

State of West Virginia
Regional Jail and Correctional Facility
Authority

Personnel Consulting Services

March 5, 2009



CPS Human Resource Services
444 North Capitol Street
Suite 544
Washington, DC 20001
Fax: 202-220-1394
Fed. Tax ID#: 68-0067209
NIH BPA# HH3N26399990841B
MOBIS Contract#: GS10F0437M
Duns: 128512480
NAICS Code: 541611

A handwritten signature in black ink, appearing to read "Gilbert L. Johnson".

Gilbert L. Johnson, Managing Director
Phone: 202-355-7308
E-mail: Gib@cps.ca.gov

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**PURCHASING DIVISION
STATE OF WV**

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March 5, 2009

Mr. John Abbott
West Virginia Regional Jail and Correctional Facility Authority
1325 Virginia Street East
Charleston, WV 25301

RE: RFQ for Personnel Consulting Services

Dear Mr. Abbott:

CPS Human Resource Services (CPS) is pleased to submit this proposal in response to your RFQ to provide Personnel Consulting Services to the West Virginia Regional Jail and Correctional Facility Authority (the Authority) and regional facilities. CPS commits to provide these services in accordance with all terms and conditions included in your RFQ.

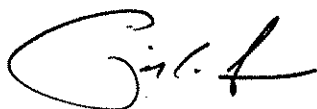
Information about our firm and the consultants proposed is provided in detail in this proposal. Since our inception as an arm of the California State Personnel Board in 1935, CPS – now a Joint Powers Authority with regional offices in Sacramento and Washington, D.C. -- has a 70-year tradition of service to public agencies. A self-sustaining entity since 1985, we provide human resource consulting services, advice and support to more than 1900 public and non-profit agencies throughout the United States and Canada.

As a result of our wide resources and extensive experience in providing HR technical expertise and support to public sector agencies, CPS is uniquely qualified to undertake this effort. Our response to successfully accomplish the Authority's objectives is based upon our commitment to:

- **Develop tailored professional products** and provide personalized services to meet the specific needs of the Authority and the regional facilities;
- **Maintain open communication** with the designated key staff of the Authority and the facilities to ensure that we provide the specific services needed in a timely manner; and
- **Apply our extensive professional expertise** acquired by similar support provided to numerous other public agencies.

We welcome the opportunity to be of assistance to the Authority and the regional facilities in successfully resolving your HR issues and look forward to discussing our proposal with you. If you have questions or comments, please feel welcome to contact either me at (202) 355-7308 or via e-mail at gib@cps.ca.gov or Bill Mitchell at (202) 355-7306 or billmitchell@cps.ca.gov. (I will represent CPS in any negotiations and am authorized to sign any contract that may result).

Best regards,



Gilbert L. (Gib) Johnson
Managing Director, Consulting Services East/Federal

OVERVIEW OF CPS

For more than 70 years, CPS Human Resource Services (CPS) has assisted public agencies like the West Virginia Regional Jail and Correctional Facility Authority (the Authority) with their most critical human resource management needs. As a public agency ourselves, we understand the challenges and issues facing our client base and have unique expertise in delivering HR management and consulting services to government agencies throughout North America.

When CPS was first created in the 1930s, our vision was a bold one. CPS was formed as part of the California State Personnel Board to provide governmental agencies with highly professional personnel services for a modest fee. The State of California believed that part of its mission was to be available to provide expertise to its sister agencies at the local and regional level. Toward that objective, one of CPS' major missions was to "improve personnel in the public sector." For the next 50 years, CPS did just that. We conducted numerous executive searches, wrote thousands of civil service exams, analyzed hundreds of thousands of jobs, prepared numerous personnel policies and procedures, and became the adjunct personnel department for many small cities, counties and special districts.

In 1985, CPS separated from the State Personnel Board and was designated as a joint powers agency. Our governing unit now consists of a seven-member Board of Directors from local and state agencies throughout the United States. CPS' core competency today is a broad knowledge of as well as specialized expertise in the public sector. As a self-supporting public entity serving only public sector and nonprofit agencies, we understand the need for innovative yet practical results in government. CPS can provide agencies such as the Authority with especially relevant expertise because we share this common perspective with our clients.

