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Header 5

List View

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

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID: VS0000040009

Legal Name: Stellar IT Solutions

Alias/DBA: Stellar IT Solutions

Total Bid: \$2,986,880.00

Response Date: 09/22/2026

Response Time: 16:08

Responded By User ID: Stellarit

First Name: Jonathan

Last Name: Mui

Email: jonathanm@stellarit.com

Phone: 2408997449

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2700000006

Published Date: 9/16/26

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Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 2 -Temporary Technical 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: 2020855
Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services
Proc Type: Statewide MA (Open End)

Solicitation Closes	Solicitation Response	Version
2026-09-23 13:30	SR 0231 ESR09182600000002533	1

VENDOR
VS0000040009
Stellar IT Solutions

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 2986880
Response Date: 2026-09-22
Response Time: 16:08:01
Comments:

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

Vendor
Signature X **FEIN#** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Web Application Analyst	2080.0000	HOUR	92.000000	191360.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Senior Web Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	CRM Application Analyst	2080.0000	HOUR	83.000000	172640.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

CRM Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior SQL Server Database Administrator	2080.0000	HOUR	98.000000	203840.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Senior SQL Server Database Administrator

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Business Analyst	2080.0000	HOUR	78.000000	162240.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Business Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Learning Management System & eLearning Development Specialis	2080.0000	HOUR	80.000000	166400.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Learning Management System & eLearning Development Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Cloud Financial Operations Specialist	2080.0000	HOUR	128.000000	266240.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Financial Operations Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Cloud Architect	2080.0000	HOUR	150.000000	312000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Architect

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Cloud Security Professional	2080.0000	HOUR	140.000000	291200.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Security Professional

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Cloud Platform Engineer	2080.0000	HOUR	128.000000	266240.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Platform Engineer
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Cloud Network Engineer	2080.0000	HOUR	129.000000	268320.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Network Engineer
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Cloud Systems Management Engineer	2080.0000	HOUR	120.000000	249600.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Systems Management Engineer
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.0000	HOUR	130.000000	270400.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Mainframe Systems Programmer	2080.0000	HOUR	80.000000	166400.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Mainframe Systems Programmer
Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

STELLAR IT SOLUTIONS, INC.

Attachment B — Corporate Experience Summary

Submitted in satisfaction of Specification §3.1 • CRFQ 0231 OOT2700000006 • Temporary Technical Staffing Services

1. Statement of Compliance

Specification §3.1 requires that a Vendor "shall be in business a minimum of five (5) years, providing similar information technology services," with documentation to demonstrate it.

Stellar IT Solutions, Inc. was founded in 1997 and has operated continuously, under the same ownership and brand, for twenty-nine (29) years. Throughout that period the firm has provided information technology staffing and staff augmentation, custom software development and systems integration, cloud and data engineering, cybersecurity, and IT management consulting to federal, state, local, and commercial clients. Stellar exceeds the five-year minimum by twenty-four years.

Vendor question 18 of Addendum No. 2 confirms that "contracts, purchase orders, client references, corporate records, or corporate experience summary" are all acceptable documentation for this requirement. Question 90 confirms that commercial IT staffing experience satisfies it. This summary is submitted on that basis; the corroborating records listed in Section 6 are available on request.

2. Corporate Identification

Item	Detail
Legal name	Stellar IT Solutions, Inc. (DBA Stellar IT)
Founded	1997 — twenty-nine (29) years of continuous operation
Entity type	Corporation; independent, not a subsidiary of any other entity
State of incorporation	Maryland
Headquarters	9210 Corporate Blvd., Suite 390, Rockville, MD 20850
Additional locations	Virginia; development center in Bangalore, India
FEIN	75-2708774
UEI	NJJ7UXEWGAK7 — SAM.gov registration active
wvOASIS Vendor Customer Code	VS0000040009
NAICS codes	518210 · 541511 · 541512 · 541513 · 541519
Ownership	Privately held; minority-owned, founder-led
Workforce	60+ W-2 consultants; 45,000+ pre-screened candidates maintained in the CEIPAL applicant tracking system

3. Continuity of Similar Information Technology Services

Stellar has delivered information technology services without interruption since 1997. The firm began as a regional Maryland provider and now operates across all fifty states, holding statewide master service agreements and qualified vendor list positions in eleven or more states. It has supported more than one

hundred organizations with full-lifecycle application development, data engineering, cloud migration, cybersecurity, contact center modernization, and — most directly relevant to this solicitation — information technology staff augmentation.

Staff augmentation is a core service line rather than an adjacent one. Stellar maintains five concurrent Maryland State vehicles and holds statewide staffing vehicles in South Carolina, Texas, Florida, North Carolina and Missouri. Stellar has placed and supported technical personnel continuously for more than five years, and does so today. The engagements in Section 4.1 evidence that delivery record; the contracts in Section 4.2 evidence the breadth of Stellar's standing as an approved statewide IT staffing contractor.

Stellar was named to the Inc. 5000 list of the fastest-growing private companies in the United States for three consecutive years — 2020, 2021 and 2022.

4. Representative Engagements

The following engagements and contracts evidence continuous provision of similar information technology services. Section 4.1 sets out delivery engagements; Section 4.2 sets out the statewide IT staffing contracts Stellar holds; Section 4.3 sets out broader information technology services.

4.1 Information Technology Staffing and Staff Augmentation — Delivery Engagements

Client / Vehicle	Contract	Period	Role
Maryland Dept. of Human Services — MD THINK	Via prime contractor OST, Inc.	March 2019 – present	Subcontractor; business analysis, application development, data analytics, testing and QA. All past-performance ratings Exceptional
Maryland Dept. of Information Technology	CATS+ 060B2490023	Apr 2013 – Apr 2028	Master contract holder; IT consulting and technical services. Longest continuous Maryland relationship
Maryland Judiciary	MJUD Master Contract K23-0094-25L	Aug 2024 – Aug 2027	Master contract holder; IT staff augmentation and professional consulting
State of North Carolina	Administered through CAI	Active	Direct vendor; named technical placements
Texas Health and Human Services Commission	DIR ITSAC, DIR-CPO-5643	Active	Prime; placement verified against purchase order HHSTX-7-0000406106

4.2 Statewide IT Staffing Contracts Held

Client / Vehicle	Contract	Period	Status
State of Florida	Information Technology	Oct 2023 – Sept 2027	Won competitively;

Client / Vehicle	Contract	Period	Status
	Staff Augmentation (ITSA)		active. Prime contract holder, statewide IT staff augmentation
State of South Carolina, SFAA	Sol. 5400024992 — STC-IT Temporary Staff Augmentation	Awarded 2025; active	Won competitively; active. Sole prime, no subcontractors
Missouri Office of Administration	Statewide QVL CT242213106	Awarded April 2025; active	Won competitively; active. Statewide qualified vendor list, IT consulting and staffing

Each of these contracts was awarded to Stellar through open competition and is active and available to State agencies for task orders. They evidence the breadth of Stellar's statewide standing as an approved IT staffing contractor. The engagements in Section 4.1 evidence the firm's delivery record.

4.3 Information Technology Services, Software Engineering and Consulting

Client / Vehicle	Contract	Period	Role
Maryland Dept. of General Services	Statewide Agile Resources and Teams — BPM043644	Mar 2025 – Feb 2035	Prime; ten-year statewide vehicle
Maryland Health Benefit Exchange	IT Consulting and Technical Support IDIQ	Apr 2018 – Jun 2028	Prime; software engineering and IT quality assurance, retained through competitive recompetes
Florida Dept. of Management Services	Digital Security Solutions	Active	Statewide term contract, awarded across sixteen categories
Florida Dept. of Management Services	Management Consulting Services	From Dec 2025, three years	Statewide term vehicle
Port Authority of New York and New Jersey	ERDS	Completed; successor 2025–2030	Data warehouse consolidation, delivered
Knoll, Inc. (commercial)	Enterprise data warehouse and business intelligence	Multi-year, completed	145+ dashboards across 10+ plants and 20 distribution centers
Commercial — hospitality sector	greatEvent platform	Multi-year, active	Custom software development and ongoing operations and maintenance

5. Process Maturity, Security and Performance Record

Stellar's longevity is supported by independently appraised process and security controls:

- CMMI Development & Services Maturity Level 3 — Appraisal ID 70595, appraised May 8, 2024, valid to May 8, 2027.
- ISO/IEC 27001:2022 Information Security Management System — Certificate #25RN10EE, issued October 16, 2025, valid to October 15, 2028.
- MDOT-certified Minority Business Enterprise, triple-certified DBE/MBE/SBE — #19-721.
- Metropolitan Washington UCP Disadvantaged Business Enterprise — #DBE0003717.

In twenty-nine years of continuous operation Stellar has never had a project fail, and no contract has been terminated for default. The firm has never been suspended or debarred from any procurement ecosystem, and has never been party to significant litigation. Every contract in its history — federal, state, local and commercial — has been completed as scheduled or remains active and in good standing.

6. Corroborating Records Available on Request

Addendum No. 2 confirms this summary is itself acceptable documentation under §3.1. The following records are held and can be furnished to the Purchasing Division on request or prior to award:

- Maryland Articles of Incorporation and Maryland SDAT certificate of good standing.
- SAM.gov entity registration record showing the entity start date.
- Executed contracts and purchase orders for the engagements listed in Section 4.
- Client references with current contact information for any listed engagement.
- Certificates for CMMI ML3, ISO/IEC 27001:2022, MDOT DBE/MBE/SBE and Metropolitan Washington UCP DBE.

Point of contact for any question regarding this attachment:

Joshua Sircus, Chief Executive Officer · Stellar IT Solutions, Inc.

9210 Corporate Blvd., Suite 390, Rockville, MD 20850

(202) 748-7427 · josh@stellarit.com · www.stellarit.com

STELLAR IT SOLUTIONS, INC.

Attachment C — Placement Evidence

Submitted in satisfaction of Specification §3.2 • CRFQ 0231 OOT2700000006 • Temporary Technical Staffing Services

1. Statement of Compliance

Specification §3.2 requires documentation showing that the Vendor has staffed at least six (6) individuals within the classifications listed in Section 1 of the Specifications within the past five (5) years, identifying the entity to whom each individual was supplied and providing contact information for that entity.

Stellar IT Solutions, Inc. supplied the six individuals documented in this attachment to the Maryland Department of Human Services (MD THINK program) and to the State of North Carolina between May 2022 and April 2026. Each individual is evidenced by an executed work order, fee schedule, or client vendor-management system record naming that individual by name. Each placement was made by Stellar IT Solutions, Inc. as the employer of record; none is a subcontractor's or teaming partner's placement.

Addendum No. 2 confirms the standard applied here: questions 8, 53, 78 and 79 establish that six individuals in total across any combination of the listed classifications satisfies the requirement, rather than six per classification; question 16 confirms that any five-year period qualifies; and questions 17, 97 and 137 confirm that purchase orders, contracts, statements of work, client references, placement records and candidate resumes are all acceptable documentation. The evidence assembled here consists principally of executed work orders and client system records, with resumes supplied as supporting material.

2. Summary of Individuals Staffed

Six individuals across four of the thirteen classifications listed in Section 1.

#	Individual	Section 1 Classification	Entity Supplied To	Period	Primary Evidence
1	Paul Samuel Kommula	4.1.3 — Senior SQL Server Database Administrator	MD Dept. of Human Services (MD THINK), via prime contractor OST, Inc.	09/01/2023 – 08/30/2024	Appendix C fee schedule, Task SR#5-35
2	Jayson Schemenauer	4.1.10 — Cloud Network Engineer	State of North Carolina, via CAI (VectorVMS)	03/09/2023 – 03/05/2024	Engagement record 862555, PO EP5427488 L1
3	Elizabeth Pickens	4.1.4 — Business Analyst	NC Dept. of Environmental Quality (NCDEQ), via CAI	04/08/2025 – 04/07/2026	Record of services 947686, PO NC571205 L1
4	Pankaj Kumar Golecha	4.1.4 — Business Analyst	MD Dept. of Human Services (MD THINK), via prime contractor OST, Inc.	10/31/2022 – 04/28/2023	Appendix C fee schedule, Task WO#35
5	Chiemezie Ukaumunna	4.1.3 — Senior SQL Server Database Administrator	MD Dept. of Human Services (MD THINK), via prime contractor	05/23/2022 – 04/20/2023	Appendix C fee schedule, Task WO#34

#	Individual	Section 1 Classification	Entity Supplied To	Period	Primary Evidence
			OST, Inc.		
6	Kimberli Foy Manning	4.1.5 — LMS & eLearning Development Specialist	MD Dept. of Human Services (MD THINK), via prime contractor OST, Inc.	05/23/2022 – 04/20/2023	Appendix C fee schedule, Task WO#34

Classification coverage: 4.1.3 (2) · 4.1.4 (2) · 4.1.5 (1) · 4.1.10 (1).

3. Entity Contact Information

Contact information for each entity to whom the individuals were supplied, as required by §3.2 and confirmed by Addendum No. 2 question 137.

Entity	Individuals Supplied	Contact	Phone / Email
Maryland Dept. of Human Services — MD THINK, through prime contractor OST, Inc.	Kommula, Golecha, Ukaumunna, Manning	Brian Cole, Vice President, OST, Inc.	202-271-4952 · bcole@ostglobal.com
NC Dept. of Environmental Quality (NCDEQ), through CAI	Pickens	Anne Elliott, Senior Account Manager, CAI — client contact of record on engagement 947686	(434) 446-2569 · Anne.Elliott@cai.io
State of North Carolina, through CAI	Schemenauer	Nicole Walker, Senior Account Manager, CAI — client contact of record on engagement 862555; Richard Meduri is the reporting manager	(919) 355-6270 · Nicole.Walker@cai.io

4. Placement Detail

Each entry below restates the facts recorded on the executed work order or client system record filed behind this cover. Where a start or end date is marked “estimated,” that is the term used on the executed fee schedule itself.

4.1 Paul Samuel Kommula — 4.1.3 Senior SQL Server Database Administrator

Field	Detail
Entity supplied to	Maryland Department of Human Services, MD THINK program, through prime contractor OST, Inc.
Vendor of record	Stellar IT Solutions, Inc.
Task number	SR#5-35
Position / labor category	AWS Engineer (Infrastructure) / Engineer, Information (Senior)
Work location	849 International Drive, 3rd Floor, Linthicum, MD 21090
Period of performance	09/01/2023 – 08/30/2024 (estimated, per fee schedule)
Total hours	2,080 (estimated)
Scope of record	Design and development of SQL-based solutions for data-driven applications and services in AWS; SQL query, stored-procedure and function optimization; database schema, table and index design with database administrators; SQL performance troubleshooting and data-integrity resolution; data modeling and database design; ETL implementation and maintenance; documentation of SQL code, schemas and data workflows
Evidence filed	Exhibit 1 — Appendix C, Stellar IT Solutions Inc. / MD Think — Kommula, Fee Schedule / LCAT Description

Basis for classification: the executed scope is database design, development, optimization and administration work, performed on an AWS platform. It maps to 4.1.3 on substance rather than to a cloud-platform classification on job title.

4.2 Jayson Schemenauer — 4.1.10 Cloud Network Engineer

Field	Detail
Entity supplied to	State of North Carolina, through CAI (VectorVMS vendor management system)
Employer of record	Stellar IT Solutions, Inc. (Vendor ID 16637)
Engagement ID	862555
Purchase order reference	EP5427488, L1
Requisition	ID 700915 — Network/Telecom Specialist – Expert; client job title Network Engineer
Period of performance	03/09/2023 – 03/05/2024
Hours of record	1,886.50 approved hours across 53 weekly timesheets, all client-approved
Schedule	8 hours/day, 5 days/week
Onboarding compliance	National criminal background check complete; E-Verify complete
Client oversight	Client contact and engaging manager Nicole Walker, Senior Account Manager, CAI, (919) 355-6270, Nicole.Walker@cai.io; reporting manager Richard Meduri
Evidence filed	Exhibit 2 — Engagement Verification / Work Order Record No. ENG-862555

Basis for classification: Mr. Schemenauer meets 4.1.10.1, which requires a minimum of five years of networking experience with at least three years specialized in cloud networking. He has twenty-three years of networking and network security

experience overall. From July 2016 to October 2020 — approximately four years — he served as Senior Network/Security Engineer supporting the United States Navy, where his primary responsibility was standing up Palo Alto firewalls, Panorama and F5 platforms (LTM, ASM, APM, AFM and DNS) in the AWS GovCloud, configuring redundancy, configuration synchronization and failover across multiple security stacks, and delivering net-new deployments supporting the migration of multiple business units to AWS services. That engagement also supports 4.1.10.3 through production F5 load balancer work. The North Carolina engagement documented above added twelve months of enterprise network and network security engineering across Cisco Software Defined Access, Cisco ISE, Cisco Catalyst Center, Palo Alto and Panorama firewall administration, and network infrastructure vulnerability assessment and remediation.

