WHERE LEARNING LEADS THE WAY

BEAUFORT
COUNTY SCHOOL DISTRICT

Attn: Kaylee Yinger, Procurement Officer
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902



Temporary Information Technology (IT) Professional Services
IFB # 20-008

VTECH SOLUTION
You Seek, We Deliver.

vTech Solution Inc.
1100 H Street, N.W. Suite 450,
Washington DC 20005

202.644.9774 (P)
866.733.4974 (F)

rfp.vtech@vtechsolution.com

Due Date & Time: September 6, 2019
at 2:00 PM

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) vTech Solution Inc

ENTITY TYPE: Corporation

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

Anisha Vataliya — 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)
1100 H ST NW, STE 450, Washington DC 20005	1100 H ST NW, STE 450, Washington DC 20005

PHONE NUMBER: 202.644.9774

EMAIL ADDRESS: rfp.vtech@vtechsolution.com

PAYMENT ADDRESS (Address to which payments will be sent)	ORDER ADDRESS (Address to which all purchase orders will be sent)
1100 H ST NW, STE 450, Washington DC 20005	1100 H ST NW, STE 450, Washington DC 20005
☐ Payment Address Same as Home Office Address ☐ Payment Address Same as Home Notice Address (check one only)	☐ 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		

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

COVER LETTER

8/27/2019

To,
Kaylee Yinger, Procurement Officer
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

RE: "IFB # 20-008 - Temporary Information Technology (IT) Professional Services"

vTech Solution Inc. (vTech) is pleased to offer its solution for Beaufort County School District need for Temporary Information Technology (IT) Professional Services under the above referenced IFB.

vTech specializes in providing IT Services, IT Consulting and IT Professional Services. With over a decade of experience in IT Professional Services, vTech supports 50+ federal & state government agencies. A small, minority and women owned company; Established in 2006 by a group of highly qualified professionals, headquartered in Washington DC and have strong presence nationwide. Currently, we have 190+ employees engaged on various projects for federal & state government clients.

As outlined in the following proposal response, vTech possess the expertise and capabilities to excel in all areas deems necessary to support the Beaufort County School District.

The undersigned person is a member of a partnership, comply with all the terms and conditions set forth in the solicitation document. Following are the contact details of the person who has the authority to contract with the organization.

Name of Firm	:	**vTech Solution Inc.**
Local Address	:	1100 H Street, N.W. Suite 450, Washington DC 20005
Telephone Number	:	202-644-9774
Fax Number	:	866-733-4974
Authorized Person	:	Anisha Vataliya, President
Email Address	:	rfp.vtech@vtechsolution.com
DUNS #	:	00-634-5212
Website Address	:	www.vtechsoln.com & www.vtechsolution.com
FEIN #	:	20-4271088

We are firmly committed to perform the services as requested by Beaufort County School District within the stipulated time, if awarded with this IFB.

Sincerely,

Anisha Vataliya, President
vTech Solution Inc.

EXECUTIVE SUMMARY

We understand that, Beaufort County School District has released this IFB to obtain a vendor to provide IT Professional Services.

We believe that we are capable and have all the required qualifications to provide Help Desk, application and system support to the Department. vTech specializes in providing Staffing & Professional Services. With over a decade of experience in Professional Services, vTech supports 50+ federal & state government agencies. A small, minority and women owned company; Established in 2006 by a group of highly qualified professionals, headquartered in Washington DC and have strong presence nationwide. Currently, we have **190+** employees engaged on various projects for federal & state government clients.

Our Talent acquisition team have in-depth knowledge of industry, to find suitable candidates for clients within provided time frame. We conduct detailed interviews and then selectively present candidates to clients. As soon as we get requirement from our client. We immediately bring together a team of consultants to establish an initial search strategy, including the target regions, and the search criteria. We review and confirm the specifications of the role, including required skills, responsibilities, reporting and more. We then carry out any initial research required to better understand the assignment and current market conditions. We determine the client priorities that will shape the search process accordingly.

- We conduct targeted research into companies and sectors to find those with relevant skill-sets and qualifications, supplementing our extensive knowledge of and relationships with board directors and senior executives across industries and functions
- We develop a long list of prospects best qualified for the role, with the goal of providing real options for clients to consider.
- We conduct rigorous competency-based interviews with candidates based on the proven skills, knowledge, abilities and aptitudes outlined in the position specification.
- We develop a short list of candidates with the qualifications and interest in the position.

We present the most qualified candidates based on in-depth written analysis and appraisal against the specification

We have offered comprehensive system life cycle and operational support, including systems integration and turnkey outsourcing of operations. vTech delivered skilled manpower, innovative technology and management solutions such as shared services; Staff Augmentation Services that help our clients streamline services and improve governance and management.

vTech has expertise in attracting, recruiting and retaining qualified consultants. We use our proven and proactive approaches, processes and tools practiced for 13 years, to provide staff with required skills. Our staffing approach is driven by selecting meticulous screening process, combining our understanding of the requirement. Our culture, technology platform and compensation system are consistent across categories which are all designed to find, attract and retain the BEST talent across the entire numerous job categories.

As a solution to this solicitation we believe that, our Recruiting and Staff Management Plan will fulfil all the requirements of IFB on given timeline.

COMPANY OVERVIEW

vTech Solution Inc (vTech) was established in 2006 by a group of highly-qualified IT professionals, headquartered in Washington DC. We also have a presence in Virginia, Maryland, Michigan, Massachusetts, Texas and various other states within US; assisting government and the commercial sectors by delivering technology solutions through IT Consulting and Managed IT Staffing Services.

Drawing on our extensive experience and built on a foundation of integrity, vTech endeavors to overcome the challenges and opportunities confronting private and government sectors by incorporating the latest IT solutions, complete with industry best practices. vTech, therefore, helps organizations to embrace a leadership model that will focus both on IT systems and people.

In a nutshell, we facilitate efficient and effective IT team resourcing and IT team building realigning the organization's purpose, mission, process, and systems with the needs of its most important asset – its people. Overall, we build, deploy and manage enterprise applications, IT infrastructures, and other IT systems.

vTech's senior leadership has over twenty years of experience in IT physical and logical infrastructure design, cyber-security best practices, cloud technology, Federal Information Security Management Act (FISMA) compliance, and Federal Risk and Authorization Management Program (FedRAMP) governance. vTech's team of subject matter experts (SMEs) has Project Management Professional (PMP), Microsoft Certified Professional (MCP), Certified Information Systems Security Professional (CISSP), Microsoft Private Cloud and other highly respectable certifications.

Throughout its history, vTech has expanded its offerings and capitalized on evolving Information Technology trends and technologies to benefit its clients. The company pioneered in Staffing and Consulting services over the past decade. Expanding its horizons by the day, vTech now has its presence, in the form of deploying its services, in almost two dozen states across the nation. vTech, also, invested its resources in the successful deployment of cloud solution services and network security solutions and is continuing to do so.

Financial Strength & Capability: With current annual revenue exceeding $10.7 Million, vTech has experienced consistent Y-O-Y growth with its strong emphasis on quickly applying new and emerging technology and platforms in its implementations. The company is financially strong and sound, wellfunded, owns company office in Washington DC and having direct & remote support services in various regions of US sub-continent to deliver and implement projects on time. Below mentioned chart shows our revenue generation of last 4 years.

Principal owners/officers of the company:

- Anisha Vataliya, President
- Haresh Vataliya, CEO
- KapilKumar Patel, Director of Operations

FINANCIAL STRENGTH

BALANCE SHEET – 2018

VTECH SOLUTION INC.

BALANCE SHEET

As of December 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001 Bank of America	18.00
10002 Bank of America - Operating A/C	0.00
10003 BBBT	404,592.38
Total Bank Accounts	**$404,610.38**
Accounts Receivable	
11000 Accounts Receivable	1,021,040.11
Total Accounts Receivable	**$1,021,040.11**
Other Current Assets	
11001 Undeposited Funds	0.00
12000 Inventory Asset	40.06
16002 Product Development	0.00
Payroll Corrections	-189.84
Payroll Refunds	-180.27
Repayment	
Advance Repayemnt	1,400.00
Total Repayment	**1,400.00**
Uncategorized Asset	-501.15
Total Other Current Assets	**$568.80**
Total Current Assets	**$1,426,219.29**
Fixed Assets	
16000 Computer	2,697.48
16001 Computer Software	43,556.99
17000 Accm Depreciation	-11,362.00
18000 Vehicle\Car	5,500.00
Total Fixed Assets	**$40,392.47**
TOTAL ASSETS	**$1,466,611.76**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	667,904.33
Total Accounts Payable	**$667,904.33**
Credit Cards	
22000 American Express	5,527.74
22002 Capital One Credit Card	5,639.25
22003 Capital one 2 Card	33.07
22005 American Express Gold	31,157.00
Total Credit Cards	**$42,357.06**
Other Current Liabilities	

Accrual Basis Wednesday, February 20, 2019 08:48 AM GMT-8 1/3

	TOTAL
21001 Customer Deposits/Retainers	0.00
22001 Direct Deposit Payable	0.00
22004 Loan From BBT	0.00
23000 Payroll Liabilities	-4,340.03
23001 DC Income Tax	1,555.55
23002 DC Unemployment Tax	1,759.34
23003 Federal Taxes (941/944)	32,592.43
23004 Federal Unemployment (940)	-3,469.70
23005 IA Income Tax	-162.67
23006 IA Unemployment Taxes	0.00
23007 MD Income Tax	5,316.87
23008 ME Employment Taxes	223.23
23009 ME Income Tax	138.00
23010 NJ Income Tax	-1,842.90
23011 NJ Quarterly Taxes	1,781.57
23012 United Healthcare	-7,552.68
23013 VA Income Tax	1,008.73
23014 VA SUI Employer	-290.60
23015 WV Income Tax	-12.33
23016 NC Income Tax	-225.00
23017 NYS Income Tax	-10.30
23018 NYS Employment Taxes	0.00
23019 Child Support Joclynn A Kaczorowski	0.00
23020 Esezobor, Elijah X (Remt ID 229312831)	0.00
23021 Imani sebro (Rem ID - 200052292) FIPS Code 24000	0.00
Abrahams, Charles H (Remt ID 940008175FD52)	0.00
Aflac - After tax Deduction	187.44
Aflac - Deduction	-23.22
AK Unemployment Tax	192.85
AR Income Tax	134.52
AR Unemployment Tax	124.93
AZ Income Tax	541.70
AZ Unemployment Tax	1,968.48
BB&T 401K	-1,595.32
BB&T Roth 401K	1,710.17
CA PIT / SDI	514.58
CA SUI / ETT	394.06
Dillard, Zaria & Aaron (Remt ID 1703100)	0.00
Esezobor, Elijah X (Remt ID 229312831)	0.00
FL Unemployment Tax	250.07
Garnishment for taxes owed to the NC	0.00
IL Income Tax	-15.00
IL Unemployment Tax	-775.76
Imani sebro (Rem ID - 200052292) FIPS Code 24000	0.00

