



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

State of West Virginia  
Request for Quotation  
34 — Service - Prof

Proc Folder: 702868

Doc Description: Addendum No 2 Supplemental Staffing for Microsoft Applicatio

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2020-06-02	2020-06-10 13:30:00	CRFQ 1300 STO2000000002	3

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
(304) 558-0094  
melissa.k.pettrey@wv.gov

Signature X

FEIN #

DATE

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

# Addendum

Addendum No. 2 is being issued to publish and distribute the attached information to the vendor community.

## Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia State Treasurer's Office (STO or Agency) to establish a contract for Supplemental Staffing Services for Microsoft Application Development per the specifications and terms and conditions as attached hereto.

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	
CHARLESTON	WV25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Temporary information technology software developers	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description :

Year 1 / Individual 1

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	
CHARLESTON	WV25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Temporary information technology software developers	2000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description :

Year 1 / Individual 2

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	
CHARLESTON	WV25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Temporary information technology software developers	500.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description :**

Three (3) Month Renewal Option  
Individual 1

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	
CHARLESTON	WV25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Temporary information technology software developers	500.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description :**

Three (3) Month Renewal Option  
Individual 2

**SOLICITATION NUMBER: CRFQ# STO2000000002**  
**Addendum Number: 02**

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The purpose of this addendum is to modify the solicitation identified as **CRFQ STO2000000002** ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

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

**Description of Modification to Specifications:**

The purpose of this Addendum is:

- 1. To move Bid Opening to 06/10/2020 @ 1:30 p.m.**
- 2. Address Vendor questions received by 5/22/2020.**
- 3. Modification of Specifications**

**Terms and Conditions:**

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

**ADDENDUM # 02**  
**CRFQ STO2000000002**  
**Supplemental Staffing for Microsoft Application Development**

**Specifications Modifications**

**The Agency would like to modify Section 1.1 of the Specifications as follows (last paragraph):**

- It is anticipated that this project will begin the week of July 6, 2020.

**The Agency would like to add clarifying language to Section 5.1 of the Specifications as follows:**

**Section 5.1 – Add Paragraph:** This solicitation is a ‘lowest bid/cost meeting specifications’ acquisition. Vendors should take into account the pool of candidates who meet the qualifications and ability to provide the requested deliverables they will be proposing for the project. The vendor shall then provide an all-inclusive hourly rate for the (pooled) candidates and indicate that hourly rate on the Pricing Page. The hourly rate that is bid shall be firm for the base term of the contract. The Agency would like to have copies of resumes with the bid response to expedite the evaluation and for planned interviews for final project selection after contract award.

**The Agency would like to add clarifying language to Section 7 of the Specifications as follows:**

**Add Paragraph:** Vendor may request payment for services every two (2) weeks in lieu of a monthly invoice submission. Payment requests shall include the employee name, date of work, and the number of hours billed. Invoices will be verified by the Agency Project Manager(s) before payment processing can occur.

**Vendor Questions/Agency Responses**

1. Due to the current circumstances with COVID-19, is remote onboarding/start possible?

**Answer:** The expectation is for the supplemental staff to be onsite. However, if future circumstances surrounding the pandemic would force the office to work remotely in general, then that would apply to the supplemental staff as well. We do offer the option of working four ten-hour days, providing three-day weekends for those that don’t reside in the area. The Agency is taking precautions as recommended by the CDC and the WV Dept of Health & Human Resources for staff and visitors to practice social distancing, providing disposable masks (as available) for wearing in common spaces/areas, hand sanitizer, soap and water, etc. and limiting in-person meetings as much as possible.

2. What mode of interview are you planning to conduct?

**Answer:** Once the contract has been awarded, the Agency will utilize Microsoft Teams or telephone to interview the candidates that have been proposed for the project. The Vendor should keep in mind that this is a lowest price offer meeting specifications type of acquisition and is not a negotiated procurement. This means that the vendor should assess the candidates that will be

proposed for the project, and which are included in the hourly rate proposed on the Pricing Page for any of those candidates submitted for acceptance by the Agency.

3. What is the level of seniority for the advertised position?

Answer: Supplemental staff to the existing Agency development team.

4. Can you please specify the required skills/technologies more deeply?

Answer: Sections 3.1 thru 3.6 of the solicitation provide an appropriate description. Mandatory deliverables are listed in Section 4 to help provide examples of work to be provided.

5. How many people (developers) are on the project?

Answer: To varying degrees, five Agency developers.

6. Is this a new position or do you have an incumbent? In case there is an incumbent, do you intend to renew their services?

Answer: There is no incumbent. This is a unique one-time project.

7. Is this a new contract? If no please specify the incumbent name

Answer: Yes.

8. Is there any budget allocated for this contract?

Answer: This project is funded.

9. Is there any NTE hourly rate cap for this opportunity?

Answer: The hourly rate on the Pricing Page shall not be exceeded. The Agency intends on paying an hourly rate for up to two candidates per the Pricing Page. One individual may be priced at one hourly rate while another may be priced at a different rate. At no time will the agency agree to an hourly rate for an individual that exceeds the rates on the vendor's response/pricing page.

