



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

Procurement Folder: 1354530

Procurement Type: Central Master Agreement

Vendor ID: VS0000040353

Legal Name: HRUCKUS

Alias/DBA: HRUCKUS

Total Bid: \$1.00

Response Date: 05/06/2024

Response Time: 19:50

Responded By User ID: hruckus

First Name: Stephen

Last Name: Hrutka

Email: hruckus@hruckus.com

Phone: 7404782587

SO Doc Code: CRFQ

SO Dept: 0705

SO Doc ID: LOT2400000011

Published Date: 4/29/24

Close Date: 5/7/24

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 2 - Prequalification Agreements IT Temp Staffing

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

Proc Folder: 1354530
Solicitation Description: Addendum No 2 - Prequalification Agreements IT Temp Staffing
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-05-07 13:30	SR 0705 ESR05062400000006756	1

VENDOR
VS0000040353
HRUCKUS

Solicitation Number: CRFQ 0705 LOT2400000011
Total Bid: 1
Response Date: 2024-05-06
Response Time: 19:50:35
Comments:

FOR INFORMATION CONTACT THE BUYER
Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor
Signature X **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 IT Personnel Services				1.00

Comm Code	Manufacturer	Specification	Model #
80111600			

Commodity Line Comments:

Extended Description:

Temporary IT Staffing Services

Volume I – Bid Submission

Prequalification Agreements IT Temp Staffing State of West Virginia

Solicitation# CRFQ-0705-LOT2400000011-3

Due Date: May 7 1:30PM

Prepared for and Presented to:

Attention: Toby Welch

Email: toby.l.welch@wv.gov

Phone: (304) 558-8802

Prepared and Presented by:

HRUCKUS

ATTN: Stephen M Hrutka, Principal Consultant

1101 Connecticut Ave NW Suite 450

Washington, DC 20036

Phone: 740-HRUCKUS (478-2587)

Email: hruckus@hruckus.com



This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the Government shall have the right to duplicate, use or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on the pages marked with the legend "Use or disclosures of data contained on this sheet is subject to the restriction on the title page of this proposal."



Tab A - Transmittal Letter

May 6, 2024

Submission Method: WVOasis

Attention: Mr. Toby Welch

Subject: Response to Prequalification Agreements IT Temp Staffing

Dear Mr. Welch,

Please find attached HRUCKUS Volume I – Bid Submission. We assert to the following requirements:

1. **Offeror's understanding of the work to be done:** We are prepared to provide Temporary Personnel Staffing services for the WV Lottery with comparable exceptional performance as we have provided for the District of Columbia Government and HRUCKUS other customers.
2. **The commitment to perform the work within the time period:** HRUCKUS intends to compete for task orders for the base, out years, and all awarded option periods.
3. **A statement of why the firm believes it is best qualified to perform the engagement:** We are pleased to present a diverse and skilled team which will be able to meet the requirements of WV Lottery in a time critical fashion. We understand the complexities of supporting a Municipal customer with a diverse geographic footprint. We also believe our robust technical stack and demonstrated expertise allows us to source, vet, and onboard employees, with quality that meets or exceeds WV Lottery standards, at a fraction of time as compared to our competitors. We agree to all WV Lottery SLAs for sourcing timelines.
4. We acknowledge all 2 amendments listed in section Tab A.f. of the Transmittal Letter.

a. RFP Number: Name:	CRFQ-0705-LOT2400000011-3 Prequalification Agreements IT Temp Staffing
b. Offeror Name: Address: Telephone Number: E-Mail: Website Address:	HRUCKUS 1101 Connecticut Ave NW Suite 450 Washington, DC 20036 740-HRUCKUS (478-2587) hruckus@hruckus.com http://www.hruckus.com
c. Persons Authorized to Negotiate	



Name: Title: Telephone Number: E-Mail Address:	Stephen M Hrutka Principal Consultant 757-575-5205 hruckus@hruckus.com
d. Persons Authorized to Sign Name: Title: Signature:	Stephen M Hrutka Principal Consultant 757-575-5205 hruckus@hruckus.com
e. Federal Tax ID	47-1823255
f. Acknowledgement of any and all RFP Amendment(s): Number - Date Issued	#1 – 4/22/2024 #2 – 4/29/2024

Sincerely,

A handwritten signature in black ink, appearing to read "Sm Hrutka", written in a cursive style.

Authorized Person

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Prequalification Agreements IT Temp Staffing
HRUCKUS

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SECTION 3 – VENDOR QUALIFICATIONS

3.1 Vendor Experience and Capabilities

3.1.1 HRUCKUS OVERVIEW

HRUCKUS intends to prime this requirement due to our independent success as a Temporary Personnel Staffing Services Provider for the District of Columbia Government and other State and Federal clients. HRUCKUS is led by Stephen Hrutka, a Navy Veteran and Wharton MBA turned Management Consultant and Entrepreneur. Founded in 2014, HRUCKUS has been providing Management Consulting, IT Professional Services, and Technical Recruiting across Federal, State and Local agencies.

3.1.1.1 HRUCKUS KEY FACTS:

- Number of Years: Since 2017 (7 Years)
- Number of Clients: 50+
- Geographic Locations Currently Served: MD, DC, VA, AL, CO, NY, TX, PA, MA
- **Relevant WV Lottery Placements in the Past 5 years = 82**

3.1.1.2 HRUCKUS SAMPLE CONTRACT HISTORY

HRUCKUS is positioned for success to fulfill Temporary Personnel Staffing Services based upon the following public sector engagements, in addition to our industry private placements:

- DC IT Pipeline – Signed 23FEB 2017
 - Client: District of Columbia Government (CAI)
 - Percent Completion: Ongoing
- DC Department of General Services – Sept 2022
 - Client: DGS
 - Percent Completion: Ongoing
- DC Department of Buildings – June 2022
 - Client: DOB
 - Percent Completed: Ongoing
- NY State Admin Staffing Contract
 - Client: Various NY State Agencies
 - Percent Complete: Ongoing
- HHS CTO Assessment – Signed 15MAR2019
 - Client: Department of Health and Human Services (HHS) Immediate Office of the Secretary (IOS) Office of the Chief Technology Officer (CTO)
 - Percent Completion: 100%
- VA OI&T Subcontract – Signed 07SEP2017
 - Client: Dept of Veteran Affairs Office of Information Technology (VA OI&T)
 - Percent Completion: 100%

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3.1.1.3 NOTIONAL ROLES ACROSS CLIENT BASE

DC Pipeline Contract is HRUCKUS largest client. In addition to Pipeline, HRUCKUS has proven experience as a Technical Recruiter with clients across the Municipal, Federal, DoD, and Intelligence Communities. The type of labor categories we have successfully sourced for range from Help Desk to Enterprise Architects. Our representative customer base includes the Small Business Administration, DARPA, HHS, SBA, and the VA.

3.2 Services Classification

HRUCKUS has staffed across 12 of the 12 Classifications in the past 5 years. We have greyed out the 2 Classifications where we did not meet 3 placements in the 5-year periodicity.

Number	Category	Placements
4.2.1	Business Analyst	8
4.2.2	Data Analyst	5
4.2.3	Database Administrator	2
4.2.4	Help Desk Support	17
4.2.5	IT Service Continuity Analyst	4
4.2.6	Network Engineer	16
4.2.7	Project Manager	6
4.2.8	Quality Assurance Analyst	2
4.2.9	Security Analyst	6
4.2.10	Software Developer/Engineer	10
4.2.11	System Administrator	3
4.2.12	Technical Writer	4
	Total Placements	82

3.2.1. EMPLOYMENT DOCUMENTATION

Internal ID	Start Date	Client	Type	Title	Candidate	WV Lottery Category
160	12/27/2022	CAI	Direct Hire	Senior Business Analyst	Edward Hartwell	Business Analyst

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148	5/19/2022	CAI	Contract	Business Analyst Master	Bhushan Jamisetti	Business Analyst
141	12/14/2021	CAI	Contract	Senior Business Analyst	Edward Hartwell	Business Analyst
131	4/20/2021	Reefpoint Group (RPG)	Direct Hire	Healthcare Consultant - VA Experience Requested	Swathi Mannem	Business Analyst
130	4/20/2021	Reefpoint Group (RPG)	Direct Hire	Healthcare Consultant - VA Experience Requested	Lindsay Galloway	Business Analyst
129	4/20/2021	Reefpoint Group (RPG)	Direct Hire	Healthcare Consultant - VA Experience Requested	Jamaul Weaver	Business Analyst
126	4/20/2021	Reefpoint Group (RPG)	Direct Hire	Healthcare Consultant - VA Experience Requested	Liz Reategui	Business Analyst
87	11/12/2019	Reefpoint Group (RPG)	Direct Hire	Business Analyst with VA Vista Experience	Natalie Mashin	Business Analyst
186	11/8/2023	CAI	Contract	Data Analyst	Adel Feyz	Data Analyst
145	3/29/2022	Dynamic Services	Direct Hire	Financial Analyst	Matthew Glasgow	Data Analyst
124	3/23/2021	Reefpoint Group (RPG)	Direct Hire	Data Analyst	Hyewon Kim	Data Analyst
110	3/24/2020	Reefpoint Group (RPG)	Direct Hire	Data Scientist	Nini Narong	Data Analyst
89	12/12/2019	CAI	Contract	Data Architect	Michael Pickus	Data Analyst

