West Virginia Purchasing Division

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

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

Welcome, Lu Anne Cottrill   Procurement | Budgeting | Accounts Receivable | Accounts Payable

Solicitation Response(SR)   **Dept:** 1300   **ID:** ESR06102000000007424   **Ver.:** 1   **Function:** New   **Phase:** Final   ▼   **Modified by** batch , 06/10/2020

Header 📎1   ▣ ▫

                                                                    ☰ List View ⌃

| **General Information** | Contact | Default Values | Discount | Document Information |

Procurement Folder: 702868

Procurement Type: Central Contract - Fixed Amt

Vendor ID: VS0000009518 ⬆

Legal Name: V TECH SOLUTION INC

Alias/DBA:

Total Bid: $600,000.00

Response Date: 06/10/2020 📅

Response Time: 12:28

SO Doc Code: CRFQ

SO Dept: 1300

SO Doc ID: STO2000000002

Published Date: 6/2/20

Close Date: 6/10/20

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 2 Supplemental Staffing for Microsoft Applicatio ⌃⌄

Total of Header Attachments: 1

Total of All Attachments: 1

Proc Folder : 702868

Solicitation Description : Addendum No 2 Supplemental Staffing for Microsoft Applicatio

Proc Type : Central Contract - Fixed Amt

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-06-10 13:30:00	SR 1300 ESR06102000000007424	1

VENDOR
VS0000009518
VTECH SOLUTION INC

Solicitation Number: CRFQ 1300 STO2000000002

Total Bid : $600,000.00   **Response Date:** 2020-06-10   **Response Time:** 12:28:25

Comments:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey

(304) 558-0094
melissa.k.pettrey@wv.gov

Signature on File	FEIN #	DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Temporary information technology software developers	2000.00000	HOUR	$120.000000	$240,000.00

Comm Code	Manufacturer	Specification	Model #	
80111608				

Extended Description :	Year 1 / Individual 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Temporary information technology software developers	2000.00000	HOUR	$120.000000	$240,000.00

Comm Code	Manufacturer	Specification	Model #	
80111608				

Extended Description :	Year 1 / Individual 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Temporary information technology software developers	500.00000	HOUR	$120.000000	$60,000.00

Comm Code	Manufacturer	Specification	Model #	
80111608				

Extended Description :	Three (3) Month Renewal Option Individual 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Temporary information technology software developers	500.00000	HOUR	$120.000000	$60,000.00

Comm Code	Manufacturer	Specification	Model #	
80111608				

Extended Description :	Three (3) Month Renewal Option Individual 2

REQUEST FOR QUOTATION

SUPPLEMENTAL STAFFING FOR MICROSOFT APPLICATION DEVELOPMENT

"SOLICITATION #: CRFQ 1300 ST02000000002"

TECHNICAL PROPOSAL

PROPOSED TO:

ATTN: MELISSA PETTREY, SENIOR BUYER
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV- 25305
melissa.k.petttrey@wv.gov

PROPOSED BY

1100 H Street, N.W. Suite 750, Washington DC 20005
(202) 644-9774 (O) | (866) 733-4974 (F)
rfp.vtech@vtechsolution.com

DUE DATE: JUNE 10, 2020, 1:30 PM EST
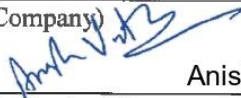
TABLE OF CONTENTS

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.

    Michael D Pereira, Business Development, Director
(Name, Title)
    Michael D Pereira, Business Development, Director
(Printed Name and Title)
    1100 H Street NW Suite 750 Washington DC 20005
(Address)
    202-644-9774/(866) 733-4974
(Phone Number) / (Fax Number)
    rfp.vtech@vtechsolution.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

vTech Solution Inc.
(Company)

    Anisha Vataliya, President
(Authorized Signature) (Representative Name, Title)

Anisha Vataliya, President
(Printed Name and Title of Authorized Representative)

06/08/2020
(Date)

202-644-9774/(866) 733-4974
(Phone Number) (Fax Number)

Revised 01/09/2020

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract 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 its 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: Michael D Pereira

Telephone Number: 202-644-9774

Fax Number: (866) 733-4974

Email Address: rfp.vtech@vtechsolution.com

Template Revised 12/12/2017

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 exceed 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: vTech Solution Inc.

Authorized Signature: _[signature]_ Date: 06/08/2020

State of Virginia

County of FairFax , to-wit: Anisha Vataliya

Taken, subscribed, and sworn to before me this 08th day of June , 2020.

My Commission expires 04/30 , 2023.

AFFIX SEAL HERE

[Notary Seal: ISRAT FATIMA SHOILY, NOTARY PUBLIC, REG. #7654317, MY COMMISSION EXPIRES 04/30/2023, COMMONWEALTH OF VIRGINIA]

NOTARY PUBLIC Shoily

Purchasing Affidavit (Revised 01/19/2018)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

☑ Addendum No. 1   ☐ Addendum No. 6
☑ Addendum No. 2   ☐ Addendum No. 7
☐ Addendum No. 3   ☐ Addendum No. 8
☐ Addendum No. 4   ☐ Addendum No. 9
☐ Addendum No. 5   ☐ Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

vTech Solution Inc.
Company

Authorized Signature

06/08/2020
Date

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: STO2000000002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

[✓] Addendum No. 1   [ ] Addendum No. 6

[ ] Addendum No. 2   [ ] Addendum No. 7

[ ] Addendum No. 3   [ ] Addendum No. 8

[ ] Addendum No. 4   [ ] Addendum No. 9

[ ] Addendum No. 5   [ ] Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

_____vTech Solution Inc._____
Company

_____
Authorized Signature

_____06/08/2020_____
Date

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ STO2000000002

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.

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[ ]	Addendum No. 1		[ ]	Addendum No. 6
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[ ]	Addendum No. 5		[ ]	Addendum No. 10

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vTech Solution Inc.
_____
Company

_____
Authorized Signature

06/08/2020
_____
Date

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

COVER LETTER

To,
MELISSA PETTREY
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV- 25305

SUBJECT: "JOB NO. CRFQ 1300 ST02000000002; SUPPLEMENTAL STAFFING FOR MICROSOFT APPLICATION DEVELOPMENT"

vTech Solution Inc. (vTech) is pleased to provide a response to "CRFQ 1300 ST02000000002; SUPPLEMENTAL STAFFING FOR MICROSOFT APPLICATION DEVELOPMENT" Request for Quotation. Our proposal submission includes all the required information and documentation as instructed in CRFQ document & addendum(s).

We understand that, Community is seeking a qualified vendor(s) to provide Supplemental Staffing for Microsoft Application Development. We believe that, we are capable and have all the required qualifications to provide the required Services to the Community. With stretch of extensive experience and built on a foundation of integrity, vTech endeavors to overcome the challenges and opportunities confronting private and government sectors by incorporating known latest solutions with industry best practices. vTech therefore helps organizations to embrace a leadership model that will focus both on process and people.

We have offered comprehensive system life cycle and operational support, including systems integration and turnkey outsourcing of operations. vTech delivered skilled manpower, innovative technology and management solutions such as shared services; Staff Augmentation Services that help our clients streamline services and improve governance and management.

vTech's consultants on average have about 14 years of overall industry experience working on various assignments with government agencies. Not only are our resources at vTech technically qualified and much superior to resources available in the market today but also our costs are significantly lower than the average provider of similar services.

The undersigned agrees that all the terms & conditions of this CRFQ and offer may, at the organization's option, be made applicable in any contract issued as a result of this solicitation. Also, we do not have any exception to the language in the agreement. The following are the offeror details and contact details of the executive who has the authority to contract with the organization.

Name of Firm	:	vTech Solution Inc.
Local Address	:	1100 H Street, N.W. Suite 750, Washington DC 20005
Authorized Person	:	Anisha Vataliya, President
Telephone Number	:	202-644-9774
Fax Number	:	866-733-4974
Contact Person Name	:	Michael D. Pereira, key Account Manager
Email Address	:	rfp.vtech@vtechsolution.com
DUNS #	:	00-634-5212
Website Address	:	www.vtechsoln.com or www.vtechsolution.com
FEIN #	:	20-4271088

We are firmly committed to provide qualified candidates for the requirements and perform the work as required or requested by the STO within the stipulated period, if awarded with the contract.

Sincerely,

Anisha Vataliya
President, vTech Solution Inc.

BIDDER'S INFORMATION

VTECH'S PROFILE

vTech Solution Inc. (vTech) was established in 2006 by a group of highly-qualified IT professionals, headquartered in Washington DC. We also have a presence in Virginia, Maryland, Michigan, Massachusetts, Texas and various other states within the US; assisting government and the commercial sectors by delivering technology solutions through IT Consulting and Managed IT Staffing Services.

Drawing on our extensive experience and built on a foundation of integrity, vTech endeavors to overcome the challenges and opportunities confronting private and government sectors by incorporating the latest IT solutions, complete with industry best practices. vTech, therefore, helps organizations to embrace a leadership model that will focus both on IT systems and people.

In a nutshell, we facilitate efficient and effective IT team resourcing and IT team building realigning the organization's purpose, mission, process, and systems with the needs of its most important asset – its people. Overall, we build, deploy and manage enterprise applications, IT infrastructures, and other IT systems.

CREATIVE AND CONSULTATIVE APPROACH
We pride our self as the creative problem solvers for our client's business problems by providing various solutions that are tailor made for the situations and are effective to the maximum extend. Our consultants are experienced and seasoned having in-depth knowledge of various domains and industries, but what makes us unique is our dedicated account manager for each client approach that ensures your organization is handled by professionals that has complete knowledge about your organization. We take great efforts to understand clients' needs and add personal touch on every phase of project or service.

HIGH QUALITY CUSTOMER SERVICE
We believe in providing services without compromising on quality. At vTech we stand up and take responsibility and are willing to go extra miles to provide high quality services. Through our internal Quality Assurance & Compliance Teams, we go to extensive lengths to ensure we provide you the most accurate and high-quality services because we believe in mutual growth and long-term relations.

PROMPT DELIVERY
Timely delivery of the service is one of our utmost concerns here at vTech. We take great care to deliver right services in nick of time. We have professionals that give special attention to each client and have dedicated resources working on to give immediate response and quick turnaround.

OPTIMIZED COST
With IT budgets tightening, costs become increasingly important criteria influencing critical IT projects. We are cost effective and provide unmatchable services at extremely competitive prices. We also have highly competent market research team, who continuously keep our list of hourly rates updated.

TEAM EXPERIENCE
Our Team has a combined total industry experience of more than 25 years. Over the period, we have built a unique expertise that is shared by all of our employees and associates. We have strong sourcing teams with expertise in resourcing and placement for Commercial and Government Sector.

VALUE ADDED SERVICES

Our innovative and efficient solutions services give a competitive edge to our clients with unique market position. Services such as cloud assessment, optimized infrastructure support, and security solution prepare our client for next information security challenge.

