

Submitted to

Marshall University

Ms. Tracey Brown-Dolinski
Assistant Director of Purchasing
Office of Purchasing
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Huntington, WV 25755-4100
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**RESPONSE TO
RFB# MU22TEMPS**

Due Date: Jun 29, 2021
Time: 3:00 PM LPT

TEMPORARY EMPLOYMENT SERVICES



Prepared by



Info Way Solutions LLC
46520 Fremont Blvd, Suite #614
Fremont, CA 94538
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1. Cover Letter



Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

June 25, 2021

Kind Attention: Mrs. Tracey Brown-Dolinski - Assistant Director of Purchasing

Subject: Response to **RFB # MU22TEMPS - Temporary Employment Services** due on June 29, 2021.

Dear Tracey,

We appreciate the opportunity to propose our Company Info Way Solutions LLC, as a potential resourcing company to meet the requirements of the above-mentioned RFB for Marshall University (University). Our proposal is built upon a proven history of success and we are sure that we can create a worthwhile business partnership with the University.

Info Way Solutions LLC provides Information Technology related services to both government entities and private corporations. With experience covering more than 6+ years, our management and staff understand the unique challenges faced by County, City and States. We are expert in providing insight across multiple facets of IT and business collaboration. Info Way Solutions is a NMSDC certified **Minority Business Enterprises (MBE)** and DGS certified **Small Business Enterprise (SBE)** with State of California. Info Way Solutions agrees to all and any statements forthcoming (with due cause and within the boundaries set forth in this agreement), rules and regulations as determined by "University".

We are happy to inform you that,

- 1. IWS has won a five-year contract to provide Temporary IT Professional Services to "The School District of Greenville County, South Carolina".**
- 2. IWS has won a multi-year contract for providing Software/Application/Database Development, Business Requirements Analysis, and Integration Services to "City of Sunnyvale".**
- 3. IWS has won a two-year contract to provide Temporary Pharmacy Staffing to County of San Diego, California.**
- 4. IWS has won a two-year contract for providing IT Staff Augmentation to City of Santa Maria, California.**

The Corporate official who is authorized to negotiate the contracts on behalf of Info Way Solutions LLC with University is Mr. Kismat Kathrani and should be contacted for clarification on any part of this proposal.

- Company Name : Info Way Solutions LLC
- Address : 46520 Fremont Blvd, Suite 614, Fremont, CA 94538
- Principal Contact Person : Mr. Kismat Kathrani – CEO
- Phone No : (925) 435 - 9672
- E-mail id : kismat@infowaygroup.com

We look forward to work with you in this program.

Sincerely,



Madhushankar Krishnamurthy
HR Specialist

2. About Info Way Solutions

We are very pleased to present our skills, capabilities and experience as a technology Services Vendor/Integrator in response to the Marshall University (University) need for Open-End Contract for Temporary Employment Services. Info Way Solutions has a proven track record of providing high quality services to our clients.



Keeping up with technological advancements can be overwhelming and University personnel cannot have expertise in everything. You certainly need a reliable and trustworthy IT Partner who can support you with IT planning and management services.

Info Way Solutions LLC is a **100% US owned small business (Certified MBE, SBE and CPUC) based in Fremont, California**. Info Way Solutions is trusted by many reputed organizations nationwide to provide IT/Non-IT consulting services. Info Way Solutions was formed in 2014 with a clear focus on IT Staffing and Technical Support

Services.

With our excellent IT/Non-IT Consultants and a winning culture, Info Way Solutions today is firmly established as one of leading IT consulting firms. With a total headcount of around 300+ and easy access to a global resource pool, Info Way Solutions offers an extensive range of IT services to US businesses.

Info Way Solutions was established in 2014, with the sole objective of providing high quality services in recruitment and human resource management. Since then, Info Way Solutions has grown organically into a specialist provider of permanent, contract, temporary and outsourced recruitment solutions. With over 6+ years of experience, we operate across the small and large firms. Our aim is to give employer's quality staffing and individual candidate's greater opportunities to succeed in their careers through a broad range of contacts and value-added expertise.

- Info Way Solutions has recruited over 1000 employees ranging from executives to technician across industries.
- Info Way Solutions has experience hiring large volumes of staff within limited periods of time to meet contract deliverables.
- Info Way Solutions has experience maintaining a low turnover rate for contract staff and internal corporate staff.

2.1. Qualifications and Experience

Info Way Solutions is a strategic IT consulting and information technology company. Info Way Solutions has provided Information Technology Support Services for 6+ years. We specialize in the capability of having knowledge and insight of providing the various business support needed to support many professional roles/functions in the Information Technology Field. Our consultation services involve expertise to properly execute desired Temporary Staffing programs. We can implement our services individually based on a single role or designed as a total solution.

