

*The Leading Technology Staffing and Services Provider*

# State of West Virginia

## Request for Quotation

### Temporary Staffing and IT Services

January 7, 2010

**Jason Lis**

**Account Manager**

750 Holiday Drive Suite 770

Pittsburgh, PA 15220

T 412 919 3763

F 412 919 3890

[jaslis@teksystems.com](mailto:jaslis@teksystems.com)

**TEK**  
systems.

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STATE OF WV

**COVER LETTER**

January 7, 2009

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

**Subject: TEKsystems, Inc.'s Response to State of West Virginia's RFQ for Temporary Staffing with Computer Technical Expertise and IT Services for Projects (ITECH10)**

Dear Purchasing Division:

Enclosed with this letter is TEKsystems' response to State of West Virginia's RFQ. We appreciate this opportunity to strengthen a valuable partnership and believe our strengths as an organization align directly with your specified requirements. As outlined in the following proposal response, TEKsystems meets all mandatory requirements of this RFQ (including all Vendor Policies in Section 1.3.4). Furthermore we possess the expertise and capability to excel in all areas necessary for a successful business relationship. We are:

- A strategic partner who can meet the State of West Virginia's procurement and business needs
- A partner that can provide temporary replacements for in-house state employees, augment current work overages, and obtain specific technical expertise
- A service provider who has the ability to meet State's immediate and long-term business needs
- A company who can provide supplemental staffing, and staffing for the service categories in this RFQ
- A partner that has an excellent reputation and strong relationships within the State of West Virginia and associated parties, which provides for extensive knowledge of the State of West Virginia, its industry, and similar companies

Within this proposal, we define the value, support, efficiency, and coverage that sets TEKsystems apart and illustrates to the State of West Virginia a "Value for your Money". As the industry leader, we are committed to delivering more value for your dollar than the competition. As a strategic partner with the State of West Virginia, we look forward to continuing our support structure with you, and continuing a program that provides value to both of our organizations. TEKsystems appreciates the opportunity to participate in this RFQ. Please contact me at any time with any question or concern that you may have.

  
1/6/2010

Jason Lis  
TEKsystems Account Manager  
750 Holiday Drive Suite 770  
Pittsburgh, PA 15220  
T 412 919 3763  
F 412 919 3890

01/21/99 at 8:50 AM  
RECEIVED  
JAN 21 AM 8 50  
TEK SYSTEMS MANAGEMENT, INC.

**ARTICLES OF AMENDMENT**

THIS IS TO CERTIFY THAT:

**FIRST:** That charter of TEK Systems Management, Inc., a Maryland corporation (the "Corporation"), is hereby amended by deleting the existing Article Second and inserting a new Article Second in lieu thereof to read as follows:

**"SECOND:** The name of the Corporation (which is hereafter called the "Corporation") is:  
TEKsystems, Inc."

**SECOND:** The amendment to the charter of the Corporation as set forth above has been duly advised and recommended by the Board of Directors and approved by the stockholders of the Corporation as required by law.

**THIRD:** The undersigned President acknowledges these Articles of Amendment to be the corporate act of the Corporation and, as to all matters or facts required to be verified under oath, the undersigned President acknowledges that to the best of the President's knowledge, information and belief, these matters and facts are true in all material respects and that this statement is made under the penalties for perjury.

IN WITNESS WHEREOF, the Corporation has caused these Articles to be signed in its name and on its behalf by its President and attested to by its Secretary on this 20th day of January, 1999.

ATTEST:

TEK SYSTEMS MANAGEMENT, INC.

*Randall D. Sones*  
Randall D. Sones, Secretary

By: *James R. Novick* (SEAL)  
James R. Novick, President

I.D. NO# D4580247  
ACKN. NO. - 152C3129426  
TEKSYSTEMS, INC.

01/21/99 AT 08:50 A.M.

90228079

## **EXCEPTIONS**

### **State of WV RFQ - Section 1.3.4 - Vendor Policies (page 8, item 3)**

TEKsystems' background checks cannot consist of fingerprinting because we are not set up in the FBI database to run fingerprinting. TEKsystems can help coordinate the process of getting the fingerprinting done, if the State of WV can complete it, but we cannot solely run the process ourselves.

### **State of WV RFQ - Section 1.5.2 - Indemnification (page 14)**

On the fourth to last line of this paragraph, please take out "or willful/intentional misconduct" and just state "(3) The negligence of Vendor, its officers and employees."

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## EXECUTIVE SUMMARY

TEKsystems is pleased to offer our extensive staffing experience in response to the State of West Virginia's Request for Quotation. We know that we are uniquely qualified for this opportunity with the State of West Virginia based on our proven ability to provide high caliber, professional expertise based on our clients' needs.

We tailor our services to meet your precise business needs, addressing the issues that our customers face. For example, we realize that many clients:

- Seek a strategic partner who can understand the market dynamics driving their business
- Value a services vendor who will take the time to fully understand their strategy and operations in addition to their needs
- Are frustrated by vendors who just broker resumes for their staffing needs
- Want candidates who meet their technical requirements and are able to fit into their company's culture
- Are concerned about turnover and welcome proactive management of consultants

To address these types of issues, TEKsystems developed our Staffing Quality Process<sup>sm</sup>. Through each of its five stages, we ensure that we can both understand your workforce needs and provide valuable solutions to drive the success of your business:

- **Market Analytics:** We understand the industry trends and are experts in your local labor market
- **Customer Understanding:** We ensure full understanding of your requirements and support business initiatives, driving your IT needs with our range of services
- **Sourcing Strategy:** We strategically approach our search by leveraging successful technical professionals and our vast referral network
- **Screening & Selection:** We thoroughly screen all candidates and only present those we believe truly meet the specifications of your requirements and corporate culture
- **Relationship Management:** We provide ongoing support throughout the duration of each engagement and are dedicated to deepening our relationship with both clients and technical professionals

We pride ourselves on providing the highest level of service to both our clients and our consultants. In a challenging, global marketplace, you can rely on TEKsystems to help you meet your business and staffing goals through our ability to source the highest quality professionals available.

**SECTION I – CORPORATE DESCRIPTION (1.3.1)**

- 1) **Provide the name, address, telephone number, fax number, and Federal Tax ID number for the company.**

TEKsystems, Inc.  
750 Holiday Drive Suite 770  
Pittsburgh, PA 15220  
T 412 919 3763  
F 412 919 3890

Federal Tax ID: 52-2010575

- 2) **Provide a contact name, address, telephone number, and email address.**

Jason Lis  
750 Holiday Drive Suite 770  
Pittsburgh, PA 15220  
T 412 919 3763  
jaslis@teksystems.com

- 3) **Provide the date the company was established and the number of full-time employees as of November 1, 2009.**

TEKsystems, Inc was established in 1983. TEKsystems has more than 3,500 internal employees and 22,000 contractors as of November 1, 2009.

- 4) **Provide a synopsis of company history, organization, key personnel, and resulting contract and industry partners. (10 page maximum)**

**COMPANY HISTORY**

In 1983, two entrepreneurs created Aerotek, a company that paired contract employment and consulting with top-notch customer service. Hard work and an unmatched dedication to customers and contract employees earned the company over \$1 million in its first year of operation.

