

PROPOSAL TO:
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
PO Box 50130
Charleston, WV 25305-0130
Attn: Jo Ann Adkins

RFP #: ITECH10
DUE: January 14, 2010

PROPOSAL FROM:
STAFF TECH, INC.



Taking IT To The Limit

193 Blue Ravine Dr Suite 200
Folsom, CA 95630

AUTHORIZED NEGOTIATORS FOR STI:	CONTRACTING OFFICER:
Dan Kohnke Dan@staff-tech.net 916-932-1230	Meredith McDonald Meredith@staff-tech.net 916-932-1231

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PURCHASING DIVISION
STATE OF WV



RFP ITECH10
WEST VIRGINIA



Tuesday, January 12, 2010

State of West Virginia – Department of Administration
Purchasing Division
Attn: Jo Ann Adkins
2019 Washington Street, East
Charleston, WV 25305-0130

REF: Response to RFQ ITECH10 for Temporary Staffing with Computer Technical Expertise and IT Services for Projects.

Dear Ms. Adkins:

Enclosed please find Staff Tech's (STI) proposal to fulfill the business and technical requirements described in the RFP referenced above. STI is confident that we meet all the mandatory requirements of this RFQ.

Since 1998 Staff Tech Inc. (STI) has completed over \$33M of consulting engagements, for federal, state, and local governments. STI has numerous consultants on engagements with public sector clients nationwide. Our management team regularly visits with our clients in the area and our recruiters maintain a database of nationwide talent.

STI's recruiting process highly formalized and is on track to obtain CMM-I registration in calendar year 2010. We tailor our process to meet specific needs of each client, assuring you of a responsive, responsible staffing partner.

Corporate Information:

Address: 193 Blue Ravine Rd. #200 Folsom, CA 95630
Phone Number: 916-932-1234 Fax 916-313-3794
Tax Id: 94-3310002
Contact Person: Meredith McDonald, Direct Number: 916-932-1231

We look forward to working with you and the State of West Virginia.

Thank you,

Meredith McDonald
Staff Tech, Inc
916-932-1231

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Section I – Corporate Description (1.3.1)

Staff Tech, Inc (STI) is a California based, small women owned business. We are headquartered in Folsom, CA and provide mission support to the public sector nationwide.

As proof of our capabilities, since 1998 STI has completed over \$33M of consulting engagements, for federal, state, and local governments. STI is a California company with numerous consultants on engagements for and at the States of North Carolina, California, Utah, Counties of Sacramento, Fresno, Los Angeles, and Federal government DOD and DOE and other governments nationwide. Our management team regularly visits with our clients in the area, and our recruiters maintain a database of information technology talent.

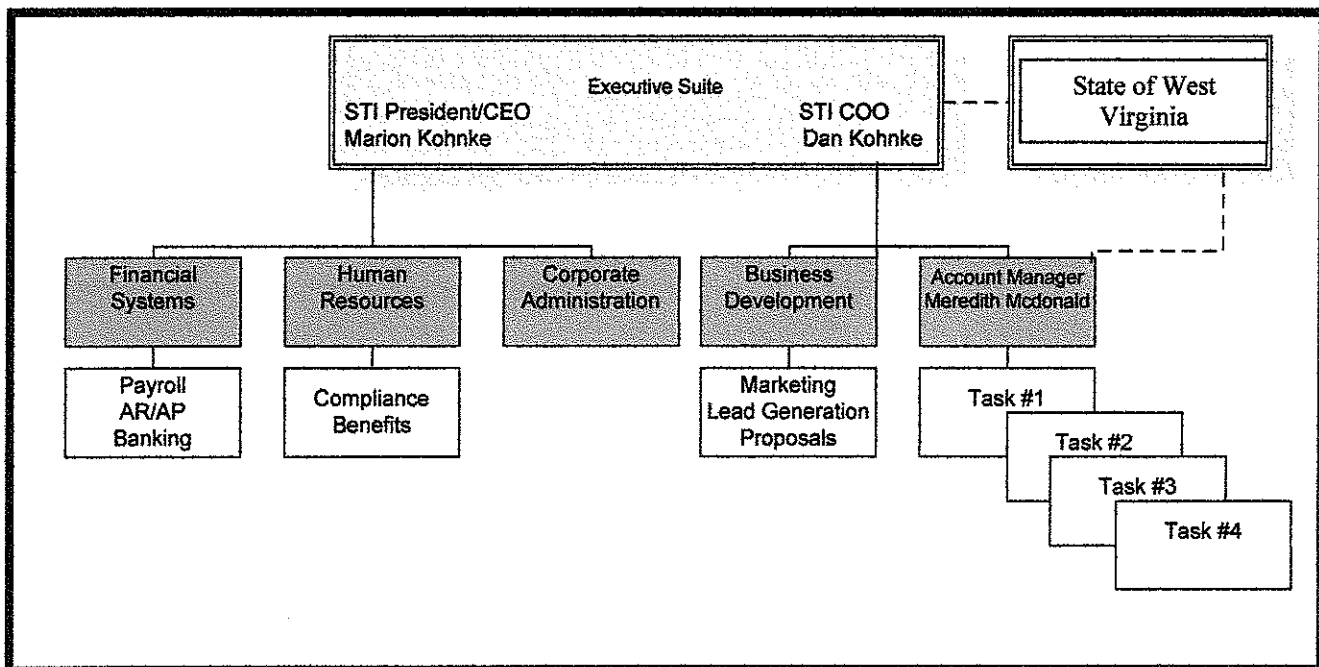
Management Approach

In 2001, Staff Tech's leadership team established the following principles which we still follow:

- **Ethics and Trust:** We conduct ourselves in a professional, upright, and informed manner deserving of our clients' trust and confidence.
- **Responsiveness:** Satisfied clients are the result of responsive customer service - everyone at STI ultimately reports to our customers.
- **Quality:** We are dedicated to excellence in the services we provide.
- **Cost Effectiveness:** We are committed to keeping our internal costs low and passing the savings on to our clients.
- **Industry Knowledge:** We maintain and increase our expertise in all relevant aspects of our services through ongoing research and development and study programs for all of our staff.
- **Innovation:** We continually seek ways to improve the service we provide to our customers.