	TOTAL
LA Income Tax	-20.44
LA Unemployment Tax	-72.26
MA Income Tax	2,553.54
MA Unemployment Tax	327.90
MD Unemployment Tax	221.00
MI Income Tax	1,554.01
MI Unemployment Tax	0.00
MN Income Tax	-33.00
MN Unemployment Taxes	0.00
Murray, Chloe N (Remt ID BX57693U1)	18.66
NC Income Tax	1,495.00
NC Unemployment Tax	363.74
NYS Employment Taxes	-1,207.65
NYS Income Tax	0.00
OH Income Tax	404.84
OH Local Tax	4,649.81
OH Unemployment Tax	256.50
OR Employment Taxes	-50.00
OR Income Tax	0.00
PA Income Tax	298.24
PA Local Tax	945.66
PA Unemployment Tax	1,496.21
SC Income Tax	564.29
SC Unemployment Tax	-294.96
SmartBenefits	-2,959.80
TN Quarterly Taxes	400.78
TX Unemployment Tax	387.79
US Chapter 13 Reform Act 1978	0.00
Total 23000 Payroll Liabilities	**41,378.87**
Total Other Current Liabilities	**$41,378.87**
Total Current Liabilities	**$751,640.26**
Long-Term Liabilities	
24000 Loan From Stockholders	35,456.27
24001 Stockholders Loan	28,050.28
Total Long-Term Liabilities	**$63,506.55**
Total Liabilities	**$815,146.81**
Equity	
26000 Capital Stock	1,000.00
27000 Opening Bal Equity	-867.63
28000 Retained Earnings	1,455,729.29
Net Income	-804,396.71
Total Equity	**$651,464.95**
TOTAL LIABILITIES AND EQUITY	**$1,466,611.76**

VTECH SOLUTION INC.

PROFIT AND LOSS

January - December 2018

	TOTAL
Income	
30003 Consulting Service Income	10,193,782.12
30008 Unapplied Cash Payment Income	1,270.80
30010 Managed Cloud Service Income	5,279.94
30507 Vendor Refunds	4,794.43
Total Income	**$10,205,127.29**
GROSS PROFIT	**$10,205,127.29**
Expenses	
35002 Reimbursements	10,966.23
41002 Gifts	6,118.95
41004 Meals and Entertainment	18,690.52
41006 Marketing	47,451.01
41007 Advertising Expense	11,918.71
41008 Online + Social Marketing Services	39,298.02
Total 41006 Marketing	**98,667.74**
41009 BD Marketing	
410092 Meal expenses while attenc Conference	576.00
Total 41009 BD Marketing	**576.00**
42000 Bank Service Charges	8,691.24
43000 Business License & Fees	24,327.61
44006 Car/Truck Expense	66.95
44001 Gas	815.38
44002 Auto Repairs & Maintenance	12,658.92
44003 Registration & License	10,385.65
Total 44006 Car/Truck Expense	**23,926.90**
44007 Travel	51,015.18
44008 Toll & Parking	5,285.55
44010 Travel Commuter Metro Prededuction	375.52
44011 Hotel & accommodation	1,480.13
Total 44007 Travel	**58,156.38**
45000 Rent	90,471.00
45003 Internet	1,668.45
45004 Unapplied Cash Bill Payment Expense	1,800.00
47000 Insurance	
47001 Disability Insurance	145.56
47003 Auto Insurance	2,685.22
47005 General Liability Insurance	20,284.02
47006 Worker's Compensation	19,871.23
Total 47000 Insurance	**42,986.03**

	TOTAL
48003 Office Supplies	23,543.34
48006 Office Equipment	44,851.19
48007 Postage and Delivery	8,687.49
48009 Telephone and Fax	35,983.52
48010 Software	11,611.80
48011 Equipment Purchase for Client	134,361.34
51002 Subcontractors	3,914,599.33
51003 Training	55,862.86
51004 Web Recruitment Service	65,289.40
51005 Background check fee	15,723.65
51006 Professional Fees	
51007 Legal Fees	8,949.00
51008 Accounting Fees	7,000.00
51009 Payroll Service Fees	7,330.02
Total 51006 Professional Fees	**23,279.02**
52000 Business Operation Support	722,053.23
520001 Business Operation Support Canada	2,500.00
52002 IRS Tax	
52003 State Taxes	2,928.13
Total 52002 IRS Tax	**2,928.13**
52005 Payroll Expenses	200.00
52001 Company Contributions	
53007 Health Insurance	22,130.69
Retirement	33,594.37
Total 52001 Company Contributions	**55,725.06**
52004 Wages	4,275,143.34
53008 Taxes	368,364.33
Total 52005 Payroll Expenses	**4,699,432.73**
53004 License & Permits	8,040.00
53005 Payroll Taxes	537.00
63000 QuickBooks Payments Fees	492.95
Toll & Parkinging	420.00
Total Expenses	**$10,157,244.03**
NET OPERATING INCOME	**$47,883.26**
Other Income	
30501 Early Payment Discounts	2,549.02
Total Other Income	**$2,549.02**
Other Expenses	
30503 Interest Expense	6,715.65
30505 Reconciliation Discrepancies	-2,556.16
Total Other Expenses	**$4,159.49**
NET OTHER INCOME	**$ -1,610.47**
NET INCOME	**$46,272.79**

VTECH SOLUTION INC.

STATEMENT OF CASH FLOWS

January - December 2018

	TOTAL
OPERATING ACTIVITIES	
Net Income	-804,396.71
Adjustments to reconcile Net Income to Net Cash provided by operations:	
11000 Accounts Receivable	1,575,938.81
12000 Inventory Asset	-40.06
Payroll Refunds	-65.52
Repayment:Advance Repayemnt	-1,400.00
Uncategorized Asset	501.15
21000 Accounts Payable	-726,761.48
22000 American Express	-19,333.13
22002 Capital One Credit Card	-17,868.84
22003 Capital one 2 Card	-1,219.69
22003 CapOne 2 Credit Card (deleted)	-1,252.76
22005 American Express Gold	31,157.00
22004 Loan From BBT	0.00
23001 Payroll Liabilities:DC Income Tax	-562.41
23002 Payroll Liabilities:DC Unemployment Tax	-1,794.05
23003 Payroll Liabilities:Federal Taxes (941/944)	-1,534.72
23004 Payroll Liabilities:Federal Unemployment (940)	-472.51
23005 Payroll Liabilities:IA Income Tax	-658.71
23006 Payroll Liabilities:IA Unemployment Taxes	-88.10
23007 Payroll Liabilities:MD Income Tax	-887.49
23008 Payroll Liabilities:ME Employment Taxes	286.40
23009 Payroll Liabilities:ME Income Tax	-107.00
23010 Payroll Liabilities:NJ Income Tax	-621.31
23011 Payroll Liabilities:NJ Quarterly Taxes	-523.56
23012 Payroll Liabilities:United Healthcare	-218.73
23013 Payroll Liabilities:VA Income Tax	-80.05
23014 Payroll Liabilities:VA SUI Employer	65.26
23015 Payroll Liabilities:WV Income Tax	0.00
Payroll Liabilities:Abrahams, Charles H (Remt ID 940008175FD52)	0.00
Payroll Liabilities:Aflac - After tax Deduction	187.44
Payroll Liabilities:Aflac - Deduction	-23.22
Payroll Liabilities:AK Unemployment Tax	-1,042.66
Payroll Liabilities:AR Income Tax	134.52
Payroll Liabilities:AR Unemployment Tax	124.93

	TOTAL
Payroll Liabilities:AZ Income Tax	128.17
Payroll Liabilities:AZ Unemployment Tax	1,968.48
Payroll Liabilities:BB&T 401K	-2,852.33
Payroll Liabilities:BB&T Roth 401K	-809.97
Payroll Liabilities:CA PIT / SDI	514.58
Payroll Liabilities:CA SUI / ETT	394.06
Payroll Liabilities:Dillard, Zaria & Aaron (Remt ID 1703100)	0.00
Payroll Liabilities:FL Unemployment Tax	-131.98
Payroll Liabilities:Garnishment for taxes owed to the NC	0.00
Payroll Liabilities:IL Income Tax	-965.97
Payroll Liabilities:IL Unemployment Tax	-1,945.66
Payroll Liabilities:LA Income Tax	-20.44
Payroll Liabilities:LA Unemployment Tax	-72.26
Payroll Liabilities:MA Income Tax	-705.52
Payroll Liabilities:MA Unemployment Tax	-622.68
Payroll Liabilities:MD Unemployment Tax	221.00
Payroll Liabilities:MI Income Tax	-183.35
Payroll Liabilities:MI Unemployment Tax	-288.09
Payroll Liabilities:MN Income Tax	-1.18
Payroll Liabilities:MN Unemployment Taxes	-12.17
Payroll Liabilities:Murray, Chloe N (Remt ID BX57693U1)	18.66
Payroll Liabilities:NC Income Tax	-2,185.00
Payroll Liabilities:NC Unemployment Tax	191.53
Payroll Liabilities:NYS Employment Taxes	-2,777.67
Payroll Liabilities:NYS Income Tax	-687.45
Payroll Liabilities:OH Income Tax	-515.48
Payroll Liabilities:OH Local Tax	1,687.75
Payroll Liabilities:OH Unemployment Tax	256.50
Payroll Liabilities:PA Income Tax	-3,311.35
Payroll Liabilities:PA Local Tax	592.81
Payroll Liabilities:PA Unemployment Tax	-692.52
Payroll Liabilities:SC Income Tax	564.29
Payroll Liabilities:SC Unemployment Tax	-294.96
Payroll Liabilities:SmartBenefits	-1,979.80
Payroll Liabilities:TN Quarterly Taxes	400.78
Payroll Liabilities:TX Unemployment Tax	216.14
Payroll Liabilities:US Chapter 13 Reform Act 1978	0.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	**817,938.43**
Net cash provided by operating activities	**$13,541.72**
INVESTING ACTIVITIES	
16001 Computer Software	-5,738.74
18000 Vehicle\Car	-5,500.00
Net cash provided by investing activities	**$ -11,238.74**
NET CASH INCREASE FOR PERIOD	**$2,302.98**

	TOTAL
Cash at beginning of period	402,307.40
CASH AT END OF PERIOD	**$404,610.38**

BALANCE SHEET - 2017

VTECH SOLUTION INC.