Through the remainder of the 1980s, Aerotek developed several subsidiaries (Data Temps, Aerotek Data Services Group, Maxim Group) that expanded its service offerings to include applications, infrastructure, and communications staffing, in addition to aeronautics, engineering, and light industrial staffing.

TEKsystems split from Aerotek in the 1990's to focus specifically on technical staffing and managed service solutions. As a result of TEKsystems' commitment to developing services aligned to customer needs, the company emerged as the leading provider of applications, infrastructure, and communications staffing and services in 2000.

Since our founding, TEKsystems has grown to a global provider of IT staffing and services with over 90 office locations throughout North America and Europe. Our best-in-class staffing and project delivery processes, coupled with the core values that guide our company culture, fuel our success.

**ORGANIZATION**

Ranked #1 in the industry for nine consecutive years, TEKsystems is a flagship company of Allegis Group, a \$5.6 billion enterprise with positive annual growth since its founding.

In a single year, TEKsystems provides over 70,000 technical professionals to support critical IT engagements at more than 5,500 client sites, including 82% of the Fortune 500. With over 2,200 recruiters throughout North America and Europe, and the use of our Recruiter Workspace database (RWS), our reach grants us access to 81% of the technical professional workforce (3 million resumes).

TEKsystems relationship with the State of West Virginia started in 2006 and since then we have provided you with skill sets such as Help Desk consultants, Developers, and Support Desk technicians. We also have relationships with other divisions within the State of West Virginia: DHHR, Office of Information Technology, and the Department of Commerce. Furthermore, TEKsystems has a substantial relationship with another large government entity in West Virginia – the Federal Bureau of Investigation (FBI) in Clarksburg – where we have provided many skill sets such as Net Engineers, Technical Writers, and Developers.

TEKsystems has experience supporting many other State governments around the nation as well:

- State of Wyoming
- State of Florida
- State of Kentucky
- State of Illinois
- State of Kansas
- State of Utah
- State of Massachusetts – Department of Public Health
- State of Oregon
- State of California
- State of Texas
- State of New York

We also do business with many universities, institution, counties, municipalities, public schools and other local government entities around the United States (ex. Commonwealth of Pennsylvania, County of Sacramento, Illinois Department of Transportation, City of Modesto, Granite School District – Utah).

#### **TEKsystems' Recruiting Process**

TEKsystems understands that the State of West Virginia needs quality consultants to support your business, and in order to do that, TEKsystems developed a recruitment qualification process to attract top talent.

Our recruiting process consists of five key steps:

- Understand the local market dynamics
- Understand customer needs. Build proactive candidate pipelines
- Create tailored sourcing strategies
- Execute screening stages
- Maintain consistent contact to manage performance and redeploy successful consultants upon assignment completion

#### **Step One: Market Analytics**

Our recruiting process starts with understanding the local labor markets in which our clients and consultants are located. TEKsystems account managers and recruiters speak to 30,000 technical professionals daily and meet 6,000 of them face-to-face every week. Based on our market presence, we understand what the best IT consultants prioritize, as well as what it takes to successfully attract



and retain them. We also know where the best IT talent can be found, what they earn, and when they are available. Armed with this knowledge, we routinely build proactive candidate pipelines for high-demand skill sets and upcoming client needs.

Several additional tools we utilize to keep abreast of trends in the labor market include:

- Our Local Market Analysis (LMA) tool which captures:
  - IT skill set employment analysis to understand both actual and relative measures of local talent supply
  - Local and national wage analysis to identify opportunities and risks relative to compensation
  - Applicant activity to gauge the interest of technical professionals for local opportunities
  - Local industry employment analysis to identify which industries are adding or eliminating jobs in the markets where you do business
  - Top IT employers to evaluate how well your Employee Value Proposition (EVP) positions your organization locally as you compete for the top IT talent
  - Comparative market analyses to evaluate resource planning options across multiple markets
- Our annual satisfaction surveys which provide in-depth information about what our customers and consultants value and how we are performing across North America, as well as in each local market.
- Our memberships with Information Technology Association of America (ITAA), Staffing Industry Analysts (SIA), American Staffing Association (ASA), National Association of Computer Consultant Businesses (NACCB), and local user groups in each market. These relationships enable us to stay connected with cutting-edge technologies and skill sets as well as IT staffing trends so we can enhance or adapt our services accordingly.

### **Step Two: Customer Knowledge**

The next step in our recruiting process involves forging a deep understanding of our customers' businesses, IT initiatives, and corporate cultures. The substantial relationships we form with our clients enable us to do more than rely on job descriptions when attracting great talent to their organizations.

By understanding the intimate details around our clients' openings, and what might compel top technical professionals to want to fulfill those roles, we craft Employee Value Propositions (EVPs) to communicate the tangible and intangible benefits each position offers an employee. Since our primary research indicates the average technical professional receives 50 recruiting solicitations a month, EVPs enable our recruiters' calls to stand out from the crowd.

Additional ways we ensure we gain deep customer knowledge include:

- Aligning our account managers by industry and technical domain. This structure helps us provide specialized and consultative service to our clients.
- Conducting detailed account planning to capture and understand our clients' strategies, structures, and operations. This approach allows us to assess the best solutions for our customers' needs and conduct proactive workforce planning for upcoming projects.

### **Step Three: Sourcing Strategy**

Once we fully comprehend your requirements, assess the right solution, and craft EVPs to attract the top talent, we construct a tailored sourcing strategy to identify the strongest candidates relative to your needs. With a vast network of over 3,200 account managers and recruiters, and more than 90

offices throughout the US, Canada, and Europe, we are able to construct a sourcing strategy that goes beyond job boards to find quality candidates. Our dedicated account teams are expertly positioned to quickly and effectively source the highest quality talent through a far more effective method: their relationships with technical professionals and their extensive referral bases. Our sourcing strategies primarily begin by networking with current and former consultants to identify a pool of viable candidates for customer positions.

#### **Step Four: Screening & Selection**

Our confidence in the candidates we present is based on our thorough screening stages. As a part of our standard process, we host face-to-face behavioral interviews, conduct technical assessments, and perform two detailed reference checks. (At a customer's request, we are also able to conduct drug, background, and security checks.) The behavioral interview allows us to gauge a cultural fit within your organization. The technical assessments performed through our partner PreVisor and/or our select panel of technical practitioners helps us evaluate new candidates' technical capabilities relative to their peers. The supervisory references then enable us to validate our candidates' qualifications and gain insight regarding their ability to perform expertly in our customers' positions.

Many staffing companies say they screen to this level of detail. However, the results of each of our screening steps are presented to our hiring managers upon candidate submission. This way, customers can be sure of our diligence and have confidence that the candidates we submit have more than a solid resume – TEKsystems candidates possess the technical and soft skills required to get up to speed quickly, to drive desired results, and fit perfectly into your corporate culture.

#### **Step Five: Relationship Management**

Our recruiting process does not end once our consultants are hired. To manage the performance of our current consultants and proactively prepare for our clients' upcoming IT staffing needs, we have a formal process that keeps us in consistent communication with our clients and consultants. While we will increase the frequency of our communication process to best meet our clients' needs, at a minimum of every 30 days, we conduct formal conversations with both our clients and our consultants. These conversations enable us to be responsive in addressing issues and allow us to foster a sense of job security with our consultants so they are more focused on their current projects.

