



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
ADJ1001

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

Professional Services of America, Inc.
Attention: Judy Sheppard
601 Avery Street, Suite 500
Parkersburg, WV 26101

ADJUTANT GENERAL

1703 COONSKIN DRIVE
CHARLESTON, WV
25311-1085 341-6371

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
08/12/2009				
BID OPENING DATE: 08/27/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		961-20-00-100	\$128.00	\$159,744.00
HUMAN RESOURCE CONSULTING SERVICES						
CONTRACT TO PROVIDE HUMAN RESOURCE CONSULTING SERVICES FOR THE WEST VIRGINIA OFFICE OF THE ADJUTANT GENERAL, CHARLESTON, WV, PER THE SPECIFICATIONS.						
EXHIBIT 3						
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.						
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.						
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 (1) YEAR PERIODS.						

RECEIVED

2009 SEP -1 PM 2:05

WV PURCHASING
DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Judy Sheppard</i>	TELEPHONE (304) 485-1282	DATE 08/27/2009
TITLE CEO/President	FEIN 55-0721673	ADDRESS CHANGES TO BE NOTED ABOVE

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



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CHARLESTON, WV
25311-1085 341-6371

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2009				
BID OPENING DATE: 08/27/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Judy Sheppard</i>	TELEPHONE (304) 485-1282	DATE 08/27/2009
TITLE CEO/President	FEIN 55-0721673	ADDRESS CHANGES TO BE NOTED ABOVE

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Professional Services of America, Inc.
Attention: Judy Sheppard
601 Avery Street, Suite 500
Parkersburg, WV 26101

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1703 COONSKIN DRIVE
CHARLESTON, WV
25311-1085 341-6371

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2009				
BID OPENING DATE: 08/27/2009		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. 05/26/2009</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>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 (32)-----</p> <p>RFQ. NO.: ADJ1001-----</p> <p>BID OPENING DATE: 8/27/2009-----</p> <p>BID OPENING TIME: 1:30 PM-----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE (304) 485-1282	DATE 08/27/2009
TITLE CEO/President	FEIN 55-0721673	ADDRESS CHANGES TO BE NOTED ABOVE

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
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Parkersburg, WV 26101

ADJUTANT GENERAL

1703 COONSKIN DRIVE
CHARLESTON, WV
25311-1085 341-6371

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2009				

BID OPENING DATE: 08/27/2009 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: (304) 485-1280						
CONTACT PERSON (PLEASE PRINT CLEARLY): Judy Sheppard						
***** THIS IS THE END OF RFQ ADJ1001 ***** TOTAL:						\$159,744.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Judy K. Sheppard</i>	TELEPHONE (304) 485-1282	DATE 08/27/2009
TITLE CEO/President	FEIN 55-0721673	ADDRESS CHANGES TO BE NOTED ABOVE

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



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CHARLESTON, WV
25311-1085 341-6371

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/23/2009				

BID OPENING DATE: 09/02/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
THIS ADDENDUM IS ISSUED TO ANSWER VENDOR QUESTIONS PER THE ATTACHED DOCUMENTATION, AND EXTEND THE BID OPENING DATE FROM 8/27/2009 TO 9/2/2009.						
REVISED BID OPENING DATE: 9/2/2009; 1:30 PM						
NO ADDITIONAL QUESTIONS WILL BE ACCPETED						
0001	1	LS		961-20-00-100		
HUMAN RESOURCE CONSULTING SERVICES						
***** THIS IS THE END OF RFQ ADJ1001 ***** TOTAL: \$ 159,744.00						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Judy Sheppard</i>	TELEPHONE 304-485-1282	DATE 08-26-09
TITLE President/CEO	FEIN 55-0721673	ADDRESS CHANGES TO BE NOTED ABOVE

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

ADDENDUM NO. 1

2



State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

Allen E. Tackett
Major General, WVARNG
The Adjutant General

(304) 561-6316
DSN: 623-6316
FAX (304) 561-6327

Date: August 20, 2009
To: John Abbott
Re: ADJ1001 Addendum

1. Will the funding for this contract be paid with federal dollar? State dollars?
Or a combination of both?
State dollars only.
2. If the funding for this contract is federal dollars, will any preference be
given to SBA(8)a, or Hub-Zone, or Woman-Owned Businesses?
Not applicable.
3. If there have been other questions posed to your office regarding this RFQ,
please tell me where I can find them and the responses to them.