BALANCE SHEET

As of December 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001 Bank of America	18.00
10002 Bank of America - Operating A/C	0.00
10003 BBBT	403,117.72
Total Bank Accounts	$403,135.72
Accounts Receivable	
11000 Accounts Receivable	2,641,404.89
Total Accounts Receivable	$2,641,404.89
Other Current Assets	
11001 Undeposited Funds	0.00
16002 Product Development	0.00
Payroll Corrections	-189.84
Payroll Refunds	-245.79
Total Other Current Assets	$ -435.63
Total Current Assets	$3,044,104.98
Fixed Assets	
16000 Computer	2,697.48
16001 Computer Software	37,818.25
17000 Accm Depreciation	-11,362.00
Total Fixed Assets	$29,153.73
TOTAL ASSETS	$3,073,258.71
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	1,407,165.81
Total Accounts Payable	$1,407,165.81
Credit Cards	
22000 American Express	24,860.87
22002 Capital One Credit Card	23,508.09
22003 Capital one 2 Card	2,081.08
22003 CapOne 2 Credit Card (deleted)	1,252.76
Total Credit Cards	$51,702.80
Other Current Liabilities	
21001 Customer Deposits/Retainers	0.00
22001 Direct Deposit Payable	0.00
22004 Loan From BBT	0.00
23000 Payroll Liabilities	-4,542.65
23001 DC Income Tax	2,117.96
23002 DC Unemployment Tax	3,553.39

	TOTAL
23003 Federal Taxes (941/944)	34,127.15
23004 Federal Unemployment (940)	-2,997.19
23005 IA Income Tax	496.04
23006 IA Unemployment Taxes	88.10
23007 MD Income Tax	6,204.36
23008 ME Employment Taxes	-63.17
23009 ME Income Tax	245.00
23010 NJ Income Tax	-1,221.59
23011 NJ Quarterly Taxes	2,305.13
23012 United Healthcare	-7,333.95
23013 VA Income Tax	1,088.78
23014 VA SUI Employer	-355.86
23015 WV Income Tax	-12.33
23016 NC Income Tax	-225.00
23017 NYS Income Tax	-10.30
23018 NYS Employment Taxes	0.00
23019 Child Support Joclynn A Kaczorowski	0.00
23020 Esezobor, Elijah X (Remt ID 229312831)	0.00
23021 Imani sebro (Rem ID - 200052292) FIPS Code 24000	0.00
AK Unemployment Tax	1,235.51
AZ Income Tax	413.53
AZ Unemployment Tax	0.00
BB&T 401K	1,257.01
BB&T Roth 401K	2,520.14
Esezobor, Elijah X (Remt ID 229312831)	0.00
FL Unemployment Tax	382.05
IL Income Tax	950.97
IL Unemployment Tax	1,169.90
Imani sebro (Rem ID - 200052292) FIPS Code 24000	0.00
MA Income Tax	3,259.06
MA Unemployment Tax	950.58
MI Income Tax	1,737.36
MI Unemployment Tax	288.09
MN Income Tax	-31.82
MN Unemployment Taxes	12.17
Murray, Chloe N (Remt ID BX57693U1)	0.00
NC Income Tax	3,680.00
NC Unemployment Tax	172.21
NYS Employment Taxes	1,570.02
NYS Income Tax	687.45
OH Income Tax	920.32
OH Local Tax	2,962.06
OH Unemployment Tax	0.00
OR Employment Taxes	-50.00
OR Income Tax	0.00
PA Income Tax	3,812.21
PA Local Tax	352.85
PA Unemployment Tax	2,188.73
SC Income Tax	0.00
SC Unemployment Tax	0.00

	TOTAL
SmartBenefits	-980.00
TX Unemployment Tax	171.65
US Chapter 13 Reform Act 1978	0.00
Total 23000 Payroll Liabilities	63,095.92
Total Other Current Liabilities	$63,095.92
Total Current Liabilities	$1,521,964.53
Long-Term Liabilities	
24000 Loan From Stockholders	35,456.27
24001 Stockholders Loan	28,050.28
Total Long-Term Liabilities	$63,506.55
Total Liabilities	$1,585,471.08
Equity	
26000 Capital Stock	1,000.00
27000 Opening Bal Equity	-867.63
28000 Retained Earnings	1,073,494.15
Net Income	414,161.11
Total Equity	$1,487,787.63
TOTAL LIABILITIES AND EQUITY	$3,073,258.71

PROFIT AND LOSS STATEMENT - 2017

VTECH SOLUTION INC.

PROFIT AND LOSS

January - December 2017

	TOTAL
Income	
30003 Consulting Service Income	9,951,139.83
30006 Sales of Product Income	33,991.23
30010 Managed Cloud Service Income	10,559.88
30507 Vendor Refunds	3,606.99
credit card refund	200.00
Total Income	**$9,999,497.93**
GROSS PROFIT	$9,999,497.93
Expenses	
35002 Reimbursements	133.74
41002 Gifts	4,167.90
41004 Meals and Entertainment	11,552.85
41006 Marketing	39,200.94
41003 Website and email management	751.22
41007 Advertising Expense	12,560.79
41008 Online Marketing Services	28,207.66
Total 41006 Marketing	**80,720.61**
42000 Bank Service Charges	2,402.62
43000 Business License & Fees	23,330.91
44006 Car/Truck Expense	864.11
44001 Gas	1,001.19
44002 Auto Repairs & Maintenance	857.09
44003 Registration & License	6,980.36
Total 44006 Car/Truck Expense	**9,702.75**
44007 Travel	65,852.59
44008 Toll & Parking	2,964.34
44010 Travel Commuter Metro Prededuction	1,336.98
44011 Hotel & accommocation	14,593.71
Total 44007 Travel	**84,747.62**
45000 Rent	173,516.54
45003 Internet	1,796.25
45005 Uncategorized Expense	950.55
47000 Insurance	
47001 Disability Insurance	110.40
47003 Auto Insurance	122.00
47005 General Liability Insurance	50.00
47006 Worker's Compensation	32,057.00
Total 47000 Insurance	**32,339.40**
48000 Repairs	
48001 Computer Repairs	938.59
Total 48000 Repairs	**938.59**
48003 Office Supplies	29,212.97
48006 Office Equipment	62,389.11

	TOTAL
48007 Postage and Delivery	8,566.61
48009 Telephone and Fax	16,762.67
48010 Software	885.35
48011 Equipment Purchase for Client	32,660.98
51002 Subcontractors	4,138,620.36
51003 Training	31,497.75
51004 Web Recruitment Service	24,799.59
51005 Background check fee	11,192.43
51006 Professional Fees	
51007 Legal Fees	13,014.50
51008 Accounting Fees	3,758.00
51009 Payroll Service Fees	6,402.69
Total 51006 Professional Fees	**23,175.19**
52000 Business Operation Support	1,299,270.28
52002 IRS Tax	1,927.00
52003 State Taxes	29.48
Total 52002 IRS Tax	**1,956.48**
52005 Payroll Expenses	
52001 Company Contributions	1,273.83
53007 Health Insurance	15,326.21
Retirement	19,395.99
Total 52001 Company Contributions	**35,996.03**
52004 Wages	3,174,771.97
53008 Taxes	272,623.93
Total 52005 Payroll Expenses	**3,483,391.93**
53004 License & Permits	4,920.00
53005 Payroll Taxes	230.00
63000 QuickBooks Payments Fees	15.67
Total Expenses	**$9,595,847.70**
NET OPERATING INCOME	**$403,650.23**
Other Expenses	
30503 Interest Expense	7,516.70
30505 Reconciliation Discrepancies	-18,027.58
Total Other Expenses	**$ -10,510.88**
NET OTHER INCOME	**$10,510.88**
NET INCOME	**$414,161.11**

VTECH'S SIMILAR EXPERIENCE

vTech possesses 13 years of experience in Professional Services. With stretch of extensive experience and built on a foundation of integrity, vTech endeavors to overcome the challenges and opportunities confronting private and government sectors by incorporating known latest solutions with industry best practices. vTech therefore helps organizations to embrace a leadership model that will focus both on process and people.

We facilitate efficient & effective team resourcing and team built - ups realigning the organization's purpose, mission, process, and systems, with the needs of its most important asset - its people. We have offered comprehensive system life cycle and operational support, including systems integration and turnkey outsourcing of operations. vTech delivered skilled manpower, innovative technology and management solutions such as shared services; Staff Augmentation Services that help our clients streamline services and improve governance and management.

MAJOR PUBLIC-SECTOR CLIENT

vTech's unwavering dedication to results defines our brand. Our time-tested management processes, quality control methods, and state-of-the-art work environment ensures that our clients' most complex projects are delivered on time, on budget, and on point.

