

State of West Virginia

IN RESPONSE TO REQUEST FOR

RFQ for Statewide Contract for Technical Services
No. ITECH

Original

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January 14, 2018



January 7, 2010

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Cross Lanes, WV 25313

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Ms. Jo Ann Adkins
Purchasing Division
State of West Virginia
2019 Washington Street East
Charleston, WV 25305-0130

**RE: RFQ for Statewide Contract for Technical Services, No.
ITECH10**

Dear Ms. Adkins:

CDI IT Solutions (CDI), a division of CDI Corporation, thanks you for the opportunity to participate in and respond to the State of West Virginia Request for Quotation (RFQ) for a Statewide Contract for Technical Services. We have reviewed State of West Virginia's vision, values, goals, and corporate strategy as it relates to technical services. Our response demonstrates our understanding of the State's supplemented staffing and project-based needs and our capabilities to fully and effectively service those needs.

CDI is a current Preferred Supplier providing technical resources to the State since 1999. We will leverage this knowledge of working with the State and understanding its policies and procedures to maintain a talent pool that understands the technical environment of IT. As a preferred vendor for over the last 10 years, CDI has provided over 100+ resources to State agencies. By maintaining CDI as one of the State's pre-approved suppliers, the State will have continued access to resources of a large and versatile technical services firm.

We have been the leader in the IT and technical services and staffing industry for nearly 60 years, and have pioneered the development of outsourcing and managed services programs in response to evolving business trends. Mr. Homer Sweeney will continue to be your central point of contact and will make certain that critical needs are addressed in a timely and efficient manner.

The information provided in our response demonstrates that we meet the mandatory requirement of this RFQ. If you have any questions or need clarifications about our enclosed RFQ response, please contact Mr. Homer Sweeney, Client Executive, at (304) 722-8925 and/or e-mail address at Homer.Sweeney@cdicorp.com. We look forward to continuing our mutually beneficial partnership with the State, and providing you with quality supplemental staffing and project-based technology services.

Sincerely,

A handwritten signature in black ink, appearing to read "A. D. Cvitanov".

Andrew D. Cvitanov
President
CDI IT Solutions



Request for Quotation for

**Statewide Contract for
Technical Services
No. ITECH10**

**In Response to
State of West Virginia**

Proprietary Statement

The information contained herein is proprietary and confidential to CDI Corporation and the recipient hereof agrees, by receiving and retaining such information, not to use, reproduce or disclose to any other person or entity any such information without the prior consent of CDI, which consent may be granted or denied in the sole discretion of CDI. The recipient hereof further agrees to return or destroy this document at CDI's request or at such time as the approved use of the information has been completed, whichever is earlier.

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- 3) *Provide the date the company was established and the number of full-time employees as of November 1, 2009. 1*
- 4) *Provide a synopsis of company history, organization, key personnel, and resulting contract and industry partners. (10 page maximum) 1*

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- 2) *Provide three client references for this service category. References may be for the bidding vendor or the bidding vendor’s proposed subcontractor(s). If you are using references from a subcontractor, you must insure that subcontractor’s name is provided. References must include project description general value of project, length of project, types of employees or subcontractors used, description of work performed, performed, problems encountered, performance results, customer’s name and address, and customer contact name and phone number. (2 pages performances maximum) 9*

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Section 1 – Corporate Description (1.3.1)

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

CDI IT Solutions, a division of CDI Corporation
125 Lakeview Drive
Suite E
Cross Lanes, WV 25313
Office Telephone: 304-722-8925
Fax: 304-776-5501

Federal Tax ID: 23-1341909

- 2) Provide a contact name, address, telephone number, and e-mail address.

Homer Sweeney
CDI IT Solutions
125 Lakeview Drive
Suite E
Cross Lanes WV 25313
Office Telephone: 304-722-8925
Fax: 304-776-5501
E-mail address: Homer.Sweeney@cdicorp.com

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

CDI Corporation was incorporated in Pennsylvania on September 16, 1950. As reported in the 2009 3QTR 10-Q Report, CDI Corporation has 10,400 employees consisting of staff and billable employees.

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

Our response to this question summarizes our corporate history and organization, profile of CDI IT Solutions, and the key personnel assigned to support the State's technical staffing and project needs.

Corporate History

CDI Corporation, founded in Philadelphia, was incorporated in Pennsylvania on September 16, 1950, with the mission of providing quality technical and engineering solutions services to businesses on a temporary or outsourced basis. In the following years, the company focused on strengthening its position as the principal supplier of technical personnel in the U.S., and initiated a program of expansion into new disciplines through acquisitions. CDI steadily expanded its service offerings over the years and now provides IT and engineering staffing solutions to a wide range of Fortune 1000 companies. With nearly 60 years in the industry and annual revenues



in excess of \$1 billion, CDI has the expertise, speed, and scale to help clients achieve a faster and higher return on capital investment.

