Beaufort County School District

Response to Invitation for Bid - 20-008

Temporary Information Technology (IT) Professional Services

TECHNICAL PROPOSAL - ORIGINAL

RFP DUE DATE: September 6, 2019 | OPENING: 2:00 p.m

PREPARED FOR:

Beaufort County School District
Procurement Office
Attn: Kaylee Yinger
P.O. Drawer 309
Beaufort, SC 29901-0309
Phone: 843-322-2349
Email: Kaylee.yinger@beaufort.k12.sc.us

Ask IT Consulting
You ask, we deliver!

POINT OF CONTACT
Manisha Gupta
President
33 Peachtree St., Suite 100
Holtsville, NY 11742
Phone: 631-317-1849
Email: govt@askitc.com

PREPARED BY
Sudesh Verma
Proposal Manager
33 Peachtree St., Suite 100
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www.askitc.com

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COVER LETTER

Date: August 30, 2019

Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

Attention: Kaylee Yinger
Subject: Response to Solicitation 20-008
Temporary Information Technology (IT) Professional Services

Dear Kaylee,

In response to the subject procurement, Ask IT Consulting, Inc. (Ask IT) submits our offer for your review and consideration. Ask IT is qualified to bid on this Temporary Information Technology (IT) Professional Services as an SBA certified Total Small Business, Woman Owned Small Business (WOSB); Economically Disadvantaged Woman Owned Small Business (EDWOSB); Minority Owned Business Enterprise (MBE); Women Business Enterprise (WBE) headquartered in the state of New York.

Ask IT Consulting, Inc. currently holds **relevant Contracts #: 19-02-29 IT Contractors with the Houston Independent School District, Texas; 19-04-038 IT Staff Augmentation with Douglas County School District, Colorado; Contract # COM0000558 with the City of Minneapolis for the Temporary Professional Services, State of Minnesota MNSITE Master Contract, 15-80101507-SA-D Information Technology Staff Augmentation Services with State of Florida** and many more other contracts in all functional specialty categories requested in this IFB.

Ask IT Consulting, Inc. founded in 2008 by its President, Manisha Gupta, has served its clients as a trusted source of skilled professionals since its inception. Hiring the right employees is central to the success of any organization and Ask IT has played an integral role in these efforts for its clients since its founding. Ask IT has an excellent record of achievement in the identification and recruitment of individuals for clients in the government (federal, state, and local agencies); association and not-for-profit; management science/engineering; information technology, administrative, professional and management consulting fields.

Name of Business Entity	Ask IT Consulting, Inc.- Corporation	
Full Address	33 Peachtree St. Suite 100, Holtsville, NY 11742	
CAGE Code	6WBQ5	
DUNS No.	963915660	
Federal Tax ID	80-0280990	
Point of Contact	Manisha Gupta	
Authorized Representative	**Management Representative** Manisha Gupta President **Phone**: 631-317-1849 **Email**: govt@askitc.com	**Account Representative** Sudesh Verma Proposal Manager **Phone**: (732) 451-4219 Ext-107 **Email:** sudesh@askitc.com

Ask IT has built up a solution centric image with clients, consultants and third-party partners. With currently over 800 temporary consultants working throughout the nation, Ask IT has demonstrated cutting edge experience of performing Staffing Services contracts at a high success rate for various state agencies and departments. We also have significant experience in working with many government entities including the *State of Iowa, Temporary Personnel Services in Department of Transportation in State of Missouri, State of Georgia, State of Minnesota, State of Montana, Miami-Dade Florida, State of NC, State of Michigan, State of Washington and State of CO* etc. under similar *Temporary Staff Augmentation contracts* and have developed a strong bonding with various organizations throughout the state by complying with all Federal, State and Local rules & regulations.

As instructed, we have provided *One (1) Original Signed Copy and One (1) Electronic Copy – Redacted* of our Proposal response. Also Business and Technical proposal are kept on separate USB Drives with labels mentioned in section 2.1.3 ELECTRONIC COPIES -- REQUIRED MEDIA AND FORMAT.

Ask IT makes the following certifications and guarantees regarding this proposal:

- All the information provided in this response is correct.
- We have capabilities and will full fill all job classifications given in RFP.
- Ask IT will comply with all contract terms and conditions as indicated in this RFP
- Ask IT' proposal is predicated upon:
  - ✓ The RFP published on August 15, 2019;
  - ✓ We acknowledge the receipt of Addendum 1 issued on August 22, 2019
  - ✓ Ask IT acknowledges and accept all terms and conditions stated in the RFP

It is our objective to provide Beaufort County School District with cost effective Temporary Information Technology (IT) Professional Services. We take no exception to the solicitation terms and conditions and have included no terms, conditions, or assumptions in our response.

We believe Ask IT is well suited to perform on this contract due to our familiarity with **Temporary Information Technology (IT) Professional Services.**

Our team stands ready to move forward with your mission critical objectives and look forward to establishing a tenured relationship with the Beaufort County School District. Should you have any questions regarding our offer, please contact us via phone 732-451-4219 Ext. 107 or via email sudesh@askitc.com

Sincerely,



Manisha Gupta **(President)**
Phone: 631-317-1849 | **Email**: govt@askitc.com

COVER PAGE

Beaufort County School District

Solicitation Number:	20-008
Date Printed:	August 15, 2019
Date Issued:	August 15, 2019
Procurement Officer:	Kaylee Yinger
Phone:	843-322-2349
Email:	Kaylee.yinger@beaufort.k12.sc.us

Invitation for Bid

DESCRIPTION: **Temporary Information Technology (IT) Professional Services**
SUBMIT OFFER BY (Opening Date & Time): **September 6, 2019; 2:00 PM**
QUESTIONS MUST BE RECEIVED BY: **August 30, 2019**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed Copy and One (1) Electronic Copy - Redacted**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: LOCATION:

DATE & TIME:

AWARDS & AMENDMENTS:
Award will be posted at the Physical Address stated above on or after September 6, 2019. The award, this solicitation, and any amendments will be posted at the following web address: http://beaufortschools.net.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer) **Ask IT Consulting, Inc.**

ENTITY TYPE: **Corporation**

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Manisha Gupta — PRINTED NAME

President — TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
33 Peachtree Street, Suite 100 **Holtsville, NY 11742**	**33 Peachtree Street, Suite 100** **Holtsville, NY 11742**
PHONE NUMBER: **631-649-1313 / (732) 451-4219 Ext-107**	
EMAIL ADDRESS: **govt@askitc.com**	

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
[X] Payment Address Same as Home Office Address [ ] Payment Address Same as Home Notice Address (check one only)	[X] Payment Address Same as Home Office Address [ ] Payment Address Same as Notice Address (check one only)

ACKNOWLEDGEMENT OF AMENDMENTS:	Amendment Number	Amendment Issue Date
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.	**1**	**8/22/2019**

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes [X] No [ ]
If yes, please include a copy of your certification.

2.0 INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS

2.0.9 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008)

a) By submitting an offer, **Ask IT Consulting, Inc.** certifies that –

1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to –

(i) Those prices
(ii) The intention to submit an offer; or
(iii) The methods or factors used to calculate the prices offered.

2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in case of a negotiated solicitation) unless otherwise required by law; and

3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

2)

(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];
(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraph(s) (a)(1) through (a)(3) of this certification.

2.0.10 CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004)

a) By submitting on Offer, **Ask IT Consulting, Inc.** certifies, to the best of its knowledge and belief, that-

1) **Ask IT Consulting, Inc.** and/or any of its Principals-

i). Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

ii). Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offer; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

iii). Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in the paragraph a) 1) ii) of this provision.

2) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

2.0.14 DRUG FREE WORK PLACE CERTIFICATION (JAN 2004)

By submitting an Offer, **Ask IT Consulting, Inc.** certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

2.0.15 DUTY TO INQUIRE (FEB 2015)

Ask It Consulting, Inc., by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. **Ask It Consulting, Inc.** has examined the Solicitation thoroughly.

2.0.16 ETHICS CERTIFICATE (MAY 2008)

By submitting an Offer, **Ask It Consulting, Inc.** certifies that the we comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act).

2.0.17 OMIT TAXES FROM PRICE (JAN 2004)

Ask IT Consulting, Inc. has not included any sales or taxes in our price.

2.1. SPECIAL INSTRUCTIONS

2.1.1. Board Approval Required

Ask IT Response:

Ask IT acknowledge that any award is subject to prior approval by the BCSD Board.

2.1.2. Clarification

Ask IT Response:

Ask IT acknowledge that he Procurement Officer may elect to communicate with us after opening for the purpose of clarifying either our offer or the requirements of this solicitation. We understand that such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation.

2.1.3. Electronic Copies -- Required Media and Format

Ask IT Response:

We are submitting Original Hard Copy and 1 redacted electronic copy of proposal response in Adobe Acrobat equivalent Portable Document Format (.pdf) viewer. The Procurement Officer will able to view, search, copy and print electronic documents without a password.

2.1.4. Mail Pick-Up

Ask IT Response:

Ask IT acknowledge that we are responsible to be sure for our proposal arrives at the Procurement Department – District Office at the specified date and time.

2.1.5. Opening Proposals – Information Not Divulged

Ask IT Response:

Ask IT acknowledge that in competitive sealed proposals, either the number or identity of offerors nor prices will be divulged at opening.

2.1.6. Protest

Ask IT Response:

Ask IT acknowledge that any protest will be addressed to the Chief Procurement Officer, Procurement Office, and submitted in writing

a) by email to: Kaylee.yinger@beaufort.k12.sc.us
b) by facsimile at 843-322-0748
c) by post or delivery to: P.O. Drawer 309, Beaufort, SC 29901-0309 OR 2900 Mink Point Boulevard, Beaufort, SC 2990

3.0 SCOPE OF WORK

3.0.1. Performance Location

Ask IT Response:

After award, we will provide all deliveries at Beaufort County School District, 2900 Mink Point Blvd, Beaufort, SC 29901-0309.

3.0.2. General Information

Ask IT Response:

Ask IT understands that BCSD is seeking qualified vendors to provide IT Professional Support Services on as needed basis and this is a competitive fixed price solicitation.

3.0.3. Scope of Work/Specifications

Ask IT Response:

1) **Fixed Rates for Service Categories and Category Descriptions:** We have provided hourly rates for each service category in **Exhibit A** and correspond to stated levels for each job description. We will not charge any extra costs for IT temporary professional services to BCSD.

2) **Price Adjustment**: We acknowledge that BCSD can adjust the fixed rates with prior notification during the term of the contract to accommodate changing market conditions.

3) **IT Professional Service Request**: Our response will always include a minimum, qualifications/resume of the available individual who meets the BCSD's requested requirements and an hourly bill rate for the services not to exceed the maximum rate for the position category and commensurate with the level of expertise, experience, and education within the job position description.

4) **Time Requirement**: If requested by BCSD, we will process a request and provide an IT professional available within 72 hours of making a professional services request. BCSD can interview the applicant before making a selection.

5) **Activity During Each Year of the Contract**: We acknowledge that if we will fails to respond to three (3) or more requests to submit a qualified candidate, at the discretion of BCSD, we are no longer be able to participate under this solicitation.

6) **Performance Reporting**: We are capable of accessing performance comments.

7) **Double Submission**: We acknowledge that we are responsible to assure that the candidate we submit has not been submitted by another contractor. If two or more contractors offer the same candidate, both will be rejected and notified by BCSD. We will ask each candidate to fill Right to

Represent form to prevent dual submission. We will be submitting this RTR to BSCD along with Resume.