STI will provide responsive management from our headquarters for the State of West Virginia's Temporary Staffing contract. STI's Chief Operating Officer and minority-owner, Mr. Dan Kohnke, will assume leadership and management of this contract with the State. Each of our government accounts is assigned a specific Account Manager by Mr. Kohnke. Through this Account Manager, the State will have a single-point-of-contact for all contractual needs and task order responses. The assigned Account Manager for the State of West Virginia is Ms. Meredith McDonald, who has been responsible for constructing this proposal/response.

Ownership and Incorporation. Staff Tech is a privately-held company, owned 60% by Ms. Marion Kohnke and 40% by Mr. Dan Kohnke. Staff Tech was incorporated in June of 1998 in California.



Brief Summary of Key Personnel

Chief Operational Officer: Mr. Kohnke exercises control of over \$9M of annual contract volume and a consulting staff of 90 personnel. Most recently he has been responsible for delivering high value IT service solutions conforming to ITIL standards and HSPD-12 security directives to the US Dept of Energy and the Naval Information & Technology Center, both in California. Mr. Kohnke is a corporate owner and has full authority to bring any needed resources of the company to assure customer satisfaction.

Account Manager: STI will assign Ms. Meredith McDonald as the Account Manager for our City of Long Beach Professional Consultants contract. Ms. McDonald has managed staffing relationships with California local governments for five years; she currently manages 15 engagements with counties or cities in California. Ms. McDonald has a BS from CSUS and has lived in California for over 20 years.

The benefits to the State of West Virginia derived from our Approach assure a contractor capable of:

- Managing multiple simultaneous tasks with minimal oversight
- Responding quickly and efficiently to a variety of task requests
- Reporting accurately and timely for numerous projects, measures and metrics
- Providing measured Continuous Improvement

Throughout contract performance STI will provide clear and frequent communications in the form of reports, recommendations, meetings, conference calls, etc. STI can provide monthly reports to meet Earned Value Management (EVM) reporting needs as described in the PMI methodologies, and or any other method to assist in meeting project and agency reporting requirements.

STI CORP DATA:

CAGE: 1XBS1

DUNS: 036054216

Year established: 1998

CCR registered: Yes

SBA Pro-Net registered: Yes

ORCA: Yes

Staff Tech, Inc.

193 Blue Ravine Rd, Folsom, CA

Telephone number: 916-932-1234

Fax number: 916-313-3794

Federal Tax Identification is: 94-3310002

Number of employees. STI has 15 employees at our headquarters, and about 70 employees/consultants on engagements throughout the county. STI has a nationwide footprint, with another 40 engagements in 12 states from Hawaii to North Carolina. This nationwide presence smoothes our revenue stream, thereby reducing the risk to the State of Virginia of having a vendor who is dependent on a narrower range of fluctuating revenues.

Section II – Qualification and Experience of STI in Supplemental Staffing Contract (1.3.2)

In this section STI is providing references for all of the Staffing Categories we are responding to. This section includes categories

➤ Web Programming	➤ PC Programming
➤ Mainframe Programming	➤ Computer Systems Analysis
➤ Computer Systems/Network Security	➤ Database Management
➤ Desktop Support	➤ Electronic Document Management
➤ GIS Services	➤ Help Desk Support
➤ IT Support Staff – Operations	➤ LAN/WAN Support
➤ Enterprise Services	➤ Graphics and Presentation
➤ Telecommunications Services	➤ Project Management Services
➤ ERP Implementation Services	➤ Business Analyst Services

Web Programming

Customer	DOE Western Area Power Administration		
Address	114 Parkshore Dr. Folsom, CA 95630		
Contact Person	David Tucker	Telephone / email	916-353-4531
Length of Project	Began 12/06 – on going support	General Value	\$300,000.00
Contracting Officer	Kim Ford	Phone / email	kford@wapa.gov
Project Description			
<p>STI personnel were responsible for Internet expertise and web architect. We performed the technical planning, design, development, testing, implementation, and management of Internet/Intranet and portal activities in support of SNR. Process Operations: Our key personnel were also responsible for all tasks that ensured IT processes, procedures and policies operate to the benefit of the Government.</p>			
Description of Duties			
<p>Research and Recommend Web Tools and Technologies. Contractor shall research state-of-the-art web site development tools and technologies, make recommendations to the COR and implement such tools to create new pages, sites and applications.</p> <p>Maintain and Enhance Web Architecture. Contractor shall administer web servers, application servers, and other web tools. Recommendation of changes to the architecture shall be made to the COR and shall take into consideration functionality, security, and integrity of the Internet/Intranet services. The contractor shall troubleshoot and resolve technical problems with design and delivery of Internet/Intranet services. Contractor shall ensure adherence to NIST security standards and PL 105-220, Section 508 compliance. See Paragraph 3.0 Applicable Documents.</p> <p>Develop Document and Update Web Standards. Contractor shall develop, with customer and technical staff input, standards for web page and portal development. Contractor shall incorporate government requirements and corporate branding and shall continuously review and update standards and policies. Contractor shall also conduct period reviews on web sites for trend analysis. Trend analysis shall utilize automated tools to track statistics and monitor for performance and security.</p>			