STAFF AUGMENTATION

vTech excels at staff augmentation, direct hire, pay rolling and transitioning of individuals or teams for job categories ranging from generic Information Technology to Niche hard to find positions. We provide requirement-to-check full lifecycle recruiting, vendor management and complete recruitment process outsourcing.

- **Contingent Staffing**

We excel in providing staff augmentation services solutions for our client's contingent needs both for short- and long-term projects.

- **Permanent Staffing**

We provide efficient direct hire solutions for our client's permanent needs.

LIST OF INDUSTRIES, WE SUPPORT

We have a highly functional recruitment team and qualified professionals specializing in multiple industries:

- Aerospace Industry
- Financial Services Industry
- Agriculture
- Health Care Industry
- Computer Industry
- Information Industry
- Construction Industry

- Manufacturing
- Defense Industry
- Mass Media
- Education Industry
- Telecommunications Industry
- Energy Industry
- Transport Industry

Number of Personnel, Full and Part Time, Assigned to This Project
2 FTEs & 6 PTEs will be assigned to this project.

Number of personnel, full and part time, assigned to this project by function and job title

Sr no.	Personnel job title	Personnel function
1	CEO	Chief in-charge of the organization
2	Account manager	Managing an incumbent workforce of contingent workers.
3	Recruiting Manager	Includes designing and modifying recruiting procedures, recording recruiting metrics, supervising the recruiting team and monitoring the recruiting team's performance.
4	Talent Acquisition Team	To source & screen suitable candidates for interview on the requirements received by clients within provided time frame.

Resources assigned to this project and the extent they are dedicated to other matters

We will be assigning two human resources to this project who will look into this whole project. We will assign one Project manager who will lead to the Database consultant & system administrator and an Account manager in account.

KEY PERSONNEL

SN	Key Management Personnel	Designation	Qualification	Total Years of Experience
1	Haresh Vataliya	CEO	Masters in Information System Management	17 Years
2	Michael D. Pereira	Director, Business Development	Major Studies: Public Relations/Advertising	16 Years

ROLES AND RESPONSIBILITIES OF KEY PERSONNEL

CEO
- Chief in-charge of the organization.
- Authorized official to contract with other agencies.
- Point of contact for contracting agencies.

Director, Business Development
- Building relationship with clients, receiving work orders from the clients and Acts as a single point of contact for client's managers regarding recruitment topics.
- Understanding client objectives alongside vTech's vision of contract success in order to analyze the Contract's potential and creates a Contract Plan/Strategy to minimize risks to both vTech and the client, set goals for the Contract and ensure that the Contract produces usable Case Studies.
- Managing an incumbent workforce of contingent workers.
- Ensuring that all contractual requirements are consistently met.
- Consistently seeking new innovations and improvements to the service.
- Supporting recruiting Managers through the recruitment process.

PROFESSIONAL HISTORY:
With more than 13 years of experience working with legal technology, provide technical guidance and solutions to client-related matters. Energy, dedication, tenacity and adaptability are key skills which allow me to serve on large-scale projects, thoroughly understand various technical processes, and case management systems. Exemplify exceptional capability to build processes and methodology to build competitive advantage, inspire team to comply with organization goal and an extensive background in following broad-based competencies:

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

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

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

RELEVANT EXPERIENCE & QUALIFICATIONS:
FTI Consulting – Washington, D.C.   **2011 - 2012**
Managing Director – Ringtail Services
Handle all data transformation resource planning, budget, operation initiative, custom tool development, initiative to bring efficiency, process standardization, documentation and training arrangement for the team. Manage six direct and 30 indirect professionals at three offices, provide technical services on more than 200 actives matter at a time and generate over 8M plus revenue yearly only through technical consulting and services.

- Implement standards across multiple offices around the world and distribute work to better utilize resource among different time-zone, to improve work-life balance and 24x7 supports for the client.
- Actively involve with sales team on new opportunity for project estimation, proof of concept, identify competitive advantage for the client and assistance on complex-large data transformation project.
- Inspire team for fast pace environment, continue changing client expectations, develop custom solution for better efficiency and quality, improve performance and align individual goal with organization.
- Play key role as stakeholder in the development and enhancement of the core product. Promote innovation in the team and offer custom services to add value for a client and competitive edge for the company.
- Provided clients with expertise in all facets of litigation discovery, including many large-scale discovery efforts, multi-terabytes case data migration, including Department of Justice second request investigation, productions involved to the Federal Communications Commission, Securities and Exchange Commission, and other federal agencies.

FTI Consulting – Washington, D.C. 2007 - 2011

Director – Unified Consulting Team

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

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

FTI Consulting – Washington, D.C. 2006 - 2007

Senior Consultant – Ringtail Consulting

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

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

Capital Legal Solutions – Falls Church, VA 2002 - 2006

Senior Software Engineer

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

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

SUMMARY:

Highly energetic, committed, results driven professional having knowledge in the fields of high end sales, recruiting and public relations. Interpersonal communication and public speaking are major strengths.

vTech Solution. - Washington, DC 　　　　　　　　　　　　　　　　　**Feb 2018 - Present**

Client Relationship Manager

- Account Management, Project Management & planning for large IT projects within the Federal, State & Local, and Commercial markets
- Manage a pipeline of opportunities both on shore and off shore for the development of company accounts
- Run capture and strategy on existing and future procurements and IT projects that fall in the vTech domain
- Manage many large multi-million-dollar accounts on a daily, monthly, quarterly basis
- Responsible for vTech's IT and Non IT staff augmentation accounts

Technalink Inc. - McLean, VA 　　　　　　　　　　　　　　　　　**Nov 2015- Dec 2016**

Director of Business Development

- Strategic Planning, Performance Management, Business Analysis, Capture Management on Federal Opportunities
- Created relationships with strategic partners to win large multi-million-dollar IDIQ's/GWACS Vets 2, CIOSP3, Alliant SB2
- Formed small business alliance with 5 other firms to capture IT70 federal opportunities
- Placed strategic resources inside FAA for existing and future capture
- Understanding of federal procurement process with focus on building new relationships inside federal agencies to provide solutions within existing contract vehicles
- Built relationships with clients and determined staffing needs across various industries
- Collaborated with directors to create recruitment plans, facilitate interview process, make offers of employment, and negotiate salaries

Level 5 Consulting LLC- Arlington, VA 　　　　　　　　　　　　　　　　　**Oct 2012- May 2015**

Vice President of Consulting

- Responsible for the direct growth of the organization through both existing customers and new business development delivering customized software for commercial & federal clients
- Maintained Level 5's GSA IT 70 contract for pricing and future proposal business
- Developed strategic partnerships with other organizations to pursue federal procurement opportunities
- Responsible for an $80-million-dollar portfolio of federal RFP's focused primarily on Department of Labor & Energy
- Managed a full cycle recruitment desk of information technology professionals
- Established, built and maintained relationships with clients and candidates to meet Executive talent needs

DISYS– McLean, VA 　　　　　　　　　　　　　　　　　**Feb 2011- Aug 2012**

Account Executive

- Responsible for revenue generation via new business to business development/ sales from acquiring new leads to closing deals for services of information technology and consulting offerings

- Responsible for helping the growth of one of DISYS key accounts growing by 600% in 14 months
- Negotiated a GSA servicing agreement behind a $200-million-dollar consulting spend for DISYS
- Consistently maintained over $10K in gross profit on a weekly basis in past 12 months
- Help secure and collect over $2 million dollars in back invoices from key client dating back 12 months
- Key account grew from top 50 DISYS Account to Top 5 within 14 months
- Wrote and Executed 8 statements of work generating over a million dollars in direct revenue with Verizon Consulting
- Helped grow the Verizon Account internally from $300K in gross revenue to $17 Million in 14 months
- Personally responsible for 33 written and proposed RFP's both Nationally and Globally with Verizon Professional Services
- Responsible for the first ever Global Staff Augmentation project for Verizon with Shell obtaining resources in Japan, London, Malaysia, and the Netherlands

Access National Bank – Washington, DC   **May 2009- Feb 2011**
National Account Executive
- Responsible for managing clients on a National level through the entire sales cycle
- Project management responsibilities including client relationships and National marketing campaigns
- Worked closely with the Vice President of Business Development on marketing strategies for the company
- Customer service support on both Regional & National levels

NewDay Financial – Columbia, MD   **Nov 2007- Oct 2008**
Sr. Account Executive
- Responsible for handling customers through the entire FHA loan process
- Closed over $1 million dollars in business for 3 consecutive months in a depreciated market
- Worked closely with the company's Vice President in developing training and effective sales strategies

Calusa Investments – Chantilly, VA   **Feb 2004 – Sept 2007**
National Account Executive
- Closed over $1 million dollars in business 7 out of 12 months
- Responsible for closing incoming leads through sales calls
- Responsible for maintaining ongoing relationships with clients
- Top Producer both divisional and companywide on a regular basis

EDUCATION
George Mason University, Fairfax, VA   **September 1997- May 2002**
Major Studies: Public Relations/Advertising
Member of Sigma Phi Epsilon
Student Government Representative, Member of G.M.U. Executive Branch
Scholarship Athlete-GMU for three years (Wrestling)
*Interned on 6-month SAP implementation (Raytheon Systems)

RODNEY WOMACK-INFORMATION TECHNOLOGY SOFTWARE DEVELOPER

Summary:
- Application Development/Maintenance
- Data analysis - conversion
- Code migration
- Scripting automation
- Cyber Security Implementation
- Website/Dashboard Reporting
- SOA

Education:
BA in Computer Science, University of Phoenix   2016

Technical Skills:
- **Software/Environment:** DOS/WScript/CScript, VPN, Citrix, VM Ware, Active Directory, PowerShell, OSX, Blackberry, IOS, UML, XML, MS InfoPath, MS SharePoint Designer, Jscript/JavaScript/JQuery, Unified Communication (UC)
- **System Software/SDLC Tools:** [RT Ticket Tracking System], [SOAP WebAPI], [SCCM], BarScan, Active Directory [ADFS], Remedy - Service NOW (S.N.O.W.)
- **Programming Language/IDE/Tools:** .NET (C#, VB), VB6, VBScript, MS Office Suite Apps (VBA, VSTO), Sublime Text, ADO/DAO, RPG, COBOL, ASSEMBLY, FoxPro

Professional Experience:
AMYX Inc, Germantown, MD   **Oct 2018- Present**
Department of Energy
CFO Payroll Support Senior Software Engineer
Senior Application Developer
Provide support to CFO office by developing and or maintaining:
Responsibilities:
- DOS batch files
- PowerShell scripts
- .NET C# executable programs
- Administrating of Oracle databases and associated Oracle utilities (SQL *Plus, SQL *Loader)
- Develop and maintain SQL Server stored procs and ETL Scripts
- Create, edit and maintain MicroFocus COBOL programs using flat files, index files and eSQL in Windows .NET\Visual COBOL environment
- Create, edit and maintain batch job schedules and processes
- Monitor day to day operations for successful execution and provide analysis and corrective actions to address issues as encountered.
- Provide System Design, Code migration, data conversion, and enhancements as needed
- Document SOPs and requirements.

