



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 AUD063051

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 KRISTA FERRELL  
 304-558-2596

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

*eBridge Consulting*

SHIP TO

STATE AUDITOR'S OFFICE  
 BUILDING 1, ROOM W100  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0230 558-2251

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/17/2006				
BID OPENING DATE: 05/31/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		920-45		
COMPUTER SOFTWARE MAINTENANCE/SUPPORT  REQUEST FOR QUOTATION  THE WEST VIRGINIA PURCHASING DIVISION ON BEHALF OF THE AGENCY, THE WEST VIRGINIA STATE AUDITOR'S OFFICE, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH PROGRAMMING AND SOFTWARE DEVELOPMENT SERVICES FOR CID AUDIT TIME TRACKING AND BILLING SYSTEM PER THE ATTACHED SPECIFICATIONS.  EXHIBIT 3  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.  UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.  CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-736-2800	DATE 5-31-06
TITLE Director-BD	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**ORIGINAL SIGNED BID TO:**

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

**DUPLICATE BID TO:**

State Auditor's Office  
Bid Observer  
Building 1 Room W114  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0230

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



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05/17/2006				
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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VENDOR PREFERENCE CERTIFICATE  CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).  A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:  <input type="checkbox"/> BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR  <input type="checkbox"/> BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR  <input type="checkbox"/> BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.  B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:						

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<p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT</p>						

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<p>BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>ebridge Consulting</u></p> <p>DATE: <u>5-31-06</u></p> <p>SIGNED: <u>[Signature]</u></p> <p>TITLE: <u>Director - BD</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p>						

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DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130  AN EXACT DUPLICATE MUST BE SUBMITTED TO:  STATE AUDITOR'S OFFICE BID OBSERVER BUILDING 1, ROOM W114 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0230  BOTH BIDS MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:  SEALED BID  BUYER: 21 RFQ. NO.: AUD063051 BID OPENING DATE: 05/31/2006 BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:  ----- 304-736-2488 -----						

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VENDOR

STATE OF WEST VIRGINIA

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CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----						
***** THIS IS THE END OF RFQ AUD063051 ***** TOTAL:						\$190,000. <sup>00</sup>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FEIN \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



WV-96  
Rev. 3/94

**AGREEMENT ADDENDUM**

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **ARBITRATION** - Any references to arbitration contained in the agreement are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOUPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages or limiting the Vendor's liability under a warranty to a certain dollar amount or to the amount of the agreement is hereby deleted. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:  
**STATE OF WEST VIRGINIA**

Spending Unit: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**VENDOR**

Company Name: etbridge Consultants

Signed: [Signature]

Title: Director - B-D

Date: 5-31-06

# AFFIDAVIT

**West Virginia Code §5A-3-10a states:**

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:**

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:**

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

**CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Bridge Consulting

Authorized Signature: [Signature] Date: 5-31-06

**West Virginia State Auditor's Office  
Chief Inspector Division**

REQUEST FOR QUOTE

AUD063051

Custom Audit Time Tracking and Billing System



**eBridge Consulting Response**

eBridge Consulting  
6351 Route 60 E.  
Suite 3  
Barboursville, WV 25504  
304-736-2800  
Contact: Ryan M. Blake

603 South Main Street  
Suite 200  
Grapevine, TX 76051

Signature

A handwritten signature in black ink, appearing to read "R. M. Blake", is written over a horizontal line.

Date

5-31-06

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5/31/2006

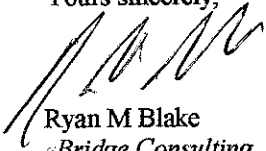
WV State Auditor's Office  
1900 Kanawha Blvd., E.  
Capitol Complex, Bldg. 1, W-100  
Charleston, WV 25305

Dear Sir/Madam,

Thank you for taking the time to consider our capabilities in application development for your project. I have enclosed a quotation and a high level implementation timetable.

If you have any questions about this proposal, please don't hesitate to let me know.

Yours sincerely,



Ryan M Blake  
*eBridge Consulting*  
304-736-2800 - Office  
304-395-4322 - Cell

## Introduction to eBridge Consulting

**eBridge Consulting (eBC)** is a management company with two operating units (**SIBRIDGE** and **BRIDGE IT**), each with a unique focus on the full spectrum of services necessary to win in today's economy. In short, eBC is a Business and Technology Integration firm comprised of world-class people, processes, tools and methods

### Who we are:

eBC is a tightly held LLC formed in the State of Texas. eBC is based out of the Dallas-Fort Worth Metroplex. SIBRIDGE has offices in Grapevine TX and Tampa, FL, and provides nationwide service to medium to large clients. Bridge IT is headquartered in Barboursville WV and primarily services small to medium size clients in WV and surrounding states.

