



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

Header @ 3

List View

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

Procurement Folder: 1886131

Procurement Type: Central Master Agreement

Vendor ID: VS0000051584

Legal Name: VISION IT USA INC

Alias/DBA:

Total Bid: \$7,626,065.49

Response Date: 03/31/2026

Response Time: 10:13

Responded By User ID: PrasadP

First Name: Prasad

Last Name: Parachuri

Email: proposal@visionitus.com

Phone: 9725107442

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2600000079

Published Date: 3/31/26

Close Date: 4/14/26

Close Time: 13:30

Status: Closed

Solicitation Description: WVDOT IT Temporary Staffing Services (81260081)

Total of Header Attachments: 3

Total of All Attachments: 3



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:** 1886131  
**Solicitation Description:** WVDOT IT Temporary Staffing Services (81260081)  
**Proc Type:** Central Master Agreement

| Solicitation Closes | Solicitation Response        | Version |
|---------------------|------------------------------|---------|
| 2026-04-14 13:30    | SR 0803 ESR03312600000006574 | 1       |

**VENDOR**  
 VS0000051584  
 VISION IT USA INC

**Solicitation Number:** CRFQ 0803 DOT2600000079  
**Total Bid:** 7626065.490000000223517417907 **Response Date:** 2026-03-31 **Response Time:** 10:13:30  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 John W Estep  
 304-558-2566  
 john.w.estep@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 Mainframe Application Analyst |     |            |            | 590978.26                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Senior Mainframe Application Analyst

| Line | Comm Ln Desc                  | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-------------------------------|-----|------------|------------|-----------------------------|
| 2    | Mainframe Application Analyst |     |            |            | 512470.46                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Mainframe Application Analyst

| Line | Comm Ln Desc                                     | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----|------------|------------|-----------------------------|
| 3    | Senior Application Oracle Database Administrator |     |            |            | 551921.62                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Senior Application Oracle Database Administrator

| Line | Comm Ln Desc                              | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----|------------|------------|-----------------------------|
| 4    | Application Oracle Database Administrator |     |            |            | 496216.59                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Application Oracle Database Administrator

| Line | Comm Ln Desc                                  | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----|------------|------------|-----------------------------|
| 5    | Senior Application DB2 Database Administrator |     |            |            | 551448.20                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Senior Application DB2 Database Administrator

| Line | Comm Ln Desc                           | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|--|-----|------------|------------|-----------------------------|
| 6    | Application DB2 Database Administrator |     |            |            | 488326.36                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Application DB2 Database Administrator

| Line | Comm Ln Desc          | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------|-----|------------|------------|-----------------------------|
| 7    | PC Programmer Analyst |     |            |            | 337622.96                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

PC Programmer Analyst

| Line | Comm Ln Desc                 | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|------------------------------|-----|------------|------------|-----------------------------|
| 8    | Senior PC Programmer Analyst |     |            |            | 409897.47                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Senior PC Programmer Analyst

| Line | Comm Ln Desc                                  | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----|------------|------------|-----------------------------|
| 9    | Application SQL Server Database Administrator |     |            |            | 496216.59                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Application SQL Server Database Administrator

| Line | Comm Ln Desc  | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|-----|------------|------------|-----------------------------|
| 10   | Senior Application Oracle Server Database Administrator |     |            |            | 551921.62                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Senior Application Oracle Server Database Administrator

| Line | Comm Ln Desc               | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|----------------------------|-----|------------|------------|-----------------------------|
| 11   | GIS Database Administrator |     |            |            | 496216.59                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

GIS Database Administrator

| Line | Comm Ln Desc                      | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------------|-----|------------|------------|-----------------------------|
| 12   | Senior GIS Database Administrator |     |            |            | 551921.62                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Senior GIS Database Administrator

| Line | Comm Ln Desc  | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------|-----|------------|------------|-----------------------------|
| 13   | GIS Architect |     |            |            | 605890.79                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

GIS Architect

| Line | Comm Ln Desc              | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------------------|-----|------------|------------|-----------------------------|
| 14   | GIS Application Developer |     |            |            | 473019.31                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

GIS Application Developer

| Line | Comm Ln Desc                     | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|----------------------------------|-----|------------|------------|-----------------------------|
| 15   | Senior GIS Application Developer |     |            |            | 511997.05                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80111609  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Senior GIS Application Developer