Our superior client-consultant relationships and in-depth insight of services have resulted in significant repeated business with clients. In addition, we are partners with best-in-class technology vendors that enable us to best determine the most appropriate hardware, software and services to cater to any of our client’s business needs. We collaborated with client to optimally use of today’s technology while also planning.

All our resources are multifaceted and come with years of commended performance. Project completion rate of our consultants is 97%, 3% is attributed to unforeseen situations like project shutdown, health issues, relocation, etc. We appreciate the experience that our candidates bring from various industries and we like to leverage it for the mutual benefit of both the Marshall University and Candidates. We specialize in information technology staff augmentation services, and start-up hiring.



Overview:

1. Name of company	: Info Way Solutions LLC
2. Address of corporate headquarters	: 46520 Fremont Blvd, Suite 614 Fremont CA 94538
3. Telephone and Fax number	: (925) 435 – 9672 / (925) 558 – 4784
4. Type of company	: LLC doing business as S Corp
5. Company formed on	: 17 th July, 2014
6. Company Principals	: Mr. Kismat Kathrani - CEO
7. Total no. of company’s employees	: 300+
8. No. of years in providing similar services	: 6+
9. FEIN	: 46-2594823
10. Authorized Partners to	: HP, PayPal, Apple, Walmart, Cisco
11. Certifications	: MBE, SBE, CPUC, SAM

Since our inception in 2014 our sole focus is on IT/Non-IT Staffing & Consulting and we continue to deliver successful programs. Through the course of 6+ years as a specialized Information Technology Service Provider, Info Way Solutions today has specialized offering in various IT Services which includes the following:

Info Way Solution's Services

- Staffing Service
- Cyber Security Solutions
- Big Data
- Digital Transformation
- Web Application Development
- Web UI/UX Development
- Mobile Application Development
- Custom Application Development
- Application Transformation
- Training and Placement

Our Consulting Practice Includes

- An initial assessment of client needs
- Identification of project scope
- Clear definitions of deliverables
- Technology and strategy recommendations
- Development of a quality solution
- Ongoing guidance and feedback
- Timely, within budget the completion of project

Industry Practices

- Banking, Financial Services and Insurance
- Telecom
- Manufacturing
- Retail and Consumer Goods
- Transportation
- Life Sciences and Healthcare
- S-Governance
- Energy and Utilities
- Media and Entertainment

Service Practices

- eBusiness
- Application Development and Maintenance
- Architecture and Technology Consulting
- Engineering Services
- eSecurity
- Large Projects
- Infrastructure Development and Management
- Process Consulting
- Human Resourcing

Info Way Solutions offers onsite + offsite + remote delivery models. Our team of 300+ consultants will develop a tailored solution that delivers an economical solution to meet your business and budgetary needs. – offering depth and breadth of expertise. Info Way Solutions delivers only the best resources to control your project implementation and support costs, whatever the scope of your demand.

Temporary Employment Services

Info Way Solutions has deep experience in IT consulting practice and has worked with 50+clients globally.	Our IT consultant's expertise, agility, flexibility to work with clients.	Low attrition rate which allows effective expertise build-up, accumulation and retention.
Strong domain expertise in the last 6+ years.	Holistic process driven approach in consultant hiring.	Existing process frameworks of utilities to jump start customers.
Total lifecycle experience for all the clients.	Unique engineering workforce: highly skilled, experienced and well educated.	Managing Centers of Excellence (CoE's) for all the customers.

With our excellent IT Consultants and a winning culture, Info Way Solutions today is firmly established as one of leading IT consulting and temporary staffing firms. With a total headcount of around 300+ and easy access to a global resource pool, Info Way Solutions LLC offers an extensive range of IT services to US businesses.

Our expert consultants have decades of experience handling various projects in fresh IT Implementations, IT Upgrades and IT Postproduction Support as well. We know precisely how to handle your business requirement, what tool to be chosen and how to deliver things in phases.

Info Way Solutions will support University's IT Department to manage the technical aspects of your IT implementation, with our certified and trained IT consultants. We will improve the overall performance and reliability of your existing systems by performing proactive maintenance. Info Way Solutions can comfortably blend in your IT Department and serve as an extension of your team without adding headcount; accelerate the pace of existing or planned implementations.