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80	8/31/2019	CAI	Contract	Senior Data Warehouse Developer	Jacqueline Anthony	Database Administrator
59	5/13/2019	Dynamic Services	Direct Hire	Senior Oracle DBA	Roger Andely	Database Administrator
159	12/21/2022	CAI	Contract	Senior Help Desk	Aminata Barrie	Help Desk Support
158	12/21/2022	CAI	Contract	Senior Help Desk	Amber Koon	Help Desk Support
157	11/29/2022	CAI	Contract	Tier 2 Help Desk Specialist	Aminata Barrie	Help Desk Support
146	4/26/2022	NY State	Contract	Technical Support Specialist	Choi Sang Cheng	Help Desk Support
134	8/5/2021	CAI	Contract	Help Desk Specialist	Darnell Miller	Help Desk Support
125	4/20/2021	CAI	Contract	Help Desk Specialist	Darnell Wallace	Help Desk Support
122	3/12/2021	CAI	Contract	Help Desk Specialist	James Foy	Help Desk Support
120	12/7/2020	CAI	Contract	Help Desk Specialist	Markell Dailey	Help Desk Support
119	11/30/2020	CAI	Contract	Help Desk Specialist	Darnell Wallace	Help Desk Support
91	12/19/2019	CAI	Contract	OCIO Helpdesk Specialist Journeyman	Michael Watts	Help Desk Support
78	8/27/2019	CAI	Contract	Helpdesk Specialist Journeyman	Chris Moses	Help Desk Support
75	8/25/2019	CAI	Contract	IT Support Specialist - August 2019	Darius Barr	Help Desk Support
72	8/7/2019	CAI	Contract	DOEE IT Support Specialist - July	William Kendima	Help Desk Support

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68	7/15/2019	CAI	Contract	Tier 1 Helpdesk Support Specialists	Pietro Malino	Help Desk Support
66	6/10/2019	CAI	Contract	IT Support Specialist - May	Andrew Garrett-Stewart	Help Desk Support
65	6/10/2019	CAI	Contract	IT Support Specialist - May	Austin Caver	Help Desk Support
61	5/9/2019	CAI	Contract	IT Support Specialist - April	Priscilla Harris	Help Desk Support
121	12/17/2020	CAI	Contract	Help Desk Specialist	Jamal Harris	IT Service Continuity Analyst
77	8/27/2019	CAI	Contract	Helpdesk Specialist Journeyman	Richard Davis	IT Service Continuity Analyst
62	5/14/2019	CAI	Contract	O365 Trainer	Jamal Harris	IT Service Continuity Analyst
60	5/3/2019	CAI	Contract	O365 Trainer	Richard Davis	IT Service Continuity Analyst
185	11/6/2023	Dynamic Services	Direct Hire	Network Engineer	John Lewis Strong	Network Engineer
182	9/20/2023	Piper Networks	Direct Hire	Senior Network Engineer	Juther Jones	Network Engineer
176	7/21/2023	Dynamic Services	Direct Hire	Network Engineer	Qwentin Winters	Network Engineer
171	4/20/2023	Dynamic Services	Direct Hire	Network Engineer	Louis Kiessling	Network Engineer
169	4/5/2023	Ad Hoc Research	Contract	Network Engineer - Secret Clearance	Leonard Irons	Network Engineer
167	3/17/2023	CAI	Contract	CCNA Instructor	Tabitha Georges	Network Engineer
152	8/9/2022	CAI	Contract	Senior Wireless Engineer	Augustine Mathias	Network Engineer

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140	11/10/2021	Dynamic Services	Direct Hire	Junior Network Engineer	Dramane Ddiallo	Network Engineer
138	10/19/2021	Dynamic Services	Direct Hire	Network Engineer	Latearas Wilson	Network Engineer
105	2/6/2020	Dynamic Services	Direct Hire	Junior Network Engineer	Charles Brooks	Network Engineer
86	10/26/2019	Dynamic Services	Direct Hire	Junior Network Engineer	Michelle West	Network Engineer
85	10/10/2019	CAI	Contract	Voice Field Technician	Jeremy Cummins	Network Engineer
74	8/24/2019	Immersive	Direct Hire	LAN Technician - SECRET Clearance	Andre Smith	Network Engineer
71	7/30/2019	Immersive	Direct Hire	LAN Technician - SECRET Clearance	Clifford Atkinson	Network Engineer
67	6/18/2019	CAI	Contract	Network Engineer	Chris Fire	Network Engineer
187	11/21/2023	Dynamic Services	Direct Hire	Functional Analyst	Brittanny Laguna	Project Manager
170	4/13/2023	CAI	Contract	Senior Project Manager	Cameron Hurley	Project Manager
128	4/20/2021	Reefpoint Group (RPG)	Direct Hire	Healthcare Consultant - VA Experience Requested	Sierra Davis	Project Manager
114	5/3/2020	Emerging Sun	Direct Hire	Junior Project Manager	George Haney	Project Manager
108	3/5/2020	Reefpoint Group (RPG)	Direct Hire	Program Manager	Joseph Alemany	Project Manager
92	12/19/2019	Emerging Sun	Direct Hire	Program Manager Consultant	Courtney Anderson	Project Manager

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HRUCKUS

168	3/27/2023	CAI	Contract	Senior QA Analyst	Munir Ahmed	Quality Assurance Analyst
51	1/21/2019	GLM	Contract	Automation Tester Selenium	Ramesha Rao	Quality Assurance Analyst
188	12/13/2023	RedTrace	Direct Hire	Cyber Incident Response Analysts - Top Secret Clearance	Pierre Content	Security Analyst
181	9/4/2023	CAI	Contract	Apps and Server Vulnerability Engineer	Ibrahim Yekini	Security Analyst
164	3/9/2023	Karthik Consulting	Direct Hire	Cyber Security Analyst Top Secret Clearance	Christian Lee	Security Analyst
151	7/12/2022	De Lune	Contract	Endpoint Security Engineer	Brandon Neff	Security Analyst
118	5/27/2020	Marjau Systems	Contract	Oracle Security Engineer	Cornelius Healy	Security Analyst
117	5/27/2020	Marjau Systems	Contract	Oracle Security Engineer	Mogu Nagasrikant	Security Analyst
180	8/30/2023	CAI	Contract	Drupal Developer	Joseph Bockarie	Software Developer / Engineer
165	3/9/2023	CAI	Contract	PeopleSoft HCM North American Payroll Functional SME	Vidhya Dasa Reddy	Software Developer / Engineer
161	1/25/2023	Ad Hoc Research	Direct Hire	Senior Mainframe Systems Programmer	Cynthia Yamzon	Software Developer / Engineer

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Prequalification Agreements IT Temp Staffing
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156	11/3/2022	Ad Hoc Research	Direct Hire	Senior Mainframe Systems Programmer	Daniel Tuhy	Software Developer / Engineer
143	2/22/2022	Noblis	Contract	Backend Developer	Cameron McPherson	Software Developer / Engineer
133	7/8/2021	Noblis	Direct Hire	Backend Developer	Chad Peppers	Software Developer / Engineer
132	5/12/2021	Noblis	Contract	Backend Developer	Giovanni Venegas	Software Developer / Engineer
123	3/18/2021	Noblis	Contract	Backend Developer	Chad Peppers	Software Developer / Engineer
88	11/26/2019	VivSoft	Contract	AWS Engineer - Secret Clearance	GUY MAZAIWA NA	Software Developer / Engineer
82	9/9/2019	CAI	Contract	Senior MicroStrategy Developer	Bruce Barth	Software Developer / Engineer
111	4/1/2020	Dynamic Services	Direct Hire	System Administrator	Chris Teate	System Administrator
70	7/23/2019	CAI	Contract	Solarwinds Admin	Douglas Zitzmann	System Administrator
64	5/31/2019	Immersive	Direct Hire	ARUBA Systems Admin	Glenn Long	System Administrator
106	2/12/2020	HRUCKUS	Contract	Proposal Support	Keith Washington	Technical Writer
104	2/6/2020	RPG	Direct Hire	Proposal Writer	Deb Mulligan	Technical Writer

3.2.2. DOCUMENTS TO INDICATE THEIR COMPANY MEETS REQUIREMENTS

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Prequalification Agreements IT Temp Staffing
HRUCKUS

HRUCKUS meets all prerequisites for the contract, with sufficient past performance for 10 of the 12 Classification Groups.