## Exhibit A - Pricing Page

### WVDOT Information Technology Staffing Services RFQ(81260081)

CRQM DOT26\*44

| Contract Item      | Description                                      | Est. Qty. | Unit of Measure | Year 1 Unit Cost | Year 2 Unit Cost | Year 3 Unit Cost | Year 4 Unit Cost | Extended Cost         |
|--------------------|--|-----------|-----------------|------------------|------------------|------------------|------------------|-----------------------|
| 4.1.1              | Senior Mainframe Application Analyst             | 2080      | Hour            | \$74.90          | \$71.16          | \$69.73          | \$68.34          | \$590,978.26          |
| 4.1.2              | Mainframe Application Analyst                    | 2080      | Hour            | \$64.95          | \$61.70          | \$60.47          | \$59.26          | \$512,470.46          |
| 4.1.3              | Senior Application Oracle Database Administrator | 2080      | Hour            | \$69.95          | \$66.45          | \$65.12          | \$63.82          | \$551,921.62          |
| 4.1.4              | Application Oracle Database Administrator        | 2080      | Hour            | \$62.89          | \$59.75          | \$58.55          | \$57.38          | \$496,216.59          |
| 4.1.5              | Senior Application DB2 Database Administrator    | 2080      | Hour            | \$69.89          | \$66.40          | \$65.07          | \$63.77          | \$551,448.20          |
| 4.1.6              | Application DB2 Database Administrator           | 2080      | Hour            | \$61.89          | \$58.80          | \$57.62          | \$56.47          | \$488,326.36          |
| 4.1.7              | PC Programmer Analyst                            | 2080      | Hour            | \$42.79          | \$40.65          | \$39.84          | \$39.04          | \$337,622.96          |
| 4.1.8              | Senior PC Programmer Analyst                     | 2080      | Hour            | \$51.95          | \$49.35          | \$48.37          | \$47.40          | \$409,897.47          |
| 4.1.9              | Application SQL Server Database Administrator    | 2080      | Hour            | \$62.89          | \$59.75          | \$58.55          | \$57.38          | \$496,216.59          |
| 4.1.10             | Senior Application Oracle Database Administrator | 2080      | Hour            | \$69.95          | \$66.45          | \$65.12          | \$63.82          | \$551,921.62          |
| 4.1.11             | GIS Database Administrator                       | 2080      | Hour            | \$62.89          | \$59.75          | \$58.55          | \$57.38          | \$496,216.59          |
| 4.1.12             | Senior GIS Database Administrator                | 2080      | Hour            | \$69.95          | \$66.45          | \$65.12          | \$63.82          | \$551,921.62          |
| 4.1.13             | GIS Architect                                    | 2080      | Hour            | \$76.79          | \$72.95          | \$71.49          | \$70.06          | \$605,890.79          |
| 4.1.14             | GIS Application Developer                        | 2080      | Hour            | \$59.95          | \$56.95          | \$55.81          | \$54.70          | \$473,019.31          |
| 4.1.15             | Senior GIS Application Developer                 | 2080      | Hour            | \$64.89          | \$61.65          | \$60.41          | \$59.20          | \$511,997.05          |
| <b>Grand Total</b> |  |           |                 |                  |                  |                  |                  | <b>\$7,626,065.49</b> |