8) **Hours of Operation:** We acknowledge that the work hours will be established by BCSD; however, normal work hour coverage is from 7:00 a.m. to 5:00 p.m., Monday through Friday (District holidays excluded). During the summer, the District works four (4) ten (10) hour days and is closed on Fridays.

9) We acknowledge that BCSD will provide proper working facilities and consumable supplies commensurate with the task(s) to be performed. All work shall be performed at the physical locations within BCSD unless otherwise authorized by the BCSD.

10) We acknowledge that BCSD reserves the right to add or delete positions as needed during the term of the contract.

11) We acknowledge that BCSD may elect to permanently hire at no additional cost to BCSD, any individual provided by us under this IT staffing contract after at least 240 hours of service by the individual.

5.0 QUALIFICATIONS

5.0.1 Qualifications of Offeror

a) Company Overview

Ask IT Consulting, Inc. (Ask IT) is headquartered in Holtsville, NY and was incorporated in year 2008. Ask IT is a staffing and consulting firm providing IT and Non-IT Professional Staff Augmentation services across the nation to public sector as well as commercial agencies. There has been no change in the firm's primary business activity.

Legal Name	Ask IT Consulting, Inc.
Incorporation Date	6th October, 2008
Current Size	250+
Principal Owner	Manisha Gupta

Ask IT is a recognized small disadvantaged business (SDB), certified minority owned business enterprise (MBE), certified women business enterprise (WBE), and Suffolk County WMBE firm with more than ten (10) years of experience and uphold our commitment to diversity by adhering to a philosophy of recruiting employees from diverse backgrounds.

Ask IT has helped numerous customers in real-world situations in providing the most powerful, affordable and easy-to-use IT Infrastructure staffing support services. Askitians helps companies prioritize and plan initiatives to meet their objectives and goals, and successfully deliver practical solutions that drive measurable value. We have dedicated recruiting teams to focus on major technical areas. This team is responsible for searching out the right candidate according to the client requirements. The team is well versed with the most current IT methods, hardware, software and knows how to use it according to your business requirements. We at Ask IT work onsite and offsite at our client locations, interfacing directly and indirectly with the hiring managers/internal recruiters to conduct full life-cycle recruitment process.

We facilitate mass recruitment campaigns, on-the-spot technical evaluations and in-person interviews. From job posting, resume screening, candidate interviewing, to finalizing compensation packages, our Project Staffing

Staffing and Consulting Services

- Leading IT consulting and staffing company
- Augmentation firm across the world
- Delivering real value to our clients by providing the highest quality IT services and resources at affordable rates.
- Most trusted partner for our clients and employees

Recruitment Staff

- Strong recruitment capability
- Mapping of major talent resources in USA
- Constantly growing manpower database
- Best available Administrative / Mechanical / Professional Accounting/Skilled labor talent
- Best work environment and benefits for staff.
- Reduced cost and high quality

Staff Augmentation

- Experienced, dedicated and qualified core staffs
- Systematic and well-defined process to recruit and hire new talent
- Well planned training sessions imparted
- Project specific as well as at an individual level

Core Competencies

- PHP Programmers, IT Project
- Management, Computer System Analysis
- Network Engineer
- Project Manager
- Database Administrator
- Customer Services Technician
- Desktop Support Technician
- System Administrator
- NET Programmer/Developer
- Mobile Developer
- Programmer
- Oracle ERP, Oracle
- Forms Developer etc.

services becomes a high speed, high yield yet low-cost recruitment solution to our customers.

Information Technology staffing is our specialty - we put people to work better than anyone! We have a clear understanding of IT business environment and have the capability to complete the project/ assignment within budget and in time.

Our recruitment team especially assigned for the project recruiting, support and facilitates the recruiting objective of our customers. We excel at recruiting, screening, testing, and placing quality temporary employees at solid, reputable companies for short and long-term assignments. Benefits of temporary staffing include: real time talent, flexibility, reducing overtime, increasing productivity, improving processes, and "Twenty-Four (24)-hours fill guarantee," and much more.

We at Ask IT work onsite and offsite at our client locations, interfacing directly and indirectly with the hiring managers/internal recruiters to conduct full life-cycle recruitment process. We facilitate mass recruitment campaigns, on-the-spot technical evaluations and in-person interviews. From job posting, resume screening, candidate interviewing, to finalizing compensation packages, our Project Staffing services becomes a high speed, high yield yet low-cost recruitment solution to our customers.

Ask IT has dedicated recruiting teams to focus on distinct major technical areas like Administration & Project Management, Account Management, Human Resource & Support and Communication. As a result, we have deep knowledge of specific skill sets and know where to find those technical professionals in high demand. We maximize the benefits of our depth, diversity and delivery capability, ensuring adaptability to client needs, thus bringing out the most innovative solutions in every business and technology domain. By partnering with the best staffing firms, you can access the most qualified talent in your market and hire only those candidates who can and will make a long-term positive impact as an employee within your organization. To succeed in today's environment, businesses need to lead through increased complexity and volatility, drive operational excellence and enable collaboration across enterprise functions, develop higher quality leadership and talent, and manage amidst constant change.

Our Account Managers are technically and functionally experienced to understand our client needs correctly and pinpoint the right candidate accurately. We have a clear understanding of temporary staffing services business environment and have the capability to complete the project/ assignment within budget and in time. Our recruitment team especially assigned for the project recruiting, support and facilitates the recruiting objective of our customers. Our company mainly aims at:

- Delivering the top available talent
- Delivering real value to our clients by providing the highest quality administrative, professional, accounting and clerical services and resources at affordable rates.
- Delivering the best work environment and benefits for staff.
- Reduced cost and high quality
- Becoming the most trusted partner for our clients and employees.