3.2.3 DOCUMENTATION OF COMPANY OR ENTITY PROVIDED WITH POC

Client	Name	Contact Info	Contract Roles	Perm Roles	Total
Ad Hoc Research	Ken Jensen	kenneth.jensen@ad-hocresearch.com	1	2	3
OCTO - CAI	Krystal McGraw	Krystal.McGraw@cai.io	36	1	37
De Lune	Ashan Gamage	ashan@delunecorp.com	1		1
Dynamic Services	JD Sullivan	jd.sullivan@dynamiciservices.com		11	11
Emerging Sun	Mark Ball	mark@emergingsun.com		2	2
GLM	Mike Garland	michael.garland@glm-sdvosb.com	1		1
HRUCKUS	Dan Roque	Dan.roque@hruckus.com	2	1	3
Immersive	Chuck Royster	croyster@immersiveconcepts.com		3	3
Karthik Consulting	Todd Sodeman	tsodeman@karthikconsulting.com		1	1
Marjau Systems	Jeff Young	Jeff.young@marjausystems.com	2		2
Noblis	Jay Munir	jay.munir@nobiliscg.com	3	1	4
Piper Networks	David Garcia	david@pipernetworks.com		1	1
RedTrace	Pete Dowdy	Pete.Dowdy@redtracetechnology.com		1	1
RPG	Jeremy Toton	jtoton@reefpointgroup.com		10	10
NY State	Tami Rowe	tami@stafkings.com	1		1
VivSoft	Ravi Nangunoori	RAVI@visualsoftinc.com	1		1
Total Placements			48	34	82

3.3 Licenses, Permits, and Certifications

HRUCKUS will provide any and all required legal documentation upon project award.

3.4 Target Technologies

Certificates of qualifications will be provided at the task level for applicable candidates.

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Prequalification Agreements IT Temp Staffing
HRUCKUS

TAB E – FORMS

HRUCKUS has provided and executed all of the following forms:

1. Contact Form
2. Amendment 1
3. Amendment 2

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) Stephen M Hrutka Principal Consultant

(Address) 1101 Connecticut Ave NW Suite 450 Washington, DC 20036

(Phone Number) / (Fax Number) 202-235-2863 202-478-5095

(email address) hruckus@hruckus.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.

HRUCKUS LLC

(Company)

(Signature of Authorized Representative)

Stephen M Hrutka Principal Consultant 06MAY2024

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

202-235-2863 202-478-5095

(Phone Number) (Fax Number)

hruckus@hruckus.com

(Email Address)



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1354530			Reason for Modification: Addendum No 1 is issued to modify the bid opening date.
Doc Description: Addendum No 1 - Prequalification Agreements IT Temp Staffing			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-22	2024-05-07 13:30	CRFQ 0705 LOT2400000011	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor Signature X	FEIN#	DATE
---------------------------	--------------	-------------

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 modify the bid opening date from 04/25/2024 to 05/07/2024.

--no other changes--

INVOICE TO				SHIP TO			
LOTTERY PO BOX 2067				LOTTERY 900 PENNSYLVANIA AVE			
CHARLESTON		WV		CHARLESTON		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Temporary IT Personnel Services				

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:
Temporary IT Staffing Services

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2024-04-18

SOLICITATION NUMBER: CRFQ LOT2400000011
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ | Modify bid opening date and time
- ☐ | Modify specifications of product or service being sought
- ☐ | Attachment of vendor questions and responses
- ☐ | Attachment of pre-bid sign-in sheet
- ☐ | Correction of error
- ☐ | Other

Description of Modification to Solicitation:

Addendum No 1 is issued for the following reasons:

- 1) To modify the bid opening date from 04/25/2024 to 05/07/2024.

--no other changes--

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ LOT24*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.

HRUCKUS LLC

Company


Authorized Signature

06MAY2024

Date

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

Revised 6/8/2012



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1354530

Doc Description: Addendum No 2 - Prequalification Agreements IT Temp Staffing

Reason for Modification:

Addendum No 2 is issued to
publish questions and answers.

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-29	2024-05-07 13:30	CRFQ 0705 LOT2400000011	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor
Signature X

FEIN#

DATE

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

ADDITIONAL INFORMATION

Addendum No 2 is issued for the following reasons:

1) To publish a copy of all vendor questions and their responses.

--no other changes--

INVOICE TO**SHIP TO**

LOTTERY
PO BOX 2067

LOTTERY
900 PENNSYLVANIA AVE

CHARLESTON WV
US

CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Temporary IT Personnel Services				

Comm Code**Manufacturer****Specification****Model #**

80111600

Extended Description:

Temporary IT Staffing Services

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2024-04-18

SOLICITATION NUMBER: CRFQ LOT2400000011

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ | Modify bid opening date and time
- ☐ | Modify specifications of product or service being sought
- ☒ | Attachment of vendor questions and responses
- ☐ | Attachment of pre-bid sign-in sheet
- ☐ | Correction of error
- ☐ | Other

Description of Modification to Solicitation:

Addendum No 2 is issued for the following reasons:

1) To attach the vendors questions and Agency responses.

--no other changes--

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: LOT2400000011

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

HRUCKUS LLC

Company


Authorized Signature

06MAY2024

Date

ATTACHMENT A

CRFQ LOT2400000011

Prequalification Agreements – IT Temporary Staffing

1. Could you please provide an OCR-compatible searchable version of the Solicitation document?
A1) No, see the CRFQ bid documents.
2. We are assuming that bidders are neither required to submit client references at the proposal submission stage nor at the contract award stage. Please confirm.
A2) Incorrect. Per sections 3.2, 3.2.1 – 3.2.3 documentation is required before award.
3. Regarding section 3.2.2, could you elaborate on what specific documentation is required to indicate that a company meets the stated requirement prior to award?
A3) Vendor should provide with their bid, a general company overview that must include information regarding the number of years of qualification, experience, training, and relevant professional education for each individual classification.
4. Please confirm if bidders are required to include cost proposal (range of bill rates) in their proposal submission.
A4) No, see section 5.1 Vendor Prequalification: This RFQ will establish a pool of prequalified vendors to provide the services listed in Section 4, "Mandatory Contract Items and Deliverables."
5. Is this a new contract or a renewal of an existing contract? If it is an existing contract, could you share the number of and list of the incumbent vendors?
A5) New, there is no existing contract or incumbent Vendor.
6. How many vendors do you anticipate selecting as a result of this Request for Proposal (RFP) process?
A6) No anticipated number of awards or vendors, this will be a Multiple-Award Contract: Contracts will be awarded only to prequalified vendors.
7. What was the Lottery's expenditure for similar services last year?
A7) None, there is no existing contract or incumbent Vendor.
8. What is the anticipated budget allocated for this contract?
A8) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.
9. How many staff augmentation requests were made by the Lottery in the past years?
A9) None, there is no existing contract or incumbent Vendor.
10. What is the anticipated number of requisitions that would be released under this contract?
A10) There is no anticipated number of requisitions, Lottery's requests will be when services are needed.

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Prequalification Agreements – IT Temporary Staffing

- 11.** What would be the minimum anticipated duration of such projects for which the Lottery would require resources?

A11) Per section 4.3 Lottery needs may be hourly, daily, weekly, monthly or annually, or as needed, per section 2.8 where PRN is defined as “when necessary” or “as needed”. Each mini-bid will specify the total number of chargeable hours available on the contract over a specified duration.

- 12.** Will the selected resources be required to work full-time or part-time? If part-time, is there a minimum hourly commitment?

A12) There will be no full-time work associated with the award of these prequalification agreements; see page 30, section 5.2, and Sample Staff Request Form Attachment – 2. Resources contracted by the mini-bid will have a not-to-exceed number of chargeable hours over a specific duration. There will be no minimum commitment of hours.

- 13.** Could you please provide the evaluation criteria that will be used to assess the proposals submitted by vendors?

A13) See the PREQUALIFICATION AGREEMENT SPECIFICATIONS starting on page-24 of the CRFQ Bid Documents.

- 14.** Would the resources be required to perform work on-site or remote?

A14) See page-29 section 4.7 Work Location and Work Hours.

- 15.** Please confirm if vendors should sign and submit page 23 (Designated Contact Form) with our response?

A15) Yes

- 16.** Referring to the information requested on section 3.1.1 "...experience, training, and relevant professional education for each individual classification." What is WV Lottery asking vendors to provide in this section? Would this be number of placements or sample resumes? Please clarify.

A16) Section 3.1.1 refers to documentation specified by section 3.2 and 3.2.1 for the three (3) resources placed in the last five (5) years.