Our Vision

To be the provider of choice for human resource management in the public sector.

Our Mission

To transform human resource management in the public sector.

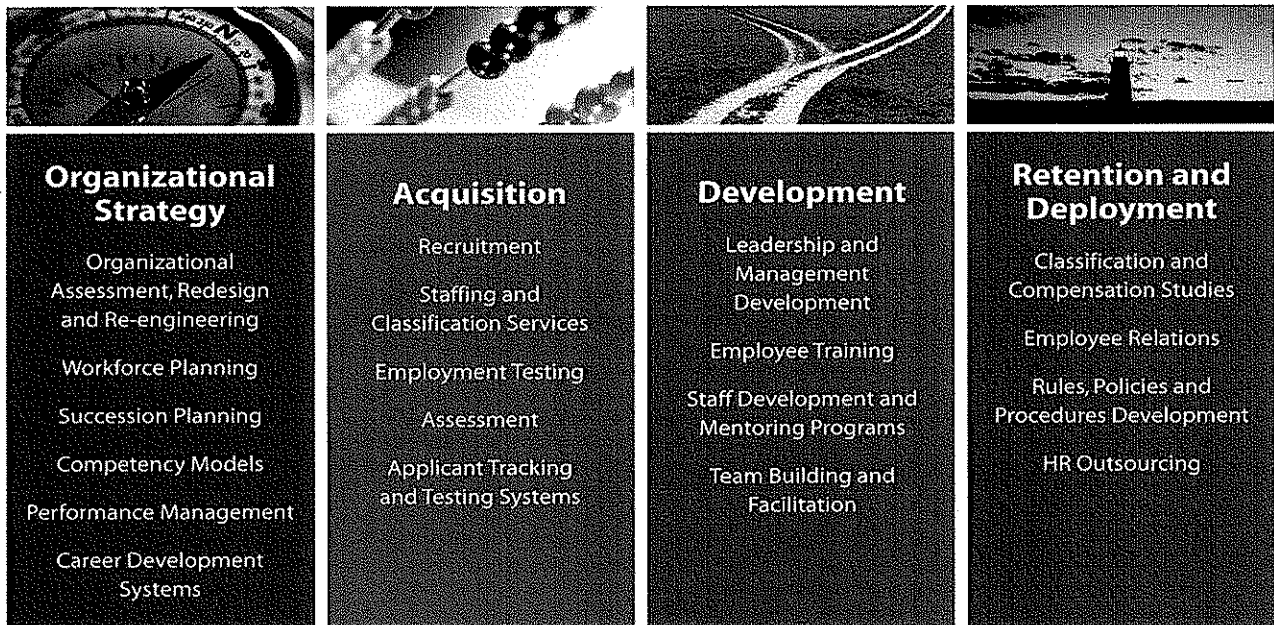
Our Values

Commitment to Quality, Teamwork, Responsible Participation, Ethical Behavior, Productive and Positive Work Environment, Open and Honest Communication, Diversity of People and Ideas, Work/Life Balance.

On the following page, you'll find an overview of CPS' core service areas:

TALENT MANAGEMENT CONTINUUM

Providing the complete range of human resource services for better recruitment, selection and development of employees.



CPS has an extremely strong team of consultants, many of whom come from public agency careers at the federal, state, and/or local government levels. This enables our consultants to not only bring a sound understanding of human resources management, but also an in-depth appreciation of the special requirements of public agencies.