10. Is there any preference given to local vendors?

Answer: Vendor preference does not apply to this acquisition.

11. Please specify the interview mode (skype or telephonic)?

Answer: See the response to question #2 above.

12. Please specify the list of applications and the technologies used by the agency?

Answer: Sections 1.1 and 3.1 thru 3.6 of the solicitation provide insight to technologies used. Applications include purpose built in-house applications of varying functionality.

13. How many candidates we can propose in our response

Answer: As many as you like. However, the Agency will only pay for two approved candidates for this project. See also questions/answers #2 and #9 above.

14. Is there any response format required by the agency (e.g. Cover letter, Company experience, references etc.) or we just need to submit candidate resume, pricing, and forms mentioned in the solicitation document?

Answer: The Vendor should provide the forms mentioned in the solicitation along with candidate resumes. Resumes and References would be helpful if provided with the bid response. A cover letter and brief company experience may be provided as an attachment if responding to the solicitation via wvOASIS. The vendor may also provide a response in other ways per the **Instructions to Vendors Submitting Bids** document, Section 6.

15. How many company's references we have to submit with our bid response? if applicable

Answer: The Vendor may submit no more than five (5) references relating to company experience.

16. Do we need to provide candidate references? If yes how many

Answer: Not initially. However, upon notification, the vendor must provide at least three (3) references for the proposed candidates within one business day of the request. Resumes and References would be helpful if provided with the bid response.

17. Please specify the anticipated date of publishing Q&A's and addendums?

Answer: As soon as responses/answers can be gathered from the Agency.

18. From where will we can receive the addendum and Q&A's (Inbox or via the portal)?

Answer: Addenda and final solicitation documents may be found by visiting [www.wvOASIS.gov](http://www.wvOASIS.gov) and selecting VSS (Vendor Self Service) to see all open solicitations.

19. Is this a Single Award or Multiple Award?

Answer: This will be a single award contract. The services are for up to two individuals who will provide supplemental staffing needs for a one-time project.

20. How many Developers are you looking for?

Answer: Two.

21. I believe your PDF stated 3 month rolling contracts?

Answer: The base contract term will be for One-year for up to two (2) individuals. If the Agency determines that services beyond the first year are required, it will be determined if one or both individuals will be required on a three-month extension period(s).

22. Is that the case, or are you open to longer contracts and/or permanent employees?

Answer: This contract is for a one-time unique project. The base terms will be for one-year for up to two (2) individuals. If the services are needed beyond the first year, the Agency will determine if one or both individuals will be required and will be extended for three-month extension period(s).

23. Can Developers be remote or must they be working from your WV office?

Answer: See question/answer #1 above.

24. Do you have budgets in mind for the additional team members?

Answer: This project is funded.

25. How do we onboard with your procurement team?

Answer: Once an award has been made through the WV Dept. of Administration, Purchasing Division, the Agency's Purchasing Division will be notified. At that time, the Agency will make contact with the Vendor and the internal customer to provide information as needed; i.e. contract/project kick-off meeting (online/telephone), Agency project manager contact information.

26. When is the Pre bid conference scheduled- can we dial into this call

Answer: There was no pre-bid; see the Instructions to Vendors Submitting Bids document.

27. How many total positions are in scope within this Solicitation

Answer: Two.

28. General - Is there an incumbent contractor performing these services? If so, can you please identify the company/contract and the funding history?

Answer: There is no incumbent. This is a new, one-time unique project.

29. Section 3 – Qualifications: Do you prefer a condensed proposal consisting primarily of proposed personnel resumes and pricing? Or, would you prefer a more comprehensive proposal detailing company capabilities, past performances, development methodologies, etc.?

Answer: Condensed will be fine. See also answers to questions 14, 15 and 16 above.

30. Section 6 – Bid Submission: Please confirm that an electronic submission of the proposal is all that is required. (no paper submission)

Answer: If an electronic submission is provided, a duplicate paper submission of the same is not required. Vendors are encouraged to upload/attach all requested documents to its electronic submission to expedite the evaluation. Additional information, such as references and resumes, is to be provided within one business day of request, if not included with the bid response.



31. Section 8 – Insurance: Please confirm that proof of the required insurance is not required for the proposal, but rather is required prior to contract award.

Answer: This is correct. Upon notice of intent to award, the Vendor will be required to provide a Certificate of Liability Insurance, or acceptable legal equivalent, with the required amounts listed, and should name the State of WV/Treasurer's Office as an additional insured.

32. With the COVID-19 Pandemic ongoing, will it be possible for these supplemental staff members to work from home?

Answer: See question/answer 1 above.

33. General Terms and Conditions #41 Background Checks: Since the work being performed is not at the Capitol complex, will the State's background checks be required?

Answer: At this time, this specific requirement is not applicable. However, the Agency has its own separate security system at the worksite and a background check may be required upon providing building/systems access.

34. Mandatory Requirements #4.1.2 State individuals will be required to work on site. With COVID-19 will remote work be allowed? If only onsite is permitted what is the policy and protocols in place to protect workers safety?