As a result, we enjoy enduring relationships with our existing clients, as well as a constant flow of new business. vTech Solution provides support to:



- AARP
- Accenture
- Computer Aid Inc.
- CPN-Network Inc.
- Department of Navy
- DC Department of Health
- State of Maine
- State of Oklahoma
- State of Pennsylvania
- State of Virginia
- State of Iowa
- District of Columbia Child Support
- Arkansas Department of Education
- DC Office of Chief Technology Officer
- Credence Management Solutions
- Virginia Housing Development Authority
- DC Metropolitan Police Department
- Virginia Information Technology Agency
- Virginia Department of Housing Agency
- Office of Information Technology - Maine
- Pennsylvania Department of Transportation
- Department of Information Technology, MD

- State of South Carolina
- State of Ohio
- State of Indiana
- State of Florida
- Commonwealth of Massachusetts
- State of Arizona
- State of Massachusetts
- State of New Jersey
- State of North Carolina
- State of Michigan
- State of South Carolina
- State of Oregon
- State of Georgia
- State of Colorado
- State of Utah
- DTI, DE
- DC Contract Appeals Board
- DTMB - State of Michigan
- State of Minnesota
- Arlington Independent School District, TX.
- State of Minnesota
- DC Water & Sewer Authority
- State of North Dakota
- CMTA, TX
- Ohio Public Employees Retirement System, OH
- Broward County Housing Authority, FL
- Arlington County Government
- Council of the District of Columbia
- Portland Development Commission, OR
- Southern California Association of Governments
- Regional Transportation Authority, IL
- New Jersey Schools Development Authority
- University of Massachusetts
- International Monetary Fund
- Arizona State University
- Georgia Public Library Service
- D.C. Department of Aging
- State of Washington
- New York Power Authority, NY
- Department of Behavioural Health, DC
- Office of the Chief Information Office, IA
- University of Central Florida
- County of San Bernardino
- FEMS, DC
- Arkansas Tech University
- US Department of State, VA
- Welch Community Hospital, WV
- University of Oklahoma
- Utah Transit Authority
- DOES, DC
- Office of the State Superintendent of Education, DC
- Department of human care finance, DC

SIMILAR ENGAGEMENTS

#1

Entity name:	**Maryland Department of Human Services**
Contract #:	N00B8400064
Contact Person:	Leah Hinson, Financial Management Director
Address:	1100 Eastern Boulevard, Essex, MD 21221
Contact #:	(410) 238-1339
Email Id:	leah.hinson@maryland.gov
Contract Start Date:	4/28/2018
Total Dollar Amount:	$2M
Duration of contract:	3 years

IT Professional positions includes but not limited to following:

- Analyst/Tester (Application Development)
- Full Stack JAVA Developer (System Integration Specialist)
- UI/UX Designer
- Product Specialist (Business Rules Engine)
- Product Administrator (Business Rules Engine-Corticon)
- ForgeRock Engineer
- Organizational Change Management (OCM) Consultant (Subject Matter)
- Child Support Services (Subject Matter Expert)
- Senior Full Stack Java/JS Developer
- Informatica MDM Architect
- Data Analyst / SQL Developer
- Qlik Developer

Type of tasks performed by assigned staff:

- Our candidate (Analyst/Tester) developed requirements for information systems from a project's inception to conclusion. Developed required specifications for simple to moderately complex systems. Developed and documented test cases, testing plans and procedures in an agile environment. Designed and executed IT software tests and evaluated results to ensure compliance with applicable regulations. Designed and prepared all needed test data.

- Our consultant (Full Stack JAVA Developer) designed, developed and implemented complex solutions based on Java technology and related frameworks. Assisted in the system integration of components. Translated applications requirements into web-based solutions using the recommended frameworks and technology. Integrated the components using Web Services, EJB, REST SOAP and other techniques.

- Our consultant (UI/UX Designer) designed and implemented responsive web application user interfaces using JavaScript/CSS/HTML5/JQuery. Designed and developed wireframe or prototypes based on requirements and validated the design with users. Developed mobile and cross-browser compatible responsive front-end interfaces using latest frameworks like bootstrap or Angular. Worked with application team to make sure that the components are in compliance with UI/UX guidelines and Standards. Developed and oversaw the UX/UI domain practice within the Data and Reporting group.

- Our consultant (Product Specialist) converted business, functional and non-functional requirements into technical design documents. Authorized and modelled rules and created the required rules flow in Corticon BRMS (Business Rules Modeling System). Developed BRMS rules vocabulary and requirements traceability matrices. Reviewed project delivery needs and used the BRMS modelling studio to model, test optimize and package business rules.

- Our consultant (Product Administrator) involved in planning and coordinating all system operations, installation, configuration, DevOps, database sizing for Corticon. Working closely with Infrastructure, Services Platform and Application teams to keep Corticon availability in all environments.

- Our consultant (ForgeRock Engineer) provided support for all design, implementation, and maintenance activities related to Identity Access Management(IAM) with Sailpoint and ForgeRock. Developed and maintained user onboarding workflows and provisioning. Carried out API development and maintenance for exposing core IAM functions. Developed and maintained access certifications. Supported onboarding of application and platform users. Supported integration with Active Directory and other Identity Stores. Provided IAM support to end users. Monitored IAM platform components and resources.

- Our consultant (Organizational Change Management (OCM) Consultant) led one or more work streams on the different components of OCM activities (change management, organizational alignment, communications, and training). Developed an OCM strategy and roadmap to improve adoption of IT initiatives. Developed and deployed OCM activities as required by the project, such as but not limited to, delivery and management of communication, plan and organize meetings, drafting communication materials such as fact sheets, job aids, instructional guides, Web content, briefings, and presentations, creating and delivering training materials, perform demonstrations, arrange logistics and other events to engage and inform stakeholder.

- Our consultant (Organizational Change Management (OCM) Consultant) Formed and organized performance metrics to assess and evaluate change adoption and utilization of changed functions and/or systems. Applied evaluation methodologies to regularly assess effectiveness and sustainability of change management strategies and activities. Collected and analyzed feedback, diagnosed any gaps and remaining resistance, and identified process improvements. Managed stakeholders, managed the change portfolio and engaged with and supported Senior leadership.

- Our consultant (Subject Matter Expert) coordinated with Liaisons, State SMEs and cross-functional teams to confirm functionality meets end user, state specific and OCSE requirements. Reviewed user stories to update the business and technical design documentations including functional scope changes. Developed test cases for sprint and stakeholder testing and perform user acceptance testing.

- Our consultant (Senior Full Stack JAVA/JS Developer) designed, developed and implemented complex solutions based on Java technology and related frameworks. Assisted in the system integration of components. Translated applications requirements into web-based solutions using the recommended frameworks and technology. Integrated the components using Web Services, EJB, REST SOAP and other techniques.

Recently Awarded IT Staffing Contracts

CLIENT	STATE	RFP# & TITLE	CONTRACT PERIOD
City of Miami Dade	FL	RTQ-00894 - IT Consulting Services	3 Years
Orlando Utility Commission	FL	RFP18 4459_OQ - IT Managed and Professional Services	5 Years
City of West Palm Beach	FL	RFQ 17-18-405-Professional/Managerial Supplemental Workforce	3 Years
City of Cincinnati	OH	RFQ544ITSTAFF- Citywide IT Staff Augmentation	2 Years
Metropolitan Washington Airports Authority	VA	IFB # 1-18-C167 Network Engineering Staff Aug. Services	1 Years
Chicago Public Schools	IL	RFP-18350036 -Technical Services Pool	2 Years
Baltimore County Public School	MD	JMI-618-18 - Information Technology Staffing Services	3 Years + 2 Option Years
City of Phoenix	AZ	ITS 18-505 - Information Technology Services	3 Years
Maryland Health Benefit Exchange	MD	IT Consulting and Technical Support Services IDIQ	3 Years + 2 Option Years
Department of Human Services	MD	Agile Scrum Team Resources	3 Years + 2 Option Years
Austin Community College	TX	Information Technology Staff Augmentation Services	2 Years
Clark County	NV	IT TIER 1 Professional Services	2 Years
State of North Dakota	ND	IT Staff Augmentation Services	3 Years
State of Montana	MT	Master Contract for IT Services	3 Years
Montgomery College	MD	Information Technology Contracting Services	1 Year
NASPO ValuePoint	NJ	IT Staff Augmentation	1 Year
State of Mississippi	MS	IT Staff Augmentation Services	3 Years

STAFFING SUPPORT RESOURCES

SR. NO.	GENERAL POSTION	EXACT POSITION	CLIENT		DEPARTMENT	
1.	**Administrator**	Administrative Assistant	Department of Health - DC	3	DBH	6
			Government of DC	2		
			DBH	1	-	
		Administrative Assistant II	Ameri Health	1	-	1
		Application Administrator	CMTA	1		1
		CADD/GIS Administrator	State of Ohio	1	Ohio DOT	1
		Database Administrator Master	Government of DC	1	OCTO	1
		Database Administrator	State of Michigan	2	Michigan DOT	5
			State of Oklahoma	1		
			State of North Carolina	1	NCDHHS	
			Commonwealth of PA	1		
		Endpoint Engineer/Administrator	Government of DC	1	OCTO	1
		GIS Database Administrator	vTech Solution Inc.	1	-	1
		Manage Care Program Administrator	State of Arizona	1	-	1
		Oracle DBA	Government of DC	1	OCTO	1
		Peoplesoft 9.2 HCM Admin/DBA	Government of DC	1	OCTO	1
		Product Administrator (Business Rules Engine-Corticon)	Maryland Department of Human Services (DHS)	1	-	1
		Salesforce Administrator	Department of Health - DC	1	-	2
			State Street	1		
		SharePoint Administrator	State of Arizona	1	Arizona Department of Revenue Job	1

		SharePoint System Administrator	Government of DC	1	OCTO	1
		Site Training Administrator	NYPA	1	-	1
		SQL DBA	Credence Management Solution	1	-	3
			vTech BDG	1		
			vTech Solution Inc.	1		
		System Administrator	State of Florida	1	Department of Management Services	1
			State of Arizona	1	Arizona Medical Board	3
			RTA	1	-	
			State of Florida	1		
		System Server Administrator	State of NC	1	NCDHHS	1
		Secretary II	Department of Behavioral Health	1	-	1
3.	**Analyst**	Accela Analyst/Configurator	County of San Bernardino	1	-	1
		Analyst/Tester (Application Development)	Maryland Department of Human services	1	-	1
		Application System Analyst/Programmer	Commonwealth of Massachusetts	1	-	1
		Business Analyst	Commonwealth of Virginia	1	Virginia Department of Alcoholic and Beverage Control	16
			Citi	2		
			Government of DC	1	Metropolitan Police Department	
			Government of DC	1	Department of Healthcare Finance	
			Government of DC	2		
			State of Arizona	2	Arizona Department of Education	
			State of North Carolina	1	-	
			State of Arizona	2	Arizona Department of Economic Security	

				Arizona Secretary of State (AZSOS)	
		State of Ohio	1	Ohio Department of Commerce	
		State of Florida	2	OCIO	
		University of Massachusetts	1	DHHS	
		State of New Jersey	1	OITS	
	BI Data Analyst	Capital Metropolitan Transportation Authority (CMTA)	1	-	1
	STMS Business Analyst	State of Florida	1	Department of Management Services	1
	Business System Analyst	Government of DC	1	Department of Forensic Sciences	1
	Compliance Analyst	Citi	10		10
	Compliance and Control Analyst	Citi	4		4
	Cyber Security Analyst	Government of DC	1	DC Network	1
	Data Analyst	MTS Systems	1	-	4
		State of Maine	1		
		State of Maine	1	OIT	
		State of Arizona	1	Arizona Department of Health Services (AZDHS)	
	Data System Analyst	Fidelity Investments	1	-	1
	Data Center Mainframe Analyst	Government of DC	1	OCTO	1
	ERP Analyst Peoplesoft	Commonwealth of Virginia	1	Virginia Department of General Services	1
	Field Inventory Control Analyst	Integra Life Sciences	1	-	1
	Financial Analyst	Citi	2	-	2
	Fraud Analyst	vTech BDG	3	-	3
	GIS Analyst	CMTA	1	-	1
	Grants Financial Analyst	Government of DC	1	Department of Employment Services (DOES)	1

