



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

Organization Depot, LLC
300 Capitol Street
Suite 924
Charleston, WV 25301

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				

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

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		961-20	<i>\$80.00 hr.</i>	<i>TBD @ \$80.00 hr.</i>
<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>						

RECEIVED

2009 MAR -5 PM 1:05

WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Valerie J. Jacobs</i>	TELEPHONE <i>304-553-5843</i>	DATE <i>3-4-2009</i>	
TITLE <i>President</i>	FEN <i>20-8415464</i>	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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<p>(1) YEAR PERIODS.</p> <p>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.</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>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.</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>						

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SIGNATURE <i>Valerie J. Jacobs</i>	TELEPHONE 304-553-5843	DATE 3-4-2009
TITLE <i>President</i>	FEIN 20-8415464	ADDRESS CHANGES TO BE NOTED ABOVE

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<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>						

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TITLE <i>President</i>	FEIN 20-8415464	ADDRESS CHANGES TO BE NOTED ABOVE

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): -----						
***** THIS IS THE END OF RFQ RJC661 *****						TOTAL: <i>TBD @ \$80.00 p.l.a.</i>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Valery Jarab</i>	TELEPHONE <i>304-553-5843</i>	DATE <i>3-4-2009</i>
TITLE <i>President</i>	FEIN <i>20-8415464</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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To provide Human Resource Consulting services to address personnel issues pertaining to various regional jail facilities located throughout the State of West Virginia and the Central Office located in Charleston, West Virginia.

SCOPE OF WORK:

Vendor to provide human resource advice on an as needed basis by telephone, e-mail and occasional office visit(s). Services may include assessment of issues presented; review of internal investigations, recommendation or potential means of resolution; drafting of HR related correspondence; and drafting of HR policies/procedures/handbook.

Consultant will base assessments and recommendations on the West Virginia Division of Personnel statute, Legislative Rule and policies; appropriate State statutes and appropriate federal statutes and regulations.

The Consultant will be available Monday – Friday, 10:00 am – 6:00 pm to receive calls and e-mails. The Consultant will respond to any telephone call or e-mail within 24 hours on the next scheduled business day. Such "immediate" response may include an advisory that additional research is necessary. In such cases the Consultant will indicate a tentative timeframe needed to respond.

The above services are to be billed on a monthly basis. Billable time shall include preparation, research, participation in telephone calls, participation in office meetings, e-mail response preparation, drafting of requested documents, travel time and all related expenses. The Consultant is to 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 on need.

The Consultant must agree to adhere to all office policies of 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.

EDUCATION / EXPERIENCE:

Consultant must have a four (4) year Bachelors degree from an accredited college. Consultant must have a least five (5) years experience in the field of human resources and related consulting services.

A resume detailing education and experience should be submitted with your bid package. The vendor shall submit the referenced resume upon three working days upon request.

HOURLY RATE \$ 70.00 per hour

VALERIE J. JACOBS, PhD

300 Capitol Street
Suite 924
Charleston, WV 25304

(304) 553-5843 work
(304) 343-4151

AREAS OF EXPERTISE

Employee Relations	Team Building
Compensation	Labor Relations
Organization design and structure	Optimizing Conflict
Multi-plant human resources leadership	Staffing

PROFESSIONAL EXPERIENCE

Organization Depot, LLC, "Human Resources Expertise and Trusted Advisor", Charleston, WV
Human Resources Consultant 2004 to Present

- Coaching
- Training - Labor Relations, Conflict, Valuing Differences, Working in Teams, Change, and Employee Development and Agility
- Provide "on demand" human resources services to organizations and businesses.
- Labor negotiations (spokesperson and advisor)
- Human Resources support in start-ups, mergers, and closures of organizations.
- Adjunct Faculty Marshall University, School of Business

FMC Corporation, South Charleston, WV

Manager Human Resources 1996 to 2004

- Interim HR manager and labor relations expertise including contract negotiations, effects bargaining, grievances, & arbitrations, contract administration/interpretation for multiple manufacturing sites within corporation: Buffalo, NY, Newark, Delaware, Bayport, TX, and South Charleston, WV.
- Organizational realignment of plant to facilitate team development.
- Development/implementation of the Shared Leadership concept.
- Accountable for maintaining a suitable workforce to ensure production goals are optimized (recruiting, hiring, reduction in force, salary planning, training, contract negotiations and administration, and employee relations).
- Corporate/divisional projects as assigned.
- Development of annual training for all employees.
- Managed workers compensation program.

Siemens Energy & Automation, Murray Electrical Products, Charlottesville, VA

Manager, Employee Relations 1990 to 1996

Staff: 4 employees; Operations: 1500 employees

- Steering committee member for total quality management/ISO 9000.
- Facilitator/trainer of "The Right Way to Manage".
- Managed HR closing functions for multiple manufacturing plants and warehouse/distribution facilities.
- Strategic partner with the management team in achieving production goals through the management of the employee relations, staffing, continuous improvement, right sizing, performance management, and training.
- Responsible for contract negotiations, administration, grievance and arbitration proceedings, and effects bargaining.
- Coordinate/implement safety policies and procedures.

