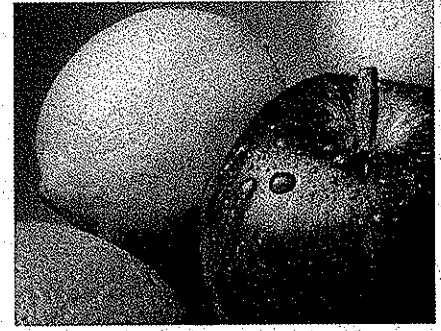


COLYAR
CONSULTING GROUP



RFQ# EDD256653

Child and Adult Care Food Program

Web Claiming and Application Processing Database

Quotation



COLYAR
CONSULTING GROUP

22420 N. 18th Drive
Phoenix, AZ 85207
Office: 623-209-1700 Fax: 623-209-1776
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August 22, 2006

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

Dear Ms. Ferrell,

Colyar Consulting Group, Inc. (CCG) welcomes the opportunity to respond to the Request for Quotation (RFQ) issued by the State of West Virginia, Department of Education, to provide the agency with a web claiming system and application processing database for the Child and Adult Care Food Program as described in the RFQ document. Management of the Child Nutrition Programs has become more complex and demanding and we understand that the West Virginia Department of Education needs a more comprehensive solution to meet the ever increasing demands.

CCG commits to fulfilling all of the requirements as they are stated in the RFQ. Our existing feature-rich system, combined with our enormous knowledge of the USDA programs will allow us to successfully meet West Virginia's requirements and in some areas, exceed them.

Any questions about this quotation can be addressed to either of the following:

Jeff Colyar, President
623-209-1717
jeff.colyar@ccglink.com

Richard Roeckner, Vice President
623-209-1776
richard.roeckner@ccglink.com

We are looking forward to working with the West Virginia Department of Education on this endeavor.

Sincerely,

Jeff Colyar
President
Colyar Consulting Group, Inc.

Quotation for
Child and Adult Care Food Program System

RFQ# EDD256653

Due August 22, 2006

Submitted to:

West Virginia

Department of Education

1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0330
304-558-2596



Submitted by:



COLYAR
CONSULTING GROUP

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(623) 209-1700

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Executive Summary

Colyar Consulting Group, Inc. (CCG) welcomes the opportunity to respond to the Request for Quotation (RFQ) issued by the State of West Virginia, Department of Education for a comprehensive system to administer the Child and Adult Care Food Program. West Virginia's management of these programs has become more complex and demanding and the existing systems no longer meet West Virginia's needs. A comprehensive web-based solution that is proven and effective is required to meet the needs of the department.

CCG is proposing an implementation of our Custom Off-The-Shelf (COTS) Child and Adult Care Food Program solution. This is a mature and robust system that uses technology that has been refined for over 12 years and is in production use today in many states. We believe that our experience and product line represent a powerful solution to the needs and requirements of West Virginia.

CCG has over 50 years of staff experience working with the Child Nutrition Programs and has implemented solutions in more than 15 different states which have resulted in a national experience and exposure. This has provided us a unique view into the differences in requirements between USDA regional offices as well as exposure to different state regulations, thus providing our clients with multiple solutions to meet their business needs.

Colyar Consulting Group

Colyar Consulting Group, Inc. (CCG) is a Phoenix-based, full-service consulting firm that specializes in the design, development, and implementation of Child Nutrition and Food Distribution management software. CCG was founded in 1989 and incorporated in Arizona in March of 1997. CCG operates independently with no larger owner relationship.

Our offices are located:

Corporate Office
6316 West Abraham Lane
Glendale, Arizona 85308
(602) 564-8770

Atlanta Office
6012 Pattillo Way
Lithonia, Georgia 30058
(770) 413-1231

We have additional support in Connecticut and Ohio. This structure enables us to provide superior and timely service to clients from anywhere in the country.

West Virginia's Challenges

CCG understands the obstacles that confront the state's management of the Child and Adult Care Food Program. These are complex undertakings that require manpower, expertise, and a great deal of business process. West Virginia is seeking to produce better efficiencies and replace older technology in order to better manage these programs.

Why Colyar Consulting Group?

Colyar Consulting Group is uniquely positioned to provide expert assistance to West Virginia with the implementation of our custom off the shelf solution for a Child and Adult Care Food Program solution. We specialize in solutions to help states administer all of the Child Nutrition Programs and our software has been in use by over 40% of the nation. Our products consist of Internet-based solutions that are mature, robust, and feature-rich. CCG focuses only on child nutrition programs (CNP) and food distribution programs (FDP); we are the leading national experts and service providers in this field.