Info Way Solutions can support University's in all aspects of planning your IT landscape and architecture to delivery of IT operations such as upgrades and configuration changes, our certified consultants support you remotely in all tasks of system management to ensure the continuous availability of your business-critical applications and networks.

We understand not only the art of matching people, but also the science of technology. We use in-house developed applications that store large volumes of candidate's data which helps our staffing professionals connect just the right person to just the right job. And our network of industry connections and strategic partners remains unmatched.

- Our objectives are to deliver fast and flexible staffing solutions at competitive rates.
- To do everything we do in a personal, hands-on way so nobody ever gets lost in the system.
- Each candidate is placed in the right job, and every job opening is filled with the right candidate.
- To guarantee satisfaction or you pay nothing. To treat you as we would want to be treated. To handle your personal information with the utmost respect.

Our goal is to provide timely, accurate, efficient technological solutions that enhance our client's value. We have an experienced team of senior IT consultants and other IT associates to offer excellent IT support and services that range from business process consulting, HR Staffing, software development to design, develop, implement and postproduction support.

We are confident to be able to support University's IT System with our expert consultants.

2.2. Info Way Solutions Partial Client List

We are pleased to inform you that, Info Way Solutions has won a five-year contract to provide "Temporary IT Professional Services" to "The School District of Greenville County, South Carolina" and a two-year contract to provide "Temporary Pharmacy Staffing" to "County of San Diego, California".



<https://www.greenville.k12.sc.us/>



<https://sunnyvale.ca.gov/>



<https://www.cityofsantamaria.org/>



<https://www.sandiegocounty.gov/>



<https://www.wellsfargo.com/>



<https://kaiserpermanente.org/>



<https://www.google.com/>



<https://www.walmart.com/>



<https://www.allegisgroup.com/>



https://www.rti.com/en_us



<https://www.ebay.com/>



<https://www.visa.co.in/>



<https://stanfordhealthcare.org/>



<https://www.pontoonsolutions.com/en/>



<https://www.altimetrik.com/>



<https://www.infostretch.com/>



<https://www.bankofthewest.com/>



<https://www.paypal.com/in/home>



<https://www.apple.com/>



<https://www.tesla.com/>



<https://www.salesforce.com/in/>



<https://www.mdcprecision.com/>



<https://na.panasonic.com/us/>



<https://www.persistent.com/>



<https://www.medtronic.com/in-en/index.html>



<http://www.carefusion.com/>



<https://www.randstad.in/>

3. References

Reference 1: PayPal	
Reference's Name	Mr. Bob Li – UI Developer
Email Address	yiplee@paypal.com
Telephone Number	(209) 587-3080
Effective Dates	06/15/2021 - Ongoing
Address	5400 D. Big Tyler Road, Charleston, WV 25313
<u>Brief Description of the Work Performed:</u>	
<p>In this contract, we provided temporary IT staffing services on below job positions.</p> <ul style="list-style-type: none"> • React Redux Front-End Development • Java Developer • Business Intelligence • Automation and Manual Tester • Business Intelligence • Data Scientist • Web Designer • UI/UX Developer • ERP Business Analyst 	



Reference 2: DXC Technologies / PayPal	
Reference's Name	Mr. John Millar
Email Address	jmillar@paypal.com
Telephone Number	(214) 985-2759
Effective Dates	08/17/2020 - Ongoing
Address	1000 Main St, Wheeling, WV 26003
<u>Brief Description of the Work Performed:</u>	
<p>In this contract, we provided temporary IT staffing services on below job positions.</p> <ul style="list-style-type: none"> • Application Developer • Back End Java Developer • Front End UI Developer • Unit Testing • Performance Testing • Security Analyst/Engineer • Automation and Manual Tester • Business Analyst • Database Administration 	

