



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

State of West Virginia
Request for Quotation
33 - Service - Misc

Proc Folder: 403606

Doc Description: Actuarial Staffing Search

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-12-27	2018-01-10 13:30:00	CRFQ 0203 CPR1800000002	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:

Vendor Name: Diskriter, Inc.

Address: 2840 Library Road, Suite 300, Pittsburgh, Pennsylvania 15234

Phone No.: 1-800-242-1622 X 717

01/10/18 08:48:14
WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Linda B Harper

(304) 558-0468

linda.b.harper@wv.gov

Signature X

FEN # 25-0934128

DATE 01/08/2018

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

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TRANSMITTAL LETTER

January 10, 2018

Linda B Harper,
Email: inda.b.harper@wv.gov
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

RE: Response to RFQ # 0203 CPR180000002 Actuarial Staffing Search

On behalf of Diskriter, Inc. I would like to thank you for the opportunity to respond to the West Virginia Consolidated Public Retirement Board for Actuarial Staffing Search. I believe that our enclosed response and documentation will reflect the clear advantages, philosophy and strengths of choosing Diskriter Inc. as your valued staffing services partner.

- Staffing industries
 - +Administrative
 - +Clerical
 - +Accounting/Finance
 - +Healthcare IT
 - +Light Industrial
 - +Professional
 - +Engineering (all disciplines)
 - +Other
- Staffing Solution
 - +Screening
 - +Interviews
 - +Evaluation
 - +Hire Decision
 - +Employee Management
 - +Reporting

Diskriter has extensive experience with many regional and national staffing programs, and our philosophy is forging close alliances with our clients that produce favorable results for both parties. As a successful staffing leader, Diskriter has a team of highly skilled professionals & recruiters and a robust data base comprised of the best candidates in order to provide flexible staffing options to fulfill the needs of CPRB. Our contract professionals have been known to add tremendous value in all their project endeavors.

Diskriter is a nationwide provider of Staffing Solutions, Payroll Management, Health Information Management Services (HIM) and we have a working history of 70 years in providing services to US clients. Since decade we have been consistently recognized as a leader in providing innovative solutions to complex Staffing challenges. Diskriter has been awarded with numerous accolades by organizations such as: *"101 Best and Brightest Companies" to work for in the Nation*, *"Best in Baker's Dozen Customer Satisfaction Ratings"*, *"Inavero's Best of Staffing Client and Talent Award"* to name a few. Our past working experience includes successful partnerships with many agencies in public as well as private sector. We have always achieved our best in providing labor categories in Accounting, Administrative/Clerical, IT, Engineering, Healthcare IT, Light Industrial and Others. Our Green Think™ solutions suite has been applauded by a number of our government customers in reducing their carbon footprint while optimizing their internal processes. This brings thought leadership to our Green IT initiatives.

Diskriter employees are highly trained and experienced recruiters that focus on quality screening tools and procedures that will deliver quality candidates to CPRB. Our recruiting process utilizes several proven venues for professionals. We have a very robust data base of prescreened talent that is updated daily, we have a streamline referral process that will pipeline candidates for current and future needs of CPRB. As we assimilate to the temporary contract resources needs CPRB and review job descriptions, our recruiting group will profile your requirements to proactively source candidates for current and future needs. This proactive approach insures that we will have a pool of available technology talent for your needs.



We consider CPRB opportunity to be a top priority for Diskriter and you can be assured we will focus all of our extensive resources in making the project a success, while navigating through the challenges in fulfilling the needs of CPRB. We seek to be your "go to" resource for these services.

I trust that you will find our response insightful and comprehensive. If you have any questions or need additional information regarding this proposal, please feel free to contact me.

Thank you again for your consideration in allowing us to participate in this RFQ. I am providing you with my personal assurance that we will exceed your expectations and our references will corroborate my assurance. Diskriter is committed to provide the services proposed at the price and schedule proposed. We look forward to meeting with your team in order to detail our solutions and share the wide range of benefits that Diskriter can offer.

Best Regards,

Laveena Yadav,
Chief Executive Officer,
2840 Library Road, Suite 300
Pittsburgh, PA 15234
Ph.: 800-242-1622 X 717
Fax: 877-815-6528
Email: Laveena.Yadav@diskriter.com

DISKRITER CAPABILITY STATEMENT

EXECUTIVE SUMMARY

Diskriter, Inc. is a strategic consulting, staffing and technology services company headquartered in Pittsburgh, Pennsylvania and have multiple offices across the U.S. We mobilize the right people, skills and technologies to help organizations improve their business performance. We provide key staff to employers allowing them to meet diversity goals and to promote equal opportunity in employment. Since 1947, Diskriter has been providing a comprehensive range of value-added services and is an U.S provider of full-service staffing solutions, with over decades of experience, of contract, temporary and direct hire staffing services and other labor categories to the world's leading organizations, including government and private entities.

Diskriter provides full service staffing and related human capital management services. Diskriter's services are complete and encompass all labor categories including:

- *Administrative/Clerical*
- *Non Information Technology*
- *Accounting/Finance*
- *Engineering (all disciplines)*
- *Professional*
- *Healthcare IT*
- *Information Technology (IT)*
- *Light Industrial*
- *Other*

OUR MISSION

Diskriter has established an over-70-year track record of success based on our ability to stay agile and proactive, always keeping pace with and staying a step ahead of our rapidly changing industry. Diskriter is registered as a minority-, woman-owned business and has numerous offices across the U.S, with its global headquarters located in Pittsburgh, Pennsylvania. Our mission is to be the preferred and trusted recruitment partner to both our clients and candidates. To achieve this, we are committed to the provision of excellent customer service, quality staffing and competitive pricing. We will continue to work in close consultation with our clients to ensure that their staffing needs are adequately met to their complete satisfaction.

