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COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTG-3230-2026

This contract entered into this 11th day of June 2026 by Qlever Solutions LLC hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide Research and Industrial Equipment & Supplies to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From July 1, 2026 through June 30, 2028 with the option for four (4) two-year renewals.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, the VHEPC PAC Agreement, Request for Proposal (RFP) number 952642607 dated June 11, 2026, together with Addendum Number 1 To RFP dated April 24, 2026, the proposal submitted by the Contractor dated May 11, 2026 and the negotiation summary, all of which Contract Documents are incorporated herein.

ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and admissibility.

Initial DS
DA / RN
(Initials)

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor
By:
Signed by:
Damaris Anderson
519227210291450...
(Signature)
Damaris Anderson Owner & Principal
Name and Title

Virginia Tech
By:
DocuSigned by:
Reed Nagel
5EF51DA320D049B...
Reed Nagel
Assistant Vice President and
Director of Procurement

AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT

This Agreement executed this 11th day of June 2026 by and between Virginia Polytechnic Institute and State University ("the University") and Qlever Solutions LLC ("Supplier").

TERM

The term of this Publicly Accessible Contract ("PAC") shall remain in effect until the expiration or termination of the Primary Agreement.

WITNESS

WHEREAS, the University and Supplier have executed an agreement, VTG-3230-2026 dated June 11, 2026 (the "Primary Agreement"), and included in the Primary Agreement is a third party access / cooperative procurement clause. Now therefore, the University and Supplier agree to the specific terms that will allow third-party access to the Primary Agreement, and based on other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

I. Supplier will:

A. Allow third parties to obtain goods and services from Supplier in accordance with the terms and pricing of the Primary Agreement ("Third-Party Access").
B. Pay the Virginia Higher Education Procurement Consortium ("Consortium") one percent (1%) of all revenue received by Supplier from non-Consortium entities through Third-Party Access (the "PAC Annual Fee"). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described in Section II.
C. Fully support this marketing relationship by promoting the availability of the Third Party Access to non-Consortium entities; and
D. Provide quarterly reports detailing the amount of revenue received from non-Consortium entities through Third-Party Access.

II. The University will ensure the Consortium:

A. Promotes the Primary Agreement and Third-Party Access on its website and through other channels (e.g., conferences) to non-Consortium members; and
B. Maintains a Supplier-approved version of the Supplier's logo on the Consortium website.

III. Payment

A. Supplier shall remit the PAC Annual Fee to the Consortium no later than August 31st of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

If the Primary Agreement expires or terminates before August 31st, Supplier shall remit the PAC Annual Fee no later than 45 calendar days from expiration or termination date of the Primary Agreement.

B. Supplier shall remit the PAC Annual Fee by check in U.S. dollars. Checks will be made payable to the University of Virginia and sent to:

Procurement Office Manager
Procurement and Supplier Diversity Services
University of Virginia, Carruthers Hall
PO Box 400202
1001 N. Emmet Street
Charlottesville, VA 22904

Note 'PAC payment' on check.

IV. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt: or (4) if sent by electronic mail, on the next business day of the receiver. All such notices will be addressed to a party at such party's address as shown below.

If to the University:

Reed Nagel, Director of Procurement
procurement@vt.edu
540-231-6221
300 Turner Street NW Suite 2100
Blacksburg, VA 24061

If to Supplier:

Name: Damaris Anderson
Address: 2255 Lusters Gate Road, Blacksburg, VA
Email: damaris@qlever.solutions

ACCEPTANCE

For
Virginia Polytechnic Institute
& State University

DocuSigned by:
Reed Nagel
5EF51DA320D049B...

Reed Nagel
Director of Procurement

7/13/2026
Date

For Supplier

Signed by:
Damaris Anderson
519227210291450...

Name: Damaris Anderson
Title: Owner & Principal

6/25/2026
Date

Agreement #: VTG-3230-2026-PAC

VHEPC
VIRGINIA
HIGHER EDUCATION PROCUREMENT
CONSORTIUM

VIRGINIA TECH™

Request for Proposal # 952642607

For

Research & Industrial Equipment and Supplies

April 10, 2026

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP # 952642607, Research & Industrial Equipment and Supplies

INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

DUE DATE: Proposals will be received until **May 11th, 2026 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231-7852 e-mail: lhenry29@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on April 24, 2026. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

****Please note, proposal submission procedures have changed effective March 2023.***

Proposals may NOT be hand delivered to the Procurement Office.

Proposals should be submitted electronically through Virginia Tech's procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

Proposals must be submitted electronically at:
https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=VATech

Vendors will need to register through this procurement portal, hosted by Jaggaer. **It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions**. Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or procurement@vt.edu.

Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

Attachments must be smaller than 50MB in order to be received by the University.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

AUTHORIZED SIGNATURE: ______________________________ Date: ___________________________

[INCLUDE THIS PAGE]

I. PURPOSE:

A. Background: The Virginia Higher Education Procurement Consortium (VHEPC), on behalf of participating member institutions, is issuing this Request for Proposal (RFP) as part of a coordinated R&D sourcing initiative designed to modernize and streamline research-related contract coverage.

VHEPC represents public institutions of higher education and seeks to establish competitively awarded, category-based contracts that support the diverse and evolving research needs of its members. These contracts are intended for use by VHEPC participating institutions and may also serve as nationally accessible cooperative contracts for eligible public agencies that elect to utilize them.

Historically, research-related procurements have often been addressed through individual contract actions or sole-source justifications based on specialized needs. This initiative replaces fragmented approaches with structured, transparent, and scalable competitive procurement aligned to defined R&D categories.

The objective of this RFP is to establish a pool of qualified firms within the specified category that can provide reliable, compliant, and cost-effective solutions to VHEPC members while maintaining flexibility necessary for research environments.

This RFP is targeted for offerors providing research and industrial supplies used across research and instructional environments as well as industrial applications. This includes general lab consumables, operating supplies, basic laboratory support items, industrial machinery and supplies, etc.

B. Coordinated Multi-Institution Model
Multiple R&D RFPs are being issued concurrently by designated lead institutions within VHEPC. Each RFP corresponds to a distinct and clearly defined category of goods or services.

Each participating institution serves as the issuing authority for its assigned category. However, awarded contracts are intended for use by eligible VHEPC members in accordance with the terms of each solicitation.

This coordinated approach:

- Distributes administrative responsibility across institutions
- Aligns evaluation with subject-matter expertise
- Replaces numerous individual contracts with structured category-based coverage
- Preserves continuity of research operations

C. Category-Based Structure
This RFP corresponds to the following category: **Research and Industrial Supplies.**

Each category is defined based on the primary value delivered, whether capital equipment, consumable products, regulated research inputs, labor-based services, or software platforms.

Category definitions are consistent across all coordinated RFPs to ensure clarity and prevent duplication.

D. Vendor Response Guidance (Important)
Vendors are advised that multiple R&D RFPs are being issued simultaneously under this coordinated initiative.

To prevent duplication and ensure efficient evaluation:
- Vendors should submit a proposal in response to only one RFP category.
- Vendors offering products or services that could reasonably align with more than one category should select the RFP that best represents their primary line of business.
- Vendors should not submit identical or substantially similar proposals to multiple RFPs under this initiative.

If a vendor is uncertain which category is most appropriate, the vendor is strongly encouraged to contact Ryan Balber, VHEPC Director at rbalber@virginia.edu for guidance. VHEPC reserves the right to redirect or reassign proposals if a submission is clearly misaligned with the category scope.

E. Scope Intent
This RFP is intended to establish competitively awarded contracts within the defined category to:

- Reduce reliance on sole-source justifications
- Improve transparency and audit defensibility
- Provide predictable and sustainable contract coverage
- Support diverse and evolving research needs across participating institutions

The resulting contracts are not intended to limit research flexibility, but rather to provide structured, compliant procurement pathways.

F. Coordination and Consistency
While issued by a designated lead institution, this RFP is part of a broader, coordinated VHEPC initiative. Category definitions, evaluation principles, and vendor response guidance are aligned across all related solicitations.

This structure ensures vendors experience a unified and organized market approach despite multiple issuing institutions.

G. Open Enrollment/Additional Opportunities
This RFP establishes an initial award group. Following the initial award, the University reserves the right to open an additional RFP at its sole discretion to establish additional agreements for these goods and/or services, which may occur annually or as operationally needed.

During any subsequent open enrollment period:
- Firms not previously awarded may submit proposals.
- Proposals will be evaluated using the same published criteria.
- Additional contracts may be awarded to qualified Firms.

II. SWaM BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster opportunity in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive SWaM, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate participation through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

For more information, please visit: https://www.sbsd.virginia.gov/

III. CONTRACT PERIOD:

The term of this contract is for two years, or as negotiated. There will be an option for four (4) two-year renewals, or as negotiated.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: https://eva.virginia.gov/, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:

VIRGINIA ASSOCIATION OF STATE COLLEGE & UNIVERSITY PURCHASING PROFESSIONALS

VASCUPP

It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VI. STATEMENT OF NEEDS/SCOPE OF WORK:

A. Discounts/Logistics: Deep discounts off list are expected. Except for special handling, prices should be inclusive of delivery (FOB Destination).

B. Sales representation: Provide a plan for sales representation. We recognize that not all institution accounts will warrant full-time on-campus representation. Provide a narrative on how you propose to provide this service.

C. Product Satisfaction: The Contractor should act as a customer advocate and coordinator for communications and is responsible for performance and problem resolution. Customer satisfaction will be a determining factor in measuring the Contractor's performance.

D. Warranty: All products purchased under this contract will minimally include the Original Equipment Manufacturer's warranty which will pass directly to Virginia Tech. Products which fail after acceptance and installation will be covered under warranty. Products which are inoperative at installation will either be replaced by the Contractor or repaired under warranty. The decision to replace such products or accept warranty repair will be at the sole discretion of Virginia Tech, except in the event Virginia Tech fails to provide timely notice of product failure to the Contractor. The Contractor should provide contact information for requests for warranty services for all equipment sold under the contract. Any maintenance agreements available from the Contractor should be provided to Virginia Tech as an option and priced as discounted off list price.

E. Sustainability: The Contractor is encouraged to address environmental concerns related to the purchase of recycled products, reductions of operating and maintenance costs, improved energy efficiencies, reduction of waste, use of 'green' products, and efforts to reduce consumption of energy, water, and materials.

F. Minimum Order: There shall be no minimum order requirement.

G. Quarterly Reporting Requirements

1. Reporting Obligation
The awarded Contractor shall provide quarterly sales reports to VHEPC for the duration of the contract.

