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Header @ 5

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1475603

Procurement Type: Central Master Agreement

Vendor ID: VS0000047197

Legal Name: AlmrStaffing

Alias/DBA: AlmrStaffing

Total Bid: \$4,989,920.00

Response Date: 10/30/2024

Response Time: 20:31

Responded By User ID: lealand2025

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SO Doc Code: CRFQ

SO Dept: 0511

SO Doc ID: MIS2500000001

Published Date: 10/16/24

Close Date: 10/31/24

Close Time: 13:30

Status: Closed

Solicitation Description: TECHNICAL TEMPORARY STAFFING SERVICES

Total of Header Attachments: 5

Total of All Attachments: 5



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: 1475603
Solicitation Description: TECHNICAL TEMPORARY STAFFING SERVICES
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-10-31 13:30	SR 0511 ESR10302400000003236	1

VENDOR

VS0000047197
AlmrStaffing

Solicitation Number: CRFQ 0511 MIS2500000001

Total Bid: 4989920 Response Date: 2024-10-30 Response Time: 20:31:43

Comments: I do have additional documentation which I will attach. Its 3 files

FOR INFORMATION CONTACT THE BUYER
Crystal G Hustead
(304) 558-2402
crystal.g.hustead@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	Senior Web Application Analyst	2080.0000	HOUR	56.000000	116480.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: Delivery days will be much sooner but for the sake of the contract in the first three months 21 days is a bit safer than saying 72 hours even though we will probably do the 3-5 days turnaround in the beginning. This is reference to all of the roles
Lea Thompson

Extended Description:

4.1.1 Senior Web Application Analyst - quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Senior Web Application Analyst Optional renewal year 1	2080.0000	HOUR	58.000000	120640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

Extended Description:

Senior Web Application Analyst Optional renewal year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior Web Application Analyst Optional renewal year 2	2080.0000	HOUR	56.000000	116480.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

Extended Description:

Senior Web Application Analyst Optional renewal year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Senior Web Application Analyst Optional renewal year 3	2080.0000	HOUR	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

Extended Description:

Senior Web Application Analyst Optional renewal year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Senior Application Oracle Database Administrator	2080.0000	HOUR	63.000000	131040.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 131,040 for 2080

Extended Description:

4.1.2 Senior Application Oracle Database Administrator-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Senior Application Oracle Database Administrator Opt Ren Yr1	2080.0000	HOUR	63.000000	131040.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 131,040 for 2080

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Senior Application Oracle Database Administrator Opt Ren Yr2	2080.0000	HOUR	62.000000	128960.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 128,960 for 2080hr

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior Application Oracle Database Administrator Opt Ren Yr3	2080.0000	HOUR	60.000000	124800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 124,800 for 2080hr

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Senior Application DB2 Database Administrator	2080.0000	HOUR	62.000000	128960.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 128,960 for 2080hr

Extended Description:

4.1.3 Senior Application DB2 Database Administrator-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Senior Application DB2 Database Administrator Opt Ren Yr1	2080.0000	HOUR	62.000000	128960.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 128,960 for 2080hr

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Senior Application DB2 Database Administrator Opt Ren Yr2	2080.0000	HOUR	62.000000	128960.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 128,960 for 2080hr

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior Application DB2 Database Administrator Opt Ren Yr3	2080.0000	HOUR	60.000000	124800.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 124,800 for 2080hrs

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	SQL Server Database Administrator	2080.0000	HOUR	94.000000	195520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 195,520 for 2080 hr

Extended Description:

4.1.4 SQL Server Database Administrator-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	SQL Server Database Administrator Opt Ren Yr 1	2080.0000	HOUR	94.000000	195520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 195,520 for 2080 hrs

Extended Description:

SQL Server Database Administrator Opt Ren Yr 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	SQL Server Database Administrator Opt Ren Yr 2	2080.0000	HOUR	94.000000	195520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

Extended Description:

SQL Server Database Administrator Opt Ren Yr 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	SQL Server Database Administrator Opt Ren Yr 3	2080.0000	HOUR	93.000000	193440.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 193440 for 2080 hrs

Extended Description:

SQL Server Database Administrator Opt Ren Yr 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Help Desk Analyst	2080.0000	HOUR	40.000000	83200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 83,200 for 2080 hr

Extended Description:

4.1.5 Help Desk Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Help Desk Analyst Optional Renewal Year 1	2080.0000	HOUR	40.000000	83200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 83,200 for 2080hr

Extended Description:

Help Desk Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Help Desk Analyst Optional Renewal Year 2	2080.0000	HOUR	39.000000	81120.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 81,120

Extended Description:

Help Desk Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Help Desk Analyst Optional Renewal Year 3	2080.0000	HOUR	38.000000	79040.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 79,040 for 2080 hr

Extended Description:

Help Desk Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Business Analyst	2080.0000	HOUR	74.000000	153920.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 153,920 for 2080 hrs

Extended Description:

4.1.6 Business Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Business Analyst Optional Renewal Year 1	2080.0000	HOUR	74.000000	153920.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 153,920 for 2080 hr

Extended Description:

Business Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Business Analyst Optional Renewal Year 2	2080.0000	HOUR	73.000000	151840.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 151,040 for 2080 hr

Extended Description:

Business Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Business Analyst Optional Renewal Year 3	2080.0000	HOUR	72.000000	149760.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 149,760 for 280 hr

Extended Description:

Business Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	Information Systems Assistant	2080.0000	HOUR	47.000000	97760.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 97,760 for 2080 hr

Extended Description:

4.1.7 Information Systems Assistant-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	Information Systems Assistant Optional Renewal Year 1	2080.0000	HOUR	47.000000	97760.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 97,760 for 2080hr

Extended Description:

Information Systems Assistant Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
27	Information Systems Assistant Optional Renewal Year 2	2080.0000	HOUR	46.000000	95680.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 95,680 for 2080 hr

Extended Description:

Information Systems Assistant Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
28	Information Systems Assistant Optional Renewal Year 3	2080.0000	HOUR	45.000000	93600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 93,600 for 2080hr

Extended Description:

Information Systems Assistant Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
29	Programmer Analyst	2080.0000	HOUR	47.000000	97760.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 97,760 for 2080hr

Extended Description:

4.1.8 Programmer Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
30	Programmer Analyst Optional Renewal Year 1	2080.0000	HOUR	47.000000	97760.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 97,760 for 2080 hr

Extended Description:

Programmer Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
31	Programmer Analyst Optional Renewal Year 2	2080.0000	HOUR	46.000000	95680.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 95,680 for 2080hr

Extended Description:

Programmer Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
32	Programmer Analyst Optional Renewal Year 3	2080.0000	HOUR	45.000000	93600.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 93,600

Extended Description:

Programmer Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
33	Senior Mainframe Application Analyst	2080.0000	HOUR	58.000000	120640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 120,640 for 2080 hrs

Extended Description:

4.1.9 Senior Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
34	Senior Mainframe Application Analyst Optional Ren Yr 1	2080.0000	HOUR	58.000000	120640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 120,640 for 2080hr

Extended Description:

Senior Mainframe Application Analyst Optional Ren Yr 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
35	Senior Mainframe Application Analyst Optional Ren Yr 2	2080.0000	HOUR	57.000000	118560.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 115,560 for 2080hr

Extended Description:

Senior Mainframe Application Analyst Optional Ren Yr 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
36	Senior Mainframe Application Analyst Optional Ren Yr 3	2080.0000	HOUR	55.000000	114400.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments: 115,560 for 2080hr

Extended Description:

Senior Mainframe Application Analyst Optional Ren Yr 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
37	Mainframe Application Analyst	2080.0000	HOUR	65.000000	135200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

Extended Description:

4.1.10 Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
38	Mainframe Application Analyst Renewal Yr 1	2080.0000	HOUR	65.000000	135200.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

Extended Description:

Mainframe Application Analyst Renewal Yr 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
39	Mainframe Application Analyst Renewal Yr 2	2080.0000	HOUR	64.000000	133120.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

Extended Description:

Mainframe Application Analyst Renewal Yr 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
40	Mainframe Application Analyst Renewal Yr 3	2080.0000	HOUR	63.000000	131040.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Commodity Line Comments:

Extended Description:

Mainframe Application Analyst Renewal Yr 3-quantity of hours listed is for bidding purposes only.