As one assignment comes to a close, these conversations also ensure we can gather client references for our consultants and effectively redeploy them onto other engagements which require their skill set.

#### **KEY PERSONNEL**

A TEKsystems account management team, comprised of key TEKsystems personnel will handle every aspect of your account, from tracking your request and finding candidates to timely billing and comprehensive management reports. Our team structure enhances our ability to meet client standards and provide consistent service in every location.

#### **LOCAL SUPPORT**

##### **Director of Business Operations: Cherish Thomas**

- Guarantees employee and State of West Virginia's satisfaction
- Mediates any quality concern between employee and State of West Virginia
- Ensures top vendor performance and overall quality of service

##### **Account Manager: Jason Lis**

- Responsible for maintaining relationship with State of West Virginia
- Directs the overall approach and service to State of West Virginia
- Administers local compliance with the client agreement

**Recruiter(s): 14 Local TEKsystems Recruiters**

- Responsible for maintaining relationships with technical professionals
- Assembles and maintains a pool of qualified applicants with industry-specific skill sets
- Recruits qualified technical professionals according to State of West Virginia's requests
- Pre-screens candidates and arranges initial interviews

**Customer Support Supervisor (CSS): Lauren Block**

- Provides customer service to external customers, as well as corporate and field office employees
- Maintains internal payroll and all aspects of maintenance for the field office employees
- Manages the support staff

**Customer Support Associate (CSA): Katie McDonald and Crystal Morris**

- Overall focus is on timecard collection, payroll entry, and benefit/payroll issues for all technical professionals
- Supports recruiters and account managers in managing paperwork for all technical professionals

**REGIONAL SUPPORT****Regional Vice President (RVP): Rich Waag**

- Supports local directors of business operations to optimize success for our clients
- Serves as the ultimate escalation point for resolving discrepancies from:
  - a customer perspective
  - any operational issues
  - quality concerns
- Ultimate regional responsibility for client and technical professional care

**Director of Financial Operations (DFO): Robyn Formica**

- Directly partners with the RVP in driving regional/national financial and operational goals
- Primarily responsible for managing all aspects of financial functions for regional business area assigned
- Directs the review and analysis of monthly financial statements
- Manages compliance to policy and procedures including payroll/billing and compensation

**Regional Controller (RC): Richard Rodgers**

- Directly partners with regional local office leadership representatives
- Acts as a driving force in establishing appropriate guidelines for financial, operational, and credit policies
- Management and collection of regional customer accounts receivable

**CONTRACT AND INDUSTRY PARTNERS**

TEKsystems has developed many contract and industry partnerships since our founding. We are about getting the job done by bringing in the right technical expertise, working as a team, and servicing our clients with enthusiasm and vigor. We are no strangers to the proven advantages of partnering with industry leaders. By working with proven experts within their field, TEKsystems is able to leverage the abilities of our partners to ensure that the State of West Virginia is provided the optimal solution and the highest possible value.

TEKsystems is proud to partner with these IT leaders:

**PreVisor**

TEKsystems partners with PreVisor, a provider of technical skills testing software whose web-based assessments are an essential part of our screening procedures. PreVisor provides comprehensive and easily accessible tests that our technical professionals complete online. PreVisor is constantly updating and increasing its standardized assessments to keep pace with new trends and technologies.

Formally assessing candidates' technical competence saves time and money. By narrowing the potential candidate pool, it allows our recruiters to work through the process more rapidly and present the recommended candidate sooner.

Using the assessments provided by the technical team and the PreVisor tests, TEKsystems is able to improve the quality of the candidates presented, decrease the time it takes to fill your requirements, and improve the overall success of placements.

**SkillSoft**

Thomson SkillSoft is the worldwide leader in both live and self-paced e-learning, bringing the expert to the learner for a virtual, hands-on experience. They enable organizations to align their learning initiatives with business objectives by providing interactive content, proven learning management technologies and professional custom services that deliver results. SkillSoft's visionary e-learning solutions are used by more than 7,800 organizations globally, including 47 of the Fortune 50, and blue-chip organizations.

**Microsoft Corporation®**

TEKsystems is recognized as a Microsoft Certified Partner (MCP), giving TEKsystems' technical professionals access to Microsoft® support resources during customer engagements, as well as access to advanced information on the latest tools and techniques for deploying Microsoft technologies, including Windows 2000®, and Windows XP®. TEKsystems employs a large contingent of Microsoft Certified Systems Engineers (MCSEs), comprised of regionally based and full-time technical professionals, with experience in designing solutions to complex Microsoft implementations, giving clients easy access to a wide-range of technical depth and breadth.

In addition to partnering with outside leaders in the IT, communications, and training fields, TEKsystems also leverages the resources of sister companies within Allegis Group, a network of staffing and services companies.

**Strategic Partners**

TEKsystems also maintains strategic alliances with many major OEMs and technology providers, including the following:

- HP
- IBM
- Dell
- Cisco
- Borland
- Compuware
- Rational Software
- Microsoft (Gold Certification Partnership)

Furthermore, Allegis Group, TEKsystems' parent company, serves as a member of numerous councils in all the industry association and councils. We serve as a pinnacle sponsor of the Staffing Industry Analysts, Contingent Workforce Strategies and Executive Forum where we have a prominent voice in shaping the industry's direction. As a board member of the American Staffing Association, we also have been critical in forming the VMS Subcommittee whose aim is to improve the functionality of VMS systems. Allegis Group Services has also served and continues to influence the Human Capital institute's MSP/VMS Standards committee and their whitepapers on Contingent Workforce Management. We are also continuously monitoring the industry through our associations with Aberdeen, Gartner Group, Forrester and other industry resources.

Finally, TEKsystems can partner with its sister companies Aerotek, Stephen James, and MarketSource to fill any non-IT related requirement.

**Subvendor Partnerships**

TEKsystems holds alliances currently with 212 approved subvendors. Your TEKsystems single point of contact, Jason Lis, will be responsible for performance managing our sub-vendor community to ensure that all skills are being serviced, that all sub-vendors understand the demands, skills and culture within the account, and that they can fulfill specific needs and roles when called upon with the utmost attention to quality and turn-around. With the ability to leverage the size and reach of TEKsystems', local, national, and vertical recruiters; and a well managed sub-vendor program our ability to scale and ramp at each site and location will be unmatched.

**SECTION II – QUALIFICATIONS AND EXPERIENCE OF THE COMPANY IN SUPPLEMENTAL STAFFING CONTRACTS (1.3.2)**

**Web Programming Title Page**

**Reference #1**

Company: State of Mass Dept. of Public Health

Contact Name: Doreen Corban

Title: Director of Informatics

Address: 301 South Street Jamaica Plain, MA

Phone: 617-983-6808

Email: doreen.corban@state.ma.us

Description: We have provided Java Developers for a LIMS project for the State of Massachusetts.



**PC Programming Title Page**

**Reference #1**

Company: CACI

Contact Name: Mark Turner

Title: Manager of Research and Development

Address: 4831 Walden Lane Lanham, MD

Phone: 301-306-2826

Email: miturner@caci.com

Description: TEKsystems was engaged by CACI in response to an award from NGIC in Charlottesville, VA. Within 48 hours we provided 20 cleared candidates. To date we have successfully hired six developers to the program.