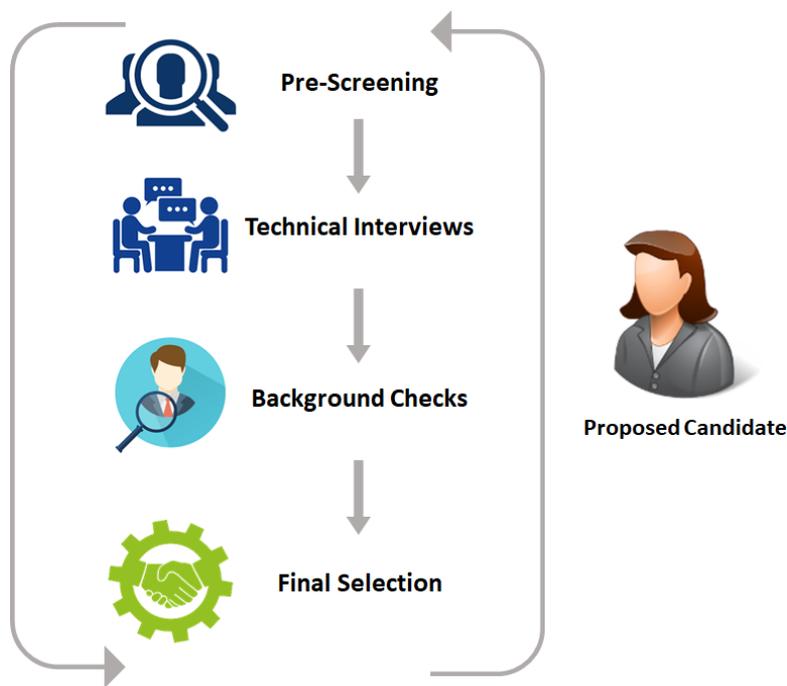


Reference 3: Aerotek / Zoon	
Reference's Name	Mr. Mayank Sharma
Email Address	x-msharma@zoon.com
Telephone Number	(925) 597-8349
Effective Dates	06/15/2021 - Ongoing
Address	12916 Conamar Drive, Suite 202, Hagerstown, WV 21742
<u>Brief Description of the Work Performed:</u>	
<p>In this contract, we provided temporary IT staffing services on below job positions.</p> <ul style="list-style-type: none"> • Application Developer • Cabling Installer • Network Engineer • Server Administrator • System Analyst • Security Analyst/Engineer • Computer Operator • Automation and Manual Tester • Business Analyst 	
	

4. Project Approach

4.1. Candidate Pre-Screening Process

Info Way Solution’s plan for specific needs and requests usually customized to meet Marshall University engagements and is a flexible management model. Info Way Solutions Engagement Manager received a service request from the client and reviewed it. When no further clarification required on Service Request, it enters and tracked electronically using our Applicant Management System (AMS). This system is a secure web-based system allowing our Engagement Manager to start the Recruitment Process with minutes of receiving a Service Request.



Info Way Solutions Recruitment Process

Info Way Solutions qualify each potential candidate sourced from any method to ensure they keep all the skill sets defined in a Requirement/SOW they are being considered for. This is an important process, both for candidates already employed or pre-qualified and potential new candidates that are being considered for a client requirement. Technical Interview Panel and HR Manager interview potential candidate on client requirement prior to client submission.

Our Candidate Screening process, ensure that each candidate’s suitability for a client assignment, including technical skills review, soft skills review, and professional history review. We remove candidates that do not satisfy the requirements of this stage in the screening process from further consideration.

Initial Review of Position Requirements with Candidates

Once Sourcing Team has identified a potential candidate from the internal and external (Job Boards, Local Ads, Referrals, Social Media) sources, the sourcing team will create an individual profile for the candidate in AMS system to assist the Recruitment and Qualification process. Our Sourcing Team records results, comments, concerns, points of interest, and representations made by the potential candidate in AMS System under the candidates' profile. Sourcing Team reviews position responsibilities, Technical Skill requirements, and client environment with potential candidates to gauge their interest in performing the duties of the position.

The expected/estimated duration of the position is also reviewed and confirmed with the potential candidate. Sourcing Team confirm the potential candidate traveling, extension or any requirement need, if engaged for the assignment.

Initial Screening Checklist
Background and experience
<ul style="list-style-type: none"> • Why do you want to leave your current job? • What are your current responsibilities? • How is success defined in your current role? • Share your biggest accomplishment. • Describe a time when you went above and beyond at work. • Tell me about a time when you've been the most satisfied, energized, and productive at work. • What were you doing? • How would your manager describe you? How would your best friend describe you?
Project Knowledge
<ul style="list-style-type: none"> • Why do you think you'd be a good fit for this role? • Why do you want to work at this project over any others?
Collaboration
<ul style="list-style-type: none"> • Share an example of when you've had to work with someone difficult. How did you handle the situation? • Tell me about a favourite experience working with a team and your contribution to it. • Have you ever experienced a time when you were communicating with someone who didn't understand you? What did you do? • What is your remote/WFH (Work from home) routine or strategy?
Cultural Fit
<ul style="list-style-type: none"> • Can you share a story about anything that speaks to your values as a person? • What's one thing you like about your manager? One thing you would change? • What are the three most important things to you in a job? • What are the most interesting things about you that are not found on your resume?

