



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 @ 6

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General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 1453543

SO Doc Code: CRFQ

Procurement Type: Statewide MA (Open End)

SO Dept: 0212

Vendor ID: VS0000037633

SO Doc ID: SWC2400000006

Legal Name: InstantServe LLC

Published Date: 7/11/24

Alias/DBA:

Close Date: 7/16/24

Total Bid: \$0.00

Close Time: 13:30

Response Date: 07/16/2024

Status: Closed

Response Time: 12:11

Solicitation Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES

Responded By User ID: InstantServe

Total of Header Attachments: 6

First Name: Simratpal

Total of All Attachments: 6

Last Name: Khela

Email: govt@iserveworld.com

Phone: 215-709-0250



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: 1453543
Solicitation Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES
Proc Type: Statewide MA (Open End)

Solicitation Closes	Solicitation Response	Version
2024-07-16 13:30	SR 0212 ESR07162400000000432	1

VENDOR
VS0000037633
InstantServe LLC

Solicitation Number: CRFQ 0212 SWC2400000006
Total Bid: 0
Response Date: 2024-07-16
Response Time: 12:11:32
Comments:

FOR INFORMATION CONTACT THE BUYER
Mark A Atkins
(304) 558-2307
mark.a.atkins@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 EMPLOYEE STAFFING SERVICES	0.00000	HOUR	1.000000	0.00

Comm Code	Manufacturer	Specification	Model #
80111600			

Commodity Line Comments:

Extended Description:

TEMPORARY EMPLOYEE STAFFING SERVICES:
 Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.
 If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.



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: 1453543			Reason for Modification:
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-01	2024-07-16 13:30	CRFQ 0212 SWC2400000006	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000037633
Vendor Name : InstantServe LLC
Address :
Street :175 Strafford Avenue, Suite one # 907, Wayne, PA 19087
City : Wayne
State : PA **Country :** USA **Zip :**19087
Principal Contact : Simratpal K Khela
Vendor Contact Phone:(267)369-1433 **Extension:** 8007

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor
Signature X

Simratpal K. Khela

FEIN# 81-1087691

DATE 07/10/2024

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

ADDITIONAL INFORMATION
The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.
Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City US	No City US
WV	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:
TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

	Document Phase	Document Description	Page 3
SWC2400000006	Draft	STATEWIDE CONTRACT - TEMPORARY STAFFING SERVICES	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

STATEWIDE COVERAGE:

Each Job Classification submitted will
be required for vendor to provide in all 55
counties throughout the State of West Virginia.

REQUEST FOR QUOTATION

CRFQ SWC2400000006

(CMA TEMP24)

Temporary Staffing Services

EXHIBIT_A

Classification	Worker Pay Rate	Withholding Rate	Overhead Rate	Total Rate*
Accounting Technician 2	\$ 31.00	\$ 3.72	\$ 8.68	\$ 43.40
Administrative Services Assistant 1	\$ 26.00	\$ 3.12	\$ 7.28	\$ 36.40
Administrative Services Assistant 2	\$ 29.00	\$ 3.48	\$ 8.12	\$ 40.60
Cook	\$ 24.00	\$ 2.88	\$ 6.72	\$ 33.60
Custodian	\$ 26.00	\$ 3.12	\$ 7.28	\$ 36.40
Data Entry Operator2	\$ 21.00	\$ 2.52	\$ 5.88	\$ 29.40
Executive Secretary	\$ 29.00	\$ 3.48	\$ 8.12	\$ 40.60
Groundskeeper	\$ 19.00	\$ 2.28	\$ 5.32	\$ 26.60
Health Service Worker	\$ 28.00	\$ 3.36	\$ 7.84	\$ 39.20
Laboratroy Assistant 3	\$ 32.00	\$ 3.84	\$ 8.96	\$ 44.80
Laborer	\$ 16.00	\$ 1.92	\$ 4.48	\$ 22.40
Mail Runner	\$ 18.00	\$ 2.16	\$ 5.04	\$ 25.20
Office Assistant 2	\$ 24.00	\$ 2.88	\$ 6.72	\$ 33.60
Office Assistant 3	\$ 27.00	\$ 3.24	\$ 7.56	\$ 37.80
Paralegal	\$ 31.00	\$ 3.72	\$ 8.68	\$ 43.40
Parking Attendant	\$ 21.00	\$ 2.52	\$ 5.88	\$ 29.40
Word Processor	\$ 20.00	\$ 2.40	\$ 5.60	\$ 28.00

* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: _____ InstantServe, LLC.
 Contact Person: _____ Simratpal K. Khela
 Phone #: _____ (267) 369-1433 ext-8007
 Fax #: _____ (215) 392-8709
 Email: _____ govt@iserveworld.com ; simrat.k@iserveworld.com _____
 Signature: Simratpal K. Khela