QUALIFICATION OF DISKRITER

Diskriter began in 1947 and has numerous offices across the U.S, with its global headquarters located in Pittsburgh, Pennsylvania. The company is conservatively managed and has achieved a flawless record of profitability and growth. Diskriter has extensive experience with many regional and national staffing programs, and our philosophy is forging close alliances with our clients that produce favorable results for both parties. As a successful staffing leader, Diskriter has a team of highly skilled professionals & recruiters and a robust data base comprised of the best candidates in order to provide flexible staffing options to fulfill the needs of the Client.

Diskriter's each office is equipped with sophisticated candidate search and skill matching software to ensure we find the most qualified professionals and our clients get the very best. All of our recruiters have been trained in professional recruiting techniques and sales skills to uncover and attract the most qualified candidates. Our commitment to flexibility and professionalism ensure that the needs of our clients are met through the life of the contract. Our objective is to recruit professionals with college degrees in Sciences, Arts, Engineering, Management, and Computer Science. We also strive to recruit professionals with extensive experience in all phases of product and project life cycles. We recruit professionals at all levels and maintain a proper mix of experience levels and technical skills from Programmers to Senior Managers; Associates to Management Professionals.

OUR UNIQUE STRENGTHS

- Our Recruitment procedure
- Our experienced staff
- Our proven methods and procedures
- High level of integrity and responsibility
- Broad range of employment and management solutions
- Innovative recruiting and retention strategies

OUR CORE CAPABILITIES

Our unique value proposition in the Staffing business is based on four pillars i.e.



Comprehensive Service

We believe that comprehensive service must begin at the heart of our organization – with our internal employees. Our Technical Recruiters and Business Development Executives are senior professionals that all come from a technical industry background. They receive continual training and stay abreast of technological industry advances and trends. Our philosophy, simply stated, is to hire the best candidates for the job, and then to promote their career growth and longevity. We utilize tools such as a global candidate database to conduct “best fit” searches, and automated technical tests combined with a diligent interviewing and screening process to identify potential employees. Once employed, we provide our employees with competitive salaries, benefits, on-going training, salary increases and performance bonuses to promote longevity.

Rapid Turnaround

Down time costs organizations a considerable amount of money. We recognize this, and consequently, take a proactive approach to recruiting. We work diligently to identify and anticipate contingent staffing needs. Diskriter's state of the art recruiting model, allows us to provide highly qualified consultants quickly. Currently we provide staff with a broad range of skills to accounts similar in size and scope, on an average timeframe of 24 hours for standard skill requirements.

Cost-Competitive

As a result of a turn-key, proactive approach to recruiting, we are enabled to provide candidates to our clients at cost-competitive pricing.

Quality

Diskriter stands behind the products and services we provide to our customers. In fact, we guarantee your satisfaction. If we fail to meet our commitments under our scope of work, we will endeavor to resolve that issue. If you are not satisfied with the resolution, we will not charge you for it. It's as simple as that. We deliver to you what we have agreed to or the issue is on us! Your satisfaction is our goal. As an ongoing commitment to quality, we have created an internal process to benchmark our efforts and produce continuous improvement. Additionally, we conduct employee reviews to coach and mentor our employees. Quality checks/reviews are also conducted with our client hiring managers.

ORGANIZATION STRUCTURE & PRESENCE

Diskriter employs a team of over 30 Resource Managers and Recruiters/Specialists in multiple branch offices, locally and nationally to consistently source, recruit and retain quality contractors/candidates for our Clients in a vast range of technical disciplines for contract and permanent positions. To ensure consistency in quality and continuous partnership with our Clients, Diskriter also assigns an Account Manager to work exclusively with the account as a front-end interface to requirements and requirement fulfillment.

ACCOUNT MANAGEMENT STRUCTURE

Diskriter utilizes a well-defined, highly-accountable and effective account management program. The Account Manager acts as our company's primary point of contact related to overall service delivery before, during and after implementation. Primary responsibilities include managing service delivery; achieving service level agreements; ensuring customer satisfaction, retention and growth; providing timely reporting and analysis; and conducting periodic business reviews for continuous improvement. Our Account Managers are supported by account service teams, shared services groups, subject matter experts and other corporate staff, as necessary, to achieve our client's business goals and objectives.



Diskriter will provide a full-time, dedicated Account Manager to work specifically with the Workers' Compensation Laws and fulfill the scope of Services in this proposal to meet the hiring and recruitment needs. The Account Manager will be locally-based, available as needed by you, and on-call for emergency services.

By utilizing a single point of contact Account Manager will assure for the highest quality, most consistent service delivery under varying business conditions and changing circumstances. We will be able to effectively gather requirements, qualify candidates, respond to questions and changes in direction, schedule interviews, offers, background checking and on-boarding at all times without interruption or delay.

Please refer to attached "Account Representative Resume" document.