- 17.** For section 3.2, which asks for vendors to provide, "...documentation to indicate they have provided staffing of at least 3 individuals within the past 5 years for any classification listed in section 4.2." Can vendors provide at least 3 references where we placed resources for the classifications listed in the RFQ to meet this section's requirement?

A17) Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.

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Prequalification Agreements – IT Temporary Staffing

18. For the purpose of putting together an RFQ response for WV Lottery, vendors are only required to provide the information requested in sections 3.1 to 3.4? Please confirm.

A18) Yes, and must comply with section 4.5 Minimum Experience Requirements.

19. Can you confirm that no pricing quotes are required in our response? If pricing is required in what format is WV Lottery wanting to receive pricing as part of vendor responses? Would a table listing each resource classification with bill rates be acceptable?

A19) No pricing quotes required in the bid response.

20. What is the anticipated award date?

A20) ASAP, upon evaluation of all bid submissions.

21. Will we have the ability to discuss any and all modifications made prior to the award?

A21) No, The Solicitation contains the specifications that shall form the basis of a contractual agreement; communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval.

22. Who is responsible for providing laptops?

A22) The WV Lottery will provide the end point.

23. In section 4.4 background check requirements were included, can you provide specifics as to what is required for the vendor background checks? And what is the Lottery responsible for in terms of background checks?

A23) The vendor is required to perform a background check, and also provide the names and fingerprints of selected resources to the Lottery. The Lottery will run an independent law enforcement background check in addition to the Vendor supplied background check.

24. What is the intended number of awardees for this contract?

A24) No anticipated number of awards or vendors, this will be a Multiple-Award Contract, and Contracts will be awarded only to prequalified vendors.

25. Would the list of all vendors awarded be publicized?

A25) Yes

26. With WV being considered tax exempt, is WV Lottery willing to provide the tax-exempt certificate?

A26) Yes

27. What is the estimated budget for this contract?

A27) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.

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Prequalification Agreements – IT Temporary Staffing

28. What was the clients spend in relation to the Current IT Staff Augmentation Contract for the previous year?
A28) There is no existing contract or incumbent Vendor.
29. Is there any incumbent for this contract, or is this for a new contract? If yes, please let us know the incumbent's name, hourly rate and historical spending.
A29) New, there is no existing contract or incumbent Vendor.
30. How many requirements are anticipated to be released annually?
A30) There is no set or anticipated number of resources that will be released.
31. Please confirm if there is any local preference.
A31) No local preference.
32. How many awards are to be made under this contract?
A32) No anticipated number of awards or vendors, this will be a Multiple-Award Contract: Contracts will be awarded only to prequalified vendors.
33. On average, how many temporary IT staff are deployed at any given time?
A33) There is no set or anticipated number of resources that will be deployed.
34. How many task orders can we expect for each vendor?
A34) There is no set or anticipated number of resources that will be released.
35. Is there any specific response format for this solicitation?
A35) BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
36. Is there any specific format for the price sheet, or can we give an hourly rate for the positions?
A36) No pricing quotes required in the bid response.
37. How will you release the work order request once it is awarded? Email or any specific portal.
A37) See page-30, specifications section 5. PREQUALIFICATION AWARD AND REQUESTS FOR BIDS.
38. Will the prequalified vendors be handling existing positions or entirely new openings? If it's a mix of both, what percentage of these are new positions?
A38) New openings.
39. What is the ratio of remote positions to hybrid or onsite positions?
A39) There is no set or anticipated number of remote, hybrid or onsite resources that will be released.

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Prequalification Agreements – IT Temporary Staffing

- 40.** Are resumes required to be submitted as part of our proposal? If yes, are sample resumes, okay?
A40) Yes, per section 3.2 – 3.2.3, vendors must provide evidence that a minimum of three (3) resources have been successfully placed in the last five (5) years, per category bid upon. If a vendor bides on 12 categories they will submit 36 resumes. Each category is treated separately. Sample resumes do not meet the requirement.
- 41.** Is this a new requirement or a rebid? If it is a rebid, please share the list of incumbents.
A41) New, there is no existing contract or incumbent Vendor.
- 42.** What is the budget for this requirement?
A42) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.
- 43.** How many vendors will be awarded under this CRFQ?
A43) No anticipated number of awards or vendors, this will be a Multiple-Award Contract: Contracts will be awarded only to prequalified vendors.
- 44.** Is the vendor required to provide Insurance certification at the time of submission?
A44) Should provide to expedite bid evaluation, required upon request and prior to Contract Award.
- 45.** In the CRFQ document, we didn't find Proposal content requirements. Can the agency clarify what we need to include in our response?
A45) See page-25 of the bid documents section 3. **VENDOR QUALIFICATIONS.**
- 46.** Can the agency clarify how we need to share our Pricing information?
A46) No pricing quotes required in the bid response.
- 47.** Can the agency provide the evaluation criteria?
A47) See page-25 of the bid documents section 3. **VENDOR QUALIFICATIONS.**
- 48.** Do we need to provide any sample resumes for the job titles mentioned in the document?
A48) No sample resumes are required. Note: per section 3.2 – 3.2.3, vendors must provide evidence that a minimum of three (3) resources have been successfully placed in the last five (5) years, per category bid upon. If a vendor bides on 12 categories they will submit 36 resumes. Each category is treated separately. Resumes are expected as a part of that evidence.
- 49.** Can the agency clarify what forms we need to submit with our response?
A49) Please read the RFQ Bid Documents thoroughly starting with page-4 **INSTRUCTIONS to VENDORS SUBMITTING BIDS**, also see page-25 Section 3. **VENDOR QUALIFICATIONS.**

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Prequalification Agreements – IT Temporary Staffing

50. Upon reading Section 6. Bid Submission, we were unsure about the submission because it says that, when it's an RFP, it cannot be submitted on wvOASIS; it has to be mailed or by fax. The document description states that this is a Prequalification Agreements IT Temp Staffing (so I understand it's not a Request for Proposal). So, the question is: can this submission be made through wvOASIS or only by mail or fax?

A50) Yes, Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division.

51. Regarding the format, can we create a template with all the information, exhibits, and attachments requested, or do we need to print and fill out the Prequalification Agreements IT Temp Staffing document?

A51) Yes, must include all the information, exhibits, and attachments requested in the RFQ or may result in the bid being disqualified.

52. What needs to be submitted with the response; can you please clarify?

A52) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.

53. Is this a re-compete Prequalification agreement?

A53) No

54. Could you please give me the name of Current prequalified vendors (who are currently providing services to Agency)?

A54) There is no current contract or incumbent Vendors.

55. When the existing contract was started, and what is the annual monetary spent value of the current agreement since inception?

A55) There is no current contract or incumbent Vendors.

56. How many resources are currently engaged in the bids under current agreement?

A56) There is no current contract or incumbent Vendors.

57. Can you please share the no. of positions served in previous years under this agreement?

A57) There is no current contract or incumbent Vendors.

58. Can you please share the amount of business each vendor did under this agreement in previous years?

A58) There is no current contract or incumbent Vendors.

59. What will be the estimated annual budget for this project?

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A59) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.

60. How many position requirements we can expect under this agreement in one year?

A60) There is no set or anticipated number of resources that will be released.

61. What communication method will be utilized for the distribution of requisitions/task orders among the vendors awarded under the contract? This includes options such as Email, VMS, or any alternative mode.

A61) Through wvOASIS Vendor Self-Serve (VSS) Portal and by Email.

62. In the event that the agency opts to use a VMS for requisition/task order distribution under the contract, could you please verify the name of the VMS being considered?

A62) A vendor management system (VMS) is not being considered at this time.

63. How will requisitions be distributed among the chosen vendors under the contract?

A63) All prequalified vendors will be sent requests when services are needed. The Lottery shall evaluate prequalified vendors to ensure they comply with the requirements of the prequalification agreement and the requests. See page-30 section 5 Prequalification Award and Requests

64. Can you confirm whether requisitions/task orders under the resulting contract will be sent to all selected vendors?

A64) Yes, to all prequalified vendors.

65. If requisitions under the resulting contract are intended for specific vendors among those awarded, how does the agency plan to determine and select those particular vendors for receiving requisitions.

A65) All prequalified vendors will be sent requests when services are needed. The Lottery shall evaluate prequalified vendors to ensure they comply with the requirements of the prequalification agreement and the requests. See page-30 section 5 Prequalification Award and Requests.

66. PAGE #2, ARFQ FORM, Line Item

a. Question: Could you please confirm if we need to submit pricing for the required classification?

No pricing quotes are required in the bid response.

b. Question: If not, what exactly is to filled in "Unit Price" & Total Price in the ARFQ form?

None, This agreement establishes a pool of prequalified vendors to provide the services.

c. Question: There is no pricing format, do we need to provide fully burdened hourly rate for each position listed in section 4.2 Classification?