Date: July 15 2024

STATEWIDE

Please type or write Legibly



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: 1453543			Reason for Modification: ADDENDUM_1
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-08	2024-07-16 13:30	CRFQ 0212 SWC2400000006	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000037633
Vendor Name : InstantServe LLC
Address :
Street : 175 Strafford Avenue, Suite one # 907
City : Wayne
State : PA **Country :** USA **Zip :** 19087
Principal Contact : Simratpal K Khela
Vendor Contact Phone: (267)369-1433 **Extension:** 8007

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor Signature X *Simratpal K. Khela* FEIN# 81-1087691 DATE 07/10/2024

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

ADDITIONAL INFORMATION

ADDENDUM_1 is issued for the following:

1.To publish the Purchasing Division's response to the questions submitted by Vendors during the Technical Questioning period.

No other changes made.

The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.

Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
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Extended Description:

TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

SOLICITATION NUMBER: CRFQ 0212 SWC2400000006

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2400000006 ("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:

1. To publish the Purchasing Division's response to the questions submitted by Vendors during the Technical Questioning period.

No other changes made.

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.

Question #1:	Please share the incumbent vendors and their pricing.
Response #1:	Please see Specification Section 1: PURPOSE AND SCOPE. A link to all the current contracts is available.
Question #2:	Is there any challenge fulfilling the needs with the existing contracts for related services or any specific improvements you are looking for?
Response #2:	Not a technical question. Current contracts will expire and have no remaining renewals.
Question #3:	Is there any preference for local vendor?
Response #3:	Please see items: 15, and 15A, of the Instructions to Vendors Submitting Bids document.
Question #4:	What is the exact work location and the working hours?
Response #4:	Vendor must provide workers across the entire state of WV per Specification 1 Purpose and Scope.
Question #5:	What are the overtime terms and orientation process if required for any role.
Response #5:	See Specification Section 4.1.2 Overtime, Holiday Pay, and PTO.
Question #6	Please share type of background check and drug test required.
Response #6:	<p>Please see Specification Section 4.1.7.2 & Section 4.1.8.1.1 which states: Agency will provide the type of drug testing required when requesting a temporary worker AND When a background check is required, the agency shall specify the requirements on the request form to the vendor.</p> <p>Additional information on Background Checks is provided in the General Terms & Conditions document Item #40.</p>

Question #7:	Will there be a kick-off meeting one the contract is awarded?
Response #7:	No.

Question #8:	Are questions asked here or Online?
Response #8:	See Item 4 Vendor Question Deadline in the Instructions to Vendors Submitting Bids document.
Question #9:	Exhibit A... what does Withholding rate mean in column 3? Is it our payroll taxes incurred + margins etc.
Response #9:	Per Specification Section 2.5 which states: "Withholding Rate" means any fee, tax or other sum of money required to be withheld from an employee's paycheck by federal, state, county, or municipal governing bodies.
Question #10:	Can we give all details in Exhibit A, state wise rates? The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents. Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.
Response 10:	Do not understand the question. The Exhibit A Pricing Page is for Temporary Workers to be provided to any state agency in WV using the contract. The hourly rate an agency will pay is the Total Rate provided for the worker classification requested in vendors bid submittal. Failure to complete the Exhibit A Pricing Page for each job classification bid may result in bid disqualification. For further clarification, please see Specification Section 5.2 Pricing Page.
Question #11:	What is the annual budget of the contract?

Response #11:	The State does not share budget information. However, per Specification Section 1 Purpose and Scope Subsection 1.1 NOTE: Due to the numerous and varied end users of this contract, the Purchasing Division cannot provide the actual spending amounts from the previous contracts. The State estimates yearly spending amounts to be more than one (1) million dollars per calendar year for all classifications requested in this RFQ. Estimated spend is for reference only and no future spending or usage is guaranteed.
Question #12:	How many vendors would be awarded?
Response #12:	See Specification Section 5.1 Contract Award: The Contract is intended to provide State Agency's with a purchase price for the Contract Services listed in the RFQ. The Contract award may be limited to the three (3) lowest bidders meeting the specifications in each of the job classifications. The lowest responsible bidder for a classification will receive the #1 ranking, the second lowest responsible bidder for a classification will receive the #2 ranking, and the third lowest responsible bidder for a classification will receive the #3 ranking. Agencies will begin orders by contacting the #1 ranked vendor. If the vendor is unable to provide the worker at request, then the agency will move to the next ranking until the position is filled. Under this scenario, it will be possible for a Vendor to be awarded a contract for only a portion of the temporary positions they bid on. The number of awarded contracts will be issued according to the best interest of the State.
Question #13:	Is this bid refresh? If yes, Can you share details from where we can get old proposal details?
Response #13:	Per Specification Section 1 Purpose and Scope: This solicitation is intended to replace the expiring Statewide Contract for Temporary Workers (TEMP21) expiring 07/14/2024. The TEMP21 (21A thru 21I) contracts can be viewed on the Purchasing Division's Statewide Contracts page at: http://www.state.wv.us/admin/purchase/swc/TEMP.htm
Question #14:	Is this a re-compete RFP? If yes, Could you please share the name of Current Suppliers (who are currently providing services to Agency)?
Response #14:	See Response #1.

