



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1379271


Procurement Type: Central Master Agreement

Vendor ID: VS0000039921 

Legal Name: ENTERPRISE SOLUTIONS INC

Alias/DBA:

Total Bid: \$732,160.00

Response Date: 03/06/2024 

Response Time: 11:56

Responded By User ID: ESI2023 

First Name: Umesh

Last Name: Ghai

Email: SLED@enterprisesolutionir

Phone: 630-955-5986

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC2400000011

Published Date: 3/1/24

Close Date: 3/6/24

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 1 -Professional Database Engineer (OT24116)

Total of Header Attachments: 1

Total of All Attachments: 1



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Professional Database Engineer - YR1	2080.0000	HOUR	88.000000	183040.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Professional Database Engineer - Optional YR2	2080.0000	HOUR	88.000000	183040.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Professional Database Engineer - Optional YR3	2080.0000	HOUR	88.000000	183040.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Professional Database Engineer - Optional YR4	2080.0000	HOUR	88.000000	183040.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Commodity Line Comments:**

**Extended Description:**

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

## Response to Request for Quote

### PROPOSED TO:



# State of West Virginia

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

**CRFQ 0210 ISC2400000011**

**Professional Database Engineer (OT24116)**

**Due on: March 6, 2024, 1:30 PM**

### PROPOSED BY:



## Enterprise Solutions, Inc.

Address: 700 East Diehl Rd, Suite 110, Naperville, IL 60563

[www.enterprisesolutioninc.com](http://www.enterprisesolutioninc.com)

| Tel: 630-955-5986 | Fax: 630-209-1026 |

### **PRIMARY POINT OF CONTACT:**

Name: Umesh Ghai (President)

Email: [gov@enterprisesolutioninc.com](mailto:gov@enterprisesolutioninc.com)

Phone: 408-836-5561



# Letter of Interest

**Attention:**

March 06, 2024

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
United States

Subject: **Response to "CRFQ 0210 ISC240000011, Professional Database Engineer (OT24116)"**

**Understanding of the City's requirements:**

**Enterprise Solutions Inc. (ESI)**, a NMDSC-certified MBE staffing firm, is headquartered in Naperville, IL. We are pleased to submit this response to Solicitation– **CRFQ 0210 ISC240000011, Professional Database Engineer (OT24116)**", through which **State of WV**, is seeking qualifications from Vendors to provide staffing services for the role of "**Professional Database Engineer**". ESI hold expertise in providing premium quality "**Professional Database Engineers**" to address skill gaps and fill long-term Staffing needs of our clients. ESI promises that, upon request, we will provide you with one of the most qualified and thoroughly screened candidates for the role of '**Professional Database Engineer**'.

**A brief history of Enterprise Solutions, Inc:**

Established in **the year 2000**, ESI. is primarily a **government supporting IT staffing firm, with a clientele base that includes multiple statewide, regional, and local authorities**, generating over **\$170 Million of revenue** annually. which has helped us being recognized as a Fastest growing '**ASIAN AMERICAN BUSINESS**' in the US. Over the Journey of **23+years**, we have achieved remarkable success by placing over more than 10,000 **IT consultants** nationwide, including **640+ Database Engineers** required by the State. ESI has the **skills, knowledge, ability, and resources** to fulfill your needs and expectations.

**ESI's strengths in performing required services:**

ESI has established a recruitment process and adopts a customer-centric approach, which enables us to consistently deliver results. Our proposed team has **a cumulative experience of over 100 years in the staffing industry**, holding extensive experience in providing **Professional Database Engineers** to **various state, regional, county, and city public clients throughout the US**. Our recruiters have **technical expertise and recruitment skills to effectively identify and engage placement consultants for the role of "Database Engineer"**. Our team holds an extensive experience in delivering **Database Engineer** especially with public clients, which has provided them with a **deep knowledge and understanding of the requirement, sourcing strategies, candidate attraction, screening processes, and successful onboarding of top-notch candidates** in the market.