Our consultants have worked in environments like Minnesota, New York, Missouri, Colorado, Michigan, Georgia, Clark County, Miami-Dade, North Carolina, South Carolina, Washington and many more and possess extensive experience in providing support for small and complex projects.

With the required technical experience, relevant past performance, effective knowledge of business processes with State organizations, we are committed to fill short term IT staffing needs IT personnel to The BCSD to meet its requirements and associated deliverables. To provide administrative support of the recruited candidates, Ask IT has a dedicated team at the Ask IT Headquarters with specialists in - payroll, accounting, benefits management, training, taxation, IT systems, insurance, DoL and legal matters. This team is also responsible for the support functions associated with the transfer and support of current incumbent employees when they move from existing contractor to a new Ask IT contract.

Our specialized recruiters connect our clients with the talent across all industries. Our devoted accounting and finance staffing Experts can fill any open positions anytime due to the access to the rich pool of prescreened candidates available that could fill the requisition raised by The BCSD in no time. Ask IT provides a full spectrum of services to different federal, state and commercial clients.

With our rich experience and references of our support services from our clients, we have won new Temporary IT Staff Augmentation Services contracts recently:

- ✓ ***IT Staff Augmentation Services Contract in Cleveland Metroparks***
- ✓ ***IT Staff Augmentation Contract in Houston Independent School District***
- ✓ ***IT Staff Augmentation Contract in Douglas County School District, Colorado***
- ✓ ***IT Staff Augmentation Contract in State of Florida***
- ✓ ***IT Staff Augmentation MNSITE Contract State of Minnesota***
- ✓ ***Temporary Personnel Services in Department of Transportation in State of Missouri***
- ✓ ***State of Montana Temporary Worker Services***
- ✓ ***Temporary Staffing Services in City of Minneapolis***
- ✓ ***Web Developer Contract Other Defense Agencies (NATO).***
- ✓ ***Information Technology Consulting Services in Miami-Dade County***
- ✓ ***IT Umbrella contract in Hennepin County Minnesota***
- ✓ ***IT Staffing Services in State of Washington***

Ask IT Core Values

Integrity: Transparent in our dealings, unshakable ethics and never making promise we cannot keep. Without integrity we are nothing.

Results: Our staffing and consulting solutions create value for our clients. We listen and understand their needs and then deliver beyond their expectations**.**

Excellence: Our people are the foundation. We foster their creativity, show respect and value diversity and the constant pursuit of skill expansion and technical expertise.

People: Delivering results through creativity, flexibility and expertise. We continually strive for excellence in all of our endeavors.

Relevant Experience

Ask IT, over the past 10 years has developed rich expertise in providing Information Technology Staffing Support/Augmentation Services to a diverse client base whose size and scope meet those requested by The BCSD.

Ask IT - A Heritage of Success for the Govt. Clients: Ask IT retains the vital Government business and technical institutional knowledge which we have amassed, during its l0-year history of excellent performance in support of government client's goals.

Ask IT is specialized in the listed labor categories mentioned in the Scope of Work/Pricing Sheet of this IFB. With the required technical experience, relevant past performance, effective knowledge of business processes with commercial and government organizations, we are confident and committed to provide IT Staffing Support Services to The BCSD to meet its requirements and associated deliverables. Please refer to the table below to see our relevant past placements in various states where Ask IT has meet contract requirements and associated deliverables for staff augmentation services in Information Technology. Ask IT's own experience with providing wide variety of IT consultants in different labor categories on diverse technological platforms to both Commercial and Government agencies make it a highly capable prime contractor for The BCSD contract.

Ask IT has provided various IT Temporary Staff Augmentation Services to various Government and Commercial clients. Following is the list of some of the services provided by Ask IT during the past ten years:

S. NO.	Client Name	Type of Company	Service Category
1	Miami-Dade County, Florida	Government	Information Technology Consulting Services
2	Hennepin County Minnesota	Government	IT Umbrella contract
3	State of Washington (All Departments)	Government	IT Staffing Services
4	State of Minnesota (All Departments)	Government	IT Staff Augmentation MNSITE Contract / IT Professional and Technical Contract
5	State of South Carolina (All Departments)	Government	IT Temporary Staff Augmentation
6	State of Oregon (All Departments)	Government	Covendis Technologies Oregon IT Managed Service Provider
7	State of Colorado (All Departments)	Government	Covendis Technologies Colorado IT Managed Service Provider
8	State of Georgia (All Departments)	Government	Covendis Technologies Georgia IT Managed Service Provider
9	State of North Carolina (All Departments)		IT Supplemental Staffing Providers
10	DMVA - Department of Military & Veterans Affairs	Government	Staff Augmentation; Statewide
11	State of Michigan (Statewide)	Government	IT Staff Augmentation

12	State of Iowa	Government	IT Staff Augmentation services
13	State of Arkansas	Government	Covendis Technologies Arkansas IT Managed Service Provider for IT Staff Augmentation Services
14	Community Transit, Washington	Government	Temporary Staffing Services
15	State of Montana	Government	State IT Services Division - IT Project Manager Staff Augmentation
16	Utah Transit Authority	Government	IT Professional and Technical Services
17	Hennepin County Minnesota	Government	IT Umbrella contract
18	Tata Consultancy Services Ltd	Commercial	I.T Professional Services
19	Virtusa Corporation	Commercial	I.T Professional Services
20	Capgemini American Corporation	Commercial	I.T Professional Services
21	Enable IT LLC	Commercial	I.T Professional Services
22	Right IT Solutions LLC	Commercial	I.T Professional Services
23	RANDSTAD USA	Commercial	I.T Professional Services
24	HCL AMERICA INC.	Commercial	I.T Professional Services
25	iOLAP Inc.	Commercial	I.T Professional Services
26	Cognizant	Commercial	I.T Professional Services
27	Kilburn Enterprises LLC	Commercial	I.T Professional Services
28	Madison-Davis, LLC	Commercial	I.T Professional Services
29	Mindtree Ltd	Commercial	I.T Professional Services
30	Xavient Information Systems	Commercial	I.T Professional Services
31	First Niagara Bank	Commercial	I.T Professional Services
32	Okaya, Inc.	Commercial	I.T Professional Services
33	Intellect Solutions LLC	Commercial	I.T Professional Services
34	Software People Inc.	Commercial	I.T Professional Services
35	I GATE	Commercial	I.T Professional Services
36	PNC Bank	Commercial	I.T Professional Services
37	Star Cruze	Commercial	I.T Professional Services
38	SDLC Partners	Commercial	I.T Professional Services
39	Mainline Information System	Commercial	I.T Professional Services