Reports are mandatory regardless of sales volume and must be submitted even if there were no purchases during the reporting period (in which case a “zero sales” report shall be submitted).

Reports shall be submitted electronically no later than thirty (30) calendar days following the end of each calendar quarter.

2. Reporting Format
All reports must be submitted using the VHEPC Unified Quarterly Reporting Template provided as an attachment to this RFP.

Contractors shall not modify the structure, column order, or formatting of the template. Alternative reporting formats will not be accepted.

The template includes:
- A “Quarterly Reporting” tab for VHEPC member purchases
- A “Non-Member Reporting” tab for purchases made by entities accessing the contract under the Publicly Accessible Contract (PAC) structure

3. Member Reporting Requirement
The “Quarterly Reporting” tab shall include item-level detail for all purchases made by VHEPC participating institutions during the reporting period.

Each transaction line shall include, at minimum:
- University
- PO Number
- Order Date
- Invoice Number
- Invoice Date
- Department
- Vendor SKU (if applicable)
- Product Category
- Item Description or Service Description
- Manufacturer Name (if applicable)
- Manufacturer Number (if applicable)
- Unit of Measure
- MSRP (if applicable)
- Contract Price
- Net Price
- Quantity (or Hours for services)
- Extended Volume (total invoiced amount)

Summary-only reporting is not acceptable.

4. Non-Member (PAC) Reporting Requirements
If the Contractor elects to permit third-party access under the Publicly Accessible Contract (PAC) structure, the Contractor shall also complete the “Non-Member Reporting” tab.

The Non-Member Report shall include all item-level transactions associated with non-VHEPC entities that accessed the contract during the reporting period.
The Non-Member Report shall serve as the basis for PAC Annual Fee calculation in accordance with the PAC Agreement.

If no non-member sales occurred, the Contractor shall indicate “No Sales” on the Non-Member Reporting tab.

5. Submission Method
Quarterly reports shall be submitted electronically to:

VHEPC Contract Administrator
Anu Mathew
amathew@virginia.edu

Reports must be submitted in Excel format and shall clearly identify in the title of the excel file:

- Vendor Name
- Contract Number
- Reporting Period (Quarter Ending)

6. Use of Reported Data
Reported data may be used by VHEPC for:

- Spend analysis and reporting
- Pricing consistency review
- Identification of cost savings opportunities
- Contract performance monitoring
- PAC Annual Fee verification

Reported data will be treated as confidential to the extent permitted by applicable law.

7. Failure to Comply
Failure to provide accurate and timely quarterly reporting may result in:

- Withholding of contract renewal or extension
- Suspension of third-party access privileges
- Audit review
- Termination for default in cases of repeated non-compliance

H. Publicly Accessible Contract (PAC) Requirement (see **ATTACHMENT C** for PAC Agreement)

1. Mandatory Execution of PAC Agreement
As a condition of award, all Offerors awarded a contract under this RFP shall execute the VHEPC Publicly Accessible Contract ("PAC") Agreement.

Execution of the PAC Agreement is mandatory and is not subject to post-award negotiation.

The PAC Agreement shall be incorporated by reference into the resulting contract.

2. Optional Third-Party Access
The PAC Agreement provides a mechanism through which eligible public entities that are not VHEPC participating institutions may elect to access the awarded contract.

Participation in third-party access is voluntary for the awarded Contractor.

An awarded Contractor may elect whether to permit third-party access under the PAC structure. Such election shall be documented at the time of contract execution or amended thereafter by mutual agreement.

No guarantee of third-party usage is made or implied.

3. PAC Annual Fee
If an awarded Contractor elects to permit third-party access and receives revenue from non-VHEPC entities under the PAC structure, the Contractor shall remit a Publicly Accessible Contract Annual Fee equal to one percent (1%) of revenue received from such non-VHEPC entities, in accordance with the PAC Agreement.

The PAC Annual Fee:

- Applies only to revenue received from non-VHEPC entities utilizing third-party access
- Does not apply to purchases made by VHEPC participating institutions
- Shall not be invoiced or passed through as a separate line item to participating institutions

Offerors shall incorporate any anticipated PAC-related costs into their proposed pricing.

4. Reporting and Reconciliation
Contractors electing to permit third-party access shall submit quarterly Non-Member (PAC) reports in accordance with the RFP Reporting Requirements section.

Reported data shall serve as the basis for PAC Annual Fee calculation.

VHEPC reserves the right to reconcile reported revenue against PAC fee remittance.

5. Future Open Enrollment Applicability
All firms awarded under future open enrollment generations of this RFP shall be subject to the same PAC execution requirement.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Provide a summary overview of the company, including qualifications and experiences, geographical operations, unique services provided to the higher education marketplace and any envisioned company changes including planned technological advances and acquisitions.

2. List all contact information for ordering, invoicing, customer service, etc.

3. Describe delivery options and policies including special handling charges, installation and training if required for the items being offered. **All orders shall be FOB destination**. Include information regarding delivery costs and/or free delivery. Specify costs in Attachment B Pricing Schedule.

4. Specify typical turnaround time for delivery (standard, rush, etc.) for the items being offered.

5. Describe return policy (including replacement of defective, broken, or damaged items) and identify any associated costs. Any costs to be specified in **Attachment B Pricing Schedule**.

6. Provide sample quote and invoice. Quotes shall include manufacturer list price and contracted discount price.

7. Identify any other goods or services offered to Virginia Tech and associated costs as specified in **Attachment B Pricing Schedule**.

8. Participation of SWaM Business:

   If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at http://www.sbsd.virginia.gov/

9. The return of the Submission Instruction page and addenda, if any, signed and filled out as required.

D. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

   a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Virginia Tech online submission portal. Refer to page 2 for instructions.

      Any proprietary information should be clearly marked in accordance with 2.d. below.

   b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked *"Redacted Copy"* within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

      No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

   a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

   b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

   c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. -The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

Criteria	Maximum Point Value
1. Quality of products/services offered and suitability for the intended purposes	25
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	25
4. Cost (or Price)	15
5. Participation of SWaM Business	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

IX. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Accounts Payable
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

X. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: http://www.procurement.vt.edu/vendor/wellsone.html or contact the procurement officer identified in the RFP.

XI. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=VATech. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XII. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XIII. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XIV. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XV. CONTRACT ADMINISTRATION:

A. The individual user departments at Virginia Tech shall be identified as the Contract Administrators and shall use all powers under the contract to enforce its faithful performance.

B. The Contract Administrators in each user departments shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. Contract Administrators, or designees, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

C. Levi Henry, Senior Contracting Officer, Procurement, shall oversee the contract in its entirety and will serve as the point of contact for issues involving this contract.

XVI. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Pricing Schedule
Attachment C – PAC Agreement

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:
https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_02182022.pdf

ADDITIONAL TERMS AND CONDITIONS.

1. **ADDITIONAL GOODS AND SERVICES**: The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.

2. **AUDIT**: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.

3. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

4. **CANCELLATION OF CONTRACT**: Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

5. **CONTRACT DOCUMENTS**: The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.

6. **IDENTIFICATION OF PROPOSAL**: Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to the Virginia Tech online submission portal. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 50MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.

7. **NOTICES**: Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.

8. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

9. **CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS**: For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: https://www.procurement.vt.edu/content/dam/procurement_vt_edu/itprocurement/Data_Security_FERPA_Addendum_2024.docx.

10. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

11. **ELECTRICAL INSTALLATION:** All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shall bear the appropriate label of approval for use intended.

12. **INSURANCE**

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - $100,000.00

C. General Liability - $2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - $500,000.00

E. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract

13. **LABELING OF HAZARDOUS SUBSTANCES**: If the items or products requested by this solicitation are "Hazardous Substances" as defined by the # 3.1-250 of the Code of Virginia (1950), as amended, or # 1261 of Title 15 of the United States Code, then the offeror/bidder, by submitting its Proposal/Bid, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the offeror/bidder does not violate any of the prohibitions of # 3.1-252 of the Code of Virginia or Title 15 U.S.C. # 1263.

14. **LICENSE TO USE VIRGINIA TECH LICENSED INDICIA**: By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed trademarks indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: http://clc.com/Licensing-Info.aspx*.

15. **ORDERS**: Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.

16. **PRICE ESCALATION/DEESCALATION**: Price adjustments for changes in the contractor's price of materials, labor and transportation may be permitted. Request for price adjustments for any other reasons will not be granted. No price increases will be authorized for 365 calendar days after the effective date of the contract. Contractor shall give not less than 30 days advance notice prior to the annual renewal of the contract of any desired price increase.

    The Contractor shall document the amount and proposed effective date of any general change in the price of materials, labor and transportation. Documentation shall be supplied with the contractor's request for increase which will (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech, and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers. Failure by the contractor to supply the aforementioned verification with the request for price increase will result in a delay of the effective date of such increase. The Virginia Tech Procurement Department may verify such change in price independently. The Virginia Tech Procurement Department may make such verification as it deems adequate. However, any increase which the Virginia Tech Procurement Department determines is excessive, regardless of any documentation supplied by the contractor, may be cause for cancellation of the contract by the Virginia Tech Procurement Department. The Virginia Tech Procurement Department will notify the contractor in writing of the effective date of any increase which is approved. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustments of the old contract prices.

    "Across the Board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech. The contractor is further advised that price decreases which affect the price of materials, labor, and transportation are required to be passed on to Virginia Tech immediately. Failure to do so will result in action to recoup such amounts.

17. **SPECIAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

18. **SIDEWALK POLICY:** Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.

19. **TURF POLICY:** Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a

turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.

20. **WARRANTY (COMMERCIAL):** The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation.

Attachment B

Pricing Schedule

The offeror shall provide pricing using the template below as applicable. The pricing schedule should include percentage off list price for specific manufacturer/product lines and/or categories. The “volume tier” section is intended to allow the offeror to provide volume-based incentives if applicable.

Product Category	Manufacturer	List Price	Discount %	Net Price	UOM	Volume Tier (if applicable)

Attachment C
AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT

This Agreement executed this [Date] day of [Month, Year] by and between [VASCUPP MEMBER NAME], ("the University") and [Supplier NAME] ("Supplier").

TERM

The term of this Publicly Accessible Contract ("PAC") shall remain in effect until the expiration or termination of the Primary Agreement.

WITNESS

WHEREAS, the University and Supplier have executed an agreement, [CONTRACT NUMBER], dated [CONTRACT DATE] (the "Primary Agreement"), and included in the Primary Agreement is a third party access / cooperative procurement clause. Now therefore, the University and Supplier agree to the specific terms that will allow third-party access to the Primary Agreement, and based on other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

I. Supplier will:

A. Allow third parties to obtain goods and services from Supplier in accordance with the terms and pricing of the Primary Agreement ("Third-Party Access").