Vendor questions are handled via addendum - no other questions
have been received for this solicitation.

Shelia Mullins
Shelia Mullins
Procurement Officer
Adjutant General

A handwritten signature, possibly "JAH", in dark ink.

Description: To secure professional human resources consulting services for the West Virginia Military Authority.

Background: The West Virginia Military Authority ("Authority") is a state agency created by the Legislature (See WV Code §15-1F et seq.) effective 1 July 2008. The agency is part of the Adjutant General's Office. The agency has approximately 400 employees. The employment positions and employees of the Authority are at-will and excluded by statute from the classified and the classified-exempt services. The administrative offices of the Authority are located at the Adjutant General's Office, 1703 Coonskin Drive, Charleston, WV 25311. The contractor shall report through the Operations Officer, WV Military Authority.

Deliverables: Contractor shall provide the following professional human resources consulting services:

1. Development, interpretation and application of Authority Personnel Policies and Procedures to include operative definitions, job classification and pay administration, employee recruitment and selection, employee movement, employee conduct, conditions of employment, performance appraisal, training and development, holidays and leave administration, discipline and separations and grievance procedure, and the interpretation and application of all applicable Federal and State human resources statutes, regulations, policies and procedures and local regulations and ordinances necessary to support the missions of the Authority;
2. Professional job classification services to support the employment of new hires and the movement of current employees as required; validated job descriptions for vacancy announcements and pay setting purposes;
3. Professional compensation planning to include the development of salary schedules and pay grade assignments for current Authority jobs and those to be established in the future; the establishment of competitive hiring rates to support the recruitment and retention of qualified employees; salary surveys to support salary administration in the agency;
4. Professional employment services to include preparation and/or review of vacancy announcements for the posting of vacancies; the development of structured interview procedures for employee recruitment and selection to include oversight of and participation in selection interview panels; review of applications for applicant ranking and selection;
5. Development and presentation of training modules for Authority managers and employees on human resources issues as necessary; and,
6. Liaison with the Governor's Office, the Office of the Secretary of Military Affairs and Public Safety and the WV Division of Personnel on human resources issues, individual personnel transactions and the daily operation of the Authority human resources office; and,
7. Consultation with the Adjutant General, Deputy Adjutant General, Command Staff and Judge Advocate General as necessary on human resources policies and procedures and current issues.

On-site Services: Contractor shall provide on-site consultation with Operations Officer and WVMA staff at a minimum of three (3) times per week, eight (8) hours per day, and shall be available for immediate on-site consultation as the human resources activities of the Authority require.

Contractor Qualifications: Contractor shall have the following minimum education and professional experience:

Education: Bachelor's degree from an accredited four-year college or university. Bidder should have a degree in personnel administration, human resources, public administration, business administration, industrial organization or industrial psychology.

Experience: Seven years of paid professional public sector human resources or personnel administration experience. Bidder should have human resources experience in West Virginia state government.

Professional Liability Insurance: Contractor shall have current professional liability insurance coverage in the amount of \$500,000.00.

Billing/documentation: Contractor shall present an invoice for services rendered by the 5th day of each month with back-up documentation showing a signature from the assigned agency personnel.

Hourly Rate: An hourly rate for services shall be provided on the bid scenario below. The below bid scenario is for bidding purposes only; more or less hours may be required. A schedule shall be negotiated between the Authority and successful bidder. Contractor shall provide services Monday through Friday.