Total Combined Dollar Amount of IT Staff Augmentation Contracts/Purchase Orders: $14,295,017.38

IT Staffing State Government Experience

Below table shows our similar Temporary IT Professional services experience with various government agencies across the United States:

Name of the Client Organization:	**State of South Carolina**

Departments:	• Department of Administration • Department of Social Services • Department of Health and Human Services • Department of Revenue • Clemson University • SC PEBA –Retirement • Department of Employment and Workforce
Name of the Client Organization:	**State of North Carolina**
Departments:	• NC Dept. Of Public Instruction (DPI) • NC Department of Health and Human Services • NC FAST (North Carolina Families Accessing Services thru) • Department of Transportation • Department of Agriculture and Consumer Services • Department of Revenue • Department of Human Resources • North Carolina Families Accessing Services • Department of Information Technology • North Carolina Department-Transportation • Department of State Board of Elections • North Carolina State Treasurer
	• NCDES - Division of Employment Security Commission
Name of the Client Organization:	**State of Michigan**
Departments:	• MDOS - Michigan Department of State • ORS - Office of Retirement Services • Intern Placement Tracking - School of Social Work • Michigan Competitive Scholarship • Department of Technology, Management • Michigan Department of Transportation • Michigan Department of Health and Human Service • Michigan Department of Corrections
	• The Department of Talent and Economic Development • Department of Military &Veterans Affairs.
Name of the Client Organization:	**State of Georgia**
Department:	• Georgia Public Service Commission
Name of the Client Organization:	**State of Oregon**
Departments:	• Oregon Judicial Department
Name of the Client Organization:	**State of Colorado**
Departments:	• Office of Information Technology (OIT)
Name of the Client Organization:	**State of Virginia**

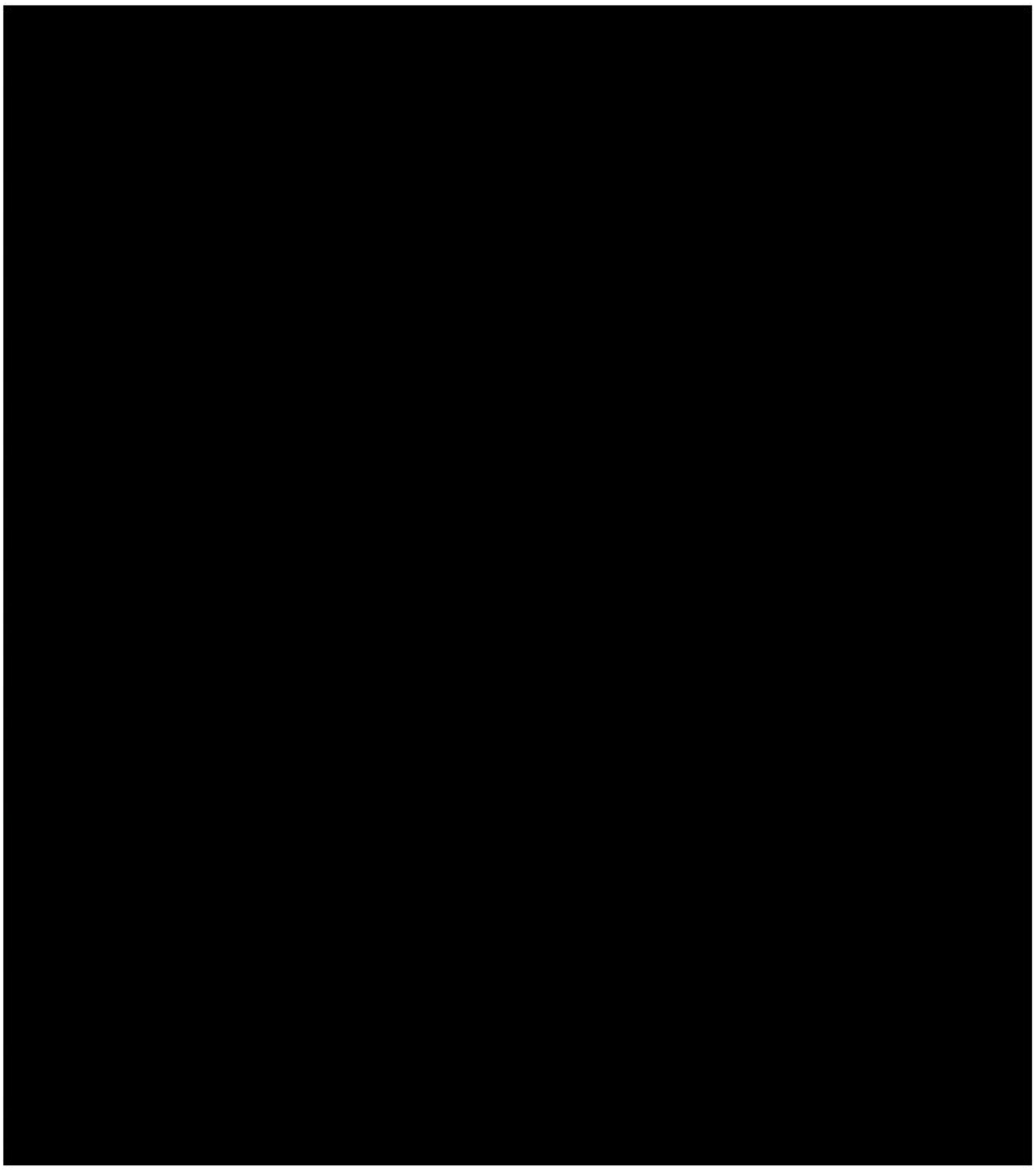
Departments:	• Virginia Department of Social Services • Virginia State Police • Virginia Department of Transportation • Virginia Information Technologies Agency • Virginia Department of Medical Assistance Services • Virginia State University • Virginia Department of Health
Name of the Client Organization:	**State of Iowa**
Departments:	• Information Technology Services • Iowa Workforce DevelopmentCenter
Name of the Client	**State of Montana**
Department:	• Department of Administration
Name of the Client	**State of Minnesota**
Department:	• Department of Education • Department of Human Resources • Criminal Bureau Apprehension
Name of the Client	**Department of Navy**
Department:	• United States Marine Corps
Name of the Client	**Other Defense Agencies**
Department:	• NATO
Name of the Client	**State of Texas**
Department:	• Houston Independent School District