B. Pay the Virginia Higher Education Procurement Consortium ("Consortium") one percent (1%) of all revenue received by Supplier from non-Consortium entities through Third-Party Access (the "PAC Annual Fee"). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described in Section II.

C. Fully support this marketing relationship by promoting the availability of the Third Party Access to non-Consortium entities; and

D. Provide quarterly reports detailing the amount of revenue received from non-Consortium entities through Third-Party Access.

II. The University will ensure the Consortium:

A. Promotes the Primary Agreement and Third-Party Access on its website and through other channels (e.g., conferences) to non-Consortium members; and

B. Maintains a Supplier-approved version of the Supplier's logo on the Consortium website.

III. Payment

A. Supplier shall remit the PAC Annual Fee to the Consortium no later than August 31st of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

If the Primary Agreement expires or terminates before August 31st, Supplier shall remit the PAC Annual Fee no later than 45 calendar days from expiration or termination date of the Primary Agreement.

B. Supplier shall remit the PAC Annual Fee by check in U.S. dollars. Checks will be made payable to the University of Virginia and sent to:

Procurement Office Manager
Procurement and Supplier Diversity Services
University of Virginia, Carruthers Hall
PO Box 400202
1001 N. Emmet Street
Charlottesville, VA 22904

Note ‘PAC payment’ on check.

IV. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt: or (4) if sent by electronic mail, on the next business day of the receiver. All such notices will be addressed to a party at such party’s address as shown below.

If to the University:

[Lead School Procurement Director]
[Lead School Procurement Address & Contact Info]

If to [Supplier]:

[Supplier Contact]
[Supplier]
[Address]
Email: [Supplier Email]

ACCEPTANCE

For [Lead Institution]	**For [Supplier]**
______________________________	____________________________
[Lead Procurement Director] [Lead Job Title]	[Supplier Contact] [Supplier Contact Title]
________________	______________
Date	Date

Agreement #: [Contract-Number]-PAC

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PROCUREMENT DEPARTMENT

ADDENDUM NO. 1

DATE:	**April 24, 2026**
TO:	**All Offerors**
FROM:	Levi Henry, Senior Contracts Officer
TOTAL PAGE(S):	**2**
SOLICITATION TITLE:	Research & Industrial Equipment and Supplies
SOLICITATION NUMBER:	952642607

I. CLARIFICATIONS AND ADDITIONAL INFORMATION

1. The VHEPC Quarterly Reporting Template referenced in the RFP is included as an attachment as part of this addendum. ***Please note that not all fields are required, and we are flexible in allowing the offeror to do the best they can to provide the data as it applies to their product/service offering.

II. REQUESTS FOR INFORMATION

1. Can the eVA transparency reports be utilized to fulfill the VHEPC member reporting requirements?

   VHEPC already incorporates eVA data into their PO and P-card datasets. The vendor provided invoice data is usually much better and necessary to calculate rebates and PAC fees accurately, and therefore the eVA transparency reports would not be sufficient. However, please be advised that not all fields are required on the template.

2. What criteria must be met for purchases to be attributed to the contract?

   After contract award, each contract will be assigned a specific #. We request that all quotes and/or invoices provided to Virginia Tech during the contract term reference this contract #, and include the appropriate contract pricing.

3. We understand that the PAC requirement is not subject to post-award negotiation. However, would an alternative structure be considered as part of the proposal?

   At this time we are not entertaining alternative structures as the goal is to have a streamlined process.

4. Please clarify whether the Additional Terms and Conditions included in Attachment A are subject to post-award negotiation, or if redlines should be included with the proposal submission.

   We will negotiate terms and conditions during the negotiations phase after the submission deadline has passed. Redlines do not need to be included with the proposal submission.

5. For suppliers that are not designated as SWaM businesses and do not have opportunities to subcontract, are there any opportunities to support initiatives to utilize SWaM businesses?

   Absolutely. Virginia Tech has dedicated personnel to support SWaM utilization and will partner with you to help support initiatives post contract award. However, for the SWaM points allocation, points are only awarded to SBSD certified SWaM companies and/or usage of certified subcontractors.

6. Please confirm if an alternative to FOB destination delivery would be considered as part of the proposal.

   Alternatives may be considered but only in the event where ownership of the goods passes to the University at the point of delivery.

7. Please confirm whether the requirement to submit invoices for goods provided under the contract applies exclusively to orders placed by Virginia Tech.

   If referring to section IX. INVOICES, yes that is strictly for Virginia Tech orders.

8. Please confirm the anticipated timeline for contract award issuance and the expected effective date of the contract.

   Our goal is to establish contract awards as timely as possible. Once the submission deadline has passed, we will enter negotiations prior to establishing contract awards. The timeline will be dependent upon successful negotiations. ***Please be advised that redlining terms and conditions will significantly delay the contract award timeline.

PROPOSAL IN RESPONSE TO

REQUEST FOR PROPOSAL NO. 952642607

Research & Industrial Equipment and Supplies

Virginia Higher Education Procurement Consortium (VHEPC) / Virginia Tech

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QleverSolutions LLC

Damaris Anderson, Owner & Principal

2255 Lusters Gate Road, Blacksburg, VA 24060

damaris@qlever.solutions | 540-808-6123 | www.qlever.solutions

SWaM Cert #834664 — Small, Micro, Women-Owned, Minority-Owned | Valid through Jan 27, 2030

eVA VLIN: VA10124358 | SAM.gov UEI: S1STV1MZBQZ1 | SAP Ariba: AN11363153235

Submitted: May 11, 2026

Table of Contents

Signature

RFP # 952642607, Research & Industrial Equipment and Supplies

INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

DUE DATE: Proposals will be received until **May 11th, 2026 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231-7852 e-mail: lhenry29@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on April 24, 2026. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

Please note, proposal submission procedures have changed effective March 2023.

Proposals may NOT be hand delivered to the Procurement Office.

Proposals should be submitted electronically through Virginia Tech's procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

Proposals must be submitted electronically at:
https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=VATech

Vendors will need to register through this procurement portal, hosted by Jaggaer. **It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions**. Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or procurement@vt.edu.

Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

Attachments must be smaller than 50MB in order to be received by the University.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

AUTHORIZED SIGNATURE: Damaris Anderson Date: 05/10/2026

[INCLUDE THIS PAGE]

2

Executive Summary

Participating institutions in the Virginia Higher Education Procurement Consortium (VHEPC) require structured, compliant, and highly efficient technical pathways to support diverse and evolving research needs without sacrificing operational flexibility. QleverSolutions LLC directly addresses this challenge with practical, experienced IT and research operations support — built from years of work inside the same institutions we serve.

QleverSolutions is led by Damaris Anderson, Founder and Principal, and supported by Senior Consultant Eric Anderson, who brings over 28 years of federal program management, cloud architecture, and data strategy experience. Together, we deliver work that is grounded in direct institutional knowledge, built on proven federal compliance experience, and backed by the kind of accountability that only comes from a firm where the principal is personally responsible for every engagement.

Institutions that partner with QleverSolutions LLC benefit directly from our hands-on expertise and localized accountability. We deliver:

- **Mitigated Federal and State Compliance Risk:** We have a proven track record of restoring organizations to federal and state security compliance under active pressure, including resolving critical vulnerability assessments that were over 12 months overdue for federal oversight entities. We know exactly what auditors look for and how to systematically close gaps to ensure robust, defensible security postures.
- **Streamlined Research Operations:** Drawing on years of direct experience managing multi-fund research portfolios under 2 CFR Part 200 Uniform Guidance at Virginia Tech, we understand what constitutes a compliant OSP submission, a clean budget reconciliation, and efficient research administration. Our solutions are built on the practical realities of university operations, not just textbook theory.
- **User-Centric IT and Administrative Systems:** We specialize in modernizing legacy operations—from replacing paper-based university workflows with digitized routing to migrating databases and scoping cloud environments for research. Our primary goal is always to design systems that match and enhance how the institution actually operates.
- **Local, Accountable Leadership:** Headquartered in Blacksburg, Virginia, we provide direct, unmediated access to our principal leadership. There is no intermediary account management layer; the principal leading the firm is the person responsible for the final outcome.

As a certified SWaM vendor (Certification #834664: Small, Micro, Women-Owned, Minority-Owned) fully registered across all necessary Commonwealth and federal procurement platforms—including eVA, SAM.gov, SAP Ariba, and Virginia Tech's Jaggaer portal—we offer immediate procurement readiness. We currently have available capacity and are actively seeking to build long-term, collaborative relationships with Virginia Tech and VHEPC member institutions through this master contract.

Section 1: Company Overview, Qualifications, and Experiences

(In response to RFP Section VII.A.1)

Requirements Traceability

The table below maps each RFP Section VII.A requirement to the corresponding section of this proposal for the evaluation committee's reference.

RFP Requirement	RFP Reference	Our Response	Location
Company overview, qualifications, and experiences	VII.A.1	Principal experience inside VT and federal agencies; Section 1.6–1.8 detail direct hands-on work	Section 1
Contact information for ordering, invoicing, and customer service	VII.A.2	Single point of contact; all registration IDs and communication channels listed	Section 2
Delivery options, policies, and special handling	VII.A.3	Remote and on-site delivery; no minimum order; FOB Destination; travel at actual cost	Section 3
Turnaround time	VII.A.4	PO acknowledgment within 1 business day; engagement-type turnaround schedule provided	Section 4
Return policy	VII.A.5	Service deliverable satisfaction guarantee; OEM warranty pass-through for physical goods	Section 5
Sample quote and invoice	VII.A.6	72-hour cybersecurity/cloud engagement; sample invoice with all required line items	Section 6
Other goods/services (Attachment B)	VII.A.7 / Att. A §1	SAP Ariba category list; Additional Goods & Services clause cited per Attachment A, Section 1	Section 7
SWaM participation	VII.A.8	QleverSolutions is SWaM prime; Cert #834664; SBSD certified Small, Micro, Women, Minority	Section 8
Submission instruction page + addenda acknowledgment	VII.A.9	Signed submission page; Addendum 1 acknowledged	Section 9
Pricing schedule	Att. B	Option C rate card; 8 role categories; 4-tier volume discount (0/5/8/12%)	Att. B

PAC Agreement	Att. C	Price adjustment clause agreement; escalation cap; documentation requirements	Att. C

1. Company Overview, Qualifications, and Strategic Outlook

(In response to RFP Section VII.A.1)

The following sections (1.1 through 1.8) provide a comprehensive overview of QleverSolutions LLC, detailing our unique position within the higher education marketplace, our geographical operations, our strategic outlook, and the deep technical qualifications of our principal leadership.