- Accountable for the management of medical department including in company physician and industrial nurse.
- Accountable for the management of the workers' compensation.

Manager, Compensation and Benefits

1989 to 1990

Plants: 2 International and 3 Domestic

- Administration/maintenance of division-wide compensation and benefits programs.
- Development/revision of division-wide employee relations policies and procedures.
- Conduct/participate in salary surveys for yearly structure adjustment.
- Counsel/advise managers on policies, procedures, and other human resources issues.
- Development/implementation of the final phases in automating benefit programs.
- Develop/maintain division-wide job descriptions utilizing the Hay Job Evaluation System.
- Monitor/maintain salaries to ensure internal and external equity.

Charleston Area Medical Center, Charleston, WV

Professional Recruitment Coordinator

1988 to 1989

Total Positions: 625 Total employees: 3800

- Supervise/coordinate the employment activities for critical skill and professional positions.
- Plan, develop, and implement recruitment strategies such as advertising, speaking engagements, and various interviewing techniques.
- Accountable for records, statistics, and other forms of documentation for compliance with EEO/AA programs regarding the professional positions.
- Educate/ train department managers regarding interview and selection techniques.

Compensation Analyst

1986 to 1988

- Monitor/maintain salaries for internal and external equity.
- Develop/implement salary structure, pay for performance programs and incentive program.
- Develop/maintain job descriptions that are consistent, comprehensive, and representative of jobs.
- Working knowledge of job evaluation including Hay Job Evaluation and market pricing.
- Develop/implement computerized salary survey system.
- Refine/implement department audit procedure to ensure compliance with federal and state regulations.

Kanawha County Schools, Charleston, WV

Teacher

1982-1985

EDUCATION

Capella University, Minneapolis, MN

PhD Organization and Management, 2008

Dissertation: "Optimizing Conflict within Organizations"

West Virginia College of Graduate Studies, Institute, WV

Master of Science Degree in Management/Employee Relations, 1987

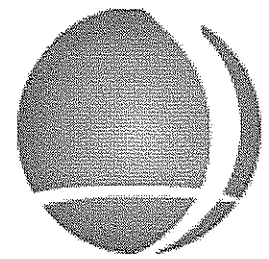
Lander College, Greenwood, SC

Bachelor of Science Degree in Health, Physical Education, and Recreation, 1980

ACCREDITATIONS

- Professional Human Resources Certification (SPHR)
- Certified Compensation Professional (CCP)
- Certified instructor in Myers Briggs Type Indicator

Biography



VALERIE J. JACOBS, PhD

President, Organization Depot, LLC

“OnDemand Human Resources and Trusted Advisor”

Valerie Jacobs, PhD a Human Resource professional with over twenty years experience in applied Human Resources in the biotech, health care, electrical equipment, logistics, and chemical industries. She has held positions at multiple hierarchical levels with FMC Corporation, Siemens, Cooper Industries and Charleston Area Medical Center with domestic and international responsibilities.

For the past four years, Valerie has provided HR advisory services on an as needed basis to clients whom do not require full time HR services, employee handbooks, staffing, training, conflict resolution as well as labor negotiations, grievance and arbitration and executive and leadership coaching. Her expertise has touched multiple industries including the National Multiple Sclerosis Society of Greater Delaware, FMC Corporation, Marshall University, Kureha, PGA, Clearon, WV Banking Industry, Columbia Natural Resources, BrickStreet, St Francis Hospital, Highland Hospital, Associated Radiologists, Rhone-Poulenc AG, Direct Buy to name a few.

Valerie holds a PhD in Organization and Management, an MS in Management and Employee Relations and BS in Education. Additionally, she holds certifications from the Society of Human Resources Management (Senior Professional Human Resources), World at Work (Certified Compensation Professional) and is certified to conduct Myers Briggs Type Indicator assessments.

Sandra Ashley, MA, L.P.C. President of Peoplework Solutions, has over twenty years of experience in the design, delivery and management of human resource development services working with industry, businesses and government organizations. Her work has included consulting, teaching, training and counseling. In addition to earning an M.A. degree at WV College of Graduate Studies, and a B.A. at Marshall University, Sandra has extensive professional development training including the completion of The Academy for Executive Leadership program at the University of Oklahoma.

Peoplework Solutions is a full-service, human resource development firm. Therefore, our perspective on human problems and concerns is holistic, as is our view of larger organizational issues. In fact, because we are a human resource firm and have staff members knowledgeable about employment, **Peoplework Solutions** can serve as another resource for management. Our services have included management consulting; employee selection; conflict resolution/mediation with entire groups; consultation regarding the Americans with Disabilities Act (ADA); wellness programs; development of Affirmative Action Plans; critical incident intervention and stress management; employee development training; career planning and coaching.