4.3 Elizabeth Pickens — 4.1.4 Business Analyst

Field	Detail
Entity supplied to	North Carolina Department of Environmental Quality (NCDEQ), through CAI
Employer of record	Stellar IT Solutions, Inc. (Vendor ID 16637)
Engagement ID	947686
Purchase order number	NC571205, L1 (prior engagement line NC510777)
Requisition	ID 730146 — NCDEQ IT Budget Support Specialist; client job title Product Support Specialist
Period of performance	04/08/2025 – 04/07/2026 (approximately 12 months)
Hours of record	1,888 approved hours across 53 timesheet periods, all approved
Bill rate	\$70.00 per hour, straight time; total extended value \$132,160.00
Client oversight	Client contact Anne Elliott, Senior Account Manager, CAI, (434) 446-2569, Anne.Elliott@cai.io; timesheet approver Paul Reimers; prior supervisors of record Billy Hylton and Mike Ware
Evidence filed	Exhibit 3 — Record of Services Performed, Engagement 947686; Exhibit 3a — CAI VectorVMS extension confirmation dated 04/10/2025

Basis for classification: requirements gathering, process documentation and analysis within a State IT division. Assigned to 4.1.4 as the closest of the thirteen classifications.

4.4 Pankaj Kumar Golecha — 4.1.4 Business Analyst

Field	Detail
Entity supplied to	Maryland Department of Human Services, MD THINK program, through prime contractor OST, Inc.
Vendor of record	Stellar IT Solutions, Inc.
Task number	WO#35
Position / labor category	Business Analyst / Tester (Senior)
Work location	849 International Drive, 3rd Floor, Linthicum, MD 21090
Period of performance	10/31/2022 – 04/28/2023 (estimated, per fee schedule)
Total hours	1,000 (estimated)
Scope of record	Requirements gathering from end users and documentation in a predefined format for the development team; development of test cases, plans and procedures in an agile environment; design and execution of IT software tests and evaluation of results for regulatory compliance; test data design and preparation; automated

Field	Detail
	regression and integration test plans; database queries and SQL-based validation of test data; defect reporting, tracking and resolution with developers
Evidence filed	Exhibit 4 — Appendix C, Stellar IT Solutions Inc. / MD Think — Golecha, Fee Schedule / LCAT Description

Basis for classification: the executed labor category is Business Analyst, matching 4.1.4 directly.

4.5 Chiemezie Ukamunna — 4.1.3 Senior SQL Server Database Administrator

Field	Detail
Entity supplied to	Maryland Department of Human Services, MD THINK program, through prime contractor OST, Inc.
Vendor of record	Stellar IT Solutions, Inc.
Task number	WO#34
Position / labor category	Application DBA (Senior)
Work location	849 International Drive, 3rd Floor, Linthicum, MD 21090
Period of performance	05/23/2022 – 04/20/2023 (estimated, per fee schedule)
Total hours	1,840 (estimated)
Scope of record	Technical expertise and support in the use of DBMS; evaluation and recommendation of DBMS products; definition of file organization, indexing methods and security procedures; creation and maintenance of database objects including tables, views, indexes and constraints; database backup and recovery procedures ensuring data integrity, security and recoverability; availability, performance monitoring and capacity planning; logical and physical database design; replication and backups for mission-critical applications
Evidence filed	Exhibit 5 — Appendix C, Stellar IT Solutions Inc. / MD Think — Ukamunna, Fee Schedule / LCAT Description

Basis for classification: the executed labor category is senior database administration, matching 4.1.3 directly.

4.6 Kimberli Foy Manning — 4.1.5 LMS & eLearning Development Specialist

Field	Detail
Entity supplied to	Maryland Department of Human Services, MD THINK program, through prime contractor OST, Inc.
Vendor of record	Stellar IT Solutions, Inc.
Task number	WO#34
Position / labor category	Training Specialist / Instructor
Work location	849 International Drive, 3rd Floor, Linthicum, MD 21090
Period of performance	05/23/2022 – 04/20/2023 (estimated, per fee schedule)
Total hours	1,840 (estimated)
Scope of record	Creation of end-user content in collaboration with business and IT staff; development of training curriculum and delivery as instructor for Health and Human Services web applications; authoring and editing of training materials, process documentation, web content, presentations, videos and newsletters;

Field	Detail
	editing and proofreading for accuracy with continuous enhancement from end-user feedback; content written for case workers, supervisors, managers and technical staff following a user-centric approach
Evidence filed	Exhibit 6 — Appendix C, Stellar IT Solutions Inc. / MD Think — Manning, Fee Schedule / LCAT Description

Basis for classification: training content development and instructional delivery for State Health and Human Services applications. 4.1.5 is the closest of the thirteen classifications; Stellar does not represent this engagement as learning-management-system administration.

5. Exhibit Index

The documents below are filed behind this cover in the order listed.

Exhibit	Document	Evidences
1	Appendix C — Stellar IT Solutions Inc., MD Think — Kommula, Fee Schedule / LCAT Description	Row 1 — Kommula
2	Engagement Verification / Work Order Record No. ENG-862555	Row 2 — Schemenauer
3	Record of Services Performed, Engagement 947686, PO NC571205 L1	Row 3 — Pickens
3a	CAI VectorVMS engagement extension confirmation, 04/10/2025	Row 3 — Pickens (supporting)
4	Appendix C — Stellar IT Solutions Inc., MD Think — Golecha, Fee Schedule / LCAT Description	Row 4 — Golecha
5	Appendix C — Stellar IT Solutions Inc., MD Think — Ukaumunna, Fee Schedule / LCAT Description	Row 5 — Ukaumunna
6	Appendix C — Stellar IT Solutions Inc., MD Think — Manning, Fee Schedule / LCAT Description	Row 6 — Manning
7	OST Exhibit A — Stellar Work Order #28, dated 08/24/2021	Master subcontract basis for MD THINK placements (supporting)
8	OST Exhibit A — Stellar Work Order #31, dated 10/14/2021	Master subcontract basis for MD THINK placements (supporting)
9	Resumes of the six individuals named above	All rows (supporting)

Note on resumes. Several of the resumes supplied as Exhibit 9 were captured at the time each individual was submitted for placement and therefore predate the assignment documented on the corresponding work order. That is the ordinary sequence in contract staffing. The executed work orders and client system records at Exhibits 1 through 6 are the evidence of placement; the resumes evidence the individuals' qualifications.

6. Additional Records Available on Request

Stellar will supply any of the following on request by the Purchasing Division or the Agency:

- Approved timesheet detail for the North Carolina engagements, by period, with timesheet identifiers.

- The master subcontracting agreement between Stellar IT Solutions, Inc. and OST, Inc. governing the MD THINK placements.
- OST, Inc. past-performance evaluation of Stellar IT Solutions, Inc., rated Exceptional on quality, schedule, cost control and management.
- Client verification letters from the entities named in Section 3.
- Additional individuals placed under the same engagements, beyond the six documented here.

APPENDIX C – Stellar IT Solutions Inc.
MD Think – Kommula
FEE SCHEDULE/LCAT DESCRIPTION

This is an addendum to the master subcontracting agreement for the client and program identified below. It outlines the specifics of the resource, labor category, period of performance, and billing rate in support of the program:

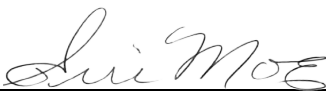
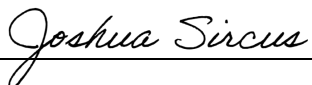
Client Name	MD Think
Program Name	Staffing
Vendor Name	Stellar IT Solutions Inc.
Candidate Name	Paul Samuel Kommula
Task Number	SR#5-35
Position/Labor Category	AWS Engineer (Infrastructure) / Engineer, Information (Senior)
Work Location	849 International Drive, 3rd Floor, Linthicum, MD 21090
Start Date	09/01/2023 (estimated)
End Date	08/30/2024 (estimated)
Total Hours	2080 (estimated)
Vendor/Pay Rate per Hour	\$75.00
Position Description	• Design and develop SQL-based solutions to support data-driven applications and services in AWS. • Develop and optimize SQL queries, stored procedures, and functions for performance and scalability. • Work closely with cross-functional teams, including software engineers, data scientists, and data analysts, to understand their requirements and provide SQL-based solutions. • Collaborate with database administrators (DBAs) to design and implement database schemas, tables, and indexes for efficient data storage and retrieval. • Troubleshoot and resolve SQL-related performance issues, database errors, and data integrity problems. • Perform data modeling and database design to ensure data accuracy, consistency, and compliance with business rules and requirements. • Implement and maintain data extraction, transformation, and loading (ETL) processes to move data between different systems and databases. • Create and maintain documentation for SQL code, database schemas, and data workflows. • Stay up to date with the latest SQL and database technologies, AWS services, and best practices for data management and analytics in the cloud. • Collaborate with AWS service teams to provide feedback and contribute to the improvement of SQL-related services and features. • Develop, test, and maintain SQL queries, scripts, and stored procedures to support application development and data management.

APPENDIX C – Stellar IT Solutions Inc.

MD Think – Kommula

FEE SCHEDULE/LCAT DESCRIPTION

	• Create and optimize database schemas, tables, and indexes for efficient data storage and retrieval. • Collaborate with software developers and business analysts to understand database requirements and translate them into SQL code. • Design, implement, and maintain ETL (Extract, Transform, Load) processes for data integration between different systems and databases. • Perform data analysis and troubleshooting to identify and resolve SQL performance issues, database errors, and data integrity problems. • Write and maintain technical documentation, including data models, database designs, and SQL code documentation. • Work closely with database administrators (DBAs) to ensure database security, availability, and performance. • Participate in code reviews and contribute to the improvement of SQL development best practices and coding standards. • Stay up to date with the latest SQL technologies, database management systems, and industry trends to recommend and implement improvements. • Collaborate with cross-functional teams to support data-driven decision-making and reporting initiatives
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OST, Inc.		Stellar IT Solutions, Inc.	
Signature		Signature	
Name	Eric Moe	Name	Joshua Sircus
Title	Sr. Contracts Manager	Title	CEO
Date	8/21/2023	Date	08/15/2023

STELLAR IT SOLUTIONS, INC.

Rockville, Maryland | Vendor ID 16637

ENGAGEMENT VERIFICATION / WORK ORDER RECORD

Issued September 18, 2026 | Record No. ENG-862555

This record is issued by Stellar IT Solutions, Inc. to verify the engagement described below. All information is drawn from the VectorVMS vendor management system of record for this engagement.

RESOURCE

Name	Jayson Schemenauer
Engagement ID	862555
Candidate ID	4078471
Email	Jayson.Schemenauer@gmail.com
Employer of Record	Stellar IT Solutions, Inc. (Vendor ID 16637)

CLIENT & ASSIGNMENT

Client	State of North Carolina
Work Location	State of North Carolina
Requisition Title	Network/Telecom Specialist – Expert
Requisition ID	700915
Client Job Title	Network Engineer
Profit Center	2347
Client Contact	Nicole Walker
Reports To	Richard Meduri
Engaged By	Nicole Walker

ENGAGEMENT TERMS

Engagement Type	Contract
Purchase Order Reference	EP5427488, L1
Engagement Decision Date	03/14/2023
Original Start Date	03/09/2023
Actual Start Date	03/09/2023
Engaged Through	03/05/2024
Scheduled Hours	8 hours/day, 5 days/week (40 hours/week)
Rate Structure	Straight Time, per hour
Current Status	No longer engaged (assignment completed)

WORK PERFORMED

Total Timesheets Approved	53 weekly timesheets
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Total Approved Hours	1,886.50 hours
First Period Ending	03/10/2023
Final Period Ending	03/08/2024
Timesheet Status	All submitted timesheets approved by the client

COMPLIANCE

National Criminal Background Check	Complete
e-Verify Initial Case Result	Complete
DHHS Alternative Work Schedule Item	Complete

CERTIFICATION

I certify that Jayson Schemenauer was engaged as a contract resource of Stellar IT Solutions, Inc. and performed services for the State of North Carolina from March 9, 2023 through March 5, 2024 under the engagement and purchase order references listed above, and that the hours stated reflect client-approved timesheets of record.

Signature	
Name	Jonathan Mui
Title	Operations Manager, Stellar IT Solutions, Inc.
Date	

Verification inquiries: jonathanm@stellarit.com

STELLAR IT SOLUTIONS, INC.

Rockville, Maryland | Vendor ID 16637

RECORD OF SERVICES PERFORMED

Contract Staffing Engagement Verification

Engagement ID 947686 · PO Number NC571205, L1 · Issued 09/18/2026

1. RESOURCE

Resource Name	Elizabeth Pickens
Engagement ID	947686
Candidate ID	4465895
Email of Record	espickens@gmail.com
Employer of Record (Vendor)	Stellar IT Solutions, Inc. (Vendor ID 16637)
Submittal Round	1
Submittal Type	Active Resource

2. ENGAGEMENT

Client	State of North Carolina
Agency / Department	North Carolina Department of Environmental Quality (NCDEQ)
Position Title	NCDEQ — IT Budget Support Specialist
Client Job Title	Product Support Specialist
Requisition ID	730146
Purchase Order Number	NC571205, L1
Project Reference	DEQ/ITS-04/08/25-Pickens Spec. P-137744\NC571205\PROG~L00001
Cost Center	NCDEQ-ITS
Profit Center	2347
Work Location	State of North Carolina
Engagement Type	Contract
Current Status	No longer engaged (engagement completed)

3. PERIOD OF PERFORMANCE

Original Start Date	April 8, 2025
Start Date	April 8, 2025
Engagement Decision Date	April 8, 2025
Engaged Through Date	April 7, 2026

First Timesheet Period Ending	April 11, 2025
Final Timesheet Period Ending	April 10, 2026
Total Duration	Approximately 12 months

4. RATE AND SCHEDULE

Currency	USD
Rate Structure	Straight Time
Payment Basis	Per Hour
Bill Rate	\$70.00 USD per hour, effective 04/08/2025 – 04/07/2026
Scheduled Hours per Day	8
Scheduled Days per Week	5
Scheduled Hours per Week	40
Total Approved Hours	1,888 hours
Total Extended Value	\$132,160.00 USD

5. APPROVAL AND OVERSIGHT

Client Contact	Anne Elliott
Engaged By	Anne Elliott
Reports To / Timesheet Approver	Paul Reimers
Invoice Recipient	susan.penman@deq.nc.gov
Prior Supervisors of Record	Billy Hylton; Mike Ware
Onboarding Compliance	National Criminal Background Check — Complete
	E-Verify Initial Case Result — Complete
Record Last Updated	April 9, 2026

6. APPROVED TIMESHEET DETAIL

All 53 timesheet periods below carry an approved status in the client vendor management system. Extended amounts are calculated at the contracted straight-time bill rate of \$70.00 per hour.