DHS (DC Department Of Human Services)   **Oct 2017 – Oct 2018**
Senior Application Developer
Responsibilities:

- Application Support Division I (Asd I) Of The Office Of Information Systems (Ois) In Direct Support Of The Tanf 2.0 Catch Application Redesign.
- Interacted With Ois Business Analysts, Management, And Customers
- Designed, Developed And Deployed Applications That Support Users On The
- Catch Application (Case And Program Management) And Other Business Aligned It Services.
- Created And Maintained Dashboard, And Ad-Hoc Reports, On Demand Using Ssrs, Rdlc Formats
- Resolved Defects In Jira Sdlc And Developed Enhancements Of Various Application Using Various ApplicaTION PLATFORMS/TECHNOLOGIES(CLIENT-SERVER/WEB-BASED/CLOUD-BASED/MOBILE SOFTWARE APPLICATIONS, .NET/ASP/VISUAL C#, JAVASCRIPT, XML, JQUERY, T-SQL, HTML.

CSRA (2) Federal Government Projects, Washington, DC   **Jul 2016 – Oct 2017**
Department of Homeland Security/USSS
Senior Software Engineer
Responsibilities:
- Cyber Security Code Configuration and Implementation
- Perform analysis, design, development, testing, and debugging of computer software ranging from operating system architecture integration and software design
- Design, code, test, develop, and document client application systems.
- Update legacy applications to comply with identity, credential, and access management (ICAM) architecture.
- Provide code and configuration to enable applications for full use of PIV user client certificate credential authentication (in accordance to federal government OMB M-11-11 FISMA High Systems requirements).
- Provide cyber security solutions for applications using Windows Identity Framework/ Kerberos/SAML according to OASIS Standard specification.
- Bring applications into compliance of LO4 requirements according to NIST SP 800-63-62.
- Implement two-factor authentication solutions using PIV/CAC card
- Configure COTS products, Oracle/Jenkins/Tomcat/IIS web applications, and WebAPI (SAML, SOAP) services for FICAM compliance using .NET technologies (AMA, IIS, ADFS, and Kerberos) code and configuration.
- SDLC Implementation
- Lead stake-holder interviews and product owner meetings to define software requirements and establish project standards and processes.
- Collaborate with DBAs, SAs, BAs to break down software requirements, define system scope, establish objectives and baselines.
- Develop design artifacts and execute test plans.
- Review application architecture, and make cyber security compliance review and recommendations.
- Reporting
- Prepared reports, briefings for client meetings
- Create TFS custom report code modules to generate project analysis reports.

NHHS/CDC/Division of Vital Statistics, Hyattsville, MD   **Jul 2015 – Jul 2016**
ASP.NET/C#.NET/TSQL Developer/Oracle
Responsibilities:
- Participate in JAD sessions with client to scope, gather, plan, and execute requirements for data development projects implementing Enterprise Performance Life Cycle (EPLC/SDLC) Framework contribute to system design and documentation

- Manage source code control in Team Foundation Server (TFS) design, develop, test, and deploy
- Healthcare website system/components
- Stored procs [TSQL]
- Database scripts
- Visual Studio 2008 - 2015 IDE
- TOAD
- .NET codebase
- VSTO solutions
- Unit, system, regression testing using Microsoft Unit Testing Framework
- Build, tune, and maintain SSIS packages
- Develop and maintain SSIS packages
- Design custom C#.NET script tasks

Gannett Inc., Tysons Corner, VA   **Mar 2015 – Jul 2015**
C#.NET/SQL Developer/Programmer Analyst
Responsibilities:
- Maintain intranet website/SharePoint/dashboards
- Maintain, develop, test and document programs, DTS/SSIS package to build an analytical database environment.
- Design and implement telemarketing projects from concept to completion.
- Build, develop, test and document ETL scripts to streamline the extraction and analysis in the telemarketing database.
- Resolve Ad-Hoc SSIS/Website maintenance requests

WiPro Tech [Astra Zeneca], Wilmington, DE   **Feb 2012 – Mar 2015**
C# ASP.NET/Windows Desktop/Script Developer
Build Migration
Responsibilities:
- Create custom QA testing software (.NET/Windows Forms)
- Create custom QA testing software (.NET/Windows Forms)
- API data migration scripts (PowerShell/VBScript/CScript/VBA/WScript)
- Registry modification (PowerShell/VBScript)
- Create and debug build/migration scripts (PowerShell/VBScript/SQL)
- Deploy ClickOnce desktop applications/add-ins (.NET)
- SCCM Batch Scripting (PowerShell/VBScript)
- AD maintenance (PowerShell/VBScript)
User Interface Design (UI)
- Visual Studio IDE 2012
- Create custom Modules/UI for Remedy Ticketing Systems (VBScript/HTA)
- Create custom Healthcare Systems UI for Service NOW (S.N.O.W.) Ticketing Systems (HTA Forms)
- Create custom browser automation tools (PowerShell, VBScript, XML, SQL Server, Oracle, VBA, HTA)
- Create and deploy COM add-ins that bind Excel/Access/Outlook forms to SQL Server/JET databases
- Create asset management UI integrating BarScan, Active Directory, Exchange Server, SQL Server **(PowerShell/VBScript/XML)**
Oracle Integration
- TOAD/ORACLE Server Database

SQL Server Integration Services (SSIS)
- Access/SQL Server Database UI created (VBScript/VBA/SQL automation)
- Create workflow packages/standalone app to manage ETL process
- Create/Invoke stored procedures using (VBScript/ADO)

.NET/SharePoint Maintenance/ Development
- Visual Studio IDE
- Custom SharePoint Site integration
- (SharePoint Designer/VSTO/VBA/XML/SQL Server/VBScript)
- Create BI dashboards (SharePoint/Access/XML/InfoPath)
- Generate SharePoint Reports from Excel spreadsheets using VSTO/VB.NET
- Create/convert custom type libraries (COM) to VSTO solutions using VB.NET
- Migrate unmanaged code (type libraries) to managed .NET solutions using VSTO

Digital Solutions & Technology/SDSE Inc.   **Dec 2007 – May 2011**
Department of Energy Enterprise Training Services, Washington, DC
Programmer Analyst
Responsibilities:
- Scripting
- Developed custom automation tools (HTA/VBScript)
- Created custom persistence engine library (VBScript, XML, Access JET)
- Converted VBA code to VSTO add-ins
- Content Management Systems Dev. Support
- Visual Studio 2010 IDE
- Created HTA UI for Outlook/Excel Reports (VBScript/VBA/XML)
- Department of Energy Online Learning Center website development/maintenance
- Debug Department of Energy Online Learning Center online course web apps
- Configured AD Group Policy/system access roles and procedures
- (Dept. of Energy OLC 100k user base)
- Analysis/Forecasting/Reporting
- Generated quarterly curriculum reports/projections
- (Excel/Access JET/ADO/DAO/VBScript)
- Generated content use reports
- Collected/generated user feedback reports
- Leadership/Customer Interaction/Feedback
- Team lead to corporate training specialists
- Hosted CMS training
- Build and deployed feedback custom form application in MS Outlook
- Participated with visual object design model based on stakeholder interviews.
- Contributed to requirements document (SOP) based on the object model and policy requirements.
- Hosted weekly training/feedback round-table sessions including active field administrators.
- Balanced workload/delegated responsibility by actively involving administrators in the decision-making process.
- Responded to changing requirements and navigated short-term goals based on user feedback, budget, and resource constraints.
- Assisted with implementing iterative version control, and software migration plans
- Participated in milestone reviews, iterative sessions of negotiating expectations.
- Made timely deliveries on commitments.

- Provided scheduled subscription based distribution of deliverables/analysis charts/and progress reports.

SSMDG, Washington, DC   **2011 – 2013**
Programmer/Consultant
Responsibilities:
- Provided dev./data various support services to multiple clients
- (Project management, marketing/advertising, accounts management, contract /compliance) using OTS software/VBA/VBScript
- Created asset tracking tools (PowerShell/VBScript/Access JET).
- Web services integration/app configuration/ payment gateway customization
- Email scripting (VBA), SMS
- WebDAV, IMAP/POP support (VBScript)

American Investments, Washington, DC   **2008 - 2009**
Programmer/Consultant
Responsibilities:
- Authored website scraping/data parsing automation tools to process, and register
- 1 million+ user records monthly (VBA/VBScript/Excel/Access JET/ADO/DAO/SQL)
- Designed, implemented, and maintained relational database to manage data
- Generate weekly reports/mailings.

American Red Cross, Clinton, Maryland   **2006 - 2008**
MSOffice Software Training/Consultant
Responsibilities:
- Software instructor to mentally challenged individuals

EEG Inc., Washington, DC   **1996 - 2005**
Programmer Analyst/Consultant
Responsibilities:
- Managed Data Collection/Archival, maintained LAN
- Generated weekly reports to upper tier
- Desktop support (XP/Vista/MAC OS) for organization (50-100 users)
- Supervised Evening NOC operations of server/80+ nodes (Windows 2003 Server)

MELVIN DANIEL- INFORMATION TECHNOLOGY SOFTWARE DEVELOPER

Education:
Bachelor of Science in Computer Science st2, University of New Haven, West Haven, Connecticut
1996

Technical Skills:
- **SharePoint 2007/2010:** SharePoint 2007/2010 Development, SharePoint 2007 Administration, MOSS 2007, MOSS 2010, SharePoint Designer, SharePoint Services, Visual Studio 2008 integration
- **Programming Languages:** MS .NET Framework/Architecture, C#, VB.NET, ASP.NET, ADO.NET, VBA.NET, VBA, XML, Razor, MVC , MVC 3, MVC 4, MVC 5, MVC 6, PRISM, MVVM, MEF, XAML, WCF, ISO C & ISO C++, Borland C++, MS Visual C++ (MFC, ATL), Forte for Java EE, MS Visual Basic, MS Visual

Studio/.NET, COM, COM+, DCOM, DNA, MTS, ActiveX, SAPI, TAPI, MS DirectX, MS Agent, MS MapPoint, MAPI, MS Office, UML (Rational Rose), Visual Basic for Applications, Active/OLE Messaging VFP, LDAP, MQSeries, Active Directory, ADA, FORTRAN, 8088/8086 Assembler st2