Candidate Qualification Process

Once a potential candidate has completed the position review process successfully, screen the candidate has the Technical skill sets and Soft skill sets for the requirement and the client environment. The Qualification Process also substantiates the candidate’s relevant and specific experience, both technically and functionally and professional roles held, as they relate to the requirement. We do this through exhaustive reference checks of past projects, both from previous/current clients and employers.

Behavioural & Soft Skills Screening

We screen all prospective candidates for non-technical soft skills, Cultural Skills, Team Skills. Soft skills tested include the following.

- Professionalism
- Communication skills including fluency in the English language, both written and spoken.
- Presentation skills
- Suitability to the work environment
- Ability to meet deadlines and project timelines
- Familiarity with client business / operations and goals
- Responsibility and accountability
- Ability to think creatively
- Commitment to continuous learning

Initial Technical Screening

Technical interview panel conducts technical skills evaluation using a variety of methods that specialize in the skill sets and technologies being sought to screen potential candidates. Besides skills evaluation, we use on-line technical aptitude tests completed with potential candidates’ online in presence of our staff. Our Technical Panel review the test results with potential candidates during the qualification process to ensure consistency with results of the online test.

For candidates already employed by Info Way Solutions, technical performance on their most recently completed assignment reviewed and documented before being assigned to new projects, whether with the same client or a different client. They must able to show their proficiency in the technologies and skill sets required for a new client initiative before presenting to new client.

Initial Evaluation Form	
Position:	Candidate Name:
Interview Date:	Interviewer Name:
Work Experience and responsibilities (Rate on a scale of 1(Poor) – 5 (Excellent))	
Possesses core skills needed for the role.....	1 2 3 4 5
Demonstrates clear communication skills1 2 3 4 5
Demonstrates problem-solving skills and creativity.....	.1 2 3 4 5

Project Knowledge
Displays strong knowledge and enthusiasm for the project and the role1 2 3 4 5
Collaboration
Exhibits high levels of collaboration and excels in a team dynamic 1 2 3 4 5
Open Ended Questions
Areas of Strength: _____
Opportunities to Improve: _____
Available Start Date: _____
Work Authorization: _____
Ready to Relocate: Yes/No _____
Other Notes: _____

4.2. Technical Assessment

Working with Info Way Solutions group Manager, our technical interview team are senior, experience IT leaders with extensive functional, project management, and technical expertise. Each member of our interview team has a minimum of ten years’ experience staffing IT projects for various project roles, and extensive IT projects and product delivery experience. Our team uses a variety of checklists and case-based interview tools to tailor interviews to the specific client requisition and/or project requirement. We routinely conduct our second and third round technical interviews in person in our local Offices (*But in COVID-19 Pandemic Situation- we are carrying online video interview).

Technical Interview Checklist/Question Bank: Technical Interview checklist aids the technical interviewer to review a resume and a select set of questions from our question bank appropriate to IDE (Integrated Development Environment), and specific to each customer; this a prominent feature as customer’s technical environments are so unique from one to the next, and it allows us to go much deeper than conducting a “Java” interview, for example. Info Way Solutions technical team regularly enhanced the question bank (e.g. common problems/bugs and workarounds when using hibernate, Azure Cloud Architect, DROOLS, iText, Eclipse, iWay, Siebel, Maximo etc.) These questions enable us to determine if the candidate has actual work-on using the tool. Questions progress from simple to complex depending on the level of expertise required by the client. This also provides for a more streamlined interview process; consistently compared results, even with multiple people conducting the interviews.

Case Based interviews: All candidates that receive 2nd and 3rd interviews have passed preliminary screenings for consulting, communication, and technical skills; however, case based questions give candidates an opportunity to show their ability to work in a team environment and expertise in solving real life functional and technical scenarios that may arise on real projects. We maintain an inventory of cases to cover functional, technical, strategy, training and project management scenarios. Each case contains a scoring sheet that helps objectively and consistently measure candidates relative to their career level. For a staffing client like Water Authority, we tailor a set of case-based interview questions to be highly relevant to Water Authority functional and technical resource areas such as Salesforce, Application Development Lifecycle, and Business Process Analysis and Re-engineering.

Home >> Resource >> Resource List >> Interviews >> Add Interview
Account: Group Developers Resource: Taofeek Rabi

* Indicates required fields

Task Order * 1-858-0336A-Reissue

Interview type* Client Interview

Interview date* 09/21/2009

Interview Time* 12:00 PM

Interviewer name Mark Glezer

Result*

Start date*

Interview Logistics
Location: 59 Maiden Lane, 33rd floor, New York, NY 10038
Ask for Mark Glezer at 33rd floor reception desk.