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No pricing quotes are required in the bid response.

d. Question: Do we need to provide pricing in our own format?

No pricing quotes are required in the bid response.

67. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.1.1

"3.1.1 Vendor should provide with their bid, a general company overview that must include information regarding the number of years of qualification, experience, training, and relevant professional education for each individual classification."

- a. Question: Could you please confirm by stating "number of years of qualification, experience, training, and relevant professional education" would the agency require proposers to submit the information regarding the available consultants in our resume database for the required classifications?

A 67a) Section 3.1.1 refers to documentation specified by section 3.2 and 3.2.1 for the three (3) resources placed in the last five (5) years.

- b. Question: If the answer to above question is no, could you please confirm for whom the information is required? **See Answer 67a**

68. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.2.1

"3.2.1 Documentation should include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4."

- a. Question: Could you please confirm providing client reference including description of service, list of position served, date of services, date of placements and client's point of contact would suffice the above mentioned requirement?

A68a) Per section 3.2.3 vendors must supply at a minimum the name of the entity, company or business, and contact information. The position served, date of services, and date of placements would also be helpful.

69. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.2.3

- a. *"3.2.3 The documentation should detail the entity, company or business to whom the individual was supplied and provide contact information for that entity."*

- b. Question: We have served varied positions covering multiple classifications (mentioned in section 4.2) to our one single client in past 5 years. Could you please confirm if submitting a client information document for that client would suffice this requirement?

A69b) No. For the purpose of awarding multiple categories, a single resource will not be considered as serving in more than one capacity during overlapping periods of service at one specific entity.

70. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.3

"3.3 Vendor must possess all licenses, permits, and certifications required to perform this contract before the start date of service."

- a. Question: We are registered with WV secretary of state, would this suffice this above requirement?

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A70a) WVSOS registration is only for Business License in the state.

- b. Question: if other license or registrations are required, request you to please confirm the type and name of license and registrations required to suffice the above requirement?

A70b) As stated in section 3.3, only permits, and certifications that are required to perform the services of this contract.

71. PAGE#26, PREQUALIFICATION AGREEMENT SPECIFICATION, Section 3.4

- a. 3.4 Lottery shall require resources to hold current certification for target technologies, the certifications would include but not limited to cybersecurity or vendor-specific certifications as Cisco and Microsoft.

- b. Question: In order to suffice the above requirement, do we also need to submit potential resumes of candidates for the respective classifications?

A71b) Required certifications will be specified on mini-bids when a position is released. Section 3.4 is intended to notify vendors that certifications can be required by the Lottery.

- c. Question: If resumes are required, do we need to submit actual resumes? Additionally, how many resumes are required for each position?

A71c) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement.

- d. Question: Can we show certifications and credentials of actual consultants available in our resume database to suffice the above requirement?

A71d) Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business.

72. Do we need to submit "MUTUAL NON-DISCLOSURE AGREEMENT" as part of the response?

A72) No, see page-29 section 4.8 Non-Disclosure Agreement (NDA) or Confidentiality Agreement.

73. Do we need to include any sample resumes with our submission?

A73) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.

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74. Could the agency please specify the required proposal format?

A74) The proposal format may emulate the bid documents, please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS.

75. Could the agency provide clarification on Section 3.2? Is it necessary to include past experience with three placements in each classification as part of our submission?

A75) Yes. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.

76. In the event that we don't have three placements in all categories, what are the guidelines? Are we still allowed to submit responses for all categories, only those where we meet the placement requirement, or are we unable to respond at all?

A76) Yes, you may respond to only those where you meet the placement requirements.

77. Could the agency clarify whether the required documentation outlined in Sections 3.2.2 and 3.2.3 need to be provided prior to award or with our proposal submission?

A77) Vendors shall provide with your bid proposal submission.

78. If it's prior to award, what information is needed at the time of proposal submission regarding the details of the individuals placed?

A78) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.

79. Is this a new contract or renewal of an existing contract?

A79) New

80. If there is an existing contract, could you please share the names of the current vendors and their pricing?

A80) There is no current contract or incumbent Vendors.

81. In order to be considered responsive to this solicitation, is it mandatory to bid on all positions?

A81) This agreement establishes a pool of prequalified vendors to provide the services, see page-26 Section 4.2 Classifications.

82. What is the estimated budget for this contract?

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A82) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.

83. Is it mandatory to subcontract?

A83) No

84. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

A84) See page-30 section 5.2

85. What are the necessary documents for the proposal?

A85) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.

86. Do we only need to fill in the blank sections of the RFQ?

A86) Yes and provided all requested documents and information, REVIEW DOCUMENTS THOROUGHLY: The documents contain a solicitation for bids. Please read these instructions and all documents in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

87. Is it necessary to attach a Certification of Insurance?

A87) Should provide to expedite bid evaluation, required upon request and prior to Contract Award.

88. Is this a re-compete RFQ? If yes,

A88) No

a. Could you please share the name of Current Suppliers (who are currently providing services to Agency)? **N/A**

b. Could you please share current Supplier's pricing and Proposals? **N/A**

c. How many awards were made in the Past? **None**

d. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception? **N/A**

e. How many resources are currently engaged in the current contract? **N/A**

f. Can you please share the no. of positions served in previous years under this contract? **N/A**

g. Can you please share the amount of business each vendor did under this contract in previous years? **N/A**

h. Is there any issue that the agency is currently facing with the incumbents?

No incumbents

i. Are incumbents allowed to bid on this RFQ? Please confirm.

If there were incumbents then yes this is an open solicitation.

j. Please share the historical spending for the years 2021, 2022 and 2023? **N/A**

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k. How many positions were used in the years 2021, 2022 and 2023? **N/A**

89. What will be the estimated annual budget for this project?

A89) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.

90. Is this a single award or multiple award contract?

A90) See page-26 section 4.1 Multiple-Award Contract.

91. If it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract?

A91) There is no set number of vendors, See page-26 section 4.1 Multiple-Award Contract.

92. How will job requests be shared among multiple awarded vendors?

A92) see section 5.2 Requests for Bids: All prequalified vendors will be sent requests for bids when services are needed. The request for bids will contain the following: (see attached Sample Staff Request Form as Attachment – 2.

93. Will all job requests be shared among all awarded vendors simultaneously?

A93) Yes

94. Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?

A94) Yes, see page-30 & 31 sections 5.3 Evaluation of Bids and 5.4 Award of Bids.

95. Can you share details from where we can get old RFQ details? Can you please tell us where we can see the records for the old contract?

A95) There is none this is a new solicitation for services.

96. Can you please share the email id/details where we can raise the public record request for old RFQ?

A96) There is none this is a new solicitation for services, all FOIA request may be requested through the WV Purchasing Division, follow this link and search for FOIA.

<https://www.state.wv.us/admin/purchase/>

97. Would you accept references from large commercial entities?

A97) Yes

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- 98.** How many positions are required under this contract? How many positions are currently open? How many positions are currently used in a single day? Please give a rough estimate. Out of mentioned staffing positions, what are the most filled positions? Please share. What would be the estimated hours for given positions?

A98) These answers are currently unknown at this time, see the example of the Lottery Staff Request Form attached to the bid documents as Attachment - 2 for some clarity.

- 99.** Please confirm minimum guaranteed hours per week for these positions.

A99) There will be no guaranteed placement or hours implied for prequalified vendors.

- 100.** What is the weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate? Please confirm. Can you please share shift timings and location of services?

A100) See page-29 section 4.7 Work Location and Work Hours.

- 101.** What is the average response time to provide resume of qualified resources?

A101) Please see page-1 for the solicitation closing date and time. However a date and time will also be provided when services are needed.

- 102.** Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm.

A102) No, upon request or prior to award.

- 103.** Will you award this contract to the lowest responsive bidders? Please confirm.

A103) No, see section 5.1 Vendor Prequalification: This RFQ will establish a pool of prequalified vendors to provide the services listed in Section 4 Mandatory Contract Items and Deliverables.

- 104.** Will the agency be giving any preference to local vendors? Please confirm.

A104) No.

- 105.** To be responsive, is it mandatory to have physical office in West Virginia? Please confirm.

A105) No.

- 106.** To be responsive, is it mandatory to provide Business Registration Certificate (BRC) with the proposal response? Please confirm.

A106) No, only upon request and prior to award.

- 107.** Can we provide BRC certificate after the award? Please confirm.

A107) Yes.

- 108.** Is there any specific format for pricing? If yes, can you please share the pricing format? Do we need to provide hourly rates? Do we need to provide hourly bill rate or markup percentage?

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A108) No pricing quotes required in the bid response.

109. Are there any Subcontracting requirements to comply with the bid requirements? If yes, please confirm the subcontracting goal for the bid?

A109) No.