Office Location

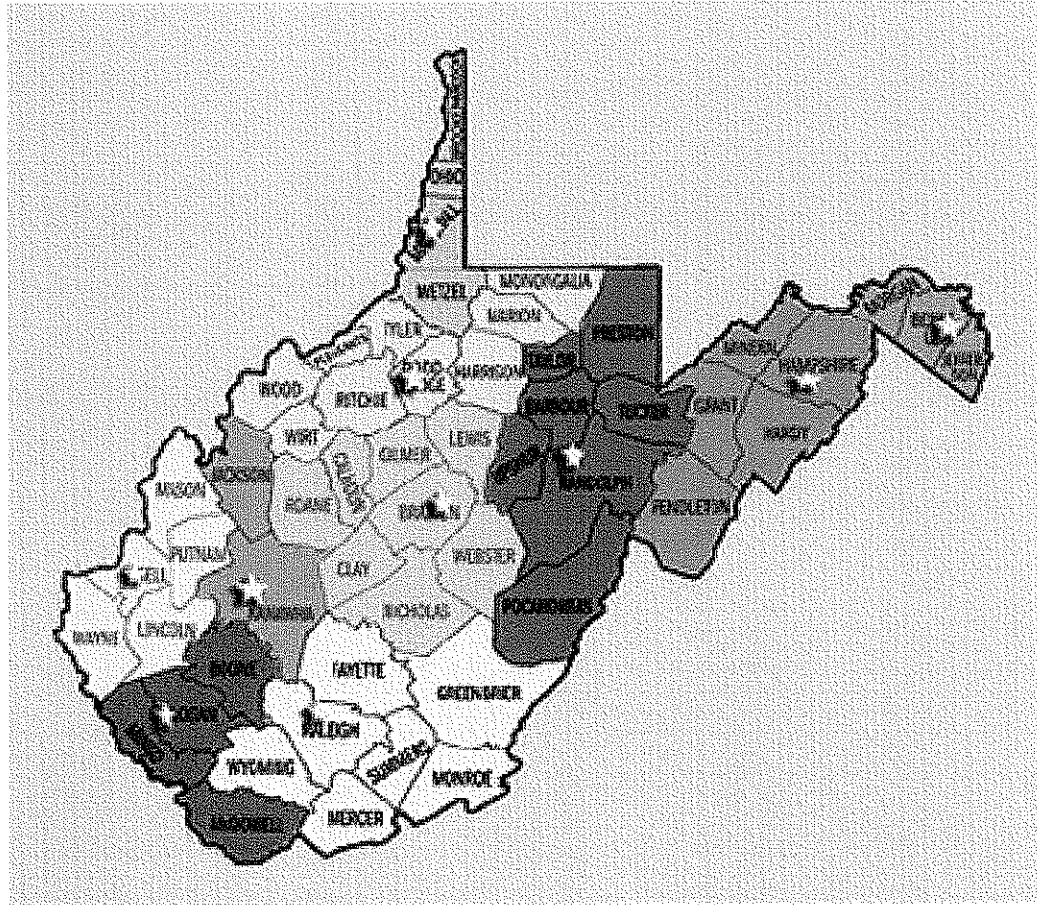
CPS is headquartered in **Sacramento, CA** with regional offices in **Washington, D.C.** and a satellite office in **Bethesda, MD**. CPS currently has a staff of approximately 180 full-time employees and over 1,400 subject matter experts and contract employees who have a wide variety of government, public, and private sector human resources experience. The Authority's contract will be managed and executed from the **Washington, DC office**. The office address is the following:

444 North Capitol Street, NW
Suite 544
Washington, DC 20001

For purposes of contract negotiations, Gilbert L. (Gib) Johnson, Managing Director, will serve as point of contact. Mr. Johnson can be contacted at 202-355-7308 or at gib@cps.ca.gov.

UNDERSTANDING THE SCOPE OF WORK

CPS understands that the West Virginia Regional Jail and Correctional Facility Authority is in need of an experienced consultant to provide personnel consulting services to the various jail facilities located throughout the State of West Virginia as well as the Central Office in Charleston, West Virginia. As shown below, there are currently ten regional jail facilities:



- Central Regional Jail
- Eastern Regional Jail
- Northern Regional Jail
- North Central Regional Jail
- Potomac Highlands Regional Jail
- South Central Regional Jail
- Southern Regional Jail
- Southwestern Regional Jail
- Tygart Valley Regional Jail
- Western Regional Jail

CPS is well prepared to provide human resource advice on an as-needed basis to the Authority and the facilities by telephone, email, MegaMeeting, and occasional office visits. Among other things, services needed may include the following:

- Assessment of HR issues presented by the Authority
- Review of internal investigations
- Recommendation of potential means of resolution
- Drafting of HR-related correspondence
- Drafting of HR policies/procedures/handbook

Assessments and recommendations provided by CPS will be based upon the West Virginia Division of Personnel statute, Legislative rule and policies, appropriate state statutes and all applicable federal statutes and regulations.