**Mainframe Programming Title Page**

**Reference #1**

Company: Country Financial

Contact Name: Brad Lessen

Title: ITS Director

Address: 1711 GE Road Bloomington, IL

Phone: 309-821-3977

Email: brad.lessen@countryfinancial.com

Description: We've provided contractors to Brad with the following skill sets: BA's, Cobol Programmers and QA Testers.

**Computer Systems Analysis**

**Reference #1**

Company: University of Minnesota

Contact Name: Peggy Talbot

Title: Systems Support Manager

Address: 300 Donhowe building 319- 15th Ave S.E. Minneapolis, MN

Phone: 612-625-3996

Email: talbo026@umn.edu

Description: TEKsystems provided several Systems Engineers and Systems Analysts supporting a windows environment. The resources we recruited on a six month contract to hire with the majority of the contractors converting to FTE's. This is a very long standing relationship.

**Computer Systems/Network Security Title Page**

**Reference #1**

Company: Lockheed Martin

Contact Name: Robert Howell

Title: Director SoSRP

Address: 9697 Mall Loop Whitehall, WV

Phone:

Email: robert.howell@lmco.com

Description: TEKsystems provided over eight Network Security Engineers to design, test, and implement state-of-the-art secure operating systems, networks, and database products. Conducts risk assessment and provides recommendations for application design. Involved in a wide range of security issues including architectures, firewalls, electronic data traffic, and network access. The FBI uses encryption technology, penetration and vulnerability analysis of various security technologies, and information technology security research.



**Database Management Title Page**

**Reference #1**

Company: Virtual Radiologic

Contact Name: Kevin Kunz

Title: Director of Database Services

Address: 11995 Singletree Lane, Suite 500 Minneapolis, MN

Phone: 952-595-1281

Email: kevin.kunz@virtualrad.com

Description: TEKsystems has been engaged to complete the database components of a SQL Server datacenter Migration for a large Teleradiology firm. Provided SQL Server DBA's with MCDBA to complete project.

**Desktop Support Title Page**

**Reference #1**

Company: Kapstone

Contact Name: Steven Hamm

Title: Desktop Services Manager

Address: 5600 Virginia Ave Charleston, SC

Phone: (843) 745-3722

Email: steven.hamm@kapstonepaper.com

Description: Supported over 500 users and placed five Desktop technicians in a Windows Environment from Level I to Level II technical support.

**Electronic Document Management Title Page**

**Reference #1**

Company: SAIC

Contact Name: Joyce Hayden

Title: Project Manager

Address: 188 Harvest Lane Williston, VT

Phone: 802-872-6020 X 5324

Email: JOYCE.E.HAYDEN@saic.com

Description: We were able to build a team of 20+ resources for a nine month project. Joyce and SAIC to support DHS - ICE initiative to transfer paper files to electronic files.

**GIS Services Title Page**

**Reference #1**

Company: Century Distribution Systems

Contact Name: Jim McCullen

Title: VP of IT

Address: 8730 Stony Point Pkwy, Suite 320 Richmond, VA

Phone: 804-327-4405

Email: jmccullen@cds-net.com

Description: We have provided CDS with over half of their IT applications staff and have about a 95% successful hire ratio (provided three GIS professionals).



**Help Desk Support Title Page**

**Reference #1**

Company: Jo-Ann Stores

Contact Name: Becky Springer

Title: Sr. Customer Support Supervisor

Address: 5555 Darrow Rd. Hudson, OH

Phone: (330) 463-5940

Email: becky.springer@joann.com

Description: Jo-Ann Stores was going through a POS upgrade through out all of their Jo-Ann Fabric stores. TEKsystems provided various levels of talent for helpdesk and project management. Overall, we had 22 contractors on staff at one time.

**IT Support Staff – Operations Title Page**

**Reference #1**

Company: CSC

Contact Name: Jim Harris

Title: Support Center Operations

Address: 3160 Fairview Park Drive Falls Church, VA

Phone: 703-876-1248

Email: [jharris37@csc.com](mailto:jharris37@csc.com)

Description: TEKsystems has been able to leverage its national footprint in order to support operations at over 20 locations across the world. Provided Computer Operators and LAN Administrators.

**LAN/WAN Support Title Page**

**Reference #1**

Company: Northrop Grumman

Contact Name: Ray Landry

Title: Program Manager

Address: 1615 Woodward Street Austin, TX

Phone: 512-326-6733

Email: ray.landry@ngc.com

Description: Continually provide high quality technical professionals within the IT infrastructure space.

Skill sets include: HPUX, AIX, Solaris, Linux Administrators, Network Engineers, CA Unicenter Administrator, Wintel Administrators, and Storage Administrators.

**Enterprise Services Title Page**

**Reference #1**

Company: Lincoln Financial

Contact Name: Joe Mancuso

Title: Assistant Vice President Distribution Systems

Address: 2005 Market Street Philadelphia, PA

Phone: 267-234-6110

Email: [jmancuso@lfd.com](mailto:jmancuso@lfd.com)

Description: Lincoln Financial decided to rollout out Salesforce.com to their Wholesalers. TEKsystems provided Project Managers, Architects, and Developers to assist in this rollout. The rollout was successful and our team received special recognition from Lincoln.



**Graphics and Presentation Title Page**

**Reference #1**

Company: CareFirst BlueCross BlueShield

Contact Name: Greg Miller

Title: Vice President - Project Management Office

Address: 10453 Mill Run Circle Owings Mills, MD

Phone: (410) 998-5675

Email: Greg.Miller@carefirst.com

Description: Preferred contracting support to provide temporary data processing and implementation staff assistance. Staffed: P/A's, BA's, Testers, PMs, Technical Writers, WEB Developers/Designers, Graphics Designers, Infrastructure DBA/DA's, Architects, Trainers, etc. Contract was to provide front end GUI interface for web.

**Middleware Integration Title Page**

**Reference #1**

Company: TD Bank Financial Group

Contact Name: Roy Barnes

Title: Manager - STEM (Websphere Environment Build)

Address: 4720 Tahoe Blvd Mississauga, ON

Phone: (905) 214-0132

Email: roy.barnes@td.com

Description: Provided consultants working with a middleware messaging technology working in a multi-tiered environment on a multi year project. TEKsystems provided more than three consultants in support of this development project.

**Electronic Commerce/EDI Title Page**

**Reference #1**

Company: Medtronic

Contact Name: Michelle Gronemeyer

Title: Development Manager

Address: 8200 Coral Sea Street Mounds View, MN

Phone: (763) 505-8982

Email: michelle.gronemeyer@medtronic.com

Description: Design and development for a web-based system to communicate between a customized client-server system and an Electronic Medical Records System. The development is using .NET development tools in a highly distributed software architecture.

**Project Management Services Title Page**

**Reference #1**

Company: Caremark/CVS

Contact Name: Rick Salm

Title: Senior Manager Mail Order Systems

Address: 1000 Lakeside Drive Bannockburn, IL

Phone: 847-444-6837

Email: rick.salm@caremark.com

Description: TEKsystems is providing client with high level project managers to support the virtual pharmacy. This work revolves around shipping optimization for their mail order group.