PC Programming

Customer	County of Sacramento - Department of Health and Human Services		
Address	7001 A East Parkway, Sacramento CA		
Contact Person	Joe Howard	Telephone / email	916-875-5804 / howardjoe@saccounty.net
Length of Project	04/2008-04/2009	General Value	\$ 124,000
Contracting Officer	Joe Howard	Phone / email	916-875-5804 / howardjoe@saccounty.net
Project Description			
<i>Project: Reengineer, design and develop replacement system for Central DocIS</i>			
<p>This project is for the IHSS (In Home Support Services) department of DHHS. IHSS providers provide in home services to the senior citizens who were unable to perform their daily task. The providers submit their time sheets to IHSS and the department processes their time sheets by scanning them. This system will scan the time sheets and store it in the local PC. Then the helper service will move the time sheets to the Central DocIS system. The OCR application will OCR the time sheets and captures the key data elements and stores it in the database. The users then validate the captured time sheet data by using the Validator application. Some time sheets having in adequate data will be sent to Exp processing for further analysis and sent back to the provider or paid manually. There was a windows application in place but was developed using Visual Basic 6.0 and had several problems. Re-Engineered the application by analyzing the code and built a new windows application using C# and Visual Studio 2005.</p>			
Description of Duties			
<ul style="list-style-type: none"> • Re-Engineered the application by reading the code and fine tuned it where ever necessary. • Prepare and present Functional Specification in review meetings with Product Design team to make sure design is in Sync with existing design guidelines and following standards, and compatible with other modules for future enhancements. Making sure all the requirements are incorporated in design. • Validated that all the requirements are incorporated in design. • Conducted meeting with the key users to find out any enhancement required for the system and implemented the changes that were suggested by the customer. • Added the exception management so that when an error occurs in the system the system will notify the technical group. • Designed and developed the windows application in C# 2.0. • Provided administration screens for the power users for creating and managing users and permission to access the application. • Implemented AD Integration to authenticate the users. • Extensive coding in C# and ASP.Net on Key modules. • Unit, Integration and regression testing. 			

Mainframe Programming

Customer	State of CA CALPERS (CA Employees Retirement Service)		
Address	400 Q Street, Lincoln Plaza, Sacramento, CA		
Contact Person	Robert Lew	Telephone / email	916-795-0925 / Robert.lew@calpers.ca.gov
Length of Project	1 yr 3 people	General Value	\$390,000.00
Project Description			
Supplement TSSD staff in performing computer systems analysis, programming and testing for the mainframe application - Contribution Reporting System (CRS) and also support the 2008 CRS/Annual Member Statement (AMS) processes. The work primarily involves requirements, design, code, test, and implementation of one-time enhancements and corrections of CRS and the support of the 2008 CRS/AMS processing.			
Description of Duties			
<ul style="list-style-type: none"> • Performed analysis, design, coding and testing (unit, system and acceptance) for the CRS Application backlog project. Participated in project meetings, worked with business partners to define requirements and facilitated design and code walk-thru. Coded the COBOL programs to meet business requirements, created JCL and test data to execute testing, and documented the production updates using CalPERS Change Control policy. • Developed solutions to production problems reported by CRS Refund unit. Used XPEDITER to debug programs. Analyzed system files and verified test results using File-Aid, COMPAREX and CICS. Created Analysis documents, developed COBOL program fixes, performed testing and implemented changes. • Re-engineered annual Required Minimum Distribution letters process. Coded COBOL programs to support new letter content, validate addresses, identify deceased members and produce RMD letters and reports. Created JCL to FTP letter files to FileNet application to store letter images. 			

Computer Systems Analysis

Customer	DOE Western Area Power Administration		
Address	114 Parkshore Dr. Folsom, CA 95630		
Contact Person	David Tucker	Telephone / email	916-353-4531
Length of Project	1 ½ year	General Value	\$425,000
Contracting Officer	Kim Ford	Phone / email	kford@wapa.gov
Project Description			
<p>The Sierra Nevada Region has embarked on a project to integrate its existing disparate systems into new business processes. The project involves integrating data and systems, automating workflow and business processes, and allowing greater enterprise access to legacy data. As such, SNR plans to implement an Enterprise Application Integration (EAI) solution. The Meter Data Repository Database Project will provide a basis for understanding the data flow underpinning the EAI effort and a recommendation for a data repository implementation. This is a cost effective effort to define basic data requirements and processes prior to EAI implementation.</p>			
Description of Duties			
<p>Project analytical campaign with five phases resulting in an implementation recommendation and deliverables documents. The implementation recommendation allowed for build/procurement of a repository by June 1, 2007. The analysis of the project determined where meter data that needs to be accessed by various systems in Post 2004 will reside. MV90 meter data will either remain in the Power Billing database or a new repository will be created.</p> <p><i>STI performed the following analysis for this project:</i></p> <ul style="list-style-type: none"> o Analysis and definition of current PBS-related databases, processes and system interfaces o Analysis and definition of current users/departments o Database design document and data dictionary documentation o Security design documentation for related processes o Time estimates for implementation of the project o Implementation Plan and Timeline 			