Answer: See question/answer #1 above.

35. Will the WV State Treasurer's Office supply all necessary equipment/hardware and tools/licensing to review and modernize software standards and compliance with security standards?

Answer: Yes.

36. How many resumes a vendor is allowed to submit per position in the response?

Answer: See response to #16 above

37. Can we replace the candidate in case the candidate submitted at the time of response is not available in the future?

Answer: Only if the replacement is approved by the WVSTO, and, candidate will not exceed the contract hourly rate established at the time of award.

38. Is there will be any preference given to local candidates?

Answer: Vendor preference is not applicable to this acquisition.

39. Is this bid a re-compete of an ongoing contract? If yes, then please share the details of the incumbents.

Answer: This is not a re-compete.

40. Is there any defined Not-To-Exceed (NTE) budget for this bid?

Answer: WVSTO will determine when the project is completed, and the supplemental staffing is no longer needed. The hourly rate on the Pricing Page shall not be exceeded. The Agency intends on paying an hourly rate for up to two candidates per the Pricing Page. One individual may be priced at one hourly rate while another may be priced at a different rate. At no time will the agency agree to an hourly rate for an individual that exceeds the rates on the vendor's response/pricing page.

41. We are interested in participating in this RFQ. We wanted to ask you if this service can be done from abroad?. If so, could you please send me all additional document/information needed to better understand terms and conditions of this solicitation?

Answer: No, the services may not be done from abroad. You may view this solicitation and others, by visiting [www.wvOASIS.gov](http://www.wvOASIS.gov) and selecting Vendor Self-Service (VSS). This will link you to the VSS Portal where anyone may access through the Public Access option near the bottom of the page.

42. Will you accept offers from nearshore companies? Our development team is located in Ecuador which is really close to West Virginia's time zone.

Answer: No, the service may not be done from abroad.

43. Can the Application Development be performed 100% remotely?

Answer: No. See question/answer #1 for more information

44. It's understood that you need 2 full year (2000 hours approx.) .NET developers

Answer: The 2,000 hours is per individual, per one-year base contract term, and is an estimate; this will be used as a basis of evaluation. It's unlikely to be exceeded, although it could be less

45. and 2 three month (500 hours approx.) .NET developers as well, correct?

Answer: See response to question #21 above

46. Based on previous question, It's understood that all 4 resources will be working simultaneously, correct?

Answer: There will only be two supplemental staff.

47. Is it mandatory to submit the offers via the **wvOASIS** portal or can we deliver via email?

Answer: See questions/answers #14 and #30 above.

48. With the current Covid-19 situation, are you still requiring the consultants to be onsite to perform these services?

Answer: See question/answer #1 above.

49. We currently have consultants available to perform the tasks as specified in the RFP. However, by the time you make a decision to award a contract, if our submitted candidates are not available, will we have the option of submitting additional people, who are ready to be interviewed within a 48 hour notice as possible replacement candidates?

Answer: Only if the replacement is approved by the WVSTO. Also see #2, #9 and #37 above.

50. Are there any Work Visa restrictions? If we have H1-B1 or TN Visa Holders, are they eligible to perform services on this contract?

Answer: Such restrictions or eligibility is the responsibility of the vendor/company who employs the individuals. The WVSTO will not be the employer. If the vendor plans to propose candidates that this may be of concern, it is preferred that the terms of the work visas make it possible for them to work the duration of the project. Vendor is wholly responsible for any requirements related to Form I-9.

51. Are the consultant required to work on site or has there be any change in that due to COVID-19 situation?

Answer: See question/answer #1 above.

52. Also, Can you please what the mode of interview of the consultants will be?

Answer: See question/answer #2 above.

53. What date will the candidates be selected and when will they be interviewed?

Answer: See question/answer #2 above.

54. What is the required citizenship status for candidates? (example: green card, valid EAD, etc.

Answer: Such eligibility determination is the responsibility of the vendor/company who employs the individuals. The vendor is wholly responsible for any requirements of Form I-9.

55. What are the education requirements for the candidate? (ex. bachelors, associates, techtraining, etc)

Answer: Sections 3.1 thru 3.6 of the RFQ provide the requirements of the staff.

56. Is there any more detailed documentation of the type of Microsoft Application Developers the state is requesting? Billing rates vary with different skill sets and the limited information on the PDF RFQ file makes it difficult to quote.

Answer: Sections 3.X and 4.X describe this.

57. It appears you can complete the entire bid online but we noticed there is a "Bid Receiving Location" on the PDF RFQ form. Does the state require a hard copy to be mailed as well?

Answer: See questions/answers # 14 and 30 above.

58. When is the close of the vendor question period? Will my email address be added to the list of recipients of answered questions?

Answer: Questions were due 5/22/2020. Vendors submitting questions are generally notified when an Addendum is finalized. Vendors should always check [www.wvOASIS.gov](http://www.wvOASIS.gov) for changes, etc. before finalizing a response to a solicitation.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ STO2000000002**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

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Company

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Authorized Signature

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Date

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