**Telecommunications Services Title Page**

**Reference #1**

Company: General Dynamics Information Technology

Contact Name: Tom Scorr

Title: USCIS OIT Service and Support, Northeast Area

Address: 70 Kimball Ave. South Burlington, VT

Phone: 802-872-4633

Email: Thomas.Scott@associates.dhs.gov

Description: TEKsystems has placed multiple hard to find Avaya and Nortel PBX technicians nationally with them, including management roles.

**Business Analyst Services Title Page**

**Reference #1**

Company: MTS Allstream

Contact Name: Andy Bain

Title: Director of Customer Operations

Address: 200 Wellington Street West Toronto, ON

Phone: 416-644-6302

Email: andrew.bain@mtsallstream.com

Description: TEKsystems provided eight BA's to his team and provided a number of other resources to associated teams.

**ERP Implementation Services Title Page**

**Reference #1**

Company: Export Development Canada

Contact Name: Jennifer Panke

Title: Project Delivery Manager

Address: 151 O'Connor Ottawa, ON

Phone: (613) 598-3244

Email: jpanke@edc.ca

Description: TEKsystems has worked with Jen and EDC for over a year and have delivered both technical and functional PeopleSoft consultants for various projects.

**VoIP Implementation Services Title Page**

**Reference #1**

Company: SAIC

Contact Name: Cindy Pease

Title: Voice/Data Telecom Mgr.

Address: 100 Corporate Drive Williston, VT

Phone: 802-872-4620

Email: cindy.pease@associates.dhs.gov

Description: We have provided upward of 10 High Level Voice and Data Engineer skill sets to support their VOIP project (remotely).



**SECTION III – QUALIFICATIONS AND EXPERIENCE OF THE COMPANY FOR EACH OF THE 15  
SERVICE CATEGORIES (1.3.3)**

**Data Warehouse Development and Implementation Title Page**

**Reference #1**

Company: Virtual Radiologic  
Contact Name: Kevin Kunz  
Title: Director of Database Services  
Address: 11995 Singletree Lane, Suite 500 Minneapolis, MN  
Phone: 952-595-1281  
Duration of Relationship: 2007  
Contract Value: \$3 million

Description: TEKsystems has been engaged to complete the database components of a SQL Server datacenter Migration for a large Teleradiology firm. Technologies implemented and supported were Oracle 9 and 10G enterprise level support of RDBMS.

**Reference #2**

Company: University of Notre Dame  
Contact Name: Gurvinder Rekhi  
Title: Database and Applied Administration Manager  
Address: 804 Grace Hall South Bend, IN  
Phone: 574-631-8576  
Duration of Relationship: 2007

Contract Value: \$900,000 (multiple projects)  
Description: Provided staff for multiple Oracle Database projects based around the development of a centralized data warehouse. Developed a web portal of research data and tools to collect the data from collaborators in other countries. Technologies provided were Oracle, DB2, SQL, and other backend technologies.

**Reference #3**

Company: Lockheed Martin  
Contact Name: Rick Wolfe  
Title: Director SoSS  
Address: 1000 Custer Hollow Road Clarksburg, WV  
Phone: 303-625-2330  
Duration of Relationship: 2007

Contract Value: 5 year - \$25 million support contract  
Description: TEKsystems provides Enterprise Level support of the CJIS's operations and maintenance contract. TEKsystems provides DBAs in the usage of Oracle Enterprise Manager 9i/10g/11g to identify and solve performance problems. Lead database development efforts from design through production installation providing documentation where applicable for each phase of the full lifecycle development process on each assigned project.

**Electronic Government, including Development and Implementation Title Page**

**Reference #1**

Company: McKesson

Contact Name: Rodrick Adams

Title: Director of Development

Address: 450 Lindberg Dr Coraopolis, PA

Phone: 412-474-1000

Duration of Relationship: 2007

Contract Value: 2 year - \$1million contract

Description: Developed Application supporting business to business applications for their Enterprise Division of McKesson. Implemented systems to receive electronic payments for their retail application. This project was a consisting of seven resources.

**Reference #2**

Company: Fisher Scientific

Contact Name: Don Baird

Title: Director

Address: 275 Park Lane Dr Pittsburgh, PA

Phone: 412-490-8300

Duration of Relationship: 2007

Contract Value: 2 year - \$2 million

Description: Large scale EDI project to track spend better from clients to their web site to expedite payment functionality for the sale of scientific products. This project was to streamline payment to help save Fisher millions of dollars each year.

**Reference #3**

Company: US Steel

Contact Name: Brian Tritt

Title: Manager/Process Lead

Address: 1509 Muriel Street Pittsburgh, PA

Phone: 412-433-3286

Duration of Relationship: 2007

Contract Value: 1 year - \$950K

Description: Ecommerce project that was a transactional based application to process Steel as well as logistical transactions and order entry for US Steel. Technologies used were EDI, XML, Gentran, EDI Fact.

**Internet/Intranet and Electronic Commerce Security Development and Implementation Title Page**

**Reference #1**

Company: Lockheed Martin

Contact Name: Ken Frosch

Title: Manager SoSRP

Address: 9697 Mall Loop Fairmont, WV

Phone: 304-333-5500

Duration of Relationship: 2008

Contract Value: \$2.5M

Description: Provided IT Security expertise on multiple projects under the TRP and SoSRP Programs. Projects consisted of vulnerability assessments, planning, and response. Writing policies and standards as well as compliance.

**Reference #2**

Company: Lockheed Martin

Contact Name: Rick Wolfe

Title: Director SoSS

Address: 1000 Custer Hollow Road Clarksburg, WV

Phone: 304-625-2330

Duration of Relationship: 2009

Contract Value: 5 year - \$25 million

Description: Support the Operations and Maintenance contract for CJIS Facility. Supported major operating system security standards and vulnerabilities in all networks and web sites used by FBI.

**Reference #3**

Company: County of Sacramento – Department of Health & Human Services

Contact Name: Patricia Roman

Title: IT Manager - Operations

Address: 799 G St. Sacramento, CA

Phone: 916-874-4223

Duration of Relationship: 2007

Contract Value: \$1.2 million

Description: Over the past 3 years, TEKsystems has supported the Network Security team on the State's initiative of the vulnerability assessment of their IT Network. Provided Analysis and development of new plans.

**Electronic Commerce – Web-based Development Title Page**



**Reference #1**

Company: Lockheed Martin

Contact Name: Robert Howell

Title: Director SoSRP

Address: 9697 Mall Loop Fairmont, WV

Phone: 304-333-5510

Duration of Relationship: 2008

Contract Value: \$2 million

Description: Provided expert consultants to help design web based application called LEO to assist the FBI with their online Data exchange. \$2 Million Project with technologies including Java, Oracle, XML, HTTP.

**Reference #2**

Company: Trader Corporation

Contact Name: Christa Ou

Title: Project Manager

Address: 4664 Lougheed Hwy Unit W020 Burnaby, BC

Phone: 604-540-4455 x8605

Duration of Relationship: 2008

Contract Value: \$750K

Description: We have been supplying technical consultants to Trader for long term contracts within their online development team. Paced approximately 15 resources including Microsoft Certified .NET Developers, Business Analysts, and Database Developers in support of a \$750K project to support online division.