GIS Programmer/Analyst	Government of DC	1	DCOP	1
Helpdesk Analyst	State of NC	1	NCDHHS	3
	State of Ohio	1		
	Commonwealth of PA	1	PennDOT	
IT Security Analyst	State of Arizona	1	Arizona Department of Administration	1
IT – Test Analyst – Intermediate Level	ExxonMobil	1	-	1
LABS Analyst	PepsiCo	1	-	1
MPD Traffic Crash Data Analyst	Government of DC	1	Metropolitan Police Department	1
Mainframe Support Analyst	vTech BDG	1	-	1
Network Data Analyst	Ameri Health	1	-	1
NOC Analyst	Government of DC	1	-	1
PCI Analyst	Government of DC	1	OCFO	1
Peoplesoft HCM Analyst	Government of DC	1	OCTO	1
Programmer Analyst	State of Michigan	1	-	2
	State of New Jersey	1	-	
Quality Assurance Analyst	State of Florida	1	Department of Law Enforcement	4
	DC Water and Sewer Authority	1	-	
	University of Massachusetts	1	Medical School	
	State of Arizona	1	-	
Senior Records & Information Analyst	NYPA	1	-	1
Security Analyst	Government of DC	1	Metropolitan Police Department	1
Storage Analyst - Senior	Government of Alberta	1	-	1
System Analyst	Galaxe Solutions	1		2
	State of Maine	1	Department of Health and Human Services	
	State of Florida	1	FDOT	1
Tax Analyst	Citi Group	1	-	1

		Technical Analyst	vTech BDG	1	Air National Guard Position	1
		Voice Analyst	PepsiCo	1	-	1
		Web Analyst Consultant	Government of DC	1	OCTO	1
		Functional Analyst Journeyman	Government of DC	1	OCTO	1
4.	**Architect**	Application Architect	State of Maine	2	-	2
		Architect	State of Maine	1	-	1
		Application System Architect	Government of DC	1	-	1
		Architect Remedy	Commonwealth of Pennsylvania	1	-	1
		Database Architect	Government of DC	1	-	1
		Enterprise Architect	Credence Management Solution	1	-	1
		Enterprise Data Architect	RTA	1	-	1
		Informatica MDM Architect	State of Maryland	1	DHS	1
		Network Architect	Commonwealth of Virginia	1	Virginia Department of Emergency Management	2
			Government of DC	1	-	
		Oracle IAM Architect	Commonwealth of Virginia	1	Virginia Department of Motor Vehicles	1
		Security Architect	Government of DC	1	-	2
			Hennepin County Office	1		
		System Architect	State of Maine	1	-	1
		Technical Architect	State of NC	1	NCDIT	1
		Web Content Architect	State of Iowa	1	Department of Public Health	1
		NJOMAS – Pega Senior Business Architect	State of New Jersey	1	-	1
5.	**Assistant**	Administrative Assistant	Government of DC	1	DBH	3
		Personal Assistant	USDA	1	-	
		Assistant II		1	-	

9.	**Business Development Executive**	-	Internal Postings	1	vTech Solution Inc.	1
10.	**Call Center Customer Service**	-	ComputerShare	1	-	24
15.	**Cisco Meraki Consultant**	-	vTech BDG	1	-	1
17.	**Coordinator**	Digital Media Coordinator	State of Arizona	1	Arizona Department of Revenue (AZDOR)	1
		Leave Coordinator	Rady Childrens Hospital	1	-	1
		Program Coordinator	Government of DC	3	Office of DMGEO	1
					DBH	2
18.	**Consultant**	BPR Consultant	Government of DC	1	-	1
		Business Consultant	Government of DC	1	**Deployment of Employment Services**	1
		Business Unit Manager Consultant	Government of DC	2	**OCTO**	2
		Consultant	Government of DC	2	-	2
		Firewall Engineer Consultant	Government of DC	1	-	1
		IT Consultant	vTech BDG	1	-	3
			Government of DC	2	OCTO	
					Office of the State Superintendent	
		IT Healthcare Consultant	State of SC	1	SC Department of Health and Human Services	1
		Quality Assurance Consultant	Government of DC	1	Department of Human Services	1
		Software Engineer Consultant	Government of DC	2	-	2
		DHS Quality Assurance Specialist Senior	Government of DC	1	-	1
		Security Governance Consultant	State of Maryland	1	DHS	1

		Software Quality Assurance Consultant	Galaxe Solution	1	-	1
		Training Consultant	Government of DC	1	Office of the State Superintendent	1
		UX Designer - UI Developer Consultant	Government of DC	1	-	1
		NJAOC Sr. Consultant 2 - Tableau	State of New Jersey	1	NJAOC	1
		Talent Development Consultant Level 2	New York Power Authority (NYPA)	1	-	1
		Oracle EBS Finance Consultant	Infosys	1	Oracle	1
		Organizational Change Management (OCM) Consultant(Subject Matter)	State of Maryland	1	DHS	1
			AmeriHealth	5		
			Integra Life Sciences	2		
21.	**Data Entry Operator**	-	State of Arkansas	1	Administrative Office Courts	3
			State of Maine	2	-	
		Data Entry Operator 2	State of Maine	1	-	1
22.	**Data Integration Lead**	-	vTech Solution Inc.	1	-	1
23.	**Desk**	ADH IHP Help Desk Support	State of Arkansas	1	-	1
		DAI Help Desk Lead	vTech Solution Inc.	1		6
		Helpdesk/Support	RTA	2		
		Service Desk	State of Arkansas	1	Arkansas Army National Guard	
		DOS-A-4 Core SD2	Commonwealth of Pennsylvania	1	-	
24.		-	Government of DC	2	-	6

	Desktop Support		City of Newark	1	-	
			State of Iowa	3	Iowa Department of Public Health	
25.	**Developer**	OCIO Applications Developer Journeyman	Government of DC	1	OCIO	1
		Full Stack JAVA Developer (System Integration Specialist)	Maryland Department of Human Services	1	-	1
		.NET Developer	Government of DC	3	District DOT	6
			State of Maine	1	-	
			vTech BDG	1	-	
			IntraEdge Technologies	1	AMEX	
		Application Developer	Commonwealth of Pennsylvania	1	-	2
			Government of DC	1	Office of the Information Systems	
		ArcGIS Software Developer	Government of DC	2	Water Quality Division	2
		ASP.NET Developer	Galaxe Solution	1	-	1
		BAM.NET Developer	State of Michigan	1	-	1
		Data Analyst/ SQL Developer	State of Maryland	1	DHS	1
		Developer Lead	Government of DC	2	-	2
		DHS Senior App Developer (Backend)	Government of DC	1	DHS	1
		Force.com Configurator/Developer	Internal Postings	3	-	3
		GIS Developer	vTech BDG	1	-	1
		Qlik Developer	State of Maryland	1	DHS	1
		System Developer (.Net)	Symphony Enterprises, LLC	1	-	1
		Java Developer	Infosys	1		4
				1	ADM	
			State of North Carolina	1	NCDHHS	
			State of Utah	1	Utah Department of Workforce Services	

		LARA – Accela Developers/PA6	State of Michigan	1	-	1
		LAMP Developer	Government of DC	1	-	1
		OCME Full Stack Mobile .NET Developer	Government of DC	1	OCME	1
		Oracle Database Developer	Commonwealth of Virginia	1	-	1
		Oracle PL/SQL Developer	vTech BDG	1	Public Service Enterprise Group	1
		O&M Reports Developer	State of NC	1	NCDHHS	1
		Quick Base Developer	Government of DC	1	-	1
		Senior Full Stack Java/JS Developer	State of Maryland	1	DHS	1
		SharePoint/Admin Developer	Government of DC	1	-	1
		SQL Developer	Galaxe Solution	1	-	1
		E-Learning Developer	NYPA	1	-	1
		Web Developer	State of Arizona	1	-	2
			RTA	1		
26.	**Director Operational Risk**	-	NYPA	1	-	1
28.	**Engineer**	Engineering Tech	Integra Life Sciences	1	-	1
		Network Engineer (IAD) (3rd Shift)	MWAA		-	2
		Network Engineer (IAD) (2nd Shift)			-	1
		Network Engineer (IAD) (1st Shift)			-	1
		Network Engineer (DCA) (3rd Shift)			-	1
		Network Engineer (DCA) (2nd Shift)			-	1
		Network Engineer (DCA) (1st Shift)			-	1
		Antivirus Engineer	Government of DC			1
		Client Server Engineer	Commonwealth of Pennsylvania		Pennsylvania DOT	1

		DOES Test Engineer Senior	Government of DC		DOES	1
		ForgeRock Engineer	State of Maryland		Department of Human Services (DHS)	1
		Internet/Wen Engineer	State of SC		SC Department of Health and Environment Concern	1
		Messaging Engineer	Government of DC		-	1
		Network Engineer	Government of DC		-	2
		Network Services Engineer	DC Water and Sewer Authority		-	1
		Red Hat Linux/Virtualization Engineer	Information International Association		-	3
		SEIM Integration Engineer	Government of DC		OCTO	1
		Siteminder Engineer	Commonwealth of Pennsylvania		-	2
		Software Engineer - SharePoint	GalaxE Solutions		-	1
		Voice Field Engineer	State of Michigan		MDOT	1
		NOC Network Engineer	Government of DC		OCTO	1
29.	**GIS CGA 3**	-	Common Wealth of Pennsylvania		-	1
30.	**Graphics Associate**	Graphic Associate (Graphic Designer)	Integra Life Sciences	1	-	1
	(Graphic Designer)					
31.	**Graphic Designer**	Graphics Designer	NYPA	1	-	1
		-	University of Maine	1	-	1
33.	**IT Auditor**	-	Commonwealth of Virginia	1	Virginia State Corporation Commission	1
34.	**IT Strategic Planner**	-	Government of DC	1	Homeland Security and Emergency Management Agency	1