SOURCING APPROACH

Diskriter takes an integrated approach to maintain an adequate pool of candidates to ensure that client requirements are met throughout the year. This approach is based on research of our candidate market demographics in order to keep abreast of trends relating to future growth of key job disciplines, job turnover and salary trends, the growth prospects of major employing industries, and the age, gender and geographic distribution of the candidate market. Undertaking this research in the first instance enables us to identify the best sourcing strategy to attract target candidates for each opportunity.

Reaching the Passive Jobseeker Market: Diskriter's strategy involves reaching out the passive jobseekers who are currently employed, but who will be motivated to apply to a role or opportunity which stands out.

Social Media: Diskriter's most utilized approach is social media platforms where prospective candidate already spend a lot of their time. Sites like **LinkedIn, Twitter and Facebook** offer unique tools to proactively find your next great hire. LinkedIn has become all the rage during the last several years, as countless companies and recruiters have added it to their talent sourcing strategy. Facebook is also having a great potential in hiring great resources and our consultant being pro-active are aggressively active on these social media platforms.

Diskriter Database: Diskriter have extensive database of potential candidates. Our consultants regularly update the database.

Extensive Network: Diskriter holds a candidate database containing a vast pool of candidates, enabling us to efficiently source candidates to meet the needs of our clients.

Candidates through online job postings: Number of Job posting are done on different job boards and other platform to source the best candidates. Diskriter's Consultants receive professional training in effective ad writing in order to produce advertisements which appeal to key candidate job-decision motivators – by age group, industry and other key demographics.

Motivating Content: The single most important factor in converting the reader of an advertisement into a candidate is the way the advertisement is written. Diskriter's Consultants receive professional training in effective ad writing in order to produce advertisements which appeal to key candidate job-decision motivators – by age group, industry and other key demographics, and are focused on candidate benefits rather than use of skills and experience mandatories alone.



Tailored Strategies: Our extensive experience, combined with our commitment to thorough and up-to-date market research means that we can design unique candidate sourcing strategies to meet the specific objectives and varying recruitment situations of our clients. Diskriter's Consultants are trained in the development of recruitment strategies and candidate sourcing techniques, and have access to the assistance of dedicated IT, marketing, psychology and organizational consulting specialists.

Candidate Referrals: Diskriter understands that often the best source of high quality and productive office professionals is the high quality office professionals whose careers we already manage. As a consequence, we have embarked on a company-wide candidate referrals scheme aimed at encouraging our existing candidates to refer their contacts to Diskriter, and rewarding the referring candidate for their efforts.

Creative Advertising: We take a strategic approach to recruitment advertising, leveraging our strong brand awareness and media buying power, as well as the capacity to develop highly effective creative advertising campaigns for specific client needs.

RECRUITMENT METHODOLOGY

Diskriter is capable of providing world's best class Recruiting Methodology.

Step 1 – Understanding Client's Goals

Diskriter believes in valuing the importance of learning our clients business, aims, goals, corporate culture, and specific personnel/skill requirements. Upon acquiring this knowledge, a customized recruitment plan and brand statement is designed to address each one of the client company's unique needs. A kick off meeting is set with the client and a submission plan is built according to the client project timeline, resource requirements, pricing requirements and hiring process is then agreed upon.

Step 2 – Strategies Candidate's Searches

Diskriter's industry-leading team of 34 recruiters performs targeted searches for top talent within its proprietary database (containing more than 15,000 candidates database) and strategic job portals, social networks. Diskriter maximizes exposure by advertising your classified job description across all leading job boards, and develops client-specific talent pipelines while leveraging over 70 years' worth of industry-specific referrals.

Step 3 – Candidate Screenings

Diskriter's recruitment experts rigorously screen all potential candidates, conducting detailed face-to-face interviews, technical assessments, drug test and at least two reference checks with previous managers that can validate a candidate's competency and experience with desired skills. Our screening process ensures a shortlist of the best candidates that fit your specific needs.

Step 4 – Candidate Submissions

When Diskriter has qualified candidates worthy of submission, client's receive a comprehensive candidate overview, including a current resume, a skills/requirements match summary, contractual rate or salary expectations, and candidate availability. Diskriter account executive works with your hiring team to schedule candidate interviews and solicit feedback from both parties post-interview.

Step 5 –On-boarding and Offers

When the Client feels that they have found the suitable person for the job, Diskriter account executive works with your hiring manager to present an offer to the candidate and confirm start dates. Diskriter then provides full on boarding services to include complete background and drug check as requested. After Diskriter's on boarding process is complete, your Diskriter account executive walks your new team member in on his or her first day.

