



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 1

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 696647

Procurement Type: Central Master Agreement

Vendor ID: VS0000005897

Legal Name: INFOJINI INC

Alias/DBA:

Total Bid: \$90,937.60

Response Date: 04/23/2020

Response Time: 9:22

SO Doc Code: CRFQ

SO Dept: 0511

SO Doc ID: BCF200000002

Published Date: 4/3/20

Close Date: 4/23/20

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum 2 - Accounting Technician II Temporary Staffing

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 696647

Solicitation Description : Addendum 2 - Accounting Technician II Temporary Staffing

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-04-23 13:30:00	SR 0511 ESR04062000000005708	1

VENDOR
VS0000005897 INFOJINI INC

Solicitation Number: CRFQ 0511 BCF2000000002

Total Bid : \$90,937.60 **Response Date:** 2020-04-23 **Response Time:** 09:22:32

Comments:

FOR INFORMATION CONTACT THE BUYER
 Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@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	Accounting Technician II	4160.00000	HOUR	\$21.860000	\$90,937.60

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :	Accounting Technician II
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State of West Virginia
RESPONSE TO CRFQ 0511 BCF200000002
Accounting Technician II Temporary Staffing

Infojini Inc. Proposal
Proposal Due Date: April 23, 2020



Submitted by: Infojini, Inc
Address: 10015 Old Columbia Road, Suite B
215, Columbia, MD 21046
Contact: Sandeep Harjani
Phone: 443-257-0086
Email: statebids@infojiniconsulting.com

Submitted To: Administrative Services
Assistant - 304-356-4528
Health And Human Resources
BCF - Commissioners Office
350 CAPITOL ST, RM 730
Charleston WV 25301-3711
US

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Cover Letter

Attn: Brittany E Ingraham
Client: State of West Virginia

Date: April 23rd, 2020

Subject:- Infojini Inc. (“Infojini”) response to the Request for Quotation Number CRFQ 0511 BCF2000000002, Accounting Technician II Temporary Staffing requested by The West Virginia Purchasing Division on behalf of the Department of Health and Human Resources, Finance (DHHR).

The West Virginia Purchasing Division is soliciting bids on behalf of the Department of Health and Human Resources (DHHR), Bureau for Children and Families (BCF), to establish a contract for Accounting Technician II temporary employees.

Our Services & Expertise


Infojini is a certified M/S/DBE staffing company, delivering effective and innovative staffing solutions to the public, private and not-for-profit sectors since 2006. Following a consultative and receptive approach, Infojini has developed a reputation with customers/clients by delivering the right talent at the right time. We offer complete staffing services for meeting your staffing needs related to temporary Accounting Technician II positions using Industry Best Recruitment and Service Delivery Practices. Our recruitment team has strong expertise in recruiting and managing multiple accounts with similar scope and size to that of the State of West Virginia.

13
Years of Industry
Experience

Infojini has an experience working with the State of West Virginia clients like **West Virginia University at Parkersburg, Board of Governors (“BOG”) and Blue Ridge Community & Technical College**. Infojini specializes in delivering qualified Accounting Technician II and has been adding value to its customers’ recruitment initiatives as a trusted recruitment and staffing partner for their short-term, long-term projects, contract to hire and direct hire arrangements that Infojini serves nation-wide for clients such as **West Virginia University, Board of Governors (“BOG”) and Blue Ridge Community & Technical College**, State Of Illinois, State of Missouri, University of Wisconsin Madison, State of OK - Department of Corrections (OMES), Office of State Courts Administrator (OSCA), Cook County Bureau of Technology, The University of Oklahoma Health Sciences Center Purchasing Department, The City of Minneapolis State of Wisconsin, The State of Minnesota's Department of Administration, The State of Kansas, State of Minnesota, Metro - Bi-State Development, Board of Education of the City of Chicago, The State of Minnesota –State Court Administrator’s Office (SCAO), The Board of Regents of the University of Oklahoma (OU) for many years and has developed unmatched competencies across these verticals to provide qualified resources. We have extensive experience in executing contracts similar in scope and size as required by the State.

Infojini is a professional Temporary Accounting staffing company, delivering staffing solutions to the public, private and not-for profit sectors since 2006. Infojini has developed a huge reputation with customers/clients by delivering the right talent at the right time. We have access to candidates’ database local to the State of Virginia. Our recruitment team has strong experience in recruiting and managing multiple accounts that are similar in scope and size to that solicitation. Over the years we have successfully partnered with various departments to support them for their Accounting/Finance, Administrative/Clerical needs. We can deliver the right staff, and the result is over 25% of our contractor staff being converted to full-time employees with our clients.