Computer Systems/Network Security

Customer	LA County - Dept of Public Health		
Contact Person	Richard Greenberg	Telephone / email	323-869-8120
Length of Project	3 years – currently in 3 rd year	General Value	\$900,000.00
Project Description			
HIPPA Security Vulnerability Remediation Assessment			
Description of Duties			
<p>STI's consultant provided the following services:</p> <p>Security Vulnerability Scan Review – Review results from Security Vulnerability Scans for various Programs and Offices and identify risks that need further investigation and validation. Identify false positives and work with system owners and managers to identify portions of scans that need to be modified to accommodate limitations in systems or environment. Act as a subject matter expert on vulnerability scanning to Network Operations staff responsible for creating and running scans.</p> <ul style="list-style-type: none"> • Remediation Reports – Prepare vulnerability reports for all Programs/Offices, documenting risks and areas requiring remediation. The reports should identify areas of limitation in any Program's/Office's ability to remediate vulnerabilities based on recommendations from the vulnerability scanning tool. Document reasons for all vulnerabilities where remediation is difficult or not possible, including vulnerabilities found to be false positive, those for which no remediation is known and those for which it is determined that accepting the risk is the more reasonable approach. • Remediation Plans – Prepare Remediation Plans for all Programs/Offices, identifying specific processes and steps required to close all vulnerabilities identified in the Remediation Report. The reports should contain mitigation strategies to address any limitations in the ability to remediate. Document other methods of security used to compensate when remediation is not possible, such as limitations of some legacy systems. • Remediation Follow-up Reports – Work and use repeat vulnerability reports created by DPH scanning tools and work with Programs/Offices to measure the success of remediation plans. The review, analysis and assessment of vulnerabilities must be described in the reports. • Mentoring and Knowledge Transfer – This includes working with DPH technical staff and facilitating the transition of support responsibilities to DPH technical staff. 			

Database Management

Customer	State of California – Department of Development Services		
Contact Person	Kevin Aitken	Telephone / email	916-653-4768 / Kevin.aitken@dds.ca.gov
Length of Project	06/2007-Present	General Value	\$
Project Description			
<p>The SDS project consists of designing and implementing an SDS Waiver program infrastructure data model and developing separate security within the MCFPIBS, but ensuring that SDS data is separate from Federal Program Operations Section (FPOS) data upon retrieval by online and reporting functionality. This is all to be processed through one billing system, both online and batch.</p>			
Description of Duties			
<p>Database Administration and Systems Architecture services performed extensive analysis and modifications on the Federal Programs Information Billing System (FPIBS) infrastructure to complete the Self Directed Services (SDS) Project. A mission critical system that prepares billing for federal reimbursement for federally funded Medicaid Waiver, Targeted Case Management and Nursing Home Reform Programs. MCFPIBS is a complex system utilizing ADABAS with programs written in Natural, COBOL, and SAS. MCFPIBS runs on the Department of Technology Services (DTS) mainframe computers.</p>			

Desktop Support

Customer	County of Sacramento – Department of Health and Human Services		
Contact Person	Kevin Biddick	Telephone / email	916-875-1469 /biddickk@saccounty.net
Length of Project	2/2008-4/2009	General Value	\$100,000

Project Description

Desktop Support / Support Center Analyst (Deployment and Enhancement)

Description of Duties

Assist in providing computer Hardware and Software deployments. It will include deploying new pc to users, migrating profiles from one machine to another, re-imaging machines, converting machines form widows 2000 pro to XP.

Preference to candidates with experience tracking of time via TimeTrack, tracking of work performed via SSR system, and incident management via Numara Track-It!

Tasks related to equipment set up include:

- PC hardware troubleshooting experience
- Installation of Hardware
- Completion of service requests that may include movement of hardware, coordination and scheduling of the move request with the Customer/Program Point of Contact.
- Installing additional software as requested by customer.
- Configuring and testing new devices for deployment.
- Keeping hub space inventory up to date.
- Keeping site maps and internal inventory updated at all times.
- Customer support.
- Problem resolution, including equipment configuration, installation of hardware or software, and client LAN issues.
- Remote Windows administration and configuration

Electronic Document Management

Customer	DOE Western Area Power Administration		
Address	114 Parkshore Dr. Folsom, CA 95630		
Contact Person	David Tucker	Telephone / email	916-353-4531
Length of Project	1 ½ year	General Value	\$425,000
Contracting Officer	Kim Ford	Phone / email	kford@wapa.gov
Project Description			
<p>The Sierra Nevada Region has embarked on a project to integrate its existing disparate systems into new business processes. The project involves integrating data and systems, automating workflow and business processes, and allowing greater enterprise access to legacy data. As such, SNR plans to implement an Enterprise Application Integration (EAI) solution. The Meter Data Repository Database Project will provide a basis for understanding the data flow underpinning the EAI effort and a recommendation for a data repository implementation. This is a cost effective effort to define basic data requirements and processes prior to EAI implementation.</p>			
Description of Duties			
<p>Project analytical campaign with five phases resulting in an implementation recommendation and deliverables documents. The implementation recommendation allowed for build/procurement of a repository by June 1, 2007. The analysis of the project determined where meter data that needs to be accessed by various systems in Post 2004 will reside. MV90 meter data will either remain in the Power Billing database or a new repository will be created.</p> <p><i>STI performed the following analysis for this project:</i></p> <ul style="list-style-type: none"> o Analysis and definition of current PBS-related databases, processes and system interfaces o Analysis and definition of current users/departments o Database design document and data dictionary documentation o Security design documentation for related processes o Time estimates for implementation of the project o Implementation Plan and Timeline 			