The CPS consultant assigned to the Authority will be available to respond to calls and emails Monday – Friday from 10:00 a.m. to 6:00 p.m. The assigned consultant will respond to all telephone calls or emails within 24 hours or on the next scheduled business day. (If appropriate, such response may include an advisory that additional research is necessary. In such cases, the consultant will provide a tentative timeframe needed to respond.)

Note: To assist the Authority, CPS will also provide key contact personnel within the Authority with the web camera(s) necessary to facilitate “MegaMeeting” technology. The web camera(s) will be provided **at no additional charge to the Authority**. This will enable the CPS consultant and the Authority to conduct online web-based video conferencing. With this valuable technology, the CPS consultant and key Authority staff can conduct “virtual” meetings online as needed. They will be able to see and speak with one another, share and review documents together, and personally discuss important HR issues facing the Authority. This free technology will facilitate communication among CPS consultants, the Authority, and the ten Regional Jails while minimizing travel time and cost.

Services as described above will be billed on a monthly basis at a fixed hourly rate as quoted in this response. Billable time shall include preparation, research, participation in telephone calls and MegaMeetings, participation in office meetings, email response preparation, drafting of requested documents, travel time and all related expenses. CPS will bill at an hourly rate to be broken down in 15-minute increments (rounded to the next highest 15-minute increment). Actual hours will be at the agency’s discretion based upon need.

Finally, CPS and the assigned consultant(s) agree to adhere to all office policies of the Regional Jail and Correctional Facility Authority while conducting business with Regional Jail staff and while visiting Regional Jail and Correctional Facility Authority offices and/or facilities.

Some Examples of CPS Technical Support

Employee Relations

Whether reactive (thorough investigations into sensitive employee matters) or proactive (policy/system development and training), CPS is your employee relations expert. We help you both assess and mitigate the risks inherent to sensitive employee relations issues by providing a well-qualified Consultant(s) who can provide impartial recommendations that support your obligations to organizational values and the compliance requirements of contemporary labor law.

With Consultants certified by leading Human Resources associations like SHRM and IPMA, CPS will provide an expert with the technical and practical grounding in sensitive employee relations issues such as sexual harassment, employment discrimination, workplace violence or other "hot button" workplace issues.

Rules, Policies and Procedures Development

CPS provides expertise in developing or updating agency Policy and Procedures Manuals, Employee Handbooks, Standard Operating Procedures (SOPs), and other important HR documents. We review current documents for relevancy and legal applicability, develop policies and procedures, develop employee handbooks, and provide professional formatting for the resultant documents. We can also offer to assist you in automating these reference tools onto an intra- or extranet site.

PROPOSED CONSULTANT TEAM

CPS consultants provide an experienced and knowledgeable resource to the clients we serve. Many of our senior consultants, in fact, have worked for and with local and/or state agencies for more than 20 years.

The team of experts we propose for the Authority is an experienced and senior level team which has extensive expertise in providing human resources consulting services to public sector agencies of all sizes. Each possesses proven credentials and credibility necessary to provide exceptional quality service to the Authority.

CPS Manager of State and Local Consulting Services East **William (Bill) Mitchell** will provide executive oversight to the contract. CPS Principal Consultant **Mary Ann White, SPHR** will serve as the Authority's primary contact and principal HR consultant for the duration of the contract. **In addition, Bill and Mary Ann will be able to call upon CPS' more than 1,400 subject matter experts and other consultants as needed if additional expertise is needed to successfully address the Authority's issues and concerns.**

CPS Staff Member	Primary Area(s) of Responsibility
William (Bill) Mitchell	Mr. Mitchell will provide executive oversight to the contract.
Mary Ann White, SPHR	Ms. White will serve as the Authority's primary contact and HR consultant for the duration of the contract.

Education and Experience

Below are biographical sketches of the proposed consultants which outlines their education and experience. Detailed resumes also follow.