Our Recruiting Results Prove We Deliver

 *We have a 97.5% satisfaction rate given by the hiring managers of our clients*



- ✚ *None of our clients have discontinued our services till date*
- ✚ *97% successful project completion*

If you have any questions regarding this proposal or need more information, please don't hesitate to contact me. As the President of Infojini, Inc., I will be the Single Point of Contact and I'm the authorized individual to bind the firm to all statements, proposed services, and prices offered. I am further authorized to sign this proposal and certify that all the information submitted in the proposal is true. Thank you for the opportunity to work with you on what will certainly be a successful partnership.

Respectfully,

A handwritten signature in black ink, appearing to read "Sandeep".

Sandeep Harjani, President - **Infojini, Inc.**

HQ: 10015 Old Columbia Road, Suite B215 Columbia, MD 21046

Email ID: statebids@infojiniconsulting.com

Phone No: 443-257-0086, Fax No: 443-283-4249

Company Background

Infojini Inc. (Infojini), an MBE Certified firm, has more than 13 years of experience in providing various Temporary Staffing; Professional Accounting to over 50 government entities and various states across the United States.

We are a trusted Temporary Staffing; Professional Accounting Service partner and bring the capability of **13+ years** of serving commercial enterprise business firm(s) as well as public-sector agencies including (*Local, State*) all levels (*Citywide, Countywide and State-wide*). Infojini has a healthy business relationship with more than **30+** states across the US and is currently holding more than **150** contracts. Infojini specializes in delivering qualified talent for *Senior accountant (fiscal operations division), Accounting coordinator (purchasing team), Accounting coordinator (revenue and reporting team), Accounting specialist* and has been adding value to its customers' recruitment initiatives as a trusted recruitment and staffing partner for their short-term, long-term projects, contract to hire and direct hire arrangements that Infojini serves nation-wide.

Infojini has been servicing customers in various domains such as Accounting, IT, Education, Engineering, Transportation, Healthcare and Light Industry in the Government sectors for many years and has developed unmatched competencies across these verticals to provide qualified resources. We have extensive experience in executing similar contracts. Some of the contracts executed by us include:- Temporary Staffing and Payroll Transfer Services, Temporary and Temporary to Permanent Staffing Services, Temporary Employment Services, Recruitment Services and Professional and Technical Staffing and Services on an As-Needed Basis.

FIRM HISTORY

- ✓ 13+ years of experience in delivering Temporary Staffing Professional Accounting Services to various Public sector Clients
- ✓ Attrition Rate of less than 2%
- ✓ Project Completion Rate of over 98%
- ✓ Specialists in Temporary Staffing Professional Accounting Services
- ✓ Successfully placed 8000+ consultants till date
- ✓ 10,000+ Pre-Screened consultants in our resume pool for requested job category
- ✓ Dedicated Account Management Team with a single point of Contact and backed up teams
- ✓ Continuous Training and Performance Evaluation initiatives
- ✓ D&B rating score is 95/100
- ✓ Being a certified Diverse Supplier, we embrace and promote Diversity at all levels (Subcontractors and Workforce)
- ✓ Quick turnaround time

13+	150+	24+	105+	200+
Years of Experience	Clients Nationwide	Presence Across Nation	Public Sector Clients	Professional Team

At Infojini we were awarded multiple times by our clients for the exceptional Staffing support that we provided during our association such as Gold Partner, Star Partner and Vendor of the Year. For meeting the goals of "State", we intend to propose a team of recruiters who have extensive experience of placing Accounting Technician II Temporary Staffing resources to clients in Public Sector. Infojini has successfully helped our customers to achieve their missions:

Why Infojini?

- ✓ *Strong Government Experience across 30+ states and 150+ agencies - 13+ years of experience in delivering Temporary Staffing; Professional Accounting by providing qualified temporary resources to various local, state and commercial agencies.*