GIS Services

Customer	County of Sacramento – Sheriffs Department		
Address	701 G Street, Sacramento, CA		
Contact Person	Kevin Paltzer	Telephone / email	916-874-5277 / kpaltzer@sacsheriff.com
Length of Project	2/2006- Present	General Value	\$600,000
Project Description			
The IT Department of Sacramento County Sheriff's Department utilized STI for a GIS Analyst / Programmer for the Applications Team. Our employee performed a variety of technical and analytical duties in the operation of an enterprise, client/server computer system or network.			
Description of Duties			
Setup and administration of GIS Servers - including installation, user-security role management and researching hardware requirements. Architect, Design and Develop web based mapping services on vector and raster data. Design and develop web services in .NET using C#, ArcGIS Extensions to import crime data. Maintain mapping and geocoding component of existing Computer Aided Dispatch (CAD), Records Management System (RMS). crime incident maps and hot spot analysis maps.			

Help Desk Support

Customer	Adventist Health		
Address	1101 Creekside Ridge, Roseville, CA 95678		
Contact Person	Diane Porter	Telephone / email	916-783-2580
Length of Project	2 years (several consultants)	General Value	\$370,000.00
Project Description			
Ongoing general support of a multi-year period with up to 9 of our helpdesk consultants supporting our client at any given time.			
Description of Duties			
<p>Duties:</p> <p>Provide friendly, technically quality customer service while acting as a Help Desk Analyst for resolving and reporting PC hardware, software, network and peripheral equipment problems. Conducts first tier problem determination and resolution. Records problem symptoms, status, and resolution information in the Help Desk software program. Interfaces with other MIS teams in the timely resolution of troubles.</p> <p>Responsibilities</p> <p>Identifies, diagnoses and resolves first tier PC hardware, software, network, and peripheral equipment problems.</p> <p>Logs all customer problems and tracks the calls through to resolution.</p> <p>Ensures timely escalation of customer problems by assigning an appropriate priority and resolution target.</p> <p>Documents help desk processes, procedures and resolution information</p> <p>Responsible for prompt, accurate status and feedback on problems to customers and management.</p> <p>Responsible for imaging and configuration of desk.</p>			

IT Support Staff - Operations

Customer	DOE Western Area Power Administration		
Address	114 Parkshore Dr. Folsom, CA 95630		
Contact Person	David Tucker	Telephone / email	916-353-4531
Length of Project	1 yr, with option years – Currently in our 3 rd yr	General Value	\$1,500,000.00 annually
Contracting Officer	Kim Ford	Phone / email	kford@wapa.gov
Project Description			
<p>STI has been providing the majority of the overall IT support for the DOE's Western Area Power Administration (WAPA) with 18 employees at WAPA's Infrastructure Support and Operations. We have performed and are currently performing various tasks necessary to ensure daily operations of the Local Area Network (LAN), System Administration (UNIX, Novell, Microsoft, e-mail), and Desktop, Hardware, and Audio/Visual Support. Our staff ranges from helpdesk support, LAN/WAN support, applications & web development, Oracle infrastructure and DBA support, as well as engineering support. Following are brief descriptions of some of the areas we cover:</p>			
Description of Duties			
<p>Software Support: STI ensures software meets security standards under NIST security standards and complies with PL 105-220, Section 508. When evaluating and recommending new or upgraded software solutions, we certify and operate with existing multi-vendor solutions and are in compliance with existing SNR architecture.</p>			
<p>Operating System Support: We manage and support all assigned operating systems and major software. This task includes, but is not limited to, server operating systems (Novell, Unix, Microsoft, Oracle), desktop operating systems, office automation software, and e-mail. Operating systems support also includes user and group account maintenance for software, and assisting in application installations and configurations.</p>			
<p>New Hardware Deployment and Maintenance: Our personnel ensure that systems installed are reliable, available, and maintainable. This task includes hardware such as backup systems, SAN, Servers, PCs, peripherals, and accessories.</p>			
<p>Applications/Programming Support & Software Development: This consists of the tasks necessary to ensure mission critical and mission essential systems and processes operate in a reliable, efficient manner. These tasks can include, but are not limited to, recommending and implementing a COTS system or the integration of two or more disparate systems requiring customized coding, special reports, or data transfer.</p>			
<p>Enterprise Data Management: STI provided database administrator support to Oracle databases and ensures data integrity and consistency of the enterprise data model gathering business data requirements to create logical data models, construct physical data models from logical models, and normalize the data models using relational modeling techniques. Data Modeling Tools are utilized to automate/assist in developing data models.</p>			
<p>Oracle Database Administration: STI analyzed data storage needs for databases, and was responsible for partitioning and tuning for performance and queries, backup and recover, utilize Rman, and replication software.</p>			

Project Management: STI provided guidance, plans, and procedures to enable successful project management within SNR. We evaluated and tracked individual project status, schedules and costs/budgets of ongoing projects. We provided detailed weekly status reports on all projects. Our personnel maintained and updated IT project management website as key communication tool for customers, while keeping in mind the mission and ensuring communications on projects that overlap or impact one another are managed effectively

Web Architect and Services: STI personnel were responsible for Internet expertise and web architecture. We performed the technical planning, design, development, testing, implementation, and management of Internet/Intranet and portal activities in support of SNR.

Process Operations: Our key personnel were also responsible for all tasks that ensured IT processes, procedures, and policies operate to the benefit of the Government.