Period End Date	Timesheet ID	Status	Hours	Extended Amount
04/11/2025	17902688	Approved	32:00	\$2,240.00
04/18/2025	17902725	Approved	32:00	\$2,240.00
04/25/2025	17934307	Approved	40:00	\$2,800.00
05/02/2025	17959332	Approved	40:00	\$2,800.00
05/09/2025	17969191	Approved	40:00	\$2,800.00
05/16/2025	17988065	Approved	40:00	\$2,800.00
05/23/2025	18001798	Approved	40:00	\$2,800.00
05/30/2025	18013579	Approved	32:00	\$2,240.00
06/06/2025	18033642	Approved	40:00	\$2,800.00
06/13/2025	18054244	Approved	40:00	\$2,800.00
06/20/2025	18072470	Approved	40:00	\$2,800.00
06/27/2025	18093620	Approved	40:00	\$2,800.00
07/04/2025	18106258	Approved	32:00	\$2,240.00
07/11/2025	18130264	Approved	40:00	\$2,800.00
07/18/2025	18150827	Approved	40:00	\$2,800.00
07/25/2025	18164394	Approved	40:00	\$2,800.00
08/01/2025	18185832	Approved	40:00	\$2,800.00
08/08/2025	18202579	Approved	40:00	\$2,800.00
08/15/2025	18221254	Approved	40:00	\$2,800.00
08/22/2025	18236579	Approved	40:00	\$2,800.00
08/29/2025	18257968	Approved	8:00	\$560.00
09/05/2025	18278010	Approved	32:00	\$2,240.00
09/12/2025	18294149	Approved	40:00	\$2,800.00
09/19/2025	18312218	Approved	40:00	\$2,800.00
09/26/2025	18330548	Approved	40:00	\$2,800.00
10/03/2025	18354713	Approved	40:00	\$2,800.00
10/10/2025	18371779	Approved	40:00	\$2,800.00
10/17/2025	18399233	Approved	40:00	\$2,800.00
10/24/2025	18403810	Approved	40:00	\$2,800.00
10/31/2025	18424550	Approved	40:00	\$2,800.00
11/07/2025	18448782	Approved	40:00	\$2,800.00
11/14/2025	18461457	Approved	24:00	\$1,680.00
11/21/2025	18480361	Approved	40:00	\$2,800.00

Period End Date	Timesheet ID	Status	Hours	Extended Amount
11/28/2025	18495821	Approved	24:00	\$1,680.00
12/05/2025	18511082	Approved	40:00	\$2,800.00
12/12/2025	18525699	Approved	40:00	\$2,800.00
12/19/2025	18548794	Approved	40:00	\$2,800.00
12/26/2025	18567578	Approved	0:00	\$0.00
01/02/2026	18573081	Approved	8:00	\$560.00
01/09/2026	18612145	Approved	40:00	\$2,800.00
01/16/2026	18624339	Approved	24:00	\$1,680.00
01/23/2026	18637167	Approved	32:00	\$2,240.00
01/30/2026	18651454	Approved	40:00	\$2,800.00
02/06/2026	18669705	Approved	40:00	\$2,800.00
02/13/2026	18684667	Approved	40:00	\$2,800.00
02/20/2026	18707001	Approved	40:00	\$2,800.00
02/27/2026	18719962	Approved	40:00	\$2,800.00
03/06/2026	18746334	Approved	40:00	\$2,800.00
03/13/2026	18758580	Approved	40:00	\$2,800.00
03/20/2026	18776417	Approved	40:00	\$2,800.00
03/27/2026	18793578	Approved	40:00	\$2,800.00
04/03/2026	18810669	Approved	32:00	\$2,240.00
04/10/2026	18828811	Approved	16:00	\$1,120.00
TOTAL — 53 approved timesheets			1888:00	\$132,160.00

7. CERTIFICATION

The undersigned certifies, on behalf of Stellar IT Solutions, Inc., that Elizabeth Pickens was engaged by and performed services through Stellar IT Solutions, Inc. as an IT Budget Support Specialist supporting the North Carolina Department of Environmental Quality from April 8, 2025 through April 7, 2026, and that the hours, rate, and engagement particulars stated above are taken from the client vendor management system record for Engagement ID 947686 (VectorVMS) as of the issue date of this document.

Authorized Signature
Stellar IT Solutions, Inc.

Printed Name and Title
Date

Source of record: VectorVMS engagement record 947686 (Requisition 730146), State of North Carolina. This document is an employment and services verification issued by Stellar IT Solutions, Inc.; it is not an invoice and is not a purchase order issued by the State of North Carolina.

Saravanan Sivasubramanian

From: Jonathan Mui
Sent: 10 April 2025 12:43
To: Sandy J; Saravanan Sivasubramanian
Cc: Sarada D; Joshua Sircus
Subject: FW: NC Split Timesheet / NC Engagement Update for Elizabeth Pickens

Importance: High

FYI, just received this.
Elizabeth Pickens's extension.

From: 365_NC_Help <NC.Help@cai.io>
Sent: Thursday, April 10, 2025 12:41 PM
To: espickens@gmail.com
Cc: Jonathan Mui <jonathanm@stellarit.com>
Subject: NC Split Timesheet / NC Engagement Update for Elizabeth Pickens
Importance: High

Good afternoon Elizabeth Pickens,

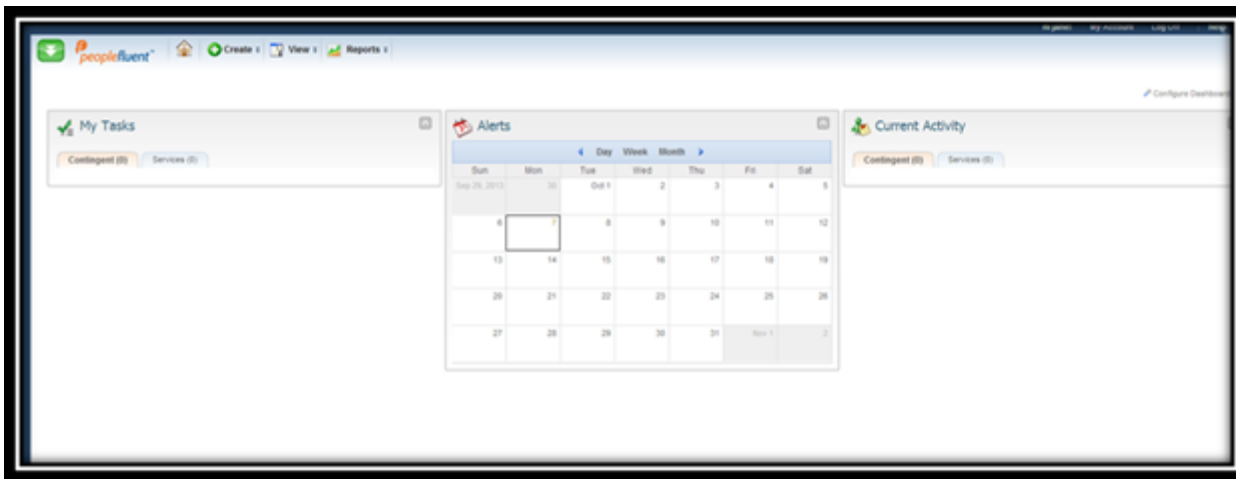
We are pleased to inform you that your VectorVMS engagement information has been updated and you have been extended under **your current DEQ/ITS Requisition (#730146). The extension is effective beginning 4/08/2025 - 4/07/2026.**

When submitting time for **Week Ending 4/11/2025**, please note that you will need to submit two timesheets. The first timesheet should be for **April 5th – 7th, which is Sat. – Mon.**, and will be against your old PO Engagement/Line Item. The second timesheet should be for **April 8th – 11th, which is Tues. – Fri.**, and will be against your new PO Engagement/Line Item. Going forward, this new PO Engagement/Line Item will be used when submitting time.

Old PO Engagement: NC510777, PROG~L00001

New PO Engagement: NC571205, PROG~L00001

You will login as normal, click on **CREATE – TIMESHEET**.



From the Calendar Icon, select the **Friday week ending date (the example shows Saturday, but please select FRIDAY)**:

The screenshot shows the 'Timesheet' form in PeopleFluent. The form includes a header with 'Reports To', 'Requestor Title', 'Client', and 'Reference Info'. Below this is a 'Period (Begin - End)' field showing 'Sunday, December 29, 2013 - Saturday, January 04, 2014'. The 'Select Engagement' dropdown is set to 'PENNDOT Programmer 4'. The 'Timesheet' section has a 'Global Message' and a 'Timesheet Note'. Below these are input fields for 'Straight Time', 'Overtime', and 'Total Billable Hours (Day)'. The 'Rate Summary' section has a 'Comment' field. At the bottom right, there are buttons for 'Save As Draft', 'Submit', and 'Cancel'.

As you can see from the screen shot, only a portion of the week will allow you to enter time. (If a portion of the timesheet **DOES NOT APPEAR**, go to the **Select Engagement** dropdown box to select a project.) Enter your hours worked accurately per day. **Click SUBMIT, then click OK.**

Timesheet
pttnger, jane (22240)

Period (Begin - End): Sunday, December 29, 2013 - Saturday, January 04, 2014

Select Engagement: **PENNDOT Programmer 4**

Timesheet ID: 22875 Submitted by: jane pttnger Status Submitted (jane pttnger) 10/17/13 09:20 AM

	29	30	31	1	2	3	4	Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
PDOT - 05/01/09 - SUPPORT / 4300123456 / PBOG-430009	05:00	05:00						10:00
Straight Time								10:00
Total Billable Hours (Day)	05:00	05:00						10:00

Rate Summary

Information
Timesheet submitted successfully.
OK

Click the **Select Engagement** dropdown box above the timesheet. Select the next engagement (the newer dated one).

Timesheet
pttnger, jane (22240)

Period (Begin - End): Sunday, December 29, 2013 - Saturday, January 04, 2014

Select Engagement: **PENNDOT Programmer 4**

Timesheet ID: 22875 Submitted by: jane pttnger Status Submitted (jane pttnger) 10/17/13 09:20 AM

Client: Commonwealth of Pennsylvania
Card ID: 22240 Eng ID: 12044 Through Date: 12/30/13

Client: Commonwealth of Pennsylvania
Card ID: 20640 Eng ID: 11545 Through Date: 05/01/14

	29	30	31	1	2	3	4	Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
PDOT - 05/01/09 - SUPPORT / 4300123456 / PBOG-430009	05:00	05:00						10:00
Straight Time								10:00
Total Billable Hours (Day)	05:00	05:00						10:00

Rate Summary

The remainder of the week will populate to allow you to enter time. **Click SUBMIT.**

Timesheet
pttnger, jane (22240)

Period (Begin - End): Sunday, December 29, 2013 - Saturday, January 04, 2014

Select Engagement: **PENNDOT Programmer 4**

Global Message: Time should be submitted by Monday 8am. Note: Time intervals of less than 1 hour are converted to minutes. Ex: 8.5 hours will display as 8:30.

Timesheet Note:

	29	30	31	1	2	3	4	Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
PDOT - 05/01/09 - SUPPORT / 4300123456 / PBOG-430009	05:00	05:00						10:00
Straight Time								10:00
Overtime								
Total Billable Hours (Day)	05:00	05:00						10:00

Rate Summary

Comment:

Save as Draft Submit Cancel

The VectorVMS timesheet process is complete.

Thank you!



NC Help Desk | Contingent Workforce Solutions

NC.Help@cai.io | www.cai.io

APPENDIX C – Stellar IT Solutions Inc.
MD Think – Golecha
FEE SCHEDULE/LCAT DESCRIPTION

This is an addendum for a personnel assignment under the master subcontracting agreement for the client and program identified below. It outlines the specifics of the resource, labor category, period of performance, and billing rate in support of the program:

Client Name	MD Think
Program Name	Staffing
Vendor Name	Stellar IT Solutions Inc.
Candidate Name	Pankaj Kumar Golecha
Task Number	WO#35
Position/Labor Category	Business Analyst/Tester (Senior)
Work Location	849 International Drive, 3rd Floor, Linthicum, MD 21090
Start Date	10/31/2022 (estimated)
End Date	04/28/2023 (estimated)
Total Hours	1000 (estimated)
Vendor/Pay Rate per Hour	\$80.00
Position Description	Duties/Responsibilities: MDH is seeking a seasoned Business Analyst to support the PMM application development work. The Business Analyst's responsibilities will include: ● Gather requirements from end users and document in a pre-defined format for the development team to build solutions. ● Resource will develop and document test cases, testing plans and procedures in an agile environment. ● Resource will design and execute IT software tests and evaluate results to ensure compliance with applicable regulations. ● Resource will design and prepare all needed test data. Will also review test results and evaluate for conformance to design. ● Develop and maintain automated regression and integration test plans for validation. ● Resource will communicate test results and feedback with development teams. ● Perform database queries to identify and validate test data. ● Database testing using SQL queries. ● Assist with data set up for test automation and perform validation of test results. ● Review data flow across multiple systems ● Report and track defects and work closely with Developers in defect resolution. ● Analyze the resolution of software defects to serve as input to plans for retesting. ● Assist Test Analysts\Engineers with the development and maintenance of the test framework. ● The area of expertise may be related to a specific discipline required by the State agency including, but not limited to: information

APPENDIX C – Stellar IT Solutions Inc.

MD Think – Golecha

FEE SCHEDULE/LCAT DESCRIPTION

	technology, health care, education, public safety, social services, human resources, transportation, and environment. ● Requires expertise in the formulation of specifications and in the execution of technical initiatives in vertical areas. ● Defines requirements, performs analyses, and develops plans and requirements for systems. Education: ● Bachelor's Degree from an accredited college or university in the specific discipline required by the State. A Master's Degree or Ph.D. Degree is preferred. General Experience: ● At least 12 years of relevant industry experience in the discipline is required. Specialized Experience: At least 10 years of combined new and related older technical experience in the IT field directly related to the required area of expertise
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OST, Inc.		Stellar IT Solutions, Inc.	
Signature		Signature	
Name	Eric Moe	Name	Raj Sundaram
Title	Sr. Contracts Manager	Title	HR Director
Date	10/26/2022	Date	10/25/2022

APPENDIX C – Stellar IT Solutions Inc.
MD Think – Ukaumunna
FEE SCHEDULE/LCAT DESCRIPTION

This is an addendum to the master subcontracting agreement for the client and program identified below. It outlines the specifics of the resource, labor category, period of performance, and billing rate in support of the program:

Client Name	MD Think
Program Name	Staffing
Vendor Name	Stellar IT Solutions Inc.
Candidate Name	Chiemezie Ukaumunna
Task Number	WO#34
Position/Labor Category	Application DBA (Senior)
Work Location	849 International Drive, 3rd Floor, Linthicum, MD 21090
Start Date	5/23/2022 (estimated)
End Date	4/20/2023 (estimated)
Total Hours	1840 (estimated)
Vendor/Pay Rate per Hour	\$95
Position Description	Duties: ● Provide technical expertise and support in the use of DBMS. ● Evaluate and recommend available DBMS products to support validated user requirements. ● Define file organization, indexing methods, and security procedures for specific user applications. ● Create and maintain database objects such as tables, views, index, constraints, etc. for data platforms and custom applications. ● Develop, implement, and maintain database backup and recovery procedures for the processing environments, and ensure that data integrity, security, and recoverability are built into the DBMS applications. ● Drive end-to-end availability, performance monitoring, and capacity planning for PostgreSQL, using native and 3rd party tools. ● Design and develop logical and physical database designs from application requirements. ● Design and implement automation using scripts and database functions. ● Design and implement replication and backups for mission critical/tier-1 applications. ● Design and implement automation using scripts, must be proficient in scripting. Education: ● Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Experience: ● At least six (6) years of experience in administering on-prem/cloud based multiuser environments with expertise in planning, designing, building, and implementing complex database systems. ● In depth knowledge of the EDB PostgreSQL DB architecture.

APPENDIX C – Stellar IT Solutions Inc.

MD Think – Ukaumunna

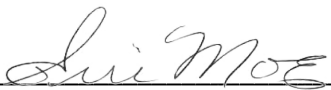
FEE SCHEDULE/LCAT DESCRIPTION

	● AWS cloud base Postgres database administration experience. ● Driven end-to-end availability, performance monitoring, and capacity planning for PostgreSQL, using native and 3rd party tools. ● Implemented automated methods and industry best practices for consistent installation and configuration of EDB PostgreSQL for production, pre-production and non-production environments. ● Administrated PostgreSQL databases throughout the non-production (Sandbox, development, test, UAT, Training), pre-production (Staging) and production lifecycles in an AWS environment. ● Experienced with optimizing database performance through exhaustive pro-active testing and ongoing real-time monitoring. ● Experienced in scripting and database functions. ● Experience in testing database security and enterprise policy guidelines according to established best practices. ● Monitored and maintained the backups for database recoverability for all production databases. ● Must have experience working in the database domain with at least four (4) years of experience managing all operations of RDBMS databases such as Oracle/SQL Server/DB2 with a minimum of two (2) years of EDB PostgreSQL DB. ● Experience with AGILE / DEVOPS a plus. ● Functional experience in Federal and/or State health and human services (HHS) programs is preferred (i.e., Child Welfare (CCWIS), Child Support, Adult Protective Services, Juvenile Services, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Women, Infants & Children (WIC), Electronic Benefits Transfer (EBT), Medicaid, Children Health Insurance Program (CHIP), Care Management, EHR, Child Care).
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Note: We have contracted with this company before for MD Think, and this candidate is already working on MD Think.

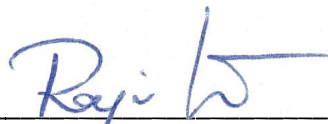
Prime: OST, Inc

Sub: Stellar IT Solutions Inc

Signature: 

Name: Eric Moe

Date: 27 June 2022

Signature: 

Name: Raj Sundaram

Date: 06/23/2022

APPENDIX C – Stellar IT Solutions Inc.
MD Think – Manning
FEE SCHEDULE/LCAT DESCRIPTION

This is an addendum to the master subcontracting agreement for the client and program identified below. It outlines the specifics of the resource, labor category, period of performance, and billing rate in support of the program:

Client Name	MD Think
Program Name	Staffing
Vendor Name	Stellar IT Solutions Inc.
Candidate Name	Kimberli Manning
Task Number	WO#34
Position/Labor Category	Training Specialist/Instructor
Work Location	849 International Drive, 3rd Floor, Linthicum, MD 21090
Start Date	5/23/2022 (estimated)
End Date	4/20/2023 (estimated)
Total Hours	1840 (estimated)
Vendor/Pay Rate per Hour	\$65
Position Description	Duties: ● Create content for end users by working with business and IT staff. ● Create training curriculum and act as instructor for Health and Human Service web applications. ● Work with business and IT experts to write and edit content for training materials, process documentation, web, presentations, videos and newsletters. ● Edit, proofread and improve content for accuracy. Continuously enhance documentation based on end user feedback. ● Research ideas and facts for the type of content. ● Write content that engages with internal stakeholders (case workers, supervisors and managers) including business and technical staff following a user-centric approach. Education: ● Bachelor's degree in a related field (e.g., Marketing, Communications). Experience: ● At least three (3) years of experience in creating and editing content of all types. ● Excellent communication and English writing skills with greater focus on quality. ● Experience engaging SMEs in the development of job and department-specific training and to ensure accurate content design and relevant learning outcomes. ● Detail oriented with experience in grammar, spelling, and delivering the message is critical for this position. ● Experience with state Health and Human Services application domain training content creation experience (child welfare, juvenile services, adult welfare services, food stamps, medicaid, temporary cash benefit, and child support) is preferred.