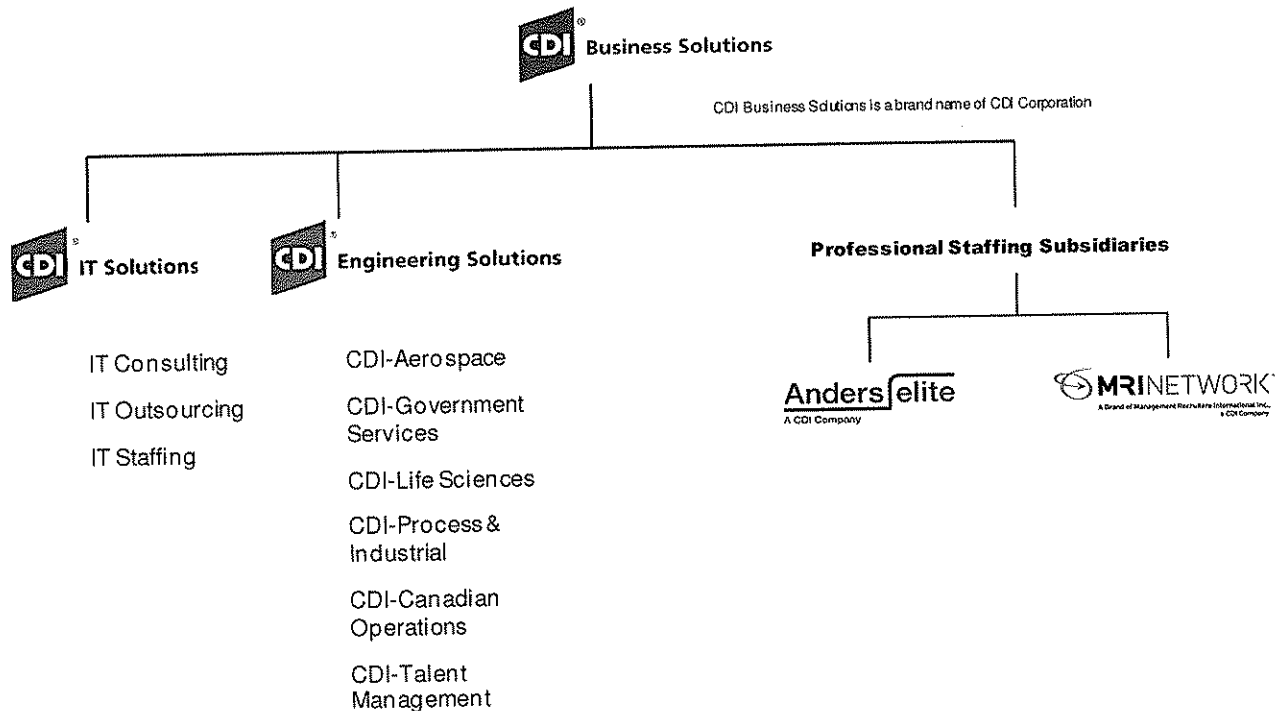
CDI Corporation offers tailored business solutions to clients in a variety of industries worldwide through four integrated operating units:

- **CDI IT Solutions** – a provider of IT staffing, consulting, and project outsourcing.
- **CDI Engineering Solutions** – a provider of high-value engineering outsourcing services to clients in the Aerospace, Life Sciences, Process & Industrial, and Government Services sectors
- **AndersElite Limited** – a professional staffing and services firm focusing on the construction and engineering markets in the United Kingdom and Australia
- **MRINetwork™** – one of the world’s largest executive search and recruitment organizations with 900 offices in over 35 countries

These services and solutions can be customized and bundled to meet client needs, and are delivered through a single point of contact, enhancing client value and return on capital investment.

The following corporate organizational chart depicts CDI Corporation and its operating divisions.

CDI Corporation Organizational Chart



Profile of CDI IT Solutions

CDI IT Solutions (hereafter referred to as "CDI"), will continue to be the primary business unit servicing the State. We provide IT staffing, consulting, and project outsourcing to optimize a client's IT infrastructure, reduce overall IT costs, improve service levels, and free up capital for strategic investment. This CDI division provides network and systems support, help desk and call center operations, application maintenance and development, and project management services, as well as IT staffing and staffing program management.

CDI offers the financial strength, achievement, breadth of knowledge, customer base, and methodologies to ensure consistent, dependable staffing service delivery – regardless of economic conditions. Our success in the staffing services industry is tied directly to the principles and values guiding our actions. We refer to these as our "Core Values."

These values are key to our relationship with the State:

- We build lasting partnerships that far surpass the typical customer relationship
- We exhibit the highest degree of ethical character, technical excellence, quality, and competence to meet the needs of our customers
- We apply whatever resources are required to complete each task with speed and flexibility
- We employ an ISO-certified Staffing Services Business Model to ensure consistent quality and service
- We manage every assignment with an unyielding commitment to quality

Further, our presence with the State has allowed us to leverage the knowledge of working with its agencies, develop an understanding of government procurement policies and procedures, and build a talent pool that understands the technical environment of these agencies.