## Exhibit A - Pricing Page

### WVDOT Information Technology Staffing Services RFQ(81260081)

CRQM DOT26\*44

| Contract Item      | Description                                      | Est. Qty. | Unit of Measure | Year 1 Unit Cost | Year 2 Unit Cost | Year 3 Unit Cost | Year 4 Unit Cost | Extended Cost         |
|--------------------|--|-----------|-----------------|------------------|------------------|------------------|------------------|-----------------------|
| 4.1.1              | Senior Mainframe Application Analyst             | 2080      | Hour            | \$74.90          | \$71.16          | \$69.73          | \$68.34          | \$590,978.26          |
| 4.1.2              | Mainframe Application Analyst                    | 2080      | Hour            | \$64.95          | \$61.70          | \$60.47          | \$59.26          | \$512,470.46          |
| 4.1.3              | Senior Application Oracle Database Administrator | 2080      | Hour            | \$69.95          | \$66.45          | \$65.12          | \$63.82          | \$551,921.62          |
| 4.1.4              | Application Oracle Database Administrator        | 2080      | Hour            | \$62.89          | \$59.75          | \$58.55          | \$57.38          | \$496,216.59          |
| 4.1.5              | Senior Application DB2 Database Administrator    | 2080      | Hour            | \$69.89          | \$66.40          | \$65.07          | \$63.77          | \$551,448.20          |
| 4.1.6              | Application DB2 Database Administrator           | 2080      | Hour            | \$61.89          | \$58.80          | \$57.62          | \$56.47          | \$488,326.36          |
| 4.1.7              | PC Programmer Analyst                            | 2080      | Hour            | \$42.79          | \$40.65          | \$39.84          | \$39.04          | \$337,622.96          |
| 4.1.8              | Senior PC Programmer Analyst                     | 2080      | Hour            | \$51.95          | \$49.35          | \$48.37          | \$47.40          | \$409,897.47          |
| 4.1.9              | Application SQL Server Database Administrator    | 2080      | Hour            | \$62.89          | \$59.75          | \$58.55          | \$57.38          | \$496,216.59          |
| 4.1.10             | Senior Application Oracle Database Administrator | 2080      | Hour            | \$69.95          | \$66.45          | \$65.12          | \$63.82          | \$551,921.62          |
| 4.1.11             | GIS Database Administrator                       | 2080      | Hour            | \$62.89          | \$59.75          | \$58.55          | \$57.38          | \$496,216.59          |
| 4.1.12             | Senior GIS Database Administrator                | 2080      | Hour            | \$69.95          | \$66.45          | \$65.12          | \$63.82          | \$551,921.62          |
| 4.1.13             | GIS Architect                                    | 2080      | Hour            | \$76.79          | \$72.95          | \$71.49          | \$70.06          | \$605,890.79          |
| 4.1.14             | GIS Application Developer                        | 2080      | Hour            | \$59.95          | \$56.95          | \$55.81          | \$54.70          | \$473,019.31          |
| 4.1.15             | Senior GIS Application Developer                 | 2080      | Hour            | \$64.89          | \$61.65          | \$60.41          | \$59.20          | \$511,997.05          |
| <b>Grand Total</b> |  |           |                 |                  |                  |                  |                  | <b>\$7,626,065.49</b> |



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

(Printed Name and Title) Prasad Parachuri - President

(Address) 9161 Liberia Ave, Suite #203, Manassas VA 20110

(Phone Number) / (Fax Number) (240) 823-1475

(email address) proposal@visionitus.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through WVOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

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

Vision IT USA Inc

(Company) Prasad

(Signature of Authorized Representative)

Prasad Parachuri - President 03-30-2026

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

(240) 823-1475

(Phone Number) (Fax Number)

proposal@visionitus.com

(Email Address)

# Proposal Submitted to



**West Virginia Purchasing Division**

**WVDOT IT Temporary Staffing Services**

**Solicitation No. CRFQ 0803 DOT2600000079**

**Proposals are due by 03/31/2026 13:30 PM**

**Prepared for and submitted to**

Bid Clerk  
Department Of Administration  
Purchasing Division  
2019 Washington St E  
Charleston Wv 25305

**Contact**

Prasad Parachuri,  
President  
9161 Liberia Ave, Suite #203  
Manassas VA 20110  
Phone: (240) 823-1475  
Email: [proposal@visionitus.com](mailto:proposal@visionitus.com)



## Table of Contents

|                             |    |
|-----------------------------|----|
| Cover Letter .....          | 3  |
| Vendor Qualifications ..... | 4  |
| Recruiting Process .....    | 7  |
| Signed Document.....        | 15 |



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## Cover Letter

Dear Procurement Officer,

Vision IT USA Inc. is pleased to submit its response to **CRFQ No. DOT2600000079**. We appreciate the opportunity to support your organization in achieving its operational and strategic objectives through delivery of high-quality, reliable, and compliant services.

Vision IT USA Inc. is a trusted provider of professional services and technology solutions, with a strong track record of supporting government agencies and enterprise clients. Our organization brings deep expertise, a highly skilled workforce, and a proven delivery model designed to meet complex project requirements efficiently and effectively.

We fully understand the purpose and scope of this engagement and are confident in our ability to meet and exceed all stated requirements. Our approach emphasizes:

- Delivery excellence and accountability
- Strict adherence to specifications and regulatory requirements
- Scalable and flexible staffing solutions
- Proactive communication and stakeholder engagement

Our team is equipped with the experience, tools, and methodologies necessary to ensure successful execution, risk mitigation, and continuous improvement throughout the engagement lifecycle.