**Reference #3**

Company: ACE Limited

Contact Name: Thomas Riddle

Title: Associate Vice President MIS

Address: 510 Walnut Street Philadelphia, PA

Phone: 215 6402225

Duration of Relationship: 2005

Contract Value: \$1 million

Description: TEKsystems has placed web based developers in Tom's group to assist with an international claims systems development for ACE. This was a \$1M project that lasted 2 years. Technologies included DB2, Javascript, Java 2.0 and Oracle.

**Technology Advisory Services Title Page**

**Reference #1**

Company: AAI Corporation

Contact Name: Edward Babiuch

Title: Director Orlando Operations

Address: 3501 Quadrangle Blvd Orlando, FL

Phone: 407-207-1501 x201

Duration of Relationship: 2006

Contract Value: \$2M

Description: TEKsystems provided assistance in a wide range of technology issues making recommendations for PEO-STRI related programs, such as OneTESS, TADSS and internal R&D for UAV Simulation. Provided the strategy, planning and implementation of the technology.

**Reference #2**

Company: CareFirst BlueCross BlueShield

Contact Name: Greg Miller

Title: Vice President - Project Management Office

Address: 10453 Mill Run Circle Owings Mills, MD

Phone: (410) 998-5675

Duration of Relationship: 2006

Contract Value: \$3M+

Description: Preferred contracting support to provide temporary data processing and implementation staff assistance. Staffed P/A's, BA's, Testers, PMs, Technical Writers, WEB Developers, Infrastructure, DBA/DA's, Architects and Trainers in support of IT operations and technical services. Assisted in the planning, policy making and recommendations of new technology that would assist the organization.

**Reference #3**

Company: Heritage Trust Federal Credit Union

Contact Name: Robin Ward

Title: VP of IT

Address: 200 Marymeade Dr Summerville, SC

Phone: (843) 832-7610

Duration of Relationship: 2007

Contract Value: \$2M

Description: TEKsystems provided the planning, design and support of the new technologies that they implemented to support ongoing operations. This engagement was a multi-year \$2M contract.

**Major Project Implementation (including Project Management) Title Page**

**Reference #1**

Company: Caremark/CVS

Contact Name: Rick Salm

Title: Senior Manager Mail Order Systems

Address: 1000 Lakeside Drive Bannockburn, IL

Phone: 847-444-6837

Duration of Relationship: 2007

Contract Value: \$1.3M

Description: TEKsystems is providing client with high level project managers to support the virtual pharmacy. This work revolves around shipping optimization for their mail order group. TEKsystems fully provided all the necessary personnel to perform all major projects under the \$1.3M project cost.

**Reference #2**

Company: Food Perspectives Inc.

Contact Name: Carlos Villalpando

Title: Director of IT

Address: 2880 Vicksburg Lane Plymouth, MN

Phone: 763-354-7849

Duration of Relationship: 2008

Contract Value: \$1M

Description: We have placed a Business Analyst/Project Manager in their IT group as well as worked on resources for the Salesforce.com application. This application was a large scale software investment by the organization that was budgeted over \$1M in total cost.

**Reference #3**

Company: HCSC

Contact Name: Cynthia Langston

Title: Director of Project Management

Address: 300 East Randolph Chicago, IL

Phone: 312-653-7000

Duration of Relationship: 2008

Contract Value: 2 year - \$800K project

Description: TEKsystems has placed over 15 project managers within the IT PMO. This team was responsible for managing major IT project initiatives as well as meeting Software Development projects on time and under budget.

**Enterprise Application Integration Title Page**

**Reference #1**

Company: Medtronic

Contact Name: Michelle Gronemeyer

Title: Development Manager

Address: 8200 Coral Sea Street Mounds View, MN

Phone: (763) 505-8982

Duration of Relationship: 2007

Contract Value: \$1.8 million

Description: Design and development for a web-based system to communicate between a customized client-server system and an Electronic Medical Records System. The development is using .NET development tools in a highly-distributed software architecture utilizing Biztalk and SQL Server.

**Reference #2**

Company: Trader Corporation

Contact Name: Christa Ou

Title: Project Manager

Address: 4664 Lougheed Hwy Unit W020 Burnaby, BC

Phone: 604-540-4455 x8605

Duration of Relationship: 2007

Contract Value: \$2.9 million

Description: We have been supplying technical consultants to Trader for long term contracts within their online development team. Placed approximately 15 resources including .NET Developers, Business Analysts and Database Developers. Technologies used were SQL Server, Biztalk and C#.NET.

**Reference #3**

Company: CareFirst BlueCross BlueShield

Contact Name: Greg Miller

Title: Vice President - Project Management Office

Address: 10453 Mill Run Circle Owings Mills, MD

Phone: (410) 998-5675

Duration of Relationship: 2007

Contract Value: \$3M+ contract engagement

Description: Preferred contracting support to provide temporary data processing and implementation staff assistance. Staffed P/A's, BA's, Testers, PMs, Technical Writers, WEB Developers, Infrastructure, DBA/DA's, Architects and Trainers in support of IT operations and technical services. Assisted in the planning, policy making and recommendations of new technology that would assist the organization. This technology was all Microsoft; TEKsystems provided Biztalk resources for the project scope.

**Migration of Legacy Systems Title Page**



**Reference #1**

Company: SAIC (Science Applications International Corporation)

Contact Name: James Young

Title: Senior Program Manager

Address: 2500 Century Center Atlanta, GA

Phone: 404-298-2133

Duration of Relationship: 2004

Contract Value:

Description: We have provided network technicians to work with SAIC on the CDC's Secure Data Network. TEKsystems' consultants test and install applications in development, staging, and production within the SDN.

**Reference #2**

Company: Lockheed Martin

Contact Name: Shelia Arbaugh

Title: Development Manager

Address: 1000 Custer Hollow Road Clarksburg, WV

Phone: 304-625-2827

Duration of Relationship: 2008

Contract Value: 5 year - \$25 million

Description: Provided the expertise to support the SoSS contract which is a 5 year \$25M project with the FBI in support of Migrating the Legacy Systems at CJIS. Projects consisted of C++ on HP Platform with Oracle backend.

**Reference #3**

Company: Lockheed Martin

Contact Name: Robert Howell

Title: Director TRP

Address: 9697 Mall Loop Whitehall, WV

Phone: 304-333-5510

Duration of Relationship: 2007

Contract Value: 5 year - \$20M project

Description: Integrated Automated Fingerprint Identification System (IAFIS) Technology Refreshment Program (TRP) is comprised of a series of Product Improvement (PI) studies to improve the CJIS System of Systems (SoS). The CJIS SoS includes IAFIS (III, ITN, AFIS), NCIC 2000, NICS, Web applications, Network upgrades and the Integrated Data Warehouse (IDWH) projects. TEKsystems and Lockheed teamed to provide research & development, systems engineering, systems design, development, integration, test, and operations tiger team support for the FBI, including developing designs for future architectures (3-5 years out), increasing automation, and providing enhanced functionality and performance improvements. Technologies/COTS include HP, Sun, SGI, PC, Unix, Solaris, C, C++, Oracle, and a variety of networking, monitoring and reporting COTS packages. TEKsystems assists in the evaluation of the contents of the CJIS system of systems upgrade and will work software development, enhancements and maintenance in the C and C++ and Java programming languages.