APPENDIX C – Stellar IT Solutions Inc.

MD Think – Manning

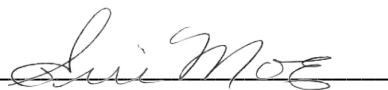
FEE SCHEDULE/LCAT DESCRIPTION

	● Demonstrated ability to create technical content clearly and concisely. ● Advanced proficiency with MS Office and other graphic creation applications and techniques. ● Ability to synthesize information and convey complex concepts in simple terms. ● Experience working directly with clients, ability to engage a variety of audiences. ● Ability to work independently, in high-profile assignments with tight deadlines ● Schedules, coordinates, and delivers or facilitates training programs/sessions, including training sessions performed by subject matter experts, executives, and other users. ● Delivers classroom and workplace learning solutions that engage the learner and produce measurable performance improvement. ● Experience in Federal and/or State health and human services (HHS) programs is preferred (i.e., Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Women, Infants & Children (WIC), Electronic Benefits Transfer (EBT), Medicaid, Children Health Insurance Program (CHIP), Child Support, Care Management, EHR, Child Care)
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Note: We have contracted with this company before for MD Think, and this candidate is already working on MD Think.

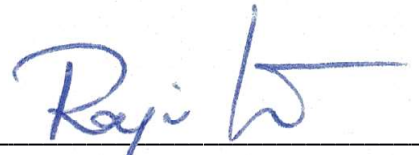
Prime: OST, Inc

Sub: Stellar IT Solutions Inc

Signature: 

Name: Eric Moe

Date: 27 June 2022

Signature: 

Name: Raj Sundaram

Date: 06/23/2022

Subcontractor Agreement

Exhibit A/Work Order #28/Substitution Request Work Order #22

TASKS

The tasks to be performed by Subcontractor under the terms of this Agreement are:

1. **Consulting:** Provide resources in the support of work orders released by MD Department Of Human Services (DHS)
2. **Period Of Performance and POC:** Subcontractor will work within the goals and requirements of the work order and produce deliverables required by the work order or relevant efforts for the work order, and will support the delivery of customer work products:

Task	MD THINK
Start Date	8/9/2021
End Date (unless terminated under Section 11 of this Agreement)	4/30/2022
Effort	Agile Scrum Team Resources Support for MD THINK
OST Point of Contact	OST Project Manager, Brian Cole 703.462.8736

Name	Labor Category	Work Authorization/Rate
Rupesh Chowdary Musunuru	Application Developer (Junior)	\$76/hr.
Kimberli Foy Manning	Training Content Creator and Instructor	\$65/hr.

3. **Performance Location:** To be determined by Department of Human Services, likely on site in Linthicum, MD.
4. **Resume Submission priority:** Resource selection will be based on a “best athlete” basis for the candidate(s) whose qualifications and price best meet the Customer’s requirements, at Prime’s discretion. In the event that the same candidate is received by Prime for

consideration (“duplicate submission process”), the order of preference is the date and time received, provided that a right to represent form was presented at the time of submission and signed by the candidate. The Prime has discretion to eliminate or accept the candidate for consideration.

5. **Status Report:** Each person or group of people supporting a common initiative assigned by the customer shall provide a monthly status report, if required, which includes Accomplishments, Issue, Risks, and upcoming tasks. The format to be utilized for the status report will be provided by the OST Project Manager, Brian Cole. Status reports will be submitted to the OST Project Manager, E-Mail: BCole@ostglobal.com, as required, on a monthly basis.
6. **Quality:** All work products and reports created by each person should have less than 5% in deficiencies with no critical deficiencies (i.e., wholly unacceptable or causing an outage), as measured against the entirety of the product or report (e.g., pass rate of valid test cases for a development effort must be 95% or greater).
7. **Labor Invoices:** The subcontractor will submit invoices monthly to OST Accounting at: accountspayable@ostglobal.com with a copy to the person identified as OST POC (see above). Each invoice will be supported by hours logged into the OST Timesheet system on a daily basis.
 - a. On a daily basis, each Subcontractor will enter all billable hours into the OST-approved time sheet system. The timesheet should reflect hours worked daily against each activity code with an explanation of the work accomplished for the hours worked. Timesheet should be saved daily and submitted twice a month on the 1st and 16th of each month.
 - b. The invoice should follow a specific format (see Exhibit C.)
8. **Contract type:** Reimbursement will be made for Labor Hours logged and approved in the OST Time Entry system and then approved and paid by the customer. Subcontractor may only charge up to 40 hours per week, unless additional hours are approved in advance and in writing by the OST Project Manager identified herein. Subcontractor may only charge for federal or state holidays or for time worked during government closures if approved in advance and in writing by the OST Project Manager identified herein.
 - a. **Hours NTE:** Contract will not exceed 1416 hours, unless otherwise stated in writing at a later date and/or approved by the Project Manager.
9. **Fees:** Subcontractor shall be responsible for payment of all applicable federal, state, and local income taxes. The hourly rates to be paid by the Prime to Subcontractor for performing the Tasks will be at the rate submitted by the Subcontractor with the candidate submission, provided that the rate submitted by the Subcontractor does not exceed the target not to exceed rate provided by the Prime in the Work Orders that are issued under this Exhibit A. The hourly rate submitted by the Subcontractor may be less than the target rate provided by the Prime, as price is an evaluation factor. The Labor Category Descriptions for the position requirements will be provided with target not to exceed rates when the Work Order requirements are released to the subcontractor network for proposing candidates to fill position requirements.
 - a. **Pay Rate for Subcontractor’s Candidate:**

- The pay rate for Rupesh Chowdary Musunuru will be \$76/hr.
- The pay rate for Kimberli Foy Manning will be \$65/hr.

10. **Travel:** There is no travel allocated to the contract. Local travel expenses in the Baltimore- DC Metro area to these work sites are not billable including Mileage and tolls. If the Customer requests for travel outside of the Baltimore-Washington DC Area, the expense estimates must be pre-approved by customer and Prime POC at least 5 days ahead of the travel. Additionally, all travel and travel-related reimbursements shall be in accordance with the Federal Travel Regulations as published by GSA, <http://www.gsa.gov>.

11. **Subcontractor acknowledges that:**

- a. All candidates will be fully-vetted by Subcontractor before submission to Prime Contractor.
- b. Candidates will provide qualified resumes within scheduled timeline to submit for consideration in correct format as required by Prime Contractor.
- c. Candidates will provide/sign right to represent forms/documentation at the time of candidate submission.
- d. Candidates must supply a laptop and phone if engaged on the work order.
- e. Candidates must be available for pre-screening and interviewing by Prime Contractor.
- f. Candidates must be available for interviewing by Customer.
- g. Engaged resources will work in a multi-contractor environment as part of an integrated team with the government and are independent consultants, and all non- disclosure provisions are in force as defined in this agreement.

12. **GFE:** Subcontractors will be responsible to protect from damage and theft all equipment, records and files. This will include, but not limited to, laptop computer and badge issued for performance of the services. Each subcontractor leaving the project will return all equipment and material issued. Equipment must be returned in the same condition, as it was when it was issued, subject to normal wear and tear.

13. **Software and Data:** Subcontractor will protect all information, documents, software, reports, data, records, forms and other materials developed, obtained, or disclosed in the course of performing any Tasks under this subcontract. This includes the

protection and privacy of any program data, as mandated by current MD State guidelines.

14. **Background Screening:** Subcontractor shall perform a background security check on each resource prior to their assignment to the Project. This background check must include a criminal background screening to identify any applicable issues on a local, State, and Federal level.
15. **Affidavits and Certifications:** Subcontractor shall complete all required affidavits and certifications required before a candidate is engaged on a work order, such as the MD Living Wage Affidavit. Subcontractors must be qualified in the applicable NAICS Code under the work order for which the Subcontractor supplies candidates.
16. **Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) Certifications:** The MD THINK ASTR Program requires a 20% MBE and a 5% VSBE set-aside, which can vary by work order, and the Subcontractor must maintain or achieve the pertinent certifications with the State of Maryland as well as advise the Prime when it lapses.

This Exhibit supersedes any prior Exhibit issued. This Exhibit A is agreed to and approved by an authorized representative of each party.

Prime	
Name of Organization	OST, Inc.
Printed Name of Signatory	Eric Moe
Signature	<i>Eric Moe</i>
Date (MM/DD/YYYY)	8/24/2021

Subcontractor	
Name of Organization	Stellar IT Solutions
Printed Name of Signatory	Raj Sundaram
Signature	<i>Raj Sundaram</i>
Date (MM/DD/YYYY)	08/24/2021



Subcontractor Agreement

Exhibit A/Work Order #31

TASKS

The tasks to be performed by Subcontractor under the terms of this Agreement are:

1. Consulting: Provide resources in the support of work orders released by MD Department Of Human Services (DHS)
2. Period Of Performance and POC: Subcontractor will work within the goals and requirements of the work order and produce deliverables required by the work order or relevant efforts for the work order, and will support the delivery of customer work products:

Task	MD THINK
Start Date	10/18/2021 10/25/2021
End Date (unless terminated under Section 11 of this Agreement)	
Effort	Agile Scrum Team Resources Support for MD THINK
OST Point of Contact	OST Project Manager, Brian Cole 703.462.8736

Name	Labor Category	Rate	Start Date
Chiemezie Ukaumunna	Application DBA Senior	\$95/hr.	10/25/2021
Sri Vamsi Jyothi Uppu	Senior Full Stack Java Developer	\$98/hr.	10/18/2021

3. Performance Location: To be determined by Department of Human Services, likely on site in Linthicum, MD.
4. Resume Submission priority: Resource selection will be based on a "best athlete" basis for the candidate(s) whose qualifications and price best meet the Customer's requirements, at discretion. In the event that the same

candidate is received by Prime for consideration, the order of preference is the date and time received, provided that a right to represent form was presented at the time of submission and signed by the candidate. The Prime has discretion to eliminate or accept the candidate for consideration.

5. Status Report: Each person or group of people supporting a common initiative assigned by the customer shall provide a monthly status report, if required, which includes Accomplishments, Issue, Risks, and upcoming tasks. The format to be utilized for the status report will be provided by the OST Project Manager, Brian Cole. Status reports will be submitted to the OST Project Manager, E-Mail: BCole@ostglobal.com, as required, on a monthly basis.
6. Quality: All work products and reports created by each person should have less than 5% in deficiencies with no critical deficiencies (i.e., wholly unacceptable or causing an outage), as measured against the entirety of the product or report (e.g., pass rate of valid test cases for a development effort must be 95% or greater).
7. Labor Invoices: The subcontractor will submit invoices monthly to OST Accounting at: accountspayable@ostglobal.com with a copy to the person identified as OST POC (see above). Each invoice will be supported by hours logged into the OST Timesheet system on a daily basis.
 - a. On a daily basis, each Subcontractor will enter all billable hours into the OST-approved time sheet system. The timesheet should reflect hours worked daily against each activity code with an explanation of the work accomplished for the hours worked. Timesheet should be saved daily and submitted twice a month on the 1st and 16th of each month.
 - b. The invoice should follow a specific format (see Exhibit C.)
8. Contract type: Reimbursement will be made for Labor Hours logged and approved in the OST Time Entry system and then approved and paid by the customer. Subcontractor may only charge up to 40 hours per week, unless additional hours are approved in advance and in writing by the OST Project Manager identified herein. Subcontractor may only charge for federal or state holidays or for time worked during government closures if approved in advance and in writing by the OST Project Manager identified herein.
 - a. Hours NTE: Contract will not exceed 1620 hours, unless otherwise stated in writing at a later date and/or approved by the Project Manager.
9. Fees: Subcontractor shall be responsible for payment of all applicable federal, state, and local income taxes. The hourly rates to be paid by the Prime to Subcontractor for performing the Tasks will be at the rate submitted by the Subcontractor with the candidate submission, provided that the rate submitted by the Subcontractor does not exceed the target not to exceed rate provided by the Prime in the Work Orders that are issued under this Exhibit A. The hourly rate submitted by the Subcontractor may be less than the target rate provided by the Prime, as price is an evaluation factor. The Labor Category Descriptions for the position requirements will be provided with target not to exceed rates when the Work Order requirements are released to the subcontractor network for proposing candidates to fill position requirements.

a. Pay Rate for **Subcontractor's Candidate**:

- The pay rate for Chiemezie Ukaumunna will be \$95/hr.
- The pay rate for Sri Vamsi Jyothi Uppu will be \$98/hr.

10. Travel: There is no travel allocated to the contract. Local travel expenses in the Baltimore- DC Metro area to these work sites are not billable including Mileage and tolls. If the Customer requests for travel outside of the Baltimore-Washington DC Area, the expense estimates must be pre-approved by customer and Prime POC at least 5 days ahead of the travel. Additionally, all travel and travel-related reimbursements shall be in accordance with the Federal Travel Regulations as published by GSA, <http://www.gsa.gov>.

11. Subcontractor acknowledges that:

- a. All candidates will be fully-vetted by Subcontractor before submission to Prime Contractor.
- b. Candidates will provide qualified resumes within scheduled timeline to submit for consideration in correct format as required by Prime Contractor.
- c. Candidates will provide/sign right to represent forms/documentation at the time of candidate submission.
- d. Candidates must supply a laptop and phone if engaged on the work order.
- e. Candidates must be available for pre-screening and interviewing by Prime Contractor.
- f. Candidates must be available for interviewing by Customer.
- g. Engaged resources will work in a multi-contractor environment as part of an integrated team with the government and are independent consultants, and all non- disclosure provisions are in force as defined in this agreement.

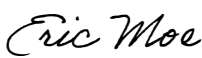
12. GFE: Subcontractors will be responsible to protect from damage and theft all equipment, records and files. This will include, but not limited to, laptop computer and badge issued for performance of the services. Each subcontractor leaving the project will return all equipment and material issued. Equipment must be returned in the same condition, as it was when it was issued, subject to normal wear and tear.

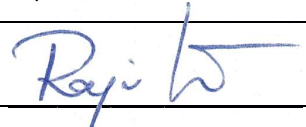
13. Software and Data: Subcontractor will protect all information, documents, software, reports, data, records, forms and other materials developed, obtained, or disclosed in the course of performing any Tasks under this subcontract. This includes the

protection and privacy of any program data, as mandated by current MD State guidelines.

14. Background Screening: Subcontractor shall perform a background security check on each resource prior to their assignment to the Project. This background check must include a criminal background screening to identify any applicable issues on a local, State, and Federal level.
15. Affidavits and Certifications: Subcontractor shall complete all required affidavits and certifications required before a candidate is engaged on a work order, such as the MD Living Wage Affidavit. Subcontractors must be qualified in the applicable NAICS Code under the work order for which the Subcontractor supplies candidates.
16. Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) Certifications: The MD THINK ASTR Program requires a 20% MBE and a 5% VSBE set-aside, which can vary by work order, and the Subcontractor must maintain or achieve the pertinent certifications with the State of Maryland as well as advise the Prime when it lapses.

This Exhibit supersedes any prior Exhibit issued. This Exhibit A is agreed to and approved by an authorized representative of each party.