Question #15:	Could you please share current Supplier's pricing and Proposals?
Response #15:	See Response #1.
Question #16:	When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?
Response #16:	See Response #11.
Question #17:	How many resources are currently engaged in the current contract?
Response #17:	See Response #1.
Question #18:	Can you please share the no. of positions served in previous years under this contract?
Response #18:	No information available.
Question #19:	Can you please share the amount of business each vendor did under this contract in previous years?
Response #19:	The State does not have usage reports for the previous contracts. New contracts will mandate quarterly usage reports per Specification Section 4.1.13 Reports.

	See Specification Section 1 Purpose and Scope Subsection 1.1 NOTE: Due to the numerous and varied end users of this contract, the Purchasing Division cannot provide the actual spending amounts from the previous contracts. The State estimates yearly spending amounts to be more than one (1) million dollars per calendar year for all classifications requested in this RFQ. Estimated spend is for reference only and no future spending or usage is guaranteed.
Question #20:	Is there any local preference for this contract?
Response #20:	See Response #3.
Question #21:	What will be the estimated annual budget for this project?
Response #21:	See Response #11.
Question #22:	Would you be accepting references from public as well as commercial entities?
Response #22:	No.
Question #23:	Is sub-contracting required for this contract?
Response #23:	No.

Question #24	How many vendors agency is planning to select?
Response #24:	See Response #12.
Question #25:	Is there any Performance Bond for this contract?
Response #25:	No.
Question #26:	We could not find any Proposal format in the CRFQ. Is there any specific format in which the vendors should prepare their proposals for submission?
Response #26:	Please refer to the “Instructions to Vendors Submitting Bids” document for bid submission guidance.
Question #27:	Could you please list the mandatory attachments we are required to submit?
Response #27:	All documents or information required to be submitted with the bid are identified in the solicitation documents. Please refer to item #22 “WITH THE BID REQUIREMENTS” located in the Instruction to Bidders document for additional information.
Question #28:	Please confirm if Exhibit B is a required form at the time of submission. If yes, can we disregard the signature of the Temporary Worker in it?
Response #28:	Exhibit_B is optional for agencies to submit at time of worker request. This is not required with bid submission.

Question #29:	Please confirm if Appendix A (Page 81) of the CRFQ is to be submitted?
Response #29:	This should be submitted with bid but will be required prior to award.
Question #30:	Will the response to this CRFQ be evaluated by the lowest pricing to the given Job Classifications? Please provide the evaluation criteria for evaluating the bids for this CRFQ.
Response #30:	See Specification Section 5.
Question #31	Please provide us with an estimated NTE budget allocated for this contract.
Response #31:	The State does not share budget information.
Question #32:	What is the tentative start date of this engagement?
Response #32:	The current contracts expire 7/14/2024 and the State anticipates awarding contracts expeditiously .
Question #33:	What is the work location of the proposed candidates?

Response #33:	Vendor will be required to provide temporary workers for all positions provided in their bid submittal for the entire State of WV.
Question #34:	Is this a new contract or a recompetete?
Response #34:	See Specification Section 1.
Question #35:	Are the incumbents eligible to submit the proposal again?
Response #35:	Yes.
Question #36:	Are there any pain points or issues with the current vendor(s)?
Response #36:	Not a technical Question.
Question #37:	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
Response #37:	No.

Question #38:	How many positions were used in the previous contract?
Response #38:	See Response #19.
Question #39:	How many positions will be required per year or throughout the contract term?
Response #39:	Vendor will be required to place all workers for the positions submitted in their bid. This is an at-need contract and anticipated usage is not available.
Question #40:	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?
Response #40:	Approval of temporary workers and their qualification will be at the sole discretion of the agency.
Question #41:	Can we provide hourly rate ranges in the price proposal?
Response #41:	Pricing is fixed. See Specification 4.1.3 Fee Adjustment and Item #13 of the General Terms and Conditions for further clarification.
Question #42:	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?
Response #42:	It is anticipated all work will be done onsite. However, the requesting agency will provide all necessary instructions at time of request.