<u>Hourly Rate</u>	<u>Est. # Hours Per Week</u>	<u># Weeks/Year</u>	<u>Total</u>
\$ <u>128.00</u>	X 24	X 52 Weeks	= \$ <u>159,744.00</u>

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, the State may deem this contract null and void, and terminate such contract 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 workplace policy in compliance with the West Virginia Alcohol 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

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: Professional Services of America Signed: [Signature]

Date: 08/27/2009 Title: CEO/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:

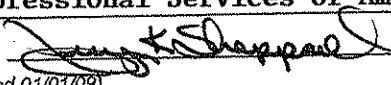
Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, 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:

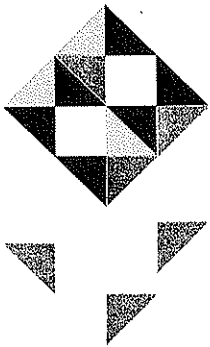
The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure 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: Professional Services of America, Inc.

Authorized Signature: 

Date: 08/27/2009



PROFESSIONAL SERVICES OF AMERICA, INC.

August 27, 2009

Department of Administration
Attention: John Abbott
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

Re: RFQ ADJ1001

Dear Mr. Abbott:

Enclosed is the signed bid Professional Services of America, Inc. (PSA) is submitting in response to RFQ ADJ1001, "Contract to provide Human Resource Consulting Services for the West Virginia Office of the Adjutant General, Charleston, WV, per the Specifications."

PSA hereby attests the following:

1. PSA can provide all the professional human resources consulting services outlined as "Deliverables" on page 5 of the attached RFQ ADJ1001.
2. The two principal consultants to be assigned to this contract live in Charleston, WV, and will be available for the minimum consultation period of three times per week, eight hours per day, as well as immediate on-site consultation as needed. PSA has been in the Human Resource Management and Staffing business in West Virginia for twenty years. Should the need arise, PSA has the capability to utilize additional staff members to supplement the principal consultants in order to provide the maximum amount of expertise to fulfill the needs of this contract.
3. PSA meets all the "Contractor Qualifications" as outlined on page 6 of the attached RFQ ADJ1001. See the attached resumes.
4. PSA currently maintains professional liability insurance coverage in an amount exceeding \$500,000.00
5. PSA will present invoices and documentation within the guidelines outlined in "Billing/Documentation", on page 6 of the attached RFQ ADJ1001.

West Virginia State Purchasing Division
RFQ ADJ1001
August 27, 2009
page 2

6. PSA is currently licensed as an active Vendor with the State of West Virginia, Vendor #A04105938.

7. PSA is certified by the Small Business Administration as an 8(a), Small Disadvantaged Business, Woman-Owned, Native American company, located in a HUBZone.

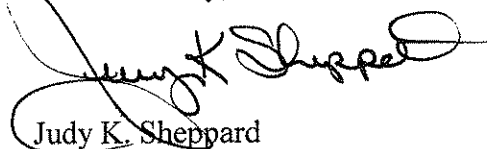
The executed Vendor Preference Certificate and Purchasing Affidavit are attached.

The following is PSA's bid for RFQ ADJ1001.

<u>Hourly Rate</u>	<u>Est. # Hours Per Week</u>	<u># Weeks/Year</u>	<u>Total</u>
\$128.00	x 24	x 52 Weeks	= <u>\$159,744.00</u>

You may contact me at phone (304)485-1282 or fax (304)485-1280, if you have any questions or need further information.

Most sincerely,



Judy K. Sheppard
President & CEO

attachments

HELEN HILL STRAUSS

1513 Virginia Street, East
Charleston, WV 25311

(304) 345.2283
helen.elaine@gmail.com

Salient Experience & Background

- As VP of Human Capital, I have created from inception to publication the Personnel Policies & Procedures Manual for a NASDAQ-traded company.
- I have recruited, written job classifications and created compensation structures for every position of the company, from entry- to C-level.
- I am a West Virginia native, born and raised in Charleston. As all my family lives in West Virginia, I returned to Charleston in 2006 – first, specifically taking a VP position to allow remote work from Charleston, and then in early 2008 completing my move to Charleston as a permanent resident.

MRU HOLDINGS, INC.

Vice President of Human Capital

NEW YORK, NY & CHARLESTON, WV

2007-2009

A NASDAQ-traded startup in financial services, focusing on student financial aid lending.