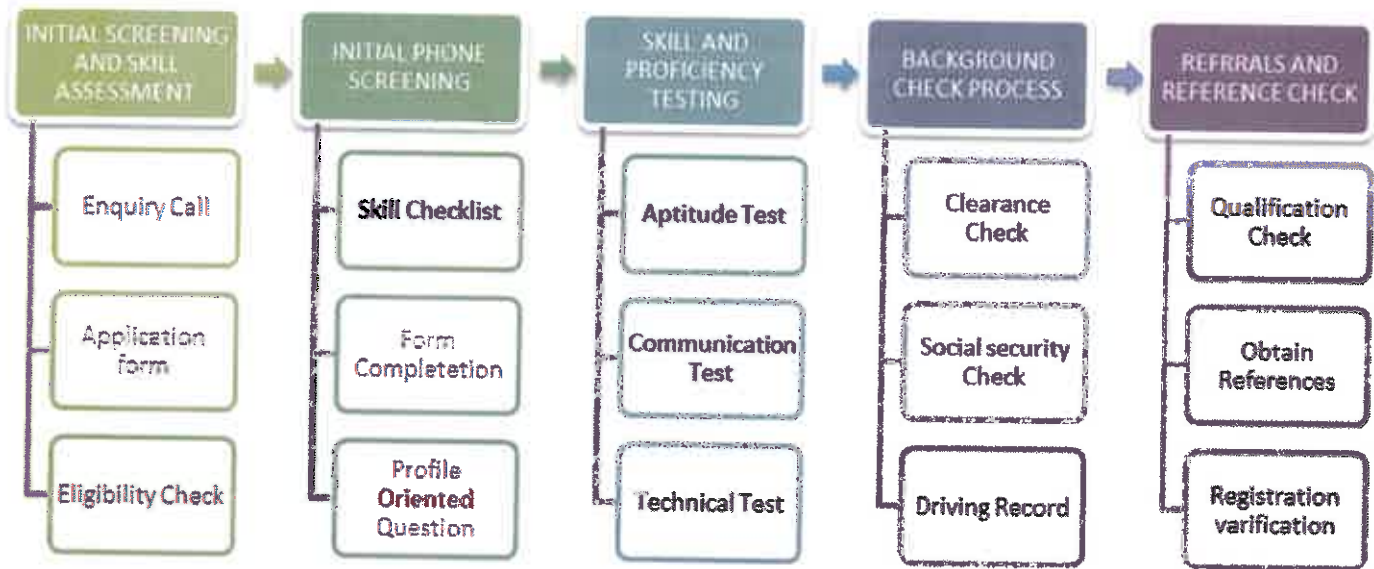
Step 6 – Performance Evaluations of the Candidate

Providing qualified and quality engaged professionals are critical to success. At Diskriter we believe in constant communication and we administer consultant performance evaluations after 30 days on assignment, and again bi-annually. This regular feedback and collaboration with our clients and consultants ensures the fit of consultants over time, assists with recognition programs and increases retention and project completion.



CANDIDATE'S SCREENING PROCESS

One thing that distinguishes us as a leader in the staffing world is our extensive screening process that ensures the safest work environments for our clients and candidates. We are one of the comprehensive full-service staffing organizations. Our screening process includes:



Step 1- Initial Screening and Skill Assessment

Our recruiters evaluate candidate skills in multiple areas including administrative support, customer service, and accounting skills.

Step 2- Initial Phone Screening

Once we identify a potential candidate our recruiters perform a phone screening to determine how their current and previous work experiences line up with our client's primary needs. We ask about work background/history, training and education, wages they're looking to earn, areas they're willing to travel to, and if they're willing to submit to a drug screen and background check.

Step 3- Skill, proficiency and Aptitude Testing

In the current Business scenario companies are beginning to understand that to stay competitive they need to focus on developing and hiring most suitable candidates for the right job. Diskriter evaluates skills of each candidate by conducting its own set of proficiency and aptitude tests which shows us how much capable a candidate is. Some of the tests are taken online while some are in the form of interviews.

Step 4- Background Check Process

We endeavor to verify candidates' references and background details wherever reasonably possible and feasible and we will, when instructed, provide details of the results of those conversations or written details, subject to our terms of Business. We can also arrange and co-ordinate other police checks, in-depth background and history checks as requested by you.

Step 5- Referrals and References Check

The references and referrals provided by the prospective candidate are directly contacted by our recruiters who authenticate the information provided by the candidate. Further, the referrals and references provided are cross-checked for their true identity which is conducted by a Third party vendor.

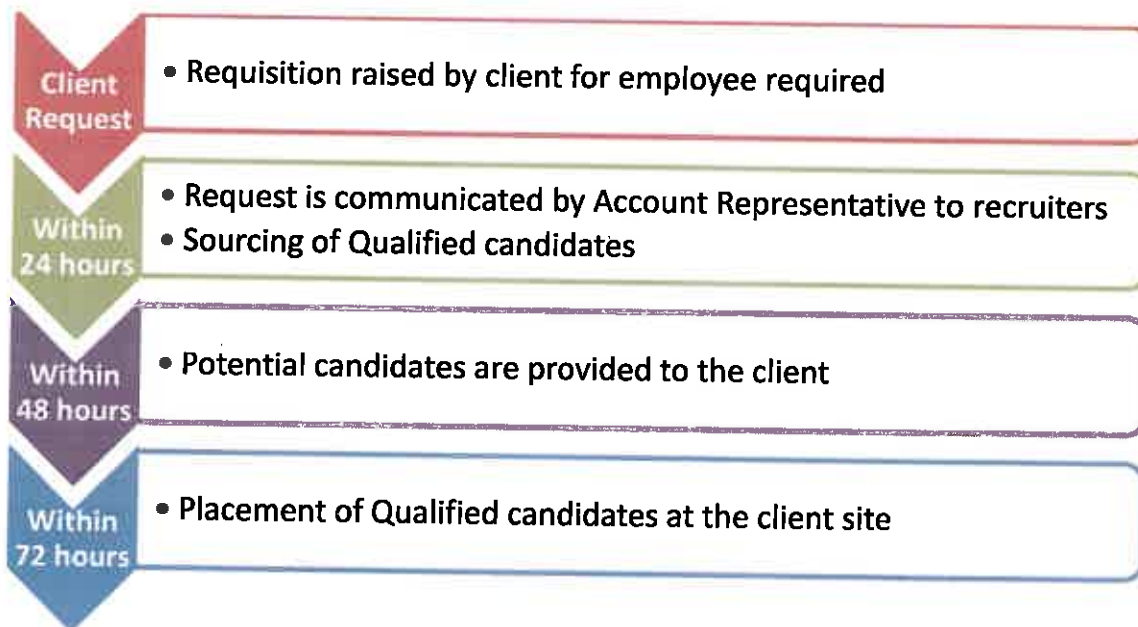
While conducting reference checks we ask following questions to the provided references:

- What is your relationship to the candidate?
- Can you confirm the candidate's job title, dates of employment and work duties?
- Can you describe the candidate's work performance?