Capabilities Statement

July 2024.

HR

Healthcare

Technology

Staffing
Service

IT Staffing

Management

AlmrStaffing

Executive Summary

ALMR STAFFING

ALMR Staffing offers strategic and technical consulting services with an emphasis on delivering superior staffing solutions in a number of crucial industries. This is why we tailor each client based on their needs, culture and urgency

We quickly find and hire people, and our round-the-clock service and

last-minute resources guarantee that our clients' needs are satisfied. You have to be the best 5 star candidate or close to it with additional skills but we consider all of our candidates as 5 Star potential employee

With the help of our expertise, employers can also achieve a variety of objectives and promote equal opportunity in the workplace. Lea being a Small Disadvantaged Business (SDB) who is also Minority women-owned and a service-connected disabled veteran, She knows and respects and is committed to creating innovative and flexible solutions for government and commercial customers.

Healthcare Solutions

ALMR Staffing is a leader in healthcare solutions, with experience in program & project management, health IT, healthcare management, and administrative roles across all medical specialties. By offering highly skilled specialists and temporary staffing to support their operational needs, we have helped many healthcare organizations thrive. This has included successful services for organizations such as Sheppard Pratt and Virginia State Hospitals. Our services are offered across a range of needs, whether temporary, permanent, by contract, or as-required staffing. ■

IT Consulting

In addition to program and project management, our IT consulting services cover scalable architecture, health IT, software solutions, and CRM. With our complete technology solutions, ALMR Staffing has a history of assisting various organizations—including government and commercial clients—to achieve their strategic goals by offering our technical knowledge.

Human Resource Consulting

Change facilitation, training, and productivity enhancement are among the human resource consulting services offered by ALMR Staffing. With our specialized consulting services, we have significantly contributed to helping businesses maximize their people resources and improve organizational performance.

Management Consulting

ALMR Staffing is a specialist in project management, process enhancements, and assessment in management consulting. Our staff has continuously produced outstanding outcomes for our clients by offering knowledgeable direction and assistance in optimizing their business processes and increasing overall productivity.

Staffing Solutions

ALMR Staffing's background in project staffing, temporary staffing, temp-to-perm staffing, and direct hire staffing has been crucial in assisting businesses in finding the ideal candidates for their open positions. Our ability to understand and fulfill a wide range of staffing demands has made us a dependable partner for our clientele.

With Companies Like **TWD&ASSOCIATES**, **AMN Healthcare**, **LOCKHEED MARTIN/DS2**, **ANI**, **Mission box solutions**, **Lockheed Martin** for a combined 20 + years working with these roles and much more. We have been currently working on similar roles and other more difficult roles that require TS clearance.



Key Differentiators

ALMR Staffing has had 0% employee turnover for the last three years, demonstrating our dedication to our staff and guaranteeing consistency and dependability in our services. Furthermore, according to customer evaluations, our staff continuously meets and exceeds industry standards due to their exceptional level of qualification, skill, and culture. We take great satisfaction in providing specialized solutions, collaborating closely with our clients to create packages tailored to their individual requirements. Because of our customer-focused approach, 90% of our income is derived from repeat business, which is a testament to the caliber of our work and expertise we have in staff and leadership.

0%

Successfully is a testament to the caliber of our work and the long-lasting

connections we establish with our clients. Throughout this work, we have successfully supplied candidates for specialist roles, with HR Managers utilizing our services to assess our abilities in sourcing unique candidates quickly. ALMR Staffing is strategically positioned to address a wide range of linguistic and cultural requirements thanks to its regional coverage, local understanding, and multilingual capabilities. Due to our experience dealing with various Federal, State, and local facilities, we can accurately and successfully focus on each customer's particular needs.

Understanding the
Needs of the
customer

90%



Introduction

Our primary goal at ALMR Staffing is to comprehend and satisfy our clients' needs. As a provider of technological services, staffing, and strategic consulting,

we are acutely aware of how critical it is to match our offerings to each client's particular needs. By placing a high value on a customer-centric strategy, we have become adept at meeting our clients' wide range of needs.

Comprehensive Needs Assessment

Our team's proficiency in performing thorough needs assessments is essential to comprehending the needs of our clients. Our consultants hold in-depth conversations and analysis to obtain a comprehensive grasp of our clients' unique staffing, technology, or consulting requirements. Thanks to our methodical approach, we can determine the exact skill sets, technology, and advisory interventions that correspond with the unique difficulties and goals of each of our clients.

Tailored Staffing Solutions

We recognize the vital need for specialized staffing solutions due to our dedication to supplying organizations with essential personnel. We understand equitable employment opportunities and diversity are critical to an organization's success. In addition to finding the best candidates, our strategy ensures that our clients achieve diverse objectives. To provide staffing solutions, it is necessary to comprehend organizational, skill-based, and cultural requirements. We collaborate closely with our clients to understand their workforce requirements, including any diverse goals, and

then we tailor our staffing solutions to best suit their needs.



Client-Centric Consulting

Our client-centric consulting services are defined by our thorough understanding of clients' prospects and difficulties. We support a team-based approach to consulting that includes attentive listening, in-depth examination of the client's business environment, and a clear grasp of their strategic goals. Following this methodology allows us to pinpoint our customers' operational needs, growth areas, and pain points, customizing our consulting interventions to suit their objectives perfectly.

Addressing Compliance and Regulatory Requirements

A considerable number of our clients work in intricately regulated areas, and our services are, therefore, made to comply with these specifications. Whether it is labor laws, industry standards, or equal employment opportunity (EEO) concerns, our knowledge of these vital areas enables us to provide solutions that guarantee compliance with pertinent laws and regulations while meeting company demands.

Dedication to Innovation and Flexibility

As a women-owned and disabled veteran-owned Small Disadvantaged Business (SDB), we are dedicated to developing and modifying our offerings to satisfy client needs. These needs are identified by our [HR Dept], who state all requirements in our Manatal system to ensure that changing client needs are acknowledged. Tracking this with weekly monitoring, [Our HR Dept can recommend unique solutions while working around our predeveloped scheduling.





Proposed Solution/ Service

IT Consulting

Dedicated to offering innovative, adaptable solutions.

to government and private clients, ALMR Staffing is Our comprehensive spectrum of IT consulting services includes a top supplier of strategic consulting, staffing, and scalable architecture, health IT, software solutions, and customer technology services. ALMR Staffing, a Women-owned, Service-disabled Veteran and relationship management (CRM). This allows us to offer end-to-end technological solutions to government and commercial clients. (SDB), is committed to advancing equal employment. ALMR Staffing has a history of assisting businesses in achieving opportunities and achieving diversity objectives. Their strategic objectives using our technological expertise. We help knowledge encompasses IT consulting, staffing services, our clients improve their technology infrastructure and promote technological solutions, human resource consulting, operational excellence by providing them with efficient and management consulting, healthcare solutions, employee scalable IT consulting services.

Retention, and a customer-focused methodology.