I was responsible for all aspects of Human Capital Strategy, Recruiting, Training, and Organizational Design. As one of the top 5 executives, I was a decision maker in almost all MRU's operational and strategic decisions.

Human Capital Strategy

- Authority Personnel Policies: Wrote entire MRU Personnel Policy & Procedures Manual. Manual included but was not limited to job classifications, operative definitions and pay administration for existing employees, as well as for new positions being created; mission statement; employee conduct; regulations, etc. Consulted in-house counsel (whom I recruited and hired) for legal accuracy.
- Performance Appraisal: Built and put in place formalized Performance Review strategy, created a retention plan, provided employee coaching.
- Compensation Plans: Managed all compensation standards, including industry benchmarking, aligning compensation with performance metrics, and creating compensation mix of equity and cash incentive plans.
- Employee Relations: Handled all employee relations, e.g. conflict resolution, grievance procedures, coaching, termination.
- Legal: Handled all visa and immigration legal issues, etc.

Recruiting

- Successfully recruited for every department, from entry- to C-level. Created job classifications and descriptions. Created quantifiable metrics for position profiles.
- Developed a college and graduate school campaign, focusing on relationship-building with top professors and departments. Created marketing collateral using a creative agency.

Learning & Development

- Created both departmental and enterprise-wide training based on determination of knowledge or expertise gaps, analysis of performance reviews, and examination of where employees' roles were creating informational silos.

Organizational Design

- Evaluated existing organizational structure and developed 3-year strategy to move 2-year old start up from existing structure to that of an established financial institution.
- Determined how acquisitions, e.g. purchase of the San Francisco-based company Embark, could be organizationally and operationally assimilated into the business.

ESTÉE LAUDER COMPANIES
Director, Global Management Strategies Division

NEW YORK, NY
2005 – April 2007

This department was responsible for L&D. I joined the firm in order to bring in-house to ELC a program – The Talent Management Review Process – that the consulting firm (Katzenbach Partners) I was working for had been hired to create for ELC. In level of importance, this project was one of William Lauder's Top 5 Initiatives.

Talent Management Review Process

My primary responsibility was refining and rolling out the Talent Management Review Process to all ELC Brands. This project entailed

- Working directly with Presidents and SVPs of each Brand to create development plans for their top talent, ensuring that plans reflected and drove Brand and corporate strategies.
- Writing Development plans to include long-term incentive plans, coaching, stretch projects, rotations, mentorships, coursework, etc. for domestic and global employees.
- Analyzing the results of the Development Plans to determine what knowledge gaps existed, and to create new L&D training to address those gaps.
- Coached employees.

Financial Strategy Training

- Development and presentation of training modules - I developed and ran the Strategic Finance course. Instructed Directors – VPs from all Brands and functions. This semester-long course taught on a) how to manage costs while maintaining brand equity; b) how to make strategic decisions that will propel the Company's success; and c) how to foster dialogue between the Brands and functions.

KATZENBACH PARTNERS
Founding Director of their subsidiary, Marshall Goldsmith Partners,
an Executive Coaching company

NEW YORK, NY
2003 – 2005

Katzenbach Partners is a world-renowned management consulting firm. As they specialize in Organizational Design, they decided to build a business in Executive Coaching to complement their client projects. I was the first employee hired, and the founding Director, of this new company, Marshall Goldsmith Partners. The company was the first to and remains the leader in delivering enterprise-wide, scalable executive coaching to C-suite and top management for global companies.

- Developed company from the ground-up and ran all operational aspects.
- Screened and hired executive coaches, standardized coaching methodology, tested and trained coaches in the methodology. Established all SOPs for the coach-corporate relationships.
- Created compensation structure for coaches.
- Worked with Software Development and Creative to create the online performance evaluation tool we used for all coaching engagements, and additionally to design our corporate website.
- Developed and executed corporate strategy, including sales approach for F500 and G500 targets, PR strategy, marketing strategy and collateral.
- Sold engagements to C-level executives, cultivated and maintained all corporate relationships.
- Built training modules for coaches.