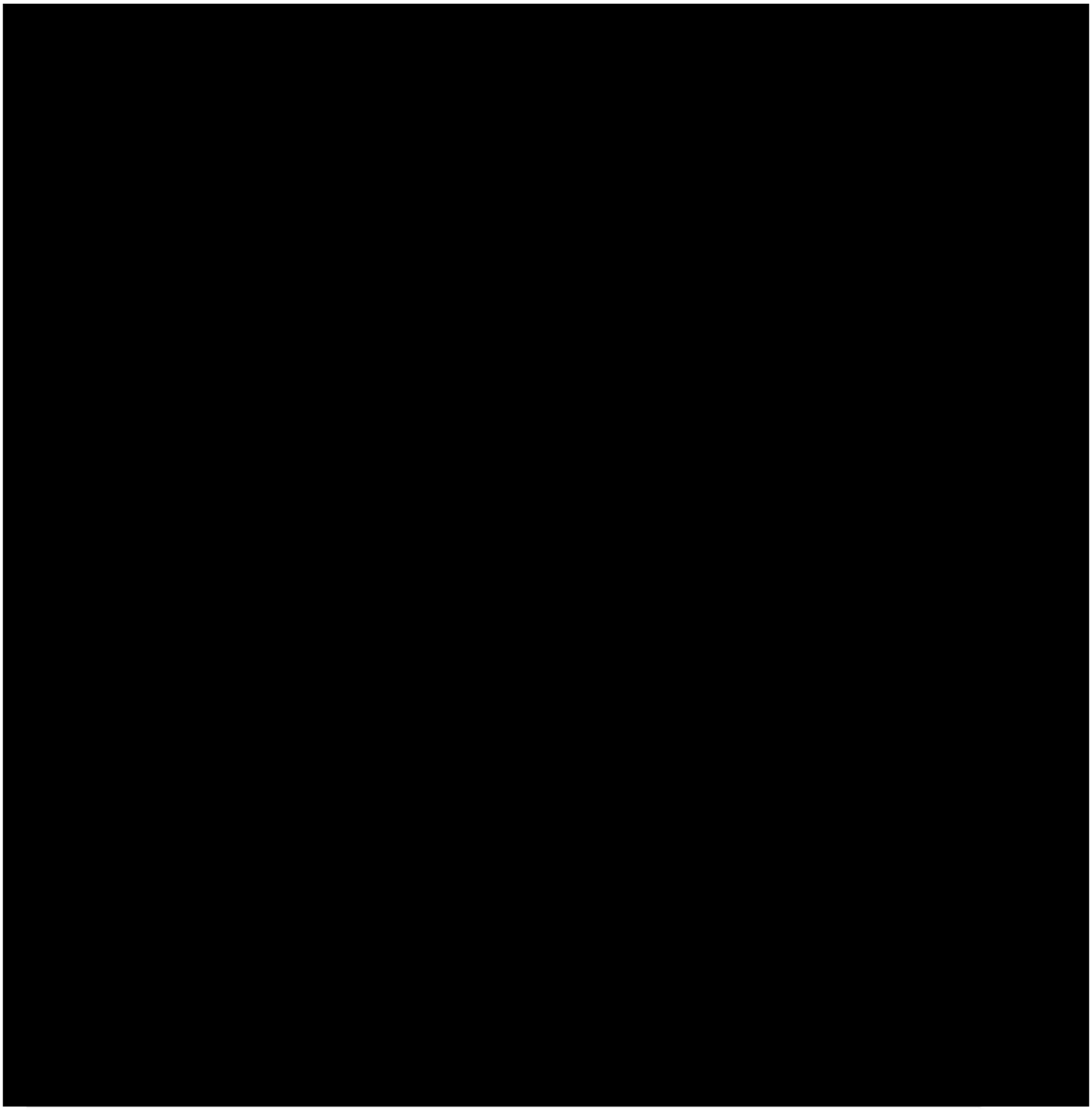
Documented Commitments

Reference Contacts Information

S. No.	Client Name	No. of Employees	Contact Name	Email & Phone
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Reference Letters from our Clients





9.0 ATTACHMENTS TO SOLICITATION

EXHIBIT B

BID FORM
TEMPORARY IT PROFESSIONAL SERVICES

Please provide not less than three reference accounts including: Company Name, Address, City, State & Zip Code, Contact Name, Contact Telephone Number, Contact E-mail Address. Provide a brief description of the work performed and indicate the length of time for the engagement. Please use additional pages – if necessary.