Prime	
Name of Organization	OST, Inc.
Printed Name of Signatory	Eric Moe
Signature	
Date (MM/DD/YYYY)	10/14/2021

Subcontractor	
Name of Organization	Stellar IT Solutions
Printed Name of Signatory	Raj Sundaram
Signature	
Date (MM/DD/YYYY)	10/14/2021

Paul Samuel Kommula

Senior SQL Developer

Summary of Qualifications

- Over 10 years of IT experience in Design, Development and Maintenance of Database applications using Power BI, SQL Server 2022/2019/2017/ 2016/2014/2012/2008R2/2005. 10 years of IT experience in the Analysis, Design, Development, Administering, Implementing and Testing Client/server application using Microsoft SQL Server and BI suite (Development, UAT and Production Environment).
- Expertise in MS SQL Server development including DTS, Microsoft Analysis Services, Performance tuning, Reporting, Designing logical/physical databases and Troubleshooting. Expertise in scripting DDL, DML, T-SQL (Complex VIEWS, Stored Procedures (SP), Functions, Triggers and Indexes). Senior software engineer with full system development lifecycle experience, including designing, developing and implementing embedded and application-level software, test cases.
- Solutions - oriented Data & Power BI Analyst with proven expertise analyzing various large datasets for the ecommerce, healthcare, aerospace, financial industries for over 8 years. Proven qualifications in data modeling, analyzing requirements, planning, designing and implementing innovative database solutions that meet or exceed challenging business needs. Designed, developed and implemented Power BI Dashboards, Scorecards & KPI Reports.
- Hands on experience in monitoring SQL Server Performance tuning in SQL Server 2005 /2008/2012/2016 using SQL Profiler, Query Analyzer, Enterprise Manager, Index Tuning Wizard, and Windows Performance Monitor.
- Expert in building and customizing dynamic reports, interactive dashboards and visualizations, for daily, weekly, monthly KPI report, forecasting/analyzing trends and disseminating business insights, using MS PowerBI.
- Worked and mentored the team with various Power BI Models, DAX Functions and M Code language functions on Power BI and Power Query. Created different environments for DEV / QA / PROD within Power BI on cloud with the workspace techniques.
- Created Excel reports, Dashboards & Performing Data validation activity VLOOKUP, HLOOKUP, Macros, formulas, index match, Slicer with (Pivot table, Get Pivot Data, Dashboards), Power View, Power Map and Heat Map.
- Experienced in creating and using Stored Procedures, Triggers, Views, User Defined Functions, Sub - Queries and Joins for complex queries involving multiple tables and exception handlers.
- Expert in designing ETL data flows using creating mappings/workflows to extract data from SQL Server and Data Migration and Transformation from Oracle/Access/Excel Sheets using SQL Server SSIS.
- Expert in developing SSIS packages. Experience in DTS Migration and Metadata Management: Migrating DTS packages to Package Migration Wizard, and Storage Management.
- Worked extensively with Advance analysis Actions, Calculations, Parameters, Background images, Maps, Trend Lines, Statistics, and Log Axes. Groups, hierarchies, sets to create detail level summary report and Dashboard using Tableau's Advanced Capabilities.
- Involved in creating dashboards and reports in Tableau 8.2. Created report schedules on Tableau server.
- Hands-on development assisting users in creating and modifying worksheets and data visualization dashboards in Tableau. Solid knowledge of Power BI and Tableau Desktop report performance optimization.
- Good Experience in Agile Methodology and Waterfall Methodology. Good Experience in Logistics, Retail, Insurance.

Education and Certifications

- Bachelor's in information technology from JNTUH, India, 2011
- Masters in Computer science from Pennsylvania state University, Pennsylvania, USA, 2013

Skills and Technologies

- **BI Data Warehouse Tools:** SSRS, SSIS, SSAS, Enterprise Manager, SQL Profiler, Query Analyzer, SQL Server Management Studio, DTS, SharePoint, Power BI
- **Databases:** MS SQL Server 2022/2019/2016/2014/2012/2008/2005, MS Access, Oracle.
- **Languages:** DAX, SQL, PLSQL, TSQL, MySQL, Tabular Cubes, VBA, ODBC
- **Software:** Power BI, Excel - Power Pivot & Power Query, Data Models, BPMN Reporting/ETL, SSRS, SSIS, SSAS, Report Builder, Power BI Desktop, Power BI Service, PowerApps, PowerAutomate
- **Version Control Tools:** Team Foundation Server, SVN, Git hub, Jenkin

Professional Experience

BI Architect /MSBI, Walmart,02/2022 – Till date

Responsibilities

- Developed Dashboards and Reports with Excel, SQL Server, SharePoint List and Report Server data sources using Power BI Service Desktop tool.
- Involved in database development using stored procedures, triggers, views and cursors.
- Manage Departmental Reporting systems, troubleshooting daily issues, and integrating existing Access databases with numerous external data source.
- Developed dashboards and ad-hoc reports using MS Power BI and SSRS for senior management team for analysis.
- Involved in database development using stored procedures, triggers, views and cursors. Involved in creating MDX, DAX, Cubes and Tabular models using SQL Analysis Services (SSAS).
- Migrated over 120 dashboards/reports from Tableau which were sourcing from different sources like Excel, SharePoint List, SQL Server, Galaxy System DB2, SSAS Multidimensional Cubes into Power BI.
- Configured an AWS Virtual Private Cloud VPC and connected it to the on-premises data center using AWS VPN Gateway for CloudFront Distribution.
- Wrote efficient Stored Procedures for the Optimal Performance of the system.
- Lead BI Architect responsible for performing initial project assessments, gathering ETL/BI requirements, developing ETL/BI specifications, designing relational and OLAP structures, managing resources and performing quality assurance of developed ETL/BI applications.
- Lead OBIEE resource responsible for the administration, development and maintenance of multiple Subjects Areas with OBIEE. Responsibilities included the design/development of the repository (physical, business model & presentation layers), Catalog, Answers, and Dashboards.
- Lead Essbase resource responsible for the development and maintenance of multiple cubes to aid users in the analysis of data. Supported roughly 25-30 cubes and automated processes
- Migrated Databases, SSIS packages, cubes, reports, SQL agent Migrate jobs, folder structures from the SQL Server 2014based servers, to the SQL Server 2016 based servers (DEV, UAT, BCP, and PRD etc.).It involved SQL changes based on the new change requirements, Software installation, Database backup/Restore, SSIS package configuration files, SSRS report deployments, Cube processing, Linked server settings, and Agent job settings.
- Implemented advanced SQL queries using DML and DDL statements to extract large quantities of data from multiple data points on MS SQL and Teradata SQL Assistant.
- Used QlikView to extract, transform and load (ETL) source data from transaction systems Designed and developed new ETL/SSIS package that load data from OLTP into our existing Data Warehouse based on technical specifications and business requirements. Automated Power

Query refresh using power shell script and windows task scheduler. Responsible for Creating and Modifying T-SQL stored procedures/triggers for validating the integrity of the data.

- Used Power BI Desktop to develop data analysis multiple data sources to visualize the reports.
- Created Power BI dashboards using stack bars, bar graphs, scattered plots, geographical maps, Gantt charts etc. using show me functionality. Created Row level security (RLS) and integrated with Power BI service (SaaS) portal. Experience working with AWS S3, S3 Glacier, AWS Redshift, Redshift Spectrum, AWS Glue, AWS Data Pipeline, EMR, AWS Lambda, AWS QuickSight, AWS Athena.
- Created different chart reports helped in analyzing perform counters using SSRS. Interacted with customers to analyze business needs. Provide software product design and developed technical roadmap for the solution through the project lifecycle and beyond.
- Implemented Azure SQL, Azure Storage and Azure Services. Design the data model, relationship between different entities and created the schema on SQL Azure.
- Designed and developed various dynamic SSIS packages (ETL) to extract and transform data incrementally REFRESH from various sources like Oracle, AS400 DB2, Jack Henry Platform, flat files and pushed them into Local SQL Servers DB and Azure DB/DW
- Created advance connections, join new tables, create & manage Extract and Monitor Queries using SQL Assistant.

Environment: Power BI Desktop v2019.1, MS Office Suite, SQL Server, AWS, PL/SQL, MS Excel. SQL Server, SQL Server Management Studio (SSMS), AWS (VPN), Visual Studio, SSAS Tabular Cubes, T- SQL, Excel, DAX, and SSIS.

Sr. BI Architect/Team Lead, Boeing, 08/2022 – 02/2022

Responsibilities

- Developed and assisted in migration of web application to Angular 4 Application. I took the responsibility of Architecture of the standalone module for the complete migration of the module.
- Lead a team of 4 ETL developers to repair broken custom ETLs from the conversion from DB2 to Oracle. Developed complex web applications in Visual Studio 2008 and Application Run on AWS, .NET 3.5 framework utilizing improved AJAX controls and LINQ. Used Web services to implement the various services such as the QA Services, the Treatment Services, etc. ? Performed debugging and state maintenance through the web.config file under the root directory of the application.
- Team lead spearheading the data capture Extraction Translation and Load (ETL) effort for a \$200M/200-person midstream oil & gas, liquid systems improvement project. Responsible for coordinating, resolving, and optimizing all data related activities, including Master Data Management.
- Lead the EDW team including the business intelligence, data warehousing, metadata management, enterprise data integration & database modeling. ? Engage with users and understanding strategies, objectives and needs, both functional and technical
- Created Tableau dashboards using advance charts, drill downs, stack bars, bar graphs, scattered plots, geographical maps.
- Highly experienced on Performance tuning with various techniques like Aggregate Awareness, configuring and managing Aggregations within Power BI.
- Performed AWS Lambda functions on S3.
- Loaded Giga-bites of data into oracle tables using External table, Table partitioning, SQL Loader, SSIS, Informatica and wrote batch scripts to automate the process. Used SQL Profiler for troubleshooting, monitoring, and optimization of SQL Server and non-production database code as well as T-SQL code from developers and QA. Designed, reviewed, and created primary objects (views, indexes, etc.) based on logical design models, user requirements and physical constraints. Designed and developed web pages using VBScript.

- Developed analysis reports and visualization using DAX functions like table function, aggregation function and iteration functions.
- Wrote T-SQL (DDL and DML) queries, stored procedures and used them to build packages and handled slowly changing dimensions to maintain the history of the data.
- Used various sources to pull data into Power BI such as SQL Server, oracle. Involved in installation of Power BI Report Server.

Team Lead/MSBI Architect, Deloitte, 12/2018 – 08/2020

Responsibilities

- Lead Team Designed and successfully implemented a new process for SSIS within TCH. Migrating over older versions of SSIS packages and transferring from package deployment to project deployment on SQL Server 2017.
- Mentor other TCH personnel on PowerShell, SQL, T-SQL (stored procedures, functions, temp tables, table variables, and CTE s), SSRS, SSIS, DMV s VMWare, Crystal Reports, Tableau, & Microsoft System Center 2012. Created Power BI Apps using REST API and integrated with Power BI reports & dashboards.
- Lead the EDW/BI team including the business intelligence, data warehousing, metadata management, enterprise data integration & database modeling.
- Responsible for building Power BI Dashboards using Tabular and Multi-Dimensional Models.
- Implemented Tableau BI Dashboard reporting solution for different groups in the organization.
- Published Dashboards onto Tableau Server and from there consumers would choose viewing medium (laptop, pc, iPad). Administered and provided production support for Enterprise-wide Tableau application consisting of multiple key functional business domains.
- Leveraged advanced features of tableau such as calculated fields, parameters, and sets to support data analysis and data mining. Converted WEBI Reports to Tableau Dashboards for Advanced Visualizations
- Converted Xcelsius dashboard to Tableau Dashboard with High Visualization and Good Flexibility
- Created Tableau scorecards, dashboards using stack bars, bar graphs, scattered plots, geographical maps, Gantt charts using show me functionality.
- Created Custom Hierarchies to meet Business requirement in Tableau.
- Created action filters, parameters, and calculated sets for preparing dashboards and worksheets in Tableau.

Sr. BI / SQL Developer, Vitamin Shoppe, 04/2017 – 09/2018

Responsibilities:

- Responsible for definition, development, and maintenance of real time embedded software applications for use in healthcare. Loaded Giga-bites of data into oracle tables using External table, Table partitioning, SQL Loader, SSIS, Informatica and wrote batch scripts to automate the process.
- Extensively used Oracle PL/SQL language to develop complex stored packages, procedures, functions, triggers, Text queries Text Indexes etc. to process raw data and prepare for the statistical analysis. Produce CSV, utilize CSV files as part of ETL Process. Experience with troubleshooting and Tableau Analysis.
- Experience in tableau created Rapid Analytics and Reporting. Experience with Tableau for Data Acquisition and data visualizations for client and customer. Experience in BI interactive Dashboards and Tableau Publisher.
- Developed SSIS packages for different tasks like data cleansing and standardizing, sorting, conditional split, back up and involved in scheduling of SSIS packages.
- Developed complex SQL queries using stored procedures, common table expressions (CTEs), temporary table to support Power BI and SSRS reports.

- Involved in Data Extraction, Transformation and Loading (ETL process) from Source to target using PL/SQL.

Business Data/Database/Power BI Analyst, HealthEC LLC, 01/2015 – 04/2017

Responsibilities:

- Working as SQL Server Analyst /Data Analyst using SQL Server 2014 for CMH Project. Experienced in writing complex SQL Queries, complex Stored Procedures, Triggers, Views, Cursors, Joins, Constraints, DDL, DML and User Defined Functions to implement the business logic and also created clustered and non-clustered indexes. Developed confidential proprietary analytical tools and reports with Microsoft Excel, and Power Pivot, and Power Point. Slicer, Pivot chart, Pie Chart, Macros. Used various sources to pull data into Power BI such as SQL Server, SAP BW, Oracle, SQL Azure etc.
- Expert in creating Score Cards, Metrics, Power View/MAP and Pivot Tables using Office 365.
- Expert in creating multiple kinds of Report in Power BI and presented them using Story Points.
- Created global temporary tables in the Execute SQL task and created reports based on the global temporary tables inside the data task flow.
- Used Package Configurations to make the SSIS Package reusable in any server.
- Used Execute SQL Task, Data flow Task, Sequence Container, For Each Loop Container, File System Task, Execute Package Task.
- Experience in writing complex MDX queries for calculated members and measure groups.

SQL / Power BI Developer, Ashfield Healthcare, 08/2014 – 01/2015

Responsibilities:

- Used various Transformations in SSIS Dataflow, Control Flow using for loop Containers and Fuzzy Lookups etc. Automated Power Query refresh using power shell script and windows task scheduler.
- Responsible for Creating and Modifying T-SQL stored procedures/triggers for validating the integrity of the data. Developed Multidimensional Objects (Cubes, Dimensions), designed Dimensional Modeling and created Hierarchies using SQL Server Analysis Services (SSAS).
- Involved in Normalization and De-Normalization of existing tables for faster query retrieval.
- Involved in upgrading from SQL Server 2008 to SQL Server 2012. Migrated SQL server 2008 R2 packages to SQL Server 2012 SSIS packages using SQL Server 2012 Upgrade Advisor.

SQL/BI Developer, MasterCard, 12/2013 – 07/2014

Responsibilities:

- Generate Dashboard Reports for Internal Users using SQL Server 2008 Reporting Services and Dundas Reporting
- Application Testing, Debugging SIT, UAT, Test Clusters, Test Load Balancers. Experienced in working with DAX commands to pull up more calculated data out of the tables.

Junior Developer, Micro-Core Solutions, 03/2012 – 06/2013

Responsibilities

- Generate Dashboard Reports for Internal Users using SQL Server 2005 Reporting Services and Dundas Reporting.
- Plans, Backup, Restore, Data Modeling, Conceptual/Logical/Physical Modeling.
- Create and maintain database for Incident, Problem Tracking, Metrics. Working with SQL, and T-SQL, Design Reports as of Internal User needs.

Jayson Schemenauer

Marion, NC
828-230-6034

Jayson.Schemenauer@gmail.com

PROFESSIONAL SUMMARY

- 23 Years of experience across many IT roles, technologies, and platforms.
- 2014 Presidio award for most billable engineer out of ~1200 engineers.
- Multiple Cisco Certifications in Security and Route/Switch.
- VMware Certified Professions (VCP)
- Awarded 2005 Communicator of the Year for the Entire U.S. Marine Corps.

EXPERIENCE

Network Engineer (Network/Telecom Specialist – Expert) | State of North Carolina | Contractor, Stellar IT Solutions, Inc.

Mar 2023-Mar 2024

- PaloAlto firewall administration, configuration and troubleshooting, including Panorama.
- General firewall communications troubleshooting, covering application communications and secure communications protocols.
- Cisco LAN infrastructure support and troubleshooting, including Software Defined Access (SDA).
- Cisco ISE administration, support and troubleshooting.
- Cisco Catalyst Center administration, support and troubleshooting.
- Network infrastructure security vulnerability assessment, research and remediation.
- ServiceNow ticketing, change management and configuration management modules.
- Technical information collection and documentation; vendor, client and team interaction.

Sr. Network/Security Engineer | Cisco | Contractor

Apr 2021-Apr 2023

- Primarily responsible for upgrading and maintaining the VMware Infrastructure at the latest version in the Cisco Customer Zero network.
- Perform all upgrades, maintenance, and support on SDWAN Infrastructure.
- Backup Engineer on Cisco UCS, ACI and ISE.

Sr. Security Engineer | Trace3 | Contractor

Sep 2020-Apr 2021

- Provide Engineer support for security platforms remotely for Insight Global customer.
- Primary area of responsibility was Pulse Secure Platforms to include Pulse One.
- Augmented other Engineering teams configuring and deploying Palo Alto Firewalls, PAN, F5, and Infoblox.