Human Resource Consulting

Healthcare Solutions

As a leading provider of healthcare solutions, ALMR Staffing offers numerous services, such as healthcare management, health IT, administrative positions in all medical specialties, and program and project management. Our highly qualified experts and temporary staffing services assist healthcare companies in meeting their operational demands and prospering in a changing market. Our experience has helped many healthcare companies manage their operational and personnel needs.

ALMR Staffing provides human resource consulting services emphasizing training, productivity enhancement, and facilitation of change. We have impacted organizations by helping them make the most of their human resources and enhance overall organizational performance through our specialist consulting services. Because of our proficiency in human resource consulting, we can design solutions specifically suited to the needs of each customer.

Management Consulting

AlmrStaffing provides effective management consulting services with a focus on project management, process enhancements, and assessment. Our team leads efficiency improvements, optimizes business processes, and produces exceptional results for our clients by offering informed guidance and support. By concentrating on management consulting, ALMR Staffing has assisted businesses in streamlining their processes and achieving long-term success. ALMR Staffing has achieved this through our many contracts with Valley Health in California, the University of Kentucky, and Temple Health in New York.

Staffing Services

With a focus on project staffing, temporary staffing, temp-to perm staffing, and direct hire staffing, ALMR Staffing provides businesses looking to fill open jobs with qualified people with all-inclusive solutions. Due to our capacity to

comprehend and satisfy a wide range of staffing needs, our clients regard us as a dependable partner who assists them in creating high-achieving teams and stimulating corporate expansion.

Technology Solutions

Through our technological products, which include database management, secure environments, telecommunications, and support services, we provide innovative solutions to a wide range of clients. Because of ALMR Staffing's experience in providing innovative technology solutions, businesses may achieve operational excellence and technological infrastructure security, which boosts their total productivity and competitiveness.

Employee Retention and Customer Centric Approach

AlmrStaffing has maintained a zero percent employee turnover rate for the past three years, demonstrating our dedication to our employees and guaranteeing stability and dependability in our services. Customer assessments show that our highly skilled and ethnically diverse workforce often meets and surpasses industry standards. Furthermore, 90% of our income is generated by repeat business, highlighting our client-focused strategy and the long-lasting connections we build.

Cultural Competence and Regional Coverage

By utilizing our regional coverage, local expertise, and multilingual talents, AlmrStaffing is ideally positioned to manage a broad range of linguistic and cultural requirements. Because of our vast expertise working with different Federal, State, and local facilities, we can precisely target each client's unique requirements and provide effective, culturally aware solutions.

1. Competitive Advantage / USP

Introduction

Strategic consulting, staffing, and technology services provider ALMR Staffing specializes in supplying last-minute resources to various industries, concentrating on healthcare. Lea Thompson founded the business, which has made a name for itself as a reliable resource for companies needing top talent on short notice. The competitive edge of ALMR Staffing is its ability to locate and place elite individuals quickly while simultaneously providing individualized, round-the-clock service to clients and candidates and establishing the trust of all stakeholders.

Exceptional Talent Identification and Placement

The competitive edge of ALMR Staffing stems from our unmatched capacity to recognize and assign outstanding talent, especially when time is of the essence. The company has created a solid and effective process for finding talent by utilizing its broad networks, industry-specific knowledge, and innovative hiring practices. This makes it possible for ALMR Staffing to quickly find highly qualified individuals who can meet the clients' short-term demands and promote long-term success in their current roles.

Furthermore, by getting to know each client's needs, we can customize our talent acquisition strategies to fit the precise skill sets and cultural fit that employers are looking for. This guarantees that the candidates placed are not only qualified but also in line with the client's goals and values. ALMR Staffing stands apart in the industry for its careful approach to identifying and placing talent, making it the first choice for businesses needing last-minute staffing solutions.



Personalized, Round-the-Clock Service

One of ALMR Staffing's primary differentiators is our consistent commitment to offering individualized, round-the-clock service to clients and candidates. The organization has set up its processes to always be highly responsive and reachable since we recognize the urgency frequently involved with last-minute personnel demands. To ensure that no opportunity is lost owing to time constraints, clients may rely on ALMR Staffing to promptly manage their staffing requirements, even outside of regular business hours. Our staffing structure consists of two managers being available at any one time, with three staff in a reserve bank and ready to provide on-call cover to our clients.

Moreover, the customized aspect of the company's service provision surpasses simple reach, encompassing the specific assistance and direction given to applicants during the employment procedure. Since many placements are last-minute, ALMR Staffing understands this can be stressful for



candidates. As a result, we work to provide compassionate and tailored support, successfully fostering long-term relationships with the best talent available.

Trusted by Clients and Candidates

The confidence that ALMR Staffing has gained from clients and candidates results from our outstanding talent discovery and customized service strategy. We have become a dependable partner in the sectors we service by consistently providing high-quality staffing solutions by establishing professional relationships founded on honesty and dependability. Businesses needing last-minute resources may rely on ALMR Staffing to quickly provide them with the most qualified applicants because of the company's stringent hiring procedures, which guarantee compatibility and quality. ALMR Staffing has proven this repeatedly, with an high number of candidates successfully onboarded to relevant companies in the last year (June 2023-June 2024).



ALMR Staffing has also won the respect and loyalty of top-tier talent, who use our services to access new and fulfilling job possibilities, even on short notice. This reciprocal trust is the cornerstone of ALMR Staffing's competitive edge

because it not only enhances the company's standing in the marketplace but also makes placements smoother and more effective, which benefits all parties involved.

Pricing and Payment Options

As each client is different, we at ALMR Staffing are ready to customize our payment terms to suit your requirements. Our dedication lies in providing outstanding service while trying to meet your financial needs.

To provide our clients with confidence and peace of mind, ALMR Staffing takes pleasure in offering precise and accommodating payment arrangements. Our usual terms for payment, after a candidate is placed successfully, are 30 days from the candidate's start date. Since we recognize how important it is to develop a successful working relationship with our clients, we are willing to negotiate different payment plans when needed.

We give a partial refund of the placement fee in the unlikely case that a candidate placed by ALMR Staffing leaves the position within 30 days of their start date. This shows our dedication to providing our clients with top-notch prospects and offers them additional protection and value for their money.

[Lea Harvey] is our designated primary point of contact for all inquiries about billing, payments, and invoices. [Lea] will collaborate closely with your team to guarantee a straightforward process and is easily accessible to answer any queries or concerns about payment terms.

Pre-Screening

Introduction

We at ALMR Staffing are proud of our extensive pre-screening procedure involving work health evaluations, extensive identity checks, and criminal record checks. Our thorough screening processes serve as a foundation for our dedication to providing our clients with a wide pool of eligible applicants. We make sure our applicants have the skills and background needed to succeed in their positions and the compliance criteria that they must achieve.

Identity Checks

ALMR Staffing does thorough identity checks using state-of-the-art software such as Manatal. Using this, we can verify each candidate's identification by cross-referencing their personal information with multiple databases and sources courtesy of our technology. Furthermore, we utilize innovative biometric verification technology to guarantee the precision and legitimacy of the identity documents that have been submitted. Our thorough identification verification procedure is an essential part of our dedication to providing our clients with respectable and trustworthy candidates, and it forms the basis of our pre-screening procedure.

Our knowledgeable Compliance Team, under the direction of [Loria Lopez has been managing the identification verification procedure for [30 years] and oversees this process. The compliance team works hard to guarantee that every applicant satisfies the requirements set forth by ALMR Staffing for identification verification.