Cyber Security: We provided services and materials to support the technical requirements for dedicated Computer Security Support. While our Systems Managers and Systems Administrators performed the majority of work associated with computer security, STI also provided support to assure that the plans are comprehensive and in compliance with OMB A130 guidelines, NIST standards, and Executive Order 13231 on Critical Infrastructure protection. The Cyber Security function included all business systems, SCADA systems, networks, and all interconnected systems.

Configuration Management: STI provided Configuration Management support to the government and change management processes and tracking of upgrades. Utilizing Version Manager and other COTS products, we managed configuration aspects of all software and documentation. We also provided assistance in establishing procedures for government and contract staff to utilize configuration software to track software changes, version controls, and critical documentation.

Quality Assurance: Testing to support government in performing testing processes for programmatic changes, upgrades of various software, and to conduct regression test impact on existing systems.

Program Support: STI provided an onsite FTE for program support tasks that are overarching across all other tasks. We also provided continuity support plan, contingency personnel plan, and weekly & monthly quality surveillance performance summaries.

Engineering Support Service Tasks: Power System Maintenance Engineering Support; STI Personnel also provided technical planning, design, configuration, analysis, and troubleshooting support for Power System Maintenance. This support included Protective Relay Systems, High Voltage Systems, and Metering Systems that are essential for literally keeping electricity flowing in the western region of the United States.

LAN/WAN Support

Customer	State of California – Department of Public Health		
Address	1615 Capitol Avenue, Sacramento CA		
Contact Person	Maria Perez	Telephone / email	916-650-6741 / maria.perez@dhcs.ca.gov
Length of Project	3/2009- Present	General Value	\$100,000
Project Description			
Support of the Joint Emergency Operations Centers (JEOCs) in response to a health emergency or disaster.			
Description of Duties			
<p>Independently provide direction, follow-up on assignments, and responsible for the deployment, implementation and support of automation systems and the knowledge to deploy and support a specialized Information Technology solution designed to support the Client in response to a health emergency or disaster. The consultant will provide desktop, laptop, Personal Digital Assistant (PDA), LAN, Citrix, aircard, and audio/video/web-conferencing support.</p> <p>As a Desktop and LAN Administrator, our consultant provided support for desktops, laptops, Personal Digital Assistants (PDAs), printers, scanners, file and print services, and management of Active Directory Organization Units. The position required knowledge and abilities in Systems Management Server (SMS), User Manager Pro, Symantec AntiVirus (SAV), desktop management, asset management, patch deployment, Windows 2000/2003/XP Operating Systems, and Active Directory. The consultant is engaged in the administration of PDAs, BlackBerrys, satellite phones, full disk and removable storage device encryption for desktops and laptops. The consultant possesses a high level knowledge and skills in the areas of software installation, software program scripting, maintenance, backup and recovery, security, and on-line monitoring of all types of desktops within the complex client departments and enterprise network.</p>			

Enterprise Services

Customer	DOE Western Area Power Administration		
Address	114 Parkshore Dr. Folsom, CA 95630		
Contact Person	David Tucker	Telephone / email	916-353-4513
Length of Project	1 yr, with option years – Currently in our 3 rd yr	General Value	\$1,500,000.00 annually
Contracting Officer	Kim Ford	Phone / email	kford@wapa.gov
Project Description			
<p>STI has been providing the majority of the overall IT support for the DOE's Western Area Power Administration (WAPA) with 18 employees at WAPA's Infrastructure Support and Operations. We have performed and are currently performing various tasks necessary to ensure daily operations of the Local Area Network (LAN), System Administration (UNIX, Novell, Microsoft, e-mail), and Desktop, Hardware, and Audio/Visual Support. Our staff ranges from helpdesk support, LAN/WAN support, applications & web development, Oracle infrastructure and DBA support, as well as engineering support. Following are brief descriptions of some of the areas we cover:</p>			
Description of Duties			
<p>Software Support: STI ensures software meets security standards under NIST security standards and complies with PL 105-220, Section 508. When evaluating and recommending new or upgraded software solutions, we certify and operate with existing multi-vendor solutions and are in compliance with existing SNR architecture.</p> <p>Operating System Support: We manage and support all assigned operating systems and major software. This task includes, but is not limited to, server operating systems (Novell, Unix, Microsoft, Oracle), desktop operating systems, office automation software, and e-mail. Operating systems support also includes user and group account maintenance for software, and assisting in application installations and configurations.</p> <p>New Hardware Deployment and Maintenance: Our personnel ensure that systems installed are reliable, available, and maintainable. This task includes hardware such as backup systems, SAN, Servers, PCs, peripherals, and accessories.</p> <p>Applications/Programming Support & Software Development: This consists of the tasks necessary to ensure mission critical and mission essential systems and processes operate in a reliable, efficient manner. These tasks can include, but are not limited to, recommending and implementing a COTS system or the integration of two or more disparate systems requiring customized coding, special reports, or data transfer.</p> <p>Enterprise Data Management: STI provided database administrator support to Oracle databases and ensures data integrity and consistency of the enterprise data model gathering business data requirements to create logical data models, construct physical data models from logical models, and normalize the data models using relational modeling techniques. Data Modeling Tools are utilized to automate/assist in developing data models.</p> <p>Oracle Database Administration: STI analyzed data storage needs for databases, and was responsible for partitioning and tuning for performance and queries, backup and recover, utilize Rman, and replication software.</p>			

Project Management: STI provided guidance, plans, and procedures to enable successful project management within SNR. We evaluated and tracked individual project status, schedules and costs/budgets of ongoing projects. We provided detailed weekly status reports on all projects. Our personnel maintained and updated IT project management website as key communication tool for customers, while keeping in mind the mission and ensuring communications on projects that overlap or impact one another are managed effectively

Web Architect and Services: STI personnel were responsible for Internet expertise and web architecture. We performed the technical planning, design, development, testing, implementation, and management of Internet/Intranet and portal activities in support of SNR.