- **WWWBase Programming:** MS .NET Framework technologies, VBScript, ASP, ASP+, Web Services, SOAP,
- **Java technologies:** (J2EE, JDK, JavaBeans, Script, JDBC, Java APIs, etc), CSS, XML technologies (XML, MSXML, SAX, SCL, XPath, XPointer, XSL, XSLT, XQL), DHTML, HTML, Sun ONE, CORBA, MS Visual InterDev, MS J++, Cold Fusion, Dreamweaver MX, Flash MX, Fireworks MX, FreeHand MX, Cold Fusion st2
- **Databases and Languages:** MSDE/Jet/ADO, Structured Query Language (ANSI-SQL, Transact-SQL), XML Query Language (XQL), JDBC, jQuery, JSON, PointBase, Oracle (PL/SQL), SQL Server (SSMS, SSIS, SSRS, SSAS, Profiler),, SAS, TOAD, MS Access, DB2, Sybase, Tandem Transaction Server, Visual (Basic, FoxPro, Dbase), Crystal Reports, Clipper, dBase, Blaze, Paradox
- **Operating Systems & Servers:** Window XP/2000/NT, Internet Information Services, Window CE, Palm OS, MS Exchange, UNIX, Novell Netware, DOS
- **Hardware:** PDA (Pocket PC, Palm), Symbol Handhelds Scanners, DEC Station 5000, Sun Workstation, Hewlett Packard, Data General MV 15000, IBM 360 370
- **Software:** MS Office (Excel, WORD, ACCESS, Outlook, PowerPoint, Visio, MapPoint, Project), MS Front Page, Netscape Navigator, MS Internet Explorer, Lotus 1 2 3, PageMaker, AutoCAD, WordPerfect, X Windows st2

Professional Experience:

Freelance Consultant   **Jun 2009 – Present**
 (some end clients' have been Air Force Reserves, Navy, Homeland Security, Army, NIH, and etc.)
 (their locations were within the DC Metro Area <DC, MD, VA>)
Responsibilities:
- .NET & Java Web/Desktop Software Application Development Engineer responsible for developing and maintaining systems within Agile methodology (SCRUM/etc).
- Developed many Data/Reporting/Dashboards OLAP/OTLP applications supporting ERP system utilizing ASP.NET, Angular, MVC, Web API, REST API, Azure, SQL Server, and many other tools and technologies.
- Utilized Xamarin, ASP.NET Core, UWP, and .Net Core to perform full SDLC developing mobile/web for OLAP/OLTP Front-End/Back-End Apps utilizing REST API, Web API, Azure, SQL Server. EF, Angular, MVC, and many other tools and technologies.
- Performed full SDLC developing Data Mining/Warehouse OLAP/OTLP Front-End with Backend Apps utilizing Entity Framework(code-First/DB-First) {ORM-Object Relational Modeling}, ASP.NET Core, Angular, Web API, REST API, SQL Server/T-SQL, DevOps-PowerShell, Azure, JavaScript, JQuery, MVC, and many other tools and technologies.
- VSTO, Add-in, VBA, Excel, Access, Office Web/Desktop Software Application Development Engineer responsible for developing and maintaining Data/Business/Reporting/Dashboards BI Analysis Systems including Microsoft Power BI suite. Developed MS SQL Server, SSRS, SSIS, MS Access and MS Excel Forms, Reports, Store Procedures, and Queries with code behind for data warehousing.
- .NET Software Engineer responsible for developing and maintaining multi-tier web-based applications and Windows desktop applications to support workflow, data collection/modeling, and reporting applications.
- Utilized and customized Microsoft Dynamics 365 and Office 365 User Interfaces & Libraries & API to develop and maintain dashboards, workflows, reports, and charts to assist departments with communication and digital presentations.

- Develop many data analysis models from Microsoft Dynamics 365 and Office 365 datasets to create ASP.NET and WPF applications.
- Worked as and with the requirements analysts, business analysts, database designers, and software developers to support Microsoft .NET web-based applications and Windows desktop applications. Many work complied with 508 accessibility guidelines.
- Prepared software development artifacts such as class, sequence, and state diagrams.
- Created RAD (rapid application development) of tools resourcing and archiving online government/public/private data entities such as data marts, data warehouse, and databases into the in-house data repository while utilizing web service, SOAP, and any other technologies to accomplish each task; Performed the Full Scope duties of Data/Business/Report Analysis, Database Analysis, Architect/Engineer/Database/Software Developer
- Some utilized technologies were .NET, .NET CORE, C#, VB, Visual Basic, WCF, WPF, XAML, WWF, Silverlight, ASP.NET, ASP.NET CORE, XML, Web API, REST API, Azure, Cloud Technologies, Razor, MVC, Xamarin {Andriod/iPhone/WindowsPhone/iOS}, MVC 3, MVC 4, MVC 5, HTML5, workflow COTS, Microsoft product suite COTS, ASP.NET, ASP.NET CORE, SSRS, SSIS, SSAS, XSL, HTML, JavaScript, VBA, VB Script, CSS, HTML, DHTML, IIS Administration, Crystal Reports, , PRISM, MVVM, MEF, , SharePoint Development/Administration, Visual Studio Report Server, SQL Server database, Oracle database, DB2 database, Tandem database,, VSTO, Office Add-in, Transact SQL, T-SQL/TSQL, PL/SQL, jQuery, JSON, LINQ, EF, PowerShell, Windows Registry, Windows Scheduler, Visual Source Safe, TFS, Visual Basic, and Visual Studio.NET 2017/2013/2012/2010/2005/2003.
- Developed Silverlight Applications within an Architect/ Engineer/Developer Team while utilizing the following technologies: WPF, PRISM, MVVM, MEF, XAML, WCF, Web Service, SharePoint, RIA Services, Entity Framework, Enterprise Library, TFS, SQL Server data migration/integration-LINKed/data warehousing (SSMS, SSIS, SSRS, SSAS, Profiler, TOAD), 3rd party API application integration Office 2010/2013/2016,.
- Performed SharePoint 2007/2010 Administration and Development workload while utilizing MOSS 2007/2010/2013/2016), SharePoint Designer, SharePoint Services, and Visual Studio 2008/2010 integration.002
- Performed Microsoft Office 2016/2013/2010/2007/2003 web/WPF/Windows development utilizing suite applications such as Access, Word, Excel, PowerPoint, SharePoint, OneNote, and etc. with Visual Studio 2008/2010/2012/2013/2015/2017 integration.
- Performed as Software Engineer responsible for developing and maintaining MS Access, MS Word, MS Excel web-based applications, Windows desktop, and WPF applications to support workflow, data collection/modeling, and reporting applications while utilizing VBA, Visual Basic Script, classic VB, and .NET.
- Developed MS SQL Server, MS Access and MS Excel Forms, Reports, Store Procedures, and Queries with code behind, SQL Server data migration/integration-LINKed/data warehousing, Oracle data warehousing/migration.002

Customer Support Analyst Skills   **1983 – Present**
Responsibilities:
- Experience designing, repairing, and working among the evolution of software, hardware, system infrastructures, and networking components (internally and externally), within the IT industry for over 10 years
- Performed the business analyst and developer rolls for different organizations to develop, document, report, and train their customer service call centers
- Received trouble reports via telephone and email from client companies regarding software and remotely connected with company servers or provided customer support to resolve the issue

- Communicated with customers to answer inquiries and explain common user errors associated with software development
- Utilized self-developed diagnostic tools for assisting customers with trouble conditions and issues
- Analyzed and arranged office network setups utilizing Cisco routers, Ethernet technology and network interface cards
- Directed and worked as a part of interdepartmental teams, to create meetings, presentations, and training opportunities.002

Principle Contractor   **May 2007 – Mar 2009**
Senior Consultant
(some end clients' have been Air Force, Navy, Army, NIH, and etc.)
(their locations were within the DC Metro Area <DC, MD, VA>)
Responsibilities:
- .NET & Java Web Software Application Development Engineer responsible for developing and maintaining document management workflow COTS, ASP, ASP.NET, VBA, VB Script, CSS, HTML, DHTML, C#, VB, IIS Administration, Oracle/MSSQL, SharePoint Development, SharePoint Administration, and Microsoft product suite COTS.
- .NET Software Engineer responsible for developing and maintaining multi-tier web-based applications and Windows desktop applications to support workflow, data collection, and reporting applications.
- Worked as and with the requirements analysts, business analysts, database designers, and software developers to support Microsoft .NET web-based applications and Windows desktop applications. All work complied with 508 accessibility guidelines.
- Daily activities include designing windows and web page/form layout, code/script programming, resolving application errors, implementing software change requests, and database modeling. Applications developed using an iterative development methodology such as RUP.
- Prepared software development artifacts such as class, sequence, and state diagrams.
- Some utilized technologies were .NET, C#, VB, WCF, WPF, WWF, Silverlight, ASP.NET, XML, XSL, HTML, JavaScript, Crystal Reports, Visual Studio Report Server, SQL Server database, Oracle database, SAS, API, jQuery, JSON, Windows Registry, Windows Scheduler, Visual Source Safe, and Visual Studio.NET 2008/2005/2003.
- Performed SharePoint 2007 (some 2010) Administration and Development workload while utilizing MOSS 2007 (some 2010), SharePoint Designer, SharePoint Services, workflow design/development projects, and Visual Studio 2008 integration.
- Performed multiple training and advisory sessions to regular users and team leaders within SharePoint 2007 (some 2010) Administration and regular utilization operations.
- Developed many SharePoint project documentation materials towards user manuals, directions, design recommendation concepts, etc..
- Performed Microsoft Office 2007 (some 2010) web/WPF/Windows development utilizing suite applications such as Access, Word, Excel, PowerPoint, SharePoint, OneNote, and etc. with Visual Studio 2008 integration (some VS-2010).
- Performed as Software Engineer responsible for developing and maintaining MS Access, MS Word, MS Excel web-based applications, Windows desktop, and WPF applications to support workflow, data collection/modeling, and reporting applications while utilizing VBA, Visual Basic Script, classic VB, and .NET.
- Developed MS SQL Server, MS Access and MS Excel Forms, Reports, Store Procedures, and Queries with code behind, SQL Server data migration/integration-LINKed/data warehousing, Oracle data warehousing/migration.

