.

- **Data Engineering-** Integration, development, and cloud analytics
- **Business Intelligence-** Dashboards, reporting automation, visualization, and KPIs
- **Advanced Analytics-** Data science, predictive analytics, and performance insights
- **Program Delivery-** Project management, product ownership, and business analysis

EXECUTIVE PERSPECTIVE

Successful data transformation requires more than technology. Organizations that align business strategy, leadership, modern data platforms, and specialized analytics talent are better positioned to turn information into actionable insights, accelerate decision-making, and create measurable business value.

— PAUL POLITO | SVP, Sales & Business Development

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Executive Summary and Staffing Resource Management Plan

State of West Virginia, Office of Technology (WVOT)
Solicitation Number: CRFQ-0231-OOT2700000006-2

Bidder: Top Prospect Group, LLC (TPG)

SECTION 1: EXECUTIVE SUMMARY

1) Provide a brief executive summary.

RESPONSE

Top Prospect Group LLC (TPG) traces its roots to Top Prospect Group, Inc., a professional and Information Technology staffing firm founded in January, 2010 by Evelyn Sirena and Vincent Battipaglia and originally headquartered in White Plains, New York. Following its acquisition by HW Staffing Solutions in 2023, TPG became a specialized professional services and IT division within the HW Staffing organization. Today, TPG provides Information Technology staff augmentation and professional staffing services to public, commercial, and enterprise organizations, combining centralized recruiting, dedicated account management, onboarding and compliance support, and executive oversight to deliver responsive, scalable staffing solutions. Its model is designed to align candidates with RFQ requirements, maintain workforce continuity, and provide accountable support throughout each assignment.

TPG's staffing methodology is built upon proactive recruiting, workforce planning, talent pipeline development, candidate quality assurance, workforce continuity planning, and continuous performance management. Through an established recruiting infrastructure and extensive talent network, TPG identifies, evaluates, qualifies, and delivers highly skilled technology professionals across a broad range of IT disciplines including software development, cybersecurity, cloud and infrastructure, systems and network support, enterprise applications, project management, business analysis, data analytics, quality assurance, and technical support. Our delivery model emphasizes requirement alignment, candidate qualification, timely communication, compliant onboarding, assignment support, and workforce continuity.

SECTION 2: EMPLOYMENT PROCEDURES

1) Overview of Vendor's process for selecting and providing candidates for IT Staff Services.

RESPONSE

TPG begins with an intake and requirement review covering the applicable job requirements, technical skills, experience, certifications, work location, schedule, rate, and assignment expectations. Recruiters then source candidates through internal databases, professional networks, referrals, job boards, and targeted outreach.

Candidates are screened, compared with the stated requirements, interviewed, and submitted only after recruiter and account-management review. Selected candidates proceed through required verification, screening, onboarding, and assignment support.

2) Vendor's Operational Formula to ensure staffing availability for IT Staff Services.

RESPONSE

TPG maintains staffing availability through continuous pipeline development, active and passive candidate outreach, recruiter specialization by discipline, centralized applicant tracking, recurring review of priority requirements, and coordinated coverage among recruiting and account teams. For each job requirement, TPG assigns a primary recruiter and account owner, confirms sourcing channels, tracks candidates through defined workflow stages, escalates sourcing or rate constraints, and maintains qualified backup candidates when practical. Recruiting and account leadership review progress throughout the response cycle and adjust sourcing resources based on urgency, skill scarcity, location, and customer deadlines.

3) Vendor's interview screening standards for identifying candidates for IT Staff Services, including how to ensure that candidates meet or exceed the standards for the Job Titles required.

RESPONSE

TPG converts each requirement into a screening checklist. Recruiters verify required experience, technical competencies, education, certifications, availability, work authorization, location, and rate alignment. Structured interviews assess relevant project examples, responsibilities, tools, outcomes, communication, and assignment readiness. Any required Customer-specific assessment is completed before submission. A final quality review confirms that the resume and candidate summary address each mandatory criterion.

4) Process for selecting and interviewing candidates for IT Staff Services.