Certifications and Recognitions

We are recognized by our clients and the industry for excellence in delivery and corporate management. At the corporate level, Forbes Magazine named CDI Corporation as one of the Most Trustworthy Companies in the United States in 2009, which was for consistent accuracy in financial reporting and corporate governance. At the division level, CDI IT Solutions received the following industry recognitions:

- In 2009, recognized for a 9th year in a row on InformationWeek's InformationWeek 500 list of the most innovative users of information technology.
- In 2009, CDI's Staffing Services Business Model re-certified for ISO 9001 and was certified against the 9001:2008 standard. This model ensures a consistent level of quality no matter which location or which CDI representatives are engaged on this program. We have been ISO certified since 1998.

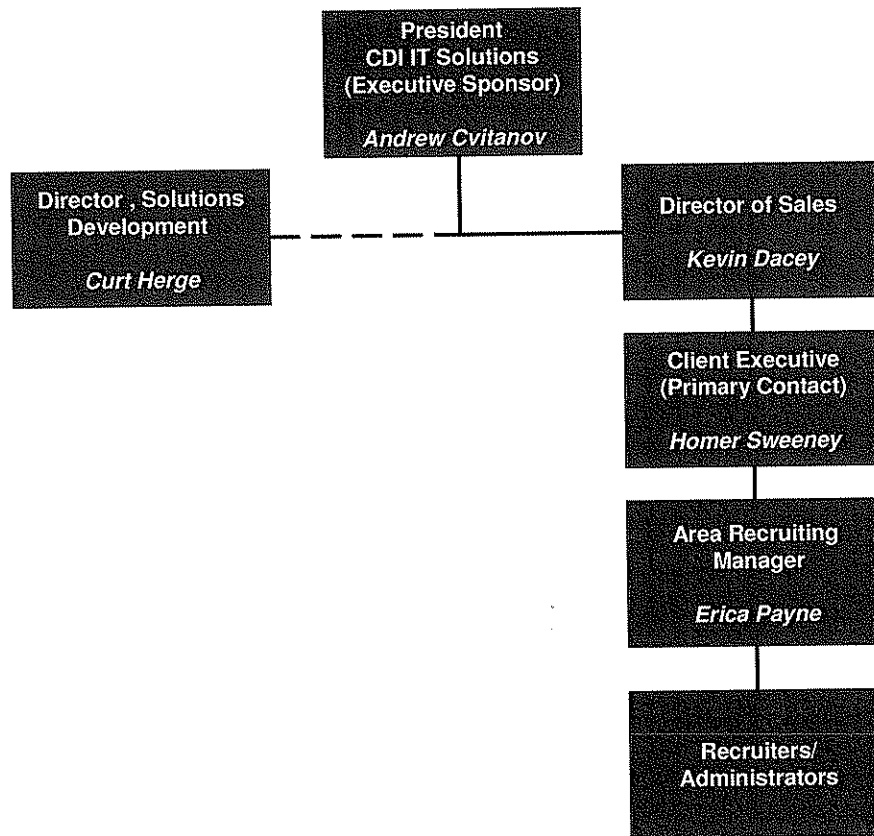
- In 2007, CDI's West Virginia Enterprise Help Desk achieved the Support Center Certification award from HDI, the world's largest membership association for IT service and support professionals. Certification is required every 2 years, and CDI successfully completed its re-certification.
- Since 2003, as a Certified Microsoft Partner, CDI has consistently achieved the Custom Development competency (Smart Client Development) certification based on application development/support provided to clients using Microsoft technologies.

Key Personnel

CDI has been servicing the State for over 10 years and will continue to use experienced management, sales, recruiting, administrative staff, and project teams to ensure the highest quality of services for the State. CDI's Account Management Team is comprised of a Client Executive, Sales Director, Area Recruiting Manager, Director of Solutions Development, and Executive Sponsor. The Client Executive, Homer Sweeney, remains your primary point of contact for new requisitions. The Sales Director, Kevin Dacey, will continue to provide first-level management and direction for sales, recruitment, and service delivery. The Area Recruiting Manager, Erica Payne, will keep on following the processes outlined in our Staffing Services Business Model, and will manage the recruiting resources necessary to meet and exceed the State's expectations in support of current and future recruiting requirements. The Director of Solutions Development (DSD), H. Curtis Herge Jr., will be responsible for developing and managing solutions for the State. The Executive Sponsor, Andrew Cvitanov, may be engaged to expedite resolution and to ensure complete satisfaction of the State.

The following organizational chart represents the CDI Account Management Team that will continue managing the relationship with the State.

CDI's Account Team Organizational Chart



The following are the brief bios of the Account Management Team who will have direct and indirect management support of the account for the State of West Virginia.

Homer Sweeney
Client Executive

Mr. Sweeney is a skilled IT professional who joined CDI IT Solutions in 2008. He is experienced in outsource staffing and project augmentation of most technical categories working with private sector businesses and federal and state governments. In his current capacity of Client Executive, Mr. Sweeney is responsible for servicing existing accounts and building new clients in CDI's Northeast Central region, with his specific assignment based in West Virginia.

Prior to joining CDI, Mr. Sweeney worked as a Regional Manager for a major federal defense contractor in business development of IT and building alliances with partners teaming to win new business. Mr. Sweeney's work history includes application development and management of large infrastructure, including support staff and project management of major system implementations.