William (Bill) Mitchell, Executive Oversight

Bill Mitchell, CPS' Manager of State and Local Consulting Services East, has a career spanning more than 30 years as an HR practitioner as well as a provider of human resource consulting services to local government and state clients. He has provided human resource consulting services to state and local government agencies as well as non-profit organizations. As a consultant, Bill has also designed and installed tailored classification and compensation systems for several organizations.

While serving as the Acting Director of the Montgomery County, Maryland Office of Human Resources, Bill guided and managed a comprehensive human resource program for Montgomery County's 10,000 employees and 3,000 retirees. Prior to that, he also served as Montgomery County's Director of Personnel Services as well as the Director of the Employment Division. In addition, Bill served as the Chief of the Employment Services Division of the Prince George's County, Maryland Office of Personnel.

Bill earned both a B.A. in Psychology from The Catholic University of America as well as a graduate degree in Psychology from Bowling Green State University.

Mary Ann White, SPHR, Principal Consultant and Primary Contact

With more than 30 years of public sector human resources experience, CPS Principal Consultant Mary Ann White brings valuable knowledge and understanding of the public sector to the Authority. As a Principal Consultant, Mary Ann provides advance level consulting, technical support, training, and project management services to CPS' public sector clients throughout the Eastern United States. At the State of Georgia Department of Community Affairs, Mary Ann previously served as a Personnel Management Consultant, providing technical HR expertise, support and advice to local governmental clients throughout the state. Not only has she completed dozens of classification and pay studies for local and state governments, but Mary Ann has also provided HR training, employee relations advice, and policy and procedure development to numerous governmental agencies and organizations.

Prior to joining CPS in 2005, Mary Ann served as Director of Human Resources for two award-winning cities: the City of Smyrna, GA and the City of Lake Jackson, TX, where she directed, administered, and oversaw Human Resources activities and functions in all City departments (including public safety) for both full-service cities. Earlier in her career, Mary Ann also worked to resolve classification and compensation issues at the Metropolitan Atlanta Rapid Transit Authority (MARTA) as well as the Georgia Merit System.

Mary Ann earned her B.B.A. in Management summa cum laude from Georgia State University as well as an A.B.A. degree with highest honors from Kennesaw University. In addition, Mary Ann earned and maintains certification as a Senior Professional in Human Resources (SPHR) from SHRM's Human Resources Certification Institute.

PROFESSIONAL RESUMES

William (Bill) Mitchell (Executive Oversight) Manager of State & Local Consulting Services East

Profile

In addition to serving as an HR Director for Montgomery County, MD and Prince George's County, MD, Bill Mitchell has an extensive career providing human resource consulting services to a wide range of state and local government agencies as well as non-profit organizations.

Work History

- Manager of State and Local Consulting Services East, CPS Human Resource Services
- Senior Consultant, CPS Human Resource Services
- President, William L. Mitchell & Associates
- Acting Director, Montgomery County (Maryland) Office of Human Resources
- Director, Personnel Services Division, Montgomery County Office of Human Resources
- Director, Employment Division, Montgomery County Office of Human Resources
- Chief, Employment Services Division, Prince George's County (Maryland) Office of Personnel

Professional Experience

- Manager, CPS Human Resource Services – Manage a staff of professional consultants in the provision of state and local consulting services to East coast public sector and non-profit clients.
- Senior Consultant, CPS Human Resources Services – Provide senior level human resource technical support and consulting services to state and local governments as well as non-profit agencies.
- President, William L. Mitchell & Associates -Provide comprehensive human resource consulting services to business, government and not-for-profit organizations. Analyzed organizational structures and cultures, and introduced structural, environmental and cultural change improving work life, productivity and customer satisfaction. Managed and revised selected human resource systems by clarifying vision and mission, developing policy, procedure and employee handbooks, resulting in the alignment of process with mission and goals. Designed and installed tailored classification and compensation systems, and performance and productivity measures improving client's competitiveness, employee satisfaction and performance. Managed staffing, recruiting and selection systems for key personnel and developed succession plans that identified core competencies leading to the selection of individuals with appropriate skills that were also compatible with the organization's culture. Created training/coaching programs to assist minority police officers compete successfully on promotional examinations.