RESPONSE

TPG uses five steps to select and interview candidates: requirement analysis, targeted sourcing, a structured recruiter interview, qualification and compliance review, and customer submission. The recruiter documents evidence for every required qualification, resolves resume inconsistencies with the candidate, and confirms interest, availability, work-location alignment, and rate alignment. Before submission, the Account Manager conducts an independent quality review and authorizes only candidates who satisfy all mandatory requirements.

5) Candidate evaluation for IT Staff Services, including but not limited to, an evaluation of pertinent knowledge, skill, and ability.

RESPONSE

TPG evaluates candidates against position-specific requirements covering technical knowledge, hands-on experience, tools and platforms, project scope, problem solving, communication, collaboration, adaptability, education, certifications, and relevant accomplishments. Recruiters require candidates to provide specific examples that identify the project context, individual responsibilities, technologies used, challenges addressed, and measurable or observable outcomes. When required, TPG also administers or coordinates technical and software-proficiency assessments and records the results in the candidate file.

6) Interview criteria for candidates for IT Staff Services.

RESPONSE

Interview criteria include compliance with mandatory job qualifications; depth and recency of technical experience; demonstrated knowledge of required tools and platforms; relevant project outcomes; communication and documentation skills; analytical and problem-solving ability; professionalism; reliability; availability; work-location and schedule alignment; rate alignment; and willingness to satisfy screening and onboarding requirements.

7) Validation of information contained within resumes, including but not limited to, the validation of education, experience, licensure, and certification.

RESPONSE

TPG reviews each resume with the candidate during a structured interview and verifies dates, employers, titles, responsibilities, project work, education, licenses, and certifications. Based on the job requirements and Customer requirements, TPG completes required employment, education, license, and certification checks through documented verification methods or an authorized screening provider. Verification results, candidate authorizations, and any resolved discrepancies are retained in the candidate record. A candidate is not clear for assignment until all required discrepancies have been resolved and required verifications have been completed.

8) Reference checks.

RESPONSE

TPG obtains candidate authorization and contacts professional references appropriate to the assignment. The reference check confirms the reference's relationship to the candidate, dates and scope of work when available, responsibilities, technical contribution, reliability, communication, teamwork, and eligibility for rehire when the reference is permitted to provide it. Results are documented in the candidate record and reviewed before placement when required.

9) Qualified candidate suitability for customer

RESPONSE

TPG evaluates suitability across four areas: technical fit with the job requirements; professional fit with the work environment and communication expectations; assignment fit involving schedule, location, duration, rate, and availability; and compliance fit involving authorization, screening, credentials, and required documentation. Customer-specific preferences are applied only after mandatory qualifications are satisfied.

10) Procedures for addressing and remedying performance issues for IT Staff placed.

RESPONSE

TPG documents each performance concern, promptly consults the Customer and assigned Staff member, confirms the facts and expected performance standard, and establishes corrective actions with measurable follow-up dates. The Account Manager documents progress, communicates status to the Customer, and escalates unresolved or serious issues to operational and executive leadership. Serious misconduct, security concerns, or Customer-directed removals are escalated immediately. When improvement is not achieved or replacement is requested, TPG coordinates replacement, knowledge transfer, access termination, and transition activities consistent with the Contract and Customer direction.

11) Ability to ensure employees, subcontractors, and Staff protect information deemed as confidential or trade-secret.

RESPONSE

TPG requires employees, subcontractors, and Staff to comply with contractual confidentiality obligations, applicable nondisclosure requirements, Customer security policies, access restrictions, and acceptable-use requirements. Confidentiality agreements and Customer-specific acknowledgments are completed before access is granted. Access is limited to authorized business purposes and the minimum information necessary for assigned duties. TPG reinforces confidentiality obligations during onboarding, requires prompt reporting of suspected incidents, coordinates access removal at assignment end or termination, and escalates incidents under applicable Customer and TPG procedures.

12) Background screening procedures, including enhanced screenings.

RESPONSE

TPG coordinates the screening package required by the specific job request and Customer. The package may include identity and Social Security trace, county, state, and federal criminal searches, employment and education verification, license or certification verification, drug screening, and other authorized checks. For a position designated as a job of special trust requiring Level 2 screening, TPG will coordinate the Customer-required fingerprint-based state and federal screening through the approved process, track completion, protect the resulting information, and withhold assignment clearance until all required results, eligibility determinations, and Customer approvals are received.