Mr. Sweeney holds a B.A. degree from West Virginia State College in Charleston, WV, and an Associate degree in Computer Programming from Center College, Charleston,

WV. In addition, he has successfully completed Shipley Associates Proposals for Business Development and Sales Professions and Caputre Management Program training courses.

Kevin Dacey
Sales Director

Mr. Dacey has been in the IT staffing and services industry since 1984. His career has progressed from recruiting, to sales, to management positions. He previously founded Synova, a global IT services organization, and was recently Director of Business Development for Artech Information Services. Mr. Dacey joined CDI in March 2007 as Director of Sales/Area Manager for the Central region, which includes the local Metro Detroit area. He was previously employed by CDI from 1992-1998 as an Account Manager and Branch/Area Manager.

Mr. Dacey holds a B.A degree in English from Central Michigan University.

Erica Payne
Area Recruiting Manager

Ms. Payne has been with CDI approximately 9 years as a Recruiting Manager. She has responsibility for providing management, training, mentoring, and coaching for all of the recruiting staff along with the entire fulfillment in Michigan, Ohio, Charleston, WV, western Pennsylvania, and Minneapolis, MN. Ms. Payne possesses strong leadership skills and over 13 years of experience in the staffing industry. Her accomplishments at CDI most recently include involvement in the successful implementation and training of a company-wide recruiting database. She serves as a CDI Quality program steering committee member and is involved in the ISO quality initiatives in the Troy, MI office.

Before joining CDI, Ms. Payne served in recruiting and account management positions in the IT and engineering staffing industry.

Curt Herge
Director, Solutions Development

Mr. Herge's career has focused on leading the planning, design, implementation, and use of complex information systems to enable and support the strategic evolution of business organizations, products, markets, and management processes. He is a Certified Outsourcing Professional (COP) having passed the requirements established by the IAOP. He is certified by APICS in Production and Inventory Management (CPIM).

Mr. Herge holds a BA in Liberal Arts and a BSME in Mechanical Engineering, both from Rutgers University. He also completed the Strategy Value Creation Programme at London Business School.

Andy Cvitanov
President, CDI IT Solutions

Mr. Cvitanov joined the CDI team in October 2006 after serving as Managing Director of The Beekman Group, a New York-based private equity firm, where he was one of the original principles. Prior to that, he was President and Chief Executive Officer of

American Express Tax and Business Services, Inc., an independent professional services business unit of American Express with over 2,500 employees and approximately \$400 million in annual revenue. His 25+ years of experience also includes senior positions at Tokai Financial Services and Continental Information Systems Corporation.

Mr. Cvitanov holds a B.A. degree in Economics from California State University and an M.A. degree in Economics from the University of California.

Section II – Qualifications and Experience of the Company in Supplemental Staffing Contracts (1.3.2)

- 1) Provide a title page for the supplemental staffing category for which you are applying.
- 2) There are 21 Supplemental Staffing categories described in this RFQ (Attachment 1). The vendor must provide one client reference for each staffing category. The reference must include project description, a description of the person's duties, general value of the project, length of project customer's name, contact's name, telephone number and e-mail address.

CDI is applying for the following supplemental staffing 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
- Graphics and Presentation
- Electronic Commerce/EDI
- Project Management Services
- Telecommunications Services
- Business Analyst Services
- ERP Implementation
- VoIP Implementation Services

The contract engagement provided services to the West Virginia Department of Health and Human Resources (WVDHHR) Bureau for Public Health (BPH) **Office of Health Systems and Health Promotion (OHSHP)** and WVDHHR Bureau for Children and Families (BCF) **Office of Finance and Administration (OFA)**.

CDI's consultants provided desktop programming; web programming; database administration and development; report development; design of graphics and print publications; administration of a CMS platform; including support to office personnel and field state employees for these systems.

Staffing Category	Web Programming
Company Name	OCHSHP Division of Local Health
Project Description	An example would be the West Virginia Local Health Department information pages. These web pages were provided as front-line contact information when H1N1 preventative/monitoring activities started up. Changes were implemented to the pages quickly to ensure that accurate/relevant information was being disseminated to the public and other government entities.
Description of Job Duties	CDI's consultants have a wide range of experience in web applications development. They are very fluent with ASP and ASP.NET, as well as Java and Perl. They design, build, and maintain web sites using these technologies. Many pages and sites use ADO.NET to connect to and query SQL Server databases. They are highly experienced at integrating database technology with XHTML and CSS-compliant web sites. CDI's consultants use JavaScript/DHTML to enhance the client web interface and to reduce the number of round trips to the server.
General Value Of The Project	Client Confidential (not published)
Length of Project	12 months
Contact's Name (and title)	Amy Adkins Associate Director
Telephone Number	(304) 558-8870
E-Mail Address	Amy.d.Adkins@wv.gov

The contract engagement provided services to the West Virginia Department of Health and Human Resources (WVDHHR) Bureau for Public Health (BPH) **Office of Health Systems and Health Promotion (OHSHP)** and WVDHHR Bureau for Children and Families (BCF) **Office of Finance and Administration (OFA)**.