Criminal Record Checks

As part of our pre-screening procedure, ALMR Staffing performs thorough criminal record checks to fulfill our promise to provide our clients with safe and trustworthy individuals. We do comprehensive criminal record checks using databases and industry-leading software [E-Verify ensuring that any possible red flags are thoroughly investigated. Using our extensive network of databases and resources, we can determine whether a candidate's criminal history could affect their suitability for a particular position. Our stern devotion to moral and legal requirements directs how we manage confidential information and guarantees that each candidate's criminal history is accurately and consistently reported to our clients.

Under the leadership of [Jay Harvey, Loria Lopez], our committed compliance team oversees these inspections. For ten years, they have overseen the criminal record check procedure. Our strict criminal record check policies show our dedication to providing our clients with safe and secure employment solutions.

Work Health Assessments

Work health assessments are a vital part of our pre-screening process at ALMR Staffing since we prioritize the health and safety of our applicants. Our committed team oversees the work health assessment procedure, ensuring that every applicant goes through a thorough evaluation to determine whether they are mentally and physically fit for the positions for which they are applying. Depending on the requirements of the employment, we partner with a network of skilled healthcare specialists to do comprehensive tests, which may include physical exams, fitness assessments, and psychiatric evaluations. Our devotion to supplying our clients with competent and skilled professionals is matched by our commitment to maintaining health and safety standards for our potential clients.

Our knowledgeable compliance team, led by Loria Lopez, has overseen this crucial procedure for ten years and supervises the work health assessment process. Implementing these evaluations is essential to fulfilling our promise to our clients to supply qualified and healthy candidates.

Professional Registration and Qualification Checks

To guarantee that the candidates we supply to our clients fulfill the relevant requirements and have the essential skills and competence, ALMR Staffing recognizes the significance of professional registration and qualification checks. We check professional licenses, certificates, and educational credentials during our pre-screening procedure. To perform these checks, we use various industry-standard instruments and databases, including E-Verify].

Our staff has previously used these resources and conducted exhaustive investigations to confirm the credentials and professional registrations of applicants being evaluated for positions in industries such as engineering, healthcare, and IT.

Right-to-Work Checks

ALMR Staffing provides fair employment opportunities and understands the value of verifying that all applicants are legally permitted to work in the United States. As part of our pre-screening procedure, we use the federally recognized Form I-9 and E-check system to check the candidates' eligibility to work.

Candidates have previously had their right to work checked in compliance with federal laws. This approach has made ensuring our clients have access to qualified and authorized staff possible, in large part. Our Compliance Manager, [Jay Harvey], ensures that all relevant laws and regulations are complied with and that our candidates' work authorizations are thoroughly vetted.

Employment History and Reference Checks

ALMR Staffing's pre-screening process involves conducting detailed employment history verification and reaching out to professional references provided by the candidates. We use a combination of tools to conduct these checks.

In the past, our team has utilized these tools to verify the employment history and references of candidates across various industries, including government contracts, healthcare, and finance. This process has been instrumental in ensuring that our clients have access to candidates with proven experience and strong professional recommendations.

Onboarding

Onboarding Process

Every employee of ALMR Staffing goes through a planned onboarding process after being placed to become acquainted with the client's business, corporate culture, and role specific requirements. Managing Director, Lea Harvey, oversees this, ensuring a smooth transition to a new work environment as soon as possible.

An introduction to the client's rules, practices, and any applicable industry-specific requirements is part of the onboarding process. By accomplishing this, we can be certain that our staff members are aware of and following all applicable regulations, which will facilitate their seamless integration into the client's workforce.



Training Programs

ALMR Staffing is dedicated to giving our staff members continual training opportunities for them to improve their abilities and expertise. Our training programs are meant to cover a lot of ground, such as professional growth, industry-specific certifications, and technical skills. Our belief is that the success of our placements at client organizations is directly impacted by our investments in our employees' professional development.

Professional Development Training

We provide professional development training to improve our employees' soft skills and leadership potential in addition to their technical talents. These training courses give our staff members the people skills they need to succeed in their positions and foster a pleasant work environment. Topics covered include communication, teamwork, time management, and dispute resolution.

Overseeing Onboarding of Candidates and Data Protection Compliance

IT Project Manager, Jay Harvey, oversees managing the candidate onboarding procedure to ensure our data protection methods comply with necessary laws and guidance around candidate and client privacy. Our knowledgeable staff are led by.

Jay to carefully oversee the onboarding procedure, collaborating with client companies and candidates to ensure a seamless transfer into the workplace that offers compliance to all laws covering our data subjects' rights. This includes federal statutes that regulate the collection, storage, and use of non-public, personal information. As nominated Data Protection Officer, Jay is well-suited to offer such compliance with over three years in the IT industry and five years working with recruitment software.

Jay uses our Manatal HR software to provide accurate reports every quarter regarding our compliance with these crucial requirements. The software is also the basis of our checks, which include:

- ⌘ Right-to-Work.
- ⌘ DBS. ⌘ Reference checks. ⌘ Work history checks. ⌘ Verifying the individual's education.

Diversity and Inclusion Initiatives

ALMR Staffing is committed to advancing equal employment opportunities and diversity. Our onboarding and training policies and procedures show the commitment to establishing inclusive work environments. We aim to incorporate diversity and inclusion activities into all aspects of our training and onboarding programs because we understand the importance of having a diverse team.

Our diversity and inclusion initiatives encompass a variety of components including:

- ⌘ **Cultural Competency Training:** All staff members receive cultural competency training from ALMR Staffing to foster an awareness and comprehension of various cultures and viewpoints. This training creates a welcoming atmosphere and gives our employees the tools they need to work well with coworkers from diverse backgrounds.
- ⌘ **Unconscious Bias Training:** We provide training to combat unconscious biases that could affect relationships and decision-making at work. Our goal is to establish a workplace where all workers are treated equally and with respect by increasing awareness of unconscious bias and offering solutions to address it.
- ⌘ **Equal Opportunity Training:** Our onboarding process includes education on equal opportunity rights and responsibilities. We emphasize the importance of compliance with antidiscrimination laws and regulations to ensure a workplace free from discrimination and harassment.
- ⌘ **Diversity Initiatives:** ALMR Staffing regularly encourages its workers to take part in diversity-related events and programs and actively promotes diversity efforts within our client organizations. To support the development of inclusive workplaces, we engage with customers to match their diversity and inclusion objectives with our onboarding and training procedures.

By integrating diversity and inclusion initiatives into our onboarding and training policy, we aim to cultivate an environment where all employees feel valued, respected, and empowered to contribute to their fullest potential.

Ensuring Compliance and Data Protection

Data security and compliance are critical factors in our operations. Ensuring adherence to pertinent employment laws, regulations, and industry standards is a top priority for ALMR Staffing. The compliance management team works hard to protect our clients' and applicants' interests by monitoring and enforcing adherence to relevant legal and regulatory standards. Furthermore, we take privacy and data protection seriously, putting strong safeguards in place to protect sensitive data and maintain the highest levels of secrecy.

Audits and Reporting in Onboarding Software

ALMR Staffing's onboarding software has extensive reporting capabilities to answer compliance and regulatory queries if the buyer requests an audit. Our company's own onboarding tool, Manatal, is made to offer thorough reports on the compliance investigations our team performs on applicants. We can provide our clients with transparency and accountability by providing thorough lists of compliance checks conducted during the onboarding process, made possible by [Manatal]'s reporting facilities.

Comparative Analysis of Onboarding Software

Although Paychex is a well-known program used in the US for its CRM and reporting capabilities, ALMR Staffing's custom onboarding software, [ADP], has similar functionality that catered to the needs of compliance management and candidate onboarding. Using [ADP], we ensure that our clients have access to a strong platform that meets the requirements for regulatory compliance and transparency while also streamlining the onboarding process and providing extensive reporting capabilities.