36.	**Manager**	Critical Event Manager	Government of DC	1	Information Technology Command Center		1
		Integrated Master Scheduler Manager	vTech Solution Inc.	1	-		1
		IT Project Manager	DC Water and Sewer Authority	1	-		1
		Program Manager	Department of Health	1			3
			Government of DC	2	Department of Human Services		
		Project Manager	Commonwealth of Virginia	2	Virginia Information Technology Agency		13
			Government of DC	6	Metropolitan Police Department	2	
					Homeland Security and Emergency Management	1	
					DC Department of Corrections	1	
					Department of Health Care Finance	1	
			State of Maine	1	-		
			San Bernardino County	1			
			State of Michigan	1			
			State Street	1			
		Contract Technology Project Manager II	CMTA	1	-		1
		OCP Project Manager Master	Government of DC	1	OCP		1
		Senior Project Manager Master	Government of the District of Columbia	1	OCTO		1
		Senior Technical Project Manager	Commonwealth of Massachusetts	1	Department of Transportation		1
41.	**Program Monitor**	-	Department of Health - DC	1	DOBH		1

42.	**Programmer**	Programmer 5 - Solaris-Unix Migration	State of Maine	1	Office of Information Technology (OIT)	1
		Programmer 4/PR4	State of Ohio	1	Ohio Department of Education	1
		Programmer	State of Arizona	1	-	3
			State of Maine	2	Office of Child and Family Services	
		.NET Programmer	State of Arkansas	1	Arkansas Highway & Transportation Department	1
		PL/SQL Programmer	State of Maine	1	Maine Department of Labor	1
43.	**Project Coordinator**	Project Coordinator	Government of DC	1	-	3
		Project Coordinator	Portland Development Commission	1		
		Document Processor - Project Coordinator	vTech BDG	1		
44.	**Quality Assurance tester**	-	State of Iowa	1	Iowa Department of Human Services	1
45.	**SAP**	SAP FRICE Resource	Commonwealth of Pennsylvania	1	-	2
		SAP	Credence Management Solution	1		
		Provider Rep	Ameri Health	1	-	1
47.	**SharePoint UX Designer**	-	Commonwealth of Virginia	1	VDOT	1
49.	**Specialist**	Adoption Specialist	Government of DC	1	OCTO	1
		Authorization Specialist	UCSD	1	-	1
		PMO Specialist (Junior) (MBE Only Position)	DHS	1	-	1
		Application Support Specialist	State of Arizona	1	Arizona Department of Education	1
		Board Support Specialist	CMTA	1	-	1
		Business Process Specialist	Credence Management Solution	1	-	1
		Client Technologies Specialist	State of Maine	9	-	9

	Client Technologies Specialist 1			OIT (Office of Information Technology)	
	Documentation Specialist	Citi	3	-	3
	FOIA Xpress Specialist	Government of DC	1	-	1
	Grants Specialist	Government of DC	1	DOBH	1
	Health Licensing Specialist	Department of Health - DC	1	HRLA	1
	Helpdesk Specialist Journeyman	Government of DC	3	OCFO	3
			1	OCTO	1
	Help desk Specialist	Government of DC	1	OCIO	1
	Helpdesk Specialist Senior	Government of DC	1	OCP	1
	Implementation Specialist	MasterCard	1	-	1
	NCDOT-SpecialistExpert	State of North Carolina	1	NCDOT	1
	NCAOC - IT Support Specialist- Mid Level	State of North Carolina	1	NCAOC	1
	IT Specialist	Government of DC	1	OCFO/OCIO	1
	Information Systems Specialist	Events DC	1	WCSA	1
	Learning Specialist	Virginia Housing Development Authority	1	-	1
	Logistics Specialist	MTS System Corporation	1	-	1
	NOC Specialist	Harris Corporation	1	-	1
	Pega Specialist	State of Maine	1	-	1
	Product Specialist(Business Rules Engine)	Maryland Department of Human Services (DHS)	1	-	1
	Product Specialist	Commonwealth of Pennsylvania	2	-	7
		State of Michigan	1	Department of Treasury	
		State of Ohio	3	Department of Developmental Disabilities	
	Program Specialist	State of Maine	2	Main Centre for Disease Control and Prevention	2

		Provider Application Processing Specialist	AmeriHealth	2	-	2
		Quality Assurance Specialist	State of Ohio	1	Ohio DOT	1
			Government of DC	1	Department of Human Services	1
		Quality Review Specialist	VHDA	1	-	1
		NCDOT-SpecialistExpert	State of NC	1	NCDOT	1
		SQL Server Data Integration Specialist	State of Arkansas	1	Arkansas Insurance Department	1
		Technical Architecture Specialist	State of Maine	1	-	1
		Technical Specialist	Commonwealth of Pennsylvania	2	-	4
			State of Ohio	2		
		HEDIS Specialist	Ameri Health	1	-	1
50.	**Subject Matter Expert**	Child Support Services (Subject Matter Expert)	State of Maryland	1	DHS	1
		SME- Master- .NET	Government of DC	1	OSSE	1
52.	**System Programming**	-	MasterCard	1	-	1
53.	**Technical Data Center Infrastructure Support**	-	Government of DC	1	OCTO	1
54.	**Technical Support**	-	Commonwealth of Virginia	1	Virginia Department of Medical Assistance Services	2
			State of Arizona	1	Arizona Department of Economic Security	
55.	**Technician**	Client Technician	State of Maine	1	OIT	1
		Datacenter Support Technician	Government of DC	1	OCTO	1
		Field Support Technician	Government of DC	5	DC Metropolitan Police Department	5
		Help Desk Technician	University of Maine	1	-	1
		HAB Tech	State of Arizona	1	-	1

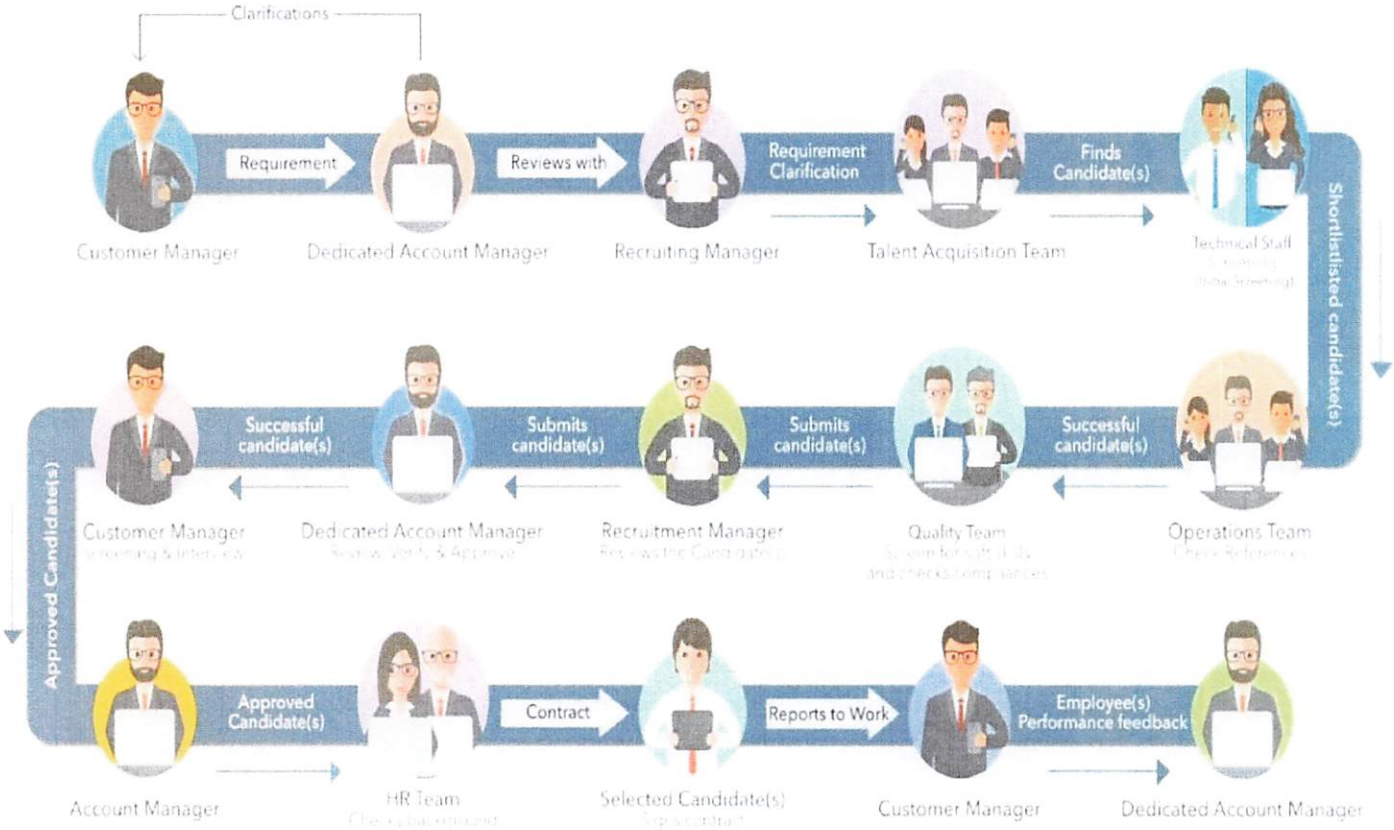
		Information System Technician	Harris Corporation	2	-	2
		IT Technician	Government of DC	1	Office of Unified Communications	1
		Network Control Technician	Harris Corporation	1	-	1
		Network Technician	Government of DC	2	OCTO	2
		Pharmacy Prior Authorization Technician	AmeriHealth	1	-	1
		Pharmacy Call Center Technician	AmeriHealth	4	-	4
		Pharmacy Service Technician	AmeriHealth	3	-	3
		Support Technician	Baltimore County Public Schools (BCPS)	3	-	5
			Government of DC	2	-	
		Utilization Management Technician	AmeriHealth	4	-	4
		Wireless Voice field Technician	Government of DC	5	-	5
56.	**Temporary Attorney**	-	vTech BDG	4	-	4
57.	**Tester**	Tester	State of Ohio	1	Ohio Department of Transportation	4
			State of Maine	1	-	
		API Tester	Infosys	1	-	
		Automation Tester	Infosys	1	-	
58.	**Testing/UAT Lead**	-	Government of DC	1	Department of Human Services	1
59.	**Trainer**	Training Specialist/Instructor	State of Maryland	1	Department of Human Services	12
		DCPS SME – ASPEN Trainer/QA	Government of DC	1	-	
		-	State of NC	2	Department of Health and Human Services	
			Government of DC	8	District of Columbia Public Schools	
60.	**UAT Tester**	-	Citi	1	-	2
			University of Massachusetts	1		
61.		-	State of Michigan	1	MDOT	1

	UI/UX Designer		Department of Human Services	1	-	1
62.	**Vital Record Scanning/Indexing**	-	State of Maine	2	-	2
63.	**Web Editor**	-	Government of DC	4	OCTO	4
64.	**Writer**	Technical Writer	Commonwealth of Pennsylvania	1		2
		OCP – Technical Writer Master	Government of the District of Columbia	1	OCP	
		Technical Writer - Web Editor	Government of DC	1	Office of Unified Communications	

VTECH'S STAFFING METHODOLOGY

VTECH'S STAFFING APPROACH

When Customer Manager Releases Task Order, our dedicated account manager review the task order with recruiting manager & SMEs to create skill matrix of required skills, recruiting manager send the details of task order and skill matrix to the Talent acquisition team; then, team review the requisitions thoroughly, search for suitable candidates and send the candidate's detail to technical recruiting staff for screening. Afterwards, if the candidates are further short listed based on their technical skills, details are sent to recruiting manager. Then, they interview the selected candidates to evaluate soft skills & interpersonal skills and successful candidate's details are sent to the recruiting team for reference check and for validating education & certifications. After checking their references, the successful candidate's resume is sent to customer manager, we send our candidate for an Interview. If client decide move ahead with the candidate, account manager sends approved candidates details to the HR team for background checks, after completion of the background check process the candidate sign a contract. Then the selected candidate report to work. Last and foremost the customer manager gives performance feedback of the selected candidates to our dedicated account manager.