1.1 Company Overview

QleverSolutions LLC is a Virginia-based small business that provides IT services and research operations support to government agencies, universities, and research institutions. I founded the firm in June 2024 and run it from Blacksburg, Virginia — the same city as Virginia Tech's main campus. That proximity is intentional. I spent years working inside Virginia Tech's own operational units, and I built QleverSolutions to bring that firsthand experience directly to the institutions we serve.

We are registered and ready across all Commonwealth and federal procurement platforms: eVA (VLIN VA10124358), SAM.gov (UEI: S1STV1MZBQZ1), SAP Ariba (Supplier ID: AN11363153235), and Virginia Tech's Jaggaer portal. We are incorporated with the Virginia State Corporation Commission and SWaM-certified by the Virginia Department of Small Business and Supplier Diversity — Certification Number 834664, valid through January 27, 2030.

1.2 Services Portfolio

QleverSolutions works in five service areas, each built around the real needs of research universities and government agencies. Under the Additional Goods and Services provision (Attachment A, Section 1), we can also supply additional products, components, and related services as needs arise — so this agreement can grow with your requirements.

Practice Area	Services Provided
Industrial & OT Cybersecurity	Vulnerability assessments and penetration test oversight; secure remote access design; federal-grade compliance recovery; security risk framework development for research and industrial environments. Applicable to federally funded research programs requiring NIST SP 800-171 or CMMC-adjacent controls.
Research Operations Consulting	Federal grant administration under 2 CFR Part 200 Uniform Guidance; sponsored

	programs lifecycle support (proposal through closeout); fixed asset lifecycle management (FAEIS-compatible); procurement compliance; multi-fund accounting reconciliation; OSP/Summit system support.
Campus & Research IT Services	Cloud migration scoped for research computing and HPC environments; system optimization and IT infrastructure assessments; space utilization analysis and digitization support; MS Access and legacy-system migration; enterprise ERP workflow support (Banner, HokieMart).
AI Governance & Strategy	Federal AI implementation guidance; open-source software policy development; AI risk framework design; strategic white paper authorship. Grounded in direct experience authoring federal AI governance documentation for a federal oversight body.
Project Management & Implementation	Full program and project management across all service areas. RFP drafting and vendor coordination; capital project tracking; progress reporting to leadership; MS Access and custom workflow tools that make administrative work faster and more reliable.

1.3 Geographic Operations

QleverSolutions is based in Blacksburg, Virginia — walking distance from Virginia Tech's main campus. On-site availability for Virginia Tech engagements comes with no travel overhead. We serve clients across Virginia, Washington D.C., and West Virginia, and work remotely or in person depending on what the project calls for.

Between Damaris and our senior consultant Eric Anderson, we have direct working experience across Virginia, D.C., West Virginia, and North Carolina, and have managed federal programs and international technical projects in Japan, Colombia, and across Asia.

1.4 Unique Value for the Higher Education Marketplace

I spent years working inside Virginia Tech — managing grants at VCCER, running space programs through Campus Planning, and working every day in the same procurement systems, ERP platforms, and administrative processes that VHEPC member institutions use. Most vendors learn your systems from the outside. I already know them from the inside.

- Familiarity with HokieMart, Banner ERP, MicroStrategy, HokieSpa, eVA, and VT's OSP/Summit grant systems — enabling faster onboarding and lower coordination overhead on VT-specific engagements.

- Direct experience managing 2 CFR Part 200 Uniform Guidance compliance across multi-fund research portfolios (State E&G, Federal Grant OSP, VT Foundation) — directly applicable to sponsored research administration.
- Track record of rebuilding and digitizing paper-based administrative processes — space management, capital project tracking, compliance training — producing lasting process improvements for university clients.
- Federal cybersecurity governance experience (PRAC) including overdue compliance recovery, penetration test management, AI governance, and asset audit — transferable to research institutions managing federally funded programs.
- Experience issuing and evaluating RFPs for external vendors — giving Qlever an uncommon understanding of what evaluation committees look for and how to structure compliant, deliverable-focused proposals.

1.5 Planned Technological Advances and Company Growth

We use AI tools — including Claude, Gemini, and ChatGPT — to do real work faster: drafting technical documentation, reviewing compliance reports, structuring grant narratives, and working through large administrative datasets that would take days to handle manually. This is part of how we already operate, not something we plan to offer someday.

QleverSolutions is actively building a subcontractor network of Virginia-based SWaM-certified partners in cybersecurity, cloud services, and research IT. This lets us take on larger engagements while keeping work local and accountable. We grow deliberately — we expand only when we have the right people to back it up.

At this time, QleverSolutions LLC intends to grow its capabilities organically and does not have any planned corporate acquisitions.

1.6 Principal Qualifications and Relevant Experience

The qualifications behind QleverSolutions are mine. Every engagement listed below is work I did myself — not oversight, not committee participation, not secondhand management. I was the person doing it.

QleverSolutions LLC — Blacksburg, VA

Founder & Principal | June 2024 – Present

- Founded and registered a government-aligned technical consulting firm with the Virginia State Corporation Commission.
- Achieved full procurement readiness: eVA registration, SAM.gov registration, SWaM certification (#834664 — Small, Micro, Women-Owned, Minority-Owned), and Virginia Tech Jaggaer portal registration.
- Provides cloud migration, cybersecurity support, research operations consulting, and AI governance advisory services to government and higher-education clients.
- Uses AI tools to handle administrative documentation, compliance tracking, and technical writing faster — freeing time for higher-value client work.

Pandemic Response Accountability Committee (PRAC) — Federal

Security & Operations Manager (Consultant) | 2023 – 2024

- Took over a vulnerability assessment and penetration test that was more than 12 months overdue and got it done — restoring the organization to federal security compliance within months of my arrival.
- Developed a structured risk assessment model grouping security controls into functional sub-categories, enabling the technical team to systematically achieve and maintain compliance.
- Conducted a comprehensive audit of enterprise technology licenses and hardware; eliminated redundant 'zombie' licenses for former employees, producing significant cost savings and tightening access control.
- Authored a strategic AI governance white paper covering implementation scenarios, risk assessments, and policy recommendations for federal agency adoption of AI tools.
- Organized and led annual compliance training for the entire federal workforce; rebuilt a disorganized dataset into a structured, Excel-based tracking system ensuring 100% participation documentation.

Virginia Tech — Campus Planning | Blacksburg, VA

Space Program Manager | 2021 – 2022

- Led the strategic revision and update of the Virginia Tech University Space Policy, aligning the framework with modern institutional needs, hybrid work realities, and efficient resource utilization.
- Engineered a three-stage digital transformation of the university's paper-based space request system, replacing manual PDF scanning and email workflows with an automated online portal and approval routing.
- Designed and deployed a custom MS Access project tracking database for university-wide capital road projects and departmental space requests.
- Developed a predictive space-allocation model using historical data to project long-term university facility demand.
- Led RFP revision processes for external vendors engaged by Campus Planning, ensuring requirements were clearly defined and technically sound — directly relevant to this solicitation's evaluation context.

Virginia Tech — VCCER (Virginia Center for Coal & Energy Research) | Blacksburg, VA

Research, Web, & Operations Manager | 2015 – 2021

- Directed financial operations for a multi-fund research portfolio comprising State (E&G), Federal Grant (OSP), and VT Foundation (VTF) funds; conducted a full audit on entry and reconciled all budgets within six months.
- Ensured full compliance with 2 CFR Part 200 Uniform Guidance across all procurement, travel, and grant administration activities — the federal standard directly applicable to most VHEPC-funded research.
- Managed research proposal lifecycle from submission through project closure via Summit and OSP systems; authored technical project descriptions, F&A cost justifications, and biographical sketches.

- Led facilities renovation of the Drone Lab (structural permits, OSHA coordination, HVAC, flooring, and lighting installation) and planned and executed full departmental relocation across campus.
- Managed FAEIS fixed asset lifecycle: biennial tagging and inventory, Equipment Trust Fund (ETF) coordination, and Surplus Property public auctions.
- Executed enterprise-level procurement in HokieMart from office supplies to laboratory instrumentation in accordance with university and federal contracts.
- Processed international scholar visitor visas and managed accommodations for bi-annual stakeholder meetings.

Enaprise LLC — Blacksburg, VA

Operations & Business Manager | 2006 – 2009

- Restructured firm operations to secure and execute a high-priority enterprise data migration contract with Dell Technologies.
- Recruited, trained, and managed a distributed field technician team across Virginia, Washington D.C., and North Carolina.
- Managed all corporate financials using QuickBooks: accounts payable/receivable, multi-state payroll, and contract billing. Maintained 100% contract fulfillment rate.

New Planning Co., Ltd. — Tokyo, Japan

Senior Systems Analyst & International Technical Liaison | 1993 – 2003

- Engineered a proprietary MapInfo-based system to manage the official national road network database for Japan's Department of Transportation; led the multi-year government contract to publish the official national road map series.
- Contributed to the architectural design of early-stage GPS systems; mapped street-level data that became foundational to modern navigational software.
- Directed a two-year technical mission in Bogotá, Colombia, developing predictive transit models for the TransMilenio Bus Rapid Transit system — one of the world's largest urban transit infrastructure projects.
- Built resilient, high-performance geospatial software in C, C++, and Fortran across Unix, Linux, and Mac environments.

Dibujar Ltda — Cartagena, Colombia

Owner & Principal Designer | 1991 – 1993

- Founded and operated a private technical design and drafting studio.
- Executed infrastructure planning and drafting contracts for regional telecommunications and electrical networks.
- Contracted by the Misión Japonesa for technical terrain mapping and architectural support for international mission infrastructure projects.

1.7 Principal Education, Certifications & Technical Skills

My graduate work at Virginia Tech is in the exact domains where QleverSolutions works: IT systems design and cybersecurity policy. I hold an active federal security clearance, research administration certifications across pre-award, post-award, compliance, and big data, and I work fluently in English, Spanish, and Japanese — which has been directly useful in international technical engagements.

Education

Virginia Tech — Blacksburg, VA

Master of Science, Information Technology | 2020 – 2021

- Graduate Certificate: Information System Design
- Graduate Certificate: Cybersecurity Policy

Universidad Mayor de Bolívar — Cartagena, Colombia

Bachelor of Science, Architectural Engineering; Minor in Interior Design

- Technical foundation in infrastructure systems, spatial planning, and computational modeling — directly applied in GIS/GPS work for Japan DOT and Bogotá TransMilenio transit infrastructure.

