



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

Header @ 1

List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1341025
 Procurement Type: Central Master Agreement
 Vendor ID: VS0000020585
 Legal Name: Cambay Consulting LLC
 Alias/DBA:
 Total Bid: \$280,800.00
 Response Date: 01/04/2024
 Response Time: 10:50
 Responded By User ID: Cambaycs
 First Name: Arpit
 Last Name: Soni
 Email: grfp@cambaycs.com
 Phone: 4302409800

SO Doc Code: CRFQ
 SO Dept: 0506
 SO Doc ID: HHR2400000001
 Published Date: 12/28/23
 Close Date: 1/4/24
 Close Time: 13:30
 Status: Closed
 Solicitation Description: ACCOUNTING TECHNICIAN IV
 TEMPORARY STAFFING
 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	Accounting Technician IV	6240.0000	HOUR	45.000000	280800.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

Accounting Technician IV

REQUEST FOR QUOTE

**ACCOUNTING TECHNICIAN IV
SOLICITATION NO. CRFQ 0506
HHR2400000001**

Proposed To:



Attention: Crystal G Husted
E-mail: crystal.g.husted@wv.gov
Department of Administration
Purchasing Division
2019 Washington St E
Charleston, WV 25305

Proposed By:



Cambay Consulting

Accelerating Digital Transformation

Arpit Soni – Director of Business Development

E-mail: grfp@cambaycs.com

1838 Snake River Road,

Suite A, Katy, TX 77449

Phone: (430) 240-9800

Website: www.cambaycs.com

*Strong Government Experience
across 15+ states and 30+ agencies*



Strong Recruitment and Delivery Team



Single Point-of-Contact



Strong Employee Retention Team, Process and Rate



Candidate Database and Pre-Screened Pool



Financially Stable



Customer Satisfaction & Client Centric Model



DUE DATE: JANUARY 1, 2024 || 1:30 PM EST



Addendum Acknowledgement

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ HHR240000001

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.

Cambay Consulting LLC

Company

Authorized Signature

1/4/2024

Date

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



Cambay's Contact Information

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) Arpit Soni - Director of Business Development

(Address) 1838 Snake River Road, Suite A, Katy, TX 77449-7754

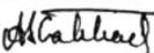
(Phone Number) / (Fax Number) 4302409800

(email address) grfp@cambaycs.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.

Cambay Consulting LLC

(Company) 

(Signature of Authorized Representative) Amee Dholakia - HR Executive 1/4/2024

(Printed Name and Title of Authorized Representative) (Date) 4302409800

(Phone Number) (Fax Number) grfp@cambaycs.com

(Email Address)

Cambay's Proposed Resumes

Sona Pullen
(Barboursville, WV)

Summary:

Detail-oriented accounting professional with 25 years of experience adept at handling financial transactions, reconciling accounts, and maintaining meticulous records. Proficient in utilizing accounting software and adept at streamlining processes to ensure accuracy and efficiency. Proven track record in supporting financial operations, analyzing data, and collaborating with cross-functional teams. I have worked on many large projects as well as the maintenance of several businesses accounting records to delivering high-quality results within strict deadlines

Education:

- Associate of Arts (AA), Marketing, Accounting from Huntington Jr. College of Business 1995

Work Experience:

Stephen D. Burcham CPA(Full-time), Huntington WV
CPA Assistant

Aug 2022 - Present

- Managed weekly payroll for 12 diverse clients
- Overseeing payroll for a range of 5 to over 50 employees.
- Facilitated timely 941 payroll deposits, catering to varying schedules—weekly, monthly, and quarterly.
- Handled monthly state tax calculations related to payroll, along with sales tax management.
- Proficiently managed Accounts Receivable and Accounts Payable.
- Compiled and processed quarterly 941, Futa, and Suta reports and payments.
- Orchestrated year-end financial statements and facilitated income tax preparation.