1. **Detailed Reference is provided in Section B.1. At Page 31 for State of North Carolina**

2. **Detailed Reference is provided in Section B.2. At Page 34 for State of Colorado**

3. **Detailed Reference is provided in Section B.2. At Page 35 for State of Michigan**

Ask IT Consulting, Inc. **August 30, 2019**
Firm's Name Date

33 Peachtree Street, Suite 100, Holtsville, NY 11742
Mailing Address

631-649-1313/ 631-803-4488 /
Phone

Authorized Signature: Manisha Gupta

Printed Name: **Manisha Gupta**

B.1. State of North Carolina

CLIENT REFERENCE NUMBER 1	
Client Name:	[redacted]
Client Address:	
Contract person Name:	
Phone	
Email:	
Contract Title:	
Name of Prime Contractor:	
Contract Number:	
Contract Duration:	
Actual Start Date:	
Total Contract Value:	
Total No of consultants placed:	

Description of the Work Performed

The State, through the Office of Information Technology Services (OITS) Statewide IT Procurement Office, was seeking qualified IT Supplemental Staffing Providers (ITSS Providers) to provide IT Supplemental Staff to State Agencies. The ITSS Program seeks to better equip the State to recruit, staff, and manage IT supplemental staff at market competitive rates. The goals of the program are to: Improve cycle time and other process measures for staffing requests, improve quality of IT Supplemental Staff submitted by vendors and staffed by State of North Carolina, And Achieve hourly rate savings for IT supplemental staff.

Ask IT has provided: PL/SQL Developer/Programmer, Software Developer – SQL, P4 Test Scripts Writer, NCDHHS-NC FAST- Test Scripts Writers, Curam Developer, Quality Assurance Analyst, EBCI Curam Design Specialist, Database Administrator, Oracle Developer, Product Support Specialist, and other category FTEs to support this task, where Ask IT was responsible for supporting the following technology domains:

- Analyzing business requirements for testability and completeness using Functional Specification Documents, Business Requirements Documents and Technical Design Documents, developing requirements into test conditions, cases and scripts, development and execution of automated scripts using HP Quality Center
- Web Development, Application Development, code development, Curam Enterprise Framework Components, Curam Intelligent Evidence Gathering (IEG2), Curam Express Rules for Triage (CERT), Oracle, and use of XML technology in Curam, Curam Evidence Framework, Subversion, and Web Sphere.
- Oracle Development and Application

- Implementation of Resource Capacity Planning utilizing the MS Project Server tool.

Some Positions roles and Responsibilities:

PL/SQL Developer/Programmer-Seniors

- Development and enhancement of applications based on established design specifications
- Analysis, design, coding, component/assembly testing of all application code owned by the Application Team
- Implementing configuration changes to software applications to meet both functional and technical requirements
- Writing application software, data analysis, data access, data structures, data manipulation, databases, design, programming, testing and implementation, technical and user documentation, software conversions, maintenance (including production support)
- Unit testing applications and developing system and user documentation

NC FAST P4 Test Scripts Writers

The NC Department of Health and Human Services sought Ask IT resource to assist with the development and implementation of NC Families Accessing Services through Technology (NC FAST) as a Test Scripts Writer. Duties include analyzing business requirements for testability and completeness using Functional Specification Documents, Business Requirements Documents and Technical Design Documents, developing requirements into test conditions, cases and scripts, development and execution of automated scripts using HP Quality Center to thoroughly test software to ensure proper operation and freedom from defects. This position was responsible for reviewing test cases and other testing artifacts to ensure the accuracy and completeness of all test artifacts. This position coordinated testing, reports and tracks testing problems by providing reproducible test cases, works with other product team members to diagnose and recreate problems as well as prioritize and implement solutions and close problem reports. This position was responsible for test scripting data collection and analysis according to the project plan schedule and ensuring adherence to standard practices and procedures.

NC FAST P7 Curam Developers

The NC Department of Health and Human Services sought a contract Curam Developer to assist with the development and implementation of NC Families Accessing Services through Technology (NC FAST) using Curam Software. This resource will have significant delivery responsibilities and will act as the point of contact on site for development-related questions and issues that arise which cannot be addressed by a technical consultant. They will work closely with Senior Technical Consultants on design and development issues and may act in the role of senior technical developer.

Duties include but are not limited to: leading functional and detailed requirement development, code development, Joint Application Development (JAD) sessions, functional and detailed design, and life cycle management for the implementation of NC FAST. Areas of focus will include business and workflow process modeling, and business reengineering using Cúram. These activities will involve the use of COTS Cúram Enterprise Framework Components, Cúram Intelligent Evidence Gathering (IEG2), Cúram Express Rules for Triage (CERT), Oracle and use of XML technology in Cúram, Cúram Evidence Framework, Subversion, and WebSphere. Responsibilities also include reporting statuses to the NC FAST Project Manager and adhering to DHHS policies and procedures.

NC FAST P3 Test Scripts Writers

The NC Department of Health and Human Services sought a contractor resource to assist with the development and implementation of NC Families Accessing Services through Technology (NC FAST) as a Test Scripts Writer. Duties include analyzing business requirements for testability and completeness using Functional Specification Documents, Business Requirements Documents and Technical Design Documents, developing requirements into test conditions, cases and scripts, development and execution of automated scripts using HP Quality Center to thoroughly test software to ensure proper operation and freedom from defects. This position is responsible for reviewing test cases and other testing artifacts to ensure the accuracy and completeness of all test artifacts. This position coordinates testing, reports and tracks testing problems by providing reproducible test cases, works with other product team members to diagnose and recreate problems as well as prioritize and implement solutions and close problem reports. This position is responsible for test scripting data collection and analysis according to the project plan schedule and ensuring adherence to standard practices and procedures.