SECTION 3: PRINCIPAL PERSONNEL

1) List the Vendor's Principal Personnel who will make decisions concerning Staff placement for services.

RESPONSE

The following Principal Personnel will make decisions concerning Staff placement under the Contract. For each individual, the table provides the required name, education, credentials or certifications, job title, years of IT experience, and years employed with TPG.

Name	Education	Credentials / Certifications	Job Title	Years of IT Experience	Years with Vendor
James Verderame	BS Healthcare Management, Quinnipiac University,	Salesforce Certified	Business Development Manager	13 years	1 year

Name	Education	Credentials / Certifications	Job Title	Years of IT Experience	Years with Vendor
Evelyn Sirena	BS Computer Science, Pace University	NY Staffing Association Board Member, Regional Director	Managing Director	30 years	16 years
Vincent Battaglia	BS Mathematics, WCSU	NA	Managing Director	30 years	16 years
Sean Coreth	BA Psychology, Fairfield University	NA	Sr Technical Recruiter	10 years	10 years
Vanessa Rahanaev	BS Biology, Mount St Mary College	ASA Technical Services Certification, CSP	Technical Recruiter	4 years	4 years
Tony Ventresca	BS Management, Sacred Heart University	NA	Sr Technical Recruiter	27 years	1 year
Paul Polito	BS Management, Clemson University	NA	SVP, Sales and Business Development	3.5 years	.5 years

2) Describe the role each Principal Personnel member will have in the Contract.

RESPONSE

Paul Polito will be the administrator of the program and have full oversight of the team and the account. He will have executive support to ensure responsive delivery of scalable staffing solutions.

James Verderame, Evelyn Sirena, and Vincent Battaglia will provide account management and executive support. Their responsibilities will include Customer communication, requisition prioritization, service-level monitoring, pricing and program oversight within delegated authority, compliance and onboarding coordination, issue escalation, and final quality review of candidate submissions and replacements. Their respective decision rights and coverage responsibilities will be assigned to avoid duplication and ensure continuity.

Sean Coreth, Vanessa Rahanaev, and Tony Ventresca will provide technical recruiting support for assigned requisitions. They will analyze requirements, source and screen candidates, document qualifications, coordinate candidate communication, support onboarding, monitor assignment readiness, and maintain backup pipelines. They will recommend candidates for submission and report to the designated account leader, who will conduct the final quality review and authorize submission to the Customer.

3) Describe each Principal Personnel member's staffing resource management role in past IT Staff Services contracts.

RESPONSE

Paul Polito- As an IT business development leader, Paul has served as a strategic partner to large healthcare and consumer-products organizations during organic growth and acquisitions. He has led staffing solutions for healthcare go-live events requiring at-the-elbow desktop support and for organizational restructurings, including a recent data and business analyst top-grade initiative for a Fortune 500 consumer-products company. Paul will have full authority over this program.

James Verderame- In prior IT staff augmentation engagements for universities and local municipalities, James served as the account-management liaison between recruiting teams and requisition owners. He coordinated requirement clarification, candidate prequalification, submission review, hiring support, issue escalation, and overall program outcomes.

Evelyn Sirena- As a key account manager, Evelyn will support communication between our recruitment team and the requisition owners, as this is standard in her role. She has managed multiple IT Staff augmentation projects across multiple industries including non-profits, banks, municipalities, and other highly regulated industries. Throughout, she maintains authority over candidate prequalification, hiring decisions, and the overall outcome of the programs that she oversees.

Vincent Battaglia- In prior IT staff augmentation engagements, Vincent provided executive and account oversight for programs serving education, healthcare, and other highly regulated industries. He worked with Customer stakeholders to define workforce priorities, align recruiting resources with technical and compliance requirements, review candidate recommendations, resolve delivery issues, and maintain program continuity. His role emphasized governance, stakeholder communication, and accountability for staffing outcomes rather than day-to-day candidate sourcing.