Accelerated Contractors, Jacksonville, FL
Accountant

Mar 2021 - Feb 2022

- Performed comprehensive accounting duties encompassing Accounts Receivable, Accounts Payable, and Payroll.
- Managed Job Costing, conducted thorough account reconciliations, and efficiently handled collections. Compiled and presented monthly reports.
- Proficiently utilized QuickBooks and Microsoft 365 suite for accounting tasks.
- Skillfully managed vendor relationships.

Dieselogic

Nov 2019 - Mar 2021

Accounts Receivable Specialist

- Managed Receivables for five companies, overseeing account reconciliation, collections, and monthly reporting.
- Proficiently utilized SAP Business One software.
- Provided customer service via phone, email, and written communications.

The Flying Locksmiths - Jacksonville, FL
Administrative Manager

Jul 2016 - Nov 2019

- All accounting responsibilities, AR, AP, Payroll. Job Costing. Inventory control and Warranty paperwork.
- All Access Control and CCTV install quotes, repairs and recommendations.
- Software: QuickBooks, Microsoft 365 suite as well as a service-oriented web-based program for dispatch.
- Tech and Fleet management.
- Customer service-phones, email and written communications.

Mystic Waters Pool and Spa Services - Jacksonville, FL

Oct 2014 - May 2016

Accounting Manager

- All accounting responsibilities, AR, AP, Payroll. Job Costing.
- Inventory control and Warranty paperwork.
- Pool Repair Estimates and recommendations.
- Software: QuickBooks Contractor edition, as well as a service-oriented web-based program for dispatch.
- Customer service-phones, email and written communications.

FL Accounting, Marketing and Tax Prep

Oct 2011 - Jun 2016

Independent Contracting Consultant

- Mostly small, family owned business that need to keep track of their finances but don't have the revenue nor the workload needed to hire someone full time.
- Here is a brief list below.
- National Medical and Dental--Full Bookkeeping and QuickBooks Set up and Maintenance, Vendor Management, inventory control
- Atlas Pavers-- Same
- Troy's Diesel Service--Instruction and Reconciliation, Collections
- Troy's Trucking--QuickBooks set up and Tax Prep
- Apartment Fire Extinguisher Services--Accounts Receivables and Collections Only

Larry's Giant Subs - Jacksonville, FL

Feb 2009 - Oct 2011

Office Manager

- Handled all Receivables for 10 companies, Franchise Services for 100 Stores, Ordering and receiving all new equipment, payroll and food stocks for 7 corporate stores.
- Cost analysis for all equipment and goods.
- All vendor management.
- New food research and development.
- New Franchise construction and development.
- Manage all other office personnel and marketing duties.
- New hire enrollment and documentation.

Portable Sanitation and Service - Jacksonville, FL

Sep 2008 - May 2009

Office Manager

- All inside sales, pickups and service issues.
- All A/R and A/P, scheduling for all service and regular service routes.
- Vendor management, All DOT required paperwork.
- Military servicing.
- Contract negotiations.
- Software used ACT for lead management and TAC for service and inventory.
- New hire enrollment and documentation

Source of Solutions Towing - Jacksonville, FL

Apr 2008 - Sep 2008

Accounts Receivable Specialist

- Handled both Accounts Payable and Accounts Receivable using Tow Soft and Profit for Champions software for a fleet of three truck towing services.
- Managed weekly and monthly collection accounts.
- Engaged in a part-time, temporary position during the summer.

Strong Systems International, Inc - Norcross, GA
Security Service Coordinator

Feb 2007 – Jul 2007

- Coordinate service and inside sales for all local commercial and nationwide accounts, including CCTV, security, and entry access.
- Inventory control, scheduling for service, auditing, A/R and A/P duties.
- Vendor management and verification.
- Inventory management. 1500 Accounts. (Chick-Fil-A Corporate)

Certified Security - Jacksonville, FL
Director of National Accounts

Jul 2004 - Jan 2007

- Coordinate install, inside sales and service for all local commercial and nationwide accounts, including CCTV, security, entry access.
- Inventory control, scheduling for service, auditing, accounts payable and receivable.
- National accounts handling 200.
- (American Cash Advance) Providing services for 12 other major national account vendors in 24 states

Naomi Chandler
(Walton, WV)

Summary:

Highly professional skilled in accounting and office management, combining financial expertise with administrative prowess. Proficiently manages accounting functions including AP/AR, budgeting, and financial reporting. Seasoned in office operations, adept at optimizing workflows, and fostering a productive environment. Demonstrated ability to oversee diverse administrative tasks, coordinate schedules, and liaise with stakeholders. Known for a collaborative approach, ensuring seamless communication between departments for efficient decision-making and problem-solving. Strives for excellence in both financial accuracy and office functionality to drive organizational success.