Question #43:	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?
Response #43:	No. Resumes will not be required or accepted with bids.
Question #44:	Could you please provide the list of holidays?
Response #44:	See Specification Section 4.1.2.5 WV Code §2-2-1 specifies State holidays. You may review these at: https://law.justia.com/codes/west-virginia/2011/chapter02/article2/2-2-1/
Question #45:	Are there any mandated Paid Time Off, Vacation, etc.?
Response #45:	See Specification Section 4.1.2 Overtime, Holiday Pay and PTO.
Question #46:	Is this a new contract or renewal of an existing contract?
Response #46:	See Specification Section 1 Purpose and Scope.
Question #47:	If there is an existing contract, could you please share the names of the current vendors and their pricing?

Response #47:	See Response #1.
Question #48:	In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?
Response #48:	No. But any position bid will be required for the entire State of WV. Please see Specification Section 5 Contract Award for further clarification.
Question #49:	What is the estimated budget for this contract?
Response #49:	The State does not share budget information.
Question #50:	Is it mandatory to subcontract?
Response #50:	No.
Question #51:	Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?
Response #51:	This is an at-need contract and the using agencies will provide all the requirements in the worker request form. See Specification Section 4.1.15 Agency Ordering Procedures for further clarification.

Question #52:	Is it mandatory to bid on all positions?
Response #52:	See Response #48.
Question #53:	Will the state be giving more preference to the vendors who will bid on all positions?
Response #53:	See Response #3.
Question #54:	Is it mandatory to have local offices where the services needed?
Response #54:	No. However it is recommended that vendors carefully read Specification Section 4.1.15 Requirements.
Question #55:	Is it mandatory to have physical office in West Virginia?
Response #55:	See Response #54.
Question #56:	Could you please share the content needed to be submitted with the proposal?
Response #56:	Please refer to the “Instructions to Vendors Submitting Bids” document for bid submission guidance.

Question #57:	Do we need to provide vendor's client references with the proposal? Please confirm.
Response #57:	No, references will not be accepted.
Question #58:	Can we provide commercial client references? Please confirm.
Response #58:	No, references will not be accepted.
Question #59:	Can we provide mix of government and commercial references? Please confirm.
Response #59:	No, references will not be accepted.
Question #60:	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.
Response #60:	See Response #51.
Question #61:	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?

Response #61:	No VMS will be utilized.
Question #62:	Can you confirm whether requisitions/task orders under the resulting contract will be sent to all selected vendors?
Response #62:	See Response #51.
Question #63:	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?
Response #63:	See Response #51 and Specification Section 5 Contract Award.
Question #64:	What will be the contract start date?
Response #64:	See Response #32.
Question #65:	How many resources are currently engaged in the current contract?
Response #65:	See Response #1.

Question #66:	Can you please share the no. of positions served in previous years under this contract?
Response #66:	No information available, see Specification 1.
Question #67:	What will be the estimated annual budget for this project?
Response #67:	State does not disclose budgeting.
Question #68:	Is sub-contracting required for this contract?
Response #68:	No.
Question #69:	Please confirm the sub- contracting goal that can full fill the requirement?
Response #69:	N/A
Question #70:	How many staff requirement for each position mentioned in the RFP we can expect under this contract throughout the given term?
Response #70:	Agencies request at time of need.

Question #71:	What would be the shift timings for the given positions?
Response #71:	Agencies will give requirements at time of request/need.
Question #72:	Can you please confirm the most commonly filled positions of this contract?
Response #72:	Information not available. Vendor will be required to fill all positions submitted in their bid.
Question #73:	What would be the estimated hours per week for given positions?
Response #73:	Agencies will give requirements at time of request/need.
Question #74:	Could you please share the year wise spend of the contract?
Response #74:	See Response #1.
Question #75:	Can the state please provide the following information around usage for the previous 3 years: Historical usage (hours) by labor category Contracted staff hours by year

	Contracted rates by labor category List of state facilities that have utilized temporary staff and number of FTE's
Response #75:	Information not available. See Response 1.
Question #76:	Please provide a current breakdown of contracted staff working on full-time assignments vs per diem.
Response #76:	See Response #75.
Question #77:	What is the standard assignment length for a temporary worker?
Response #77:	Staffing needs are determined by each agency using the contract. The State permits delivery orders from each agency to last up to one year. If the agency determines the staffing need to continue, then a new delivery order will be created for up to the one-year term limit following the delivery order guidelines established in the contract.
Question #78:	What is the state's process if the (3) selected vendors are unable to fulfil a request for temporary staff?
Response #78:	See Response #51 and Specification Section 5 Contract Award.
Question #79:	Can vendors propose exceptions or redlines to contract terms? If so, when are negotiations to take place?