- ✓ 13+ Years’ experience working with over 30 different states and over 100+ agencies across the United States including *State of Virginia, Michigan, California, Maryland, Pennsylvania, North Carolina, South Carolina, Texas, Washington, Kansas, Illinois, Colorado, Georgia etc.*
- ✓ **5+ years WV Clients Staffing Experience-** Strong experience of providing Temporary Staffing consultants to clients in WV such as **West Virginia University at Parkersburg, Board of Governors (“BOG”) and Blue Ridge Community & Technical College. etc.**
- ✓ **Strong Recruitment and Delivery Team** - A group of 100+ domain expert recruiters with specialized industry experience and are aware of State of WV applicable laws and policies. Infojini’s dedicated Account Management team to deliver the services our team operates in this competitive market space with our “top of the line” account management, recruitment and delivery processes that add definite value.
- ✓ **Single Point-of-contact** – Infojini will assign a Dedicated Account Management for responding and successful delivery under this contract.
- ✓ **Strong Employee Retention Team and Rate** –We understand the importance of providing benefits in the form of motivation for the employees and offers the benefits as a retention initiative to our employees. Retention rate is 97.6%
- ✓ **Pre-Screened Resume Pool** - Database of **1500+ highly qualified local candidates** as well as consultants who have been associated with Infojini for long. With our strong resume pool, the State will have access to local screened talent in WV for the requested classification
- ✓ **Financially Stable** - A well-established financially stable company with an unused line of credit of 1.5 Million that will enable us to scale quickly when required. Contractor D&B Paydex score of 80, that indicates timely payments to all our contractors.
- ✓ **Customer Satisfaction & Strategic Engagement Models** - High customer satisfaction, retention through our matured and strategically engagement process. D&B rating score is 95/100.

Similar Experience

Infojini has provided Accounting and other Fiscal Related Temporary Staffing Services to various client across the United States. Following are some of the client lists:

Positions	Client Name	Date of Performance
Accounting / Fiscal / Purchasing Clerk / Bookkeeper	Capital Metropolitan Transportation Authority, Caesars Entertainment, PepsiCo, Becton Dickinson, State of Maryland, State of North Carolina, State of South Carolina, City of Killeen	June 2016 - Present
Entry Level Accountant / Fiscal assistant / Purchasing Agent	Caesars Entertainment, PepsiCo, City of Killeen, Becton Dickinson, Capital Metropolitan Transportation Authority	April 2015 - Present
Mid-Level Accountant / Fiscal Analyst / Purchasing Agent	Caesars Entertainment, Capital Metropolitan Transportation Authority, New York City Housing Authority	April 2015 - Present
Senior Accountant / Fiscal Analyst / Purchasing Agent	Caesars Entertainment, Capital Metropolitan Transportation Authority, New York City Housing Authority	April 2015 - Present
General Clerical Staff	Capital Metropolitan Transportation Authority, Caesars Entertainment, PepsiCo, Becton Dickinson, State of Maryland, State of North Carolina, State of South Carolina, City of Killeen	June 2016 - Present

Position Served/Skills Provided:	Accounting / Fiscal / Purchasing Clerk / Bookkeeper
Client Name:	Becton Dickinson

Services Provided:	<ul style="list-style-type: none"> • Perform general accounting procedures including maintaining accurate financial records and accurate, timely financial reports, maintaining consistent cash flow analyses for judicial branch entities including grant related funding. • Review incoming and outgoing contracts for financial, internal control, and regulatory compliance and signs off as the accounting officer. • Conduct site review of grantee and court record keeping procedures. • Analyzed and review financial related legislation and expenditure reports and drafts necessary to issue papers and recommendations.
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Position Served/Skills Provided:	Senior Accountant / Fiscal Analyst / Purchasing Agent
Client Name:	Capital Metropolitan Transportation Authority
Services Provided:	<ul style="list-style-type: none"> • Contact customers to make arrangements for payment and to resolve disputes. Develop and maintain effective and professional working relationships with these customers. • Develop and maintain effective and professional relationships with our Profit Center managers and their teams. • Perform credit investigations for new and existing accounts. • Set up and make account adjustments. • Review and issue lien releases. • Create and maintain reports. • Help process credit card and cash/COD payments. • Help accurately and efficiently process payments on customers' accounts. • Handle other tasks as assigned by the Division Credit Manager

Position Served/Skills Provided:	Entry Level Accountant / Fiscal assistant / Purchasing Agent Mid-Level Accountant / Fiscal Analyst / Purchasing Agent
Client Name:	PepsiCo
Services Provided:	<ul style="list-style-type: none"> • Perform general accounting procedures including maintaining accurate financial records and accurate, timely financial reports, maintaining consistent cash flow analyses for judicial branch entities including grant related funding. • Review incoming and outgoing contracts for financial, internal control, and regulatory compliance and signs off as the accounting officer. • Conduct site review of grantee and court record keeping procedures. • Analyze and review financial related legislation and expenditure reports and drafts necessary to issue papers and recommendations.

Position Served/Skills Provided:	General Clerical Staff
Client Name:	Caesars Entertainment
Services Provided:	<ul style="list-style-type: none"> • Perform clerical/administrative assignments in accordance with established procedures and under general instruction. • Print, scan and update documents in accordance to established office practices. Create and file documents relating to the operation of the facility • Respond to customer communications in an accurate and timely manner and investigate and resolve customer complaints. • Create, review and maintain various reports and ensure proper company functions. • Open and route incoming mail and prepare outgoing mail. • Order and keep track of office supplies. • Assist in the administration and office support functions by maintaining office records, personnel files and answering routine questions about company policy.