**ESI's experience and qualifications related to the Scope of Work:**

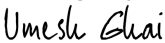
✓ ESI has **23+ years** of experience in providing "**IT staffing Services**" to various public agencies all across US.





- ✓ Successful engagement with **150+ IT Staffing contracts** in which we have placed “**Database Engineers**”, both **for onsite and remote roles** as required by the State of WV.
- ✓ Extensive access to Resume database of ever-growing Pool of **20,000+ qualified profiles** for the role of “**Database Engineer**”, along with a **database of Prescreened Database Engineers**
- ✓ ESI’s Stringent Screening facilitated by our **SMEs (Subject Matter Experts)** to only hire **Top 10% of qualified talent** to ensure best in industry technical services to our clients.
- ✓ Dedicated account management Team with **aggregate experience of 100+ years, in serving IT staffing projects** for Public Contracts which mostly include similar projects as required by the City.
- ✓ Dedicated **24X7 Client support staff** to resolve any concern raised by our clients.
- ✓ We are familiar with all the **terms, conditions, and local market knowledge** of the **State of WV**. With over **23 years of experience, our local recruitment team** has developed extensive local reach within the state. Additionally, under the guidance of our highly experienced project manager and subject matter experts (SMEs), we are capable of providing candidates with the precise skills needed, even for hard-to-fill roles within promised timelines.

***Enterprise Solutions, Inc. acknowledges receipt of the addendum 1 and accepts all the terms and conditions outlined in the Contract document issued by the State of WV.***

DocuSigned by:  
  
08D09218DEC7465...

Yours Sincerely,

**Signature:**

**Umesh Ghai (President)**

**Mailing Address:** 700 East Diehl Rd, Suite 110, Naperville, IL 60563

**Telephone:** 408-836-5561

**Fax number:** 630-206-1290

**E-mail address:** [gov@enterprisesolutioninc.com](mailto:gov@enterprisesolutioninc.com)





	<b>Department of Administration</b> <b>Purchasing Division</b> <b>2019 Washington Street East</b> <b>Post Office Box 50130</b> <b>Charleston, WV 25305-0130</b>	<b>State of West Virginia</b> <b>Centralized Request for Quote</b> <b>Service - Prof</b>
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<b>Proc Folder:</b> 1379271 <b>Doc Description:</b> Addendum No 1 -Professional Database Engineer (OT24116)		<b>Reason for Modification:</b> Addendum No 1 is issued to publish questions and answers.
<b>Proc Type:</b> Central Master Agreement		
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>
2024-03-01	2024-03-06 13:30	CRFQ 0210 ISC2400000011
		<b>Version</b> 2

<b>BID RECEIVING LOCATION</b> BID CLERK DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US
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<b>VENDOR</b> <b>Vendor Customer Code:</b> VS0000039921 <b>Vendor Name :</b> ENTERPRISE SOLUTIONS INC. <b>Address :</b> 700 East Diehl Rd, Suite 110, Naperville, IL 60563 <b>Street :</b> 700 East Diehl Rd <b>City :</b> Naperville <b>State :</b> IL <b>Country :</b> USA <b>Zip :</b> 60563 <b>Principal Contact :</b> Umesh Ghai (President) <b>Vendor Contact Phone:</b> 408-836-5561 <b>Extension:</b> N/A
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<b>FOR INFORMATION CONTACT THE BUYER</b> Toby L Welch (304) 558-8802 toby.l.welch@wv.gov
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<b>Vendor Signature X</b>	DocuSigned by:  08D09218DEC7465...	<b>FEIN#</b> 77-0538464	<b>DATE</b> 03/06/2024
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All offers subject to all terms and conditions contained in this solicitation






**ADDITIONAL INFORMATION**

Addendum No 1 is issued for the following reasons:

1) To publish a copy of vendor questions with the agency's response.