Sr. Network/Security Engineer | US Navy | Contractor

Jul 2016-Oct 2020

- Worked as a Network/Security Engineer for security platforms within the US Navy remotely.
- Primary area of responsibility was standing up Palo Alto Firewalls, PAN, and F5 (LTM, ASM, APM, AFM and DNS) in the AWS Gov cloud.
- Configured redundancy, config sync and failover for multiple security stacks.
- Net new deployment to support multiple business units' migration to AWS services.
- Worked on several engineering teams covering F5 Load balancers, Juniper, Pulse Secure, and Bluecoat Proxy.
- Engineered the Migration from Juniper to Pulse Connect Secure for Client Access VPN and performed several improvements and updates.
- Assist Engineering teams on the configuration and deployment of Pulse Policy Secure.

- Test new vulnerability patches, and system updates before deployment to production environments.
- Provide engineering support for other systems as needed.
- Lead Engineer on team that evaluated entire network using monitoring tools and recommended solutions for problem areas to be implemented by Operations Team.
- Engineered migration to Office365.

Sr. Network Engineer | CAE USA, Inc.

Oct 2014-Jul 2016

- Worked as the Sr. Network Engineer supporting Network, VOIP and Datacenter services for over 1000 end users.
- During the first 30 days of employment, I lead the effort to replace the entire CAE USA network. Over Thanksgiving weekend, the entire Datacenter was shut down, tore out to a bare floor, and rebuilt with new racks, all new network equipment and cables, new AC and power, and back live Monday morning. The cores were migrated from Catalyst 6500's to Nexus 7700's. All edge switches were replaced and converted to Dot1X NAC through Cisco ISE. All routers and firewalls were replaced. The building fiber plant and Ethernet infrastructure was updated to new connections.
- Took over as Sr. Datacenter Engineer during a 4 month vacancy in that role while still maintaining the network. During this time, I Upgraded VMware from 5.1 to 5.5, Deployed Cisco UCS, migrated all VM's from HP servers to UCS, rebuilt the production EMC SAN regaining ~100TB of space, Deployed 2 Nimble SANs, Deployed Microsoft Certificate Services 2012 and migrated all systems certs to new SHA2 certificates, Deployed Lync 2013 Enterprise supporting all available features, and remediated a large amount of security vulnerabilities.
- Deployed Network Access Control utilizing ACS 5.X and ISE 1.4 and migrated both to ISE 2.0 when it was released.
- Deployed Infoblox and migrated all DNS, DHCP, and IPAM services.
- Deployed a NetScaler Load Balancer, and later migrated to F5 LTM's.
- Deployed FireEye, Nexpose, and Stealthwatch. Used these systems to identify security vulnerabilities and then remediated them.
- Supported and performed numerous software updates to maintain systems at the current vendor recommended versions. System software upgrades included: ASA's, Palo Alto, Nexus, ACS, ISE, UCS, Prime, WLC's, Cisco Switches and Routers, IronPort ESA, F5 LTM, Brocade FC Switches, FireEye, BlueCoat Packet Shaper, SolarWinds, McAfee SIEM.

Sr. Network Engineer | Presidio Networked Solutions

Dec 2008-Oct 2014

- Designing advanced solutions for clients on a wide range of platforms. Create build of materials and scopes of work for these solutions. Execute these scopes of work and provide completed design documentation.
- Conduct technical interview for both Presidio and customer new hires. Over 150 technical interviews conducted.
- Install and configure large Cisco networks. Experienced with most Cisco router and switch platforms: Catalyst, ISR, ASR, Nexus.
- Dynamic routing protocols RIP, EIGRP, OSPF, ISIS, BGP.
- Datacenter Nexus technologies including FEX, VDC, VRF, FCOE, Fabric Path, and OTV.
- Expert level at deploying Cisco ASA, PaloAlto and Checkpoint solutions. NAT, ACL, Remote access VPN, site to site VPN, and IPS/IDS.
- Troubleshoot network issue throughout the OSI layers utilizing SolarWinds, Wireshark, Fluke, Eth-analyzer, Net Brain, and several other networking tools installed at customer sites.
- Deploy Cisco IronPort and Bluecoat Email and Web security appliances.
- Manage Riverbed Steelhead 6050 and 5050 WAN optimizers.
- Deploy and support F5 Networks GTM and LTM in Active-Active datacenters.

- Highly experienced with deploying Cisco access control and management systems such as ISE, ACS, WCS, Prime, DCNM.
- Cisco lightweight and autonomous indoor wireless networks.
- Experienced with several Cisco Voice and Video platforms to include CUCM, UCCX, Unity, Unity Connection, CER, Voice Gateway, FAX over IP, MeetingPlace, and Telepresence.
- Perform all tasks related to the upgrade or creation of VMware 4.1 and 5.0 HA clusters. Provision storage and networking. Convert client server farms from physical to virtual machines.
- Installed and supported several Microsoft technologies to include Active directory, Exchange, Lync/OCS, DNS, DHCP, NPS, SQL, WSUS, MSCS, Direct Access, and System Center.
- Supervise 3-8 engineers at multiple customer sites.

Sr. Network Engineer | Lakeland Regional Health System

Sep 2006-Dec 2008

- Provided network support for all hospital network devices, 22 WAN connected sites, and 100+ VPN connected doctor's offices.
- Configured and Maintained Cisco ASA and Checkpoint Firewalls.
- Rebuilt the network consisting of several hundred Nortel Switches to an entirely Cisco network with minimal downtime and a high degree of redundancy.
- Deployed a 280 access point Vocera Grade wireless network utilizing Cisco WISM controllers and guest access anchor controllers.
- Implemented Vocera, a wireless, hands free, VOIP technology. Integrated Vocera with several existing hospital nurse call systems.
- Created and maintained a Citrix Presentation Server 4.5 farm supplying 200 published applications securely to more than 2,500 remote users.
- Migrated 3200 users and 1600 computers from Novell Netware to Microsoft Active Directory.
- Acted as DBA for 14 Microsoft SQL 2000 and 2005 servers.
- Provided third level support for 350 servers and all clinical applications.

Network Engineer | U.S. Marine Corps

Sep 2002-Sep 2006

- Designed, configured, and maintained 30 networks in a mobile environment supporting 2000+ users with maximum uptime.
- Helped develop the M2C2. M2C2 integrated several LAN, WAN, VOIP, Satellite Communications, and Tactical Radio's into a Wireless IP network that would maintain connectivity on the move.
- Designed and built a standardized EPLRS network plan (tactical wireless routers) with 83 routers. This plan is now used by all regiments in the U.S. Marine Corps.
- Configured and administered 30 separate Windows 2000 and 2003 domains in a mobile environment maintaining near 100% uptime. These servers provided Exchange email, chat services, IIS, DNS, file storage, and Active Directory.
- Supervised up to 20 personnel in their daily duties.

Desktop Support/Web Design | Self Employed

Oct 2001-Sep 2002

- Configured home and small business networks the largest supporting 45 users.
- Designed and constructed business websites, and personal websites.
- Completed customer service requests as received daily.
- Built personal computers to customer requirements.

Desktop Support/Asst. Webmaster Bloomingdale Communications

Sep 1999-Oct 2001

- Repaired 5 to 20 customer computers daily.

- Provided second level ISP and PC support.
- Assisted in administration of the company web site, and customer web sites.

CERTIFICATIONS

Cisco Certified Internetwork Expert (CCIE) Written Passed

Cisco Certified Network Professional (CCNP)

Cisco Certified Network Associate (CCNA)

Cisco Content Security Field Specialist

Cisco IronPort Certified Security Professional – Email

Cisco IronPort Certified Security Professional – Web

VMware Certified Professional (VCP)

Sourcefire Certified Security Engineer (SFCSE)

Sourcefire Certified Security Engineer - FireAMP (SFCSE-AMP)

CompTIA Security+

CompTIA Network+

CompTIA A+

Elizabeth S. Pickens
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espickens@gmail.com

SUMMARY

Experienced professional with variety of set skills with a broad scope of expertise, executive assistant, human resources, accounting, field support, vendor negotiations and monitoring study assistance. A bilingual team player with a customer service focus working in a fast-paced environment with the upmost attention to detail.

EXPERIENCE

IMS Sr. Budget Specialist - Syneos Health - Morrisville, NC Mar 2019 – Sept 2023

Processes investigator payments by:

Managing the investigator payment portion in various CTMS Medidata.

Reviewing data with project manager for quality and completeness.

Processing and creating approved grant payment requests via the CTMS Tools and forwarding or interfacing with A/P; and Distributing investigator payments to respective sites.

Facilitates site payments with internal groups such as clinical operations, project management, accounts payable, accounts receivable, and site contracts teams. Coordinates with regional colleagues to ensure holistic global view of project payment/funding status.

Collaborates with accounts receivable and project management to ensure advance funding is received from sponsors on a timely basis for global project needs and deposits are available before site payments are processed.

Creates, maintains, and reconciles MS Excel Project Grant Tracker as necessary.

Reviews and interrogates Clinical Trial Agreements (CTAs) and CTA amendments to ensure payments are made according to the documented payment terms and schedule. Discrepancies should be escalated to their line manager, or the appropriate project team member as needed.

Prompts project teams through grants payment process and system navigation, as needed.

Research, compile, and create necessary information as required in support of sponsor invoicing.

Identifies and works out resolutions with clinical team to follow up on invoice discrepancies, past due invoices and to request refunds from sites.

Ensures proper account and project coding are applied to third party invoices as it relates to investigator payments.

Creates project reports as requested from sponsors, operations, accounting and/or upper management to support Sunshine Act reporting & various other statutory reports, monthly close process, and ad hoc financial analysis.

Assists Investigator Payments Manager with Audits of site payments and sponsor deposits.

Works with sponsor systems and applications as required by the project.

GSK – RTP, NC Nov 2006 – Jul 2017

Administrative Assistant

Supported over 120 team members in the US and the UK, meeting all their administrative needs, included VP's and Directors.

Regularly updated organizational charts, headcount reports, distribution lists and posted to SharePoint.

Maintained budget, cross charges and negotiated with vendors (contracts/agreements). Tracked AP/AR transactions; created transaction reports and processed invoices.

Scheduled travel, both domestic and international, and managed expenses/receipts (currency converter).

Scheduled events with catered functions, calendaring, managed emails, meeting minutes

Created and processed purchased orders that included refunds, experienced with SAP, CERPs, Fieldglass, Microsoft Office Suite, Excel, Word, PowerPoint, JDEdwards, OneWorld, Sterling, Microsoft Visio, Outlook and Lotus Notes.

On-boarded/processed and oriented and trained new starters/leavers; allocated their space, supplies and security badges.

Planned coordinated and executed three office moves.

Contract Agencies., RTP, NC

Nov 2003 - Sep 2006

Administrative Assistant

SAP, Peoplesoft, Cetrix, Quantum, Personic and Jobshop Systems.

I9's, W-4's, direct deposit forms, background checks, pre-screened, orientation packages, offer letters, Employee benefits, entered candidate data into systems, mass mailing and client communications.

Purchased orders, resolved orders, issued credits, issued refunds, A/R, tracked orders, invoiced reporting, PowerPoint presentations, correspondence, special projects and sorted mail.

Created extensive excel reports, billed, detailed summary, queries, A/P and ability to resolve complex detailed information to internal and external clients.

Budget Coordinator – GSK, RTP, NC

Jul 2001 – Oct 2003

Processed Sterling Reports, Entered Clinical Budgets, used foreign currencies for different.

regions, downloaded reports from Sterling into Excel

Forecasting, monthly accruals, monthly close, end of year close

Liaison between Therapeutic Areas, AP/AR, tracked payments, credits, journal entries, audits, inventory, purchased orders, tracked revenue.

Attended monthly meetings with Therapeutic Head

Coded, purchased orders and vendor negotiations.

Prepared extensive monthly budget analyses and compiled both Sterling and JDEdwards reports

Business Objects - Downloaded variance analysis reports

MedFinance, processed study related check requests for HIV, Oncology, Anti-Infective Diseases, Respiratory and CNS Therapeutic Areas (Per Study), coded/issued payments due to investigators and or vendors, invoiced for Global and USP (Start-up and On-Going Studies)

Provided customer service support (client follow-up) for AI/AV, HIV, CNS, Respiratory and Oncology Therapeutic Areas and External Clients

Maintained budget/contract study files.

Clinical Research Coordinator – GSK, RTP, NC

Oct -1996 – Jun 2001

Supported the Clinical Program Head/Managers (Oncology, Neurology & Psychiatry Clinical Development)

Pilot on Clinical Trial Management System - Serious Adverse Events (SAE's), Regulatory

Documents, Institutional Review Board (IRB's), Inform Consent Forms

Entered and coordinated data for MedTrack and MedFinance for Study Management, Study

Tracking, Study Finance, Study Safety and Study Drug Supply for the Investigators

Maintained budget/budget studies, project notebooks (Excel Spreadsheets)

Prepared notebooks, Data Entry, Maintained Central Files for FDA Audits

Ordered Clinical Drug Shipments, Checklists and Study Start-ups Case Report Forms (in house)

Preparing Compassionate Use (Confidential Disclosure Agreement/Letters)

Translated - Informed Consent Forms from (Spanish to English)

Trained new staff members.

Maintained multiple databases.

Languages

English - Speaking, Reading, Writing, Native

Spanish - Speaking, Reading, Writing

Professional Certifications & Licensures

Notary Public - 2021 exp. 2026

Education

North Carolina Wesleyan College, Morrisville, NC - (2009)

Durham Technical College – Durham, NC – (Medical Terminology) - (2001)

El Paso Community College, Val Verde Campus El Paso, Texas - (1981)

Riverside High School – El Paso, TX - (1981)

Pankaj Kumar Golecha
TOPR L361-23-TEBS Senior Business Analyst

Summary of Qualifications

Over 13 years of experience in business process and software development life cycle. Expert in solving enterprise technology problems through critical analysis and troubleshooting which resulted in significant cost savings, process improvement and greater efficiency. Excellent communication, analytical, interpersonal, and presentation skills. Expert at managing and working on multiple projects simultaneously.

Education

- Scrum Alliance, Certified Scrum Master, Mar 2018.
- Master of Business Administration, Goldey Beacom College, Delaware, Aug 2016.
- Bachelor of Commerce, Pondicherry University, Pondicherry, May 2002.

Key Skills and Technologies

- Intermediate to expert in MS Office 365 Suite (Excel, Visio, VB Macro), Salesforce, Coupa, Rally, Service Now, Workday, Bloomberg Vault, Quality center, SharePoint, Grand Central (MFT), Jira, Power Automate, Planon, Adobe Experience, Spunk monitoring, AWS Cloud.
- Intermediate knowledge of reporting tools like SAP BusinessObjects, MicroStrategy, Qlik sense, PowerBI, Tableau.
- Database knowledge in SQL, Oracle, MS Access.

Relevant Professional Experience

Sr. Business Analyst/ Scrum Master/ PM, T. Rowe Price, MD, Oct 17 – Present

Worked for multiple complex projects in the Procurement, HR & Legal space. Currently working for Corporate Technology supporting CREWS business unit to identify and improve business processes to increase workplace efficiency. Provide analytics insights needed for the management to make better workplace decisions.

- Acted as liaison with business owners, vendors, contractors, and others as needed on projects with a focus on improving existing processes.
- Understood the key functionality of Planon application in short span and successfully completed integration testing, identified process gap which resulted in processing delay and false failure alerts.
- Demonstrated ability to communicate project updates, budget status, risks, issues, problems, and mitigation plan regularly to stakeholders.
- Responsible to collaborate with stakeholder and developers to automate manual processes, saving time and money while decreasing errors.
- Supported implementation, testing, and migration of various on-prem and SaaS applications component to AWS cloud.
- Document the vendor On-boarding process. Identify the gaps to ensure that existing or new vendors assessment is complete.
- Articulate the business need and coordinate with implementation partner and vendors to ensure that it meets the need.

- Adopt best practice and work collaboratively in team environment following the agile methodology.
- Understood the business need for the new application (Bloomberg vault) and worked with implementation partner to ensure that the application meets the need.
- Participated in the planning and execution of system testing including development of test plans, test cases.
- Facilitated Scrum meetings daily to monitor the progress of the development effort for the project.

Sr. Business/ System Analyst, State Street, MA, Jul 16 – Oct 17

Supported project in the IT Risk Compliance group to help clients meet compliance standards and implement best practices to prepare for and mitigate the potential impact of an unexpected business disruption.

- Demonstrated ability to develop alternative solutions to complex problems and recommend the best solution to the business and project team
- Lead requirements sessions to identify and validate requirements with IT and Business stakeholders.
- Deliver appropriate artifacts for assigned projects including use cases, user stories, context diagrams, reporting requirements, and others as needed.
- Manage and communicate requirements throughout the software development lifecycle, including requirements prioritization, requirements change, and conflict resolution.
- Execute SQL queries to analyses data and perform testing.