- Acting Director, Montgomery County (Maryland) Office of Human Resources - Developed and managed a comprehensive human resource program (65 employees) for Montgomery County's 10,000 employees and 3,000 retirees and their dependents. Established collective bargaining goals and strategy for IAFF and UFCW Local 1994 union negotiations leading to new three-year contracts. Implemented defined contribution retirement plan, retirement incentive program, flex benefit and employee assistance programs. Developed RIF procedures, retirement incentives and job placements to reduce the size of government with minimal disruption to employees or government processes. Managed development of applicant tracking systems and creation of a position control system.
- Director, Personnel Services Division, Montgomery County Office of Human Resources - Provided comprehensive human resource services to 32 departments/agencies, 10,000 employees and 3000 retirees. Directed a staff of 32 employees (5 teams) delivering recruitment, selection, promotion, classification, occupational medical, and retirement counseling services.
- Director, Employment Division, Montgomery County Office of Human Resources - Delivered timely and tailored staffing services to the County's 32 departments and agencies. Managed 21 employees. Designed staffing program and forecast needs; developed employment policy and procedures; conducted recruitment, affirmative action outreach, and selection system design, administration, and validation; managed public safety promotional systems; designed automated applicant tracking and position control systems; ran intern and management development programs; and implemented downsizing initiatives such as furlough, RIF, alternate placement, reemployment, etc.
- Chief, Employment Services Division, Prince George's County (Maryland) Office of Personnel - Managed 43 employees who provided comprehensive staffing services to county departments and delivered employment and training programs funded under the Comprehensive Employment and Training Act of 1973. Prior to being promoted to Division Chief in 1975, served as a Personnel Analyst in the Recruitment and Examinations Division. Conducted job analysis and recruitment, and developed and administered examinations for entry and promotion.

Education

- B.A., Psychology, 1971, The Catholic University of America, Washington, DC
- Graduate, Bowling Green State University, Bowling Green, Ohio, 1971 – 1973, Major: Psychology

Professional Affiliations

- Mayoral appointment to the Personnel Appeals Board, City of Rockville, Maryland 1994-1996
- The International Personnel Management Association
- Elected to the Executive Council - U. S. 1994 - 1996
- Elected Eastern Region President 1992 - 1993
- Elected to the Eastern Region Executive Board 1989 - 1992

- Elected President, Montgomery County Chapter 1985-86 and 1987-88
- The Local Government Personnel Association of the Baltimore-Washington Area
- Elected Treasurer, 1987- 1988
- Elected to the Executive Board 1985 - 1987
- Past member, Personnel Testing Council of Metropolitan Washington
- Past member, Mid-Atlantic Personnel Assessment Consortium

Awards

- 1997 - IPMA - Frank H. Densler Award for "Significant Contributions to the Field of Public Personnel Administration"

MARY ANN JOHNSON WHITE, SPHR (PRIMARY CONTACT)
PRINCIPAL CONSULTANT

Profile

Mary Ann White has proudly devoted her career to improving public sector HR. With more than 30 years of professional HR experience in the public sector, she has not only served as an HR consultant (providing technical support and advice to dozens of state and local government clients), but she has also served as a Director of Human Resources for two award-winning cities. Mary Ann also holds current Senior Professional in Human Resources (SPHR) certification.

Employment History

- Principal Consultant, CPS Human Resource Services
- Director of Human Resources, City of Lake Jackson, TX
- Director of Human Resources and Risk Management, City of Smyrna, GA
- Principal Management Consultant/CEO, Public Personnel Solutions Consultants, Inc., Marietta, GA
- Personnel Management Consultant/Project Manager, Georgia Department of Community Affairs
- Senior Classification and Pay Analyst, Metro Atlanta Rapid Transit Authority (MARTA)
- Classification and Compensation Analyst I and II, Georgia Merit System of Personnel