Adapting to Technology and Industry Trends

Our policy for onboarding and training integrates tactics to keep up with industry changes and technological improvements, so our employees always have the information and tools they need to succeed in their professions.

Technology Integration:

ALMR Staffing offers candidates with the newest experience in software programs and tools for sectors including digital marketing, cybersecurity, IT, and other fields where technology is vital. To provide innovative technical training that keeps up with the rapidly changing technological landscape, we collaborate with industry specialists, LinkedIn, and popular social media platforms to ensure that we source the right candidates.

Industry-Specific Training:

Our training and onboarding initiatives are designed to address the latest trends and advancements unique to the industry. We collaborate closely with clients to comprehend the opportunities and challenges facing their sector, and then we create training programs tailored to meet their specific needs. Our training programs are designed to keep our staff members up to date on the latest developments in the business, whether they are related to regulatory requirements, industry best practices, or developing technologies.

Performance Evaluation and Feedback

Every month, ALMR Staffing conducts performance reviews of our employees who work for our clients' companies and offers helpful criticism to ensure their ongoing development and success. This is overseen by our Director of Recruiting, Lea Harvey, who uses her over 30 years of experience in the healthcare, IT, admin, and non-medical industries to drive company growth by ensuring operational efficiency. She can offer targeted assistance and training where appropriate because our performance evaluation process analyses both behavioral and technical competencies.

Customer Support and After-Sales Service

Regular Touch Points After a Placement

At ALMR Staffing, we understand how crucial it is to stay in touch with our clients even after a placement has been completed. We recognize that the demands and circumstances of our clients can vary over time, and that it is crucial for us to remain aware of these changes and adaptable. As a result, after a placement, we try to arrange touch points with the customer at regular intervals. These touch points are intended to collect feedback, address any new demands that may arise, and guarantee continued satisfaction with the staff's performance and placement.

We also recognize the importance of taking an initiative-taking stance in our approach. We therefore do not depend just on prearranged touchpoints. As an alternative, we promote open communication and urge our clients to contact us if they have queries, concerns, or needs that have not been met yet. By taking an initiative-taking stance, we can quickly resolve any problems or adjust to new requirements, enhancing our connections with clients and guaranteeing their

Main Point of Contact

Our resolute Account Manager [Lea Harvey] is appointed to each customer to serve as the primary point of contact to guarantee a smooth and efficient communication process. This individual is responsible for managing continuing contact, supervising the client's staffing requirements, and responding to any questions or issues that may come up after placement. We hope to give individualized attention and guarantee that the client's requests and feedback are regularly managed and taken into consideration in a timely way by assigning a dedicated point of contact.

Customer Support and After-Sales Service

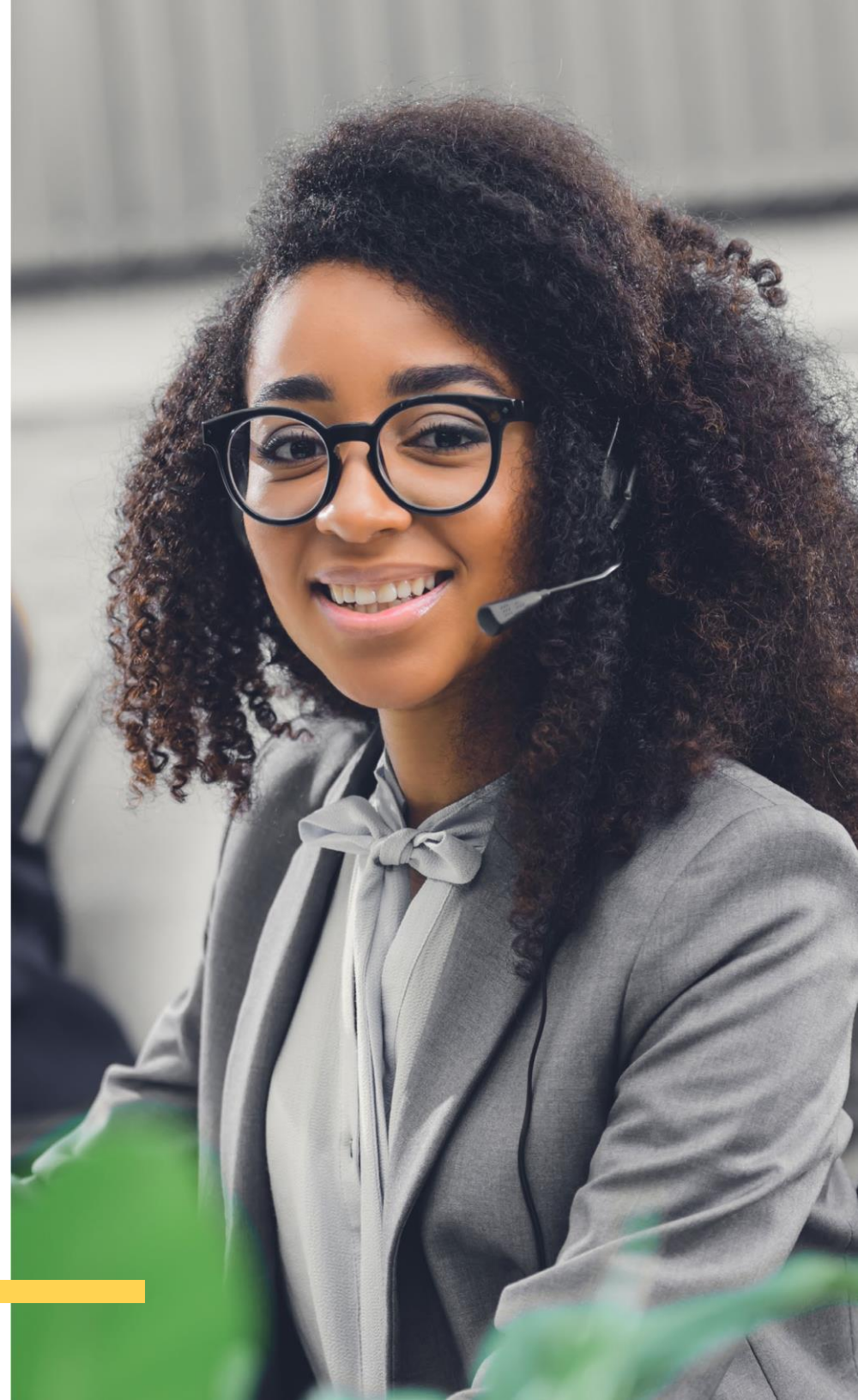
ALMR Staffing takes pride in offering outstanding after-sales customer support and service. We are aware that even when a placement is achieved, our clients continue to require support and direction. As a result, we provide customer service for the duration of our relationship with the client, not just after the initial transaction.

We demonstrate our dedication to providing exceptional customer service in several ways. Primarily, our customer service team is available around-the-clock. This guarantees that, at any time of day or night, our clients will be able to contact us if they have any urgent concerns or inquiries. This accessibility shows our commitment to our clients' success by indicating that we are always there to help when they need it.

Second, we passionately believe in aggressively pursuing client feedback. This input is routinely requested via surveys and other channels in addition to being collected during prearranged touchpoints. We constantly match our services to our clients' changing needs by aggressively seeking feedback, displaying our eagerness to understand and respond to their needs and concerns.

In addition, ALMR Staffing pledges to give our clients continuous assistance in the form of extra services, materials, and direction. Since we consider ourselves as our clients' strategic partners, we are committed to enabling their success by providing insightful analysis, industry expertise, and assistance that goes beyond staffing.