Why CCG?	Demonstrated By:	Benefits to West Virginia:
CNP Experience	<ul style="list-style-type: none"> ▪ Single focus on CNP ▪ 12 Years of CNP software development experience ▪ Over 50 years of combined functional knowledge 	<ul style="list-style-type: none"> ▪ Mature software that promotes customer satisfaction ▪ Program knowledge that promotes tailored solutions to meet client needs
Wider Range of Products Running on Modern Technology	<ul style="list-style-type: none"> ▪ Standard suite of CNP Products including CACFP, NSLP and SFSP ▪ Training Registration Software ▪ Only CRE Review Software currently on the market ▪ Email Distribution System ▪ CACFP Review Software ▪ SMI Review Software ▪ SFSP Review Software 	<ul style="list-style-type: none"> ▪ Established software solution, which allows us to make minor customizations to incorporate West Virginia's specific needs, rather than on developing custom software from scratch.
Product Depth	<ul style="list-style-type: none"> ▪ Collaborative Resolution of Program Changes ▪ Sharing of System Enhancements Across Clients 	<ul style="list-style-type: none"> ▪ Timely compliance with regulatory changes
Capacity to Scale to West Virginia's Functional Demands	<ul style="list-style-type: none"> ▪ Existing Infrastructure for supporting multiple clients across the US. ▪ Install base is 3 times greater than the nearest competitor ▪ Of the states running commercial CNP systems, CCG is running the largest states (defined by number of users, number and amount of claims paid, etc.) 	<ul style="list-style-type: none"> ▪ Reduced implementation risk
Customer Service	<ul style="list-style-type: none"> ▪ Friendly and courteous staff 	<ul style="list-style-type: none"> ▪ Customer satisfaction

Why CCG?	Demonstrated By:	Benefits to West Virginia:
	<ul style="list-style-type: none"> ▪ Responsive problem resolution ▪ High touch communications 	

Clients Thoughts on Colyar Consulting Group, Inc.
<p><i>"The staff at CCG have mastered an excellent understanding of USDA Child Nutrition Programs and the regulations that go along with various components They are very professional and pleasant to work with, always responding to our needs in a very timely manner. More importantly, our users at the local level have experienced an effortless and pleasant transition to this new system. They find it user friendly and effortless to use."</i></p> <p>—State Director, Child Nutrition Programs</p>
<p><i>"The CCG development staff was a pleasure to work with. Their business knowledge of federally subsidized feeding programs and associated technical abilities made the complex development process progress smoothly. CCG was very prompt in returning calls and reacting to inquiries and requests."</i></p> <p>—Assistant Director, Office of Child Nutrition Services</p>

CCG is confident that we can provide an effective solution for the following reasons:

- CCG has been writing software for administering the Child Nutrition Programs since 1994, and has an established infrastructure that is designed to quickly and easily accommodate your needs. Our staff has over 50 combined years of experience with the development of these programs.
- Our software has been in production use since 1996, which has allowed it to mature and improve over time as changes in regulations have occurred and enhancements have been implemented. This has given us the experience necessary to provide meaningful assistance to states wishing to implement CNP software. We are able to make effective recommendations in how to meet many of the requirements because we have seen the processes used in many other states and can evaluate the pros and cons of different implementation and functionality approaches.
- CCG's significant experience allows us to move through the development and implementation processes at a much faster and more efficient pace than less experienced competitors.
- Our excellent performance record proves our ability to deliver a quality solution in a timely fashion.

Summary

For West Virginia to meet its business objectives, the use of existing technology is clearly the correct direction. CCG believes that our existing technology will lead to the realization of that goal. The combined business and technical skills of CCG, working in tandem with West Virginia's program staff, will result in the system efficiencies that West Virginia is requesting. CCG looks forward to a future relationship with the West Virginia Department of Education.