Professional Experience

- **Principal Consultant/Project Manager - CPS Human Resource Services, Atlanta, Georgia and Washington, D.C.:** Provide advanced level consulting, training, and project management services in classification and compensation to public sector clients throughout the Southeast United States. Develop comprehensive proposals for public sector clients and oversee and conduct classification and compensation studies (including, most recently, The Library of Virginia, Mount Rogers Community Services Board, Virginia Department of Social Services, Central Virginia Community Services Board, Valley Community Services Board, and Eastern Shore Community Services Board).
- **Director of Human Resources - City of Lake Jackson, TX - Greater Metropolitan Houston City:** Directed, administered, and oversaw Human Resources activities and functions in all City departments for this full-service City. Performed a wide range of functions, including:
 - Direction and oversight of employee recruitment, selection and retention
 - Direction and administration of classification, compensation, employee benefits and payroll to ensure fairness, internal equity and external competitiveness
 - Oversight of citywide performance management and evaluation systems as well as rewards and recognition programs

- Oversight of employee relations, discipline, grievances and appeals
 - Provider of HR advice and technical support to all other City department heads
 - Facilitation and conduct of citywide Character First! ® program to promote diversity, tolerance, leadership and other outstanding character traits in the workplace
- **Director of Human Resources and Risk Management - City of Smyrna, GA – One of Metro Atlanta’s Most Progressive Cities:** (Recognized as one of metropolitan Atlanta’s “10 Best Places” to live) Served this award-winning, dynamic city of 41,000+ that required the major “overhaul” of an outdated, ineffective system of personnel management. Over the next six years, planned, developed, directed, implemented and/or facilitated a full range of HR management services and organizational improvements for employees in every City department encompassing a complete range and diversity of personnel and services.

Major accomplishments include:

- Reinvention of City’s outdated personnel management system, including City recruitment, selection and hiring processes
 - Revamp of the City’s Public Safety (Police and Fire) Civil Service Board
 - Achievement of greater diversity of people in positions of responsibility
 - Research, design, development and administration of state and nationally recognized *Personnel Policies and Procedures Manual*
 - Dramatic decrease in employment-related litigation against City
 - Successful development, implementation, and administration of job-related, behaviorally based performance appraisal and management instruments for all City employees
 - Conduct of comprehensive classification and compensation study (all City departments and positions), including job analysis and job description preparation, external market survey, point-factor internal equity system, analyses of data, and new pay plan development/implementation
- **Senior Management Consultant/CEO - Personnel Solutions Consultants, Inc., Marietta, GA:** Provided senior-level advice, training, technical support and facilitation services to clients:
 - Prepared and presented “best practice” training programs for public sector managers, supervisors and employees
 - Developed effective and legally compliant HR policies and procedures
 - Advised on classification, compensation and wage and salary administration
 - **Personnel Management Consultant/Project Manager - Georgia Department of Community Affairs, Atlanta, GA:** Provided HR advice, technical support and

professional guidance to public sector clients throughout the state of Georgia to promote sound, innovative HR practices. Served as facilitator, trainer, and technical advisor to elected officials, administrators, HR directors, department heads and others to promote sound, innovative HR practices in:

- Classification and compensation
- HR policy and procedure development
- Employee recruitment, selection and development
- Performance appraisal and management systems
- Employee relations, rewards and benefits
- Progressive discipline and employee grievances
- Avoidance of wrongful termination

Major accomplishments include:

- Design, development and conduct of employee, supervisory and management training programs, courses and workshops for numerous participants and governmental agencies
- Project management, completion and implementation of multiple class and pay studies
- Selection panel service and provision of assistance in the selection of executive level employees

Public sector clients in Georgia for whom HR expertise and technical support (including classification and compensation studies) have been provided:

City of Alpharetta	City of Smyrna
City of Austell	City of Snellville
City of Cartersville	City of Stone Mountain
City of Cedartown	City of Thomasville
City of Conyers	City of Union City
City of Cordele	City of Woodstock
City of Douglasville	Chattooga County
City of Duluth	Cherokee County
City of Elberton	Clayton County
City of Greensboro	Forsyth County
City of Griffin	Gwinnett County
City of Hawkinsville	Rockdale County
City of Powder Springs	Walton County
City of Roswell	

- **Senior Classification and Pay Analyst - Metropolitan Atlanta Rapid Transit Authority (MARTA):** Responded to and resolved classification, pay and organizational issues in diverse public agency of more than 2700 employees.
 - Analyzed information and data and prepared recommendations/options for management's consideration and action.

- **Classification and Compensation Analyst I and II - Georgia Merit System of Personnel, Atlanta, GA:** Conducted numerous job evaluations, comprehensive job analyses, job audits and salary surveys for governmental agencies throughout the State.