Save Cancel

Home >> Resource >> Resource List >> Interviews >> Interview Outcome
Account: Group Developers Resource: Taofeek Rabi

* Indicates required fields

Task Order * 1-858-0336A-Reissue

Interview type* Client Interview

Interview date* 09/21/2009

Interview Time* 12:00 PM

Interviewer name Mark Glezer

Result* Awarded

Start date* 10/13/2009

Interview Logistics
Work Location: 59 Maiden Lane, 33rd floor, New York, NY 10038
Please report to Ed Farkas on 10/13/2009 at 9:30am.

Save Cancel

Live Coding/Video Interview

We conduct in-person interview for local candidates, where the candidate is not local, we require a video interview. In the past, we have found phone interviews do not provide quality results; candidates can most easily fake their way through a phone interview. Our preferred method is to use an online code editor program, which provides a venue for our employees and potential



consultants to video conference, code, and review in real time. Once the person conducting the interview selects a question from our question bank, they can allow the candidate to respond in video mode, or switch to coding mode, where they can watch as the candidate codes their response to the question. This interview process rules out the majority of “fake” candidates, and in the most time effective manner.

4.3. Background Check Process

As soon as we sign a new client contract and have our SLAs in place, we set up a client specific process (New Hire Process) to cover the background screening, and all clients required specific steps and documents. If client use a background and drug screening vendor/s other than those which we use, Info Way Solutions will naturally adhere to the client requirements. We work with the majority of the leading providers for these services.

Professional Reference

We require all prospective candidates to provide 3 professional references. Our HR team contact all references and record their comments. We ask references to describe:

- Confirmation of Team position or role of the candidate
- Technical knowledge and ability of candidate as it relates to the Service Request and other technical skills used
- Personal conduct and professionalism (including all skills defined in “soft skills” outlined above)
- Willingness to contribute additional
- Flexibility

Legal status to work in USA, Education/Certification Check

Our HR team verify the education and professional certification of each prospective candidate. They use the E-Verify to check the legal status of prospective candidate to work in USA.

Legal Background Checks Process

We have a well-defined drug, Credit Checks and background screening process in place. We have a centralized New Hire Team that owns this responsibility. Our standardized and centralized processes ensure consistent execution and full compliance with all client requirements for screening and on-boarding. Our HR team uses the background check results to ensure all the checks are complete and positive.

Info Way Solutions Background Checks Tests

- Perform Drug Screen (10 Panel)-Vendor (For Example: Quest Diagnostics)
- 7 years Criminal Background-Vendor (For Example: Check First Advantage)
- Credit history Check-We use an applicant’s credit history check using outside vendor. The vendor then produces a report that includes an applicant’s previous addresses, court ordered judgments, list of revolving accounts (i.e., credit cards), including payment history and current balances, and a list of instalment accounts (i.e., loans), including payment history and balances.
- Health Check-Vendor (For Example: Kaiser Permanente)

4.4. Staff Augmentation Placement Timeline

Info Way Solutions relies on process repeatability, towards this end all operational processes (Recruiting, training, employee performance evaluation, employee compensation, Project Management, Software Development methodologies, customer relationship management etc.) follow structured streamlined processes. Using established, field tested, repeatable & automated processes, we can scale and provide its customers just-in-time consultants cost effectively. Typically, the length of engagement of our resource are 6-12 Months but for their outstanding performance their projects get renew for 2-3 years at our client’s projects.

We have our internal metrics while hiring the resources for our clients. Each candidate screened through 4 stage-screening process as per client Technical & Functional specification and Pricing + Reference & Background Checks. Our Recruitment Team follows the below time to fill metrics:

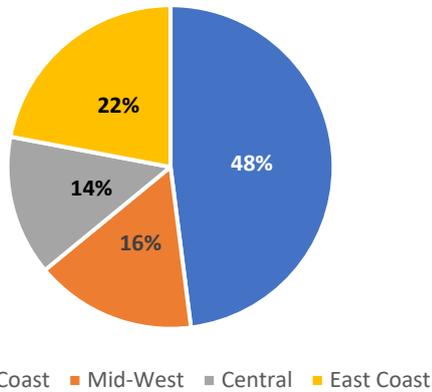
Recruitment Steps	Time Duration
Identify requirements	0-1 days after Client PM initiate the request for a resource.
Source candidates	4-6 hours
Technical Screening	4-6 hours
Interview	1-3 Days as per client availability
Reference + Background Checks	2-5 Days * (as per background check agency time)
Offer Extended	1 Day

4.5. Resource Locations and Availability

Info Way Solutions takes an integrated approach to maintain an adequate pool of candidates to ensure that it meets client requirements throughout the year. Our resources are in United States and we use E-Verify tool to check the Legal status of each resource. Our approach based on research of candidate market demographics to keep abreast of trends relating to future growth of key job disciplines, job turnover and salary trends, the growth prospects of major employing industries, and the age, gender and geographic distribution of the candidate market. Undertaking this research enables us to identify the best sourcing strategy to attract target candidates for each opportunity.