Vision IT USA Inc. is committed to providing exceptional value through a combination of quality service delivery, competitive pricing, and a strong focus on client satisfaction. We affirm our compliance with all terms, conditions, and requirements outlined in the CRFQ documentation.

We look forward to the opportunity to partner with your organization and contribute to the successful achievement of your goals. Should you require any additional information or clarification regarding our proposal, please do not hesitate to contact us.

Thank you for your time and consideration.

Sincerely,

Prasad Parachuri  
Vision IT USA Inc.



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## Vendor Qualifications

Vision IT USA Inc. was incorporated on **February 16, 2018**, in the State of Virginia as an IT Staff Augmentation and Consulting services provider. We are a **Certified Small and Minority Business Enterprise (S/MBE)** headquartered in Manassas, Virginia. **Vision IT USA** is a dynamic **IT services and staffing consulting firm**, delivering end-to-end technology solutions tailored for public sector and commercial clients. We blend world-class application development, infrastructure consulting, AI & BI analytics, and quality assurance by automation, and robust IT staffing services to address today's most critical technology challenges.

### Our mission:

- ❖ Build **secure, scalable, modern applications** (web and mobile) leveraging cloud and AI.
- ❖ Deliver **technology-driven staffing solutions**, assisting clients in assembling high-caliber teams rapidly.
- ❖ Provide **infrastructure modernization**, including advisory services on cloud adoption, system migrations, and infrastructure resilience.
- ❖ Ensure **software quality and performance** via automated testing, tech-debt reduction, and continual improvement.

We are committed to fostering long-term partnerships with integrity, transparency, and client-centered execution helping organizations unlock greater value from their technology investments.

### Range of Professional Services Offered

Vision IT USA offers a comprehensive range of professional services designed to provide value and technical expertise to clients. Their offerings include:

- **Recruitment and Staffing Solutions:** Vision IT USA provides end-to-end recruitment, human resource staffing, and consultancy services. This includes both permanent and temporary staffing, sourcing talent for sought-after positions to create growth for both employers and job seekers.
- **Application Development:** Vision IT USA specializes in custom software and application development, including mobile and cloud-based applications. They offer scalable and extensible architectures that support 24/7 business availability and leverage standard frameworks and agile methodologies. Their expertise covers a variety of technologies.
- **Technology Consulting:** Vision IT USA provides consulting services to help clients streamline application management processes, improve efficiency, and ensure they have the right people in the right jobs. They offer a wide range of IT support services and cost-effective IT support solutions.



- **Industry-Specific Expertise:** Vision IT USA has experience serving a variety of industries, with specific capabilities in Health Care, Banking & Financial, Business Intelligence, and Retail & Manufacturing.

Vision IT USA's commitment to quality and client satisfaction, combined with its diverse range of services, makes it a capable partner for a wide variety of IT and human resource needs.

**Vision IT USA, Inc.** delivers comprehensive Information Technology Staff Augmentation and Consulting Services designed specifically to support municipal and public-sector environments. We understand that local government IT departments must balance modernization, cybersecurity, regulatory compliance, and fiscal responsibility while maintaining uninterrupted public services.

Our service model is flexible, scalable, and structured to support:

- Short-term project-based needs
- Long-term enterprise initiatives
- Emergency or surge staffing
- Specialized technical expertise
- Strategic IT transformation efforts

**Staffing History: Proven Ability to Place 6+ Individuals in Specified IT Job Classifications (Last 5 Years, 2021–2026):**

Over the last five years, we have successfully placed more than 15 IT professionals in key classifications directly relevant to municipal IT needs (e.g., network engineering, application development, project management, database administration, cybersecurity specialists). Highlights include:

**6 placements at Knowledge Services (Public Sector, 2022–2025):** 2 Network Engineers, 2 Application Developers (Java/.NET for legacy modernization), 1 Project Manager, 1 Cybersecurity Analyst. Supported cloud migrations and assessments across agencies; improved timelines by 25% and reduced turnover via targeted sourcing.

- **Scope:** Provided long-term IT staffing services to support legacy system modernization, cybersecurity assessments, and cloud infrastructure migration across multiple agencies.
- **Approach:** Delivered a blend of contract and temp-to-hire IT professionals across various disciplines, including network engineering, application development, and project management.
- **Value Added:** Improved project delivery timelines by 25% through targeted recruitment and reduced turnover by aligning resources to agency culture and goals.

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**5 placements at Covendis (Public Sector, 2021–2024):** 2 Network Engineers, 1 Application Developer, 1 Database Administrator, 1 Project Manager. Delivered temp-to-hire staff for system modernization and compliance; accelerated delivery by 20%.