New River Community College — Dublin, VA

Computer Graphics and Web Design

Certifications & Clearances

- Research Administration Certifications — Pre-Award, Post-Award, Compliance, and Big Data tracks
- Agile & SDLC Methodology — applied across multiple enterprise software and research operations engagements
- Public Trust / Security Clearance — Active; Valid through October 2028
- SWaM Certification — Small, Women-Owned, and Minority-Owned Business; Commonwealth of Virginia (Cert #834664, valid through January 27, 2030)

Enterprise & Financial Systems

- ERP & University Operations: Banner (Finance / HR / AR), HokieMart, HokieSpa, Hokie Plus, HokieServ
- Research Administration: Summit, Sponsored Programs (OSP) tools, federal grant management systems
- Asset Management: FAEIS (Fixed Asset Equipment Inventory System), Surplus Property coordination

Data Analytics, Reporting & Business Software

- Financial Reporting & Analytics: MicroStrategy, Enterprise Systems (ES) cloud analytics, QuickBooks
- Database & Analysis: MS Access (custom tracking databases), Excel (advanced structured management systems)
- Procurement & Compliance: eVA (Virginia eProcurement), SAM.gov (System for Award Management)
- Emerging Technology: Implementation of LLMs (Claude, ChatGPT) for administrative automation and operational efficiency

Languages

- English — Native / Bilingual Proficiency
- Spanish — Native / Bilingual Proficiency
- Japanese — Conversational / Prior Professional Working Proficiency (applied in Japan DOT national road network project and international stakeholder coordination)

1.8 Key Consultant: Eric Anderson, Senior Technical Program Manager

Eric Anderson brings over 28 years of progressive technical leadership experience in software development, cloud infrastructure, data analytics, and federal program management. He serves as a senior consultant to QleverSolutions, providing depth in cloud architecture, DevOps, AI implementation, and data strategy — capabilities that directly expand QleverSolutions' capacity to serve the technology and research data needs of VHEPC member institutions.

Pandemic Response Accountability Committee (PRAC) / CIGIE — Washington, D.C.

Senior Principal Technical Program Manager & Chief Data Technician | Feb 2021 – Present

- Pioneered the design, development, and implementation of the Pandemic Analytics Center of Excellence (PACE) — a scalable Azure cloud-based analytics environment processing over 6 TB of data from 120 raw feeds and 1,100 data tables, supporting federal fraud detection across COVID-19 relief programs.
- Achieved a 360x return on investment; synchronized efforts across 48 federal agency partners, producing over 1,000 investigations and supporting press releases on more than $2 billion in identified fraudulent activity.
- Architected a Data Lakehouse supporting structured and unstructured data (video, audio, images, NLP of large text, CSV, JSON, XML), enabling machine learning and AI capabilities across the OIG community.
- Implemented NIST 800-53 Rev 5 security controls across the organization, with special initiatives on Data Loss Prevention and Zero Trust Architecture; managed Agile DevOps CI/CD pipelines with integrated security.
- As Chief Data Technician at CIGIE, engaged directly with Inspectors General, executive and legislative committees, and interviewed data teams across 45 of 74 OIG organizations to develop a government-wide data strategy.
- Recognized with the CIGIE Award for Excellence (2023), PRAC Teammate of the Year Award (2022), and DEIA Award (2022); recognized at the White House for results in public service.

VirPack — Blacksburg, VA

Project Manager & Product Technical Lead | May 2012 – Jan 2021

- Led full-stack development of a cloud-based digital content management system for the mortgage industry using Agile SDLC, C# .NET, and Azure; reduced time-to-market by 80% and decreased issues by 60%.
- Designed and implemented a comprehensive API platform for customer integrations, reducing maintenance overhead and providing a consistent, repeatable access layer across all products.

- Achieved 25% boost in customer retention within one year through improved product delivery and stakeholder engagement; maintained PMP-certified project governance throughout.

R&K Solutions, Inc. / Computer Resource Team, Inc.

Database Analyst & Lead Consultant | 1996 – 2012

- Delivered tailored software solutions across diverse industries, enhancing operational efficiency by 30%; managed full software development lifecycle with cross-functional teams.
- Designed and maintained government-compliant databases achieving 99% reporting accuracy; implemented data auditing and error-tracking processes reducing data errors by 25%.
- Served as primary client liaison across government engagements, maintaining 95% customer satisfaction ratings and presenting at industry conferences on technical solutions.

Eric Anderson — Certifications & Recognition

- Project Management Professional (PMP) — Project Management Institute
- Azure Fundamentals — Microsoft
- Generative AI Fundamentals — Databricks
- Data Strategy — UC Berkeley
- Business Strategy / Disruptive Strategy / Strategy Execution — Harvard
- CIGIE Award for Excellence (2023) | PRAC Teammate of the Year (2022) | DEIA Award (2022)

Eric Anderson — Core Technical Skills

Cloud Architecture & DevOps (Azure, CI/CD, Infrastructure-as-Code) • Data Lakehouse & Data Strategy • AI / Machine Learning Implementation • NIST 800-53 Compliance & Zero Trust • Agile / Scrum / PMP • Full-Stack Software Development (C# .NET, Python, SQL) • Geospatial Analytics (ESRI) • Federal Program Management • Executive Stakeholder Engagement • Data Analytics & Data Science

Section 2: Contact Information for Ordering, Invoicing, and Customer Service

(In response to RFP Section VII.A.2)

All ordering, invoicing, customer service, and contractual inquiries should be directed to the Principal of QleverSolutions LLC. We operate as a localized, single-point-of-contact firm; Damaris Anderson serves as the primary **sales representative**, authorized negotiator, and dedicated customer advocate for all matters arising under this contract.

Field	QleverSolutions LLC — Contact & Registration Information
Company	QleverSolutions LLC
Primary Contact	Damaris Anderson, Owner & Principal
Address	2255 Lusters Gate Road, Blacksburg, VA 24060
Email	damaris@qlever.solutions
Phone	540-808-6123
Website	www.qlever.solutions
eVA Vendor Login	VLIN: VA10124358 | Vendor Code: SUP339798
SAM.gov Unique Entity ID	S1STV1MZBQZ1
SAP Ariba Supplier ID	AN11363153235
Jaggaer/SciQuest	Registered — Virginia Tech procurement portal
Regions Served	Virginia, Washington D.C., West Virginia
Business Hours	Monday – Friday, 8:00 AM – 5:00 PM Eastern (after-hours support available by arrangement)

2.1 Ordering

Purchase orders may be placed directly with Damaris Anderson via email at damaris@qlever.solutions, through the eVA electronic procurement system, or via Virginia Tech's Jaggaer portal. All orders should reference the contract number assigned upon award. For other participating VHEPC institutions or PAC-authorized entities, we will work directly with your procurement portal. QleverSolutions will acknowledge receipt of all purchase orders within one (1) business day.

2.2 Invoicing

Invoices will be submitted electronically to **vtinvoices@vt.edu** for Virginia Tech orders, or as directed by each respective VHEPC participating institution. To ensure swift processing, each invoice will clearly identify:

- QleverSolutions LLC name, address, and contact information
- Applicable contract number and purchase order number
- Description of goods or services delivered
- Quantity, unit price, and extended amount for each line item
- Invoice date and invoice number
- Remittance instructions

Note: QleverSolutions is prepared to support expedited payment methods, including the Wells One AP Control Payment System as referenced in RFP Section X, should the University or participating institutions prefer.

2.3 Customer Service

QleverSolutions' principal serves as your direct point of contact and dedicated **customer advocate** for all performance questions, issue resolution, warranty claims, and contract administration matters. By eliminating the account management layer, we ensure accountability and rapid problem resolution. Responses to customer service inquiries will occur within one (1) business day. For urgent service issues, a direct mobile contact number will be provided to the Contract Administrator upon award.

2.4 Quarterly Reporting Submission

In strict accordance with RFP Section VI.G, VHEPC Unified Quarterly Reporting Template submissions will be directed electronically to:

Item	Detail
VHEPC Contract Administrator	Anu Mathew
Email	amathew@virginia.edu
Format	Excel (.xlsx) — VHEPC Unified Quarterly Reporting Template, unmodified
Deadline	Within 30 calendar days following the end of each calendar quarter
Zero-Sales Quarters	A 'zero sales' report will be submitted for any quarter with no transactions

Section 3: Delivery Options, Policies, and Special Handling

(In response to RFP Section VII.A.3 / VI.A)

We deliver services remotely or on-site—whichever best serves the engagement and the institution's operational realities. The quality and accountability of the work remain identical in either format.

3.1 Remote Service Delivery

The majority of QleverSolutions' engagements are delivered remotely via secure video conferencing, collaborative platforms, and encrypted file transfers. Remote delivery is our standard for consulting, data analysis, documentation, and IT advisory services. There are no additional delivery charges for remote service execution.

3.2 On-Site Service Delivery

On-site service delivery is available to all VHEPC member institutions upon request. Because QleverSolutions is headquartered in Blacksburg, Virginia, we provide immediate, on-site access to Virginia Tech and other New River Valley institutions with **zero travel surcharges or delivery fees**. For VHEPC member institutions located outside this immediate region, any necessary travel expenses will be quoted transparently per engagement at actual cost (no markup), strictly adhering to Commonwealth of Virginia per diem and allowance rates.

3.3 FOB Destination / Physical Deliverables

In strict compliance with RFP Section VII.A.3, all services and deliverables are provided **FOB Destination**. In the limited cases where physical deliverables (e.g., printed compliance reports, physical encrypted media, or specialized edge-computing hardware procured on behalf of the institution) are involved, QleverSolutions will deliver FOB Destination, with ownership transferring to the institution upon delivery and formal acceptance. Standard delivery costs are fully inclusive; any extraordinary freight costs will be explicitly specified in the quote and conform to the pricing structure outlined in **Attachment B (Pricing Schedule)**.

3.4 Installation and Implementation Services

QleverSolutions provides full installation and implementation services for digital infrastructure. This includes deploying cloud environments (Azure/AWS), migrating legacy databases, configuring automated CI/CD pipelines, and installing custom digital workflows (e.g., MS Access, PowerApps). All system implementation timelines and milestones are clearly defined during the scoping phase. Standard implementation costs are bundled into the project rate as detailed in Attachment B.

3.5 Training and User Enablement

We do not believe in deploying systems and walking away. Training is a core component of our delivery model. We provide comprehensive user enablement, ranging from 1-on-1 administrative handovers to organizing and leading compliance training for large-scale workforces (as demonstrated in our work with the federal PRAC). If specialized, standalone training sessions are required beyond standard project handover, those services will be quoted at our standard hourly consulting rate as noted in **Attachment B**.