- Was the candidate accountable in performing tasks?
- What are the candidate's strengths and weaknesses?
- What was it like to work with the candidate?
- Why did the candidate leave a position?
- Company policies aside, would you rehire this candidate?
- Is there anything else I should know about this candidate?

CUSTOMER SERVICE

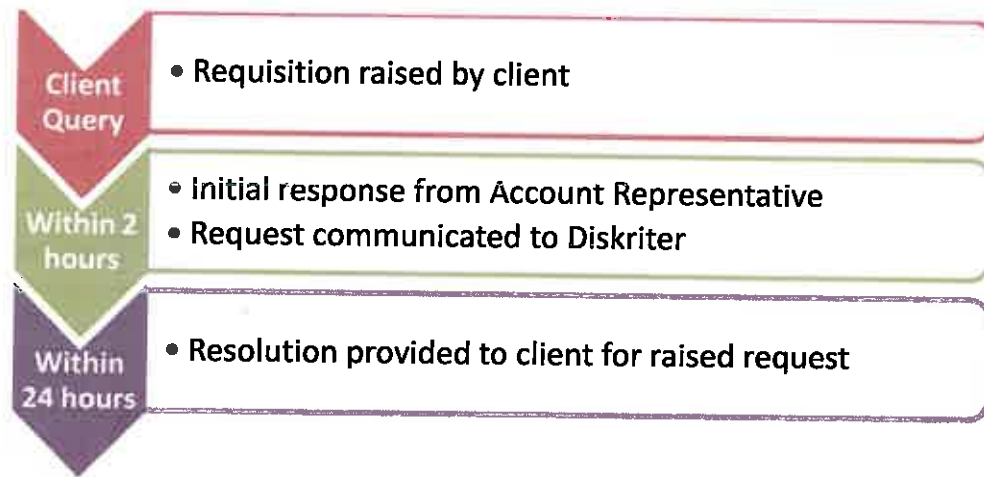
By using our unique recruitment process we source the qualified and experienced candidates within 48 hours. Diskriter employees are highly trained and experienced Recruiters that focus on quality screening tools and procedures to deliver skilled & qualified candidates to the clients within 48 hours to meet the requirement best. Our recruiting group deploys proven strategies, tactics, and processes, along with fully integrated technology to provide the most comprehensive and cost-effective professional recruiting & staffing services within the specific time frame. Diskriter performs targeted searches for top talent within its proprietary database (containing more than 15,000 candidates database) and strategic job portals, social networks. Diskriter maximizes exposure by advertising your classified job description across all leading job boards, and develops client-specific talent pipelines while leveraging over 70 years' worth of industry-specific referrals. Diskriter in its previous contracts has never faced this type of situation in which Diskriter is not able to provide temporary employees as requested by the client.



ESCALATION MANAGEMENT

We place a high degree of attention on delivering the best possible customer service. Providing exceptional customer service is not only Diskriter's core belief, it is a mandate from the very top of the organization. Diskriter's philosophy on customer service is that, "Customer Service is only as good as the Customer says it is". To that end, Diskriter would provide a dedicated Account Representative to oversee the workflow for your account. This individual serves as an immediate resource and go-to person for the client concerning account issues. Our Account Representative typically replies within two hours after the email is received from the client. The Account Representative will directly resolve

issues, escalate issues and will try to facilitate resolution within 24 hours after an issue raised by the client and will also have additional backup support from other Account Supervisors. Further, Diskriter's Client Support Services (CSS) team is available and on call 24x7x365. Diskriter prides itself with our responsiveness and level of customer service.



INVOICING AND BILLING PRACTICES

Diskriter handle billing and payroll functions internally. We generate invoices that accommodate our customers' individual requirements. For example, invoices can be generated by department or for the entire company on a weekly, bi-weekly or monthly basis and are net due upon receipt. Additionally, multiple employees may be combined on one invoice or billed separately. Invoices are always accompanied by signed timecards.

Please refer to attached "Sample Invoice" document.

ELECTRONIC FUNDS TRANSFER (EFT)

Diskriter also offers a safe, secure and efficient Electronic Fund Transfer System for its clients however we have other mode of payment options available with us.

REPORTING

Diskriter handle Report function internally. We generate Reports that accommodate our customers' individual requirements. For example, report can be generated by department or for the entire company on a monthly basis. Additionally, multiple departments' employee may be combined on one report or separately.