Successes on projects similar in size and scope

Infojini has a rich experience supporting the organizations for their Accounting Technician II Temporary Staffing needs and has been leveraging its unmatched services to various county/state/local and federal clients. We understand the unique demands of government staffing. Our HR methodology enables us to find professionals who are a technical and cultural fit for the requirements. We maintain strict compliance with all the federal and state requirements, including the e-verify program. Infojini Temporary Staffing; Professional Accounting experience is as follow:-

Category	Department	Duration
Accounting Technician II	<ul style="list-style-type: none"> California Dept. of General Services Superior Court of California, County of Los Angeles County of Placer Los Angeles County Montgomery College Baltimore Metropolitan Council Baltimore City Public Schools 	May 2015 – Apr 2019
Accounting coordinator (purchasing team)	<ul style="list-style-type: none"> State of Illinois, Staffing services Cook County Bureau of Technology Board of Education of the City of Chicago 	Dec 2016 – Nov 2019
Accounting coordinator (revenue and reporting team)	<ul style="list-style-type: none"> The Lawrence-Douglas County Housing Authority (LDCHA) Unified Government WYCO/KCK Department of Buildings and General Services The State of Kansas Kansas State University – Division of Communications and Marketing 	Feb 2015 –Mar 2019
Accounting specialist	<ul style="list-style-type: none"> Anne Arundel County Maryland Judiciary Department Maryland Department of State Police Sacramento County CalPERS California State University County of San Mateo 	Jan 2016 – Dec 2019
Senior accountant	<ul style="list-style-type: none"> Office of Management & Enterprise Services Oklahoma City - County Health Department (OCCHD) State of OK - Department of Corrections (OMES) The University of Oklahoma Health Sciences Center 	Sep 2017 – Aug 2019
Accounting coordinator (purchasing team)	<ul style="list-style-type: none"> Tarrant County BakerRipley Lone Star College Austin Community College (ACC) District ESC Region 19 Allied States Cooperative City of Killeen 	June 2015 – May 2019
Accounting specialist	<ul style="list-style-type: none"> Maryland Department of Health(MHBE) The Board of Education of Baltimore County (BCPS) Prince George’s County 	Feb 2017 – Jan 2019
Accounting coordinator (revenue and reporting team)	<ul style="list-style-type: none"> The Hawthorne Children’s Psychiatric Hospital (HCPH) The Metropolitan St. Louis Psychiatric Center (MPC) 	Jun 2017 –Apr 2019



	<ul style="list-style-type: none"> The St. Louis Psychiatric Rehabilitation Center (SLPRC) 	
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Infojini's Clientele

We are supporting following organizations with 1000 or more employees for their Temporary Staffing Services needs which have helped to grow our network in the government space.

States Contracts		
State of Arkansas	State of California	State of Colorado
State of Florida	State of Georgia	State of Iowa
State of Maryland	State of Michigan	State of Montana
State of Nebraska	State of New Jersey	State of North Carolina
State of North Dakota	State of New Mexico	State of Nevada
State of Ohio	State of Oklahoma	State of Oregon
State of Pennsylvania	State of South Carolina	State of Texas
State of Utah	State of Virginia	State of Washington
State of Missouri	State of Colorado	State of Massachusetts
State of Kentucky	State of Wisconsin	State of Minnesota
County/Cities Contracts		
Los Angeles County	County of Los Angeles	County of Placer
County of Sacramento	Westchester County, NY	Montgomery County, PA
Alleghany County, VA	Allegany County, Pennsylvania	City of Tacoma – Washington
The City of Phoenix	City of Everett, WA	Oklahoma City
Anne Arundel County	King County	City of San Antonio
Prince William County	Ramsey County	City of Cincinnati
Tarrant County	Cook County	County of San Mateo
Prince George's County	City of Chesapeake	The County of Fresno
Tarrant County	Pima county	The city of Minneapolis
The City of San Juan Capistrano	Santa Clara County	Jefferson County
Clackamas County	City of Berkeley	City of Berkeley
City of Killeen	Livingston County	Oakland County
Non-Public Sector Clients		
Bank of America	Capital One	US Steel
Polaris Wireless	Blue Cross Blue Shields	Kenexa
Thomson Reuters	Synergy Systems and Services, Inc.	General Electric
Object Edge	Laureate Education	MSA
Respronics	Caesars Entertainment	Pepsico
Education Domain Clients		
The University of Oklahoma	Pennsylvania State Higher Education	Beaufort County School District
University of Massachusetts	North Carolina A & T University	Clemson University
Charleston County School District	Texas Department of Education	Dept. of Education - Maryland
University of Central Florida	Baltimore City Community College	Baltimore County Public Schools
	Maryland Higher Education Commission	Arizona State University
University of Austin	University of Texas	University of Maryland University College
University of Maryland (UMD)	South Carolina Department of Education	Los Angeles County Office of Education
Board of Education of the City of Chicago	West Virginia University at Parkersburg	Burlington County College