In addition, our steadfast dedication to customer satisfaction serves as the foundation for our after-sales support. After a placement, if any problems or difficulties come up, our customer service team is here to help. We strive to keep the client's experience good and productive by offering fast answers.



Case Study 1

Situation

ALMR Staffing has been providing staffing services for Virginia State Mental Health Hospitals, delivering pharmaceutical techs and pharmacists to all state hospitals. The contractor's needs determined the length of each contract renewal, which began with a solicitation and was extended three times for a total of a year each.

Task

Our mission at ALMR Staffing is to satisfy our clients' staffing requirements while also ensuring that the staff members we put in their facilities have a wonderful experience. Ensuring that all employees comprehend their roles and are in line with the client's requirements is crucial, as is offering a faultless onboarding process and keeping lines of communication open with the customer for the life of the contract.

Action

ALMR Staffing is aware of the importance a thorough and transparent onboarding procedure has. For transparency and clarity, we believe it is important to create a comprehensive onboarding plan that outlines all the necessary processes. The implementation team begins by outlining each step of the onboarding process under three to five titles. An efficient and successful onboarding process is ensured by combining redundant actions and eliminating those that do not materially improve the outcome. To guarantee that the client's memory of the sales process is swiftly kept, ALMR Staffing arranges a date for the onboard kick-off meeting after the agreement is signed

Depending on the solution being implemented, key players from a variety of teams, including Sales, Marketing, IT, and Operations, will be attending this meeting.

The meeting agenda includes identifying team members from both sides, reviewing the plans, goals, and challenges encountered during the sales process, making sure that the objectives are clear and measurable, obtaining the answers to important questions to enhance communication, defining roles for each party clearly, deciding on the next steps, and setting the date of the next meeting before adjourning.



To make the onboarding process simpler for clients to comprehend and adhere to, ALMR Staffing goes beyond by condensing it into a single page. ALMR Staffing collaborates closely with the customer at every stage of delivery for the duration of the contract, making sure that everything goes smoothly and that everyone who is engaged has excellent experience.

Result

he customer and their staff will have a clear onboarding process roadmap thanks to ALMR Staffing's implementation of a thorough onboarding procedure. As a result, there is an increase in communication, a clearer understanding of roles, and an easier onboarding process. This committed strategy yields a successful and favorable result, improving overall client happiness and fortifying the long-term partnership with Virginia State Mental Health Hospitals. It is also combined with close monitoring and follow-up

Conclusion

ALMR Staffing is dedicated to offering both government and private sector clients creative, flexible, and superior services. We take immense pride in offering diverse and equal employment opportunities as a women-owned and disabled veteran-owned Small Disadvantaged Business (SDB), enabling businesses to accomplish their diversity goals and advance equal opportunity in the workplace. Ninety percent of our revenue is generated by repeat business, which speaks volumes about our commitment to establishing enduring relationships with our clients. Offering a

wide range of services, such as technology services, staffing solutions, HR consulting, IT consulting, healthcare solutions, and management consulting, ALMR Staffing has established itself as a pioneer in offering customized solutions that meet the specific needs of each client.



Martinsburg, WV 25403



Thanks

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST
CHARLESTON WV 25305

TECHNICAL TEMPORARY STAFFING SERVICES

SOLICITATION # CRFQ 0511 MIS2500000001

AlmrStaffing – Signatures (packet 3)

Office: (800) 916-5971 *Cell: (443) 413 2873 *Email: Lea.harvey@almrstaffing.com
Contact: Lea Thompson

AlmrStaffing

(Company)

Lea Thompson-Harvey

(Signature of Authorized Representative)

LeaThompson-

Harvey-President/Owner 10-23-2024 (Printed
Name and Title of Authorized Representative) (Date)

(800) 916-5971 Cell: (443) 413-2873 Fax: (800) 916-5971
(Phone Number) (Fax Number)

Lea.Harvey@almstaffing.com
(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: CRFQ MES2500000001

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.

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

Revised 8/24/2023

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.

Almrstaffing
Company

lea Thompson Harvey
Authorized Signature

10-23-2024
Date

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

Presentation title

4

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

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Revised 8/24/2023

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Almrstaffing

Company

Lea Thompson Harvey

Authorized Signature

10-23-2024

Date

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

REQUEST FOR QUOTATION

CRFQ

Technical Temporary Staffing Services

MIS250

11. MISCELLANEOUS:

11.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during ~~normal~~ business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager:

Lea Thompson-Harvey

Telephone Number:

(800) 916-5971/ Cell: (443) 413-2873

Fax Number:

(800) 916-5971

Email Address:

Lea.Harvey@almstaffing.com

Contract Administrator signature page.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the point of contact for matters relating to this Contract.

(Printed Name and Title): Lea Thompson-Harvey

(Address): 856 Talisman Dr, Martinsburg, WV 25403

(Phone Number): (Fax Number) (800) 916-5971 Cell: (443) 413-2873

(email address) :Lea.harvey@almrstaffing.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through uvOASIS, 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.

14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.
(2 C.F.R. 200.327 and Appendix 11; 2 CFR 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

- (1) Procure or obtain;
 - (2) Extend or renew a contract to procure or obtain; or
 - (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115—232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
- (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115—232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

State of West Virginia

Vendor

Printed Name _____

Company Name: Almrstaffing

By: _____

By: Lea Thompson-Harvey

Title: _____

Printed Name, Title: Lea Thompson-Harvey/Owner

Date: _____

Date: 10-23-2024

|

EXHIBIT A To:
REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER
FEDERAL AWARDS (2 C.F.R. 200.317);

W. Va. CSR 148-1-5

AlmrStaffing

(Company)

LeaThompson-Harvey

(Signature of Authorized Representative)

LeaThompson-Harvey-President/Owner

10-23-2024

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

(800) 916-5971 Cell: (443) 413-2873 Fax: (800) 916-5971

(Phone Number) (Fax Number)

Lea.Harvey@almrstaffing.com

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM

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(Check the box next to each addendum received)

☐

Addendum No. 1

Addendum No. 6

11. MISCELLANEOUS:

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Contract Manager:

Lea Thompson-Harvey

Telephone Number:

(800) 916-5971/ Cell: (443) 413-2873

Fax Number:

(800) 916-5971

Email Address:

Lea.Harvey@almrstaffing.com

- b. Secondary PHI. Any data or PHI generated from the PHI disclosed hereunder which would permit identification of an individual must be held confidential and is also the property of Agency.
- c. Electronic Transmission. Except as permitted by law or this Addendum, the PHI or any data generated from the PHI which would permit identification of an individual must not be transmitted to another party by electronic or other means for additional uses or disclosures not authorized by this Addendum or to another contractor, or allied agency, or affiliate without prior written approval of Agency.
- d. No Sales. Reports or data containing the PHI may not be sold without Agency's or the affected individual's written consent.

e.No Third-Party Beneficiaries. Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than Agency, Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

f.Interpretation. The provisions of this Addendum shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provisions in this Addendum. The interpretation of this Addendum shall be made under the laws of the state of West Virginia.

- g. Amendment. The parties agree that to the extent necessary to comply with applicable law they will agree to further amend this Addendum.
- h. Additional Terms and Conditions. Additional discretionary terms may be included in the release order or change order process.