Sr. Business Analyst/ Financial Analyst, Vejars, NJ, Nov 15 – May 16

Project involved enhancing Account Access platform used by customers to access and manage financial products associated to them.

- Performed thorough analysis and gather information from the business for Login Capabilities redesign and document existing business process using UML diagrams in MS Visio
- Worked extensively with the stake holders during planning phase to review the current progress and develop plans to efficiently execute the project tasks
- Used MS Access and Excel to and manipulate large data and create flat file for reporting. Developed mock-ups and wireframes using MS Visio/Axure

Sr. Business Analyst/ Consultant, Cognizant, NJ, Mar 13 – Nov 14

- Supported multiple projects including life insurance, working on analytics platform and generate reports using PowerBI.
- Gather, analyze, and document business and technical requirements
- Determine Business requirements and goals thus defining key challenges, project scope, requirements, and project deliverables
- Create test scenarios and analyze program results to ensure requirements are met. Executed test plans and tracked defects in Quality center.

Analyst, S&P, NY, NY, Jan. 12 – Jan. 13

- Elicited requirements, user stories and obtain sign off from stakeholders

- Conducted status report meetings with the business and the IT team on a weekly basis, as the most important aspect of the project was Data Mapping

Financial Analyst/Analyst, Accenture, India, May 08 - Apr. 10

- Performed reconciliation, identified issues and support month-end activity.
- Assisted with month end close, preparing reports for Senior management review.
- Responsible for preparing financial statement and analysis.

CHI UKA

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678-349-1653

**SKILLSETS: Database Administrator - (POSTGRES, MSSQL SERVER, MYSQL, ORACLE)
AZURE DATA ENGINEER
Docker and Kubernetes**

Summary

- Chiemezie (10+yrs Experience) is a database Administrator, I have Supported **Microsoft SQL Server 2008R2 -2017, Postgres V.11 and V12** on different operating system Platforms in development, testing, staging, production (**DEV, TEST, VPT, QA, STAGING and PROD**) Environments hosted in multiple **Data Centers** and Core Production support
- Secondary support for **Oracle Database 11g and 12c and MySQL 8**
- Experienced in **Linux, Windows operating systems and containerized environment (docker)**
- Experienced in working in **Agile environments** using **Jira tickets to track Epics, Stories and Bugs**
- Involved in all phases of the **SDLC (Software Development Life Cycle)** from analysis, design, development, testing, implementation, and maintenance with timely delivery against aggressive deadlines
- Solid understanding of PostgreSQL internal architecture demonstrated experience with PostgreSQL database design, implementation, and capacity planning
- Built a solution architecture for a data engineering solution using Azure Data Engineering technologies such as **Azure Data Factory (ADF), Azure Data Lake Gen2, Event Grid, Event Hub Azure Blob Storage, Azure SQL Database, Azure Databricks, Azure HDInsight and Microsoft PowerBI, Grafana and tableau.**
- Good experience in tracking and logging end to end software application build using **Azure Devops.**
- Have extensive experience in creating pipeline jobs, schedule triggers using Azure data factory.
- Basic hands-on experience working with Kusto
- Experience in using **Performance Monitor/Profiler to resolve Dead Locks (using trace flags and Extended events) /Long running queries.**
- Experienced in **creating, monitoring, and maintaining SSIS packages** and Reporting tools (Grafana)
- Expertise in Scheduling Database tasks - Jobs, Alerts, Emails, Notification.
- Extensive Experience in RDBMS concepts such as **Tables, User Defined Data Types, Indexes, Indexed Views, Functions, Table Variables and Stored Procedures**
- Involved in Performance Planning and Tuning, using baselines **Pro-active and Re-active actions.**
- Involved in the Design and Implementation of **Data Pipeline** from Source MSSQL (via CDC) to sink (Elasticsearch, Kibana and PostgreSQL) using **Kafka connector and Debezium** in a docker environment
- Created **Data migration solutions to import, update and delete** data from various databases
- Created open source **ETL Application for Reporting Services, KPI and dashboards** using Debezium, Kafka and Elasticsearch components in docker and Kubernetes environments.
- Ensure that database servers back up is as per the business's **Recovery Point Objectives (RPO)**
- Involved in test backups to verify that business' **Recovery Time Objectives (RTO)** are met
- Extensive Performance tuning to ensure all **queries runs > 200ms** to meet clients SLA
- Involved in requirement gathered involved in building SQL scripts used for building the Application UI and data purging strategies (involving Frequency of purge and retention of transactional data) to ensure business continuity

TECHNICAL ENVIROMENTS

Databases: SQL Server 2008/2008R2/2012/2014/2016 MS Access, Oracle 9i/10g/11g/12c

Operating systems Environments: LINUX Platforms RHEL 6, 5.x, AIX 5.1, 5.2, Sun Solaris, HP-UX 10.x, 11.x & Windows, Windows 2003/2008/2008R2, Docker Platforms, Kubernetes (k8s), Confluent (KSQL server, KSQL CLI, Schema registry, Kafka) Elasticsearch

Cloud services: Azure Cloud, Azure Data Factory (ADF v2), Azure functions Apps, Azure Data Lake, BLOB Storage, SQL server, Teradata Utilities, Windows remote desktop, UNIX Shell Scripting, AZURE PowerShell, Data bricks, Python, Azure Cosmos DB, Azure Stream Analytics, Azure Event Hub, Azure Machine Learning. Tools: DB Artisan, TOAD, DB verify, RMAN, Export & Import, Data Pump, Tkprof, Explain Plan, SQL Advisor, SQL * Loader, Replicate, SSRS, SSAS, SSIS, Control-M, Idera monitoring tool, AppDynamics, SharePoint 2007 and 2010, Redgate toolbelt, SQL compare, SQL developer

Honeywell Intelligrated

MS Azure Data Engineer

Sept 2018 – Date

- Designed and implemented a real-time and batch data pipeline processing data ingestion strategies from PostgreSQL, SQL server and Kafka Data source to the Azure Cloud using event hub and event gride namespaces
- Built a solution architecture for a data engineering solution using Azure Data Engineering technologies such as Azure Data Factory (ADF), Azure Data Lake Gen2, Azure Blob Storage, Azure SQL Database, Azure Databricks, Azure HDInsight and Microsoft PowerBI, Grafana and tableau.
- Integrating data from multi-clients' sites, Azure Blob Storage and Azure Data Lake Gen2 using Azure Data Factory.
- Using Parameters and Variables in Pipelines, Datasets and Linked Services to create a metadata driven pipelines in Azure Data Factory (ADF)
- Debugging the data pipelines and resolving issues.
- Scheduling pipelines using triggers such as Event Trigger, Schedule Trigger and Tumbling Window Trigger in Azure Data Factory (ADF)
- Debugging data flows, investigating issues, fixing failures etc
- Implementing Azure Data Factory pipelines to invoke Mapping Data Flows and executing them.
- Creating dependency and change management between pipelines, triggers to orchestrate the data flow
- Monitoring of Data Factory pipelines using Azure Monitor and Alerts.
- Implementing the Azure Data Factory Analytics monitoring tool and how to extend the capability further.
- Creating Azure Data Lake Gen2, creating containers, uploading data, Access Control (IAM), Using Azure Storage explorer to interact with the storage account
- Creating Azure SQL Database, Pricing Tiers, Creating Admin User, Creating Tables, Loading Data and Querying the database.
- Azure Data Factory orchestration for batch data ingestion to Azure ADLS
- Used Azure Data Factory as an orchestration tool for integrating data from upstream to downstream systems
- Provided **24/7 production support for Azure Services** (ADF, ADLS, Event Gride, Event Hub and Kafka)
- Created Linked service to land the data from on premise to Azure Data Lake
- Created numerous pipelines in Azure using Azure Data Factory to get the data from disparate source systems by using different Azure Activities like Move & Transform, Copy, filter, for each etc.
- Implemented Data ingestion using Kafka Mirror maker to Azure Event Hub
- involved in building KPI dashboards with PowerBI, Tableau and Grafana
- Extensive Hand-on Experience working with Kusto queries
- For Log analytics and for better query response used Kusto Explorer and created alerts using Kusto query language

- Maintenance of version control using Azure Devops and Bitbucket
- Built a multitenant infrastructure required for optimal data extraction, transformation, and loading from a wide variety of data sources. Establishes standardized design and development processes to enable cost effective delivery
- Provided technical mentoring to less experienced data administration staff for best practices on data engineering.
- Helping team member to resolve any technical issue, Troubleshooting, Project Risk & Issue identification, and management
- Troubleshoot Azure related issues and engage the Microsoft team for issue resolution and consultations
- Developed a Detailed Design Document for the Data architecture strategy
- Empower and assist operation and product teams through building key data sets and data-based recommendations for KPI/ Dashboard design
- Worked with end client and stakeholders to assist with data-related technical issue and support data infrastructure needs also identify performance NFRs, SLA, capacity planning and technical requirements

Lead DBA (PostgreSQL SERVER/ MS SQLSERVER)

Sept 2018 –Sept 2020

Project: Database support for the Design and implementation of **Momentum™ warehouse execution system (WES)** by Honeywell Intelligrated. Momentum is warehouse execution system, Momentum is built on a single software platform to reduce unsupportable, one-off customizations and allow you to select only the functions you need to meet your unique operational requirements

Provide 24x7 DBA on call support for all the Development, Solution consultants and Architects and Devops Teams

Responsibilities

- Involved in Database design, development, data modeling, application review, research solutions to various business and technical problems and evaluate alternatives which is to be presented as recommendations and justifications to management and provide technical advice and expertise
- Installation, administration and maintenance of standalone and clustered SQL Server and Postgres instances in development, testing, staging and production environments, developed unattended and automation scripts to standardize SQL Server installations and upgrades, upgraded SQL server 2014 to SQL Server 2016 and in Microsoft Windows Server 2012 R2 Enterprise Edition
- Upgrade of SQL SERVER 2016 to SQL SERVER 2017 and 2019 with cumulative patches and upgrade of Postgres 11 to Postgres 12
- Configure and tune hardware and software to ensure DB optimum performance and resource utilization.
- Implementing High Availability for Postgres with streaming replication and repmgr for automatic failover with HAproxy
- Implemented Foreign Data Wrapper for cross Database joins and queries
- Postgres.Conf and Pg_hba.conf configurations for Resources allocation and tuning
- Shell scripting for Database automation e.g., Backup scripts with retention policy
- Implemented Postgres proactive maintenance like Vacuuming, Analyze, etc.
- Developed backup strategies with Pgbackrest and pg_basebackup utilities for Postgres scheduled in crontab
- Provided 24/7 client production support
- Designed a replication strategy with streaming replication for PostgreSQL.
- Implement Pg_cron for scheduling SQL queries

- Developed a security strategy for the databases and application user, roles and login to prevent unauthorized users
- Extensive performance Tunning strategies to optimize codes, Index optimization and using Execution Plans to Identifying bottlenecks to meet clients SLA of 500ms
- Restoration of Databases from Backups on request or as a recovery strategy during disaster
- Developed a TSQL stored procedure purge scripts with transactional data retention policy and implemented a logic for the purge criteria for business continuity
- Develop complex SQL scripts in support and automation of database operations such as backups restore and DB maintenance task, proactively identify trends in SQL statements and provide recommendation for efficient use of resources
- Write and maintain documentation describing changes and modifications to all momentum platform systems and databases and enforce Security policies and procedures on databases, act as technical liaison in support for database related project activities
- Develop strong working knowledge of the momentum application and the interaction with the database and apply advanced database administration, management, and performance tuning techniques specific to Domain with advanced technical troubleshooting for applications and database systems with emphasis on root cause analysis
- Involved in designing a server/ application/Database performance monitoring tool using opensource platforms like Prometheus and Grafana which captures active session, long running/expensive queries, CPU and memory utilization and configured threshold alerts for resource spikes.
- Implemented in- memory OLTP feature in SQL Server 2016- for Database optimization
- Expert working SQL Server High Availability solution such as AlwaysON and Windows Server Failover Clustering (WSFC) and Backup strategies based on business's RPO and RTO.
- Designed and developed initial data warehouse. Implemented temporal tables to track history for both fact tables and dimension tables
- Implemented Change Data Capture (CDC) to audit DML and DDL Operations on various tables, used to build dashboard KPIs with time series DB (Prometheus) in SSRS and Grafana on Momentum Historic order status (Order Creation, Order in Planning status, Order on Hold, Order in cancelled and Completed status)
- Involved with DB Inventory management
- Involved in the Design and Implementation of Data stream from Source (Mysql, MSSQL) to sink (Elasticity search, Kibana) using Kafka connector and Debezium in a docker environment
- Managed SSRS installs, configuration, security, uploaded and modified reports
- Design state-of-the-art technical solutions that address requirements for scalability, reliability, security, and performance with a focus on database workloads on SQL Server.
- Work with the DevOps team integrating Databases into the CI/CD pipeline to ensure database deployments and implementation support efforts meet integration and performance expectations.

End Client: Harte Hanks

Responsibilities

- Administration on MSSQL Server 2012, 2008 R2, 2005 and legacy MS SQL 2000 servers.
- Lead the day-to-day maintenance and installation of servers for the database infrastructure.
- Perform advanced preventive maintenance as directed by standard operation procedures (SOP), vendor requirements and oversees the development of SOPs for routine functions.
- Provide business and after-hours support of the database enterprise infrastructure.
- Lead in database design implementation, performance analysis and maintenance.
- Responsible for developer SQL code review to ensure queries are optimized and tuned to perform efficiently prior to production release
- Install and configure Splunk's core Splunk Enterprise software and premium applications such as Splunk Enterprise Security (ES) or Splunk IT Service Intelligence (ITSI).
- Configure Splunk props and transforms to parse, filter or mask data as that data is integrated between non-Splunk source systems and the Splunk data stores (indexers).
- Provides guidance in design and implementation of monitoring routines where required.
- Resolved the most complex Request/Incident tickets from users and provides telephone and on-site technical support to troubleshoot and fix highly complex problems.
- Complete Requests for Change and follows the Change Management process for all changes to the production infrastructure.
- Analyzes legacy customer environments to identify data for extraction and migration
- Transform data sets delivered by customers or extracted from legacy systems into standard import formats
- Managing approx. 20% EOS/EOL Extended support version servers with "Best Effort Basis" Support
- Identifies problem trends and develops SOPs for highly complex issues.
- Leads the administration and maintenance of database server operating system and database security through established industry best practices.
- Participate in the creation of development, staging, and production database instances and migration of legacy MS SQL server 2000 Databases to MS SQL 2012 and coordination cut over procedures.
- Created SSIS packages for data migration to load (.dat) Flat files to Database tables with 40million + row count.
- Extensive Performance Tuning optimize queries and monitoring and identifying bottle necks
- Database Refresh of Dev Databases with Production Ad hoc backups
- Participation in daily operational and Governance calls with end clients to discuss process improvement and pending action items
- Coordinating with Backup Team, System Administration Team and application team when there is an escalation on any database infrastructure.
- Manage and mentor team of DBA's offshore and to ensure timelines and quality are met in regard to clients SLA
- Work closely with customers/application owners to develop a strategy for choosing the right database platform and subsequently develop best practices for adoption, conversion and implementation measured.
- Develop Documentation on standard Procedure and best practice for executive and transactional cases

TRANSAMERICA/AEGON

April 2017 – June 2017

Major Project: Migration of 1000+ single user database or multiple user databases to different server from 2008R2 to 2016

REMOTE

Aegon Global Technology (AGT) provides IT infrastructure and application support services to the Transamerica businesses.