Response to 3.1.A Application Functions

Item #	Description	Meets Specification?
3.1.A.1	Provide a management information System that will allow the web-based submission and renewal for both Family Day Care Home (FDCH) and Child & Adult Care Food Programs (CACFP). The online application will support the US Department of Agriculture (USDA) program requirements which include the following: 3.1.A.1.a Complete and approve Sponsor/Institution annual application. 3.1.A.1.b Complete and approve center application. 3.1.A.1.c Complete and approve budgets form for Adult Care Center, Child Care Center, and Family Day Care Homes (FDCH). 3.1.A.1.d Complete and approve FDCH provider application. 3.1.A.1.e Validate each form using system-designed business rules and edit checks.	Yes
3.1.A.2	Allows submission of a single application for those participating in multiple CACFP programs	Yes
3.1.A.3	Manages processes and tracks receipt of documents during application period.	Yes
3.1.A.4	Track and display changes made to applications.	Yes
3.1.A.5	Track, manage and document management review, pre-approval and technical assistance visits.	Yes
3.1.A.6	Track FDCH provider information and the transfer of those providers to different sponsors.	Yes
3.1.A.7	Perform application edit checks to ensure accurate data entry on all enrollment forms.	Yes
3.1.A.8	Allow the payment of claims to be suspended, i.e., the application does not pass all necessary business rules or the sponsor has terminated	Yes
3.1.A.9	Automatically roll over data from previous program year.	Yes
3.1.A.10	Track and manage the Seriously Deficient process.	Yes
3.1.A.11	Track, manage and document sponsor training attendance.	Yes
3.1.A.12	Track and document all correspondence with sponsors, such as phone conversations, e-mails, and letters (certified letter number tracking)	Yes
3.1.A.13	Track program participation information for sponsors and sites	Yes
3.1.A.14	Track compliance with federal regulations using required digital documentation.	Yes

Response to 3.1.B Claiming and Payment Functions

Item #	Description	Meets Specification?
3.1.B.1	Deliver internet based online claiming for the following programs: 3.1.B.1.a Adult Care Center. 3.1.B.1.b Child Care Center. 3.1.B.1.c Family Day Care Homes. 3.1.B.1.d Validate each claim using system defined business rules and edit checks. 3.1.B.1.e Provide online payment summary for each voucher payment.	Yes
3.1.B.2	Process reimbursement claims as frequently during a month as desired for both FDCH and CACFP.	Yes
3.1.B.3	Allow the web-based entry of original or revised claims at a sponsor or site/provider level.	Yes
3.1.B.4	Integrate with the state's financial payment system.	Yes
3.1.B.5	Electronically Reconcile claims processed with our payment system (FIMS) automatically with manual overrides. The program must have the ability to import the record of payment from FIMS.	Yes
3.1.B.6	Provide a full year summary view of all claims and earnings	Yes
3.1.B.7	Edit check all claims in order to be approved for payment and provide State override capability. The successful vendor shall provide a detailed narrative explanation for each of its CACFP reimbursement claim edit checks to completely document the payment process.	Yes
3.1.B.8	Accept batch uploads from 3rd party sponsor level software, such as Minute Menus®.	Yes
3.1.B.9	Produce participant level POS sheets in .PDF format and allow submission of claim data at this level.	Yes
3.1.B.10	Provide an integrated roster of eligibility for validating Free, Reduced, or Paid claim enrollment data at the participant level.	Yes
3.1.B.11	Produce a certified list of approved/active FDCH providers per month.	Yes
3.1.B.12	Track entry and management of claim advances.	Yes
3.1.B.13	Edit check all advance requests prior to payment approval.	Yes
3.1.B.14	Track and schedule advance and assessment fund recovery.	Yes
3.1.B.15	Allow state agency staff to create event-triggered email reminders and warnings.	Yes

Response to 3.1.C Report Functions

Item #	Description	Meets Specification?
3.1.C.1	Creates the FNS44 report that meets the WVDE and Federal Government's approval. The FNS-44 report will provide for the separate reporting of facilities by type and average daily attendance for facilities by type.	Yes
3.1.C.2	Deliver twenty-five pre-developed reports for reporting sponsor, claims, FNS-44, and review information. Report to be identified during the development period.	Yes
3.1.C.3	Allow state staff to create ad-hoc reports using Crystal Reports.	Yes
3.1.C.4	Export data in formats that can be imported into other software packages like Excel, Word, or Access.	Yes
3.1.C.5	Produce a paper claim that the WV Auditor's will accept and process for payment.	Yes
3.1.C.6	Produce reports for analysis and management of the program	Yes
3.1.C.7	Create mail merged labels and letters.	Yes

Response to 3.1.D Access

Item #	Description	Meets Specification?
3.1.D.1	Provide ability for State Agency to maintain and manage system table which include but not limited to: 3.1.D.1.a. Federal and State Reimbursement Rates. 3.1.D.1.b. Program Fiscal Years. 3.1.D.1.c. System Error Messages. 3.1.D.1.d. System Security.	Yes
3.1.D.2	Contain multiple security levels with access and system rights to manage both OCN and sponsor users.	Yes
3.1.D.3	Ability to have multiple users per sponsor as necessary (such as multi-site sponsors) including various security levels with access and system rights.	Yes
3.1.D.4	Multi-users sponsors should have at least one user with a security level that can manage all other users of that sponsor.	Yes

Response to 3.1.E Technology

Item #	Description	Meets Specification?
3.1.E.1	Run over a SQL Server database. Cold Fusion development is preferred. Active server Pages (.ASP) development is acceptable. The product will reside on an IBM eServer xSeries® 365 server using a Microsoft Windows 2003 operating system.	Yes