Response #79:	See Item #11 in the Instructions to Vendors Submitting Bids document carefully as exceptions may result in bid disqualification.
Question #80:	Will vendors face any penalties for the inability to deliver on temporary staffing request?
Response #80:	See Specification Section 10 Vendor Default and Item 19 Cancellation in the General Terms and Conditions.
Question #81:	What is the standard work week? i.e. Sunday – Saturday
Response #81:	Need will vary by Agency. Agencies will identify the workweek needed for the temporary worker at time of request.
Question #82:	Can the state please confirm the documents required to be submitted for a compliant proposal?
Response #82:	See Response #27.
Question #83:	What is the anticipated annual and total spend for this contract?
Response #83:	See Response #1.

Question #84:	What is the number of requirements expected per year?
Response #84:	Staffing needs are determined by each agency using the contract.
Question #85:	What is the average duration of assignment of temporary employees?
Response #85:	Staffing needs are determined by each agency using the contract. The State permits delivery orders from each agency to last up to one year. If the agency determines the staffing need to continue, then a new delivery order will be created for up to the one-year term limit following the delivery order guidelines established in the contract.
Question #86:	Could you please provide the list of holidays?
Response #86:	See Specification Section 4.1.2.5 WV Code §2-2-1 specifies State holidays. You may review these at: https://law.justia.com/codes/west-virginia/2011/chapter02/article2/2-2-1/
Question #87:	Are there any mandated Paid Time Off, Vacation, etc.?
Response #87:	See Specification Section 4.1.2 Overtime, Holiday Pay and PTO.
Question #88:	What are the typical working hours?

Response #88:	Staffing needs are determined by each agency using the contract.
Question #89:	How many incumbents are going to be hired from each position?
Response #89:	Talent will not be transitioned. Delivery orders are valid up to a maximum of one year from the start date of the temporary worker. At the end of the delivery order term, the agency will be required to issue a new delivery order if the staffing need continues to exist.
Question #90:	How many suppliers does the Purchasing Division intend to award?
Response #90:	See Specification Section 1 Contract Award.
Question #90:	What is the tentative start date of this engagement?
Response #90:	See Response #32.
Question #91:	When does the Purchasing Division anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?
Response #91:	Not a technical question.

Question #92:	Can you please share the amount of business each vendor did under this contract in previous years?
Response #92:	Information not available. See Specification Section 1.
Question #93:	Please confirm if we need to include the entire CRFQ document with the bid response.
Response #93:	See Response #27.
Question #94:	What are the strengths and weaknesses of your current program?
Response #94:	Not a technical question.
Question #95:	What does the Purchasing Division mean by "Withholding Rate" in Exhibit A Pricing Page? Is it mandatory to include the Withholding Rate?
Response #95:	See Response #9. Also, Per Specification 5.2 "...A vendor must complete the hourly rate paid to the Temporary Worker (Worker Pay rate), Withholding, and Overhead rates".
Question #96:	Does the Purchasing Division require anything else as a part of the bid response apart from CRFQ Form, Exhibit A Pricing Page, Page 23 of the CRFQ?
Response #96:	See Response #27.

Question #97:	Please confirm that submission of bid through wvOASIS shall suffice and does not further require hardcopy submission.
Response #97:	See Item #6 of the Instructions to Vendors document.
Question #98:	Is there any goal for this RFP? If yes, please provide the goal percentage.
Response #98:	No.
Question #99:	Please confirm if we need to provide the Certificate of Insurance after the award.
Response #99:	Yes, the Insurance Certificate should submit with bid but will be required prior to award.
Question #100:	Please confirm that "EXHIBIT_B Temporary Worker Request Form is not required with the bid response.
Response #100:	See Response #28.
Question #101:	Please provide a checklist for the items that need to be submitted with the bid response.

Response #101:	The State does not provide checklists.
Question #102:	Could you please clarify whether you require the candidate's resume to be submitted within 48 hours, or if you need the candidate to join within 48 hours?
Response #102:	Per Specification 4.1.8.2.1 resumes are not required in this solicitation.
Question #103:	If the candidate needs to join within 48 hours, would you be willing to accommodate conditional background checks, allowing the resource to start the assignment while the remaining checks are completed?
Response #103:	See Response #6. Also, per Specification 4.1.8.1.2 the State will not accept letters of attestation in lieu of actual background check result.
Question #104:	Do the vendor need to submit the bid online or bids should be hand delivered/facsimiled.
Response #104:	Online, hand delivery, mail, and facsimile are all acceptable. Emailing of bids is strictly PROHIBITED. Please see Item #6 Bid Submission section in the Instructions to Vendors Submitting Bids document for further instructions.
Question #105:	Does the vendor need to submit only the Exhibit A to be responsive to this bid?
Response #105:	See Response #27.