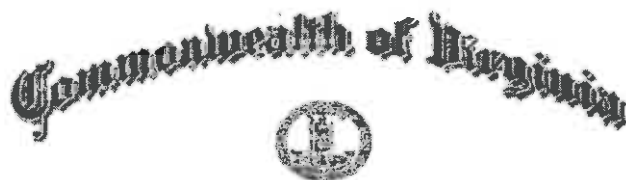
Diskriter's Client Portal utilizes a Crystal Reports engine to serve up the reporting structure and help the client to audit the progress of the account. All reports can be printed or exported and saved as comma delimited files, PDF, Microsoft Word, Microsoft Excel and other various formats. Diskriter will provide with customized reporting to measure productivity and performance including:

- Reporting Forms for hours worked by our employees and duties performed.
- Telephonic Review and on-site review to ensure satisfactory performance by our employees.

- Employee monthly reporting for the purpose of diversity reporting as required by the Federal Government
- Monthly summarization of all of Diskriter's resources billed during the prior 12 months including name, Department work site, hire date, pay rate, mark-up, billing rate, status and status change date
- Time-to-fill data and other key metrics
- Weekly reports of any employee relations issues or escalations
- Other customized reports as city may request other reports such as: exits, turnover and new hire follow-up
- Quarterly business reviews that analyze trends and offer forward-thinking course adjustments and program improvements

APPENDIX

Certificate of Commonwealth of Virginia



STATE CORPORATION COMMISSION

Richmond, April 7, 2017

This is to certify that a certificate of authority to transact business in Virginia was this day issued and admitted to record in this office for

DISKRITER, INC.

a corporation organized under the laws of PENNSYLVANIA and that the said corporation is authorized to transact business in Virginia, subject to all Virginia laws applicable to the corporation and its business.



State Corporation Commission

Attest:

Joel H. Beck
Chief of the Commission

Addendum Acknowledgement Form

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CPR1800000002

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.

Diskriter, Inc.
Company


Authorized Signature

01/08/2018
Date

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

Vendor Preference Certificate

 WV-19
 Approved / Revised
 04/01/15

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with West Virginia Code, §5A-9-37. (Does not apply to construction contracts). West Virginia Code, §5A-9-37, 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; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident 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 nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this 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 its commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, an 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-9-69 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) reject the bid; 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 authorize 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.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), 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: Diskriter, Inc.

 Signed: 

 Date: 01/08/2018

 Title: CEO

ATTACHMENTS

- **Purchasing Affidavit**
- **Exhibit A - Pricing Page**
- **Disclosure of Interested Parties to Contracts**
- **Account Representative Resume**

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL OTHER CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Diskriter, Inc.

Authorized Signature: Laveena Yadav  Date: 01/08/2018

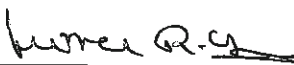
State of New Jersey

County of Middlesex, to-wit:

Taken, subscribed, and sworn to before me this 6th day of January, 2018

My Commission expires _____, 20__

HINA SHAH
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Aug. 11, 2018

NOTARY PUBLIC 

AFFIX SEAL HERE

Exhibit A - Pricing Page

33% % of base salary upon successful hire

\$140,000 Salary amount is for evaluation purpose only

\$46,200 * TOTAL BID AMOUNT

* Total bid amount is the Salary amount x the %

example: $\$140,000 \times 0.25\% = \35000.00 - total bid amount

Company Name: Diskriter, Inc.

Company Address: 2840, Library Road, Suite 300

Pittsburgh, PA 15234

Person Authorized to
Submit Vendor Response
(Print Name):

Laveena Yadav

Phone Number: 800-242-1622

Email Address: solutions@diskriter.com

Fax: 877-815-6528

Authorized Signature: 

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Diskriter, Inc. Address: 2840 Library Road, Suite 300, Pittsburgh,
Pennsylvania 15234

Authorized Agent: _____ Address: _____

Contract Number: CRFQ 0203 CPR1800000002 Contract Description: Staffing services

Governmental agency awarding contract: _____

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: _____

Date Signed: 01/08/2018

Notary Verification

State of New Jersey County of Middlesex

I, Laveena Yadav, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 6th day of January, 2018

Notary Public's Signature

HINA SHAH
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Aug. 11, 2018

To be completed by State Agency:

ie Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____

ACCOUNT MANAGER

John T

Performance driven professional with over 19 years of result oriented expertise in Human Resource Management with primary emphasis on Supercharging the Recruitment Process majorly focusing on Recruitments and operations in US | Middle East | India Resourcing needs

Education

- M.B.A in HR.
- B.A

Career Synopsis

Company: Diskriter
Duration: Feb 2013- Present
Designation: Head Recruitment – USA + Internal (Complete Operations)
Reporting: CEO & President

KRA's

- Complete End to End recruitment for North America.
- SPOC in Account Management, Customer, recruiters and stake holders.
- Fully conversant with the model of VMS / MSP
- Handling multiple direct accounts and implementations partners for W2 and C2C.
- Involved in generating new accounts with the help of business development.
- Lead and direct all North American technical recruiting teams
- Interface with business stake holders in defining hiring strategies and implementing them
- Mentor and train recruiters to make sure they excel in their work

Company: Confidential
Duration: Oct 2011 – February 2013
Designation: Head Recruitment
Reporting: CEO & President

KRA's

- Head Technology & Recruitment Operations
- Collaborated closely with business leadership for estimating exact manpower requirements and there after strategizing effective staffing plans.
- Analyzed cost per hire and implemented cost effective ways of recruitment.
- Maintained relations with Vendor /partner relations /consultants and Job Boards.
- Campus Hiring Role:
 - Achieved campus targets for two Quarters.
 - Identified Technical Panels and organized knowledge sharing sessions.
 - Built relationship with the Colleges and the Placement Officers
 - Pre Placement Talk on Campus
 - On-campus Branding.
 - Conducted HR Interviews.
- Managed Accounts like: Arizona Power Services; Unisys; Raytheon; Liberty Mutual; Honeywell; Abbott
- Labs; Becton Dickenson; Johnson & Johnson