VTECH Recruitment Process

How we conduct interviews?

Our technical recruiting team verifies technology knowledge, past experience based on client's requisitions, education, behaviour aspect and communication. After having positive response from the technical screening team, Recruitment manager conducts the interview with the same candidate and verify job suitability, soft skills, interpersonal skills, analytical skills and intellectual skills.

How we validate candidate's resume stated education?

While having employment screening for a best match candidate, our recruiters verify employment and education details with the candidates. These details get submit to HR team to verify with employers and universities which are mentioned in the resumes. We also verify employment and education details through third party background check agency before engaging candidates with our clients for work. We submit background reports to clients on their need basis.

How we implement required resume self-certification form?

After finding best match candidate for the client requisition, our team will conduct the employment screening and will request respective candidates to submit signed copy of "Resume Self-Certification Form". Respective candidate submits signed copy by email or fax.

How we conduct reference checks on candidate?

If candidate clears the technical interview and soft skills & interpersonal skills interview, candidate's references details are sent to the recruiting team for checking of their references. Here, we validate and evaluate the quality of work candidate has performed in the past. Then, the successful candidate's resume is sent to Client's manager.

How we identify candidate has their experience prior to submission to our client?

If we find a candidate with similar experience to the requisitions, our technical recruiting team will conduct telephonic round of screening for unravelling prior similar experience that demonstrate their ability and skill that matches the client's requisitions. We also ask candidate to provide us the documentation of previous work and proof/example of past work. Apart from this, in the process of reference check, we validate the experience.

Background Check Process

Determining Background Checks to be conducted: The minimum background check includes investigation of criminal history and reference checks. Depending on the nature of the position for which the candidate is being considered, other, additional checks will be conducted. The Provost, for instructional faculty, professional and professional faculty, and executive positions, and the Office of Human Resources for all other positions, will consult with the hiring manager or unit head to designate which types of checks are required for each position.

Agency for background check: HireRight LLC.

Examples of more common types of checks and the positions to which they apply are:

- Verification of educational degrees – all instructional and research faculty, professional and professional faculty, and executive positions, and selected operational positions;
- Verification of licenses and certifications – all positions for which the license or certification is a required or preferred qualification;
- Credit report – all positions involving access to money as well as all professional and professional faculty positions in Financial Operations;

- Driving record – all positions for which possession of a valid driver's license is required and positions involving regular driving of university vehicles or students;
- Drug screening – law enforcement personnel and positions requiring a commercial.

We are e-verified company. We adhere to federal, state and privacy protection laws when conducting background checks and provide the required waivers, authorizations, notices, disclosures and releases. We also strictly adhere to all state and federal laws with respect to discrimination in employment and do not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, marital status, national origin, age or disability.
Once we get positive report of the candidate, our account manager will inform same to the WSSC.

VERIFICATION PROCESS

Our candidates generally need to comply with the following standard procedure:

- Technical screening (relevant to the job position)
- Background Verification (i.e. federal criminal, criminal felony & malfeasance, employee credit, national Sex offender registry and Widescreen Plus and SSN validation)
- Education and employment checks
- Drug Test
- Finger Printing
- E-verification

Besides, we conduct "Welcome Call" with each of the consultants to smoothen on-boarding process at a client site, where we share all necessary information they would require during their initial days of joining. In the "Welcome Call" we mainly discuss the policy for Timesheet Submission, Payment process, Leave request and approval, Conflict Resolution and Dress Code. Not only that our Client Relationship Team is in regular contact with the consultants, so that they can answer/help any question or resolve any issue a consultant may have.

Evaluation to ensure candidate is qualified and matches the request

We conduct multiple screening and assessment before submitting our candidates. Following are the different screening and assessment practices.

- Clarifications & Skill matrix: To provide best available candidate from the market, we understand Client's requisitions. Our dedicated account manager coordinates with our recruitment manager and SMEs for creating skill matrix of required skills. This skill matrix is forwarded to our sourcing team to find the best match.
- Screening by technical recruiting staff: Here candidate's technical skills are evaluated.
- Interview by recruiting manager: Here candidate's soft skills & interpersonal skills are evaluated.
- Reference Check: Our recruiting team will check the quality of work candidate have performed in the past via checking references.

Proposed Lead Time for Major Steps of the Process

- Acknowledge and clarification of request: 8 hours
- Resume Submit: 24 - 48 Hours
- Candidate placement at client's facility: within 2 Weeks of notification
- Placement bench consultant at client's facility: within 1 week

Proposed Key Personnel

The names and titles of all key management personnel who will be involved with supervising the services rendered under this RFP.

SN	Key Management Personnel	Designation	Qualification	Length of time with vTech
1	Mr. Haresh Vataliya	CEO	Masters in Information System Management	13+ Years
2	Mr. Sahil Khan	Dedicated Account Manager	Master of Business Administration	6 Years
3	Mr. Kumar Anchan	Recruiting Manager	D.CA	4 Years

The above-mentioned representative will be the point of contact for managing and correcting any disputes related to this contract.

Responsibilities of Key Personnel

CEO:

- Chief in-charge of the organization.
- Authorized official to contract with other agencies.
- Point of contact for contracting agencies.

Key Account Manager:

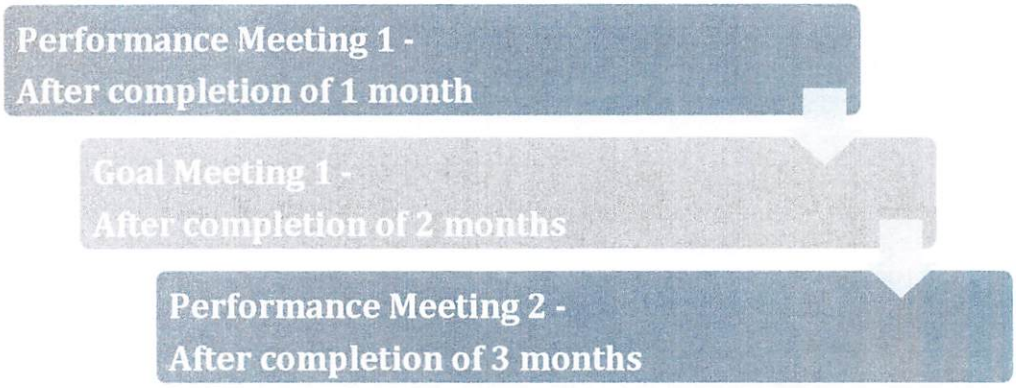
- Building relationship with clients, receiving work orders from the clients and Acts as a single point of contact for client's managers regarding recruitment topics.
- Understanding client objectives alongside vTech's vision of contract success to analyze the Contract's potential and creates a Contract Plan/Strategy to minimize risks to both vTech and the client, set goals for the Contract and ensure that the Contract produces usable Case Studies.
- Managing an incumbent workforce of contingent workers.
- Ensuring that all contractual requirements are consistently met.
- Consistently seeking new innovations and improvements to the service.
- Supporting recruiting Managers through the recruitment process.

Recruiting Manager:

- Designs the skill matrix for choosing the candidate.
- Before sending resume of the selected candidate, recruiting manager interview the candidate.
- Sets the social media communication strategy for different job profiles and functions in the
- organization.

Following are the sources of our candidates and percentage allocation: vTech's pool of pre-screened resources / Internal database/our Applicant Tracking System: 43% Job boards/portals (Monster, CareerBuilder, Dice etc.): 36%
Industry Partners: 7%
Social Media: 7.5%
Google/Yahoo groups: 3.5%
Referral Program: 2%
Other online candidate sourcing sites: 1% (It includes but not limited to Craigslist, Ladders)

INDEPENDENT ASSESSMENT PRACTICES



Performance meeting 1:
After completion of 1 month of providing services, we schedule a performance meeting with the candidate and the client to evaluate the performance of candidate and we discuss multiple points which include but not limited to following:

- Challenges and successes
- Ideas for development/action plan
- Actions to be taken for upcoming goals

Goal meeting 1:
After completion of 2 months of providing services, we schedule a Goal meeting with the candidate and the client to evaluate "do we have achieved the targeted goal or are we going in right direction to achieve the goal?"

Performance meeting 2:
After completion of 3 months of providing services, we schedule a performance meeting with the candidate and the client to evaluate the performance of candidate & status of the targeted goals. We discuss multiple points which include but not limited to following:

- New challenges and successes
- Do we have achieved our targeted goal?
- New ideas for development/action plan
- Actions to be taken for upcoming goals

Approach for Quickly Substitute / Replace Qualified Personnel

We at vTech, have effectively managed our clients' fluctuating needs and events of replacement & unavailability of resource for past decade and have successfully satisfied their requirements. We understand recruiting sufficient human resources for seasonal busy periods is challenging but we have various strategies to achieve success in between flexible requirements.