Process Operations: Our key personnel were also responsible for all tasks that ensured IT processes, procedures, and policies operate to the benefit of the Government.

Cyber Security: We provided services and materials to support the technical requirements for dedicated Computer Security Support. While our Systems Managers and Systems Administrators performed the majority of work associated with computer security, STI also provided support to assure that the plans are comprehensive and in compliance with OMB A130 guidelines, NIST standards, and Executive Order 13231 on Critical Infrastructure protection. The Cyber Security function included all business systems, SCADA systems, networks, and all interconnected systems.

Configuration Management: STI provided Configuration Management support to the government and change management processes and tracking of upgrades. Utilizing Version Manager and other COTS products, we managed configuration aspects of all software and documentation. We also provided assistance in establishing procedures for government and contract staff to utilize configuration software to track software changes, version controls, and critical documentation.

Quality Assurance: Testing to support government in performing testing processes for programmatic changes, upgrades of various software, and to conduct regression test impact on existing systems.

Program Support: STI provided an onsite FTE for program support tasks that are overarching across all other tasks. We also provided continuity support plan, contingency personnel plan, and weekly & monthly quality surveillance performance summaries.

Engineering Support Service Tasks: Power System Maintenance Engineering Support; STI Personnel also provided technical planning, design, configuration, analysis, and troubleshooting support for Power System Maintenance. This support included Protective Relay Systems, High Voltage Systems, and Metering Systems that are essential for literally keeping electricity flowing in the western region of the United States.

Graphics and Presentation

Customer	Sacramento County, Sheriff		
Address	701 G Street, Sacramento CA		
Contact Person	Kevin Paltzer	Telephone / email	916-874-5277 / kpaltzer@sacsheriff.com
Length of Project	7/2007-6/2009	General Value	\$300,000
Project Description			
<p>This position holds several simultaneous responsibilities including providing technical leadership to the Sheriff's internal development and integration efforts.</p> <p>This position was responsible for the technical design and implementation of specific projects within the applications unit. You will be expected to provide technical direction to department managers and development staff as well as collaborate with project managers.</p>			
Description of Duties			
<ul style="list-style-type: none"> • Design and development of custom security component that supports authorization and authentication of both Active Directory users and external users along with their roles and flags. LDAP querying is also supported. Used Rules Driven workflow in the component design. • Developed State Machine Work flow objects for Asset Management Application. • Design and development of InCar-KPF (known person finder) web application. Designed Web Service Facade, Business Façade and Data Façade and integrated with security component. Optimized it for faster access through radio network. Followed MVC design pattern. • Developed XBAP (WPF-browser) web application for main jail portal. Created custom XAML user controls for various modules inside the portal. Followed SCRUM life cycle in the development. • Design and development of WCF services and core business classes. These services are consumed by various applications across WAN. Implemented SOA architecture for all the services. • Designed and Developed Windows Service (ETL System) using C# and SSIS components to process CDCR (Calif. Dept of corrections) parolee data. • Responsible for gathering project requirements, creating project definition, project plan, screen designs (wire frames), UML, Use case and work flow diagrams. • Design and development of Business Layer, DataAccess Layer and custom reusable c# objects • Created a star schema data model using ERwin for fact and dimension tables for cube deployment • Created SSRS, SSIS architecture and designed security model for SSRS and SSIS. • Designed and developed reports various types of reports using SSRS for lieutenant's, commander's, jail staff, HR and asset management • Deployed CM-Cube using SSAS for crime analysis and used MDX for OLAP reports • Design and Development of database models. Created tables and developed stored procedures, views, functions and triggers 			

Project Management Services

Customer	DOE Western Area Power Administration		
Address	114 Parkshore Dr. Folsom, CA 95630		
Contact Person	David Tucker	Telephone / email	916-353-4513
Length of Project	1 yr, with option years – Currently in our 3 rd yr	General Value	\$1,500,000.00 annually
Contracting Officer	Kim Ford	Phone / email	kford@wapa.gov
Project Description			
<p>STI has been providing the majority of the overall IT support for the DOE's Western Area Power Administration (WAPA) with 18 employees at WAPA's Infrastructure Support and Operations. We have performed and are currently performing various tasks necessary to ensure daily operations of the Local Area Network (LAN), System Administration (UNIX, Novell, Microsoft, e-mail), and Desktop, Hardware, and Audio/Visual Support. Our staff consists of a Project Manager that manages the staff that ranges from helpdesk support, LAN/WAN support, applications & web development, Oracle infrastructure and DBA support, as well as engineering support.</p>			
Description of Duties			
<p>STI provides an onsite FTE for program support tasks that are overarching across all other tasks. We also provided continuity support plan, contingency personnel plan, and weekly & monthly quality surveillance performance summaries.</p>			