Company: Confidential
Duration: March 2010 – March 2011
Designation: Sr. Manager – Staffing, Procurement & Sourcing (Global Resource Delivery)

Reporting: Resource Director

KRA's

- Head Global Resource Delivery (North America).
- Directed the on-boarding-Induction & Orientation, timely issuance of Appointment Letters, Policies & Procedures.
- Managed Internal Rollout into Domestic Hiring for various Publishing | IT | Healthcare clients like The Nielsen Company, Penton Media, Ziff Davis, Naylor, Prometheus, Ameritox, Bausch & Lomb Advanstar Communications and Staffing for TCS – Neilsen.
- Worked closely with leading pharmaceuticals namely Sanofi Aventis, Novartis pharmaceuticals on Paramedical staffing and also working with State clients like State of Oregon, State of New Jersey and New York, State of Arkansas, State of North Carolina, New York County, SAP America, General Mills, for their extended Talent Acquisition needs on technical hiring and recruiting.
- Thorough working experience in Vendor Management Systems (VMS) and Master Service Providers (MSP) like Peopleclick, Beeline, Fieldglass, Nextsource, Chimes.
- Managed all UAE resource needs for Alfaraa Group & Dolphin International majorly for IT and Construction.
- Helped team members to understand requirements and source relevant profiles from Job Diva (HRMS).
- Managed Campus Recruitment for trainee level openings.

Company: Confidential

Duration: August 2007 – December 2009

Designation: Vertical Sourcing Manager - MENA, Middle East & North Africa

Reporting: CEO

KRA's

- Resourcing /Talent Management
- Worked extensively on Information Technology, Construction, Market Research, Retail, Healthcare, Telecom, Finance, Banking, Travel, Aviation hiring needs
- Established contacts with the best resources in the market outside the company to identify talent through regular meetings/phone calls to generate their interest in the company.
- Setting up Travel arrangements as and when required negotiated offers and ensured successful on boarding at client site.

Company: Confidential

Duration: June 2006- October 2007

Designation: Account Manager/ Program Manager

Reporting: CEO / EXECUTIVE VICE PRESIDENT

KRA's

- Managed end to end responsibility of recruitment operations in USA and managed the team of onsite recruiters.
- Built and managed Accounts like Samsung, CISCO, ESI and Walt Disney.
- Developed customized recruitment solutions for every client, increased the number of closures with the organization and won the trust of the clients.
- Managed to get the repeat business from various clients by approaching them again, building confidence and proving the worth of the company's staffing capabilities
- Regularly interacted with clients on strategizing for their staff augmentation needs.
- Researched the market for all the requirements and presenting the results to the clients by focusing on closing every case at high speed by efficient and effective management of the recruitment team.
- Hired across levels and technologies for Telecom Domain direct clients' full time and contract to hire requirements
- Prepared Candidates for the onsite interviews and also involved in Reference checks after finalization.
- Ensured that the resource is placed smoothly with the client and coordinated all the activities related with the same.

Company: Confidential
Duration: October 2004- June 2006
Designation: Manager- Recruitment
Reporting: Head Recruitments

KRA's

- Managed a team of 16 associates in US Recruitments (SSU-HR)
- Materialized various million dollar RFP's for organization through effective and timely staff augmentation practices.
- Brainstormed with senior management for various important projects where a real time operation was required and successfully managed to get across the same.
- Streamlined entire US Recruitment process after joining the organization and On-boarding of all associates after offer.
- Managed One of the Fastest FLCL, (Full Life Cycle Leader expectations) within Satyam -FLCL is an extended leadership team which manages all critical end to end management of a department / business)
- Involved in complete Joining formalities, induction, insurance, benefits explanations to all hires
- Significantly achieved expected 60-70% internal placements expectations of the Management and reducing the vendor dependency to a greater extent.
- Formulated and implemented a customized client specific strategy for resource requirements and allocating the tasks to team mates who ensured the change in every one's job profile thereby giving them the exposure to all the Verticals and Horizontals.
- Responsible for vendor relationship management in US so as to generate more resumes for resource requirements.
- Involved in domestic recruitments of the organization to a major extent which also included visiting Campuses like IIT's.
- Responsible for complete life cycle of recruitment (primarily having independent ownership for VBU- Mega, HCU- Quality, HCU- Hi-Tech and HCU- E&U) right from getting a resource request to generating the offer letter which involved a bunch of various HR related processes including discussion of benefits, Payroll queries of the joiners.
- Gathered data and preparing a metrics driven report for the senior management to be shared every week.
- Actively involved in cost analysis and manpower planning across all verticals and horizontals.
- Coordinated with all UNIT HR's for various circles so as to ensure a speedy support for the team resulting in quick turnaround closures.