- Performed MS Active Directory Administration, Configuration, and Development workload while developing data driven workflow applications utilizing MAPI protocols to manipulate the database and network environments.002

Millennium Engineering and Integration Co   **Jun 2005 – Apr 2007**
Systems Engineer
Responsibilities:
- Key member of the MDA Advanced Technology (DV) Innovation Team as the primary DV Database developer. Effort allowed the elimination of DV off-site program management support infrastructure netting an annual savings of $3-5M. Performed database development, supported AdHoc and periodic information requests from the database, developed interfaces, established protocols for the import and export of data, developed database implementation strategies, and when approved, implemented database development initiatives.
- Primary developer and lead engineer for the DV Database development effort
- Developed database structure and automated routines for the import and export of data including developmental strategies for a web enabled Database and a recommended path for migration of the database to SQL Server
- Directed and worked as project leader towards monitoring project progress, operational costs, scheduling, planning, development, documentation, presentations, and training.002

Contract Assignments   **1999 – 2005**
Public:

Univ. of Maryland-   **Apr 2002 – Aug 2002**

Government:
EOP   **Feb 1999 – Sep 2001**

Military:
MDA   **Dec 2005 – Oct 2006**
Air Force Reserves   **Jun 2005 – Sep 2005**
DISA   **Apr 2005**
Air Force   **Mar 2004**
Army   **Nov 2003 – Feb 2004**
Architected and designed many Frameworks and Legacy Enterprise Systems & Software Architectures
Architected, engineered, and maintained Data Driven Applications & Frameworks (example: MS Office technologies).
Led and assisted projects as the Software Architect and Technical Lead for many software engineering, reengineering projects, technical sales engineering, and IT solutions throughout all phases of the software development lifecycle
Provided management and engineering teams with software design solutions, requirements analysis, installation, and all levels of comprehensive documentation for Rapid and Joint Application Development projects
Led and assisted teams or projects with their development and engineering of web browser driven applications, web services, Window Forms, and Java driven applications
Some utilized technologies were Object Oriented methodology, SQL, Java, J2EE, JavaBeans, EBJ, JDBC, COBRA, RMI, JavaScript, JFC/Swing, HTML, DHTML, ASP/ASP+, .NET Framework, VB.NET, VBA, C#, ASP.NET, MS Agent, XML technologies, Crystal Reports, Visual Studio Report Server, SQL Server, Oracle,

Rational Rose and MS Office (Excel, WORD, ACCESS, Outlook, PowerPoint, Front Page, Visio, MapPoint, Project), and etc
Written White Papers, Case Studies, System & Software Specifications, and User Manuals
Software Architect/Engineer/Developer, Web Master, Business Analyst, Technical Sales Engineer, System Administrator, Systems Analyst, Customer Systems Analyst Database Architect, Database Administrator, Application Developer.002

CANDIDATE REFERENCE

CANDIDATE NAME	MELVIN DANIEL	RODNEY WOMACK
References Name	Minette Mbouh	Melvin Daniel
Title	Lead Consultant (.Net)	Software /Application Development Engineer
Phone Number	240-566-5338	240-705-0887
Email Address	mbouhminette@yahoo.fr	payentech3@gmail.com
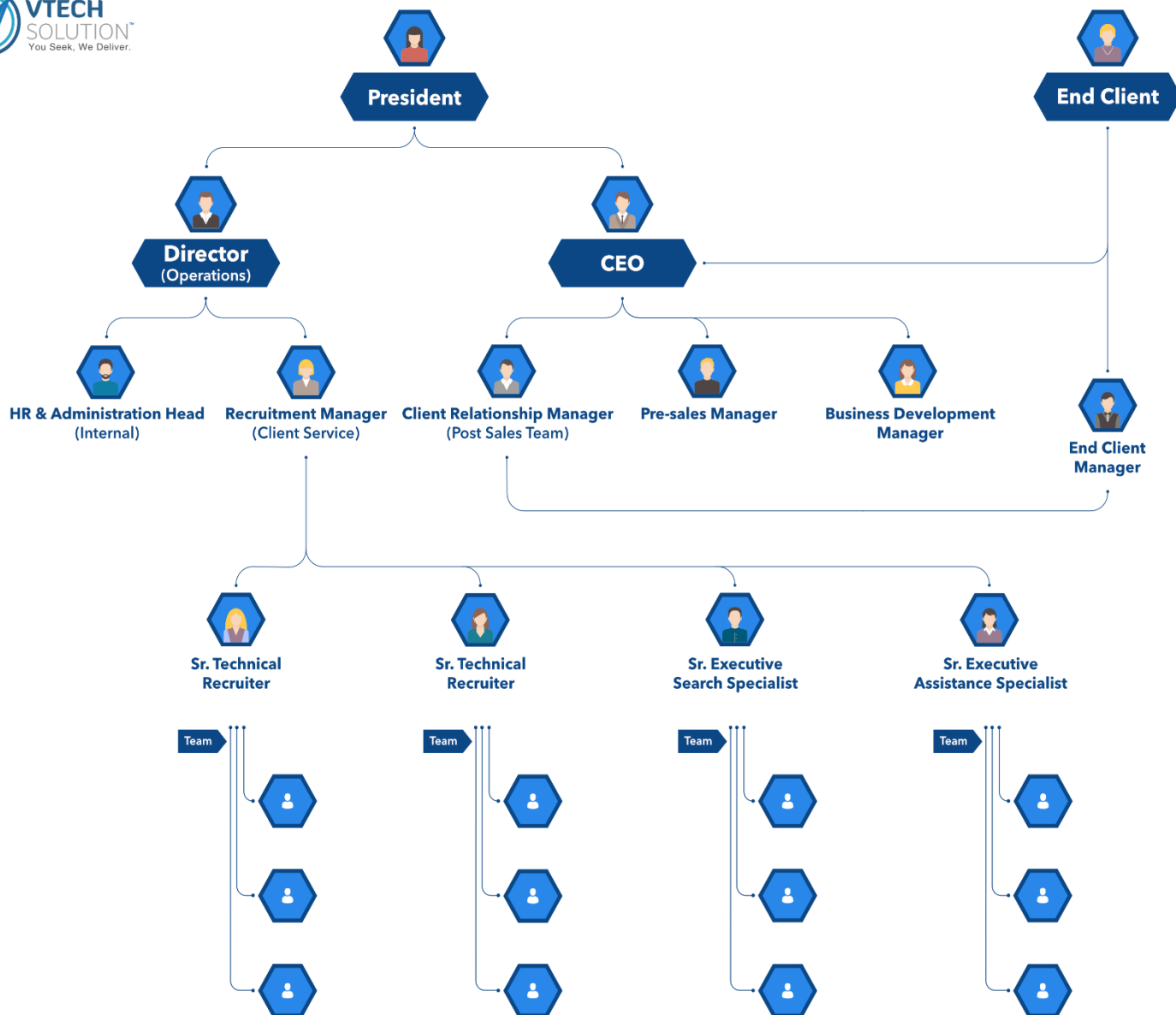
QUALIFICATIONS

VTECH'S CAPABILITY

vTech specializes in providing Nursing Services, Healthcare Services, IT Services, IT Consulting, and IT Professional Services. With over a decade of experience in IT Professional Services, vTech supports 50+ federal & state government agencies. A small, minority and women owned company; Established in 2006 by a group of highly qualified professionals, headquartered in Washington DC and has a strong presence nationwide. Currently, we have 190+ employees engaged in various projects for federal & state government clients.

vTech has expertise in attracting, recruiting and retaining qualified IT consultants. We use our proven and proactive approaches, processes, and tools practiced for 14 years, to provide staff with the required skills. Our staffing approach is driven by selecting a meticulous screening process, combining our understanding of the requirement. Our culture, technology platform and compensation system are consistent across categories that are all designed to find, attract and retain the BEST talent across the entire numerous job categories.

We facilitate efficient & effective team resourcing and team built-ups realigning the organization's purpose, mission, process, and systems, with the needs of its most important asset - its people. We have offered comprehensive system life cycle and operational support, including systems integration and turnkey outsourcing of operations. vTech delivered skilled manpower, innovative technology and management solutions such as shared services; Staff Augmentation Services that help our clients streamline services and improve governance and management.

vTech excels at staff augmentation, direct hire, payrolling and transitioning of individuals or teams for job categories ranging from generic Information Technology to Niche hard to find positions. We provide requirement-to-check full lifecycle recruiting, vendor management and complete recruitment process outsourcing. vTech focuses on quality talent acquisition with a contract, contract-to-hire and Direct Permanent Staffing across all disciplines. We bridge the gap by analyzing, Identifying and fulfilling staffing needs of technical organizations with highly qualified, sustainable professionals. We have extensive experience and successful past performance in providing IT Staffing solutions.

BBB Accredited company: We are Better Business Bureau (BBB) accredited company with A+ rating.

2019 Inc. 5000 Honors: We are listed consecutively 5 times in Inc. 5000 listing for the fastest growing companies in USA.

ISO 9001 Certified Business: vTech Solution Inc. is an ISO 9001 certified business. Perry Johnson Registrars, Inc. has audited the Quality Management System of vTech Solution Inc. and declares that, vTech is conformance with ISO 9001:2015. This registration is in respect to the IT Services and Resources to the Commercial Market, State and Federal Government.

USPAACC's Fast 100 Asian American Company: vTech Solution, Inc. is proud to announce that we have been recognized as one of USPAACC's Fast 100 Asian American Companies that has displayed resilience and excellent performance. The Fast 100 community is believed to have generated a total annual revenue of $10 billion, despite global economic challenges.

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

vTech's unwavering dedication to results defines our brand. Our time-tested management processes, quality control methods, and state-of-the-art work environment ensures that our clients' most complex projects are delivered on time, on budget, and on point. As a result, we enjoy enduring relationships with our existing clients, as well as a constant flow of new business. vTech Solution provides support to:

• AARP	• District of Columbia Child Support
• Accenture	• Arkansas Department of Education
• Computer Aid Inc.	• DC Office of Chief Technology Officer
• CPN-Network Inc.	• Credence Management Solutions
• Department of Navy	• Virginia Housing Development Authority
• DC Department of Health	• DC Metropolitan Police Department
• State of Maine	• Virginia Information Technology Agency
• State of Oklahoma	• Virginia Department of Housing Agency
• State of Pennsylvania	• Office of Information Technology - Maine
• State of Virginia	• Pennsylvania Department of Transportation
• State of Iowa	• Department of Information Technology, MD
• State of South Carolina	• Arlington County Government
• State of Ohio	• Council of the District of Columbia
• State of Indiana	• Portland Development Commission, OR
• State of Florida	• Southern California Association of Governments
• Commonwealth of Massachusetts	• Regional Transportation Authority, IL
• State of Arizona	• New Jersey Schools Development Authority
• State of Massachusetts	• University of Massachusetts
• State of New Jersey	• International Monetary Fund
• State of North Carolina	• Arizona State University
• State of Michigan	• Georgia Public Library Service
• State of South Carolina	• D.C. Department of Aging
• State of Oregon	• State of Washington
• State of Georgia	• New York Power Authority, NY
• State of Colorado	• Department of Behavioural Health, DC
• State of Utah	• Office of the Chief Information Office, IA
• DTI - DE	• University of Central Florida
• DC Contract Appeals Board	• County of San Bernardino
• DTMB - State of Michigan	• FEMS - DC
• State of Minnesota	• Arkansas Tech University
• Arlington Independent School District, TX.	• US Department of State, VA
• State of Minnesota	• Welch Community Hospital, WV
• DC Water & Sewer Authority	• University of Oklahoma
• State of North Dakota	• Utah Transit Authority
• CMTA - TX	• DOES – DC
• Ohio Public Employees Retirement System, OH	• Office of the State Superintendent of Education, DC
• Broward County Housing Authority, FL	• Department of healthcare finance - DC