110. For Section 3.2 Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below.

- Please confirm if we need to submit 3 individual references in past 5 years for every classification or do we have to submit 3 individual references for just one of the classifications to qualify for all other classifications?

A110) Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.

111. If the references have to be given for all classifications, could we request to extend the submission deadline for 1 more week?

A111) RFQ bid closing date has been extended to May 7th, 2024, see Addendum #1.

112. Is there a requirement to include resumes in the proposal?

A112) Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.

113. Does the Agency suggest a template/specific format/excel for cost proposal?

A113) No, however vendors must provide all requested documents and information, REVIEW DOCUMENTS THOROUGHLY: The documents contain a solicitation for bids. Please read these instructions and all documents in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

114. What format or form do you want us to use for the Request for Rates/Pricing. I don't see a form that is included in the RFP to add our proposed rates for each position posted.

A114) No pricing quotes required in the bid response.

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115. Can you please confirm if our understanding is correct: “We just have to respond to the requirements mentioned in Section 3. Vendor Qualifications as a part of our qualification response and nothing else”?

A115) Yes, and vendors must also comply with section 4.5 Minimum Experience Requirements.

116. Is it correct that we do not have to provide any pricing information for now and it will be requested for a post contract award?

A116) Yes correct.

117. How many staffing requirements do you anticipate under the contract each year?

A117) Unknown at this time.

118. Do you have an anticipated number of awards that you intend to give?

A118) No.

119. Please provide us with an estimated NTE budget allocated for this contract.

A119) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.

120. What is the tentative start date of this engagement?

A120) Unknown at this time.

121. What is the work location of the proposed candidates?

A121) See page-29 section 4.7 Work Location and Work Hours.

122. Please provide the evaluation criteria for evaluating the bids for this ITB.

A122) Meet or exceed the Vendor minimum qualifications according to the bid documents.

123. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

A123) New, no incumbent vendors.

124. Are there any pain points or issues with the current vendor(s)?

A124) No incumbent Vendors.

125. Would you please share the previous spending on this contract, if any?

A125) There is no previous contract, this is a new solicitation for services.

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126. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

A126) No.

127. How many positions were used in the previous contract?

A127) There is no previous contract.

128. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

A128) Proposed resources must be available by the target start date on the staff augmentation request form supplied in the mini-bid documents. See the sample form provided. In the event a candidate is not available by the specified start date the Lottery reserves the right to move on to the next lowest cost vendor that can provide a qualified candidate by the target start date.

129. Can we provide hourly rate ranges for the given positions?

A129) No price/rate required, this is to establish a pool of prequalified vendors.

130. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

A130) See page-29 section 4.7 Work Location and Work Hours also see Attachment – 2.

131. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

A131) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.

132. Could you please provide the list of holidays?

A132) Holidays for the state of West Virginia can be viewed by looking up WV State Code CSR 2-2-1.

133. Are there any mandated Paid Time Off, Vacation, etc.?

A133) No.

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134.

- a. Pre-Bid Meeting: Is there any pre-bid meeting for this solicitation? If yes, please share the details. **No Pre-Bid Meeting**
- b. Resume: Please confirm if we need to provide a resume along with the proposal response. **Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**
- c. Evaluation Criteria: Besides the lowest cost, are there any other criteria used for awarding the contract? **Meet or exceed the Vendor minimum qualifications according to the bid documents.**

135. Will WV Lottery permit other State of WV entities (agencies, boards, Supreme Court, Statutory Offices et al) to use their contract for solicitations? **A135) No.**

- a. Is this new requirement? **Yes.**
- b. Who is incumbent and what was their awarded value? **No incumbent.**
- c. Is this open opportunity to all interested vendors like us? **Yes.**
- d. Which section do we have to answer in the proposal response? **All, please read the RFQ thoroughly.**
- e. Do we need to submit hard copy response apart from portal submission or it is optional? **No, one submission.**
- f. Do you require sample resumes in proposal response for the given IT positions in section 4.2? **Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.**
- g. How many hours of work required? **Unknown at this time.**
- h. Do we have to provide per hour pricing? **Not at this time.**
- i. Who are the current providers? Please provide us with the incumbent's response documents that they have submitted previously. **No incumbent.**

136. How many vendors will be awarded? Also is it an open bid?

A136) Unknown at this time; yes this is an open solicitation that require sealed bids to be submitted.

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137. Can we go with the email submission?

A137) No.

138. Do we need to provide live resumes of the mentioned positions?

A138) Yes. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.

139. There is some specific format of response, or do we just need to submit by portal on filling in the asked questions there?

A139) Yes, Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below, or either in person or by courier, or in facsimile form by faxing to the Purchasing Division.

140. What is the total budget for the contract?

A140) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.

141. Who all are the incumbents?

A141) No incumbents, new solicitation for services.

142. How many vendors does the Lottery plan to award?

A142) There is no set number of vendors, See page-26 section 4.1 Multiple-Award Contract.

143. Is the vendor required to provide actual resumes of its employees placed in the 12 positions with its clients or just sample resumes?

A143) Yes. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.

144. There is no pricing attachment. Where do we provide the hourly pricing for the positions that we plan to bid on?

A144) No pricing quotes required in the bid response.

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- 145.** Can we provide our own pricing format?
A145) No, that State cannot accept alternate pricing pages.
- 146.** Is Certificate of Insurance required with the response?
A146) No, upon request or prior to award.
- 147.** Is it necessary to submit resumes along with the application for the specified roles?
A147) Yes. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.
- 148.** What is the expected timeframe for processing requests from the West Virginia Lottery?
A148) Timeframes for processing bids for posted positions will vary by the number of vendors in the resource pool that provide candidates.
- 149.** Must the necessary staff members already be employed by the proposing entity?
A149) Resources placed by the Vendor to meet the requirement must have been employed by the Vendor at time of placement. Vendors must disclose an accurate duration of service for the resource placed at an entity, company or business.
- 150.** Besides registering as an Apparent Successful Vendor with the West Virginia State, are there additional compliance requirements for businesses from other states?
A150) No.
- 151.** Are there subcontracting regulations imposed by the State of West Virginia that need to be adhered to?
A151) No, subcontractor compliance in accordance with State Code is designated for construction contracts valued at more than \$250,000.00 for the construction, alteration, decoration, painting or improvement of a new or existing building or structure.
- 152.** If we're obligated to fulfil subcontracting regulations (SBE/MBE/DBE), should we provide our state certification of MBE as proof of compliance?
A152) Yes, could help in evaluating the pre-qualified vendor pool for awards.
- 153.** The accepted response submission mode is In Person, Postal or Fax and no online portal submission is accepted, Are we correct?
A153) Yes, Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division.

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- 154.** Is this a new contract or is there an incumbent? If so, are they in good standing? Who are they? **No incumbent this is a new solicitation for services.**
- a. Please share the volume over the last 3 years for this need 2021, 2022, and 2023.
N/A
 - b. How many contractors are currently working? **N/A**
 - c. Are these all-contract roles? How often do you convert them to full-time work?
Yes, all positions are contract only. No positions will be converted to full time Lottery staff positions.
 - d. Is this a full and open bid? Are there any preferences?
Yes, open solicitation and no preferences.
 - e. Please advise if the listed positions are 100% onsite, 100% remote, or hybrid.
There is no set or anticipated number of remote, hybrid or onsite positions that will be released.
- 155.** Can you please provide the years of experience required for this positions listed?
A155) The number of years of experience will vary for every positions released, see Attachment – 2.
- 156.** Please advise if we can submit H1B candidates on C2C.
A156) No
- 157.** Please advise if we can submit US Citizen and Green Cards on C2C?
A157) No
- 158.** Please advise if there is any VMS fee; if yes, what percentage?
A158) A vendor management system (VMS) is not being considered at this time.
- 159.** Please advise if we have to submit sample resumes with a bill rate at the time of the RFP bid or if, once the contract is awarded, we need to submit live resumes with references?
A159) Bill rates are not required for the predetermination submission. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Once a position is posted vendor would submit qualified candidate resumes for consideration.
- 160.** What is the estimated annual budget for this RFQ?
A160) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.