Education:

- High school or equivalent GED from Kanawha county ABE, Charleston, WV
1990

Certifications:

- Microsoft Word
- Microsoft Excel
- Certified Notary Public

Skills:

- Accounts Receivable (6 years)
- AR (8 years)
- Receivables (10+ years)
- QuickBooks (10+ years)
- Bookkeeping (10+ years)
- Excel (8 years)
- Billing (7 years)
- Payroll (8 years)
- Accounting (10+ years)
- General Ledger (10+ years)
- Medical Billing (10+ years)
- Account Reconciliation (10+ years)
- Journal Entries (10+ years)
- Data Entry (10+ years)
- Bank Reconciliation (10+ years)
- Accounts payable (7 years)
- General ledger reconciliation (8 years)
- General ledger accounting (10+ years)
- Balance sheet reconciliation (8 years)
- Cash handling (10+ years)
- Typing (10+ years)
- Customer service (10+ years)
- Human resources
- General Ledger Reconciliation (10+ years)

Experience:

Modern equipment CO - Charleston, WV

Oct 2016 - Jul 2023

Accounting Technician

- Conduct monthly auditing of statements to ensure accuracy.
- Manage all aspects of Accounts Receivable, including processing payments by check or phone.
- Perform comprehensive payroll calculations, including deductions (e.g., uniforms, child support) and manage payroll tax filings such as 941 forms.
- Handle customer inquiries and provide quality service via phone and in-person interactions.
- Address and troubleshoot computer-related issues.
- Accurately input all invoices and occasionally support Accounts Payable tasks.
- Utilize Excel spreadsheets to reconcile QuickBooks data for monthly checks and balances.
- Organize and maintain filing systems, including state and federal tax filings.

Dr. Bill Gibson - Elkview, WV

May 2015 - Oct 2016

Billing Clerk/Insurance billing

- Facilitate the collection of payments and manage financial transactions.
- Handle insurance billing processes efficiently and accurately.
- Organize and retrieve patient charts as needed for appointments or records.
- Maintain an organized filing system for documents and records.
- Address incoming calls and provide excellent customer service.
- Engage with customers to provide information and assistance as required.
- Coordinate and manage appointment scheduling for clients or patients.

TLH FOODS - Clendenin, WV

May 2014 - Oct 2014

Office Manager

- Manage incoming calls, providing professional and helpful assistance.
- Oversee Accounts Payable and Accounts Receivable processes.
- Administer payroll duties, ensuring accurate and timely payment to employees.
- Conduct collections activities to ensure timely payments from clients or customers.
- Maintain meticulous bookkeeping records for accurate financial tracking and reporting.

Mountain Mining - Charleston, WV

Jan 2008 - May

2014

Office Manager

- Manage incoming calls, ensuring professional and efficient responses.
- Accurately perform data entry tasks, maintaining updated records.
- Reconcile receipts to ensure accuracy and consistency in financial records.
- Provide exceptional customer service, addressing inquiries and resolving issues.
- Track and monitor trucks or shipments, ensuring efficient logistics.
- Organize and maintain filing systems to manage documents effectively.
- Facilitate fax communications, sending and receiving important documents.
- Oversee front office operations, maintaining a welcoming and organized environment.
- Utilize WASP timekeeping software/system to manage employee time records effectively.

Jessica Staley
(Charleston, WV)

Summary:

Results-driven accounting professional with expertise as an Accounting Assistant and Accounts Receivable Specialist. Proficient in managing diverse financial tasks, including invoicing, collections, and reconciliations. Skilled in utilizing accounting software and tools to streamline operations and ensure accuracy. Proven ability to handle accounts receivable functions, meticulously tracking payments and resolving discrepancies. Detail-oriented, organized, and dedicated to maintaining financial records with precision. Adept at collaborating with teams to support financial reporting and enhance overall departmental efficiency.