- **Scope:** Provided long-term IT staffing services to support legacy system modernization, cybersecurity assessments, and cloud infrastructure migration across multiple agencies.
- **Approach:** Delivered a blend of contract and temp-to-hire IT and Administrative professionals across various disciplines, including network engineering, application development, and project management.
- **Value Added:** Improved project delivery timelines by 20% through targeted recruitment and reduced turnover by aligning resources to agency culture and goals.

**4+ placements at Open IT Inc. (Corporate, 2023–2026):** 2 Application Developers, 1 Database Administrator, 1 Systems Support Engineer. Scaled for enterprise projects, cutting consulting costs by 30%.

- **Scope:** Delivered skilled IT professionals for application development, database administration, and enterprise systems support.
- **Approach:** Used a phased engagement model to scale support staff across departments based on seasonal demand and major project rollouts.
- **Value Added:** Reduced external consulting costs by over 30% through flexible workforce scaling and cross-training of client teams.

These placements demonstrate our capacity to rapidly source, vet, and deploy qualified IT talent for public-sector roles, ensuring seamless integration and high performance.

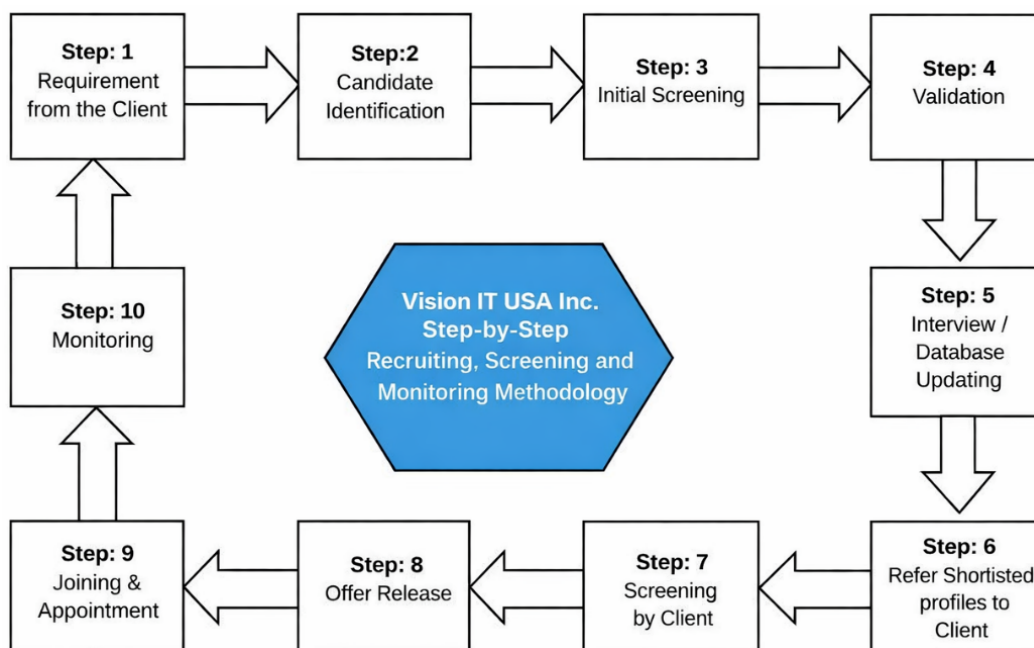
## Recruiting Process

### Vision IT USA Staffing Approach Initiative:

Our assigned Account Manager to WVDOT will work with WVDOT management team for the smooth flow of the service providing quality resources as per the requirements mentioned in the RFP. Account manager will keep a close track record of the requirement we receive from the WVDOT. According to the requirement of the WVDOT, the resumes of highly qualified candidates are reviewed by our trained recruiters and then screened for efficiency by our Account Managers. We also make sure that these screened candidates are cultural fit as well. After the Account Manager has determined the candidate is ideal for the requested position, we will divulge the information to the client. Vision IT USA will receive the client's feedback on the short-listed candidate. The Account Manager assigned to the specific client is also involved in executing sales, order processing, and supporting customers throughout the sales lifecycle.