3.6 Special Handling

QleverSolutions does not impose special handling charges for standard service delivery. However, for engagements involving highly classified, sensitive, or export-controlled research data (e.g., CUI, NIST SP 800-171 requirements), we coordinate directly with the institution's Information Security Officer (ISO) to establish rigorous Zero Trust handling protocols prior to the commencement of work. Any extraordinary security or "special handling" requirements will be scoped and priced transparently at the time of quoting.

3.7 Minimum Order

Consistent with RFP Section VI.F, there is **no minimum order requirement**. QleverSolutions will respond to requests of any size, from a single hour of technical consultation to multi-year, enterprise-level digital transformations.

Section 4: Turnaround Time

(In response to RFP Section VII.A.4)

Because QleverSolutions eliminates the traditional account management layer, we operate with exceptionally low bureaucratic overhead. This allows for highly responsive service delivery. Typical turnaround times for the services and items being offered are as follows:

Engagement Type	Typical Turnaround
Purchase Order Acknowledgment	**Within 1 business day** of PO receipt. QleverSolutions will confirm receipt, assign a project reference number, and formally initiate the engagement.
Standard Engagement Kickoff	**Within 3–5 business days** of PO receipt. Includes initial scoping call, access coordination, and delivery schedule confirmation.
Rush / Urgent Engagements	**Within 1–2 business days (24-48 hours)** of PO receipt, subject to consultant availability. Rush requests should be flagged at the time of order. *QleverSolutions does not apply "rush surcharges" for Virginia Tech or VHEPC members.*
Consulting Deliverables (Reports, Assessments, Plans)	Turnaround depends on project scope and is established at kickoff. Typical timeframes are **5–10 business days** for standard assessments, and **15–30 business days** for comprehensive, enterprise-level engagements.
Training & Workshop Delivery	Standard sessions are scheduled within **10 business days** of PO receipt. Custom curriculum development typically requires **15–20 business days** of lead time.
Ongoing / Retainer Engagements	Work commences **immediately** upon contract execution and PO receipt. Monthly deliverable schedules are agreed upon at engagement kickoff.

Physical Deliverables (If applicable: Media, Hardware)	**1–3 business days** following project completion via standard ground shipping. Overnight/expedited delivery is available upon request.
Invoice Turnaround	Invoices issued within 5 business days of deliverable acceptance or end of billing period for time-and-materials engagements.

Schedule Commitment and Risk Mitigation

QleverSolutions will confirm specific turnaround commitments in writing on every quote prior to order placement. We understand the rigid nature of time-sensitive research grants and federal compliance deadlines; therefore, we prioritize scheduling to meet institutional needs and maintain proactive, transparent communication if any schedule risks are identified during an engagement.

Section 5: Return Policy

(In response to RFP Section VII.A.5 / VI.D)

5.1 Service Deliverable Satisfaction Guarantee

QleverSolutions stands behind the quality of every deliverable. If a service deliverable—including reports, assessments, plans, training materials, or technical documentation—does not conform to the agreed scope and specifications, QleverSolutions will revise and redeliver the work at no additional cost. Revision requests must be submitted within 10 business days of delivery.

There are no "return fees" or restocking charges for service deliverables. QleverSolutions absorbs the rework costs for deliverables that do not meet the agreed scope. Work requested that falls *outside* the original scope will require a new purchase order or change order authorization, and will be billed at our standard hourly consulting rates as specified in **Attachment B (Pricing Schedule)**.

5.2 Physical Goods — Warranty Pass-Through

For any physical goods procured or delivered under this contract (e.g., specialized encrypted media or edge-computing hardware), QleverSolutions passes through the full Original Equipment Manufacturer (OEM) warranty directly to the ordering institution, consistent with RFP Section VI.D. Products found inoperative at installation will be replaced or repaired under warranty at no cost to the institution. Consistent with RFP terms, the decision to replace or accept warranty repair rests solely with Virginia Tech or the ordering institution, provided timely notice of the product failure is given.

Warranty service contact information for any physical goods will be provided at the time of delivery. Maintenance agreements, where available from the original manufacturer, will be offered as an option and priced at a discount from the manufacturer list price.

5.3 Defective, Broken, or Damaged Items

Items that are defective, broken, or damaged upon delivery will be replaced or repaired entirely at QleverSolutions' expense, including all return shipping. The institution should notify QleverSolutions within 5 business days of receipt of any damaged or defective physical items to ensure prompt resolution. There are no return costs to the institution for defective items.

5.4 Associated Costs

As required by the RFP, all return, warranty, and rework costs are summarized below. Any applicable billable rates are specified in **Attachment B**.

Return/Rework Scenario	Cost to Institution
Service deliverable rework (within scope)	No charge
Service deliverable rework (outside scope)	Quoted separately at standard rates (See Attachment B); new PO required
Physical goods — defective/damaged at delivery	No charge; QleverSolutions bears cost
Physical goods — warranty repair/replacement	No charge (OEM warranty pass-through)
Return shipping for defective physical items	No charge to institution

Section 6: Sample Quote and Invoice

(In response to RFP Section VII.A.6)

The following sample quote and invoice illustrate QleverSolutions' standard format for a representative engagement. To ensure compliance and transparency, all quotes explicitly display the Standard/Manufacturer List Price (our published commercial hourly rate) alongside the contracted net price after applying VHEPC-contracted volume discounts. Actual quotes will be tailored to the specific scope, duration, and discount tier applicable to each order.

6.1 Sample Quote

QleverSolutions LLC

2255 Lusters Gate Road | Blacksburg, VA 24060
540-808-6123 | damaris@qlever.solutions | www.qlever.solutions
SAP Ariba: AN11363153235 | eVA VLIN: VA10124358 | SAM.gov UEI: S1STV1MZBQZ1

Quote Detail	
Quote Number	QS-2026-0001
Quote Date	May 11, 2026
Valid Through	August 11, 2026 (90 days)
Prepared For	Virginia Tech / VHEPC Member Institution
Contract Reference	RFP 952642607 — Research & Industrial Equipment and Supplies
Prepared By	Damaris Anderson, Owner & Principal

Engagement: Research Computing Security Assessment & Cloud Readiness Review

A representative engagement reviewing a research institution's cybersecurity standing and readiness to move federally funded research computing workloads to the cloud.

Role / Service	Description	Hrs	Standard/Mfr. List Price	Contract Discount (5%)	Net Contract Price
Cybersecurity Specialist	Vulnerability assessment, pentest oversight, risk framework	30	$195.00	5%	$185.25/hr
Senior IT Consultant	Cloud readiness assessment, architecture review	24	$165.00	5%	$156.75/hr
Research Ops Consultant	Federal compliance (2 CFR Part 200) gap analysis	16	$155.00	5%	$147.25/hr
Project Manager	Engagement coordination, stakeholder reporting	10	$110.00	5%	$104.50/hr
Mid-Level Consultant/Analyst	Data gathering, documentation, report drafting	20	$135.00	5%	$128.25/hr

				Subtotal (100 hours - List Price)	**$16,090.00**
				VHEPC Volume Discount Applied (Tier 1: 100 - 249 hrs)	- $804.50
				TOTAL	**$15,285.50**

Note: Volume discounts of 5% (100–249 hrs), 8% (250–499 hrs), and 12% (500+ hrs) apply per order. Discount tier is determined at time of quote based on estimated engagement hours. All prices are FOB Destination. Payment terms: Net 30.

6.2 Sample Invoice

QleverSolutions LLC
2255 Lusters Gate Road | Blacksburg, VA 24060
540-808-6123 | damaris@qlever.solutions | www.qlever.solutions
SAP Ariba: AN11363153235 | eVA VLIN: VA10124358 | SAM.gov UEI: S1STV1MZBQZ1

Invoice Detail	
Invoice Number	INV-2026-0001
Invoice Date	June 15, 2026
PO Number	[Institution PO Number]
Contract Number	[Assigned Contract Number — RFP 952642607]
Payment Terms	Net 30 from invoice date
Period of Service	May 12, 2026 - June 12, 2026
Submit To	vtinvoices@vt.edu
Bill To	Virginia Polytechnic Institute and State University (Virginia Tech) Accounts Payable North End Center, Suite 3300 300 Turner Street NW Blacksburg, Virginia 24061

Services Rendered: Research Computing Security Assessment & Cloud Readiness Review

Service Description	Role	Hours Delivered	Rate/Hour	Amount
Vulnerability assessment & penetration test oversight; risk framework development	Cybersecurity Specialist	30	$185.25	$5,557.50
Cloud readiness assessment; architecture review and recommendations	Senior IT Consultant	24	$156.75	$3,762.00
2 CFR Part 200 compliance gap analysis; sponsored program controls review	Research Ops Consultant	16	$147.25	$2,356.00
Engagement coordination; executive status reporting	Project Manager	10	$104.50	$1,045.00
Data gathering; documentation; final report drafting and formatting	Mid-Level Consultant/Analyst	20	$128.25	$2,565.00
			Total Hours: 100	**Total Due: $15,285.50**

Please remit payment to: QleverSolutions LLC, 2255 Lusters Gate Road, Blacksburg, VA 24060

Payment via Wells One AP Control Payment System accepted.

For questions contact: damaris@qlever.solutions | 540-808-6123

Section 7: Other Goods and Services

(In response to RFP Section VII.A.7 / Attachment A, Section 1)

In accordance with the Additional Goods and Services clause of the contract's Terms and Conditions (Attachment A, Section 1), QleverSolutions offers a broad portfolio of technology, consulting, and training services beyond those specifically described in the preceding sections. The University may acquire any of the following goods or services under the same pricing, terms, and conditions, subject to mutual agreement, including products, components, accessories, subsystems, or related services introduced during the term of the agreement.

7.1 SAP Ariba-Registered Service Categories

QleverSolutions is fully registered in SAP Ariba (Supplier ID: AN11363153235) under the following service categories, all of which are available to Virginia Tech and VHEPC member institutions under any resulting contract.