---no other changes---

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION		WV OFFICE OF TECHNOLOGY	
OFFICE OF TECHNOLOGY		BLDG 5, 10TH FLOOR	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		1900 KANAWHA BLVD E	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Professional Database Engineer - YR1	2080.00000	HOUR	\$88.00	\$183,040.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION		WV OFFICE OF TECHNOLOGY	
OFFICE OF TECHNOLOGY		BLDG 5, 10TH FLOOR	
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR		1900 KANAWHA BLVD E	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Professional Database Engineer - Optional YR2	2080.00000	HOUR	\$88.00	\$183,040.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.





INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Professional Database Engineer - Optional YR3	2080.00000	HOUR	\$88.00	\$183,040.00

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Professional Database Engineer - Optional YR4	2080.00000	HOUR	\$88.00	\$183,040.0

Comm Code	Manufacturer	Specification	Model #
80111609			

**Extended Description:**

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Questions are due by 3:00 p.m.	2024-02-28





	Document Phase	Document Description	Page
ISC2400000011	Final	Addendum No 1 -Professional Database Engineer (OT24116)	4

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions





**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.

(Printed Name and Title) Umesh Ghai

(Address) 700 E. Diehl Rd, Suite 110, Naperville, IL 60563

(Phone Number) / (Fax Number) (408-836-5561) / (630-209-1026)

(email address) gov@enterprisesolutioninc.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

ENTERPRISE SOLUTIONS, INC.

(Company) \_\_\_\_\_

DocuSigned by:  
Umesh Ghai

(Signature of Authorized Representative)

Umesh Ghai (President) (03/06/2024)

(Printed Name and Title of Authorized Representative) (Date)

(408-836-5561) / (630-209-1026)

(Phone Number) (Fax Number)

gov@enterprisesolutioninc.com

(Email Address)

Revised 8/24/2023



ENTERPRISE SOLUTIONS, INC.

700 E. Diehl Rd, Suite 110, Naperville, IL 60563 |



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ ISC24\*011**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

**ENTERPRISE SOLUTIONS INC.**

Company

DocuSigned by:

*Umesh Ghai*

08D09218DEC7465...

Authorized Signature

**03/06/2024**

Date

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





## Specification and Contract Manager

### REQUEST FOR QUOTATION Professional Database Engineer (OT24116)

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#### SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology (WVOT) to establish an open-end contract for the services of a Professional Database Engineer. This Database Engineer will work alongside other Database Engineers and Database Administrators in Enterprise Solution Services to design, execute, and maintain Microsoft SQL Server, Microsoft Dynamics, and Hyland OnBase based infrastructure for the WVOT, to include all such systems hosted by, and especially those directly managed by WVOT. This Engineer will also, and more primarily, develop and ensure the proper functioning of databases within this environment, as well as applications and reports leveraging them, as needed. Finally, this Database Engineer will provide support for said infrastructure and developed systems while providing documentation and training to current WVOT employees regarding the particulars thereof.
  
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Services”** means a contract employee in the form of a Professional Database Engineer as more fully described in these specifications.
  - 2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.4 **“SQL”** means Structured Query Language. It is a query language used for accessing and modifying information in a database. SQL is commonly used for database development and management. SQL is often pronounced as "sequel" or as "S-Q-L".
  
3. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
  - 3.1. The Vendor must provide, upon request, a resume for its proposed personnel for the WVOT’s review. The WVOT reserves the right to independently verify any information.
    - 3.1.1. The Vendor must provide a Database Engineer with at least five years (5) experience in the following applied knowledge and skill sets:
      - 3.1.1.1. Microsoft SQL Server 2008 R2, 2012, 2014, 2016, 2019, 2022
      - 3.1.1.2. Microsoft SQL Server Reporting Services 2008 R2, 2012, 2014, 2016, 2019, 2022
      - 3.1.1.3. Microsoft SQL Management Studio