Education

- Bachelor of Business Administration Summa Cum Laude, Georgia State University Major: Management (with emphasis in HR Management)
- Associate of Business Administration with Highest Honors, Kennesaw State University

Certification

SPHR (Senior Professional in Human Resources) as certified by the Human Resources Certification Institute (HRCI) and the Society for Human Resources Management (SHRM)

Professional Associations

- Society for Human Resource Management (SHRM)

RFQ FORMS



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
RJC661

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

RFQ COPY

TYPE NAME/ADDRESS HERE
 CPS Human Resource Services
 444 North Capitol St., NW
 Suite 544
 Washington, DC 20001

REG'L JAIL & CORR'L AUTH'Y
 1325 VIRGINIA STREET EAST
 CHARLESTON, WV
 25301 304-558-2110

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/20/2009				

BID OPENING DATE: **03/05/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	LS		961-20	\$140.00/Hour	\$140.00/Hour
<p>PERSONNEL CONSULTING SERVICES</p> <p>OPEN-END CONTRACT TO PROVIDE PERSONNEL CONSULTING SERVICES FOR THE WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY, PER THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON 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.</p> <p>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.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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LE FEIN ADDRESS CHANGES TO BE NOTED ABOVE

**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 \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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
RJC661

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
**JOHN ABBOTT
 304-558-2544**

RFQ COPY

TYPE NAME/ADDRESS HERE

CPS Human Resource Services
 444 North Capitol St., NW
 Suite 544
 Washington, DC 20001

REG'L JAIL & CORR'L AUTH'Y

1325 VIRGINIA STREET EAST
 CHARLESTON, WV
 25301 304-558-2110

DATE PRINTED 02/20/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
D OPENING DATE: 03/05/2009	BID OPENING TIME			01:30PM

LINE	QUANTITY	UOP	CAT-NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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(1) YEAR PERIODS.

CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN 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.

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.)

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.

ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.

BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

NATURE	TELEPHONE	DATE
LG	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE



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
RJC661

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
**JOHN ABBOTT
 304-558-2544**

RFQ COPY
 TYPE NAME/ADDRESS HERE
 CPS Human Resource Services
 444 North Capitol St., NW
 Suite 544
 Washington, DC 20001

REG'L JAIL & CORR'L AUTH'Y
 1325 VIRGINIA STREET EAST
 CHARLESTON, WV
 25301 304-558-2110

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/20/2009				

OPENING DATE: **03/05/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: JOHN ABBOTT-----</p> <p>RFQ. NO.: RJC661-----</p> <p>BID OPENING DATE: 3/5/2009-----</p> <p>BID OPENING TIME: 1:30 PM-----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
E	FBIN	ADDRESS CHANGES TO BE NOTED ABOVE



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
RJC661

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

TO BE FURNISHED TO

RFQ COPY

TYPE NAME/ADDRESS HERE
 CPS Human Resource Services
 444 North Capitol St., NW
 Suite 544
 Washington, DC 20001

SHIP TO

REG'L JAIL & CORR'L AUTH'Y
 1325 VIRGINIA STREET EAST
 CHARLESTON, WV
 25301 304-558-2110

DATE PRINTED 02/20/2009	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
D OPENING DATE: 03/05/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 202-220-1394 Fax ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Gilbert L. Johnson -----						
***** THIS IS THE END OF RFQ					RJC661 ***** TOTAL:	<u>\$140.00/Hour</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

MANAGER SIGNATURE:

TELEPHONE: 202-355-7308 DATE: 3/4/09

MANAGING DIRECTOR FEIN: 68-0067209 ADDRESS CHANGES TO BE NOTED ABOVE

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). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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,
 Bidder is a partnership, association or corporation resident vendor and 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 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,
 Bidder is a 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; or,
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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; or,
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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 Bidder's 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; or,
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that 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.

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.

Bidder: CPS Human Resource Services

Signed: 

Date: 3/4/09

Title: Managing Director

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: 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 owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

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

Vendor's Name: CPB Human Resource Services

Authorized Signature: _____

Date: 3/4/09