Education:

- High School from Capital High School - Charleston, WV 2001

Professional Skills:

- Microsoft Office
- QuickBooks
- LMS and LMS+
- Knowledge of accounts receivable
- Office administration and procedures
- General bookkeeping procedures
- General accounting principals
- Regulatory standards and compliance requirements
- Proficient in relevant computer software
- 9 years accounts receivable and general accounting experience
- attention to detail and accuracy
- good verbal and written communication skills
- organizational skills
- information management
- problem analysis and problem-solving skills
- team member
- stress tolerance
- sense of urgency
- tenacious
- customer service skills

Work Experience:**Cipriani & Werner – Charleston, WV****Jul 2021 - Current****Accounting Assistant**

- Maintain an organized filing system for financial documents and records, ensuring accessibility and compliance with data security protocols.
- Assist in implementing and improving accounting procedures, contributing to the efficiency and accuracy of financial operations.
- Assist in implementing and improving accounting procedures, contributing to the efficiency and accuracy of financial operations.
- Assist in implementing and improving accounting procedures, contributing to the efficiency and accuracy of financial operations.
- Assist in the preparation of financial reports, including balance sheets, income statements, and cash flow statements, adhering to accounting standards.
- Perform reconciliations of bank statements, credit card statements, and other financial records to maintain accuracy and identify discrepancies.
- Collect data and prepare monthly reports
- Follow up on, collect and allocate payments
- Generate and send out past due invoices
- Carry out billing, collection and reporting activities according to specific deadlines
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Generate age analysis
- Review AR aging to ensure compliance
- Maintain accounts receivable customer files and records

Robinson & McElwee PLLC – Charleston, WV**Jan 2017 - Jul 2021****Accounts Receivable**

- Generate and send out past due invoices
- Follow up on, collect and allocate payments
- Carry out billing, collection and reporting activities according to specific deadlines
- Perform account reconciliations
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Generate age analysis
- Review AR aging to ensure compliance
- Maintain accounts receivable customer files and records
- Follow established procedures for processing receipts, cash etc
- Process payments
- Prepare bank deposits
- Investigate and resolve customer queries
- Process adjustments
- Develop a recovery system and initiate collection efforts
- Communicate with customers via phone, email, mail or personally
- Assist with month-end closing
- Collect data and prepare monthly metrics
- Organizing and filing Project

Kanawha County School - Elk Elementary Center, Charleston, WV**Aug 2014 - Jan 2017****Preschool Parent Assistant**

- I worked alongside the classroom teacher and aid to help assist with students needs and education.



**Elk Elementary Center, Charleston, WV
PTA President**

May 2014 - Aug 2017

- I organize plan and set priorities.
- Recruit, manage, motivate and retain volunteers.
- Welcome a diverse and inclusive group of members, volunteers and leaders.
- Run effective programs.
- Manage money and raise funds.
- Support membership growth and retention.
- Run effective meetings.
- Ensure all voices are heard through effective use of parliamentary procedure.
- Advocate on behalf of students

**WV Paving, Dunbar, WV
Receiving Adjustor**

Aug 2006 - Jan 2008

- Reconciling and pricing products
- Answering a multi-line phone
- Customer Service

**Dr. R.E. Hamrick Jr. Charleston, WV
Medical Office Secretary**

Jul 2004 - Aug 2006

- Check patients in and out
- Set up appointments
- Contact hospitals and or other doctors for patient records or results
- Answering a multi-line telephone

**BB&T Bank, Charleston, WV
Collector**

May 2002 - Jul 2004

- Collect payment for overdue accounts in an effort to bring their account to a positive balance.
- Using various means of contact such as telephone, letter or notice
- Utilize methods of collection with bank policies, including the negotiation and processing of repayment plans
- Maintain collection records and general ledgers entries.
- Prepared accounts for charge off and process daily collection letters