Question #106:	Do the vendor need to submit any responses along with the bid?
Response #106:	See Response #27.
Question #107:	Do we need to submit our response via portal? Please confirm.
Response #107:	See Response #104.
Question #108:	Is it mandatory to submit the response via hardcopy? Please confirm.
Response #108:	No. See Response #104.
Question #109:	Do we need to submit our proposal via both portal and hardcopy? Please confirm.
Response #109:	No. One format is sufficient. See Response #104.
Question #110:	Could the state please confirm if vendors are allowed to submit their proposals through wvOASIS? If so, could you kindly clarify where should responses be attached?
Response #110:	See Response #104. The State does not have any guidance on how a vendor should attach bid documents. Vendor should contact wvOasis helpdesk for any assistance needed.

Question #111:	Under section 6. Bid Submission, it states: " Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below whether in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below." However, it states later on: "For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in wvOASIS." Could the State kindly confirm this is not an RFP and firms are allowed to submit their bids via wvOASIS?
Response #111:	This is not an RFP. wvOasis submission is permitted.
Question #112:	Under section 8. Addendum Acknowledgement, it states: "Vendor should acknowledge the receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgement Form." Could the State kindly clarify where should vendors attach/upload this form? Under section 8. Addendum Acknowledgement, it states: "Vendor should acknowledge the receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgement Form." Could the State kindly clarify where can vendors find this form?
Response #112:	Addendum Acknowledgement forms will be provided with each addendum published. One is provided with this document.
Question #113:	In the event that firms are allowed to submit bids through wvOASIS, could the State please confirm if the pricing sheet should be uploaded in Excel format?
Response #113:	Pricing sheet must accompany bid. Excel and PDF are acceptable formats.
Question #114:	Could the State kindly confirm if in order to be responsive firms are required to submit only the following document: Pricing sheet (CRFQ 0212 SWC2400000006 EXHIBIT_A PRICING PAGE - Statewide)?

Response #114:	See Response #27.
Question #115:	Under section 4. MANDATORY REQUIREMENTS, it states: "4.1.9 HIPAA Business Associate Addendum: 4.1.9.1 The HIPAA requirements are attached as Exhibit_E. This must be signed by the Vendors and returned prior to issuance of any Contract." Could the State confirm if firms must submit this Exhibit along with the bid? If so, where should vendors attach/upload this document?
Response #115:	
Question #116:	Could the State please confirm if the Total Rate is the billing rate (all inclusive rate)?
Response #116:	Yes, Total Rate is the billing rate to the agency.
Question #117:	Could the State please confirm if firms are required to provide references? Could the State please confirm if in the event firms are required to provide references, are firms allowed to provide commercial references? Could the State please confirm if in the event firms are required to provide references, are firms allowed to provide references from on-going engagements?
Response #117:	See Specification Section 4.1.8 which requires references to be provided if the agency requests them. References and resumes will not be accepted with this solicitation.
Question #118:	Could the State kindly confirm if firms will be required to prove their experience after the award of contract?
Response #118:	Not required.

Question #119:	Could the State kindly confirm if firms will be required to provide references after the award of contract?
Response #119:	See Response #117.
Question #120:	Is the State looking for firms to recruit the requested positions or for firms to provide in-house personnel to perform the services?
Response #120:	The vendor is required to provide the temporary worker submitted in their bid response. The State is only interested in the vendor providing the worker requested for the period required.
Question #121:	Is the State looking for firms to recruit the requested positions or for firms to provide in-house personnel to perform the services?
Response #121:	The State is requiring temporary workers to fill vacant positions at time of need.
Question #122:	Is the State looking for staffing services?
Response #122:	See Response #120 & #121. The State strongly encourages the vendor community to read the entire solicitation documents before submitting any proposal to the State.
Question #123:	Could the State please confirm if firms are required to provide information about the key personnel (staff managing the State's account)? If so, are firms required to provide resumes?

Response #123:	See Response #117.
Question #124:	If the State has had past vendors/incumbents, is there any challenge the State has faced? Are there any improvements the State is looking for in terms of performance?
Response #124:	Not a technical question.
Question #125:	How many positions has your organization requested in the last 3 years?
Response #125:	Information not available. See Specification Section 1.
Question #126:	Will candidates work on-site? Can candidates work remotely for any of the positions requested? Can candidates work off-shore for any of the positions requested?
Response #126:	See Response #42.
Question #127:	Is any information about conversion to full-time employees requested under this solicitation?
Response #127:	See Specification Section 4.1.19.