Telecommunications Services

Customer	DOE Western Area Power Administration		
Address	114 Parkshore Dr. Folsom, CA 95630		
Contact Person	David Tucker	Telephone / email	916-353-4513
Length of Project	1 yr, with option years – Currently in our 3 rd yr	General Value	\$250k annually
Contracting Officer	Kim Ford	Phone / email	kford@wapa.gov
Project Description			
<p>Chief Architect of WAPA's Telecommunications Network and resident expert on all matters related to communications. Plan, design, develop and to provide support in the engineering design, modification, specification, procurement, installation, documentation, testing and commissioning of voice and data communications systems, subsystems and equipment. The principle areas of responsibilities include application engineering work associated in the following areas:</p> <p>SONET systems through OC-48 and other fiber-optic cable and transmission systems; high voltage telephone protection equipment; PBXs and key telephone systems; DS0, DS1 and DS3 circuits; ISDN, digital cross-connect systems; analog and digital microwave; VHF radio systems; dispatch control center normal and emergency communications systems; frame relay; multiplexing equipment; local area and wide area networks; and electrical power protective relay communications circuits.</p>			
Description of Duties			
<p>Preparation of detailed circuit wiring drawings and circuit terminal point diagrams; field verification of communications systems and wiring; preparation of circuit documentation and detailed equipment procurement specifications; documentation management and vendor file cataloging; assist in the management of communications projects and the training of engineers in the field of communications.</p>			

Business Analyst Services

Customer	County of Sacramento – Department of Health and Human Services		
Address	7001 A East Parkway, Sacramento CA		
Contact Person	Joe Howard	Telephone / email	916-875-5804 / howardjoe@saccounty.net
Length of Project	04/2008-04/2009	General Value	\$ 124,000
Contracting Officer	Joe Howard	Phone / email	916-875-5804 / howardjoe@saccounty.net

Project: Reengineer, design and develop replacement system for Central DocIS

This project is for the IHSS (In Home Support Services) department of DHHS. IHSS providers provide in home services to the senior citizens who were unable to perform their daily task. The providers submit their time sheets to IHSS and the department processes their time sheets by scanning them. This system will scan the time sheets and store it in the local PC. Then the helper service will move the time sheets to the Central DocIS system. The OCR application will OCR the time sheets and captures the key data elements and stores it in the database. The users then validate the captured time sheet data by using the Validator application. Some time sheets having inadequate data will be sent to Exp processing for further analysis and sent back to the provider or paid manually. There was a windows application in place but was developed using Visual Basic 6.0 and had several problems. **Re-Engineered** the application by analyzing the code and built a new windows application using C# and Visual Studio 2005.

Description of Duties

- **Re-Engineered** the application by reading the code and fine tuned it where ever necessary.
- Prepare and present Functional Specification in review meetings with Product Design team to make sure design is in Sync with existing design guidelines and following standards, and compatible with other modules for future enhancements. Making sure all the requirements are incorporated in design.
- Validated that all the requirements are incorporated in design.
- Conducted meeting with the key users to find out any enhancement required for the system and implemented the changes that were suggested by the customer.
- Added the exception management so that when an error occurs in the system the system will notify the technical group.
- Designed and developed the **windows application in C# 2.0**.
- Provided administration screens for the power users for creating and managing users and permission to access the application.
- Implemented **AD Integration** to authenticate the users.
- Extensive coding in C# and ASP.Net on Key modules.
- Unit, Integration and regression testing.

ERP Implementation Services

Customer	California Public Employees' Retirement System (CalPERS)		
Address	400 Q St, Sacramento, CA		
Contact Person	Ken Buehler	Telephone / email	916-795-2624
Length of Project	7/2008-4/2009	General Value	\$150,000
Project Description			
<p>The California Public Employees' Retirement System (CalPERS) Division Information Technology Services Branch/Technology Services and Support Division (TSSD) Application Development and Support Section (ADSS) requests assistance from (Place vendor name here) to provide architecture/application development consulting services for PeopleSoft Human Capital Management (HCM).</p>			
Description of Duties			
<p>Develop all components necessary to integrate PeopleSoft HCM and SABA. Took requirements and designed, built, and implemented a solution that satisfied the integration and functionality of the LMS project. Responsible for design, development, and deployment of necessary architecture as part of the business solution defined by detailed requirements. The consultant was as requested to act in a lead capacity to provide guidance to state technical staff.</p> <p>The consultant took a lead role in trouble-shooting problems in development, test, stage, and production environments. He took a lead role in creating and configuring Tuxedo domains, Web components, and Process Schedulers for both HP Unix environments as well as Win2K environments.</p>			

Vendor Policies 1.3.4

STI agrees to all of the required terms and conditions stated in the following sections of the State of West Virginia's RFQ Number ITECH10:

1.3.4	1.3.5	1.3.6
1.3.7	1.3.8	1.3.9
1.3.10	1.3.11	1.3.12
1.3.13	1.3.14	1.3.15

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: Staff Tech, Inc
Authorized Signature: [Signature] Date: 1-12-10

EXHIBIT 10

REQUISITION NO.: ITECH10

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1 X.....

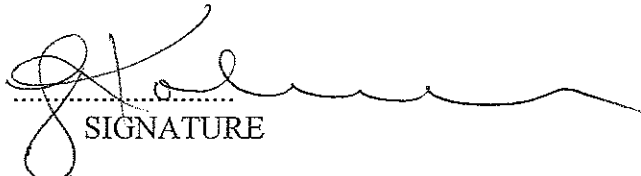
NO. 2 X.....

NO. 3

NO. 4

NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR
MUST CLEARLY UNDERSTAND THAT ANY VERBAL
REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY
ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES
AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE
INFORMATION ISSUED IN WRITING AND ADDED TO THE
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.



SIGNATURE

Staff Tech, Inc

COMPANY

1/12/2009

DATE