WEST VIRGINIA LEGISLATURE
Analyst, Joint Committee on Government & Finance

CHARLESTON, WV
1996 - 1997

- Worked in Performance Evaluation & Review Department reporting to Joint Committee on Government & Finance.
- Completed year-long review of DHHR's Medicaid Program to identify, assess and quantify cost of errors in program evaluations.

GWENDA JAY ART GALLERY
Director

CHICAGO, IL
1995 - 1996

- Responsible for all business operations in a contemporary art gallery with revenues of \$1 million.
- Executed a marketing strategy that focused on corporate clients and resulted in a 30% revenue increase.

GOLDMAN SACHS & CO.
PRIVATE WEALTH MANAGEMENT DIVISION
Analyst

CHICAGO, IL
1994 - 1995

- Worked with team of brokers to build and manage wealth of high-net worth private investors.
- Supervised client portfolios, executed account trades, and pitched products to potential clients. Daily interaction with clients to discuss portfolio goals and activity, and to provide investment research.

Education

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
SLOAN SCHOOL OF MANAGEMENT

CAMBRIDGE, MA

Master of Business Administration. 2001. Strategic Management & Marketing tracks.
Teaching Fellow for Communication for Managers course. Semester-long projects in Hong Kong and Germany.

HARVARD UNIVERSITY
JOHN F. KENNEDY SCHOOL OF GOVERNMENT

CAMBRIDGE, MA

Master of Public Policy. 1999. Business and Government Policy concentration.

DUKE UNIVERSITY

DURHAM, NC

Bachelor of Arts in English and Political Science. 1993. Degree completed in three years, graduated a year early. National Merit Scholar. Study abroad Cambridge University, England.

BETTY S. IRELAND

948 Ridgemont Road
Charleston, WV 25314

(304) 552-7564
bireland@psa-inc.com

SKILLS SUMMARY

- Outstanding oral and written communications skills
- Strong organization and efficiency skills
- Strong managerial skills
- In-depth knowledge of State retirement and health systems
- Knowledge of Employer Support of Guard & Reserve
- Eight years executive State personnel administrative experience

EMPLOYMENT HISTORY

PROFESSIONAL SERVICES OF AMERICA, INC. Vice-President, Business Development	June 2009 –present
TIME OFF	January–April 2009
WEST VIRGINIA SECRETARY OF STATE	Jan. 2005--Jan. 2009
TIME OFF	December 2004
CAMPAIGNING FOR POLITICAL OFFICE	June—November 2004
JACKSON KELLY SOLUTIONS, LLC President & CEO	CHARLESTON, WV February 2002-June 2004
TIME OFF	January 2002
WV CONSOLIDATED PUBLIC RETIREMENT BOARD Executive Director	CHARLESTON, WV Aug. 1998-Dec. 2001
THE EMPLOYEE BENEFITS GROUP, JACKSON & KELLY, ATTYS-AT-LAW Consultant and Manager	CHARLESTON, WV May 1989--July 1998
NATIONAL BANK OF COMMERCE Vice-President, Pension Trust	CHARLESTON, WV February 1983--April 1989
RETIREMENT SYSTEMS & SERVICES Co-Owner	CHARLESTON, WV January 1977--1983

EDUCATION

UNIVERSITY OF CINCINNATI
B.S. (SEC. ED. ENGLISH & LATIN)

CINCINNATI, OH

WV COLLEGE OF GRADUATE STUDIES
GRADUATE WORK, ENGLISH

INSTITUTE, WV

EAST TENNESSEE STATE UNIVERSITY
GRADUATE WORK, ENGLISH

JOHNSON CITY, TN

WEST VIRGINIA UNIVERSITY
MBA ESSENTIALS MASTERS CERTIFICATE

MORGANTOWN, WV

WV DIVERSITY LEADERSHIP ACADEMY
GRADUATE, INAUGURAL CLASS

CHARLESTON, WV

AMERICAN SOCIETY OF PENSION ACTUARIES
CERTIFIED PENSION CONSULTANT

WASHINGTON, DC