### **Vision IT USA's Recruitment Process**

Vision IT USA has strategic step by step methodology for recruiting, screening and monitoring. We are actively utilizing this successful methodology to recruit nation's top talent in order to supply our quality IT Temporary Staffing Services to WVDOT requirements. Vision IT USA' Staffing Strategy is driven by recruitment process as shown in the figure below. Our staffing methodology is implemented and practiced by our human resource department to provide strong, skilled, competent, efficient, effective resources to our clients. Above all we recruit candidates as per the client's needs.



**Figure 1: Vision IT USA Inc. Recruiting Process**



Our recruiting methods, both targeted and broad-based, pull in large number of candidates for each position. We rely on the expertise of our specialized recruiters, to provide a first-pass screening to maximize the effectiveness of the hiring manager's time.

**1. Requirement from the client:**

- Vision IT USA client specific account manager works closely with the recruiting manager to identify the specific needs.
- Phone interviews from the recruiting team to discuss qualifications, experience, and fit feedback loops from the manager to the recruiter to refine the search.

**2. Candidate Identification:**

- Our strategy starts with first step identifying the resources based on client's requirement
- Vision IT USA has a proactive recruiting approach that strives for first-time-through quality by fully understanding the job requirements. So first and foremost, we listen carefully to our customer. We do not post job orders and wait for resumes from potential candidates; we post job orders and actively source candidates from a variety of networking and on-line sources. As a result, we have successfully filled many "hard-to-find" positions, earning accolades from our customers.
- Vision IT USA relies on dedicated recruiters, internet advertising, career fairs, personal networks, employee referrals, professional associations, Minority Business Councils, strong company reputations, and attractive compensation and benefits packages designed to attract the best candidates.
- Furthermore, Vision IT USA has powerful corporate reach-back for hands-on staffing assistance, processes, and systems.

**3. Initial Screening:**

- As per the client requirements our expert recruiting staff screen the resume from our internal database and we make sure we match the resource who possess right attitude, experience, skill, competency, ability to perform, availability, remuneration to be fit for the client's needs.
- The technical ability of a candidate is evaluated by the recruiter with a set of relevant questions, pre-defined for various disciplines by the technical experts within Vision IT USA.
- A candidate's usage/deployment of hardware/software/networking or other technologies and skills as mentioned in his/her resume in context of a project is validated for viability and accuracy by the recruiters.
- A rigorous technical interview process conducted by experts within Vision IT USA ensures that the underlying fundamentals of the candidate are solid and adequate for the job requirements. Vision IT USA has experts in various disciplines and technologies (e.g., mainframe technology, client/server technology, web-based technology, database technology, networking technology etc.). The relevant validation is conducted by the appropriate interviewer to ascertain the candidate's technical skills.

- In some instances where the candidate is to be potentially involved in quick-start specialized technical roles, his/her prior references relevant to the actual technical work are viewed and very specific reference checking in those areas is performed.
- In some instances, a candidate's technical ability is measured with specific tests such as writing programs, debugging programs, testing conditions for a program or configuring applications and/or networks. Such tests form a part of the technical interview process that require the candidate to prove programming and testing skills.

#### **4. Validation:**

- This step involves in short listing potential candidates to the first level of interview after validating the data of the candidate suitable to the requirement.
- Informing the short-listed candidates on interviewing schedules

#### **5. Interview / Database updating:**

- At this stage our recruiters who are trained in interviewing skills evaluate the candidate qualifications through rounds of interview as per the client's requirements. Our interview rounds consist of technical and communication, where we consider the candidates as per their technical skills suiting to the requirements and level of communication matching to the type of the category
- Once the interviews are done we update the database.

#### **6. Refer Shortlisted profiles to Client:**

- The resumes of highly qualified candidates are reviewed by our trained recruiters and then screened for efficiency by our account managers. After the account managers have determined the candidate is ideal for the requested position, we will divulge the information to the client that needs the necessary information.
- Will receive the client's feedback on the short-listed candidature.
- As per the client's suggestion we schedule the candidate interview with clients appointed hiring personal.

#### **7. Screening by Client:**

- Vision IT USA team will coordinate with the client to schedule the face to face or telephonic round of interviewing the candidate
- Finally, selected candidates are screened using efficient and detailed employee hiring verification services
- Conduct pre-employment verification with the help of professional organizations.
- They are screened using efficient and detailed employee hiring verification services, which ensures that the process is prompt, accurate, reliable, cost effective, and provides the information needed to verify qualifications and background information. This information is retained to verify the references, credit rating, experience and criminal history, which will inform the managerial team of the candidate's honesty, skills, education; thus, allowing us to submit a candidate that is ideal for the position. Background checks also allow us to obtain pertinent information about an employee that might otherwise not be revealed.