AGREED:

Name of Agency: Almrstaffing

Name of Associate: Jay Harvey

Title: Pres/Owner

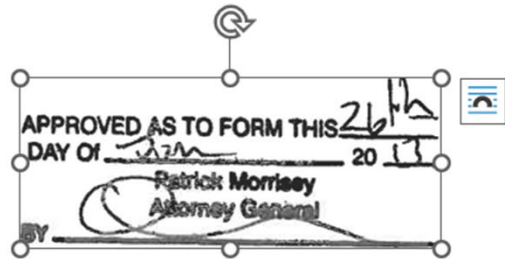
Title: IT/Credentialing/Sourcing Mgr

Signature: Lea Thompson-Harvey

Signature: Jay Harvey

Date 10/23/2024

Date: 10/23/2024



THANK YOU

Lea Thompson-Harvey

(800) 916-5971

Lea.harvey@almrstaffing.com

www.almrstaffing.com

October 24, 2024

Dear Sir/Madam,

I have had the privilege of partnering with AlmrStaffing for over 15 years, and I can confidently say they are an invaluable resource in fulfilling IT staffing needs.

As an HR Director, I have engaged AlmrStaffing for IT services on numerous occasions with three different organizations throughout my career: twice through direct business agreements and once on an as-needed basis. AlmrStaffing consistently delivered exceptional results, positioning them as my go-to choice whenever IT staffing needs arise. The speed of their responses and the quality of their candidates are unmatched, particularly in the small business sector.

Despite being a minority-owned, woman-led, and service-disabled veteran owned small business, AlmrStaffing's performance rivals that of much larger firms I have done business with. Lea Thompson's 30 years of experience and unparalleled knowledge of the talent industry are the driving force that consistently sets her apart and propels the company's success. Lea's servant-style leadership approach fosters a culture of dedication and continuous improvement within her team and confirms her commitment to each client.

Lea Thompson, the owner, ensures that every recruitment request begins with an intake meeting, thoroughly analyzing the job description or re-writing it ensuring we are properly informed using excellent market analysis that make our "Wants" and "Must Haves" more realistic. This strategic planning allowed us to successfully fill all the roles, even the roles we looked at as a loss prior to AlmrStaffing coming on board. .

With all, I am pleased to share that due to AlmrStaffing's dependable services, our current IT staffing needs are filled with qualified specialists doing an excellent job. For the past 15 years, regardless of the organization I moved to, I continued engaging AlmrStaffing as needed, particularly for unique and hard-to-fill roles. Whether filling a single requisition or staffing 50 positions, AlmrStaffing's professionalism and commitment to my HR department.

During my tenure as HR Director at **TWD & ASSOCIATES, AMI, Expeditionary Healthcare (AMI)**, and The Washington Center for Equitable Growth, I worked closely with AlmrStaffing to identify, recruit, and staff a range of IT, Healthcare, Admin, and top executive roles . From temporary positions in cybersecurity to executive-level direct hires in .

At **TWD**, AlmrStaffing worked with us for four consecutive one-year contract extensions, ensuring that even the most challenging IT roles were all filled in a timely manner.

ALMR was essential, supporting my team at **AMI** in filling hundreds of multi-state positions during the pandemic.

Below are some of the roles they successfully recruited for us:

IT Roles for Healthcare and other IT roles

- Clinical Applications Analyst
- Business Analyst
- Healthcare Business Analyst
- Healthcare Data Analyst
- Help Desk Analyst
- Programmer Analyst
- Mainframe Application Analyst
- Healthcare Informatics Consultant
- Healthcare Product Manager
- Health Information Technician
- Clinical Informatics Specialist
- Healthcare Administrator
- Application DB2 Database Administrator
- SQL Server Database Administrator
- Application Oracle Database Administrator

In summation, AlmrStaffing is a five-star agency with an exceptional track record in performance, client service, and candidate care. Their comprehensive full-cycle approach and strategic recruitment planning consistently deliver successful outcomes, and it is my pleasure to recommend them for any staffing needs.

Loria Lopez

Director, Human Resources/Compliance
llopez@equitablegrowth.org
703.398.5059

A handwritten signature in black ink, reading "Loria Lopez". The signature is fluid and cursive, with a large loop at the end of the last name.

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST
CHARLESTON WV 25305
ATT: CRYSTAL

TECHNICAL TEMPORARY STAFFING SERVICES
SOLICITATION # CRFQ 0511 MIS2500000001

ALMRSTAFFING – PACKET # 4 - DOCUMENTS
Office: * (800) 916-5971 * Fax: (800) 916-5971 * Cell: (443) 413-2873 *

Email : Lea.harvey@almrstaffing.com / Website: www.almrstaffing.com /Contact: Lea Harvey-Thompson

/



BUSINESS REFERENCE

15 YEARS OF (IT)TECHNOLOGY STAFFING

TWD & ASSOCIATES , EXPEDITIONARY HEALTHCARE (AMI), THE WASHINGTON CENTER FOR EQUITABLE GROWTH,

We are small in business size but large in experience, skill, and expertise in the staffing and recruiting industry. We had no idea that our expertise in client care, candidate care, and a strong passion for all aspects in staffing and recruitment ,we would run into an amazing Human Resources Director that took a chance on us years ago continuous to this year of 2024.

Mrs. Lopez became amazed at the implementation of our strategic full life-cycle recruiting , staffing, our strategic metrics planning, market analysis and consistent work ethics that led to AlmrStaffing delivering their creative sourcing strategies which developed into immediate submittals that turned into new hires for their most difficult roles still on the books for over a year when we first came on board.

We had no idea she would consistently use our services for over 15 years in combination with three companies she headed in the Human Resources Departments. Listed below are the companies where we recruited and staffed IT, Healthcare, Admin, Engineering and lots more. Our main focus with her was IT roles in Healthcare and the Technology field. We have over 15 years in the IT field and have staffed most of the roles in this solicitation.

- TWD & ASSOCIATES – Four years
- EXPEDITIONARY HEALTHCARE (AMI)- Four years
- THE WASHINGTON CENTER FOR EQUITABLE GROWTH – Three years
- Last 4 years serviced periodically

Please read the reference letter below!



October 24, 2024

Dear Sir/Madam,

I have had the privilege of partnering with AlmrStaffing for over 15 years, and I can confidently say they are an invaluable resource in fulfilling IT staffing needs.

As an HR Director, I have engaged AlmrStaffing for IT services on numerous occasions with three different organizations throughout my career: twice through direct business agreements and once on an as-needed basis. AlmrStaffing consistently delivered exceptional results, positioning them as my go-to choice whenever IT staffing needs arise. The speed of their responses and the quality of their candidates are unmatched, particularly in the small business sector.

Despite being a minority-owned, woman-led, retired veteran and service-disabled veteran owned small business, AlmrStaffing's performance rivals that of much larger firms I have done business with. Lea Thompson's 30 years of experience and unparalleled knowledge of the talent industry are the driving force that consistently sets her apart and propels the company's success. Lea's servant-style leadership approach fosters a culture of dedication and continuous improvement within her team and confirms her commitment to each client.

Lea Thompson, the owner, ensures that every recruitment request begins with an intake meeting, thoroughly analyzing the job description or re-writing it ensuring we are properly informed using excellent market analysis that make our "Wants" and "Must Haves" more realistic. This strategic planning allowed us to successfully fill all the roles, even the roles we looked at as a loss prior to AlmrStaffing coming on board. With all, I am pleased to share that due to AlmrStaffing's dependable services, once again our current IT staffing needs are filled with qualified specialists doing an excellent job.

For the past 15 years, regardless of the organization I moved to, I continued engaging AlmrStaffing as needed, particularly for unique and hard-to-fill roles. Whether filling a single requisition or staffing 50 positions, AlmrStaffing's professionalism and commitment to my HR department.



Cont.,

During my tenure as HR Director at TWD & ASSOCIATES, EXPEDITIONARY HEALTHCARE (AMI), and THE WASHINGTON CENTER FOR EQUITABLE GROWTH with a range of IT, Healthcare, Admin, Engineering and more. AlmrStaffing was responsible for both Temporary staffing and Direct hire of our top Executive roles .