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- 161.** How many vendors will be pre-qualified for this RFQ?
A161) No anticipated number of awards or vendors, this will be a Multiple-Award Contract: Contracts will be awarded only to prequalified vendors.
- 162.** How many vendors are there in the previous pre-qualified pool?
A162) None, this is a new solicitation to establish a pool of prequalified vendors.
- 163.** What was the historic spent on this contract?
A163) None, this is a new solicitation for services.
- 164.** Is there any local preference?
A164) No
- 165.** How many temporary staff are currently working with the State?
A165) To understand this question as for the whole State of WV it is unknown by the Lottery. Requests of this nature can be obtained by interested parties through a Freedom of Information Act request.
- 166.** What is the evaluation criteria for this RFQ?
A166) Per section 3.2 – 3.2.3, vendors must provide evidence that a minimum of three (3) resources have been successfully placed in the last five (5) years, per category. If a vendor bides on all 12 categories they will submit 36 resumes. Each category is treated separately. Resumes are expected as a part of that evidence.
- 167.** What is the format to respond to this bid?
A167) No specific format, however vendors must provide all requested documents and information, **REVIEW DOCUMENTS THOROUGHLY:** The documents contain the solicitation for bids. Please read these instructions and all documents in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
- 168.** Do we need to submit any response with this bid, can you provide the response format?
A168) No specific format, however vendors may submit any response they consider as helpful to evaluating the bid response for the award of a pre-qualification agreement.
- 169.** Does the vendor need to respond to the Vendor Qualifications, does this information suffice the bid response?

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- A169)** Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.
- 170.** Does the vendor need to provide resumes of our proposed candidates with the bid response?
A170) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.
- 171.** Does the vendor need to provide references where we provided similar services? If so, how many references should be provided?
A171) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for each classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories. A reference must be provided for each resource placed.
- 172.** Do the vendors need to submit pricing with the proposal? If so, what should be the pricing response format for this bid?
A172) No pricing proposal required with this bid response.
- 173.** Does the vendor need to provide pay rate and mark-up for the classifications listed?
A173) No.
- 174.** Does the vendor need to provide fully blended hourly rate for the classifications listed?
A174) No prices shall submitted with this bid response. Rates will be provided at the time a position is released in the mini-bid process to pre-qualified vendors.

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- 175.** Does the vendor need to provide hourly bill rate ranges for the classifications listed?
A175) No prices shall be submitted with this bid response. Rates will be provided at the time a position is released in the mini-bid process to pre-qualified vendors.
- 176.** While responding online, what are the documents that needs to be attached and what should be entered in the Contract Amount?
A176) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, see page-25 Section 3. VENDOR QUALIFICATIONS.
- 177.** Does the vendor need to complete and sign the RFQ document and attach with the response?
A177) Yes.
- 178.** Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
A178) Yes this is a new initiative.
- 179.** Can you please let us know the previous spending of this contract?
A179) There is none, this is a new initiative.
- 180.** Please confirm if we can get the proposals or pricing of the incumbent(s).
A180) There is none, this is a new initiative.
- 181.** Are there any pain points or issues with the current vendor(s)?
A181) There is none, this is a new initiative.
- 182.** Please confirm the anticipated number of awards?
A182) No anticipated number of awards or vendors, this will be a Multiple-Award Contract with Contracts being awarded only to prequalified vendors.
- 183.** Under section 6, For Request for Proposal ("RFP") Responses Only, it is stated that- "Submission of a response to a Request for Proposal is not permitted in wvOASIS", whereas, under the same section 6, BID SUBMISSION, it is stated- "Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below." Could you please clarify whether or not as a vendor we can submit the response to this CRFQ electronically through wvOASIS?
A183) Yes, please read RFQ thoroughly and carefully. "Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS"

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- 184.** Under Section 32. LICENSING, it is stated that "In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision." Could be confirm whether you require the business License and Certificate of Good Standing at the time of submission or after award?

A184) Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the entities as stated in section 32. LICENSING of the General Terms and Conditions.

- 185.** In section "3.1.1 Vendor should provide with their bid, a general company overview that must include information regarding the number of years of qualification, experience, training, and relevant professional education for each individual classification." does the Agency require number of years of qualification, experience, training, and relevant professional education of the key personnel's of the company?

A185) Section 3.1.1 refers to documentation specified by section 3.2 and 3.2.1 for the three (3) resources placed in the last five (5) years. Information on the number of years of qualification, experience, training, and relevant professional education of the key personnel's of the company is not required or desired.

- 186.** As stated under section "3.3 Vendor must possess all licenses, permits, and certifications required to perform this contract before the start date of service." Could you please specify a complete list of all the Licenses and certificates that the Agency requires?

A186) Lottery requires resources to hold current certification for target technologies, the certifications would include but not limited to cybersecurity or vendor-specific certifications as Cisco and Microsoft.

- 187.** Under section "3.4 Lottery shall require resources to hold current certification for target technologies, the certifications would include but not limited to cybersecurity or vendor-specific certifications as Cisco and Microsoft." It is unclear of what response the agency demands from the vendors. Could you please clarify it?

A187) Required certifications will be specified on mini-bids to pre-qualified vendors when a position is released. Section 3.4 is intended to notify vendors that certifications required by the Lottery.

- 188.** I would request the Agency to provide an evaluation scorecard basis that will be followed by the Agency in order to evaluate the response from each vendor.

A185) All bids will be posted on the WV Purchasing Division website at <https://www.state.wv.us/admin/purchase/Bids/default.html>

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- 189.** How much is the estimated budget for this project?
A189) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.
- 190.** Is there any SBE (small business enterprise) or MBE (Minority business enterprise) preference?
A190) See section 16 on page-8 of the Instructions to Vendors Submitting Bids. The West Virginia Purchasing Division welcomes minority businesses to participate in the competitive-purchasing process within state government. To get started, we encourage businesses to become registered with our agency, see link below.
<https://www.state.wv.us/admin/purchase/minority.html>
- 191.** Is this a new initiative?
A191) Yes this is a new initiative.
- 192.** Can you share the name of the incumbent or historical data on spending?
A192) There is none, this is a new initiative.
- 193.** Can you provide a copy of the proposal of the previous/current vendors providing temporary staffing, including rate/cost sheets? Can you provide the current contract, pay and/or bill rates?
A193) There is none, this is a new initiative.
- 194.** Could you please provide a set format for pricing?
A194) No prices shall be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors.
- 195.** As per our understanding the Vendor qualifications that needs to be included in the response file is mentioned under section 3 of this CRFQ. Could you please confirm if the Agency requires only those qualification requirements to be answered or does the agency require any other documents from the side of the vendor? Also, we would request the Agency to kindly provide a clear format and a list of all the documents that needs to be submitted in response to this CRFQ.
A195) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.

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196. What is the budget of the opportunity?
A196) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.
197. Can you please give us the list of incumbents?
A197) There is none, this is a new initiative.
198. What are the proposal content requirements and format? Can the agency clarify what exactly they want in the response to this CRFQ?
A198) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, see page-25 Section 3. VENDOR QUALIFICATIONS.
199. There is no bid table in the document, how do we need to provide the pricing?
A199) No prices shall be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors.
200. Do the Agency need Resumes of candidates with the proposal submission?
A200) Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.
201. Can the Agency clarify what forms and certifications we need to submit with the response?
A201) Required certifications will be specified on mini-bids to pre-qualified vendors when a position is released. Section 3.4 is intended to notify vendors that Lottery requires resources to hold current certification for target technologies, the certifications would include but not limited to cybersecurity or vendor-specific certifications as Cisco and Microsoft.
202. Are any additional documents required outside of the attached PDF in the portal?
A202) No.
203. How many positions does the West Virginia Lottery Commission anticipate will be a part of the CRFQ?
A203) Unknown at this time, this will be specified on mini-bids to pre-qualified vendors when a position is released.

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- 204.** Will there be a follow up bid with more details required to be submitted?
A204) Yes, this will be specified on mini-bids to pre-qualified vendors when a position is released.
- 205.** Could Lottery clarify if firms are permitted to use commercial experience?
A205) No, firms must meet the requirement of being awarded pre-qualification agreement contracts to provide temporary staffing services for positions that are aligned to the categories in section 4.2. Other methods such that include but are not limited to project based work, deliverable based work, or managed services will not be considered.
- 206.** Under section 3.1 it states Vendors must provide documentation to indicate that their company meets this requirement prior to award. - Could the Lottery please specify what can be used as an evidence to fulfill this requirement?
A206) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.
- 207.** For section 3.2, could the Lottery kindly suggest if firms are permitted to use Purchase orders as proof of documentation evidence?
A207) Lottery would prefer vendor to provide the documentation used to award the purchase order as proof of evidence.
- 208.** For section 3.2 of the RFP document, since a contract or Purchase order/proof of placement is a confidential piece of information, can firms provide this evidence after award of pre-qualification?
A208) No, see section 21 on page-9 of the Instructions to Vendors Submitting Bids.
- 209.** Under section 3.2 it states "Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification."- Could the Lottery please specify what can be used as an evidence to fulfill this requirement?

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A209) Yes, Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.

- 210.** For section 3.1 of the RFP document, could the Lottery kindly confirm if case studies will suffice the requirement of documented evidence of 5 years in business?

A210) No case studies do not meet the requirement. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories

- 211.** Under section 3.2.3 it states "The documentation should detail the entity, company or business to whom the individual was supplied and provide contact information for that entity."- Could the Lottery kindly confirm if these evidences will be used as references for the bidding firm?