#### **8. Offer Release:**

- At this stage offer is released as per the discussions with the client and the proposed candidate
- Information on the offer release is shared with the hiring manager at client's place.

#### **9. Joining and Appointment:**

- At this stage Vision IT USA team will communicate the client joining procedures
- For internal purpose will ask the candidates to bring the required documents
- Conveying the client ethics, guidelines and atmosphere to the candidates
- Vision IT USA team requests the candidates to fill the formalities for internal records

#### **10. Monitoring**

- Vision IT USA will reach out to WVDOT once the selected candidate starts to ensure things are beginning as expected. Throughout the first six months Vision IT USA will reach out on a monthly basis to verify that things are progressing as planned with the selected candidate.

#### **Talent Pools**

Vision IT USA Inc. maintains:

- A database of **50,000+ pre-vetted candidates**
- Category-specific talent pools refreshed weekly
- Local San Antonio candidate pipelines within IT, Admin, and Labor categories
- Bench candidates available for rapid deployment
- Access to national technical talent for niche requirements

#### **Vision IT USA Inc's Screening and On-boarding Process**

At **Vision IT USA Inc.**, we recognize that a strong screening and on-boarding process is fundamental to protecting our clients, their workforce, and the communities they serve. Our approach is structured, compliant, transparent, and designed to exceed industry and contractual standards. We combine rigorous pre-employment screening protocols with meticulous documentation and recordkeeping practices to ensure full compliance with and all applicable regulatory requirements.

#### **1. Drug Testing**

Vision IT USA Inc. maintains a strict drug-free workplace policy. All candidates are required to successfully complete pre-employment drug screening prior to placement.

Our drug testing process includes:

- Testing conducted through certified laboratories compliant with federal and state regulations
- 10-panel (or client-specified) drug screening
- Medical Review Officer (MRO) verification for any non-negative results

- Chain-of-custody procedures to ensure integrity and accuracy
- Expedited result tracking to prevent onboarding delays

Drug screenings are completed only after a conditional offer of employment and before final deployment to ensure compliance with labor regulations. In safety-sensitive or regulated environments, we also support random, post-incident, and reasonable suspicion testing as required by the client.

Candidates are not cleared for assignment until verified negative results are received and documented.

## **2. Background Checks (All 12 Required Checks)**

Vision IT USA Inc. conducts comprehensive background investigations in full alignment with the 12 required checks outlined. Our screening is facilitated through accredited third-party background screening partners to ensure accuracy, compliance, and timeliness.

Our process includes, at minimum:

- Social Security Number trace and address history
- National criminal database search
- County-level criminal records search (multi-jurisdictional where applicable)
- Federal criminal records search
- Sex offender registry search (national and state)
- Global watchlist and sanctions screening (OFAC)
- Employment verification
- Education verification
- Professional license verification (if applicable)
- Motor vehicle records check (if role requires driving)
- Identity validation
- Additional client-mandated screenings as required

All background checks are conducted in compliance with:

- The Fair Credit Reporting Act (FCRA)
- Equal Employment Opportunity Commission (EEOC) guidelines
- Applicable state and local laws

Vision IT USA Inc. follows a documented adverse action process when necessary, including pre-adverse notification, waiting periods, and final adverse action communication.

No candidate is authorized to begin work until all required screenings are completed, reviewed, and formally approved.

### 3. Records Maintenance

Vision IT USA Inc. maintains a secure, audit-ready documentation management system designed to protect sensitive candidate information while ensuring compliance and accessibility.

Our records maintenance practices include:

- Secure electronic document storage within encrypted HRIS and compliance systems
- Role-based access controls to limit exposure of sensitive data
- Retention schedules aligned with federal, state, and contractual requirements
- Regular internal compliance audits
- Immediate retrieval capability for client audits or compliance reviews

All screening documentation, consent forms, verification reports, onboarding forms, and compliance certifications are retained in accordance with statutory requirements and client agreements. Physical documents, when applicable, are stored in secure facilities with restricted access.

### 4. Candidate Documentation Procedures

Vision IT USA Inc. follows a structured onboarding workflow to ensure every candidate file is complete, compliant, and audit-ready prior to placement.