CDI's consultants provided desktop programming; web programming; database administration and development; report development; design of graphics and print publications; administration of a CMS platform; including support to office personnel and field state employees for these systems.

Staffing Category	PC Programming	
Company Name	OCHSHP Division of Local Health	BCF Office of Finance and Administration
Project Description	<p>During the last contract period CDI consultants took over a failed project, Local Health Financial Application (LHFA), from another contractor. The recovery effort solved several problems and is saving the State of West Virginia \$30,000 annually.</p> <p>After fixing additional outstanding issues with LHFA, CDI's consultants implemented a self-updating feature for the software solution. This feature reduces the time and cost of installing and supporting the enhanced LHFA software.</p>	
Description of Job Duties	<p>CDI's consultants perform the following functions: coding, testing, integration, debugging, modifying, compiling, documentation, change management, implementation training, enhancements, and project management of programs and applications as well as analysis. CDI's consultants implement applications in a variety of languages and technologies such as .Net framework 4, C#, Win-Forms, Silverlight, vb.Net, vba and MS Access.</p>	
General Value Of The Project	Client Confidential (not published)	
Length of Project	12 months	
Contact's Name (and title)	Amy Adkins Associated Director	Gail Totten Project Lead
Telephone Number	(304) 558-8870	(304) 558-3271
E-Mail Address	Amy.d.Adkins@wv.gov	Gail.P.Totten@wv.gov

Staffing Category	Mainframe Programming
Company Name	WV DHHR Bureau For Child Support Enforcement
Project Description	<p>OSCAR (Online Support Collection And Reporting) is the mainframe-based computer system that allows the Department of Health and Human Resources (DHHR) Bureau for Child Support Enforcement (BCSE) to meet the federal IV-D program requirements for child support enforcement. The OSCAR system is written in Software AG's Natural language with DB2 as the data storage database. OSCAR provides the BCSE the ability to perform the following eight (8) federal-mandated functions: Case Initiation, Locate, Establishment, Case Management, Enforcement, Financial Management, Reporting and Security/Privacy.</p> <p>The form generation functionality of the OSCAR system permeates throughout most of these eight (8) functions. These 205 documents fall into two (2) categories, Administrative and Legal. The legal forms are a collection of documents used to interact with the WV Family Court system. They include such documents as Petitions, Complaints, Motions, Notices, Abstracts and Court Orders. The administrative forms are a collection of documents used to conduct the "business" of Child Support. These include such forms as Appointment letters, the Application for Services, Locate forms to various entities such as the US Postal Service, Employers and Correctional Institutions, Paternity Questionnaires and a host of other such documents.</p> <p>During the project development phase of OSCAR in 1993, decisions were made concerning the form printing solution. OSCAR was implemented using the IBM software AIFORM and I-Data boxes (external protocol converters) to translate the print stream from the mainframe to a PC-type printer. IBM removed support for AIFORM in 1995 and the I-Data boxes began to eventually wear out and fail. The vendor of these boxes was purchased and the new owner terminated the maintenance to all devices sold prior to the buyout. Both of these factors, hardware and software, caused the BCSE to look for a replacement forms printing solution.</p> <p>A Request for Proposal (RFP) was released and a vendor, Datalect, Inc, was selected. The winning solution was a web-based product called FormQuest. The new system would need to interface with the OSCAR system to trigger document generation and to extract data. A method was needed to provide a real-time interface between the new form generation system and the OSCAR residing on the</p>

Staffing Category	Mainframe Programming
	<p>Office of Technology's enterprise server, i.e. mainframe. After much research, a Service Oriented Architecture (SOA) product from Software AG called EntireX was purchased and implemented. This software allows a user to trigger any document from the mainframe OSCAR system via Remote Procedure Call (RPC) and immediately have the form generated on the web server in FormQuest. This SOA-enabled interface works by utilizing web services and Simple Object Access Protocol (SOAP) requests. SOAP is a self describing XML executable used for exchanging data. The EntireX Broker, running on the mainframe, serves as the "traffic cop" positioned between the client and the servers and its task is to handle the message traffic and load balance. The FormQuest system is the first and so far, the only system fully implemented using this new SOA technology within the Department of Health and Human Resources.</p>
Description of Job Duties	<p>As part of the FormQuest team helped with the analysis, development, implementation and maintenance of the project.</p> <p>Following are some of the tasks performed on regular basis for the FormQuest project.</p> <ul style="list-style-type: none"> ■ Analysis of the old forms to determine what will be needed in the creation of the new forms. ■ Collaborate with the business analysts to determine the design and requirements for all new forms. ■ Discuss analysis of requirements with third party vendor to ensure proper development and meeting of requirements. ■ Use of Natural programming language to create the calls to the FormQuest system for form creation. <p>Analyze problems and create new solutions to ensure proper implementation and use.</p>
General Value Of The Project	Client Confidential (not published)
Length of Project	2 years
Contact's Name (and title)	Judy Young, Project Manager
Telephone Number	(304) 558-1867
E-Mail Address	Judy.Young@wv.gov