CLIENT	STATE	RFP# & TITLE	CONTRACT PERIOD
City of Miami Dade	FL	RTQ-00894 - It Consulting Services	3 YEARS
Orlando Utility Commission	FL	RFP18 4459_OQ - IT Managed and Professional Services	5 YEARS
City of West Palm Beach	FL	RFQ 17-18-405-Professional/Managerial Supplemental Workforce	3 YEARS
City of Cincinnati	OH	RFQ544ITSTAFF- Citywide IT Staff Augmentation	2 YEARS
Metropolitan Washington Airports Authority	VA	IFB # 1-18-C167 Network Engineering Staff Aug. Services	1 YEARS
Chicago Public Schools	IL	RFP-18350036 -Technical Services Pool	2 YEARS
Baltimore County Public School	MD	JMI-618-18 - Information Technology Staffing Services	3 YEARS + 2 Option Years
City of Phoenix	AZ	ITS 18-505 - Information Technology Services	3 YEARS
Maryland Health Benefit Exchange	MD	IT Consulting and Technical Support Services IDIQ	3 YEARS + 2 Option Years
Department of Human Services	MD	Agile Scrum Team Resources	3 YEARS + 2 Option Years
Austin Community College	TX	Information Technology Staff Augmentation Services	2 YEARS
Clark County	NV	IT TIER 1 Professional Services	2 Years
State of North Dakota	ND	IT Staff Augmentation Services	3 YEARS
State of Montana	MT	Master Contract for IT Services	3 YEARS
Montgomery College	MD	Information Technology Contracting Services	1 YEAR
NASPO ValuePoint	NJ	IT Staff Augmentation	1 YEAR
State of Mississippi	MS	IT Staff Augmentation Services	3 YEARS
County of Westchester	NY	Information Technology Professional Consultant Services	2+ YEARS

EXPERIENCE

LARGEST CONTRACTS OVER PAST 5 YEARS

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Type of tasks performed by assigned staff:

➤ Total six Network engineers are placed at both IAD and DCA airport. They are providing support on the MWAA Network Modernization effort utilizing network monitoring tools such as Nagios to monitor the health of various network devices and provide 24/7 network monitoring and documentation.

➤ The Workflow is managed by using Service Now to assign tasks and track changes that occur within the airports vast network environment. vTech's Network Team is responsible for responding to and troubleshooting network events resulting in loss of data connectivity.

➤ vTech has also done all of the PMO work as, with weekly, monthly progress reports. Verification & management of all meeting activity and time sheets that are applicable to the project. In addition, vTech holds a monthly progress meeting with both the COTR & the CO for the MWAA project to ensure that all project deliverable is being met and executed on time.

DC WATER & SEWER AUTHORITY

Type of tasks performed by assigned staff:

➤ Our candidate (Senior Quality Assurance Analyst) had been responsible for developing and establishing quality assurance standards and measures for the information technology services within the organization. Also, had applied proven analytical and problem-solving skills to help validate IT processes through careful testing to maximize the benefit of business investments in IT initiatives.

➤ Our candidate (Network Services Engineer Level 2) had been responsible for evaluating network hardware, software and processes to verify and characterize the network capability, installing and configuring network hardware and software. This included design, implementation, and validation, and management, delivery monitoring and troubleshooting of these networks and computing systems.

➤ Our Consultant Senior IT Project Manager lead the development and implementation of a broad, coordinated set of plans and programs to meet the goals and priorities of the IT department's internal & external customers. Also monitored & controlled project schedules, budgets, risks and issues while ensuring project deliverables are of the highest quality and meet customer requirements. The consultant was also responsible for providing expertise and consulting to junior project managers in the process of project management and in the softer skills of team dynamics, team building and group motivation.
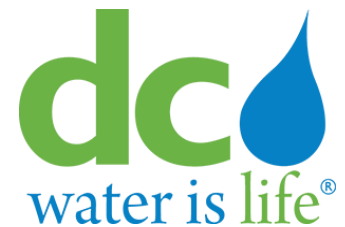
MARYLAND DEPARTMENT OF HUMAN SERVICES

We have been awarded with the TORFP under CATS+. Maryland Department of Human Services (DHS) released this TORFP to procure agile development resources with required skill sets and team that will be utilized as part of the MDTHINK modernization activities and platform which will be new platform for the health and human services for which department want to create a data

system that can support a more integrated, client-centric approach to health and human services delivery and management and require human resources for the same.

Under this TORFP, we have received nine (9) work orders till now from July, 2018 and we have placed 14 candidates for three (3) years to complete project requirements of MDTHINK project.

We have placed following IT Professionals in MDTHINK project:

➢ Data Analyst / SQL Developer
➢ ForgeRock Engineer
➢ Project Manager (Agile Team Lead)
➢ Product Administrator (Business Rules Engine-Corticon)
➢ Full Stack Java Developer (System Integration Specialist)
➢ Organizational Change Management (OCM) Consultant (Subject Matter Expert)
➢ Qlik Developer
➢ Help Desk Support
➢ Database Administrator

DC GOVERNMENT (ON BEHALF OF COMPUTER AID, INC.)

Title: IT Staff Augmentation

Description: IT Professional positions includes but not limited to following:

- Critical Event Manager
- Technical Data Center Infrastructure Support
- Business Analyst Level 2
- Project Manager Level 2
- Wireless Network Engineer Level 3
- Senior Project Manager Level 2
- Network Architect Level 1
- Information Technology Specialist
- IT Consultant Senior
- Database Architect /SME
- Security architect
- Helpdesk Specialist
- Business System Analyst
- GIS Programmer/Analyst
- Senior Project Manager
- NOC Network Engineer

COMMONWEALTH OF PENNSYLVANIA (ON BEHALF OF OSTGLOBAL)

IT Professional positions includes but not limited to following:

- Client Server Engineer
- Siteminder Engineer
- Senior Architect – Remedy
- SAP FRICE Resource
- PS Level 3
- TS Level 3
- SA Level 3
- Technical Writer Level 4
- AD3
- Product Specialist
- Emerging Database Administration Level
- Help Desk Analyst
- DOS-A4 Core SD2
- PennDOT - Emerging PS5 (Product Specialist) - Systems Engineering

UNIVERSITY OF MASSACHUSETTS(UMASS)

Initially, vTech won the contract of University of Massachusetts, Medical School for providing fully managed IT Staff Augmentation Master Services. Subsequently, vTech was also competitively awarded with the Master contract for entire University of Massachusetts to provide Managed IT staff augmentation services. The objective of this Master Contract is to enable University to procure & manage full life cycle IT staff augmentation, consulting and technical services in a timely and economical manner. Our team is dedicated to the successful and resourceful management of contingent labor solutions, reducing risk, providing increased governance and controls, enhancing workforce decision support and cost savings for UMASS.

IT Professional positions includes but not limited to following:
- UAT Tester
- Business Analyst
- Quality Assurance Analyst
- Senior Business Analyst

CORPORATE SYSTEMS RESOURCES INC.

vTech solution Inc. has been providing IT Staff Augmentation, application development, database management and consulting Services for the District of Columbia Government on behalf of Corporate Systems Resources Inc. Through a contract that was initiated on April 2013 and is still continuing till date, we have placed more than 10 techno-functional professional for our client in various IT Professional positions including:

- Web Design Specialist
- Senior Application Architect
- Web Developer
- Senior .Net Developer

Solution and Services provided:

➤ Application development and database management services provided to our client with application development and database management team comprises of seasoned professionals who possess the business background, project management experience and technology expertise to deliver business-critical technology solutions. These solutions include a variety of platforms, devices and networks, including integration with legacy systems, development of business applications and Web-based functionality.

➤ Account management provided to our client by a dedicated account manager who is a dedicated single point of contact aligned with each client and a senior accounts management team having years of experience in IT consulting & services.

➤ Reporting and performance management provided to our client through a state of the art online reporting and management system to effectively measure the performance of the resource

➤ vTech solutions Inc. Offered specific resources with a high degree of technical & specialized skill sets including:
- **Languages:** C#, ASP.NET, ASP, VB.NET, Visual Basic, Java, JSP, HTML, DHTML, JavaScript, vbScript, AJAX, XML, XHTML, CSS, Oracle, etc.
- **Database:** MS SQL, Oracle, etc.

- **Platforms:** Windows 2003 Server, MOSS 2007, SharePoint 2010, ISA Server 2004, SQL Server 2005, SQL 2008, Exchange Server
- **Software Applications:** SharePoint Server, Microsoft Office Suite, various Collaboration Software, IIS, Visual Studio, etc.

The result:
By outsourcing their application development, database management and IT staff augmentation requirements to vTech solution Inc., The District of Columbia Government was able to fulfill their IT system needs and they received the support needed to maintain Smooth and Efficient flow of network operations The District of Columbia Government was able to benefit from knowledgeable, highly-technical IT staff that were able to step in and begin resolving issues immediately, and also received support from vTech's senior accounts management team having years of experience in IT consulting & services., vTech solutions Inc continues to provide these resources to ensure that the District of Columbia Government's IT infrastructure remains operational and dynamically respond to various devolving IT needs.

BANNER STAFFING

VTech solution Inc. has been providing Web Staff Augmentation, application development, database management and consulting Services for the District of Columbia Government on behalf of Banner Staffing. Through a contract that was initiated on April 2012 and is still continuing till date, we have placed more than 08 techno-functional professional for our client in various IT Professional positions including:

- Web Designer
- Web Developer

Solution and Services provided:

➢ Application development and database management services provided to our client with application development and database management team comprises of seasoned professionals who possess the business background, project management experience and technology expertise to deliver business-critical technology solutions. These solutions include a variety of platforms, devices and networks, including integration with legacy systems, development of business applications and Web-based functionality.

➢ vTech solutions Inc. Offered specific resources with a high degree of technical & specialized skill sets including:
- **Languages:** C#, ASP.NET, ASP, VB.NET, Visual Basic, Java, JSP, HTML, DHTML, JavaScript, vbScript, AJAX, XML, XHTML, CSS, Oracle, etc.
- **Database:** MS SQL, Oracle, etc.
- **Platforms:** Windows 2003 Server, MOSS 2007, SharePoint 2010, ISA Server 2004, SQL Server 2005, SQL 2008, Exchange Server
- **Software Applications:** SharePoint Server, Microsoft Office Suite, various Collaboration Software, IIS, Visual Studio, etc.