Info Way Solutions meet your needs through our best in market tools, recruiting database, and a highly experienced recruiting team. We have a strong database of over 44,000+ technical staff with the technical experience as required by labor categories as mentioned in RFP. We have a database of 2000+ screened local to Colorado available on brief notice.

Resources by Location



In current COVID-19 Pandemic situation, our recruiter initially discussed with the resources about their initial availability using a remote option on project and once Pandemic situation over or client come back to normal work routine, onsite work requirement at client location.

In current Covid-19 Pandemic, the staff working requirement and policy changes across the world. We aligned our policy regarding work from home (WFH), with our client’s culture and needs. We have defined our policies for Staff approved to work from home must follow below responsibilities:

- Adhere to all the Client’s policies and procedures.
- Be contactable during the normal span of hours.
- Ensure home worksite complies with health and safety requirements at all times.
- Maintain accurate and up-to-date records of hours worked at home within normal span of hours.
- Take reasonable care of Clients’ Information Security Requirement and follow them.
- Ensure the proper internet and VPN connectivity established.
- Everyday need to send work report to supervisor/manager.

5. Support Methodology

Our IT/Non-IT Support Methodology includes the following key activities by phases:



- **Assess** — establish transformation objectives, create transformation baseline, develop initial Target Operating Model and business case, initiate transformation program, develop program governance structure, agree on procedures, standards, methods and tools, agree on risk management approach, change management approach and benefit realization approach, complete initial planning and preparation.
- **Design** — develop implementation strategies, define baseline scope, collect and document business requirements, develop business blueprint, develop technical architecture design, develop technical standards and procedures, complete baseline configuration, review gaps and issues, sign-off business blueprint, develop change management activities, develop training strategy, develop test strategy and plan.
- **Construct** — configure, test and confirm business requirements, develop identified enhancements, reports, conversions and other development objects, implement enterprise security plans, plan and execute integration testing, plan and execute performance and system tests, develop initial cutover plan, implement plans for an enterprise Centre of Excellence, assess pre-transition readiness, develop training.
- **Implement** —finalize migration plan, finalize organizational change management activities, evaluate changed organization, evaluate system effectiveness, conduct training sessions, execute user acceptance tests, complete final simulated data load and data load to production, perform cutover and go live.
- **Operate and Review** — complete transition to business and production support, track and monitor operational performance, realize the planned business benefits, establish continuous improvement programs.

6. Attachments

6.1. RFB Documentation

Request for Bids		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3157		Bid# MU22TEMPS		
Vendor:				For information call: Purchasing Contact: Tracey Brown-Dolinski Phone: (304) 696-3157 browndolinsk@marshall.edu & purchasing@marshall.edu		
Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.						
DATE 6/7/2021		MANDATORY PRE-BID MEETING N/A	DEPARTMENT REQUISITION NO. MU22TEMPS	BIDS OPEN: 6/29/2021 at 3:00 p.m., L.P.T. Broadcast via Zoom at link listed below	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID	
Item #	Quantity	Description			Unit Price	Extended Price
		REQUEST FOR BIDS Marshall University, on behalf of the Governing Board invites sealed bids from qualified Temporary Employment Services. Project Name: MU22TEMPS Open-End Employment Services Contract Technical Questions Deadline: June 18, 2021 at 9:00 a.m., LPT, send via email to Tracey Brown-Dolinski at browndolinsk@marshall.edu Bid Opening: June 29, 2021, at 3:00 p.m., LPT, via Zoom at the following link: https://marshall.zoom.us/j/93739435554?pwd=Ly9mUGUzVU5hZDhZUWc4eHQ1S1QQQT09				
Total						

To the Office of Purchasing,
 In compliance with the above, the undersigned offers and agrees, if this offer is accepted within ____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____ within _____ days	Bidder's name Vendor Info Way Solutions LLC
FOB _____ After receipt of order at address shown	Signed By 
Terms _____	Typed Name Madhushankar Krishnamurthy
	Title HR Specialist
	Email madhu@infowaygroup.com
	Street Address 46520 Fremont Blvd, Suite 614
	City/State/Zip Fremont, California - 94538
	Date 06/25/2021 Phone (510) 485 - 6393
BOG 43	Fein 46-2594823

6.2. Certification and Signature

MU22TEMPS Page 21 of 79

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

Kismat Kathrani

(Name, Title)

CEO

(Printed Name and Title)

46520 Fremont Blvd, Suite 614, Fremont, California - 94538

(Address)

(925) 435 - 9672**(925) 558 - 4784**

(Phone Number)

(Fax Number)

kismat@infowaygroup.com

(Email Address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through BONFIRE, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to Marshall University that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the Vendor in a contractual relationship; and that to the best of my knowledge, the Vendor will properly register with the WV Purchasing Division and Marshall University.