### Where we come from:

eBC was founded by a team of professionals sharing a common basis: established, successful careers in various business verticals leveraging Technology to solve problems. The founder (Bill Varney) was borne and raised in Huntington WV, graduated from Huntington East High School in 1978 and Marshall University (B.B.A.) in 1985. He brings a passion for a broad base of the Business and Information Technology domains.

### How we are different:

We are unlike traditional management consulting firms who focus' mainly on strategy, or systems integration companies who focus' primarily on technology, or the post internet-bust consulting firms who focus' solely on survival; eBC's focus is helping the client win, and that requires the capability to bridge strategy to implementation, via an integrated, holistic approach. We understand implementation is the hard part and that 'strategic' and 'practical' are not mutually exclusive. Because we often share the risk with our clients, we offer practical approaches to solve complex problems. We understand how success is measured. We understand 'the bottom line' realities of this economy. We form lasting partnerships

## Listing of Notable Clients



## Relative Success Stories

<b>Customer Name</b>	Con-Jel Sales, INC
<b>Customer Industry</b>	Wholesale / Retail Distribution
<b>Customer Location</b>	Huntington WV
<b>Critical Business Issue (Pain)</b>	Existing Accounting System (Microsoft Great Plains) did not meet all of there business needs.
<b>Reason for Issue</b>	Con-Jel operates in a unique manor and deals with customers with unique terms.
<b>Their Need</b>	A fully functional ERP package that had capabilities as follows: Accounts Receivable, Accounts Payable, General Ledger, Billing/Invoicing,
<b>Service We Provided</b>	Designed and developed an application that included all functionality required using an N-tier Architecture. ASP.Net, VB.NET
<b>Technical Solution We Provided</b>	All transmitted orders are collected at the office, printed and scanned into the internal system for processing. This is much more efficient that how it was done prior to this solution be implemented.
<b>Functional Capability We Provided</b>	New order process, reporting, customer research, the ability to scan, online data transfer.
<b>Results of Solution for Client</b>	Order process efficiency allowing sale people to make more sales calls. This resulted in increased sales generating a better bottom line profit for the business.
<b>Reusable Assets / IP (code, models, plans)</b>	A/R, A/P, GL, Billing, Check Writing code and workflow.
<b>Reference Contact Name, Title &amp; Quote</b>	John Aluise - President 304-523-3521
<b>Internal Contact</b>	Stewart Varney 304-736-2800

<b>Customer Name</b>	PwC – SDLC (Framework, Methodology, Approach)
<b>Customer Industry</b>	Professional Services – Accounting and Auditing
<b>Customer Location</b>	Tampa, Florida
<b>Critical Business Issue (Pain)</b>	Lack of a standard Software Delivery Lifecycle (SDLC) leading to ambiguous: timelines, estimates, quality, results.
<b>Reason for Issue</b>	Several major initiatives were planned for the next 18 months that would expose PwC's immature methods for software delivery. PwC leadership also wanted to move toward a "Release Management" approach to delivery (bundled projects over quarterly releases).
<b>Their Need</b>	An SDLC that incorporated industry "best practices" with PwC best practices. This "hybrid" methodology would allow them to continue to do "what works", while providing them a roadmap for those areas that "were not working".
<b>Service We Provided</b>	Designed and implemented a new SDLC which centered on a Release Management framework. eBridge consultant functioned as lead SDLC designer and chief "change agent" for cultural adaptation of the new SDLC.
<b>Technical Solution We Provided</b>	SDLC provided a means to support various types of technical implementations: Custom, Package, Middleware, etc .... Procedural and Object Oriented concepts were all considered throughout.
<b>Functional Capability We Provided</b>	A methodology that provided Executives a means to manage the IT shop at a project, program and release level.
<b>Results of Solution for Client</b>	Planned to roll out 1'st phase 5/1/03. So far PwC is very pleased with eBridge work to date.
<b>Reusable Assets / IP (code, models, plans)</b>	Plenty of SDLC artifacts (templates, examples, work products, deployment plans, SDLC methods)
<b>Project Start &amp; End Dates</b>	10/01/02 through ???/??/03
<b>Reference Contact Name, Title &amp; Quote</b>	Tony Ferri, VP, PwC
<b>Internal Contact</b>	Bill Varney