NC FAST EBCI Curam Design Specialists

NC FAST requires a Curam Design Specialist to support the development and implementation of the NC FAST Eastern Band of Cherokee Indians Project.

B.2. State of Colorado

CLIENT REFERENCE NUMBER 2	
Client Name:	[redacted]
Client Address:	
Contract person Name:	
Phone	
Email:	
Contract Title:	
Name of Prime Contractor:	
Contract Duration:	
Actual Start Date:	
Total Contract Value:	
Total No of consultants placed:	

Description of the Work Performed

This contract has covered about the labor categories mentioned in the scope of Temporary Staffing Support Services. The labor categories covered under this contract are:

- Project Engineers
- Database Engineers
- Information Security Analysts
- Application Developer /Software Developers
- Software Web Designers
- System Analysts
- Business Analysts
- Product Support Specialists
- Project Management
- Database Development
- Information security (IS) Engineering Services
- Programming / Application Software Development
- Web Development
- Business Systems Analysis
- Business Data Analysis

B.3. State of Michigan

CLIENT REFERENCE NUMBER 3	
Client Name:	[redacted]
Client Address:	
Contract person Name:	
Phone	
Email:	
Contract Title:	
Name of Prime Contractor:	
Contract Number:	
Contract Duration:	
Actual Start Date:	
Total Contract Value:	

Description of the Work Performed

Here is the description of some candidates we placed under this contract:

MDOS - Enterprise Architect 1

This position, under State direction, supported development of the architected application solution. Our Consultant was responsible for ensuring the solution is supported and changes implemented to agree upon design. We helped to code screens and functions within the system and perform back end coding and development in a multi-tiered layers environment

Skills Required:

Object Oriented Programming, WCF, VB.Net, SOA, Visual Studio 2008, Enterprise Library, MSMQ, Security Fundamentals, SSIS, SSRS, ASP.NET, MVC, HTML, SQL

ORS - Programmer Analyst 2

- Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Evaluates user request for new or modified program, such as for financial or human resource management systems, clinical research trial results, statistical study of traffic patterns, or analyzing and developing specifications for bridge design, to determine feasibility, cost and time required, compatibility with current

system, and computer capabilities. Consults with user to identify current operating procedures and clarify program objectives. Formulates plan outlining steps required to develop program, using methodologies such as structured analysis and design or object-oriented development.

- Work involves assisting in analyzing systems outlines to develop programs for computer applications, writing solution programs, documenting the methods and procedures used in program development, and testing and correcting programs. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Develops block diagrams and machine logic flowcharts to represent operations and data flow for applications.
- Captures requirements using industry standard development frameworks and tools. Designs reports, forms and letters along with computer terminal screen displays to accomplish goals of user request. Reviews screens, reports, forms and letters designs with users. Converts project specifications, using industry standard tools, such as object-oriented tools and code generation, into sequence of detailed instructions and logical steps for coding into language processable by computer, applying knowledge of computer programming techniques and computer languages.
- Enters program codes into computer system. Enters commands into computer to run and test program. Reads computer printouts or observes display screen to detect syntax or logic errors during program test, or uses diagnostic software to detect errors. Replaces, deletes, or modifies codes to correct errors. Analyzes, reviews and alters program to increase operating efficiency or adapt to new requirements. Writes documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Assists users to solve operating problems. Recreates steps taken by user to locate source of problem and rewrites program to correct errors. May use computer-aided software tools in each stage of system development. May train users to use program. May oversee installation of hardware and software. May provide technical assistance to program users. May install and test program at user site. May monitor performance of program after implementation. May specialize in developing programs for business or technical applications.

ORS - Programmer Analyst 2

- Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Evaluates user request for new or modified program, such as for financial or human resource management systems, clinical research trial results, statistical study of traffic patterns, or analyzing and developing specifications for bridge design, to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Consults with user to identify current operating procedures and clarify program objectives. Formulates plan outlining steps required to develop program, using methodologies such as structured analysis and design or object-oriented development.
- Work involves assisting in analyzing systems outlines to develop programs for computer applications, writing solution programs, documenting the methods and procedures used in program development, and testing and correcting programs. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Develops

block diagrams and machine logic flowcharts to represent operations and data flow for applications.

- Captures requirements using industry standard development frameworks and tools. Designs reports, forms and letters along with computer terminal screen displays to accomplish goals of user request. Reviews screens, reports, forms and letters designs with users. Converts project specifications, using industry standard tools, such as object-oriented tools and code generation, into sequence of detailed instructions and logical steps for coding into language process able by computer, applying knowledge of computer programming techniques and computer languages.
- Enters program codes into computer system. Enters commands into computer to run and test program. Reads computer printouts or observes display screen to detect syntax or logic errors during program test, or uses diagnostic software to detect errors. Replaces, deletes, or modifies codes to correct errors. Analyzes, reviews and alters program to increase operating efficiency or adapt to new requirements. Writes documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Assists users to solve operating problems. Recreates steps taken by user to locate source of problem and rewrites program to correct errors. May use computer-aided software tools in each stage of system development. May train users to use program. May oversee installation of hardware and software. May provide technical assistance to program users. May install and test program at user site. May monitor performance of program after implementation. May specialize in developing programs for business or technical applications.

MDOT - Business Analyst 5

The Crash Senior Business Analyst was responsible for gathering and documenting requirements for the Traffic Crash Reporting System (TCRS) Website Redesign.

- Elicit and document SMART functional requirements
- Develop and document technical system requirements Develop use case/user stories documentation
- Demonstrate skill of complex problem solving, negotiation, and deductive reasoning
- Develop functional designs
- Support system design and development
- Contribute to use case/user stories estimates
- Facilitate the communication of technical terminology at a level appropriate to the audience.