The result:
By outsourcing their application development, database management and IT staff augmentation requirements to vTech solution Inc., The District of Columbia Government was able to fulfill their IT system needs and they received the support needed to maintain Smooth and Efficient flow of network operations The District of Columbia Government was able to benefit from knowledgeable, highly-technical IT staff that were able to step in and begin resolving issues immediately, and also received support from vTech's senior accounts management team having years of experience in IT consulting & services., vTech solutions Inc

continues to provide these resources to ensure that the District of Columbia Government's IT infrastructure remains operational and dynamically respond to various devolving IT needs.

STATE OF ARIZONA

IT Professional positions includes but not limited to following:
- Mainframe Systems Programmer
- Application Support Specialist
- SharePoint Administrator
- Web Developer
- Programming 2
- Imaging Specialist

Type of tasks performed by our staff includes but not limited to following:

➢ Our staff (Mainframe Systems Programmer – 6 months) supported State of Arizona in installating and upgrading a z/OS environment to z/OS V2.2, customizing, problem determining, performance analysis tuning, capacity planning, and WLM for the IBM mainframe Series z/OS Systems, hardware systems & peripherals, zSeries based ISV (Independent Software Vendor) software, and zSeries network communications.

➢ Our staff (Web Developer – 6 months) supported State of Arizona by designing, preparing, testing and debugging web program coding for business applications along with reviewing codes, compiling structured programs, creating all required SDM technical documents, functional Specifications, design documents etc.

➢ Our staff (Application Support Specialist – 12 months) has provided technical support State of Arizona ADE Information Technology Division including one-to-one training to end users regarding systems functionality to audiences with varying levels of computer experience, answers general "how-to" questions for a variety of ADE applications, such as password support and troubleshooting content issues and updates and maintains logs of customer support issues within ADE systems.

➢ Our staff (Programming 2 – 6 months) supported State of Arizona in performing installation, configuration, maintenance and support of Mainframe Communications platform.

➢ Our Staff (SharePoint Administrator – 6 months) provided support to the Grants Management Division of the Arizona Department of Education by gather business requirements and enhancements for the division SharePoint site. Serve as the subject matter expert on SharePoint for Division users. Our staff also supported in collecting business requirements, conducting analysis, and translating it into technical solutions.

➢ Our Staff (Imaging Specialist – 3 months) have installed Windows operating systems (including Windows 10 and Windows 7; both 32 and 64 bit), large variety of software packages and created and updated installation instructions using a combination of screen captures and text to create an easy-to-follow OneNote document for others to follow. Resolve technical issues related to OS and software installations with minimal assistance.

TIMELINE

PROPOSED LEAD TIME FOR MAJOR STEPS OF THE PROCESS
- Acknowledge and clarification of request: **8 hours**
- Resume Submit: **24 - 48 Hours**
- Candidate placement at client's facility: **within 2 Weeks of notification**
- Placement bench consultant at client's facility: **within 1 week**

METHODOLOGY

Our Talent acquisition team have in-depth knowledge of industry, to find suitable candidates for clients within provided time frame. We conduct detailed interviews and then selectively present candidates to clients. As soon as we get requirement from our client We immediately bring together a team of consultants to establish an initial search strategy, including the target regions, and the search criteria. We review and confirm the specifications of the role, including required skills, responsibilities, reporting and more. We then carry out any initial research required to better understand the assignment and current market conditions. We determine the client priorities that will shape the search process accordingly.

- We conduct targeted research into companies and sectors to find those with relevant skill-sets and qualifications, supplementing our extensive knowledge of and relationships with board directors and senior executives across industries and functions

- We develop a long list of prospects best qualified for the role, with the goal of providing real options for clients to consider

- We conduct rigorous competency-based interviews with candidates based on the proven skills, knowledge, abilities and aptitudes outlined in the position specification

- We develop a short list of candidates with the qualifications and interest in the position

- We present the most qualified candidates based on in-depth written analysis and appraisal against the specification

vTech specialization in IT Recruiting & Staffing
vTech focuses on quality talent acquisition with contract, contract-to-hire and Direct Permanent Staffing across all disciplines. We bridge the gap by analysing, Identifying and fulfilling staffing needs of technical organizations with highly qualified, sustainable professionals. We have extensive experience and successful past performance in providing Staffing solutions.

Recruitment Process
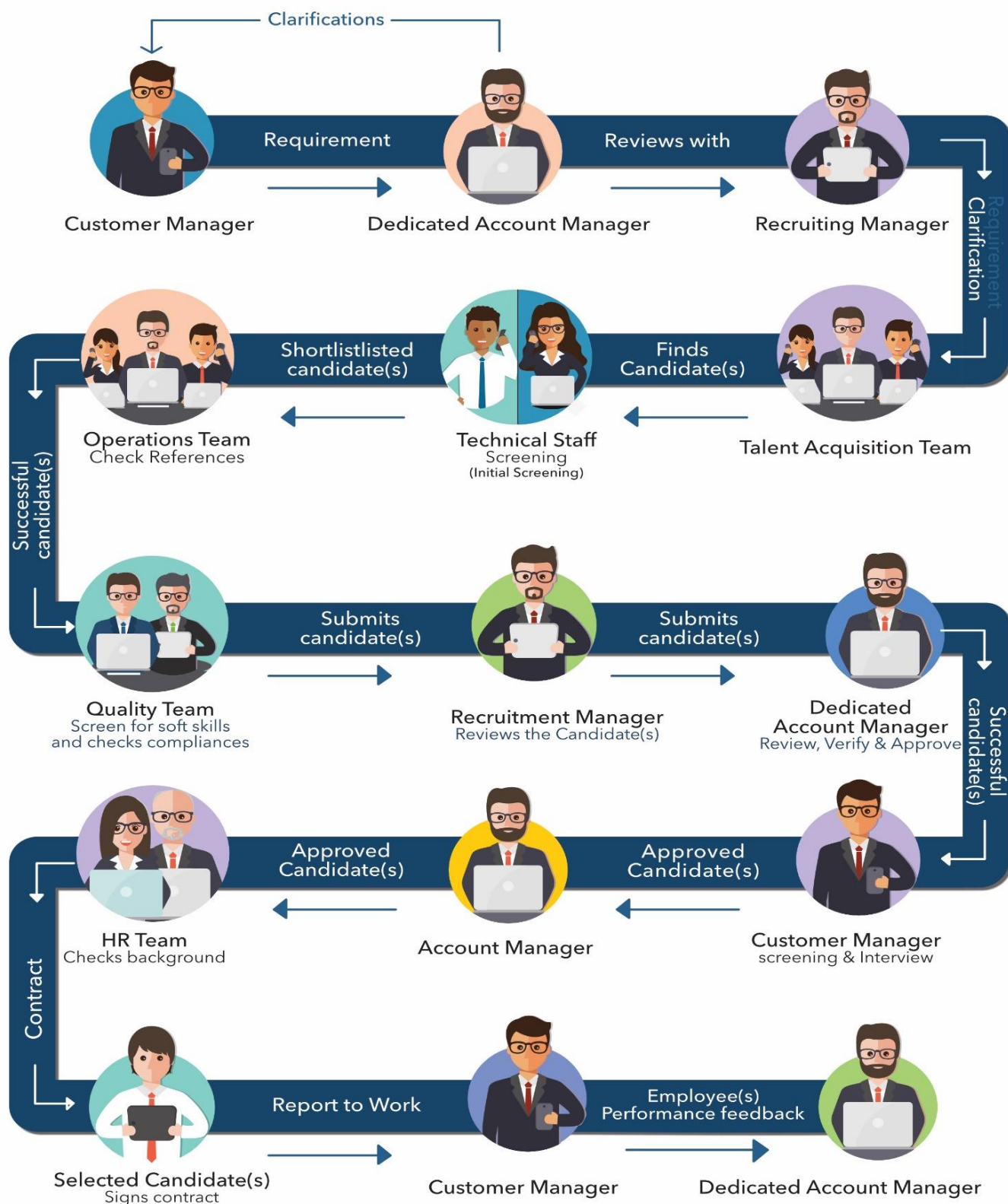
When Customer Manager Releases Task Order, our dedicated account manager review the task order with recruiting manager & SMEs to create skill matrix of required skills, recruiting manager send the details of task order and skill matrix to the Talent acquisition team; then, team review the requisitions thoroughly, search for suitable candidates and send the candidate's detail to technical recruiting staff for screening. Afterwards, if the candidates are further short listed based on their technical skills, details are sent to recruiting manager. Then, they interview the selected candidates to evaluate soft skills & interpersonal skills and successful candidate's details are sent to the recruiting team for reference check and for validating education & certifications. After checking their references, the successful candidate's resume is sent to customer manager, we send our candidate for an Interview. If client decide move ahead with the candidate, account manager sends approved candidates details to the HR team for background checks, after completion of the background check process the candidate sign a contract. Then the selected candidate report to work. Last and foremost the customer manager gives performance feedback of the selected candidates to our dedicated account manager.

Evaluation to ensure candidate is qualified and matches the request

We conduct multiple screening and assessment before submitting our candidates. Following are the different screening and assessment practices.

- **Clarifications & Skill matrix:** To provide best available candidate from the market, we understand Client's requisitions. Our dedicated account manager coordinates with our recruitment manager and SMEs for creating skill matrix of required skills. This skill matrix is forwarded to our sourcing team to find the best match.
- **Screening by technical recruiting staff:** Here candidate's technical skills are evaluated.
- **Interview by recruiting manager:** Here candidate's soft skills & interpersonal skills are evaluated.
- **Reference Check:** Our recruiting team will check the quality of work candidate have performed in the past via checking references.

VTECH'S EMPLOYEE RETENTION PROCESS

We maintain a 97% candidate retention rate due to candidate's total satisfaction with our services, people and technology. Each customer account with us has one dedicated point of contact in our Client Relations department, supported by a team of highly-trained individuals.

we conduct "Welcome Call" with each of the consultants to smoothen on-boarding process at a client site, where we share all necessary information they would require during their initial days of joining. In the "Welcome Call" we mainly discuss the policy for Timesheet Submission, Payment process, Leave request and approval, Conflict Resolution and Dress Code. Not only that our Client Relationship Team is in regular contact with the consultants, so that they can answer/help any question or resolve any issue a consultant may have.

Benefits given to our employees:

Outline Of Benefits Provided To Contractor's Temporary Personnel	
Health, Dental and Vision Insurance	YES
Life Insurance	YES
Sick Pay	YES
Vacation Pay	YES
Holiday Pay	YES
Any other Temporary Employee Benefits	YES - 401K

QUALITY ASSURANCE

Our management approach brings proven value-added performance management, reduced risk, quality control, institutional knowledge, and personnel who are skilled and knowledgeable in office and workforce solutions. Our approach will also achieve the Customer's goals, office efficiencies, continued reduction in processing times and costs, as well as more consistent and uniform administration of operating procedures and standards.