**Project Quality Assurance Review and Associated Services Title Page**

**Reference #1**

Company: McKesson MPS

Contact Name: Jay Hunt

Title: Director QA

Address: 450 Lindberg Dr Coraopolis, PA

Phone: 412-474-1183

Duration of Relationship: 2007

Contract Value: \$850K

Description: TEKsystems provided 9 QA testers to the High Volume business in support of their existing applications, to make changes to existing code, and test all applications.

**Reference #2**

Company: Blue Cross Blue Shield Association

Contact Name: Nasir Khan

Title: Executive Director

Address: 225 N. Michigan Ave. Chicago, IL

Phone: 312-297-6000

Duration of Relationship: 2007

Contract Value: \$790K

Description: TEKsystems has been able to assist Nasir and BCBSA in providing top level talent in the areas of Quality Assurance, Systems Analysis and Solutions Architecture. These resources have impacted initiatives such as Blue Exchange, Blue2, and ITS.

**Reference #3**

Company: Dell Inc.

Contact Name: Sean Sexton

Title: Senior Manager of QA

Address: 1 Dell Way Round Rock, TX

Phone: 512-728-3500

Duration of Relationship: 2007

Contract Value: \$3M

Description: Sean was responsible for all Quality Assurance for Dell's Customer Field Action program. We had 120 consultants under Sean doing testing and development for CFA specific applications.

**ERP Implementation Services Title Page**

**Reference #1**

Company: SAIC

Contact Name: John Rackliffe

Title: PMO Director

Address: 3950 Faber Place Drive North Charleston, SC

Phone: (843) 740-7362

Duration of Relationship: 2007

Contract Value: \$2M

Description: TEKsystems has provided this organization with SAP consultants to provide functional and technical expertise for their large implementations.

**Reference #2**

Company: Export Development Canada

Contact Name: Jennifer Panke

Title: Project Delivery Manager

Address: 151 O'Connor Ottawa, ON

Phone: (613) 598-3244

Duration of Relationship: 2008

Contract Value: \$600K

Description: TEKsystems has worked with Jen and EDC for over a year and have delivered both technical and functional PeopleSoft consultants for their large Peoplesoft Upgrade.

**Reference #3**

Company: Accenture

Contact Name: Bruce Campbell

Title: Director, Solutions Management

Address: 8800 Glenlyon Parkway Burnaby, BC

Phone: 604-412-1773

Duration of Relationship: 2007

Contract Value: \$1.4M

Description: Over the past 5 years, TEKsystems has been providing Application Technology Consultants to Accenture assisting with Application Architecture, Application Deployment, Project Management, QA Testing, Web Development and ERP Implementations/Upgrades. We provided a business solution for their ERP system.

**VoIP Implementation Services Title Page**

**Reference #1**

Company: TELUS

Contact Name: Kelly St Pierre

Title: Manager Business Assurance

Address: 8E 768 Seymour Street Vancouver, BC

Phone: (604)697-6302

Duration of Relationship: 2007

Contract Value: \$3M

Description: TEKsystems placed 27 full time network technicians over the course of two years working with internal TELUS recruiting to screen and qualify candidates. Technicians designed high speed data replication link between 2 Tier III active data centers.

Application/Virtualization Design - Supported or consulted on design of high availability/failover designs in virtual environments between 2 data centers. Inclusive of multiple high availability models, load balanced across WAN vs. active/standby with failover.

**Reference #2**

Company: Excellus Health Plan

Contact Name: Art Wallner

Title: IT Strategic Sourcing

Address: 165 Court Street Rochester, NY

Phone: 585 339-3874

Duration of Relationship: 2007

Contract Value: \$3.5M

Description: TEKsystems is one of two preferred vendors that work at Excellus. We currently have 47 Technical professionals working at Excellus supporting their VOIP Implementation and support. TEKsystem is responsible for assisting customers with planning, installation, configuration and operation of VoIP technology projects. Responsible for supporting network-based activities, including planning and installation of new VoIP systems, related networking hardware and resolving complex client related problems remotely.

**Reference #3**

Company: Rogers Wireless

Contact Name: Tony Smith

Title: Manager of Network Operations

Address: 1600 - 4710 Kingsway Burnaby, BC

Phone: 604-431-1511

Duration of Relationship: 2007

Contract Value: \$1.8M

Description: The Sr. Voice Network Engineer will be part of Union Bank's telecommunications team that is responsible for planning, designing, and engineering the voice network systems. In addition to the daily responsibilities, this role will also participate in special projects, such as the deployment of a new VOIP system and a bank wide refreshing of the voice infrastructure.

**Advanced Internet Technology and Applications Title Page**



**Reference #1**

Company: Wachter Network Services - Tulsa

Contact Name: Clint Bradley

Title: Cable Manager - EDS Site

Address: 1419 West Monroe Lowell, AR

Phone: 918-271-3067

Duration of Relationship:

Contract Value: 2007

Description: We supplied cable technicians for build outs for EDS through Wachter Network Services (EDS does not know they sub the labor to us, Wachter has asked that we do not use this information in regards to EDS/HP).

**Reference #2**

Company: McKesson

Contact Name: Rodrick Adams

Title: Director Development

Address: 450 Lindberg Dr Coraopolis, PA

Phone: 412-474-1000

Duration of Relationship: 2007

Contract Value: 3 year - \$4M project

Description: Front end design for McKesson's Enterprise Application Division to provide front end interface for their clients and McKesson's online ordering SW.

**Reference #3**

Company: Mantech

Contact Name: Jeff Edgell

Title: Manager

Address: 1000 Technology Drive Fairmont, WV

Phone: 304-367-1699

Duration of Relationship: 2008

Contract Value: \$1.3M

Description: US Army and Marine logistics systems, integrated, standardized the screens and enabled them to communicate effectively with each other. This was a front end GUI design project that consisted of a team of 5 developers.

**Microsoft Specialists Title Page**

**Reference #1**

Company: Superior Court of California - Sacramento County

Contact Name: Heather Pettit

Title: Chief Technology Officer

Address: 799 G St. Sacramento, CA

Phone: 916-874-8007

Duration of Relationship: 2007

Contract Value: \$500K

Description: Over the past 2 years we have supplied Windows Help Desk, Microsoft Certified Desktop Support Technicians (MCDST) and Project Managers to the court in support of their Enterprise Environment.

**Reference #2**

Company: Trader Corporation

Contact Name: Christa Ou

Title: Project Manager

Address: 4664 Lougheed Hwy Unit W020 Burnaby, BC

Phone: 604-540-4455 x8605

Duration of Relationship: 2008

Contract Value: \$750K

Description: We have been supplying technical consultants to Trader for long term contracts within their online development team. Placed approximately 15 resources including Microsoft Certified .NET Developers, Business Analysts and Database Developers in support of a \$750K project to support online division.