Responsibilities

- Successful migration of 1000 (Test, DEV and Prod) Databases from SQL server 2008R2 to 2016
- I was responsible for the provisioning, support and ongoing maintenance of IT operating platforms, applications and services.
- Additional responsibilities include providing IT infrastructure solutions that are in alignment with business objectives and the AGT technology strategy.
- Responsible for Database administrative activities, Provide primary application DBA support for the SQL Server database platforms in support of multiple business units on a global basis.
- Participate in physical design, creation, perform data modeling and maintenance of databases
- Apply table and view modifications
- Monitor and tune database performance
- Consult in design of efficient tables and indexes
- Provide recovery of databases as necessary
- Create and schedule regular backup processes
- Maintain security of databases by granting and revoking of privileges for individuals and groups following security standards
- Carry out entitlement reviews at the request of business units or AGT

AT&T Services Inc,
Atlanta, GA

APR 2016- APR 2017

POSITION: Database Administrator

- Identify and solve **performance bottlenecks** in SQL Server and Oracle database platforms
- Database performance tuning, knowledge of execution plans and indexing strategies
- Only use approved technologies when developing systems and adhere to department, industry and regulatory standards
- write and troubleshoot SQL Code and **design (stored procedures, functions, views, triggers, indexes, constraints)**
- **Experienced in the upgrade and migration of SQL server 2012 and SQL server 2014 to SQL server 2016.**
- Design, development, testing, performance tuning, deployment, and support in **Data warehouse system**
- Effective designing of databases including logical & physical data design, tables, normalization techniques, relationships, primary & foreign keys, and data types.
- Provide support for my solutions, including analysis, issue tracking and resolution.
- Take pro-active ownership of support tasks and see them through to completion
- Demonstrate a logical and structured approach to time management and task prioritization.
- Work within project timelines and budgets. Be able to organize own time, schedule tasks for completion and deliver work to that schedule
- Excellent working knowledge of the functionality and capabilities of MS SQL Server (2005 through 2014)
- Used SQL Server Integration Services (SSIS) and its tools to Extract, Transform and Load data into Data Warehouse
- Designed **SSIS Packages** to transfer data from flat files to SQL Server using Business Intelligence Development Studio.
- Created and maintained **SSIS Package configurations** for executing in different environment
- Used **CASE tool (Erwin) to graphically modify the model, including dialog boxes for specifying the number of entity-relationships (ERD), database constraints, indexes, and data uniqueness.**

- Good experience of large-scale data migration projects with multiple data sources and familiar with Extract-Transform-Load patterns and processes
- Analyzes information to determine, recommend, and plan installation of a new system or modification of an existing system.
- **Establish SQL coding standards**, naming conventions, & data access policies
- Ensure that new database code meets company standards for readability, reliability, and performance
- Monitor index utilization
- When users complain about the performance of a query, help developers improve the performance of that query by tweaking it or modifying indexes
- Code-review and mentoring developers and the other members of the data team on both oracle and SQL server platforms
- Database Administrator and very strong SQL Developer with excellent T-SQL and experience of SQL Server Integration Services and strong knowledge of ETL techniques
- Involved in administration of over 150 Oracle 11gR2/10g R2 instances with Toad for Oracle.
- Used Data Pump for export and import, schema refresh, also as a backout strategy during code deployment to production.
- Proficient in Oracle Materialized view replications.
- Experienced with RMAN, BACKUP and RECOVERY, POINT-IN-TIME RECOVERY (PITR) of databases

Environment: SQL Server 2000/2005/2008/2008R2/2012, SQLSentry, SSIS, Visual studio SharePoint 2010, Red Hat Linux, Oracle 10g/11gR2, Redgate toolbelt, SQL compare, SQL developer, Toad for oracle, Toad Data point, Oracle Data Integrator (ODI), putty, SQL Data tool.

**Hewlett Packard Enterprise/ Hewlett Packard
Nucleus Deutsche Bank Account New Jersey
US Database Team**

SEPT 2015 – APR 2016

Database Administrator

- Administration on MS SQL Server 2012, MS SQL Server 2008 R2 and MS SQL Server 2005.
- Installed SQL Server 2012 and 2008 R2 managed in development, test and production environment.
- Database High - Availability Solution of Mirroring, Log Shipping & Replication (**SQL Server Transactional Replication**)
- Managed security of Reports and Report Server, Developed Ad-hoc Reports
- Upgraded Databases from SQL Server 2000 to 2005/2008 R2, from SQL Server 2005 to SQL Server 2008 R2/ 2012
- Migrated Databases from Oracle 10gR2 databases to SQL Server 2008 R2 and 2012, and MySQL 5.1.23 databases to SQL Server 2008 R2
- Applied Service Pack & HOT Fixes on SQL Server 2000, 2005, 2008 R2 and 2012
- Created and managed E-R Diagram Data Modeling tools. Used Toad Data Modeler
- Experienced in creating, modifying tables, Index (Cluster/Non-Cluster), Constraints (Unique/Check), Views; Developed, Maintenance Plans & Monitoring
- Experienced on database monitoring, performance tuning and query optimization & monitoring SQL Server Error Log, space usage and solution
- Scheduled and maintained new and existing jobs to automate different database related activities including backup, monitoring database health, disk space, backup verification, database statistics, rebuild or reorganize indexes.
- Created notification if there is any failure, error, warning or disk issue.
- Wrote T-SQL, Trigger, Stored-Procedures and assisted Database Developers to optimize SQL queries and Stored Procedures and Triggers.
- Exported & Imported data from Flat file, Excel file, CSV file to/from SQL Server Database using DTS, SSIS, and BCP

- Configuring and managing SAN devices and fiber switches. Monitored SAN health, performed initial and intermediate troubleshooting activities.
- Strong knowledge and working experience in Database Backup & Disaster Recovery & Backup strategy for production & development environment.
- Experienced with Point-in-Time Recovery, Restored Database from backup
- Managed security by creating Groups, Logins, and users with proper authentication and grant them appropriate permission on Server level, Database as well as Object level.
- Configured and implemented cloud migration of 2000+ databases
- Evaluated mix of backup and recovery methods based on organizational needs. Implemented, tested and documented various backup/recovery scenarios for knowledge base.

Environment: SQL Server 2000/2005/2008/2008R2/2012, MS Access, Windows 2003/2008/2008R2, SSRS, SSAS, SSIS, Control-M, Idera monitoring tool, HPSM ticketing system, SharePoint 2007 and Diagnostic and Tuning Advisors

IPSOFT

APR 2014 – SEP 2015

Database Administrator

REMOTE

- Installed and configured **SQL Server 2005/2008R2** on Physical and Virtual systems
- Upgrades of **SQL Server 2005/2008R2** and apply patches on regular basis
- Install multimode clustering on a virtual environment with SQL Server 2008R2
- Created and maintained various databases for Production, Development Servers
- Involved in Capacity planning of the databases
- Use of DBCC Utilities to maintain the consistency and integrity of each database in the production server.
- Resolved locking and blocking issues.
- Fine tune the slow running queries/store procedures
- Running Index tuning wizard for optimal query performance.
- Implemented Database Mirroring/Transactional Replication as a part of high availability and disaster recovery.
- Experience working with IDERA for Performance Monitoring, Dead Lock, and Blocking.
- Monitoring SQL Server Logs, Application logs and analyzing the logs.
- Provided 24/7 support to SQL application developers in implementing them production server. Reorganizing or Rebuilding Indexes based on the Index fragmentation.
- Implementation of SQL Logins, Roles and Authentication Modes as a part of Security Policies for various categories of users.
- Creating Backup strategies and scheduling them as a part of database maintenance plans.
- Created the SSIS packages for executing the tasks, created the Jobs and scheduled for daily running.
- Involved in Change Data Capture process.
- To set up SQL Server configuration settings to resolve various resource allocation & memory issues for SQL Server databases and to setup ideal memory, min/max server options.
- Played a key role in business requirements analysis, architecture design, physical and logical Data modeling, application development, testing, production support and Project review with client.
- To perform installations & performance tuning, manage capacity planning & user accounts, and implement database security for multiple instances of development.

Environment: SQL Server 2000/2005/2008/2008R2 MS Access, Windows 2003/2008/2008R2, SSRS, SSAS, SSIS, Commvault, Control-M, Idera monitoring tool, SERVICENOW ticketing system, SharePoint 2007 and 2010.

Brocks Inc.

OCT 2011 – APR 2013

Oracle DBA

REMOTE

- Provided 24X7 supports for all the production and development databases.
- Installed and configured Oracle 10g, other duties include applying oracle database patches, design and creation of databases as per user requirement, creation of database users, monitoring, tuning, troubleshooting, and backup and recoveries.
- Applied patches using OPATCH and Patch sets using OUI.
- Cloned/Refreshed Oracle Databases.
- Implemented Disaster Recovery plans.
- Responsible for optimizing the queries and application tuning.
- Perform SQL tuning and assist developers with coding PL/SQL.
- Provided support to Application Database Administrators in designing the database.
- Installed and Implemented Backup & Recovery procedures.
- Worked on several shell scripts to maintain the database activities.
- Mentoring the Database Performance using automated scripts.
- Answerable for setting and managing User Accounts, Granting required privileges to users.
- Experienced in Security Administration and Space Management.
- Perform other regular DBA activities including space management and performance monitoring.
- Optimization and tuning SQL queries using TRACE FILE, TKPROF, EXPLAIN PLAN.
- Continuous monitoring of database performance during peak and non-peak loads using STATSPACK.
- Involved in process improvement, Oracle Server Installations/Upgrades/Patches, Space Management, Capacity Planning, Backup & Recovery, Disaster Recovery, Database Performance Tuning, Memory Tuning,
- Application Tuning, Security Administration, Data Warehousing, Data guard, Oracle Advanced Replication, Real Application Clusters, Oracle standby services.
- Implement "Stored Procedures and Triggers" based on business plans using PL/SQL.
- Automation of data load using Korn shell scripting and SQL*Loader.

Environment: RHEL, Windows, Oracle 10g/9i, SQL, PL/SQL, UNIX Shell Scripting.

21st Century Technologies

JUL.2008 - SEP.2011

End client: Chevron Corporation

Database Administrator

- Supported over 200 databases and over 75 Production databases (24 X 7).
- Supported various Oracle Databases for various applications viz. SAP, People Soft, JD Edwards and other in-house application and various other Data Warehouse Application at chevron.
- Migrated the Database from Non-ASM to ASM.
- Applied Security Patches for DEV, QA, TEST and PROD.
- Performed Cloning and database refreshes as and when requested by users.
- Having good knowledge in UNIX shell Scripting to prepare Database monitoring scripts and scheduling backups at scheduled intervals and various other jobs.
- Took back-up of database using Logical (Export and Import), Physical (Hot and cold) Backups and RMAN.
- Performed performance tuning from time to time.
- Monitored the production Oracle alert logs for database errors.
- Implemented and maintained database security (create and maintain users, roles and assign privileges).
- Handled database change request from the application developers on need basis.
- Performed "trouble shooting" of the problems faced by Application Developers and End Users.

- Coordinate and Monitored Application Outage Activities.
- Created technical documentation and KT with the team.
- Environment: Linux, Win 2000 and ORACLE

Education:

University of Texas- Pan American Edinburg, TX

Msc.IT. Master's in information technology GPA: 3.9

Covenant University Otta, Ogun State Nigeria

Bachelor of Engineering in Information and Communication Technology

KIMBERLI FOY MANNING

OBJECTIVE

To obtain a professional position that will utilize my experience, management skills, and education in a professional environment.

SOFTWARE KNOWLEDGE & CERTIFICATIONS

B. S. Marketing

Hampton University

Certifications: Epic Electronic Medical Records Software – Certified in Resolute Hospital Billing / Prelude /Grand Central (ADT) /Single Billing Office (SBO), Credentialed in HB Claims, Cadence, Resolute Professional Billing, and Home Health Billing; Master Teacher in Urban Education Certificate; Certification; American Academy of Professional Coders Certified Professional Coder (CPC)

Software: Microsoft Office Suite, Articulate 360, SnagIt, Captivate, Macromedia Dreamweaver, Macromedia Flash, Medisoft, Encoder Pro, Adobe PageMaker, Adobe Premiere. Adobe After Effects, Photoshop, Corel Bryce, Visio

EXPERIENCE

September 2018 – July 2020

TekSystems (Aerotek)

St. Louis, MO
Columbus, OH
Baltimore, MD

Consultant – Instructional Designer/Trainer/E-learning Developer

- Work with Subject Matter Experts to design curriculum meeting the staff needs
- Work with Subject Matter Experts to identify target audience's training needs
- Conduct role analysis
- Utilize the ADDIE model of instructional systems design
- Write and test workflow scripts
- Create engaging learning activities and compelling course content
- Create e-learning courses and training aids using Articulate 360 and Captivate
- Provide exercises and activities that enhance the learning process
- Set instructional end goals and create matching content
- Create training curriculum and coordinate operational review
- Build, test, and maintain the training environment
- Train and credential classroom trainers
- Deliver training when necessary and/or support end users
- Coordinate post-live training for new and existing users
- Developed and scheduled educational classes
- Visualize instructional graphics, the user interface and the finished product
- Analyze and apply trends and best practices in learning technologies and instructional design
- Create supporting material/media (audio, video, simulations, role plays, games etc.)
- Devise modes of assessment, such as tests or quizzes, to measure the effectiveness of the course
- Serve as SharePoint and LearnShare LMS Administrator

August 2018 to Present Operation PULSE Baltimore, MD

Director of Training and E-Learning Development (Part-time)

- Identify training needs for community and staff
- Design and develop written manuals, handbooks, workbooks, job aids, PowerPoint presentations and e-learning courses
- Manage and develop all aspect of instructional design
- Manage training consultants for individual projects
- Facilitate community training events
- Establish vision and goals for community networking and training
- Develop e-learning courses with Articulate 360 Storyline and Captivate
- Plan and facilitate staff professional development
- Update Social Media platforms
- Conduct webinars, seminars and instructor-led training

September 2011 – May 2018 Johns Hopkins Health System Baltimore, MD

Senior Instructional Designer – Epic Software -

Resolute Hospital Billing, Access, Home Health Billing, Resolute Single Billing Office (SBO)

- Build the Master Training environment to include but not limited to: building workqueues, creating patients and departments, setting security, creating and update SER records
- Respond to and resolve Remedy tickets via Epic Helpdesk
- Design and develop written curricula/lesson plans and PowerPoint presentations that include learning objectives for role-based training programs to support non-clinical or business operations practice.
- Oversee development, build, testing, and maintenance of the training environment
- Understand and interpret clinical and non-clinical workflows, processes and terminology to translate information into educationally sound training content.
- Demonstrate Epic functionality to Business Owners, in application workgroups, and meetings
- Create training material using the ADDIE training model
- Lead training implementation and support projects within the constraints of time, budget and scope
- Identify initial and ongoing training needs of end-users using a variety of teaching strategies and principals of adult learning
- Diagnose complex application issues and recommending remedial actions to correct problems using comprehensive application knowledge
- Plan, prepare and maintain training material and assessments for use by both trainers and end-users

July 2008 – January 2013 American Career Institute Baltimore, MD

(formerly Johns Hopkins Computer Career Institute)

Instructor/Lead Instructor

- Supervised evening staff of 3-5 full-time and part-time instructors
- Delivered instruction in the following areas: Medical Administration, Medical Law & Ethics, Pharmacology, Medical Terminology, CPT Coding, ICD-9/ICD-10 Coding, HCPCS Coding, Operative Report Coding, Pathophysiology, Psychology, Introduction to Medical Billing and Medisoft Billing Software

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) Jonathan Mui - Proposal Manager

(Address) 9210 Corporate Blvd, Suite 390, Rockville MD, 20850

(Phone Number) / (Fax Number) 240-899-7449

(email address) jonathanm@stellarit.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.

Stellar IT Solutions, Inc.

(Company)



(Signature of Authorized Representative)

Joshua Sircus - CEO 9/18/2026

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

202-748-7427

(Phone Number) (Fax Number)

josh@stellarit.com

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ OOT27*006

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

☒ Addendum No. 1	☐ Addendum No. 6
☒ Addendum No. 2	☐ Addendum No. 7
☒ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ Addendum No. 10

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

Stellar IT Solutions, Inc.

Company



Authorized Signature

9/18/2026

Date

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

Revised 6/8/2012



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 2020855

Doc Description: Addendum No 2 -Temporary Technical Staffing Services

Reason for Modification:

Addendum No 2 is issued to publish vendor questions with the agency's responses.

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2026-09-16	2026-09-23 13:30	CRFQ 0231 OOT2700000006	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000040009

Vendor Name : Stellar IT Solutions, Inc.

Address :

Street : 9210 Corporate Blvd, Suite 390

City : Rockville

State : MD

Country : USA

Zip : 20850

Principal Contact : Jonathan Mui

Vendor Contact Phone: 240-899-7449

Extension:

FOR INFORMATION CONTACT THE BUYER

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

**Vendor
Signature X**

FEIN# 75-2708774

DATE 9/18/2026

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

ADDITIONAL INFORMATION

Addendum No 2 is issued for the following reasons:

1) To publish a copy of Vendor questions with the Agency's responses.

--no other changes--

INVOICE TO**SHIP TO**

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON WV
US

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2080.00000	HOURL		

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

81110000

Extended Description:

Senior Web Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

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DEPARTMENT OF
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1900 KANAWHA BLVD E,
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CHARLESTON WV
US

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	CRM Application Analyst	2080.00000	HOURL		

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

81110000

Extended Description:

CRM Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior SQL Server Database Administrator	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Senior SQL Server Database Administrator

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Business Analyst	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Business Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Learning Management System & eLearning Development Specialis	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Learning Management System & eLearning Development Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Cloud Financial Operations Specialist	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Financial Operations Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Cloud Architect	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Cloud Security Professional	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Security Professional

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Cloud Platform Engineer	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Platform Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cloud Network Engineer	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Network Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Cloud Systems Management Engineer	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Systems Management Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Center of Excellence (CCOE) Implementation Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Mainframe Systems Programmer	2080.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Mainframe Systems Programmer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2026-09-04

	Document Phase	Document Description	Page 9
OOT2700000006	Final	Addendum No 2 -Temporary Technical Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions