



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

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](#)

Procurement Folder: 327903

Procurement Type: Central Master Agreement

Vendor ID: VS0000009518

Legal Name: VTECH SOLUTION INC

Alias/DBA:

Total Bid: \$11,299.60

Response Date: 05/12/2017

Response Time: 10:14

SO Doc Code: CRFQ

SO Dept: 0618

SO Doc ID: BVH1700000001

Published Date: 5/4/17

Close Date: 5/16/17

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM 1 TEMPORARY STAFFING SERVICES-LPN(S)

Total of Header Attachments: 2

Total of All Attachments: 2



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

State of West Virginia
 Solicitation Response

Proc Folder : 327903

Solicitation Description : ADDENDUM 1 TEMPORARY STAFFING SERVICES-LPN(S)

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-05-16 13:30:00	SR 0618 ESR05121700000005544	1

VENDOR
VS0000009518 VTECH SOLUTION INC

Solicitation Number: CRFQ 0618 BVH1700000001

Total Bid : \$11,299.60 Response Date: 2017-05-12 Response Time: 10:14:28

Comments:

FOR INFORMATION CONTACT THE BUYER
 Crystal Rink
 (304) 558-2402
 crystal.g.rink@wv.gov

Signature on File	FEIN #	DATE
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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	TEMPORARY STAFFING SERVICES-LICENSED PRACTICAL	260.00000	HOUR	\$43.460000	\$11,299.60

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description :	TEMPORARY STAFFING SERVICES-LICENSED PRACTICAL NURSE
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Exhibit A Pricing Page

CRFQ BVH1700000001

Item Description	Hourly Rate	Estimated Monthly Hours	Total Hourly Rate
Temporary Staffing Services-Licensed Practical Nurse	\$43.46	260	\$11,299.60

Vendor Information

Name/Title: Haresh Vataliya; Director – Client Relationship; vTech Solution Inc.

Phone: 202-241-0167

Fax: 866-733-4974

Email: rfp.vtech@vtechsolution.com

Request For Quotation

TEMPORARY STAFFING SERVICES-LICENSED PRACTICAL NURSE (LPN)

Centralized Request for Quote(CRFQ)

Solicitation No: CRFQ 0618 BVH1700000001

Crystal Rink,
Buyer,

Bid Receiving Location:

Bid Clerk

Department of Administration

Purchasing Division

2019 Washington ST E

Charleston WV 25305

Bill To:

West Virginia Veterans Home

512 Water St

Barboursville, WV 25504



VTECH SOLUTION
You Seek, We Deliver.

1100 H Street, N.W. Suite 450, Washington DC 20005

202.241.0167 (O) | 866.733.4974 (F)

Email: rfp.vtech@vtechsolution.com

DUE DATE: MAY 16, 2017; 1:30 P.M. (EST)




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1. RFQ COVER PAGE

	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 26 — Medical
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Proc Folder: 327903			
Doc Description: TEMPORARY STAFFING SERVICES-LICENSED PRACTICAL NURSE (LPN)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-28	2017-05-16 13:30:00	CRFQ 0618 BVH1700000001	1

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

VENDOR
Vendor Name, Address and Telephone Number: vTech Solution Inc. 1100 H Street, N.W. Suite 450, Washington DC 20005 202-241-0167

FOR INFORMATION CONTACT THE BUYER Crystal Rink (304) 558-2402 crystal.g.rink@wv.gov		
Signature X 	FEIN # 20-4271088	DATE 05/10/2017
All offers subject to all terms and conditions contained in this solicitation		



ADDITIONAL INFORMATION:

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA VETERANS HOME, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR TEMPORARY STAFFING SERVICES FOR LICENSED PRACTICAL NURSES FOR THE FACILITY LOCATED IN BARBOURSVILLE, WV PER THE ATTACHED.

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY STAFFING SERVICES-LICENSED PRACTICAL	260.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description :
TEMPORARY STAFFING SERVICES-LICENSED PRACTICAL NURSE

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2017-05-03



	Document Phase	Document Description	Page 3 of 3
BVH170000001	Final	TEMPORARY STAFFING SERVICES-LICENSED PRACTICAL NURSE (LPN)	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Contract Manager: Haresh Vataliya

Telephone Number: 202-241-0167

Fax Number: 866-733-4974

Email: rfp.vtech@vtechsolution.com



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.

Haresh Vataliya; Director – Client Relationship

(Name, Title)

Haresh Vataliya; Director – Client Relationship

(Printed Name and Title)

1100 H Street, N.W. Suite 450, Washington DC 20005

(Address)

202-241-0167 || 866-733-4974

(Phone Number) / (Fax Number)

rfp.vtech@vtechsolution.com

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wVOASIS, I certify that I have reviewed this Solicitation 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 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 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.

vTech Solution Inc.

(Company)

Haresh Vataliya; Director – Client Relationship

(Authorized Signature) (Representative Name, Title)

Haresh Vataliya; Director – Client Relationship

(Printed Name and Title of Authorized Representative)

05/10/2017

(Date)

202-241-0167 || 866-733-4974

(Phone Number) (Fax Number)



2. EXHIBIT A PRICING PAGE

Exhibit A Pricing Page

CRFQ BVH1700000001

Item Description	Hourly Rate	Estimated Monthly Hours	Total Hourly Rate
Temporary Staffing Services-Licensed Practical Nurse	\$43.46	260	\$11,299.60

Vendor Information

Name/Title: Haresh Vataliya; Director – Client Relationship; vTech Solution Inc.

Phone: 202-241-0167

Fax: 866-733-4974

Email: rfp.vtech@vtechsolution.com

3. VENDOR PREFERENCE CERTIFICATE

PREFERENCE CERTIFICATE

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:
_____ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

_____ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;
Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,

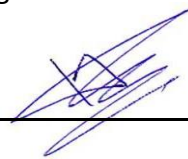
_____ Bidder is a non resident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% vendor preference for the reason checked:
_____ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% vendor preference for the reason checked:
_____ Bidder is a non resident vendor that employs a minimum of one hundred state residents, or a non resident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,

4. Application is made for 5% vendor preference for the reason checked:
_____ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
_____ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
_____ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.
_____ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: **vTech Solution Inc.** Signed: 
Date: **05/10/2017** Title: **Haresh Vataliya – Director – Client Relationship**

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



4. PURCHASING AFFIDAVIT

RFQ No. CRFQ 0618 BVH1700000001

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Hareesh Vataliya

Authorized Signature: [Signature] Date: 05/09/2017

State of VA

County of Fairfax, to-wit:

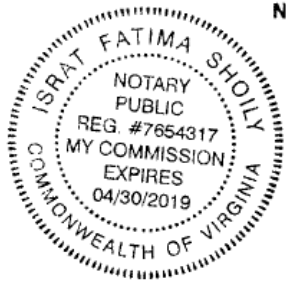
Taken, subscribed, and sworn to before me this 9th day of May, 2017

My Commission expires 04/30, 2019

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Purchasing Affidavit (Revised 07/01/2012)





5. ADDENDUM ACKNOWLEDGEMENT FORM

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ BVH1700000001

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)

- | | |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> 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.

vTech Solution Inc.

Company

Haresh Vataliya; Director - Client Relationship

Authorized Signature

05/10/2017

Date

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



ACKNOWLEDGEMENT OF ADDENDUM

	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 26 – Medical

Proc Folder: 327903			
Doc Description: ADDENDUM 1 TEMPORARY STAFFING SERVICES-LPN(S)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-04	2017-05-16 13:30:00	CRFQ 0618 BVH1700000001	2

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

VENDOR
Vendor Name, Address and Telephone Number: vTech Solution Inc. 1100 H Street, N.W. Suite 450, Washington DC 20005 202-241-0167

FOR INFORMATION CONTACT THE BUYER		
Crystal Rink (304) 558-2402 crystal.g.rink@wv.gov		
Signature X	FEIN # 20-4271088	DATE 05/11/2017

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



ADDITIONAL INFORMATION:

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA VETERANS HOME, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR TEMPORARY STAFFING SERVICES FOR LICENSED PRACTICAL NURSES FOR THE FACILITY LOCATED IN BARBOURSVILLE, WV PER THE ATTACHED.

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY STAFFING SERVICES-LICENSED PRACTICAL	260.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description :
TEMPORARY STAFFING SERVICES-LICENSED PRACTICAL NURSE

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2017-05-03



	Document Phase	Document Description	Page 3 of 3
BVH1700000001	Draft	ADDENDUM 1 TEMPORARY STAFFING SERVICES-LPN(S)	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

ADDENDUM NUMBER: 1

SOLICITATION NUMBER: CRFQ BVH170000001
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:

1. To provide answers to vendor questions

No other changes at this time

Bid opening remains May 16, 2017 at 1:30 PM EST

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

Revised 6/8/2012



CRFQ BVH1700000001 Addendum 1 Answers to Vendor Questions

Q1. I was looking at the above RFQ and wondered how many LPN's you are looking for? 260 hours a month would be 30 hours a week for 2 part-time LPN's but 60 hours a week for one full-time? Is this meant to be one assignment with a lot of overtime or two part-time assignments?

A1. At least 2. It is basically as needed and the 60 hours was just an estimate.

Q2. Is the State currently under contract for LPN services at the Barboursville facility? If so, what vendors are you utilizing and what are the rates?

A2. There is currently no contract for these services

Q3. The RFQ notes that vendor is responsible for "Travel Costs", what has been the historic travel amount YTD?

A3. This information is not available due to no current contract for this service

Q4. Is the 260 hours in the RFQ based on typical usage?

A4. The estimated hours are based on past usage



ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BVH170000001

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Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

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vTech Solution Inc.

Company

Authorized Signature

05/11/2017

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

6. GENERAL INFORMATION

CAPABILITY STATEMENT



Inc. 5000 list 2015:
11th fastest growing company in the
District of Columbia



Haresh Vataliya (Director)

Haresh@vTechSolution.com
(202) 241.0167

Sahil Khan (VP Operation)

Sahil.k@vTechSolution.com
(202) 644.9774

1100 H street, N.W. Suite 450,
Washington DC, 20005

www.vTechSolution.com

Corporate Overview

VTECH SOLUTION INC. is a Small, Women-owned, and Minority-owned Business based out of Washington, DC providing Managed Staffing Services since 2006 with a primary focus on Professional Services and Temporary Staff Augmentation .

Our senior leadership has over 25 years of experience in the field of staff augmentation and has expertise in resourcing, researching and delivering best qualified candidates for our clients in government and federal sector

We have strong policies for confidentiality and information security, labor wages and various certificates. Our team is fully aware and complies with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects. We also maintain 97% customer retention, guaranteeing total customers satisfaction as each client account with us has one dedicated point of contact from our Client Relations department, supported by a team of highly-trained individuals.

Partners



Key Business Areas

vTech is committed to provide top-quality Contingent, temp-to-hire, and Permanent staffing services. From entry-level to upper level management, the company specializes in office and administrative positions in a variety of industries.

MEDICAL & PHARMACEUTICALS

Medical Advisor, Medical Affairs Analyst, Medical Affair Manager, Medical Assistant, Clinical Coordinator, Clinical Data Analyst, Medical Admin Specialist.

ACCOUNTING & FINANCE

Accountant, Accounting Clerk, Accounts Payable/Receivable, Billing Clerk, Compensation Analyst, CPA, Payroll Professionals, Credit Risk Analyst, Audit Manager Loan Specialist, Senior Accountant, Tax Accountant.

ADMINISTRATIVE

Administrative Assistant, Claims Examiner/ Processor, Clerk, Data Entry, File Clerk, Human Resources Assistant, Management Assistant, Receptionist, Typist, Underwriter.

CUSTOMER SERVICE

Account Management, Helpdesk Operations, Customer Service Representative, Enrolment Representative, Provider Claims Representative.

EXECUTIVE PLACEMENT

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Director, Vice President.

INFORMATION TECHNOLOGY

Business Analyst, CISSP Professionals, Database Support, EHR Implementation Specialist, Engineers, Help Desk Support, HRIS Analyst, Network Engineers & Technicians, Systems Analyst.



CERTIFICATIONS AWARDED

District of Columbia

CBE (Certified Business Enterprise) - DSLBD
DBE (Disadvantage Business Enterprise) - DDOT
LDBE(Local Disadvantaged Business Enterprise) - MWAA

Commonwealth of Virginia

DBE (Disadvantage Minority Business Enterprise)

State of Maryland

DBE (Disadvantage Minority Business Enterprise) - MDOT

Commonwealth of Pennsylvania

SDB (Small Diverse Business)

STRONG PRESENCE IN

1. Arizona
2. Washington D.C.
3. Georgia
4. Illinois
5. Maine
6. Maryland
7. Massachusetts
8. Michigan
9. New Jersey
10. New York
11. North Carolina
12. Ohio
13. Oklahoma
14. Oregon
15. Pennsylvania
16. Texas
17. Virginia
18. Washington

OUR MSP PARTNERS





MAJOR CLIENTS



CONTRACT VEHICLES

GSA Schedule (70) {IT Services}
GSA Schedule (736) {Temporary Administrative & Professional Staffing}
Seaport-e Prime
State of Maryland | CATS+
Prince George County | CATS II

COMPANY DESIGNATIONS

SAM Registration Status: Active
Cage: 6MR43
D-U-N-S: 00-634-5212
GSA Schedule (70), (736): GS-35F-464AA

CONTACT INFORMATION

Phone: (202) 644.9774
Fax: (866) 733 4974
Email: Info@vTechSolution.com
Website: www.vTechSolution.com

NAICS CODES

- 541511 - Custom Computer Programming Services
- 541512 - Computer Systems Design Services
- 541513 - Computer Facilities Management Services
- 541519 - Other Computer Related Services
- 541690 - Other Scientific and Technical Consulting Services
- 561320 - Temporary Help Services
- 541990 - Other Professional, Scientific, and Technical Services
- 518210 - Data Processing, Hosting, and Related Services
- 517919 - All Other Telecommunications
- 519190 - All Other Information Services
- 541618 - Other Management Consulting Services

MAIN COMPANY OFFICES

DISTRICT OF COLUMBIA

1100 H Street, NW, Suite 450,
Washington, DC 20005

1025 Connecticut Ave. NW, Suite 511,
Washington, DC 20036

VIRGINIA

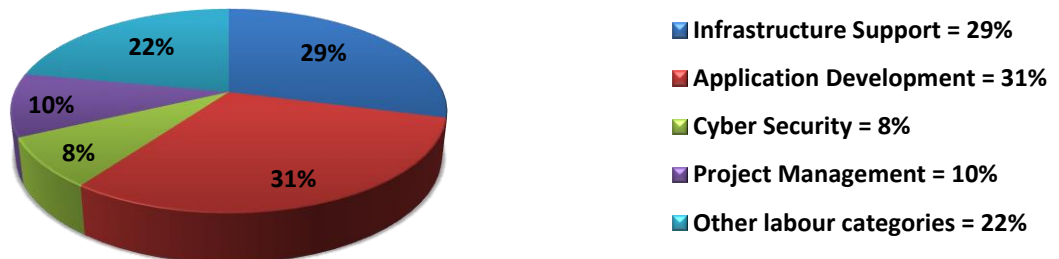
42730 Freedom Street
Chantilly VA 20152



QUALIFICATIONS TO SERVE

- vTech's Resource Pool:** vTech has a strong pool of pre-screened, qualified and experienced IT resources specifically for labor categories like Infrastructure Support, Application Development, Cyber security and Project Management for which we wish to offer our services. The company has developed an extensive IT resources database across several technologies & regions for its future staffing requirements for Customers. Our pool has more than 98,000 resources, out of which around 7,840 (approx 8%) are from West Virginia and from nearby metropolitan areas and out of those 7,840 resources:

vTech's IT Resource Pool



- vTech's Team Experience:** vTech Team has a combined total industry experience of more than 25 years. Over the period, vTech has built a unique expertise that is shared by all of our employees and associates. vTech has strong sourcing teams with expertise in resourcing and placement for Commercial and Government Sector. Our team has strong understanding of policies for confidentiality and information security, labor wages and various certificates. Our team is fully aware and complies with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects. We adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution.
- BBB Accredited company:** We are Better Business Bureau (BBB) accredited company with A+ rating.
- 2015 Inc. 5000 Honours:** We are listed in Inc. 5000 listing for the fastest growing companies in USA; Ranked 1142 nationally and ranked **11th** fastest growing company for government services in District of Columbia with a growth rate 371% in last 3 years.
- 2016 Inc. 5000 Honours:** We are listed in Inc. 5000 listing for the fastest growing companies in USA; Ranked 1053 nationally and ranked **13th** fastest growing company for government services in District of Columbia with a growth rate 371% in last 3 years.
- Financial Strength & Capability:** With current annual revenue exceeding \$3.8 Million, vTech has experienced consistent Y-O-Y growth with its strong emphasis on quickly applying new and emerging technology and platforms in its implementations. The company is financially strong and sound, well-funded, owns company office in Washington DC and having direct & remote support services in various regions of US sub-continent to deliver and implement projects on time.
- ISO 9001 Certified Business:** vTech Solution Inc. is now an ISO 9001 certified business. Perry Johnson Registrars, Inc. has audited the Quality Management System of vTech Solution Inc. and declares that,



vTech is conformance with ISO 9001:2015. This registration is in respect to the **IT Services and Resources to the Commercial Market, State and Federal Government**

- We were listed as pre-approved vendor for "Order# CMA 0506 0506 WEH170000002B – **Emergency CMA – Medical Laboratory Technicians**" opportunity from **Welch Community Hospital, WV**.
- **Major Customers:** vTech Solution's unwavering dedication to results defines our brand. Our time-tested management processes, quality control methods, and state-of-the-art work environment ensures that our clients' most complex projects are delivered on time, on budget, and on point. As a result, we enjoy enduring relationships with our existing clients, as well as a constant flow of new business. vTech Solution provides support to:

• AARP	• District of Columbia Child Support
• Accenture	• Arkansas Department of Education
• Computer Aid Inc.	• DC Office of Chief Technology Officer
• CPN-Network Inc.	• Credence Management Solutions
• Department of Navy	• Virginia Housing Development Authority
• DC Department of Health	• DC Metropolitan Police Department
• State of Maine	• Virginia Information Technology Agency
• State of Oklahoma	• Virginia Department of Housing Agency
• State of Pennsylvania	• Office of Information Technology - Maine
• State of Virginia	• Pennsylvania Department of Transportation
• State of Iowa	• Maryland Department of Information Technology
• State of South Carolina	• Arlington County Government
• State of Ohio	• Council of the District of Columbia
• State of Indiana	• Portland Development Commission, OR
• State of Florida	• Southern California Association of Governments, CA
• Commonwealth of Massachusetts	• Regional Transportation Authority, IL
• State of Arizona	• New Jersey Schools Development Authority
• State of Massachusetts	• University of Massachusetts
• State of New Jersey	• International Monetary Fund
• State of North Carolina	• Arizona State University
• State of Michigan	• Georgia Public Library Service
• State of South Carolina	• D.C. Department of Aging
• State of Oregon	• State of Washington
• State of Georgia	• New York Power Authority, NY
• State of Colorado	• Department of Behavioural Health, DC
• State of Utah	• Office of the Chief Information Office, IA
• The State of DE - Department of Technology & Information	• University of Central Florida
• DC Contract Appeals Board	• County of San Bernardino, CA
• Department of Technology, Management and Budget Procurement, MI	• DC Fire and Emergency Medical Services Department
• State of Minnesota	• Arkansas Tech University
• Arlington Independent School District, TX.	• US Department of State, VA



- | | |
|--------------------------|-----------------------------------------------------|
| • State of Minnesota | • Welch Community Hospital, WV |
| • University of Oklahoma | • Houston-Galveston Area Council of Governments, TX |

Industry partnership: vTech Solution Inc. is a technology partner with following companies.



- | | |
|---------------------------------------------------|-----------------------------------|
| • Credence Management Solutions Partner | • AYERA Technologies Inc. Partner |
| • ECOM Consulting Inc. Partner | • CACI |
| • Information Technology Growth Solutions Partner | • Accenture |
| • Sun Java | • KForce |
| • Team CPM-Network LLC Partner | • Palo Alto Networks Partner |

vTech's Certification:

- Disadvantage Business Enterprise (DBE) Certification from Virginia Department of Small Business and Diversity-Commonwealth Of Virginia, VA
- Small Business Self-Certification (SBE) from Department of General Services, PA
- Small Diverse Business Certification (SBE/MWBE)-Self Certified from Department of General Services, PA
- Certified Business Enterprise (CBE) from Department of Small and Local Business Development's (DSLBD'S), DC
- Local Disadvantage Business Enterprise CERTIFICATE from Metropolitan Washington Airport Authority (MWAA), DC
- Disadvantage Business Enterprise (DBE) CERTIFICATION from Metropolitan Washington Unified Certification Program (MWUCP - WMATA/DDOT), DC
- Minority Business Enterprise (MBE) Certification from Maryland Department of Transportation (MDOT), MD
- Small Business Reserve Program from State of Maryland, MD
- Historically Underutilized Businesses (HUB Office), NC from State Wide Uniform Certification, Program, NC
- MBE - Minority Business Enterprise certification from Raleigh-Durham Airport Authority, NC

KEY PERSONNEL'S

The names and titles of all key management personnel who will be involved with supervising the services rendered under this project.

SN	KEY MANAGEMENT PERSONNEL	DESIGNATION	QUALIFICATION	TOTAL EXPERIENCE
1	Haresh Vataliya	Director – Client Relationship	Masters in Information System Management	14 Years
2	Kapil Patel	Director – Operations	Masters of Science, Mechatronic Systems Engineering	13 Years
3	Sahil Khan	Dedicated Account Manager for West Virginia Veterans Home	Master of Business Administration	12 Years

The above-mentioned representatives will be the point of contact for managing and correcting any disputes related to this project. This representative will also be responsible for the preparation and submittal of invoices and reports by the due date defined, as well as any other correspondence relating to this project and its activities.

DIRECTOR – CLIENT RELATIONSHIP (HARESH VATALIYA)

PROFESSIONAL HISTORY:

With more than 14 years of experience working with legal technology, provide technical guidance and solutions to client-related matters. Energy, dedication, tenacity and adaptability are key skills which allow me to serve on large-scale projects, thoroughly understand various technical processes, and case management systems. Exemplify exceptional capability to build processes and methodology to build competitive advantage, inspire team to comply with organization goal and an extensive background in following broad-based competencies:

Account Management	Strategic Technology Planning	Talent Management
Client Satisfaction	Technology & Business Planning	Performance Optimization
New Business Development	Automate business process	Build High Performance team

- Exceptional qualifications in legal technology with comprehensive knowledge of management, organizational development, team building and project execution.
- Managed data transformation team and improved efficiency in process through developing standard tools, reduced client costs, better management of projects and the increased capacity to handle larger cases.
- Lead numerous complex litigations across various jurisdictions and consisting of millions of documents in English and foreign languages (e.g. Korean, Japanese, Hebrew and German).

EDUCATION:

- Master of Information System in Management, University Phoenix, Falls Church VA.
- Bachelor of Engineering, Information Technology, North Gujarat University, Patan, India

RELEVANT EXPERIENCE & QUALIFICATIONS:

FTI Consulting – Washington, D.C. 2011 - 2012
Managing Director – Ringtail Services

Handle all data transformation resource planning, budget, operation initiative, custom tool development, initiative to bring efficiency, process standardization, documentation and training arrangement for the team. Manage six direct and 30 indirect professional at three offices, provide technical services on more than 200 actives matter at a time and generate over 8M plus revenue yearly only through technical consulting and services.

- Implement standards across multiple offices around the world and distribute work to better utilize resource among different time-zone, to improve work-life balance and 24x7 supports for the client. Actively involve with sales team on new opportunity for project estimation, proof of concept, identify competitive advantage for the client and assistance on complex-large data transformation project.
- Inspire team for fast pace environment, continue changing client expectations, develop custom solution for better efficiency and quality, improve performance and align individual goal with organization. Play key role as stakeholder in the development and enhancement of the core product. Promote innovation in the team and offer custom services to add value for a client and competitive edge for the company.



FTI Consulting – Washington, D.C.

2007 - 2011

Director – Unified Consulting Team

Built a team to support custom data transformation requests, train resources, educate case managers about technical processes, and improve processes for immediate turn around. Develop custom suite of applications to handle large scale data transformation requests with limited resources.

- Successfully manage large and complex litigation matters involving multi-jurisdictions, over 5000 plaintiff class action law suit, over 2000 productions, over 60M documents, 10 years of case history and 200 plus reviewer.
- Assisted various corporation and law firms on litigation matters, including Pfizer, Toyota, GlaxoSmithKline, All-State Insurance, Sutherland Asbill & Brennan, Williams & Connolly, O'Melveny & Myers, and more. Perform data migration from various document management/review system including Ringtail, Relativity, Kroll OntrackInview, iConnect, Introspect, Documatrix, Concordance, Summation, Ipro e-Discovery Suite, Clearwell, Axcelerate (Recommind), V3locity(Huron), Intralinks, Bloomberg, SharePoint, and Stored IQ. Identified areas in technical skill sets and instituted a number of employee development programs that increased staff retention.

FTI Consulting – Washington, D.C.

2006 - 2007

Senior Consultant – Ringtail Consulting

Assist on various technical requests of the complex litigation matter, involving data import, custom productions, data manipulation, exhibit preparation, de-duplication and other technical requests. Provide around the clock support for a client during trial period with immediate turn around on various technical requests.

- Develop custom solution to prepare exhibits for trial with specific exhibit stamp branding. Coordinate with case team on regular basis to automate processes and offer ways to bring efficiency. Assist processing team on various exception handling and provide a custom application to meet the client requirements.
- Introduce new service offering of custom data migration from review system like concordance and summation including redactions, notes, tags, and user history.

Capital Legal Solutions – Falls Church, VA

2002 - 2006

Senior Software Engineer

Involved in almost every phase of e-discovery life cycle, manage large scale projects for law firms, provided litigation support various technical requests, manage review of 70 attorney over a month for 2 TB dataset.

- Evaluate e-Discovery tools and application to client more effectively; develop custom application to reduce human time for law firms.
- Provide technical guidance for litigation team to manage and organize case data properly to avoid potential risk in future. Customization and proper organization of case document is the key to manage litigation case successfully so prepare documentation and set best practices around it.
- Develop various native file processing application, compare indexing application and develop work around technical limitations.
- Supported various technical requests such as collection of client data, setup review, document culling, prepare production, privilege log, and review application administration.