**Reference #3**

Company: Service Link, a Fidelity National Company

Contact Name: Ron Langer

Title: Director of Windows Operations

Address: 4000 Industrial Blvd Aliquippa, PA

Phone: 724-857-5890

Duration of Relationship: 2007

Contract Value: \$3M project

Description: We have provided Enterprise Level Certified Windows and Cisco Systems Engineers to Service Link as contractors and eventually taking them as part of their permanent staff. Large environment of 100+ Servers and 2,000+ employees. Provided Support for 3 years.

**SECTION IV – NO DEBT AFFIDAVIT**

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: TEKSYSTEMS, INC.  
Authorized Signature: Shayla Connor Date: 01/06/10  
Purchasing Affidavit (Revised 01/01/09)

**SECTION IV – VENDOR’S PREFERENCE FORM**

Rev. 09/08

State of West Virginia

37

**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, §81-5-3*), 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: TEKSYSTEMS, INC. Signed: Shayla Conner  
 Date: 01/06/10 Title: SR. MANAGER OF OPERATIONS

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

**ADDENDUM ACKNOWLEDGEMENT**

Exhibit 10

Requisition No:

I hereby acknowledge receipt of the following checked addendum(s) and have the necessary revisions to my proposal, plans, and/or specification, etc.

Addendum No.'s:

No.1 .....There were no addendums to this RFQ to TEKsystems' knowledge.

No.2 .....

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

*TEKSYSTEMS*  
.....  
Company

*1/6/2010*  
.....  
Date

Rev. 11/96

## PROOF OF CORPORATE TENURE

MARYLAND  
STATE DEPARTMENT OF ASSESSMENTS AND TAXATION  
301 W. PRESTON ST., BALTIMORE, MARYLAND 21201 / PHONE (410) 225-1340

THIS IS NOT  
A BILL

NOTE: NEW PHONE NUMBER (410) 767-1340  
THE ARTICLES OF INCORPORATION  
OF  
TEK SYSTEMS MANAGEMENT, INC.

YOUR ACCOUNT NUMBER WITH THIS OFFICE IS	D4580247
ACKNOWLEDGEMENT NUMBER	131C3106070



HAVE BEEN RECEIVED AND APPROVED BY THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION THIS 07th DAY OF JANUARY 1997 AT 12:22 P.M. TO BE RECORDED AND

FEE PAID	AMOUNT
RECORDED FEE	30.00
INDEXING FEE	20.00
REPRODUCTION AND CAPITALIZATION FEE	20.00

IF COPIES OR CERTIFICATES WERE ORDERED THEY WILL BE FORTHCOMING.

TOTAL → \$70.00

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101036:DS13:3vou\_1

ARTICLES OF INCORPORATION  
OF  
TEK SYSTEMS MANAGEMENT, INC.

RECEIVED  
'97 JUN 2 PM 12 23  
ASSESS. & TAX:

THIS IS TO CERTIFY THAT:

FIRST: The undersigned, Robert A. Snyder, Jr., whose address is c/o Weinberg & Green LLC, 100 South Charles Street, Baltimore, Maryland 21201, being at least eighteen (18) years of age, does hereby form a corporation under the general laws of the State of Maryland.

SECOND: The name of the corporation (which is hereinafter called the "Corporation") is:

TEK Systems Management, Inc.

THIRD: The Corporation is formed for the purpose of carrying on any lawful business.

FOURTH: The address of the principal office of the Corporation in this State is 7301 Parkway Drive, Hanover, Maryland 21076.

FIFTH: The resident agent of the Corporation is Randall D. Sones, Esquire, whose address is 7301 Parkway Drive, Hanover, Maryland 21076. The resident agent is a citizen of and resides in the State of Maryland.

SIXTH: The total number of shares of stock which the Corporation has authority to issue is two hundred thousand (200,000) shares, \$.01 par value per share, all of one class. The aggregate par value of all authorized shares having a par value is twenty thousand dollars (\$2,000.00).

SEVENTH: The Corporation shall have a board of three (3) directors unless the number is increased or decreased in accordance with the bylaws of the Corporation. However, the number of directors shall never be less than the minimum number required by the Maryland General Corporation Law. The initial directors are:

Stephen J. Bisciotti  
James C. Davis  
John T. Carey



EIGHTH: (a) The Corporation reserves the right to make any amendment of the charter, now or hereafter authorized by law, including any amendment which alters the contract rights, as expressly set forth in the charter, of any shares of outstanding stock.

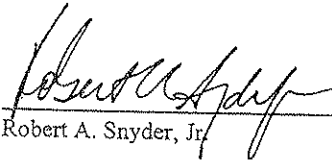
(b) The board of directors of the Corporation may authorize the issuance from time to time of shares of its stock of any class, whether now or hereafter authorized, or securities convertible into shares of its stock of any class, whether now or hereafter authorized, for such consideration as the board of directors may deem advisable, subject to such restrictions or limitations, if any, as may be set forth in the bylaws of the Corporation.

(c) The board of directors of the Corporation may, by articles supplementary, classify or reclassify any unissued stock from time to time by setting or changing the preferences, conversion or other rights, voting powers, restrictions, limitations as to dividends, qualifications, or terms or conditions of redemption of the stock.

NINTH: No holder of shares of stock of any class shall have any preemptive right to subscribe to or purchase any additional shares of any class, or any bonds or convertible securities of any nature; provided, however, that the board of directors may, in authorizing the issuance of shares of stock of any class, confer any preemptive right that the board of directors may deem advisable in connection with such issuance.

TENTH: To the maximum extent that Maryland law in effect from time to time permits limitation of the liability of directors and officers, no director or officer of the Corporation shall be liable to the Corporation or its stockholders for money damages. Neither the amendment nor repeal of this Article, nor the adoption or amendment of any other provision of the charter or bylaws inconsistent with this Article, shall apply to or affect in any respect the applicability of the preceding sentence with respect to any act or failure to act which occurred prior to such amendment, repeal or adoption.

IN WITNESS WHEREOF, I have signed these Articles of Incorporation and acknowledge the same to be my act on this 2<sup>nd</sup> day of January, 1997.

  
Robert A. Snyder, Jr.

TEK SYSTEMS MANAGEMENT, INC.

ARTICLES OF AMENDMENT

THIS IS TO CERTIFY THAT:

FIRST: That charter of TEK Systems Management, Inc., a Maryland corporation (the "Corporation"), is hereby amended by deleting the existing Article Second and inserting a new Article Second in lieu thereof to read as follows:

"SECOND: The name of the Corporation (which is hereafter called the "Corporation") is:  
TEKsystems, Inc."

SECOND: The amendment to the charter of the Corporation as set forth above has been duly advised and recommended by the Board of Directors and approved by the stockholders of the Corporation as required by law.

THIRD: The undersigned President acknowledges these Articles of Amendment to be the corporate act of the Corporation and, as to all matters or facts required to be verified under oath, the undersigned President acknowledges that to the best of the President's knowledge, information and belief, these matters and facts are true in all material respects and that this statement is made under the penalties for perjury.

IN WITNESS WHEREOF, the Corporation has caused these Articles to be signed in its name and on its behalf by its President and attested to by its Secretary on this 20th day of January, 1999.

ATTEST:

TEK SYSTEMS MANAGEMENT, INC.

Randall D. Sones  
Randall D. Sones, Secretary

By: James R. Novick (SEAL)  
James R. Novick, President