Staffing Category	Computer Systems Analysis
Company Name	West Virginia Medical Institute
Project Description	The development staff has been used to research and develop conceptual design new applications with migrating from a client server platform to a .Net platform.
Description of Job Duties	CDI provided staffing for the client to perform high level analysis and design of web-based systems. The system development products consisted on ASP .Net, C#, Oracle and many other MS platform software.
General Value Of The Project	Client Confidential (not published)
Length of Project	On-going
Contact's Name (and title)	Aaron Spurlock, CIO
Telephone Number	(304) 346-9864
E-Mail Address	ASpurlock@wvmi.org

The contract engagement provided services to the West Virginia Department of Health and Human Resources (WVDHHR) Bureau for Public Health (BPH) **Office of Health Systems and Health Promotion (OHSHP)** and WVDHHR Bureau for Children and Families (BCF) **Office of Finance and Administration (OFA)**.

CDI's consultants provided desktop programming; web programming; database administration and development; report development; design of graphics and print publications; administration of a CMS platform; including support to office personnel and field state employees for these systems.

Staffing Category	Database Management
Company Name	OCHSHP Division of Primary Care
Project Description	Data warehousing data to provide aggregated and historical reporting capabilities of systems. These data warehouses serve primarily for departmental decision making and legislative inquiry. An example would be the primary care UCgrant data warehouse, which is comprised of data from state and federal grant applications. This data is used to determine the funding needs and allocation of monies for West Virginia primacy care facilities.
Description of Job Duties	CDI has provided Database Management services for the State of West Virginia OCHSHP with SQL Server and Access. Performance tuning and re-architecting database objects (DBO). Ensuring backups and recoverability of several database systems.
General Value Of The Project	Client Confidential (not published)
Length of Project	12 months
Contact's Name (and title)	Nell Phillips, Project Lead
Telephone Number	(304) 558-7133
E-Mail Address	Nell.H.Phillips@wv.gov

Staffing Category	Electronic Document Management
Company Name	Bowles, Rice, McDavid, Graff and Love
Project Description	<p>The design of the system used an EMC ApplicationXTender including OCR and a Verity K-2 Full Text Search Engine. The front-capture software used for this system is Degitech PaperFlow. The new system supports initially 10 users but and allowed expansion to accommodate an unlimited number of users as the system grows.</p> <p>The second phase of the project included scanning and electronically applying Bates numbers to the scanned images.</p> <p>The large volume of old litigation files needing adding the new electronic library of the firm's case files.</p>
Description of Job Duties	The project consisted of design and implementation of document and content management system to manage the process of the firm's larger litigation case files. The firm has several offices needing files electronically captured and stored in an organized manner so they were accessible to all the firm's offices. The project effort included scanning to capture and include the backlog files.
General Value Of The Project	\$50,000 (CDI revenue)
Length of Project	12 months
Contact's Name	Scott Ball IT Director
Telephone Number	(304)347-1729
E-Mail Address	Sball@bowlesrice.com

Staffing Category	GIS Services
Company Name	Georgia Power
Project Description	CDI has placed approximately 100 Drafters/GIS personnel at the Data Management Center (DMC) of Georgia Power. CDI is constantly reviewing its operations and actively participates with Georgia Power in their quality initiatives. The goals and objectives of Georgia Power serve as CDI's baseline for providing an efficient and quality-based service offering.
Description of Job Duties	CDI has provided personnel such as drafters, GIS, and checkers, as well as field verification technicians to support Georgia Power's Distribution business in managing and maintaining their mapping and grid documentation workflow. Georgia Power is currently moving towards implementing GIS.
General Value Of The Project	\$3.5 million (CDI revenue)
Length of Project	6 years
Contact's Name (and Title)	Michael J. Brown, Vice President of DMC
Telephone Number	(404) 954-4500
E-Mail Address	mbrown@southernco.com

Staffing Category	Help Desk Support
Company Name	WV Office of Technology
Project Description	<p>CDI provided several Help Desk Support analysts to The Office of Technology supplementing the state staff implement a Service Desk where all requests and problems routed through this section were logged with appropriate documentation. Logged events that were not resolved by the Service Desk were escalated to the appropriate section/person to resolve.</p> <p>The documentation of all logged events required the name, department, a project control number, a description of the problem, and any troubleshooting performed.</p>
Description of Job Duties	<p>This project includes service desk support during the migrating of designated Agencies from their existing Microsoft and/or Novell environment to the established Windows 2003 Executive Domain. During the migration initiative consolidation of other IT services throughout state government was a significant component of effort.</p>
General Value Of The Project	Client Confidential (not published)
Length of Project	12 months
Contact's Name (and Title)	Brian Pratt, Manager
Telephone Number	(304) 558-8113
E-Mail Address	Brian.J.Pratt@wv.gov

Staffing Category	IT Support Staff - Operations
Company Name	West Virginia Medical Institute
Project Description	Installation of client server and network Infrastructure.
Description of Job Duties	CDI provided the technician that assisted the client with computer and network operations support of the installed client server and network infrastructure, and technical support of existing hardware and software.
General Value Of The Project	Client Confidential (not published)
Length of Project	12 months
Contact's Name (and Title)	Aaron Spurlock, CIO
Telephone Number	(304) 346-9864
E-Mail Address	ASpurlock@wvmi.org