<b>Customer Name</b>	Black Diamond Fruit & Produce (A SUPERVALU COMPANY)
<b>Customer Industry</b>	Wholesale / Retail Distribution
<b>Customer Location</b>	Huntington WV
<b>Critical Business Issue (Pain)</b>	Inefficient process for all aspects of the operation.
<b>Reason for Issue</b>	Proprietary nature of business and the inability for off the shelf software to conform to those needs as well as the needs of SUPERVALU.
<b>Their Need</b>	To take Black Diamond from a pen and paper business to a state of the art business using a developed system that would satisfy Black Diamond and SUPERVALU's needs.
<b>Service We Provided</b>	Designed, developed and implemented a system that would give our client the ability to better manage their business in a much more efficient way.
<b>Technical Solution We Provided</b>	Weekly upload of accounting information to the Central Region of SUPERVALU's main frame system. This allowed SUPERVALU to collect sales data and generate customer statements from their system which was the goal from their perspective.
<b>Functional Capability We Provided</b>	Real time functionality, invoicing, inventory control procedures, purchase order system, credit system, selection tickets, building delivery reports, profit analysis, employee performance and massive reporting functionality.
<b>Results of Solution for Client</b>	Much more efficient process in all aspects of their operation. Less expense in process has resulted in a better bottom line profit margin. Better customer satisfaction as a result of legible, easy to understand invoices vs the hand written ones of the past.
<b>Reusable Assets / IP (code, models, plans)</b>	Much more accountability for all employees within BD. Vital information is available to them at the click of the mouse, providing them with process tracking in all aspects of the operation.
<b>Project Start &amp; End Dates</b>	5/1/2000 - 12/31/2000
<b>Reference Contact Name, Title &amp; Quote</b>	Brent Sansom - Accountant 304-525-8179
<b>Internal Contact</b>	Stewart Varney 304-736-2800

<b>Customer Name</b>	Con-Jel Sales, INC
<b>Customer Industry</b>	Wholesale / Retail Distribution
<b>Customer Location</b>	Huntington WV
<b>Critical Business Issue (Pain)</b>	Order processing from remote sales staff.
<b>Reason for Issue</b>	Current process of getting sales data from the field to the office consisted of the sales representative either coming into the office or faxing hand written orders for processing.
<b>Their Need</b>	A system that would (first at foremost) allow them to get data from the field to the office in electronic form for processing. The ability to be more efficient in order collection allowing more time for calls.
<b>Service We Provided</b>	Designed, developed and implemented a system that gives them the ability to generate bar-coded labels at the office for store tagging. This allows them to scan the item into the software developed by Bridge IT and then send this data to the office for processing.
<b>Technical Solution We Provided</b>	All transmitted orders are collected at the office, printed and scanned into the internal system for processing. This is much more efficient than how it was done prior to this solution being implemented.
<b>Functional Capability We Provided</b>	New order process, reporting, customer research, the ability to scan, online data transfer.
<b>Results of Solution for Client</b>	Order process efficiency allowing sales people to make more sales calls. This resulted in increased sales generating a better bottom line profit for the business.
<b>Reusable Assets / IP (code, models, plans)</b>	Accountability from both the office side as well as the remote side of the operation.
<b>Project Start &amp; End Dates</b>	5/1/2004 7/15/04
<b>Reference Contact Name, Title &amp; Quote</b>	John Aluise - President 304-523-3521
<b>Internal Contact</b>	Stewart Varney 304-736-2800

# High Level Work Plan

## Estimation

### *Project sizing metrics / observations*

- Initial database entity survey – 6 major entities, 26 total, poss. 10 more. Each entity will be at least 1 table. 3 many-to-many relationships (3 more tables).
  - Major entities: users, timesheets, audit entities, audit projects, invoices, bidders
  - Minor entities: user class, user plan, settings, assignments, points of contact, invoice line items, pending adjustments, timesheet entries, grants, fiscal years, timesheet calendar, timesheet group, timesheet approval group, rfp's, audit project history, bid lists, bid list entries, bids, contracts, scores.
- No detailed data attributes in specification (open-ended data requirements).
- Rough Est. 100-120 basic CRUD functions, database stored procedures, triggers.
- 95 stated high-level functional requirements in RFQ
- Screen count hard to estimate due to general/open-ended requirements (e.g. “wizard” workflow requirements, open-ended bid scoring and audit scheduling requirements)
- Requires application-based security framework (designed into application)
- Requires “wizard” engine designed into application for multi-step workflows
- Database “event” triggering requirements, requirements for stored procedures suggest higher skill level for database developer / DBA – needs to be able to put significant business logic into stored procedures and triggers, rather than into screens.