Service Category (SAP Ariba Registered)	Description & Applicability
Application Implementation Services	Design, configuration, and deployment of enterprise software applications tailored to research and administrative workflows. Includes legacy system migration and enterprise platform launches.
Information Technology Consultation Services	Strategic IT advisory including infrastructure assessments, technology roadmap development, vendor evaluation support, and IT governance consulting for research and government environments.
Information Technology (IT) Management Services	Ongoing IT operations support, system administration oversight, and managed service coordination for research computing and administrative systems.
Data Processing & Preparation Services	Data cleansing, transformation, normalization, and preparation for analytics, reporting, or migration projects. Supports research data management and grant compliance reporting needs.
Data Conversion Services	Migration of data between systems, formats, or platforms — including legacy database migrations, file format conversions, and integration data mapping.
Database Analysis Services	Database performance analysis, schema review, query optimization, and data quality assessments. Applicable to research data repositories and administrative database systems.
Database Management as a Service	Cloud-based and on-premises database administration, monitoring, backup, and maintenance services for research and operational systems.
Database Information Retrieval / Online Database Information Retrieval	Custom query development, report building, and data extraction services from existing database systems including Banner ERP, MicroStrategy, HokieMart, and research data repositories.
Database Management System Software Maintenance	Patch management, version upgrades, and ongoing maintenance for database management systems.
Disaster Recovery Services	Business continuity planning, disaster recovery plan development, and recovery infrastructure design for research IT and administrative systems. Includes Infrastructure-as-Code approaches.
Risk Management Consultation Services	Enterprise risk assessment, security risk framework development, and compliance risk analysis. Grounded in direct federal cybersecurity

	governance experience including NIST 800-53 implementation.
Process and Procedures Management Consultation Services	Business process analysis, workflow redesign, standard operating procedure development, and digital transformation consulting for administrative and research operations.
Internal Audits	Operational and compliance auditing support including fixed asset audits, grant expenditure reviews, license audits, and process compliance assessments aligned to 2 CFR Part 200.
Government Accounting Services	Multi-fund accounting support, grant financial management, reconciliation, and financial reporting assistance for sponsored research programs and state-funded operations.
Mainframe Software Applications Design	Legacy system analysis and modernization roadmap development for aging mainframe or on-premises applications transitioning to cloud or hybrid environments.
Training Planning and Development Consultancy Services	Instructional design, training program development, and curriculum planning for technology adoption, compliance, and professional development initiatives.
Training Workshop Services	Facilitated training workshops on topics including cybersecurity awareness, research compliance (2 CFR Part 200), data governance, AI tools, and IT system usage.
Computer Vocational Training Services	Hands-on technical instruction in software tools, database platforms, cloud services, and research computing environments for staff and faculty.
Employee Education Services	Broader workforce education programs including onboarding curricula, compliance training coordination, and professional development planning.

7.2 Pricing for Additional Services

As explicitly requested in the RFP, the associated costs for all services listed above are provided in **Attachment B (Pricing Schedule)**. QleverSolutions will provide itemized quotes based on these contracted rates for any specific engagement upon request. All additional services are offered under the exact same volume discount structure as the primary services in this proposal.

Section 8: SWaM Business Participation

(In response to RFP Section VII.A.8)

QleverSolutions LLC is a currently certified SWaM business, designated by the Virginia Department of Small Business and Supplier Diversity (SBSD) under the Code of Virginia Section 2.2-16.1 et seq. and Administrative Code 7VAC 13-20 et seq.

Item	Detail
Certifying Authority	Virginia Department of Small Business and Supplier Diversity (SBSD)
Certification Number	834664
Designation	Small Business, Micro Business, Women-Owned Business, Minority-Owned Business
Valid Through	January 27, 2030
SBSD Website	http://www.sbsd.virginia.gov/

8.1 Commitment to Maintain Certification

As explicitly required by the RFP, QleverSolutions irrevocably agrees to maintain its SWaM certification in active, good-standing status for the full life of any contract resulting from this solicitation, including all renewal periods. In the rare event of any material change to the firm's certification status, QleverSolutions will promptly notify the Virginia Tech Procurement Department in writing.

8.2 SWaM Prime Contractor Status

Because QleverSolutions LLC operates as a certified SWaM Prime Contractor, all direct engagements executed by our in-house team constitute **100% Tier 1 SWaM participation spend** for the University. Virginia Tech and VHEPC member institutions contracting directly with QleverSolutions under this agreement automatically advance their institutional SWaM utilization goals with every dollar spent.

8.3 Subcontractor SWaM Participation Plan

For engagements requiring subconsultant or specialized support beyond our immediate capacity, QleverSolutions prioritizes the identification and engagement of additional SBSD-certified SWaM firms. We are actively expanding a structured subcontractor network anchored by Virginia-based SWaM-certified partners in cybersecurity, cloud services, and research IT operations.

Reporting Ability: Through our centralized financial management systems (QuickBooks), QleverSolutions tracks all vendor and subcontractor disbursements by their specific SWaM certification type. We possess the full operational capability to generate and submit detailed SWaM subcontracting spend reports quarterly, or at any frequency requested by Virginia Tech or VHEPC, consistent with the reporting requirements of Section VI.G. Furthermore, we welcome the opportunity to cooperate with Virginia Tech's dedicated SWaM support personnel on post-award initiatives to expand SWaM utilization, as outlined in Addendum 1.

Section 9: Signed Submission Instruction Page and Addenda Acknowledgment

(In response to RFP Section VII.A.9)

The fully executed and signed RFP Submission Instruction page (RFP Page 2) is included immediately following the cover page of this proposal package, as required.

9.1 Addendum Acknowledgment

The following addenda were issued for RFP #952642607. QleverSolutions has reviewed, acknowledged, and incorporated the resulting clarifications into our proposal response. **A signed copy of this Addendum is included alongside the Submission Instruction page in this proposal package.**

Addendum	Description and Status
Addendum No. 1	Issued April 24, 2026 — VHEPC Unified Quarterly Reporting Template (v3) and Q&A clarifications. Acknowledged, signed, and fully incorporated into this proposal response.

Attachment B: Pricing Schedule

(Ref: RFP Attachment B / RFP Section VI.A / RFP Section VII.A.3, .6, .7)

The rates in this schedule reflect the actual cost of experienced, credentialed professionals who already understand how Virginia research universities operate. Consider what a compliance gap, a failed federal audit, or a grant administration error costs an institution—in staff time, in delayed funding, and in audit remediation. Our rates are structured to deliver rigorous, accountable work at a price point that reflects QleverSolutions' lean structure and direct principal involvement in every engagement. There is no billing for layers of account management or corporate overhead you do not need.

Per RFP Section VIII.B, pricing is subject to negotiation. We welcome direct conversations about scope, volume, and long-term engagement structures that work best for your institution. All prices are in U.S. dollars, FOB Destination.

B.1 Hourly Rate Schedule

(Submitted in required RFP template format)

Product Category (Role & Description)	Manufacturer	List Price	Discount (Base)	Net Price	UOM	Volume Tier (if applicable)
Cybersecurity Specialist: Industrial/OT cybersecurity, vulnerability assessment,	QleverSolutions LLC	$195.00	0%	$195.00	Hour	Applies (See B.2)

pentest oversight, NIST compliance, Zero Trust, federal security governance						
Senior IT Consultant: Cloud architecture, IT infrastructure assessment, system optimization, AI governance, strategic advisory	QleverSolutions LLC	$165.00	0%	$165.00	Hour	Applies (See B.2)
Research Operations Consultant: 2 CFR Part 200 compliance, federal grant administration, sponsored programs support, research data management, multi-fund accounting	QleverSolutions LLC	$155.00	0%	$155.00	Hour	Applies (See B.2)
Mid-Level Consultant / Analyst: Data analysis, documentation, process assessment, database analysis, report development, system support	QleverSolutions LLC	$135.00	0%	$135.00	Hour	Applies (See B.2)
Project Manager: Project planning and coordination, stakeholder reporting, RFP support, Agile/PMP-certified program management	QleverSolutions LLC	$110.00	0%	$110.00	Hour	Applies (See B.2)
Junior Consultant / Analyst: Research support, data gathering, documentation, training coordination, administrative technical support	QleverSolutions LLC	$85.00	0%	$85.00	Hour	Applies (See B.2)
Training Workshop (per session): Facilitated training sessions on cybersecurity, compliance, data governance, AI tools, or IT systems (up to 4 hours; materials included)	QleverSolutions LLC	$1,200.00	0%	$1,200.00	Session	N/A
Training — Custom Curriculum Development: Design and development of custom training materials, curricula, and instructional content	QleverSolutions LLC	$155.00	0%	$155.00	Hour	Applies (See B.2)

"Manufacturer" column reflects QleverSolutions LLC as the sole provider of all professional services listed. QleverSolutions is not a product manufacturer; this column is completed per the RFP template format.

B.2 Volume Discount Schedule

To support the University on larger-scale digital transformations and compliance audits, QleverSolutions offers the following volume-based incentives. Volume discounts apply per individual order based on the total estimated hours. The exact discount tier is confirmed at the time of quoting and applied uniformly to all eligible hourly line items in that order.

Volume Tier	Hours per Order	Discount	Example Savings *(Based on Senior IT Rate)*
Base	1 – 99 hours	0%	List price applies ($165.00/hr)
Tier 1	100 – 249 hours	5%	$8.25 savings/hr ($156.75/hr net)
Tier 2	250 – 499 hours	8%	$13.20 savings/hr ($151.80/hr net)
Tier 3 (Max)	500+ hours	12%	$19.80 savings/hr ($145.20/hr net)

B.3 Price Adjustment Policy

Consistent with RFP Attachment A, Section 16, no price increases will be authorized for 365 calendar days after the effective date of the contract. Thereafter, QleverSolutions will provide not less than thirty (30) days advance notice prior to any annual renewal if a price adjustment is requested, accompanied by supporting documentation demonstrating changes in labor costs or market conditions. Any across-the-board price decreases will be passed through to Virginia Tech and all VHEPC member institutions immediately.

Furthermore, any special or promotional discounts offered by QleverSolutions to any commercial or government customer during the contract term will be extended immediately to Virginia Tech and VHEPC member institutions for the duration of the promotional period, strictly adhering to RFP Attachment A, Section 17.

Attachment C: PAC Agreement — Publicly Accessible Contract

(Ref: RFP Section VI.H / RFP Attachment C / Addendum 1 Q&A #3)

QleverSolutions LLC acknowledges that execution of the VHEPC Publicly Accessible Contract (PAC) Agreement is a mandatory condition of award and is not subject to post-award negotiation. We agree to execute the PAC Agreement exactly as provided.

C.1 Third-Party Access Election

QleverSolutions explicitly elects to permit third-party access under the PAC structure, enabling eligible public entities that are not VHEPC participating institutions to utilize the awarded contract. QleverSolutions acknowledges and agrees to the associated obligations, including:

- **PAC Annual Fee:** Remittance of 1% of all revenue received from non-VHEPC entities through Third-Party Access, paid no later than August 31 of each year.
- **Reporting:** Quarterly Non-Member (PAC) reporting via the *VHEPC Unified Quarterly Reporting Template — Non-Member Reporting* tab.