Professional History:

Peoplework Solutions Corporation has offered an extensive range of professional services to a very diverse customer base of large and small, private and public businesses throughout West Virginia and bordering states for over 15 years. Our comprehensive services include, but are not limited to:

- **Employee Assistance Resource Service (EARS): Contracts with over 60 companies to provide assessments, counseling and crisis intervention on a 24-hour basis.**
- **Presentation Services: Workshops, Training, Seminars, and Keynotes.**
- **Career Transition Services: Recruitment, Pre-employment Assessment, Interviewing, Employee Assessment, Background Checks, Outplacement, and Retirement Planning.**
- **Problem Solving: Team Building, Strategic Planning, Organizational Development, and Conflict Resolution.**

In addition to the large corporations and smaller private businesses for which we provide human resource development services, we have been the provider of choice for a number of West Virginia state agencies. We have contracted to provide employee assistance services and technical consultation for the Bureau of Employment Programs and the WV Attorney General. Our statewide employee assistance program with the West Virginia Department of Rehabilitation Services spans 16 years. We have a 13-year history serving West Virginia State College; a 12-year history of providing employee assistance services statewide to the West Virginia State Police, Department of Public Safety; and an 8-year history serving the West Virginia Division of Banking and five years as the provider for West Virginia Division of Environmental Protection. A member of our staff also serves as a Critical Incident Debriefing resource for the FBI. The experiences we have gained serving these state agencies further enhances our ability to meet the needs of the West Virginia Regional Jail & Correctional Authority.

Sandra M. Ashley
Peoplework Solutions
497 First Avenue South
Nitro, WV 25143
(304) 722-9119

Experience:

President 1991-present
Peoplework Solutions

Design, develop and deliver diverse range of human resource development services for businesses, government and other organizations. Provide consultation services individually and in coordination with other corporation staff. Some of those technical services include: Personality assessment, leadership development, workplace behavioral issues, management coaching, Americans with Disability act (ADA) training, accessibility audits, job analysis, reasonable accommodation analysis, job reengineering, career assessments and executive outplacement. Also provide employee assistance counseling, for approximately 60 companies employees and their families, strategic planning, team building, conflict resolution, and analysis of organizational functions. Provide expert vocational testimony and conduct evaluations for permanent disability for Workers' Compensation and the U.S. Department of Health and Human Services. Provide budget, operations and administrative direction for Peoplework Solutions. Contributing columnist for WV Business Journal.

Positions:

WV Division of Rehabilitation Services 1970-1991
Chief Administration, Chief Business and Industry
Branch Office Supervisor
Counselor

- Responsible for planning, developing, and supervising multiple statewide initiatives carried out by a professional team of over 500. Programs included Injured Workers Rehabilitation, Employer Services, Job Placement, Veterans Rehabilitation and other general service delivery programs (medical, psychological and vocational) for the rehabilitation of persons with disabilities.
- Wrote and administered four major grants with budgets over \$1 million.
- Provided on going training and development for professional counseling staff.
- Designed and conduct workshops and seminars dealing with disability and work site issues.
- Provided counseling and related services for population with disabilities
- Allocated funds for medical and vocational services

Federal Bureau of Prisons

1969-1970

Cannonsburg, Kentucky

Position:

Counselor/Teacher

- Served as Adjunct English professor as part of cooperative program with Morehead State University.
- Provided individual and group counseling, and vocational planning for pre-parole inmates.

Professional Affiliations & Other Associations:

- Licensed Professional Counselor #754, West Virginia
- Certified Vocational Expert, U.S. Department Health and Human Services, Office of Hearings and Appeals
- Member WV Workforce Investment Board
- Certified Rehabilitation Counselor, 1975
- Member Board of Directors Goodwill Industries
- Member West Virginia State Occupational Information Council
- Member Wellness Council of West Virginia Board and Executive Committee
- Member West Virginia Steering Committee for Economic Development and Job Training
- Member National Rehabilitation Association
- Member and Past Treasurer of National Rehabilitation Administrators Association
- Member and Past Board Member, West Virginia Rehabilitation Association
- Member and Past Chairman Region III Placement Forum Consultant with National Consortium on Projects with Industry
- Member of United Nations Council for International Year of Disabled
- Member West Virginia Committee on Jobs for Veterans
- Member Charleston Chamber of Commerce
- Member WV Chamber of Commerce
- Councilwoman, City of St. Albans

Education:

BA Rehabilitation Counseling Education
Marshall University
Huntington, WV

MA 1976 Counseling & Guidance
West Virginia College of Graduate Studies
Institute, WV

University of Oklahoma, The Academy for Executive Leadership

Extensive Continuing Education Units and professional development training primarily in the areas of counseling, management, human resource development, career development and leadership from George Washington University, University of Maryland and the University of Oklahoma.

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: Organization Depot, LLC Signed: Valerie J. [Signature]
 Date: 3-4-2009 Title: President

*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: Organization Depot, LLC
Authorized Signature: Valerie J. Jacobs Date: 3-4-2009