ACCOUNT MANAGER – SAHIL KHAN

PROFESSIONAL HISTORY:

- 8+ years of working experience with multi-national organisation and international exposures.
- Extensive experience in IT Recruitment, client relationship, leadership and strong management aptitude in IT industry.
- Exclusive work in recruiting SAP/ERP Professionals for almost 4+ plus years
- Major Skills working for ERP:

SAP Modules:

- Technical Skills: ABAP (APO ABAP, Workflow ABAP), BASIS, Basis Security,
- Niche Skills: BW (BI/BPS), EP (Webdynpro), XI
- Functional Skills:
- FMS modules: FICO, FICO with SEM,
- HCM Modules: HR payroll, HR TM, ABAP HR (Techno Functional)
- PP, MM, PLM-PM, PLM-PP, PLM-PS, APO-PPDS, APO-SNP DP
- CRM Service line: CRM Technical (ABAP CRM), CRM Functional,
- SAP IS: ISU CRM, ISU ABAP, ISU FICA, IS-Oil & Gas, IS Retail
- SAP Project Manager.
- SCM PLM: Agile PLM, Ariba, Smarteam, Enovia VPM 4, PLM E-Matrix, Wind-chill, TCE,

ACCOMPLISHMENTS

- Managed HR and general administrative functions in India & Dubai.
- Proposed Information management approach to accelerate Operon's business growth
- Established management structure for ICS Solutions in India
- Initiated new performance management approach for ICS Solutions, India

EDUCATION:

Bachelor of commerce from Maharaja Sayajirao University, Vadodara, Gujarat, India

Master's Degree in Business Administration from Pondicherry University, India.

RELEVANT EXPERIENCE & QUALIFICATIONS:

vTech Solution Inc.

Nov 2012 – Present

Account Manager

Responsibilities:

- Building relationship with clients.
- Receiving work orders from the clients.
- Understanding client objectives alongside vTech's vision of contract success in order to analyze the Contract's potential and creates a Contract Plan/Strategy to minimize risks to both vTech and the client, set goals for the Contract and ensure that the Contract produces usable Case Studies.
- Managing an incumbent workforce of contingent workers.
- Workforce planning and candidate attraction analysis.
- Ensuring that all contractual requirements are consistently met.
- Consistently seeking new innovations and improvements to the service.
- Supporting Hiring Managers through the recruitment process.
- Escalating concerns and risks to the Account Director.



QX LTD

December 2011 – October 2012

Sr. IT & ERP Recruiter

Responsibilities:

- Recruited for some extremely niche skills permanent roles in Infosys and IBM across the UK and Europe.
- Managed full life cycle recruitment process, including advising job description and compensation band, sourcing, screening, interviewing, and making selection recommendations for prospective employees.
- Directly sourced for candidates with experience and ability to fill niche skills roles whose values align with corporate culture.
- Developed strategies to source and maintain a highly qualified candidate pool.
- Adapted with creative recruitment solutions including direct recruiting, Headhunting, internet searches (e.g. Google, LinkedIn, Facebook, XING & Twitter), and developing incentive campaigns for referrals.
- Educated leaders on best practices for employee selection
- Niche skills currently include Oracle, SAP, Middleware, IFS specialists, PEGA, Websphere, Webmethods and Savvion specialists, CRM specialists & Ecommerce in the UK & Europe.

Collabera

Nov 2010 – Nov 2011

Sr. IT & ERP Recruiter

Responsibilities:

- Assisted account managers in the maintenances of major client accounts like IBM, Accenture & AT&T.
- Successfully done Recruiting mainly for the following skills: SAP modules ABAP, BASIS, FICO, MM, SD, HR, BW, PM, PS, PP, QM, CRM, SRM, TAO, WM, XI, Java, C++, C#, .Net, ETL Informatica, Cognos, Oracle/DB2/Sybase/Informix, SQL, Oracle Application.
- Understood client's requirements and job orders in terms of roles, skills and technology.
- Searched and screening qualified candidates utilizing various job boards like Dice, Monster, Career Builder and Naukri.com.
- Tracked the recruitment process from requisition, sourcing, screening, interviewing, negotiating rates, qualifying to final submission to client, background check, scheduling drug test and delivery of candidates.
- Responsible for full recruitment life cycle process.

Operon Middle East – Dubai, UAE

Jan 2009 – Nov 2010

HR Administrator

Responsibilities:

- Managed a wide gamut of HR and general administrative functions of the organisation.
- Drafted office correspondence and letters; maintaining insurance policies of company's assets including renewal of policies whenever due and attending insurance claims.
- Scheduled meeting and arranging logistic and other materials that may be required for the meeting.
- Prepared minutes of the meeting and taking concurrence from the concerned executives.
- Assisted HR Manager for the remittance of PF, gratuity and bonus; involved in the maintenance of statutory registers and forms.
- Created and maintaining employee data base and preparing a comprehensive MIS.
- Ensured facility management with respect to any basic service providers like BESCO (Electricity Board), RTO, Telephone dept, BDA, etc and liaising with the concerned authorities to set right any short comings.
- Acted as single point of contact between the branch office and our Head office with reference to anything pertaining to admin and HR activities or share any info regarding the policies.