Pima County Community College District	Montgomery College	University of Wisconsin-Madison
Healthcare Domain Clients:		
Maryland Health Benefit Exchange	SC Department of Health and Human Services (DHHS)	NC Dept. of Medicaid and Medicare Information System (MMIS)
NC Department of Health and Human Services (DHHS)	State of Texas Health and Human Services Commission's (HHSC)	Siemens Medical Solutions
Texas Dept. of Health and Human Services	Einstein Healthcare	Oklahoma City - County Health Department
State of Virginia Medicaid	The University of Oklahoma Health Sciences Center Purchasing Department	Washington Health Benefit Exchange
Transportation Domain Clients:		
Maryland Dept. of Transportation	Maryland State Highway Administration	South Carolina Dept. of Transportation
Washington Dept. of Transportation	North Carolina Dept. of Transportation	Maryland Motor Vehicle Administration
Maryland Transit Administration	AMTRAK	Community Transit
Texas Capital Metropolitan Transportation Authority	Maryland State Highway Administration	Maryland Port Authority
Utah Transit Authority	Metra	MTA



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

State of West Virginia
 Request for Quotation
 27 — Miscellaneous

Proc Folder: 696647

Doc Description: Accounting Technician II Temporary Staffing Solicitation

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-03-16	2020-03-26 13:30:00	CRFQ 0511 BCF2000000002	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:

Infojini Inc.
 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046
 443-257-0086

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@wv.gov

Signature X

FEIN # 20-4624920

DATE 04/21/2020

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

ADDITIONAL INFORMATION:

Request for Quotation

Accounting Technician II Temporary Staffing Solicitation

The West Virginia Purchasing Division is soliciting bids on behalf of the Department of Health and Human Resources (DHHR), Bureau for Children and Families (BCF), to establish a contract for Accounting Technician II temporary employees, per the bid requirements specifications, terms and conditions attached to this solicitation.

Job Class Specifications are included as Attachment 2.

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - COMMISSIONERS OFFICE	
350 CAPITOL ST, RM 730		350 CAPITOL ST, RM 730	
CHARLESTON	WV25301-3711	CHARLESTON	WV 25301-3711
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Accounting Technician II	4160.00000	HOUR	\$21.86	\$90937.6

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :
Accounting Technician II

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Q&A Deadline (10:00 AM ET)	2020-03-19

BCF200000002	Document Phase Final	Document Description Accounting Technician II Temporary Staffing Solicitation	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 27 - Miscellaneous

Proc Folder: 696647

Doc Description: Addendum 1 - Accounting Technician II Temporary Staffing

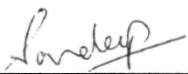
Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-03-19	2020-04-09 13:30:00	CRFQ 0511 BCF2000000002	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:
 Sandeep Harjani
 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046
 443-257-0086

FOR INFORMATION CONTACT THE BUYER
 Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@wv.gov

Signature X  FEIN # 20-4624920 DATE 04/06/2020

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

ADDITIONAL INFORMATION:

Addendum No.01 - the purpose of this addendum is to:

1. Modify the bid opening date as follows:

Bid opening WAS 03/26/2020 at 1:30 PM ET
Bid opening IS NOW 04/09/2020 at 1:30 PM ET

2. Provide a response to vendor questions.

No other changes.

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV25301-3711 US		ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONERS OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV 25301-3711 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Accounting Technician II	4160.00000	HOUR	\$21.86	\$90937.6

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :
Accounting Technician II

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Q&A Deadline (10:00 AM ET)	2020-03-19

SOLICITATION NUMBER: CRFQ 0511 BCF2000000002
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ 0511 BCF2000000002 (“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

Additional Documentation: The purpose of this addendum is to:

1. Modify the bid opening date as follows:

Bid opening WAS 03/26/2020 at 1:30 PM ET
Bid opening IS NOW 04/09/2020 at 1:30 PM ET

2. Provide a response to vendor questions.

No other changes.