- We use various channels for sourcing and have a large number of applicants/ pre-screened candidates. We also use various universities and local colleges as sources for seasonal staff that ensures we fill all gaps in our organization when unexpected demands arise especially for back office tasks and process roles.
- We have a great work environment and attractive incentives and we also use our website and well promoted social media to reach your target candidate pool. This transition realizes better quality of hires and significantly reduced recruitment costs and time to hire.
- We allocate resources for early on-boarding and adequate training. We use hired employees that have worked for us before and have list of seasonal workers on-call who are willing to come back in subsequent years. This gives our company plenty of time to onboard staff before the busy time arrives.
- We also provide incentives to existing staff to train incoming temporary staff. By seeking the input of existing staff with respect to the type of staff to hire and Plan training sessions to avoid feelings of insecurity or resentment. We also have referral Schemes for additional temporary staff.

We use CATS Applicant Tracking System, and also our internal and External Databases of Thousands of pre-Screened Resources for faster processing of work orders. By using the latest assessment and screening tools we can provide the best applicants, and superior candidates. We also Contact our partners for seasonal hiring to achieve our goals.

EXHIBIT B

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. Client: Maryland Department of Human Services
Contact Person: Leah Hinson, Financial Management Director
Address: 1100 Eastern Boulevard, Essex, MD 21221
Contact #: (410) 238-1339
Email Id: leah.hinson@maryland.gov

2. Client: DC Water & Sewer Authority
Contact Person: Lisa C. Price, IT logistics Coordinator
Address: 5000 Overlook Avenue, SW Washington, DC 20032
Contact #: (202) 787-2130
Email Id: lisa.price@dcwater.com

3. Client: Metropolitan Washington Airports Authority
Contact Person: Felipe Dominguez, Contracting Officer
Address: 1 Aviation Circle - Washington, D.C. 20001
Contact #: 703.417.8671
Email Id: Felipe.Dominguez@MWAA.com

vTech Solution Inc — 9/2/2019
Firm's Name — Date

1100 H ST NW, STE 450, Washington DC 20005
Mailing Address

202.644.9774
Phone

Authorized Signature:

Printed Name: Anisha Vataliya

EXHIBIT C

EXHIBIT C

BID FORM TEMPORARY IT PROFESSIONAL SERVICES

Indicate the categories of service that your company can supply by checking the appropriate line items below. By checking the appropriate category, the supplier affirms that their company has at least one qualified individual in the checked category who can provide on-site services to BCSD.
Note: Labor rate on Exhibit A must include all travel and additional costs.

Percentage discount from established pre-set maximum Fixed Price, (if offered):
_____ - _____%

CATEGORY	Level	Bidding	Not Bidding	Hourly Rate
IT Laborer	Entry	✓		$15.00
	Intermediate	✓		$20.00
	Advanced	✓		$25.00
AV/IWB Installer	Entry	✓		$15.00
	Intermediate	✓		$45.00
Desktop Technician	Entry	✓		$25.00
	Intermediate	✓		$45.00
	Advanced	✓		$65.00
Systems Administrator	Entry	✓		$50.00
	Intermediate	✓		$75.00
	Advanced	✓		$100.00
Systems Engineer	Entry	✓		$125.00
	Intermediate	✓		$200.00
	Advanced	✓		$300.00
Network Administrator	Entry	✓		$50.00
	Intermediate	✓		$75.00
	Advanced	✓		$100.00
Network Engineer	Entry	✓		$125.00
	Intermediate	✓		$200.00
	Advanced	✓		$300.00
Database Administrator	Entry	✓		$100.00
	Intermediate	✓		$175.00
	Advanced	✓		$250.00
IT Security Engineer	Entry	✓		$100.00
	Intermediate	✓		$200.00
	Advanced	✓		$275.00

Technical Writer	Entry	✓		$75.00
	Intermediate	✓		$100.00
	Advanced	✓		$125.00
Business Analyst	Entry	✓		$100.00
	Intermediate	✓		$150.00
	Advanced	✓		$200.00
Training Specialist	Entry	✓		$75.00
	Intermediate	✓		$100.00
	Advanced	✓		$125.00
Telecommunications Administrator / Engineer	Entry	✓		$125.00
	Intermediate	✓		$165.00
	Advanced	✓		$200.00
Web Developer	Entry	✓		$50.00
	Intermediate	✓		$75.00
	Advanced	✓		$100.00

vTech Solution Inc — 9/2/2019

Firm's Name — Date

1100 H ST NW, STE 450, Washington DC 20005

Mailing Address

202.644.9774 / 866.733.4974

Phone/FAX #'s

Authorized Signature: _____

Printed Name: Anisha Vataliya

STATEMENT OF INTENT

Statement of Intent

We, the undersigned have prepared and submitted all the documents required for this project. We have prepared these documents with a full understanding of the Beaufort County School District's goal to ensure equal opportunities in the proposed work to be undertaken in performance of this project. Specifically the BCSD seeks to encourage and promote on an inclusionary basis contracting opportunities without regard to the race, gender, national origin or ethnicity of the ownership or management of any business and that it is an equal opportunity employer and contracting entity. We certify that the representations contained in the Minority/Woman Business Enterprise (M/WBE) Utilization Report, which we have submitted with this solicitation, are true and correct as of this date. We commit to undertake this contract with the Minority/Woman Business utilization Report we have submitted, and to comply with all non-discrimination provisions of the Minority/Woman Business Enterprise Program in the performance of this contract.



Signature

9/3/2019

Date

Name: Anisha Vataliya

Title: President

Project: Temporary IT Professional Services

9.0 ATTACHMENTS TO SOLICITATION

MINORITY AND WOMAN BUSINESS ENTERPRISE POLICY AND REQUIREMENTS:

Mission of the Beaufort County School District Board of Education:
To serve the community by providing the opportunity for each student to receive a highly effective education

Statement of Policy

It is the policy of the Beaufort County School District that discrimination against businesses on the basis of race, color, national origin, and gender is prohibited. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin or gender in connection with the award and/or performance of any contract or modification of a contract between a vender or contractor and the Board which contract is paid or is to be paid for, in whole or part, with monetary appropriations of the Board. Further, it is the policy of BCSD to encourage and promote on an inclusionary basis contracting opportunities for all business, without regard to race, color, national origin or gender. It is expected that all firms seeking to do business with the Beaufort County School District will comply with this BCSD policy.

W/MBE Compliance

Potential bidders must demonstrate their process for contracting or utilizing businesses as subcontractors or suppliers for work on projects undertaken is open to businesses regardless of race, gender or ethnicity, by fulfilling one (1) of three (3) alternative eligible bidder categories.

1. Documentation of prior M/WBE on projects undertaken in South Carolina during the previous two (2) years at the level of availability.
2. Documentation of prior good faith outreach efforts on all projects undertaken in South Carolina during the previous two (2) years.
3. Commitment to future good faith outreach efforts in all projects undertaken in South Carolina.

On eligible projects that equal or exceed five million dollars in value, potential bidders are required to make a good faith effort to enter into a joint venture or Mentor/Protégé arrangement at the prime contractor level which includes at least one (1) certified minority- and/or woman-owned firm.

- Companies involved in joint venture Mentor/Protégé arrangements must be of a different race or gender ownership.
- Each eligible bidder shall submit with each bid submission on an eligible contract:
  1. A complete and signed subcontractor plan. Eligible bidders who submit bid proposals which fail to utilize minority- and/or woman-owned business enterprises at a level consistent with availability, must submit documentation

detailing their "good faith outreach efforts" to utilize minority- and/or woman owned firms.

2. Written documentation demonstrating the eligible bidder's good faith efforts to identify, contract with, or utilize businesses, including certified M/WBEs, as sub-contractors or suppliers on the eligible project.

- Acceptable good faith effort documentation:
  1. The eligible bidder contacted the District Purchasing and Contract Compliance Offices, other private sector and government entities, or M/WBEs organizations, to identify available businesses to work on the eligible bidder project, including minority-and Woman-owned firms.
  2. The eligible bidder placed notices of opportunity for minority-and woman-owned firms to perform subcontracting work on the eligible project in newspapers, trade journals and other relevant publications specifically targeted to M/WBEs or communicated such notices or opportunities via the Internet or by other available media means.
  3. The eligible bidder submitted invitations to bid for work on the eligible project to qualified businesses, including minority-and woman-owned firms.
  4. The eligible bidder included in such notices and invitations, a full disclosure of the criteria upon which bids, proposals or quotes would be evaluated, and also included contact information for inquiries, submissions, or requests to review any necessary bid documents.
  5. The eligible bidder promptly responded to inquiries, provided necessary physical access and time for all interested businesses to fully review all necessary bid documents, and otherwise provided information, access and time to allow all interested businesses to prepare bids and quotes, regardless of race, gender or ethnicity.
  6. The eligible bidder considered, hired, or otherwise utilized qualified and available businesses for an eligible project, including minority-and Woman-owned firms.
  7. For each business which contacted or was contacted by the eligible bidder regarding sub-contracting or services on the eligible project, the eligible bidder shall maintain all written documents reflecting such contact, including bids, quotes and proposals.

Subcontractor Participation

Beaufort County School District, through its contract documents, encourages contractors to utilize minority subcontractors on their projects.

A prime contractor must identify M/WBE utilization expenditures to certified M/WBE subcontractors that perform a commercially useful function in the work of the contract. An M/WBE subcontractor is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of the work of a contract for which the MBE or WBE has the skill and expertise and carries out its responsibilities by actually performing, managing and supervising the work involved.

Business Utilization Report

In order to facilitate an effective monitoring system, each contractor, bidder or offeror must submit a completed and signed Utilization Report with the bid submission which lists the names, addresses and contact persons of the M/WBE and majority owned businesses, if any, to be used in the contract, the type of work each business will perform, the dollar value of the work and the scope of work. The Utilization Report submitted by the contractor shall be submitted as a part of the contract with BCSD. If the information contained in the Contractor's Utilization Report changes by the time the contract is executed, the Contractor shall amend the Utilization Report and such amended Utilization Report shall be incorporated into the contract.

Business Enterprise Utilization Report

List all vendors/subcontractors to be used on this project. All MBEs or WBEs proposed for utilization on this project must be certified by the Small and Minority Business Assistance Office through the State of South Carolina according to the criteria of the Beaufort County School District's Minority Business Enterprise Plan prior to utilization on this project.

In column 2 below, please specify ethnic/racial/gender group as follows:

- AABE – African-American Business Enterprise
- HBE – Hispanic Business Enterprise
- ABE – Asian-American Business Enterprise
- WBE – Woman Business Enterprise

Sub-Contractor Name	Gender Group	Address	Phone #	Other	E-Mail
NOT APPLICABLE					