Response to 3.1.F Documentation

Item #	Description	Meets Specification?
3.1.F.1	Produce user manuals that describe the functionality of the system from both a state employee and a sponsor's perspective.	Yes
3.1.F.2	Provide an electronic version of the documentation and it will be written using Microsoft Word.	Yes

Response to 3.1.G Training

Item #	Description	Meets Specification?
3.1.G.1	Provide up to two formal full day training classes for state agency staff based on the implementation phases.	Yes
3.1.G.2	Produce all training documentation in Microsoft Word format.	Yes

Response to 3.1.H Warranty Period

Item #	Description	Meets Specification?
3.1.H.1	Provide a 90 day warranty period for each module of the software. The warranty period for will begin immediately following user acceptance or production implementation, whichever is first. Services provided during the warranty period include unlimited phone and email support and software updates and program fixes for any state agency identified anomalies reported.	Yes

Installation

CCG believes that our existing Custom Off-The-Shelf product will provide West Virginia with the complete functionality they are seeking within the desired timeframe.

Maintenance Options

CCG offers three options for maintenance, Silver, Gold, and Platinum. Each option provides varying levels of maintenance; the Silver plan providing basic maintenance coverage and the Platinum plan providing much more comprehensive coverage.

Silver Maintenance Plan

- Corrections of all anomalies reported to CCG.
- Anomalies can be reported either by calling CCG's offices during regular business hours or by emailing to a designated email address for maintenance purposes.

Gold Maintenance Plan

- Includes features of the Silver Maintenance Plan, plus:
- Unlimited Phone Support for two designated callers.
- Direct-Connect Support — CCG will provide support via the internet by connecting directly to the server to provide a very efficient method of providing any service related support issue. (Assumes T1 or Broadband internet connectivity. Dialup connectivity may cause pricing to increase)
- Server Support — Will provide technical assistance for both your WEB and Database Server. This is most effective with the Direct-Connect Support.
- Version Control — We will maintain on our servers a replica of your installation. In the event that you have a system crash, or a loss of files, we will be able to quickly reinstall your system the way it was before the incident. Software updates can be tested on our site first before releasing them to you. This relieves you of the worry that typically comes from new software releases. This does not include the restoration of data that may have been lost with a system crash.
- Source Code Sharing — For states who wish to maintain a joint development effort, the state will be able to share the same source code repository.

Platinum Maintenance Plan

- Includes features of the Gold Maintenance Plan, plus:
- Emergency On-site Service — CCG provides 4 days of emergency onsite support for any reason. This service includes either one 4 day visit, or two two-day visits.

An individual day visit can be used; however travel costs will be billable in this situation.

- 300 hours for support, enhancements or consulting

The costs for each maintenance option per program are as follows:

Silver Maintenance	\$9,500
Gold Maintenance	\$15,000
Platinum Maintenance	\$34,250

Platinum Level Discount

Because the Platinum Level maintenance agreement includes 300 hours of development as well as emergency on-site service/support, those benefits need only be purchased one time if multiple programs are supported. The discounted cost for the Platinum Level maintenance for multiple programs is as follows:

Platinum Maintenance (First Program).....	\$34,250
Cost for adding each additional program.....	\$15,000

Costs

Date Submitted August 22, 2006
Submitted To: West Virginia Purchasing Division
Charleston, WV 25305

Submitted by
Name of Firm: Colyar Consulting Group Inc.
Address: 6316 W. Abraham Lane
Glendale, AZ 85308
Telephone: 623-209-1717

Evaluation Formula

Base Software Installation Cost:	\$61,200.00	(a)
Hours needed to customize:	50.00	(b)
Hourly Rate:	\$ 125.00	(c)
Customization Cost:	\$ 6,250.00	(d)
Total Cost of installed software package: (e)		<u>\$67,625.00</u>

Lines a, c, d, and e must be filled out completely or this quotation will be considered non-responsive.

b—the amount of hours for customization is estimated (for the purposes of evaluation only) at this time. The actual hours needed for program customization is anticipated to fluctuate and unknown at this time. The vendor's rate will be established as a result of this award, but the quantity of hours will be considered open ended, to be authorized in advance by the WVDOE.

Addendum Numbered 1 through 1 were received prior to my signing this proposal document.

I certify by my signature below that the costs quoted in this RFQ are correct and that I have the authority to obligate the company to perform under the conditions outlined in page 1 through 5 of the Request for Quotation (EDD256653).

Jeff Colyar
President
623-209-1717

 8/18/06
Signature