At TWD, AlmrStaffing worked with us for four consecutive one-year contract extensions, ensuring that even the most challenging IT roles were all filled in a timely manner. ALMR was essential, supporting my team at AMI in filling hundreds of multi-state positions during the pandemic.

Below are some of the roles they successfully recruited for us: **IT Roles / Healthcare and other Technology**

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Loria Lopez

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Director, Human Resources/Compliance

llopez@equitablegrowth.org

703.398.5059

AlmrStaffing Business Registration

WEST VIRGINIA
STATE TAX DEPARTMENT
**BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
A LAST MINUTE RESOURCE, INC
DBA ALMR STAFFING, INC
856 TALISMAN DRIVE
MARTINSBURG, WV 25403-0000

BUSINESS REGISTRATION ACCOUNT NUMBER: 2454-2250

This certificate is issued on: 01/08/2024

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code.*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.

atl006 v.19
L1391224992



Certificate

***I, Mac Warner, Secretary of State of the State of
West Virginia, hereby certify that***

A LAST MINUTE RESOURCE, INC

was incorporated under the laws of West Virginia and a Certificate of Incorporation
was issued by the West Virginia Secretary of State's Office on January 08, 2024.

I further certify that the corporation has not been revoked or administratively dissolved
by the State of West Virginia nor has the West Virginia Secretary of State issued a
Certificate of Dissolution to the corporation.

Accordingly, I hereby issue this Certificate of Existence

CERTIFICATE OF EXISTENCE

Validation ID:3WV02_GX4SC



***Given under my hand and the
Great Seal of the State of
West Virginia on this day of
March 25, 2024***

Mac Warner

Secretary of State

State of West Virginia



Certificate

*I, Mac Warner, Secretary of State,
of the State of West Virginia, hereby certify that*

A LAST MINUTE RESOURCE, INC

has filed the appropriate registration documents in my office according to the provisions of the
West Virginia Code and hereby declare the organization listed above as duly registered with the
Secretary of State's Office.

*Given under my hand and
the Great Seal of West Virginia
on this day of
January 08, 2024*



Mac Warner

Secretary of State



Certificate

*I, Mac Warner, Secretary of State,
of the State of West Virginia, hereby certify that*

A Last Minute Resource, Inc

has filed a "Certificate of Registration of Trade Name" in my office according to the provisions of Chapter 47
of the West Virginia Code and was found to conform to law.

Therefore, I hereby issue this

CERTIFICATE OF REGISTRATION OF TRADE NAME

authorizing it to transact business in West Virginia under the assumed name of

ALMR Staffing, Inc



*Given under my hand and
the Great Seal of West Virginia
on this day of*

January 08, 2024

Mac Warner



Secretary of State

Certificate of Liability Insurance 1

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 10/11/2024																									
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																											
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PRODUCER Simply Business 1 Beacon Street 15th Floor Boston, MA 02108	CONTACT NAME: Simply Business PHONE (A/C, No, Ext): (844) 654-7272 FAX (A/C, No): E-MAIL ADDRESS: contactus@simplybusiness.com INSURER(S) AFFORDING COVERAGE: <table style="width: 100%; border: none;"> <tr> <td style="border: none;">INSURER A :</td> <td style="border: none;">Hiscox Insurance Company Inc</td> <td style="border: none;">NAIC #</td> <td style="border: none;">10200</td> </tr> <tr><td style="border: none;">INSURER B :</td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;">INSURER C :</td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;">INSURER D :</td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;">INSURER E :</td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> <tr><td style="border: none;">INSURER F :</td><td style="border: none;"></td><td style="border: none;"></td><td style="border: none;"></td></tr> </table>			INSURER A :	Hiscox Insurance Company Inc	NAIC #	10200	INSURER B :				INSURER C :				INSURER D :				INSURER E :				INSURER F :			
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							PERSONAL & ADV INJURY	\$1,000,000																			
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Certificate of Liability Insurance 2

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<div style="border: 1px solid black; height: 80px; width: 100%;"></div>		<small>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</small>																																																																												
		<small>AUTHORIZED REPRESENTATIVE</small> 																																																																												

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Capability Statement

DUNS: 806688375

TAX ID: 45-4746584

CAGE: 4VNV6

PSC: R431 | R607 | R703

NAICS: 561320

- 561311 Employment Placement Agency
- 561320 Temporary Help Services
- 561312 Executive Search Services
- 561110 Office Administration Services
- 561210 Facilities Support Services
- 561499 All Other Business Support Services

Classification: Small Business

Certification: Woman-Owned (SBA WOSB)

Certification: Minority-Owned

Certification: Disabled Veteran-Owned

Other Info: Sam's: HHYJT67UMGR9

Address: 856 Talisman Drive

Martinsburg, WV 25403

Contacts:

Lea Harvey

President and Owner

Lea.Harvey@almrstaffing.com

Loria Lopez



Overview of the Company:

A Last-Minute Resource/dba with its headquarters located in **Martinsburg, West Virginia**, AlmrStaffing provides healthcare, IT, Admin, HR and mor in recruitment and staffing along with strategic consulting.

Our goal is to assist firms in enhancing their business performance, we mobilize the appropriate personnel, expertise, and technology. We give employers access to critical personnel so they may advance equal opportunity in the workplace and fulfill diversity goals. Having women-owned and disabled veteran-owned status as a Small Disadvantaged Business (SDB). An Emergent Source/dba AlmrStaffing is dedicated to providing cutting-edge, adaptable solutions for both public and private sector customers.

Core Competencies:

We are experts at creating and providing top-notch services for businesses in the following domains:

- Healthcare Solutions, every medical specialty. Administrative and management positions in healthcare. Program and Project Management for Health IT
- IT Consulting. Software-Related Solutions. CRM. Architecture that is Scalable. Program and Project Management for Health IT. Consulting for Human Resources. Modify the Enablement. instruction. Boost output.
- Consulting for Management. Evaluation. Enhancements to the Process. Project Administration.
- Project Staffing. Experts with extensive qualifications for in-house initiatives.
- Contractual Staffing. temporary employees to support or augment the current workforce.
- Temporary to Permanent Hiring. . Staffing through Direct Hire. Assign workers to long-term projects. Technology, communications. Database Administration. Assistance Services. safe spaces.

Important Distinctives:

- Our Group. For the last three years, we have experienced minimal staff turnover. Our workforce is qualified, professional, and well-versed in all necessary certifications. We focus on our client's company or department

VP of Human Resources

Loria.Lopez@almrstaffing.com

Phone: (800) 916-5971

www.almrStaffing.com

"Culture" which helps tremendously in picking the right employees for long term stay.

Client reviews routinely rank our employees higher than those in the sector.

- Tailored Remedies. Together, we create a tailored plan that meets your needs in its entirety.
- Repeat Clientele: As a result of our excellent work, 90% of our income comes from recurring customers.
- Local knowledge, regional coverage, bilingual. Because of our local knowledge, we are able to meet a variety of linguistic and cultural needs.

Paste Performances

We have worked with many Federal, State and Local facilities. Our goal is to focus on each client one at a time.



Crystal, Thank you for allowing the staff at AlmrStaffing this amazing opportunity to bid
SOLICITATION # CRFQ 0511 MIS250000001
TECHNICAL TEMPORARY STAFFING SERVICES FOR THE STATE OF WEST VIRGINIA IN THE CITY OF CHARLESTON

Lea Thompson-Harvey

CEO / OWNER
AlmrStaffing
Lea.harvey@almrstaffing.com
www.almrstaffing.com
Tele: (800) 916-5971
Cell : (443) 413-2873





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