Quickstart Resource Management

June 2007 – Dec 2008

Sr. Technical Recruiter/Supervisor

Responsibilities:

- Responsible for maintaining daily, weekly and monthly report
- Monitoring/Overseeing the team in the end-to-end process of recruitment
- Exclusive work in recruiting SAP/ERP Professionals. Worked on both contract & permanent positions.
- Worked on requirements of SAP modules and
- Arranging of Initial technical screening of SAP consultants with our existing employees.
- Sourced candidates through search engines, Headhunting, referrals, networking, etc.
- Oversee the day-to-day re-sourcing and data maintenance activities of a team of re-sourcers ensuring that procedures, standards and service levels are adhered to.
- Understanding client's needs and job orders in terms of roles, skills and technology
- Coordinate the actions of multiple re-resources on high- priority requests, providing daily turnaround of requests into shortlists.
- Responsible for full life cycle recruitment process
- Maintaining accurate and up-to-date information relating to the running of the office as required
- Searching and screening qualified candidates through Headhunting and various job boards
- Excellent ability to identify client needs on every requirement with quick response time.
- Tracking the recruitment process from requisition, sourcing, screening, interviewing, negotiating rates and qualifying to final submission to client

I-Link Software Pvt.Ltd

Nov 2006 - June 2007

Senior IT Technical recruiter

Responsibilities:

- Assisting Account Managers, Client/Contract Management, Resource Management and client & consultant relationship
- Assisted account managers in the maintenances of two major client accounts.
- Understood client's requirements and job orders in terms of roles, skills and technology.
- Searched and screening qualified candidates through Headhunting and various job boards like Dice, Monster and Net Temps.
- Successfully done Recruiting mainly for the following skills: Different SAP modules, Java, C++, C#, .Net, ETL Informatica, Cognos, Oracle/DB2/Sybase/Informix, SQL and Oracle Application.
- Tracked the recruitment process from requisition, sourcing, screening, interviewing, negotiating rates and qualifying to final submission to client.
- Responsible for full recruitment life cycle process.
- Responsible for maintaining daily, weekly and monthly report of two major accounts.
- Created and maintained relationship with outside resources (H-1 companies, skill specific resource providers.....etc).
- Supervision of junior recruiters for recruiting process to fill contract, contract to hire and permanent positions for IT projects.
- Provided guidelines to junior recruiters in their searches for qualified candidates.
- Conducted detailed phone interview with candidates with match their skills, as well as their personalities with that of the client's needs and environment.



Rishabh Software Pvt. LTD

April 2005 – Nov 2006

Senior IT Technical Recruiter

Responsibilities:

- Excellent ability to identify client needs on every requirement with quick response time.
- Understood client needs and job order in terms of roles, skills and technology.
- Searched and screened qualified candidates utilizing various job boards like Dice, Monster and Net Temps.
- Successfully done Recruiting mainly for the following skills: Different SAP modules, Java, C++, C#, .Net, ETL Informatica, Cognos, Oracle/DB2/Sybase/Informix, SQL and Oracle Application.
- Tracked the recruitment process from requisition, sourcing, screening, interviewing, negotiating rates and qualifying to final submission to client.
- Responsible for full recruitment life cycle process.
- Responsible for maintaining daily, weekly and monthly report of two major accounts.
- Created and maintained relationship with outside resources (H-1 companies, skill specific resource providers.....etc).
- Supervision of junior recruiters for recruiting process to fill contract, contract to hire and permanent positions for IT projects.
- Provided guidelines to junior recruiters in their searches for qualified candidates.
- Conducted detailed phone interview with candidates with match their skills, as well as their personalities with that of the client's needs and environment.
- Consistently and positively contributed to the organisation's growth.
- Familiar with US geography, time zones, visas & work type.
- Duties include direct sourcing, network internet searching, employee referrals and 3rd party agencies, cold calling, calling through existing database, visiting customer sites, resume writing and working with outplacement firms.

Ethos Info Services (International Call Centre)

Nov 2003 – March 2005

Customer Sales Repetitive

Responsibilities:

- Customer assistance & sales service
- Responsible to achieve monthly target.
- Responsible to provide valuable information to the consumer.
- Responsible to convince consumer to purchase our product.

REFERENCES

REFERENCES:

Company Name Department of Health (DOH), DC
Representative Michael Etekoachay
Address 899 North Capitol Street NE 5th Floor Washington, DC 20002
Telephone # (202) 727-5840

Company Name Department of Healthcare & Finance
Representative Jim Borda
Address _____
Telephone # 757-272-2824

Company Name University of Massachusetts, Medical School
Representative Don Joubert
Address 333 South St., Suite 450, Shrewsbury, MA 01545
Telephone # (774)455-7866