- Tested staffing & performance management processes will be used, enabling goals to be met or exceeded. We engage in a continuous organizational assessment that ensures that our management and staff remain current and can improve upon processes through on-the-job training & professional development. This approach ensures low turnover and the recruitment of quality staff.
- Staffing resources that include professionals with significant experience. We identify what risks we need to mitigate & immediately focus our attention on innovative solutions for value-added results.
- A successful team that utilizes best business practices and processes tailored for each individual company. This ensures that any problems that may arise will be identified early and resolved quickly, thus minimizing any issue that could negatively impact the project.
- Demonstrated ability to attract new and retain current employees. Continuous recruiting for qualified staff and pre-qualifying candidates provide a pool of viable personnel.

vTech Solution Inc. defines quality as the ability to establish ongoing relationships through providing processes and continuously improved services to better satisfy the needs of our customers and our employees. Our goal is to deliver services in accordance with our customers' requirements and expectations & to provide a work environment that positively contributes to our employees' well-being.

Replacement of Staff: Staff vacancies are addressed through the normal hiring process. The project office works to advertise positions and perform interviews. Staff may also be replaced by redirecting resources from within or outside of the project, or their workload may be absorbed by other staff.

Consultant staff will be replaced in accordance with the procedures of their deliverables. Resumes for proposed replacements must be submitted for approval. Replacement staff must meet the original minimum qualifications for the position and generally are subject to an interview in addition to a review of their resume and qualifications. Prior work references will be checked. Where possible, the replacement staff will begin work prior to the original staff departure to ensure appropriate transition of responsibilities and knowledge. At a minimum, job shadowing is performed for at least one week before staff transition of the project.

Transition at Project Completion: The maintenance and operations of the system will transition to the Customer at the completion of the contractor's contracts. The approach for this transition, including knowledge transfer, will be contained in a contract deliverable in the contractor's transition plan. Department and staff not associated with the transition to will be reassigned to other projects or positions within their respective organizations per normal processes.

INDEPENDENT ASSESSMENT PRACTICES:
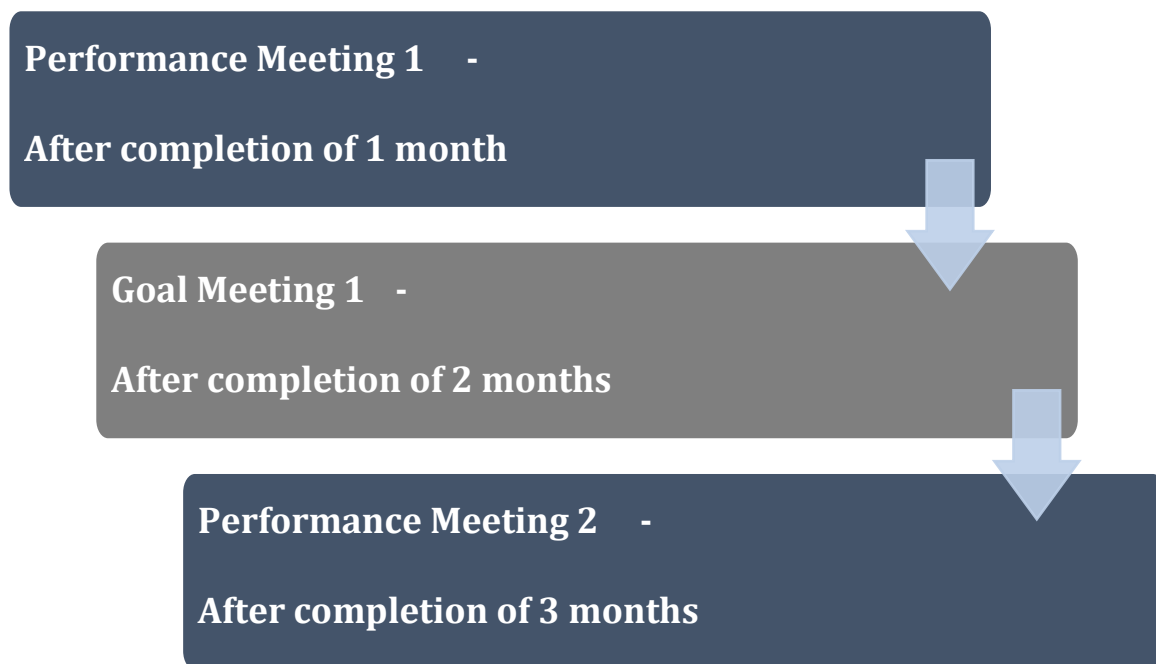
Performance meeting 1:
After completion of 1 month of providing services, we schedule a performance meeting with the candidate and the client to evaluate the performance of candidate and we discuss multiple points which include but not limited to following:
• Challenges and successes
• Ideas for development/action plan
• Actions to be taken for upcoming goals

Goal meeting 1:
After completion of 2 months of providing services, we schedule a Goal meeting with the candidate and the client to evaluate "do we have achieved the targeted goal or are we going in right direction to achieve the goal?"

Performance meeting 2:
After completion of 3 months of providing services, we schedule a performance meeting with the candidate and the client to evaluate the performance of candidate & status of the targeted goals. We discuss multiple points which include but not limited to following:
• Do we have achieved our targeted goal?
• New ideas for development/action plan
• Actions to be taken for upcoming goals

REFERENCES

Firm Name	DHS (Maryland Department of Human Services)
Contact Person	Jim Jones, Asst. IT Director
Address	1st Floor Offices 849 International Drive Linthicum, MD 21090
E-mail	jamese.jones@maryland.govdhs.maryland.gov
Phone no.	(443) 631-4383

Firm Name	Accurate Conceptions, LLC
Contact Person	Aeon Clarke, President
Address	33 S Roselle Rd, Schaumburg, IL 60193, United States
E-mail	aclarke@accurateconceptions.com
Phone no.	(202)498-5388

Firm Name	District of Columbia Government
Contact Person	Krystal McGraw, Operations Analyst
Address	3801 Paxton Street, Harrisburg, PA 17111
E-mail	krystal.mcgraw@cai.io
Phone no.	717-651-3000

TECHNICAL LITERATURE

VTECH'S IT RESOURCE POOL

vTech has a strong pool of pre-screened, qualified and experienced IT resources specifically for labor categories like Infrastructure Support, Application Development, Cyber security and Project Management for which we wish to offer our services. The company has developed an extensive IT resources database across several technologies & regions for its future staffing requirements for Customers.

vTech's IT Resource Pool

- ■ Infrastructure Support = 29%
- ■ Application Development = 31%
- ■ Cyber Security = 8%
- ■ Project Management = 10%
- ■ Other labour categories = 22%

We have a program called **"vTech Family"**. We have a team for the program, who coordinate with our clients and temporary personnel for on-going projects, contracts and upcoming opportunities. This team coordinate with client for extension of the timeframe for our temporary personnel and recommend the suitable temporary personnel for different upcoming opportunities. If needed, temporary personnel are also transferred to other projects after successful completion of the assigned project.

BACKGROUND CHECK PROCESS

Determining Background Checks to be conducted: The minimum background check includes investigation of criminal history and reference checks. Depending on the nature of the position for which the candidate is being considered, other, additional checks will be conducted. The Provost, for instructional faculty, professional and professional faculty, and executive positions, and the Office of Human Resources for all other positions, will consult with the hiring manager or unit head to designate which types of checks are required for each position.

Agency for background check: HireRight LLC.

Examples of more common types of checks and the positions to which they apply are:
- **Verification of educational degrees** – all instructional and research faculty, professional and professional faculty, and executive positions, and selected operational positions;
- **Verification of licenses and certifications** – all positions for which the license or certification is a required or preferred qualification;
- **Credit report** – all positions involving access to money as well as all professional and professional faculty positions in Financial Operations;
- **Driving record** – all positions for which possession of a valid driver's license is required and positions involving regular driving of university vehicles or students;
- **Drug screening** – law enforcement personnel and positions requiring a commercial.

We are e-verified company. We adhere to federal, state and privacy protection laws when conducting background checks and provide the required waivers, authorizations, notices, disclosures and releases. We

also strictly adhere to all state and federal laws with respect to discrimination in employment and do not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, marital status, national origin, age or disability.

Support for On-call Requirements:
We at vTech, have effectively managed our clients' fluctuating needs and events of replacement & unavailability of resource for past decade and have successfully satisfied their requirements. We understand recruiting sufficient human resources for seasonal busy periods is challenging but we have various strategies to achieve success in between flexible requirements.

- We use various channels for sourcing and have a large number of applicants/ pre-screened candidates. We also use various universities and local colleges as sources for seasonal staff that ensures we fill all gaps in our organization when unexpected demands arise especially for back-office tasks and process roles.
- We have a great work environment and attractive incentives and we also use our website and well promoted social media to reach your target candidate pool. This transition realizes better quality of hires and significantly reduced recruitment costs and time to hire.
- We allocate resources for early on-boarding and adequate training. We use hired employees that have worked for us before and have list of seasonal workers on-call who are willing to come back in subsequent years. This gives our company plenty of time to onboard staff before the busy time arrives.
- We also provide incentives to existing staff to train incoming temporary staff. By seeking the input of existing staff with respect to the type of staff to hire and Plan training sessions to avoid feelings of insecurity or resentment. We also have referral Schemes for additional temporary staff.

We use CATS Applicant Tracking System, and also our internal and External Databases of Thousands of pre-Screened Resources for faster processing of work orders. By using the latest assessment and screening tools we can provide the best applicants, and superior candidates. We also Contact our partners for seasonal hiring to achieve our goals. vTech is perfectly placed to respond unforeseen events, issues and work with Client as a partner to deliver solutions which maximize the achievable benefits.

REQUEST FOR QUOTATION
Supplemental Staffing for Microsoft Application Development

EXHIBIT A
PRICING PAGE

Quantities listed below are <u>estimates only</u> and shall be used for evaluation purposes only. The Agency will only pay for actual hours worked. The per-hour fee per individual shall be inclusive of all costs, administrative expenses, and travel related expenses per the general terms and conditions, and specifications. Note: Vendors are not permitted to change this Pricing Page.

Year 1 – Individual # 1

2,000 hours (estimate)	x	$ 120.00 hourly rate	=	$ 240,000.00 annual cost (a)

Year 1 – Individual # 2

2,000 hours (estimate)	x	$ 120.00 hourly rate	=	$ 240,000.00 annual cost (b)

Year 2 – Optional Renewal Term (Three Month Cycles) – Individual # 1

500 hours (estimate)	x	$ 120.00 hourly rate	=	$ 60,000.00 each 3-month cost

Year 2 – Optional Renewal Term (Three Month Cycles) – Individual # 2

500 hours (estimate)	x	$ 120.00 hourly rate	=	$ 60,000.00 each 3-month cost

Award will be based on the total cost of Year 1 for both individuals.

Total Cost for Supplemental Staff (a+b)

$ 480,000.00

Template Revised 12/12/2017