## Work breakdown structure & milestones

### *<> Start Requirements & Design*

Requirements & Analysis – 3 weeks, project manager, part-time architect (120h)

Architecture Specification

Inventory and define Use Cases / scenarios (xN)

Database Design

User Interface Design

User interface framework

Wizard workflow architecture/engine

Security framework

Administration framework

User interface screens (xN)

Administrative screens (xN)

Wizard workflows (xN)

Wizard workflow screens (xN)

Batch and/or automatic functional elements

Notable event triggers

Daily processes (xN)

Weekly processes (xN)

Monthly processes (xN)

Yearly processes (xN)

Reports (xN)

### *<> Requirements sign-off by customer*

Development Environment build-out – 1w – system administrator, 40h

- Development server
- Testing server
- Database
- Web server and web application container
- Build environment
- Deployment-to-customer-friendly application packaging (configuration of server)
- Developer workstation(s) and tools
- Source code control

<> *Start development*

Design & development – 12w – project manager, 2 developers – 40x12x3 = 1440h

- User interface framework
- Master screens & pages (xN)
- Wizard framework
- Wizard workflows (xN)
- Wizard screens & pages (xN)
- Database stored procedures (xN)
- Triggers (xN)
- Email integration engine
- Batch processing engine
- Reporting subsystem integration (Windows SQL Server reporting container)
- Reports (xN)

Documentation – 2w – technical writer – 80h

- Written System Design specification (per RFQ)
- Written User Guide (per RFQ)

<> *Start user testing*

User Acceptance Testing – 4w – project manager, 1 developer 4x40x2 = 320h

- Testing against use case scenario inventory
- Testing progress tracking
- Design/Implementation deficiency/enhancement tracking
- Changes/edits to delivered documentation

<> *Sign-off for Initiating Deployment*

Deployment – 1w – resources not identified

- Deployment to target production container
- Deployment to WV state development environment (?)

<> *Official activation / Sign-off for transition to Maintenance*

Maintenance, enhancements & break-fix – ongoing, hourly

## Resource overview

### *Key assumptions*

Development conducted off-site using vendor-supported-owned environment mirroring customer production deployment environment.

Deployment into WV-state hosted hardware for production

WV-state intends to assume maintenance/ownership of code base in own test/development environment – *no follow-on warranty or break-fix support.*

6-month timeline (24 weeks) is contractually critical

### *Estimated Schedule*

Estimated schedule runs 19 weeks, leaving 5 weeks for slippage (20%)

Critical path is: requirements (3w), development (12w), UAT (4w) = 19w

Development setup, documentation can run concurrently with other tasks

Schedule compression is possible by early-starting development and UAT before leading task is finished (i.e. start development before customer requirements signoff, and start user acceptance testing before final build is complete).

### *Staff Skills / Roles*

Project manager / requirements analyst / customer manager (triple role) (full-time)

Requirements elicitation & capture into documentation

Customer relationship

Project tasking & progress tracking

Resource & resource management

Customer collaboration / coordination

ASP.NET / VB.NET developer (full-time)

Screens / wizard engine / security framework / workflows

Database developer / DBA / System Administrator (triple role) (full time)

Schema / stored procedures & triggers, batch processing jobs.

Architect (part-time)

Overall system architecture specification & oversight

Technical writer (part time)

Documentation preparation & editing

### *Development requirements*

Development / Build / Testing Server (vendor in-house)

MS Windows 2003 Server

SQL Server

SQL Server reporting engine (included with SQL Server)

3 Developer Workstations (1 used by manager)

Visual Studio 2005

Visual SourceSafe (included)

MS Office

MS Project

## Cost Proposal

Total Consideration for this project is..... \$190,000.00\*

**\*Price could be reduced based on number of reports, screens and wizards required. These are referenced by (xN) throughout the Work breakdown structure & milestones section of our response.**