Staffing Category	LAN/WAN Support
Company Name	West Virginia Supreme Court of Appeals
Project Description	CDI has and continues to supply several clients with expert LAN/WAN technicians. Among our many clients is the West Virginia Supreme Court of Appeals faced with supporting its State and County Judicial offices of the State.
Description of Job Duties	The roll out of a major information system required our technicians to have the knowledge and skills of Cisco routers, switches and network systems required to interface with the installed PC hardware and software on LAN/WAN systems.
General Value Of The Project	Client Confidential (not published)
Length of Project	1 year and on-going
Contact's Name (and Title)	Duane Neely, Director of Technology Services
Telephone Number	(304) 558-0145
E-Mail Address	Duane.Neely@courtswv.org





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Staffing Category	Graphics and Presentation
Company Name	OCHSHP Division of Local Health
Project Description	CDI provides graphics/design services to support OCHSHP's website appearance and print publications. This includes interfacing with the contracted printing press on technical issues.
Description of Job Duties	CDI's consultants perform the entire workflow from concept, crystal reports to pull data from multiple systems, and using Adobe Photoshop and Adobe InDesign to produce quality print publications like the "Local Health Contact Information" booklet.
General Value Of The Project	Client Confidential (not published)
Length of Project	12 months
Contact's Name (and title)	Amy Adkins Associate Director
Telephone Number	(304) 558-8870
E-Mail Address	Amy.d.Adkins@wv.gov



Staffing Category	Electronic Commerce / EDI
Company Name	State of West Virginia – Secretary of State
Project Description	The State of WV in an effort to eliminate the manual effort of processing official documents launched a project in 1998 to institute a digital signature process. The West Virginia Secretary of State's Office needed to replace the very old process of managing and producing corporate and business documents using electronic technology.
Description of Job Duties	CDI provided the primary expertise of a skilled IT professional using the latest cutting edge technology to provide an award winning digital/e-signature solution. The solution was developed using Web and Client/Server technologies; ColdFusion, Oracle, PowerBuilder, JavaScript, Java, Flex software products.
General Value of the Project	Client confidential (not published)
Length of Project	12 months
Contact's Name (and Title)	Jerry Forren, CIO
Phone Number	(304) 926-0499 Ext: 1310
E-mail Address	Jerry.A.Forren@wv.gov

The contract engagement provided services to the West Virginia Department of Health and Human Resources (WVDHHR) Bureau for Public Health (BPH) **Office of Health Systems and Health Promotion (OHSHP)** and WVDHHR Bureau for Children and Families (BCF) **Office of Finance and Administration (OFA)**.

CDI's consultants provided desktop programming; web programming; database administration and development; report development; design of graphics and print publications; administration of a CMS platform; including support to office personnel and field state employees for these systems.

Staffing Category	Project Management Services
Company Name	Office of Health Systems and Health Promotion (OCHSP)
Project Description	CDI's consultants have introduced a new systems management life cycle comprised of change management and multiple environments (Development, Testing, and Production) to various systems for OCHSP. These changes are intended to improve systems documentation, mitigate errors/issues, maximize system uptime, and improve recoverability of systems.
Description of Job Duties	With this life cycle, system changes flow from development staff in the development environment, to customer signoff in the testing environment to production usage. Throughout the process, backups occur to ensure the recoverability of systems.
General Value Of The Project	Client Confidential (not published)
Length of Project	12 months
Contact's Name (and Title)	Chuck Thayer Associate Director
Telephone Number	(304) 558-6261
E-Mail Address	Chuck.E.Thayer@wv.gov

Staffing Category	Telecommunication Services
Company Name	State of West Virginia – Office of Technology
Project Description	State of West Virginia Multi-Protocol Labeling Switching (MPLS) Initiative. The project effort was to assist the Office of Technology with planning, configuration and implementation of all agencies WAN/LAN technology and the MPLS initiative.
Description of Job Duties	<p>The CDI consultants were major team members transitioning the state's existing infrastructure to a converged network combining needs of video and data onto one unique platform improving the overall communication value and efficiency of the State's network. The consultants work closely with Office of Technology Engineer and Project Manager configuring and connecting the agencies of government to the unified state network.</p> <p>The work tasks consisted of network designing, equipment configuration/installation, documentation and troubleshooting. The project required skills and experience to complete data circuitry, firewalls, switches, routers, wireless access points, VPN concentrators and IP Telephony equipment and software.</p>
General Value of the Project	Client Confidential (not published)
Length of Project	24 months (currently ongoing)
Contact Name & Title	John Dunlap, Director of Network Services
Phone Number	(304) 558-8145
E-mail address	John.D.Dunlap@wv.gov

Staffing Category	Business Analyst Services
Company Name	OnStar
Project Description	CDI ITS provides technical assistance to the client's IT staff by helping with the scope and requirements definition of multiple systems.
Description of Job Duties	Duties include system testing, data conversion, and implementation of new systems.
General Value Of The Project	Client Confidential (not published)
Length of Project	1 year and on-going
Contact's Name (and Title)	Jeff Ravas, IT Manager
Telephone Number	(313) 667-0696
E-Mail Address	jeff.ravas@onstar.com