Question #128:	If firms are subcontracting, could the State please clarify if any information about the subcontractor if necessary? If so, where should it be attached/uploaded?
Response #128:	The State will only contract with the successful bidder for each job classification based upon the award criteria. As such, the State can only be billed and pay the contract holder.
Question #129:	In the event that firms are presenting a candidate and this candidate is unavailable at the time of award/request, could the State please confirm if firms are allowed to replace it with an equally or better qualified candidate?
Response #129:	See Specification Section 4.1.15 Agency Ordering Procedures.
Question #130:	In the event that firms are required to showcase experience, are firms allowed to showcase subcontractor's experience and be responsive? Could the State please confirm if firms are allowed to meet the mandatory requirements through a subcontractor?
Response #130:	See Response #117 and #128.
Question #131:	Section, Registration "Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable"? Could the State please clarify if this section is post-award?
Response #131:	As stated, this is required prior to award.
Question #132:	Is it necessary to have licenses to do business in West Virginia at the time of the submission or is required post-award?

Response #132:	All requirements to do business with the State will be required prior to award.
Question #133:	Is it required to provide the Good Standing Certificate alongside the proposal response?
Response #133:	See Response #132.
Question #134:	Could the State kindly provide information regarding the anticipated form in which task orders will be released, specifying whether it will be through email, portal, or any other designated method?
Response #134:	The State anticipates most orders placed via email, however the agency requesting the temporary worker will may contact the vendor by email, phone or fax.
Question #135:	Could the State kindly clarify the exact number of attached files needed for the response?
Response #135:	See Response #27 and #104.
Question #136:	Are there scores for the evaluation criteria? If yes, could you please disclose it?
Response #136:	Per Specification Section 5 the evaluation will be based on lowest responsible bidder per job classification.

Question #137:	Are electronic signatures allowed?
Response #137:	
Question #138:	What is the estimated budget for the contract?
Response #138:	The State does not disclose budget information.
Question #139:	Could the State please confirm the required forms that must be submitted with the proposal?
Response #139:	See Response #135.
Question #140:	Could the State please grant an extension on the due date?
Response #140:	No.
Question #141:	Is the W-9 necessary with the proposal response?
Response #141:	No.

Question #142:	Could the State please clarify the number of copies vendors need to send, considering this is a physical submission? Could the State please clarify the number of envelopes vendors are required to send?
Response #142:	Copies are not requested. Also see Response #26. And read the Instructions to Vendors Submitting Bids section for further clarification.
Question #143:	Could the State please clarify whether vendors are required to submit an electronic copy in addition to the hard copy? If yes, can the electronic copy be provided by USB?
Response #143:	See Response #26, #27, & #142. Also see Item #18 of the Instructions to Vendors Submitting Bids document for electronic file access requirements.
Question #144:	Could the State please clarify if the first page of the RFP is required to be completed and provided alongside the proposal response? If yes, in which section must be included?
Response #144:	See Response #26, #27, & #142.
Question #145:	Could the State kindly clarify if there is a mandatory goal for Small, Women-Owned, or Minority-Owned Businesses?
Response #145:	Not a technical question.
Question #146:	In case firms are submitting confidential information in the response, is it required to provide a redacted version?

Response #146:	See Instructions to Vendors Submitting Bids Item #21 and General Terms & Conditions Item #31 for information on confidential submissions.
Question #147:	Can the State kindly clarify if the section "General Terms and Conditions" is required to be signed and provided alongside the proposal response?
Response #147:	See Response #26, #27, & #142. Also, please refer to the Instructions to Vendors Submitting Bids Item #22 for instructions on “with bid” requirements.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2400000006

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

InstantServe LLC

Company

Authorized Signature

07/10/2024

Date

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



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: 1453543			Reason for Modification: ADDENDUM_2
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-11	2024-07-16 13:30	CRFQ 0212 SWC2400000006	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 : InstantServe LLC

Address :

Street : 175 Strafford Avenue, Suite one # 907

City : Wayne

State : PA **Country :** USA **Zip :** 19087

Principal Contact : Simratpal K Khela

Vendor Contact Phone: (267)369-1433 **Extension:** 8007

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor Signature X *Simratpal K. Khela* **FEIN#** 81-1087691 **DATE** 07/12/2024

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

ADDITIONAL INFORMATION
ADDENDUM_2 is issued for the following: 1. To publish additional information to the Purchasing Division's responses provided in Addendum_1. No Other Changes. ----- The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents. Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:
TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

SOLICITATION NUMBER: CRFQ 0212 SWC2400000006

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2400000006 ("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: To publish additional information previously provided in Addendum_1.

Description of Modification to Solicitation:

1. To publish additional information to the Purchasing Division's responses provided in Addendum_1.

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.