Revised 12/12/2017

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**REQUEST FOR QUOTATION**  
**Professional Database Engineer (OT24116)**

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- 3.1.1.4.** Microsoft Windows Server 2008 R2, 2012, 2016, 2019
- 3.1.1.5.** Microsoft PowerShell 4.0 or greater
- 3.1.1.6.** Microsoft Dynamics CRM 2011, 2013, and Dynamics 365
- 3.1.1.7.** Microsoft Dynamics GP 2013, 2016 and 2018
- 3.1.1.8.** Microsoft Biztalk Server
- 3.1.1.9.** Hyland OnBase
- 3.1.1.10.** Ademero Content Central
- 3.1.1.11.** IBM Data Studio 4.1
- 3.1.1.12.** Google Workspace
  - 3.1.1.12.1.** Google Sheets
  - 3.1.1.12.2.** Google App Sheets
  - 3.1.1.12.3.** Google Looker Studio
- 3.1.1.13.** Visual Studio 2013, 2016 and 2019
  - 3.1.1.13.1.** C#.NET
  - 3.1.1.13.2.** ASP.NET
  - 3.1.1.13.3.** Entity Framework
  - 3.1.1.13.4.** ADO.NET
- 3.1.1.14.** Adobe ColdFusion 9, 11, 18

**3.1.2.** The Vendor must provide a Database Engineer with a minimum of five (5) years of paid experience working on projects in the Government sector and a minimum of three (3) years in health care, insurance, or related sector. The Database Engineer must provide details in their resume of experience in participating in the following:

- 3.1.2.1.** Designing, implementation, administration, monitoring, tuning, backup, migration, and providing support for the initial architecture of the database





## REQUEST FOR QUOTATION Professional Database Engineer (OT24116)

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- 3.1.2.2. Designing and documenting database architecture and data modeling
  - 3.1.2.3. Building database schemas, tables, procedures, and permissions
  - 3.1.2.4. Creating T-SQL and PowerShell scripts for task automation
  - 3.1.2.5. Providing ongoing development, upgrade, modification, and maintenance of a Microsoft SQL Server Database
  - 3.1.2.6. Authoring reports in Microsoft SQL Server Reporting Services to serve as dashboards in various web-based systems
  - 3.1.2.7. Implementing complex business applications against mainframe and SQL Server based databases and data warehouses using ASP.NET and/or Adobe ColdFusion.
  - 3.1.2.8. Utilizing Biztalk integrations to synchronize data between three or more live systems.
  - 3.1.2.9. Integrating Ademero Content Central and Google Workspace with MS Dynamics CRM
- 3.1.3. The Vendor must provide, upon request, a Database Engineer with a Bachelor of Science degree from an accredited college or university in computer science or related field including but not limited to designing, implementation, administration, monitoring, tuning, backup, migration, and support of the initial architecture database.
- 3.1.3.1. If the Vendor is providing a Database Engineer with a Bachelor of Science degree in Computer Science, then they must submit a copy of their diploma upon request.
  - 3.1.3.2. If the Vendor is providing a Database Engineer with a Bachelor of Science degree related field, then they must provide transcripts highlighting the applicable courses upon request.
- 3.2. The Database Engineer must have a working knowledge of, and experience in, each of the following use cases:
- 3.2.1. Implementation of highly available and scalable, single and multi-tenant SQL Server environments.
  - 3.2.2. Migration of Microsoft Access tables to utilization of Microsoft SQL Server backend instead of local file storage.







## REQUEST FOR QUOTATION Professional Database Engineer (OT24116)

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- 3.2.3. Reconciliation and remediation of Microsoft Dynamics GP ERP billing tables and general Dynamics GP interfacing.
- 3.2.4. Knowledge and expertise in the Ademero Content Central Document Management System for the establishment of scanning/document management workflows and secure system integration with Dynamics CRM and other solutions.
- 3.2.5. Knowledge and expertise in Hyland OnBase workflow management and data structuring.
- 3.2.6. Proper implementation within ASP.NET applications of Entity Framework and ADO.NET (OLE DB and ODBC) data access paradigms appropriate to their intended use cases.