Sean Coreth- As a Senior Technical Recruiter, Sean has supported client requisitions by aligning requirements, qualifying candidates, maintaining timely communication, coordinating compliant onboarding, supporting assignments, and maintaining workforce continuity. He has recruited IT professionals for SLED entities, nonprofit, banking, healthcare, and other regulated-industry clients. On prior engagements, he was responsible for sourcing strategy, candidate screening, qualification documentation, submission recommendations, and candidate performance support.

Vanessa Rahanaev- As a Technical Recruiter, Vanessa has supported IT staff augmentation engagements across higher education, nonprofit, banking, healthcare, and other highly regulated industries. During the past four years, she has worked with Sean Coreth on similar projects, contributing to requirement analysis, targeted sourcing, candidate screening, qualification documentation, candidate communication, compliant onboarding, assignment support, and workforce-continuity planning. Vanessa recommends qualified candidates for submission and monitors candidate readiness and assignment performance in coordination with the designated account leader.

Tony Ventresca- As a Senior Technical Recruiter with 27 years of IT staffing experience, Tony has managed sourcing strategies, candidate qualification, submission recommendations, onboarding coordination, assignment support, and workforce-continuity planning across higher education, nonprofit, banking, healthcare, and other highly regulated industries. His extensive tenure enables him to advise on hard-to-fill technical requirements, labor-market conditions, and candidate alignment. His responsibilities are similar to Sean Coreth's senior recruiting role.

4) Detail any unique expertise and capabilities each Principal Personnel member possesses that could bring additional value to a customer.

RESPONSE

Paul Polito has had recent oversights of large staff augmentation projects within Healthcare, Consumer Products, Insurance, Non-profit, Manufacturing, and Local Government. He understands the diligence and compliance requirements of these programs and has been the Leader of these programs to ensure their success.

James Verderame has 13 years of IT staffing experience and prior account-management responsibility for local government, educational institutions, and utility clients. As a primary Account Manager, he is a consistent point of contact for Customer stakeholders, translates requisition needs into recruiting priorities, coordinates communication between hiring managers and recruiting teams, reviews candidate submissions, supports onboarding, monitors service delivery, and escalates issues when necessary. His experience managing similar public-sector and community-based accounts enables him to understand procurement requirements, stakeholder expectations, compliance considerations, and the need for responsive, accountable service throughout each assignment.

Evelyn Sirena's service with the New York State Staffing Association provides additional value through current awareness of staffing-industry standards, employment trends, compliance developments, and professional best practices, as well as access to a broad staffing-industry network.

Vincent Battaglia brings 30 years of IT staffing experience, a mathematics background, and extensive executive oversight of staffing programs in education, healthcare, and other highly regulated industries. His strengths in workforce governance, stakeholder communication, technical and compliance alignment, issue resolution, and program continuity provide Customers with experienced leadership for complex and high-accountability staffing initiatives.

Sean Coreth has 10 years of IT staffing experience and long-term knowledge of TPG's recruiting processes, Customer expectations, and technical talent markets. He has supported staffing projects for local and state municipalities, utilities, higher education institutions and school districts, nonprofit organizations, banking, healthcare, and other regulated-industry Customers. His expertise in requirement analysis, sourcing strategy, candidate qualification, compliant onboarding, assignment support, and workforce-continuity planning provides added value for public-sector and highly accountable IT staffing programs.

Vanessa Rahanaev combines a biology degree with ASA Technical Services Certification and the Certified Staffing Professional credential, providing a strong foundation in technical recruiting, employment compliance, and candidate qualification. Her experience supporting IT staff augmentation engagements across higher education, nonprofit, banking, healthcare, and other highly regulated industries, along with four years of collaboration with Sean Coreth on similar projects, adds value through disciplined screening, documentation, compliant onboarding, candidate readiness, and assignment support.

Tony Ventresca contributes 27 years of IT staffing experience and deep knowledge of technical labor markets, sourcing strategy, candidate qualifications, and hard-to-fill requirements. His work across higher education, nonprofit, banking, healthcare, and other highly regulated industries enables him to advise Customers on talent availability, candidate alignment, workforce-continuity planning, and practical recruiting approaches for specialized IT roles.

END

Thank you for the opportunity to participate.

Paul Polito

Paul Polito

SVP, Top Prospect Group