Terms and Conditions:

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

ADDENDUM #1 TO RESPOND TO VENDOR QUESTIONS

Vendor Question #1

To clarify; these positions are for a period of one 1 year, with no option to extend, for two (2) temporary personnel?

Agency Response to Vendor Question #1

Correct, as stated in the General Terms and Conditions, section 3, contract will expire on 03/01/2021 with zero (0) renewals.

Vendor Question #2

What's the physical work location the staff must report to?

Agency Response to Vendor Question #2

350 Capitol Street, Charleston WV 25301

Vendor Question #3

Will the ordering agency provide equipment and software access to the staff (laptops/computers, agency specific software used to fulfill the tasks)?

Agency Response to Vendor Question #3

Yes, all necessary computer equipment and software will be provided by the agency

Vendor Question #4

Will past performance of the bidding vendor be a factor? Is past performance required?

Agency Response to Vendor Question #4

This will be awarded to the lowest cost vendor meeting all of the mandatory requirements.

Vendor Question #5

Will a kick-off meeting be required at the onset of contract award? If so, where will it be held, or is teleconference an option?

Agency Response to Vendor Question #5

A kick-off meeting will not be required.

Vendor Question #6

What are the payment terms, **example**; net 30? What is the agency's preferred method of delivery of payments to the vendor?

Agency Response to Vendor Question #6

Payment must be in arrears. Payment in advance is prohibited under this contract. Preferred payment method is electronic funds transfer. See section 14 and 15 of the General Terms and Conditions.

Vendor Question #7

What are the procedures in place for contract staff in regards to government closures not relating to holidays? Is teleworking allowed.

Agency Response to Vendor Question #7

In the event of government closure, contract staff will be instructed not to report to work until such closure has ended. No teleworking will be permitted.

Vendor Question #8

What is the agency doing to address the current pandemic; COVID-19? Will this procurement still proceed on schedule, or are delays anticipated?

Agency Response to Vendor Question #8

Any changes or delays to this procurement will be addressed in addendum(s).

Vendor Question #9

#40 REPORTS: What is the preferred way for the agency to receive the reports; in addition will the contracted vendor have a POC at the agency to communicate with to gather status/action items to help develop the reports? Lastly, what exactly is the nature of these reports?

Agency Response to Vendor Question #9

Agency requested reports will be sent to a provided point of contact. The reports will be used to help monitor the purchases and to ensure the contract is meeting the needs of the agency. Please also see section 4.1.12 of the specifications.

Vendor Question #10

#41 BACKGROUND CHECKS: who is responsible for the background check, the agency or the vendor? When (agency initiated) or should (vendor initiated) the background check be started?

Agency Response to Vendor Question #10

Per item 41 of the Terms and Conditions, the vendor shall provide background checks prior to the employee(s) start date. Please also see section 4.1.8 of the specifications.

Vendor Question #11

#4.1.4 TIMECARD: It's the understanding that the vendor will provide the timecard/system for the contracted employees, or will the agency provide access to the agency's timecard system? If the vendor is supplying the timecard, how will the agency review this? Is there documentation that must be submitted for review to the agency? Who will be responsible for approving hours?

Agency Response to Vendor Question #11

The vendor will provide timecards or timesheets in which the employee hours will be recorded on. A supervisor will sign off and approved the employee's timecards or timesheets weekly. Please see section 4.1.4 of the specifications.

Vendor Question #12

Aside from basic industry knowledge and experience that the contracted staff has with accounting, will the agency provide some sort of on the job training in relation to the specifics of this role?

Agency Response to Vendor Question #12

Selected candidates will be trained for their assigned work.

Vendor Question #13

Working on holidays is this going to be a foreseeable requirement?

Agency Response to Vendor Question #13

There is no current plan for working on holidays, however this may change in the future. Please see section 4.1.2 and Attachment 3 of the specifications.

Vendor Question #14

Does the agency anticipate overtime to occur? If overtime is necessary, does the agency provide sufficient notice to the vendor / contracted staff?

Agency Response to Vendor Question #14

There is no current plan for overtime work, however this may change in the future. Please see section 4.1.2 and of the specifications. When possible, at least a 24 hour advance notice will be given.

Vendor Question #15

There's a broad range of salary for these roles, is the agency looking for a mix of entry level/senior level, all senior level, mid level, all entry level?

Agency Response to Vendor Question #15

Selected candidate must meet the requirements as listed in Attachment 2.

Vendor Question #16

Please confirm the only requirement for proposal is the quote sheet (price) submission

Agency Response to Vendor Question #16

Vendors are encouraged to read the solicitation in its entirety as it pertains to the mandatory requirements contained in this RFQ.

Vendor Question #17

Is this a new requirement or an existing contract?

Agency Response to Vendor Question #17

There is no existing contract.

Vendor Question #18

If existing, who is the incumbent contractor?

Agency Response to Vendor Question #18

There is no incumbent contractor for this solicitation.

Vendor Question #19

If existing, what is the contract number?

Agency Response to Vendor Question #19

There is no existing contract number for this solicitation.

Vendor Question #20

If existing, what is the current unit price per hour and total price?

Agency Response to Vendor Question #20

There is no existing unit price per hour and total price for this solicitation.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0511 BCF2000000002

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:

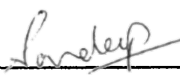
(Check the box next to each addendum received)

- | | |
|--|--|
| <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 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.

Infojini Inc.

Company



Authorized Signature

04/06/2020

Date

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



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

State of West Virginia
 Request for Quotation
 27 — Miscellaneous

Proc Folder: 696647

Doc Description: Addendum 2 - Accounting Technician II Temporary Staffing

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-04-03	2020-04-23 13:30:00	CRFQ 0511 BCF2000000002	3

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:

Infojini Inc.
 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046
 443-257-0086

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@wv.gov

Signature X

FEIN # 20-4624920

DATE 04/23/2020

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

ADDITIONAL INFORMATION:

Addendum No.02 - the purpose of this addendum is to:

1. Modify the bid opening date as follows:

Bid opening WAS 04/09/2020 at 1:30 PM ET
 Bid opening IS NOW 04/23/2020 at 1:30 PM ET

No other changes.

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - COMMISSIONERS OFFICE	
350 CAPITOL ST, RM 730		350 CAPITOL ST, RM 730	
CHARLESTON	WV25301-3711	CHARLESTON	WV 25301-3711
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Accounting Technician II	4160.00000	HOUR	\$21.86	\$90937.6

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :
 Accounting Technician II

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Q&A Deadline (10:00 AM ET)	2020-03-19

BCF200000002	Document Phase Draft	Document Description Addendum 2 - Accounting Technician II Temporary Staffing	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ BCF2000000002
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ BCF2000000002 (“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

Additional Documentation: The purpose of this addendum is to:

1. Modify the bid opening date as follows:

Bid opening WAS 04/09/2020 at 1:30 PM ET
Bid opening IS NOW 04/23/2020 at 1:30 PM ET

No other changes.

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ BCF200000002

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 checked="" 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 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.

Infojini Inc.

Company



Authorized Signature

04/23/2020

Date

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



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

State of West Virginia
 Request for Quotation
 27 — Miscellaneous

Proc Folder: 696647

Doc Description: Addendum 1 - Accounting Technician II Temporary Staffing

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-03-19	2020-04-09 13:30:00	CRFQ 0511 BCF2000000002	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:
 Infojini Inc.
 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046
 443-257-0086

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@wv.gov

Signature X  FEIN # 20-4624920 DATE 04/21/2020

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

ADDITIONAL INFORMATION:

Addendum No.01 - the purpose of this addendum is to:

1. Modify the bid opening date as follows:

Bid opening WAS 03/26/2020 at 1:30 PM ET
 Bid opening IS NOW 04/09/2020 at 1:30 PM ET

2. Provide a response to vendor questions.

No other changes.

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - COMMISSIONERS OFFICE	
350 CAPITOL ST, RM 730		350 CAPITOL ST, RM 730	
CHARLESTON	WV25301-3711	CHARLESTON	WV 25301-3711
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Accounting Technician II	4160.00000	HOUR	\$21.86	\$90937.6

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :
 Accounting Technician II

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Q&A Deadline (10:00 AM ET)	2020-03-19

BCF200000002	Document Phase Final	Document Description Addendum 1 - Accounting Technician II Temporary Staffing	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 27 — Miscellaneous

Proc Folder: 696647

Doc Description: Addendum 2 - Accounting Technician II Temporary Staffing

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-04-03	2020-04-23 13:30:00	CRFQ 0511 BCF2000000002	3

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:
 Infojini Inc.
 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046
 443-257-0086

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@wv.gov

Signature X  FEIN # 20-4624920 DATE 04/21/2020

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

ADDITIONAL INFORMATION:

Addendum No.02 - the purpose of this addendum is to:

1. Modify the bid opening date as follows:

Bid opening WAS 04/09/2020 at 1:30 PM ET
 Bid opening IS NOW 04/23/2020 at 1:30 PM ET

No other changes.

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - COMMISSIONERS OFFICE	
350 CAPITOL ST, RM 730		350 CAPITOL ST, RM 730	
CHARLESTON	WV25301-3711	CHARLESTON	WV 25301-3711
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Accounting Technician II	4160.00000	HOUR	\$21.86	\$90937.6

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :
 Accounting Technician II

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Q&A Deadline (10:00 AM ET)	2020-03-19

BCF200000002	Document Phase Final	Document Description Addendum 2 - Accounting Technician II Temporary Staffing	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Services provided under this Contract.

10.1.4 Failure to remedy deficient performance upon request.

10.2 The following remedies shall be available to Agency upon default.

10.2.1 Immediate cancellation of the Contract

10.2.2 Immediate cancellation of one or more release orders issued under this Contract

10.2.3 Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1 Contract Manager: During is performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below:

Contract Manager: Sandeep Harjani- President
Telephone Number: 443-257-0086
Fax Number: 443-283-4249
Email Address: Statebids@infojiniconsulting.com

Exhibit A

Cost Sheet for Accounting Technician II

Contract Item	Description	Number of Employees	Estimated Hours per Employee	Price per Hour	Extended Price
Section 4	Temporary Services – Accounting Technician II	2	2,080	\$ 21.86	\$ 90937.6
Estimated Total					\$ 90937.6

- Estimated Hours per Employee are for estimation purposes only for the cost proposal.
- To calculate the Extended Price Vendor will multiply Number of Employees by Estimated Hours Per Employee by Price per Hour. Vendor should carry this amount down to the Estimated Total.
- The per hour rate is an all- of withholding, overhead rates, and any other associated costs necessary to provide the services required in this solicitation.
- Vendor should provide a Price per Hour on the Exhibit A Pricing Page **OR** the Oasis Commodity Line 1. If providing a price on both, vendor should ensure pricing is the same in both locations. If vendor provides more than one unit price, vendor's bid **will be** disqualified.



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

State of West Virginia
 Request for Quotation
 27 – Miscellaneous

Proc Folder: 696647

Doc Description: Accounting Technician II Temporary Staffing Solicitation

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-03-16	2020-03-26 13:30:00	CRFQ 0511 BCF2000000002	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:

Infojini Inc.
 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046
 443-257-0086

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@wv.gov

Signature X

FEIN # 20-4624920

DATE 04/06/2020

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

ADDITIONAL INFORMATION:

Request for Quotation

Accounting Technician II Temporary Staffing Solicitation

The West Virginia Purchasing Division is soliciting bids on behalf of the Department of Health and Human Resources (DHHR), Bureau for Children and Families (BCF), to establish a contract for Accounting Technician II temporary employees, per the bid requirements specifications, terms and conditions attached to this solicitation.

Job Class Specifications are included as Attachment 2.

INVOICE TO		SHIP TO	
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528		ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
BCF - COMMISSIONER'S OFFICE		BCF - COMMISSIONERS OFFICE	
350 CAPITOL ST, RM 730		350 CAPITOL ST, RM 730	
CHARLESTON	WV25301-3711	CHARLESTON	WV 25301-3711
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Accounting Technician II	4160.00000	HOUR	\$21.86	\$90937.6

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :

Accounting Technician II

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Q&A Deadline (10:00 AM ET)	2020-03-19

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.

Sandeep Harjani - President

(Name, Title)
Sandeep Harjani - President

(Printed Name and Title)
10015 Old Columbia Road, Suite B 215, Columbia, MD 21046

(Address)
443-257-0086 / 443-283-4249


(Phone Number) / (Fax Number)
Statebids@infojiniconsulting.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.

Infojini Inc.

(Company)

 Sandeep Harjani - President

(Authorized Signature) (Representative Name, Title)

Sandeep Harjani - President

(Printed Name and Title of Authorized Representative)

04/06/2020

(Date)

443-257-0086 / 443-283-4249

(Phone Number) (Fax Number)

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: INFOZINI, INC Address: _____

Name of Authorized Agent: SANDEEP HARIJANI Address: _____

Contract Number: _____ Contract Description: _____

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: *Sandeep*

Date Signed: 04/02/2020

Notary Verification

State of _____, County of _____:

I, SANDEEP HARIJANI, 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 2 day of April.

Notary Public's Signature

RICHARD MENDEL
NOTARY PUBLIC OF NEW JERSEY
CERT. # 2308700
My Commission Expires 12/20/2023

Revised June 8, 2018

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____

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 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: INFOJINI, INC

Authorized Signature: [Signature] Date: 04/02/2020

State of New Jersey

County of Hudson, to-wit:

Taken, subscribed, and sworn to before me this 2 day of April, 2020.

My Commission expires 12/20, 2023.

NOTARY PUBLIC [Signature]

AFFIX SEAL HERE



Purchasing Affidavit (Revised 01/19/2018)