Question #29:	Please confirm if Appendix A (Page 81) of the CRFQ is to be submitted?
Response #29:	This <u>should</u> be submitted <u>with bid</u> but <u>will be required</u> prior to award. Appendix A is Not required with bid response. Will be required prior to any contract award. However, by providing Appendix A with bid could expedite awarding of contracts.
Question #99:	Please confirm if we need to provide the Certificate of Insurance after the award.
Response #99:	Insurance Certificate <u>should be</u> submitted with bid but <u>will be required</u> prior to award. Not required with bid response but is required prior to contract award. However, by providing the COI with bid could expedite awarding of contracts.
Question #102:	Could you please clarify whether you require the candidate's resume to be submitted within 48 hours, or if you need the candidate to join within 48 hours?
Response #102:	<p>Per Specification 4.1.8.2.1 resumes are not required in this solicitation. Per Specification 4.1.15.2.3 Vendors are required to inform the requesting agency if they can provide the temporary worker in the time specified by the agency. This is not for placement of the worker in a 48-hour time period. However, once the vendor has informed the agency that a worker is available, the agency may request a resume or other documentation at that time. See Specification 4.1.15.5 for further information on agency request.</p> <p>If an agency has a need for a temporary worker <u>to be placed</u> within the first 48-hour period, they would then request an <u>emergency placement</u> under specification 4.1.15.3 which requires the vendor to expedite their response to the agency indicating their ability to fill the emergency need or issue a waiver to the agency for the next vendor to be contacted.</p>
Question #137:	Are electronic signatures allowed?
Response #137:	Yes.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2400000006

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
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<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

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

InstantServe LLC

Company

Authorized Signature

07/12/2024

Date

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



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: 1453543			Reason for Modification: ADDENDUM_2
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-11	2024-07-16 13:30	CRFQ 0212 SWC2400000006	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 : InstantServe LLC
Address :
Street : 175 Strafford Avenue, Suite one # 907, Wayne, PA 19087
City : Wayne
State : PA **Country :** USA **Zip :** 19087
Principal Contact : Simratpal K khela
Vendor Contact Phone: (267)369-1433 **Extension:** 8007

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor
Signature X *Simratpal K. Khela*

FEIN# 81-1087691

DATE 07/12/2024

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

ADDITIONAL INFORMATION

ADDENDUM_2 is issued for the following:

1. To publish additional information to the Purchasing Division's responses provided in Addendum_1.

No Other Changes.

The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.

Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:
TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

	Document Phase	Document Description	Page 3
SWC2400000006	Final	STATEWIDE CONTRACT - TEMPORARY STAFFING SERVICES	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

STATEWIDE COVERAGE:

Each Job Classification submitted will
be required for vendor to provide in all 55
counties throughout the State of West Virginia.

REQUEST FOR QUOTATION

CRFQ SWC2400000006

(CMA TEMP24)

Temporary Staffing Services

EXHIBIT_A

Classification	Worker Pay Rate	Withholding Rate	Overhead Rate	Total Rate*
Accounting Technician 2	\$ 31.00	\$ 3.72	\$ 8.68	\$ 43.40
Administrative Services Assistant 1	\$ 26.00	\$ 3.12	\$ 7.28	\$ 36.40
Administrative Services Assistant 2	\$ 29.00	\$ 3.48	\$ 8.12	\$ 40.60
Cook	\$ 24.00	\$ 2.88	\$ 6.72	\$ 33.60
Custodian	\$ 26.00	\$ 3.12	\$ 7.28	\$ 36.40
Data Entry Operator2	\$ 21.00	\$ 2.52	\$ 5.88	\$ 29.40
Executive Secretary	\$ 29.00	\$ 3.48	\$ 8.12	\$ 40.60
Groundskeeper	\$ 19.00	\$ 2.28	\$ 5.32	\$ 26.60
Health Service Worker	\$ 28.00	\$ 3.36	\$ 7.84	\$ 39.20
Laboratroy Assistant 3	\$ 32.00	\$ 3.84	\$ 8.96	\$ 44.80
Laborer	\$ 16.00	\$ 1.92	\$ 4.48	\$ 22.40
Mail Runner	\$ 18.00	\$ 2.16	\$ 5.04	\$ 25.20
Office Assistant 2	\$ 24.00	\$ 2.88	\$ 6.72	\$ 33.60
Office Assistant 3	\$ 27.00	\$ 3.24	\$ 7.56	\$ 37.80
Paralegal	\$ 31.00	\$ 3.72	\$ 8.68	\$ 43.40
Parking Attendant	\$ 21.00	\$ 2.52	\$ 5.88	\$ 29.40
Word Processor	\$ 20.00	\$ 2.40	\$ 5.60	\$ 28.00

* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: _____ InstantServe, LLC.
 Contact Person: _____ Simratpal K. Khela
 Phone #: _____ (267) 369-1433 ext-8007
 Fax #: _____ (215) 392-8709
 Email: _____ govt@iserveworld.com ; simrat.k@iserveworld.com _____

Signature: _____ Date: July 15 2024