Company: Confidential
Duration: June 2002- September 2004
Designation: Manager- Resourcing
Reporting: Head Operations

KRA's

- Managed a team of 15 recruiters for Diskriter technical Hiring onsite consulting assignments and involved in hiring resources on W2 (With Benefit & Without Benefit) & 1099.
- Formalized recruitment process for onsite and offshore.
- Responsible for resource fulfillment of resources requirements for onsite clients like Texas Instruments, BNSF, JC Penney, Citigroup, Coke and PWC.
- Excellent exposure working on EDS offshore requirements and helping the organization increase the revenue generation.
- Initiated CBIZ ONE, a recruiting database and mentored the team in creating extensive database of IT professionals for onsite and offshore through personal contacts, portals, advertisements, referrals, head hunting and chatting.
- Trained new joiners on recruitment processes by preparing training manuals and process charts.
- Hired software professionals for offshore facility and also for clients like EDS and IBM.

- Involved in final short listing and preliminary interview screening phase for offshore model of the organization.

Company: Confidential
Duration: July 1997- May 2002
Designation: Senior Executive - HR
Reporting: Manager Human Resources

KRA's

Policies and Compensation:

- Raised resource requisitions accordingly to concerned department by highlighting the client specific needs and helping them out with the exact key word searches, so as to generate the best quality talent pool from the market.
- Actively involved with senior personalities in closing the business deals related to the recruitments.
- Followed up on Visa processing, air tickets and mobilization of consultants.
- Regularly interacted with RMG(Resource Management Group) for fulfilling various open requisitions
- Guided RMG on locating difficult resources and various new techniques to attract the talent pool to stay ahead of the competition.

SENIOR RECRUITER

MIKE A

SENIOR RECRUITER

Extensive experience in US IT Recruitment, interview process, internet searches and hiring process. Very organized with ability to implement startups / improve established business.

Recruited for verticals: Banking, Mortgage, Pharmaceutical, Healthcare, Brokerage, Accounting, Insurance, Retail, Government, Manufacturing, Telecommunications, etc.,

US Staffing Experience: 10+ Years

Professional Experience:

Confidential
Account Lead
Staffing

Sept 2014 to till date

- Primarily handling recruitment services for Client's Specific Vertical
- Handling other Implementation partners requirements.
- Interacting with the clients on a daily/regular basis
- Procuring requirements from the client and sharing with the recruitment teams.
- Maintaining satisfactory service level with the client.
- Process Adherence in sales and recruiting.
- Coordinating between the client and the Candidate.
- Scheduling Interviews.
- Negotiation of terms in the Contracts.
- Getting contracts signed upon Consultant getting selected for the project.
- Follow up for time sheets from consultants.
- Follow up on payments from clients/tier1 vendors.
- Keeping track of Start and End date of project.
- Plan and implement recruiting strategy according to market requirements.
- Proven track record of positive and established credibility with senior management.
- Guide the team for achieving the targets.
- Motivating the team for better performance.

Confidential

Jan 2013 – Sept 2014

Resource Manager, Staffing

Responsibilities:

- Managing the recruiting operations of the organization.
- Managing a team of 5 recruiters.
- Training and Mentoring new recruits.
- Coordinating between the client and the Consultant.
- Scheduling Interviews and follow up thereafter.
- Negotiation of terms in the Contracts.
- Getting contracts signed upon Consultant getting selected for the project.
- Follow up for time sheets from consultants.
- Follow up on payments from clients/tier1 vendors.

- Keeping track of Start and End date of project.

**Confidential
Staffing**

April 2011 – Jan 2013

Responsibilities:

- Marketing of US Citizens, Opt consultants and H1Bs.
- Primary focus on US Citizens marketing.
- Regular coordination with the consultants in terms of requirements and interview schedules.
- Coordinating between the client and the Consultant.
- Maintaining a healthy relationship with the clients for generating constant business.
- Determining candidate's suitability by evaluating the requirement, rate and locations.
- Scheduling Interviews and follow up for updates.
- Negotiation of terms in the Contracts.
- Getting contracts signed upon Consultant getting selected for the project.
- Follow up for time sheets from consultants.
- Follow up for Payment and pending invoices from Clients / T1 Vendors
- Keeping track of Start and End date of project for each consultant.

Confidential

Jun 2009 to March 2011

Business Development (Staffing)

Responsibilities:

- Marketing of bench consultants.
- Coordinating between the client and the Consultant.
- Maintaining a healthy relationship with the clients for generating constant business.
- Scheduling Interviews and follow up for updates.
- Getting contracts signed upon Consultant getting selected for the project.
- Follow up for time sheets from consultants.
- Follow up for Payment and un-cleared invoices from Clients / T1 Vendors

Confidential

(Account Manager)

Jan 1997 to Mar 07

Confidential

(Sr. Technical Recruiter)

Nov 2006 to Mar 07

Confidential

Technical Recruiter

Nov 1997to Nov 06

Responsibilities: (Account Manager)

- Primary responsibilities include sales of bench consultants and developing new clients.
- Sourcing requirements from a list Vendors.

Responsibilities: (Sr. Technical Recruiter)

- Responsible for full life-cycle recruitment and placement for all verticals in IT (software/hardware).
- Work closely with our US counterparts and cater to manpower requirements of Fortune 500 clients based in US.
- Excellent Analytical, Problem solving, Communicational and interpersonal skills



RFQ # 0203 CPR1800000002

Bid Deadline - 01-10-2018 @01:30 PM

Actuarial Staffing Search

Response to Request For Quotation

COMPANY HEADQUARTER

Diskriter Inc.

2840 Library Rd, Suite 300

Pittsburgh, PA 15234

Ph.: 1-800-242-1622 x 717

Fax: 877-815-6528

www.diskriter.com