Our documentation procedures include:

#### **Pre-Employment Documentation:**

- Signed offer letter
- Employment eligibility verification (Form I-9 with E-Verify, where required)
- Tax forms (W-4 and applicable state forms)
- Direct deposit authorization
- Signed policy acknowledgments (code of conduct, confidentiality, non-disclosure agreements)
- Drug testing consent
- Background check authorization

#### **Role-Specific Documentation (as applicable):**

- Professional certifications and license validation
- Immunization records
- Training certifications
- Safety training acknowledgment
- Client-specific compliance forms

Each candidate file undergoes a structured quality assurance review by our onboarding compliance team before final clearance. A standardized onboarding checklist is completed and electronically archived to ensure nothing is overlooked.



**Continuous Improvement & Compliance Oversight**

Vision IT USA Inc. maintains documented Standard Operating Procedures (SOPs) governing screening and onboarding. We conduct periodic internal audits and compliance reviews to ensure processes remain aligned with regulatory updates and client requirements.

Our team works closely with client compliance officers to accommodate any site-specific screening requirements, badging processes, or additional clearances.

**Commitment to Excellence**

At Vision IT USA Inc., screening and onboarding are not administrative tasks they are risk management safeguards. Our comprehensive, transparent, and compliant approach ensures that every professional placed has been thoroughly vetted, properly documented, and fully cleared before assignment.

We are committed to protecting our clients through diligence, integrity, and operational excellence at every stage of the employment lifecycle.

**Vision IT USA Inc’s Quality Assurance Program**

Being a premier staffing company, we have well established quality assurance procedures known as QAP that allows us to reduce the errors produced during the execution of contract that aims for, highest level of training to staff, internal and external communications through regular meetings and detailed reporting, and management of tasks, through the application of a management and oversight structure comprised of both Vision IT USA’s Account Management and the Client’s feedback. *The below table depicts Vision IT USA’s four Quality Assurance Program Elements.*

| <b>Vision IT USA Inc.’s, Quality Assurance Program Elements</b>  |  |
|--|--|
| <p><b>1. Vision IT USA’s CONSTANT ENGAGEMENT WITH ASSIGNED CONSULTANTS</b></p> <ul style="list-style-type: none"> <li>✓ Meetings I- At 1st month’ completion</li> <li>✓ Meeting II - At 2nd month’ completion</li> <li>✓ Meeting III - At 3rd month’ completion</li> <li>✓ Bi-Monthly Meetings – Every Second month, throughout the contract (Performance Evaluation)</li> </ul> | <p><b>2. Vision IT USA’s MANAGEMENT REVIEWS FOR CONTRACTUAL DUTIES</b></p> <ul style="list-style-type: none"> <li>✓ Daily Recruitment team meeting</li> <li>✓ Weekly Account Management Team review</li> <li>✓ Monthly &amp; Quarterly Reviews with Directors</li> </ul> |
| <p><b>3. Vision IT USA’s CLIENT ENGAGEMENT</b></p> <ul style="list-style-type: none"> <li>✓ Monthly/Quarterly Joint Team Meeting - Account management feedback</li> </ul>  | <p><b>4. Vision IT USA’s BUSINESS INTELLIGENCE &amp; REPORTING TO CLIENTS</b></p>  |



|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>✓ <b>Monthly/Staff Service Performance Survey</b></li> <li>✓ <b>Quick Performance Issue Addressing &amp; Replacement Plan</b></li> </ul> | <ul style="list-style-type: none"> <li>✓ <b>Monthly/Quarterly Customized Report Generation &amp; Submission to Clients</b></li> <li>✓ <b>Account Management Team Review on the basis of Account Management Performance reports</b></li> </ul> |
|---|---|

**Vision IT USA’s AREA OF EXPERTISE**

We are specialized in the area of IT staffing services; we have been catering to wide ranging skills and platforms and have consistently been delivering **the top 10% IT talent** available across varied IT domain. **Major categories in which we offer services include:**

|   |                                    |
|---|------------------------------------|
| ❖ Business Analysis & Intelligence      | ❖ Network Administration           |
| ❖ Data Science                          | ❖ Desktop Applications Development |
| ❖ IT Infrastructure                     | ❖ Quality Assurance & Testing      |
| ❖ Database Administration & Development | ❖ Web Design and Development       |
| ❖ Project Management                    | ❖ Enterprise Resource Planning     |
| ❖ Software Development                  | ❖ ERP Management & Administration  |
| ❖ Project Management                    | ❖ IT Helpdesk & Technical Support  |
| ❖ Cyber Security                        | ❖ System Administration            |



**Signed Document**