A211) Correct, the references will be used to determine a pre-qualified Vendor.

- 212.** Could the Lottery confirm if firms need to provide resumes for any position listed in the solicitation document?

A212) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories.

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- 213.** Could the Lottery please provide a format for the response to solicitation document?
A213) No specific format, see section 9. **BID FORMATTING** on page-6.
- 214.** Could the Lottery please provide a format for price proposal?
A214) No prices shall be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors.
- 215.** Could the Lottery kindly clarify if firms have to be local to West Virginia or have West Virginia experience to bid on this prequalification?
A215) No, firms do not have to be local or have prior WV experience.
- 216.** Could the Lottery please grant an extension to the proposal due date because of the short turnaround time to submit after Q/A release?
A216) Solicitation has been extended see Addendum – 1.
- 217.** Are firms required to provide all of the job titles listed in the RFP document?
A217) No, vendors are not required to bid on all categories.
- 218.** Are firms currently providing the services requested in the solicitation? If yes, could the Lottery please provide the incumbent information?
A218) There are none, this is a new initiative.
- 219.** Is there a budget established for this contract?
A219) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.
- 220.** Is the Lottery looking for firms to provide local candidates to perform the services?
A220) Local candidates are not required. Some positions will require fractional or full time onsite work. Travel expenses are not paid.
- 221.** Are firms required to pay for Sick Leave, Holidays, Vacation, etc. to the candidates placed?
A221) Yes, Lottery will not pay for Sick Leave, Holidays, Vacation, etc. to any candidates placed.
- 222.** Is the Lottery looking for firms to recruit the positions requested or for firms to provide in-house personnel to provide the services?
A222) The Lottery has no preference.
- 223.** Under section 3.2 it states "Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below." Do the individuals provided have to be from a single agency or can they be from different agencies?

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A223) Resources submitted to meet the qualification may be the same resource placed at different entities, companies or business, different resources placed at the same entity, company, or business, or a combination. A single resource will not be considered as serving in more than one capacity during overlapping periods of service at one specific entity, company or business.

- 224.** Under section 3.2 it states "Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below." Will the information provided under this section be used as references? If yes, would the Lottery consider reducing the amount of individuals provided as not all agencies agree to be used as a reference?

A224) Yes, the information provided to meet the requirement of section 3.2 – 3.2.3, successfully placing three (3) resources in the past five (5) years includes contact information for the entity, company or business. This requirement will not be reduced.

- 225.** Do firms need to provide all-inclusive hourly rates for the positions requested in the solicitation?

A225) Prices shall not be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors. However yes, an all-inclusive rate is required in the response to mini-bids for pre-qualified vendors.

- 226.** Can firms provide hourly all-inclusive rate ranges?

A226) Prices shall not be submitted with this bid response. Rates shall be provided at the time a position is released in the mini-bid process to pre-qualified vendors. However no, a fixed rate if required in response to mini-bids for pre-qualified vendors.

- 227.** Will Information Technology Staff Augmentation Requests be sent to all awarded firms?

A227) Yes, resource requests will be sent to all vendors awarded a pre-qualification vendor agreement contract per the specific categories. For example, the Business Analyst category may have a different number of awarded vendors compared to the Project Manager category.

- 228.** Could the Lottery please clarify whether the submission should be made via the portal or physically?

A228) Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed or either in person or by courier, or in facsimile form by faxing to the Purchasing Division to fax numbered listed.

- 229.** Are electronic signatures allowed?

A229) Yes.

- 230.** Is the certificate of Insurance required with the response?

A230) Vendors should provide to expedite bid evaluation, required upon request and prior to Contract Award.

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- 231.** Do vendors have to provide references within their response? If yes, how many?
A231) Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement. Section 3.2.3 requires the documentation to include information on the entity, company or business to whom the individual was supplied and provide contact information for that entity.
- 232.** Could the Lottery please clarify if it is required to provide resumes of the Key personnel? If yes, is there a page limit for the resumes?
A232) No, it is not required to provide resumes of Key personnel. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.
- 233.** Could the Lottery please confirm the required forms that must be submitted with the proposal?
A233) Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.
- 234.** Could the Lottery please provide clarification on the appropriate section within the response where vendors should include the forms?
A234) Please include any and all required forms with your bid response. Please read the RFQ Bid Documents thoroughly starting with page-4 INSTRUCTIONS to VENDORS SUBMITTING BIDS, also see page-25 Section 3. VENDOR QUALIFICATIONS.
- 235.** Could the Lottery please confirm that vendors can fill out proposal forms electronically?
A235) Yes.
- 236.** Is it necessary to have licenses to do business in Virginia at the time of the submission or is required post-award?
A236) West Virginia Lottery cannot speak to the State of Virginia business license requirements. However in the State of West Virginia licenses to do business is not required when submitting bids, is required upon request and prior to award.

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- 237.** Does the Lottery accept remote resources to work on this engagement?
A237) Local candidates are not required. Some positions will require fractional or full time onsite work. Travel expenses are not paid. There is no set or anticipated number of remote, hybrid or onsite resources that will be released.
- 238.** Does the Lottery accept offshore resources to work on this engagement?
A238) Offshore resources will not be accepted.
- 239.** Does the Lottery prefer on-site resources to execute this engagement?
A239) Local candidates are not required. Some positions will require fractional or full time onsite work. Travel expenses are not paid. There is no set or anticipated number of remote, hybrid or onsite resources that will be released.
- 240.** Is the W-9 necessary with the proposal response?
A240) Not required when submitting bids, is required upon request and prior to award.
- 241.** Is it required to provide the Good Standing Certificate alongside the proposal response?
A241) Not required when submitting bids, is required upon request and prior to award.
- 242.** Could the Lottery please confirm if it is required to send just one original copy of the technical and cost proposal, or if additional copies of the responses are necessary?
A242) One copy, no additional copies required.
- 243.** Could the Lottery please confirm what format should be followed for the proposal response?
A243) No specific format, see section 9. **BID FORMATTING** on page-6.
- 244.** Are firms required to answer the subsections in Section 4 Mandatory Contract Items and Deliverables as the proposal response?
A244) No
- 245.** Under section 6 Bid Submission it states 'Vendors can submit bids electronically through wvOASIS' and further in the document on page 5 it states 'For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in wvOASIS.'- Kindly clarify how are firms supposed to submit a response to this prequalification solicitation.
A245) To clarify this solicitation is an RFQ not RFP. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed or either in person or by courier, or in facsimile form by faxing to the Purchasing Division. Please read RFQ thoroughly and carefully. "Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS", please contact the Purchasing Division Buyer listed.

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- 246.** Under section 3.2 it states "Vendor shall provide these services for each classification for bid by providing documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. "Can firms pick three different classifications instead of showing 3 persons from the same classification?"

A246) Vendors are required to provide three (3) references where resources have been placed for each category bid upon. For example, if a vendor bids on all categories, three (3) references would be required for 12 categories, for a total of 36. Each category is treated separately. It is not required to bid on all 12 categories. Resources submitted to meet the qualification may be the same resource placed at different entities, different resources placed at the same entity, or a combination. A single resource will not be considered as serving in more than one capacity during overlapping periods of service at one specific entity, company or business.

- 247.** Do firms have to provide key personnel resumes in their response? If yes, then please specify in which section.

A247) No, it is not required to provide resumes of Key personnel. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.

- 248.** Do firms have to provide their staffing approach in the response? If yes, then please specify in which section.

A248) No, firms are not required to provide their staffing approach in the response.

- 249.** Please confirm if firms have to submit technical response and price proposal as two different attachments or in the same attachment on the WV Oasis portal.

A249) As one attachment is sufficient

- 250.** What information should vendors add in the Respond to line section in the portal?

A250) We do not understand the question or where that specific line in question is.

- 251.** Is it mandatory for bidding firms to provide a discount?

A251) No.

- 252.** Is this a new contract? If not, request you to please provide a list of incumbents.

A252) There are none, this is a new initiative.

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253. What is the budget of this contract?

A253) This information is not for bidding purposes, neither the Purchasing Division nor the Lottery can disclose this information to the bidders at any time prior to the conclusion of the procurement process.

254. How many vendors does the agency intend to award?

A254) No anticipated number of awards or vendors, this will be a Multiple-Award Contract where Contracts will be awarded only to prequalified vendors.

255. Do we need to provide sample resumes in the proposal response?

A255) No, it is not required to provide resumes of Key personnel. Per section 3.2 Vendors shall provide documentation to indicate they have provided staffing of at least three (3) individuals within the past five (5) years for any classification listed in section 4.2 below. Section 3.2.1 stipulates the documentation must include information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 4. A resume meets this requirement. Resumes provided as evidence of compliance with requirements must be submitted for actual resources successfully placed at an entity, company or business. Sample resumes do not meet the requirement.