Info Way Solutions LLC

(Company)



(Authorized Signature)

Madhushankar Krishnamurthy - HR Specialist

(Printed Name and Title of Authorized Representative)

06/25/2021

(Date)

(510) 485 - 6393**(925) 558 - 4784**

(Phone Number)

(Fax Number)

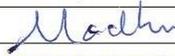
December 2, 2019

Marshall University General Terms and Conditions

6.3. Addendum Acknowledgement Form

Request for Bids		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3157		Bid# MU22TEMPS	
Vendor:				For information call: Purchasing Contact: Tracey Brown-Dolinski Phone: (304) 696-3157 browndolinsk@marshall.edu & purchasing@marshall.edu	
Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.					
DATE 6/21/2021	MANDATORY PRE-BID MEETING N/A	DEPARTMENT REQUISITION NO. MU22TEMPS	BIDS OPEN: 6/29/2021 at 3:00 p.m., L.P.T. Broadcast via Zoom at link listed below https://marshall.zoom.us/j/93739435554?pwd=Ly9mUGUzVU5hZDhZUWc4eHQ1S1Q0QT09		BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
Item #	Quantity	Description		Unit Price	Extended Price
		<u>Addendum No. 01</u> Project Name: MU22TEMPS Temporary Employment Services The purchase of this addendum is to provide a revised Bid Table and respond to vendor's questions. (Questions are unchanged from the original form).			
				Total	

To the Office of Purchasing,
 In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____ within _____ days	Bidder's name Vendor Info Way Solutions LLC
FOB _____ After receipt of order at address shown	Signed By 
Terms _____	Typed Name Madhushankar Krishnamurthy
	Title HR Specialist
	Email madhu@infowaygroup.com
	Street Address 46520 Fremont Blvd, Suite 614
	City/State/Zip Fremont, California - 94538
	Date 06/25/2021 Phone (510) 485 - 6393
BOG 43	Fein 46-2594823

ADDENDUM ACKNOWLEDGEMENT**FORM SOLICITATION NO.: 01****MU22TEMPS – Temporary Employment Services**

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Info Way Solutions LLC

Company



Authorized Signature

06/25/2021

Date

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

6.4. Certificate of Insurance

ACORD® **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
06/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bayeast Insurance 2680 Appian Way Pinole, Ca 94564	CONTACT NAME: Gill Gurpreet PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: HARTFORD- SENTINEL INS CO LTD</td> <td>11000</td> </tr> <tr> <td>INSURER B: TRAVELERS INSURANCE CO.</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: HARTFORD- SENTINEL INS CO LTD	11000	INSURER B: TRAVELERS INSURANCE CO.		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: HARTFORD- SENTINEL INS CO LTD	11000														
INSURER B: TRAVELERS INSURANCE CO.															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED Info Way Solutions LLC 46520 Fremont Blvd Ste 614 Fremont CA 94538															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary and Non-Contributory GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			57 SBA ID9131	12/12/2020	12/12/2021	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1000000 MED EXP (Any one person) \$ 10000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000 Business Personal Prop \$ 59,800 COMBINED SINGLE LIMIT \$ 1000000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			57 SBA ID9131	12/12/2020	12/12/2021	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			57 SBA ID9131	12/12/2020	12/12/2021	EACH OCCURRENCE \$ 5000000 AGGREGATE \$ 5000000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	57 WEC AD SRD4	07/02/2020	07/02/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYEE \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
A	Errors & Omissions Liability			57 SBA ID9131	12/12/2020	12/12/2021	Retention \$5,000 Occ.\$1,000,000 Agg.\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

B. Fidelity Bond Policy # 107404318 Effective: 03/16/2021 Expiration:03/16/2022 Coverage:\$1,000,000 Retention: \$ 1,000

The following has been added as the additional insured on the above policy as per the written contact with the insured.

CERTIFICATE HOLDER Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE GILL GURPREET
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