- **Marketing:** Support for VHEPC marketing of Third-Party Access through the Consortium's promotional channels.

C.2 Executed Agreement

A fully completed and signed copy of the PAC Agreement (RFP Attachment C) is included in the final pages of this proposal submission for counter-signature upon contract award.

Attachment C
AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT

This Agreement executed this [Date] day of [Month, Year] by and between [VASCUPP MEMBER NAME], ("the University") and [Supplier NAME] ("Supplier").

TERM

The term of this Publicly Accessible Contract ("PAC") shall remain in effect until the expiration or termination of the Primary Agreement.

WITNESS

WHEREAS, the University and Supplier have executed an agreement, [CONTRACT NUMBER], dated [CONTRACT DATE] (the "Primary Agreement"), and included in the Primary Agreement is a third party access / cooperative procurement clause. Now therefore, the University and Supplier agree to the specific terms that will allow third-party access to the Primary Agreement, and based on other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

I. Supplier will:

A. Allow third parties to obtain goods and services from Supplier in accordance with the terms and pricing of the Primary Agreement ("Third-Party Access").

B. Pay the Virginia Higher Education Procurement Consortium ("Consortium") one percent (1%) of all revenue received by Supplier from non-Consortium entities through Third-Party Access (the "PAC Annual Fee"). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described in Section II.

C. Fully support this marketing relationship by promoting the availability of the Third Party Access to non-Consortium entities; and

D. Provide quarterly reports detailing the amount of revenue received from non-Consortium entities through Third-Party Access.

II. The University will ensure the Consortium:

A. Promotes the Primary Agreement and Third-Party Access on its website and through other channels (e.g., conferences) to non-Consortium members; and

B. Maintains a Supplier-approved version of the Supplier's logo on the Consortium website.

III. Payment

A. Supplier shall remit the PAC Annual Fee to the Consortium no later than August 31st of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

If the Primary Agreement expires or terminates before August 31st, Supplier shall remit the PAC Annual Fee no later than 45 calendar days from expiration or termination date of the Primary Agreement.

B. Supplier shall remit the PAC Annual Fee by check in U.S. dollars. Checks will be made payable to the University of Virginia and sent to:

Procurement Office Manager
Procurement and Supplier Diversity Services
University of Virginia, Carruthers Hall
PO Box 400202
1001 N. Emmet Street
Charlottesville, VA 22904

Note 'PAC payment' on check.

IV. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt: or (4) if sent by electronic mail, on the next business day of the receiver. All such notices will be addressed to a party at such party's address as shown below.

If to the University:

[Lead School Procurement Director]
[Lead School Procurement Address & Contact Info]

If to [Supplier]:

Damaris Anderson, Owner & Principal
QleverSolutions LLC
2255 Lusters Gate Road, Blacksburg, VA 24060
Email: damaris@qlever.solutions

ACCEPTANCE

For [Lead Institution]	**For QleverSolutions LLC**
	Damaris Anderson
[Lead Procurement Director]	Damaris Anderson
[Lead Job Title]	Owner & Principal
	05/11/2026
Date	Date

Agreement #: [Contract-Number]-PAC

Negotiation Questions

1. **Virginia Tech question:** Cost to the University is a major component of this solicitation and one of the 5 factors considered during the award process. Please submit your best and final pricing/discount structure for consideration.

   Response:
   QleverSolutions LLC is pleased to submit the following Best and Final Offer (BAFO). Our base hourly rates remain as submitted in our proposal:

   Cybersecurity Specialist: $195/hr
   Senior IT Consultant: $165/hr
   Research Operations Consultant: $155/hr
   Project Manager: $110/hr
   Mid-Level IT Consultant: $135/hr
   Junior Consultant: $85/hr

   As our BAFO enhancement, we are improving our volume discount structure to better reward higher utilization and provide greater savings to Virginia Tech and VHEPC member institutions:
   - 5% discount for engagements of 80+ hours/month (previously 100 hrs)
   - 10% discount for engagements of 160+ hours/month (previously 8% at 200 hrs)
   - 15% discount for engagements of 320+ hours/month (previously 12% at 400 hrs)

   These rates are firm, all-inclusive, and represent our most competitive pricing. We are committed to delivering exceptional value and are confident these rates are highly competitive for Virginia-based IT consulting services in the government and higher education sector.

2. **Virginia Tech question:** Are the prices provided with your proposal as favorable (or more favorable) as pricing provided to other Higher Educational Institutions?

   Response:
   Yes. **QleverSolutions LLC** has no existing contracts with other higher education institutions. The rates submitted with our proposal, and affirmed in this BAFO, represent our standard government and higher education rate schedule. We commit that no other higher education institution will receive pricing more favorable than that provided to Virginia Tech and VHEPC member institutions.

3. **Virginia Tech question:** Do you agree to provide invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?

   Response:
   QleverSolutions LLC agrees to invoice with net payment due thirty (30) days after receipt of invoice or delivery of goods/services, whichever is later.

4. **Virginia Tech question:** If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W for the latest twelve (12)

months for which statistics are available at the time of renewal or 3 percent, whichever is less?

Response:
Yes. **QleverSolutions LLC** agrees to limit any price increases upon contract renewal to no more than the increase in the Consumer Price Index (CPI-W) for the latest twelve (12) months for which statistics are available at the time of renewal, or three percent (3%), whichever is less.

5. **Virginia Tech question:** If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal term?

   Response:
   Yes. **QleverSolutions LLC** agrees to hold all rates firm for the full initial two-year contract period and through the first two-year renewal term, for a minimum of four (4) years from the effective date of contract award.

6. **Virginia Tech question:** Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

   Response:
   Yes. **QleverSolutions LLC** is currently registered with eVA (Virginia VLIN: VA10124358) and agrees to participate in the eVA internet procurement solution as described in the terms and conditions of RFP #952642607.

7. **Virginia Tech question:** Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

   Response:
   Yes. The rates provided in our proposal and BAFO are inclusive of all applicable eVA system transaction fees.

8. **Virginia Tech question:** Are you willing to provide a report at the end of each Virginia Tech Fiscal Year detailing the money saved by the University by utilizing this contract? Virginia Tech's Fiscal Year ends June 30th of each year.

   Response:
   Yes. **QleverSolutions LLC** agrees to provide a report at the end of each Virginia Tech Fiscal Year (ending June 30) detailing the cost savings realized by the University through utilization of this contract, including a summary of services rendered, volume discounts applied, and benchmark comparisons where available.

9. **Virginia Tech question:** Do you agree that the initial contract period shall be two years?

   Response:
   Yes. **QleverSolutions LLC** agrees that the initial contract period shall be two (2) years from the effective date of award.

10. **Virginia Tech question:** Upon completion of the initial contract period, do you agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) two-year periods, under the terms of the current contract?

Response:
Yes. **QleverSolutions LLC** agrees that upon completion of the initial two-year contract period, Virginia Tech may renew the contract upon written agreement of both parties for up to four (4) additional two-year periods (for a maximum total contract term of ten years), under the terms of the then-current contract.

11. **Virginia Tech question:** Prior to renewal do you agree to reevaluate pricing to be sure Virginia Tech is receiving the best possible discount or rate structure you can provide?

    Response:
    Yes. Prior to each renewal period, **QleverSolutions LLC** agrees to reevaluate our pricing structure to ensure Virginia Tech and VHEPC member institutions are receiving the most favorable rates we can provide, consistent with the CPI-W or 3% annual cap.

12. **Virginia Tech question:** Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?

    Response:
    Yes. **QleverSolutions LLC** is an independent business entity incorporated under the laws of the Commonwealth of Virginia. All services are performed as an independent contractor. No principal or agent of **QleverSolutions** is an employee of Virginia Tech or any other Commonwealth entity.

13. **Virginia Tech question:** Do you further agree that Virginia Tech will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contractor or contractor's employees?

    Response:
    Yes. **QleverSolutions LLC** acknowledges and agrees that Virginia Tech will not withhold federal or state income taxes from payments made to **QleverSolutions LLC**, and will not provide employment benefits of any kind to **QleverSolutions**, its principal, or any subcontractors engaged in the performance of this contract.

14. **Virginia Tech question:** Please describe your turn-around time if emergency services are needed.

    Response:
    QleverSolutions LLC commits to the following emergency response framework:

    Initial acknowledgment: within 2 business hours of emergency notification
    Preliminary assessment and response plan: within 4 business hours
    Active remote or on-site deployment: within 24 hours for critical issues

    As a Blacksburg, VA-based firm, we are locally positioned to respond to Virginia Tech campus needs with no mobilization delay. Physical on-site response for Blacksburg-area engagements can typically be achieved within the same business day.

15. **Virginia Tech question:** How soon after contract award can you begin providing services?

Response:
QleverSolutions LLC can begin providing services within ten (10) business days of contract execution and confirmation of required insurance coverage. As a local Blacksburg, VA-based firm with no onboarding delays, we are prepared to support Virginia Tech immediately upon contract activation.

16. **Virginia Tech question:** Do you acknowledge, agree and understand that your contract is not exclusive, and that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?

    Response:
    Yes. **QleverSolutions LLC** acknowledges, agrees, and understands that any contract awarded under this solicitation is non-exclusive and that Virginia Tech cannot guarantee a minimum amount of business. We fully accept this condition and are committed to earning Virginia Tech's continued business through competitive pricing, responsive service, and consistent quality delivery.

17. **Virginia Tech question:** Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 952642607 shall govern the contract if a contract is awarded to your company?

    Response:
    Yes. **QleverSolutions LLC** acknowledges, agrees, and understands that the terms and conditions of RFP #952642607 shall govern any contract awarded to **QleverSolutions LLC**.

18. **Virginia Tech question:** If applicable, do you agree to become a certified SWaM vendor with the Virginia Department of Small Business and Supplier Diversity and maintain that certification throughout the term of this contract?

    Response:
    QleverSolutions LLC is currently certified as a Small, Micro, Women-Owned, and Minority-Owned Business (SWaM) by the Virginia Department of Small Business and Supplier Diversity (SBSD) (Certification #834664). We are committed to maintaining this certification in good standing throughout the full term of any awarded contract, including all renewal periods.

19. **Virginia Tech question:** Please submit a W-9 on the current IRS Form Revision, and a copy of your Certificate of Insurance that meets the requirements of the solicitation.

    Response:
    Yes. Please find attached **QleverSolutions LLC's** current IRS Form W-9, along with our Certificate of Insurance. The enclosed Certificate of Insurance meets all coverage limits and requirements specified in RFP #952642607, Attachment A, Section 12.