#### 4. MANDATORY REQUIREMENTS:

**4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

**4.1.1 Contract Services Deliverable # 1 - Professional Database Engineer:** The Vendor must provide a Professional Database Engineer to provide design, implementation, and maintenance of complex SQL Server based infrastructure and database solutions, along with training and knowledge transfer to current employees working for the Office of Technology in Enterprise Solution Services. The Database Engineer provided will be additionally, or more specifically, responsible for the following:

- 4.1.1.1 Design and implementation of multiple highly available, and scalable, single and multi-tenant SQL Server environments, with a preference for SQL Server 2019 or newer.
- 4.1.1.2 Facilitating migration of existing databases or instances from legacy infrastructure into newly established virtual environments.
- 4.1.1.3 Developing procedures, documentation, training, and execution of knowledge transfer to at least two other WVOT staff for all developed and maintained systems within the WVOT hosted SQL Server, OnBase, and Dynamics environments.
- 4.1.1.4 Providing analytics regarding system health, growth capacity, and other metrics of benefit to WVOT and our customers.





## REQUEST FOR QUOTATION Professional Database Engineer (OT24116)

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- 4.1.1.5 Analysis of complex queries and execution plans for the determination of need regarding the maintenance of indices to provide optimal performance for various use-cases, whether by creation, alteration, or deletion.
- 4.1.1.6 Use and instruction in the SQL Server Reporting Services, Power BI, and Google Looker Studio to develop specialized reports both for our customers and for internal reporting.
- 4.1.1.7 Use and instruction in the SQL Server Integration Services, Azure Data Factories, Biztalk, and other such tools to migrate and transform data through complex ETL.
- 4.1.1.8 Maintain and enhance ASP.NET and ColdFusion applications leveraging database systems supported by the Engineer when necessary alongside other project development team members.

**4.2 Health Insurance Portability and Accountability Act:** In addition to what is covered by the Confidentiality in the General Terms and Conditions included with this solicitation, Vendor and any candidate they provide are required to sign the HIPAA/Business Associate Addendum (BAA) with an Appendix 1, which indicates the specific Protected Health Information (PHI), specifically written for the project for which WVOT is requesting the candidate, prior to the start of the contract. The BAA is included with this solicitation.

**4.3 Independent Contractor Status:** The purpose of this contract is to obtain temporary services that are provided by individuals or entities as independent contractors and not as employees of the State of West Virginia.

**4.4** The WVOT reserves the right to request for any reason, and the Vendor must supply, a new contractor for the WVOT's use under the scope of this contract.

**4.5 Optional Annual Renewals:** Vendor should include in their bid the cost of optional Annual renewals for years 2, 3, and 4. These optional Annual renewals will be initiated by the Agency, agreed to by the Vendor, and formalized via Change Order issued by the Purchasing Division.

### 5. CONTRACT AWARD:

**5.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.





**REQUEST FOR QUOTATION**  
**Professional Database Engineer (OT24116)**

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**5.2 Pricing Page:** Vendor should complete the Pricing Page by providing an hourly rate for the DBE. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: [Toby.L.Welch@wv.gov](mailto:Toby.L.Welch@wv.gov)

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay hourly rate as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately. Remote work is routinely and explicitly allowed, unless an in-person presence is specifically requested one week in advance.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  - 9.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  - 9.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
  - 9.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  - 9.5.** Vendor shall inform all staff of Agency's security protocol and procedures.





## REQUEST FOR QUOTATION Professional Database Engineer (OT24116)

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### 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:** Lynette Wilson  
**Telephone Number:** (630)-463-2955  
**Fax Number:** 630-209-1026  
**Email Address:** [gov@enterprisesolutioninc.com](mailto:gov@enterprisesolutioninc.com)