Staffing Category	ERP Implementation Services
Company Name	Syncreon
Project Description	CDI provides the client with expertise in systems analysis as well as dealing with business, technical and software integration issues.
Description of Job Duties	Duties include resolving technical issues and working with the end client on integration of software and technology.
General Value Of The Project	Client Confidential (not published)
Length of Project	9 months and on-going
Contact's Name (and Title)	Mark Basso, Manager
Telephone Number	(248) 377-2457
E-Mail Address	mark.basso@syncreon.com

Staffing Category	VoIP Implementation Services
Company Name	State of West Virginia – Office of Technology
Project Description	State of West Virginia Multi-Protocol Labeling Switching (MPLS) Initiative. The project effort was to assist the Office of Technology with planning, configuration and implementation of all agencies WAN/LAN technology and the MPLS initiative.
Description of Job Duties	<p>The CDI consultants were major team members transitioning the state’s existing infrastructure to a converged network combining needs of video and data onto one unique platform improving the overall communication value and efficiency of the State’s network. The consultants work closely with Office of Technology Engineer and Project Manager configuring and connecting the agencies of government to the unified state network.</p> <p>The work tasks consisted of network designing, equipment configuration/installation, documentation and troubleshooting. The project required skills and experience to complete data circuitry, firewalls, switches, routers, wireless access points, VPN concentrators and IP Telephony equipment and software.</p>
General Value of the Project	Client Confidential (not published)
Length of Project	24 months (currently ongoing)
Contact Name (and Title)	John Dunlap, Director of Network Services
Phone Number	(304) 558-8145
E-mail address	John.D.Dunlap@wv.gov



Section III – Qualifications and Experience in Project Service Categories (1.3.3)

- 1) Provide a title page for the category for which you are applying
- 2) Provide three client references for this service category. References may be for the bidding vendor or the bidding vendor's proposed subcontractor(s). If you are using references from a subcontractor, you must insure that subcontractor's name is provided. References must include project description general value of project, length of project, types of employees or subcontractors used, description of work performed, performed, problems encountered, performance results, customer's name and address, and customer contact name and phone number. (2 pages performances maximum)

CDI is applying for the following project service categories:

- **Attachment 2: Data Warehouse Development and Implementation**
 - CDI IT Solutions
 - WV DHHR Bureau for Children and Families and the Bureau
 - WV DHHR Families
- **Attachment 5: Electronic Commerce – Web-based Development**
 - TAQA
 - Harkins Theatre
 - West Virginia – Secretary of State
- **Attachment 6: Electronic Document Management Systems**
 - Bowles, Rice, McDavid, Graff and Love
 - ArvinMeritor, Inc.
 - Ryder Integrated Logistics, LLC
- **Attachment 9: Major Project Implementation (to include Project Management)**
 - State of West Virginia Office of Technology
 - McKesson Specialty
 - Honeywell International
- **Attachment 11: Migration of Legacy Systems**
 - Honeywell International
 - Honeywell International
 - TAQA
 - WV DHHR Bureau For Child Support Enforcement

- **Attachment 12: Project Quality Assurance Review and Associated Services**
 - IBC
 - American Express Publishing
 - Sacramental Municipal Utility District (SMUD)
- **Attachment 14: VoIP Implementation Services**
 - State of West Virginia – Office of Technology
- **Attachment 16: Microsoft Specialist**
 - Ford
 - TAQA
 - Harkins Theatre

Project Category	#1- Data Warehouse Development and Implementation
Company Name	CDI IT Solutions
Project Description	CDI IT Solutions provides IT staffing and project services to a variety of industries including, but not limited to government, education, aerospace, technology, power and utilities, chemical, healthcare, and financial Services.
General Value of the Project	\$350,000 (CDI revenue)
Length of Project	CDI Managed Services technology (Liquid Medium) has more than 8 years of experience in data warehousing development and implementation.
Types of Employees/ Subcontractors used	Project Manager, Business Analyst, DBA, Software Developer, Test Analyst
Description of Work Performed	<p>CDI's data warehousing development and implementation experience is specifically in terms of the listed requirements:</p> <ol style="list-style-type: none"> <u>1. Turnkey, end-to-end solutions:</u> CDI has delivered data warehousing and reporting capabilities for a variety of customers through its LiquidMedium application. Design and build of the warehouses is typically done in completely transparent fashion to the end customer; they typically provide requirements and perhaps user acceptance testing, but development and delivery are handled entirely by the LiquidMedium technical team. <u>2. Multiple vendor database platforms:</u> Our primary development platform is Linux based, but the databases and techniques are portable to a variety of other platforms, including other UNIX platforms, as well as Windows 2000 and 2003. We have proved this capability by porting a number of our warehouses internally. <u>3. Data extraction, reporting, management platforms:</u> Similarly to #2, our primary warehousing platform is typically Linux, but a number of the ancillary tools we use reside on other platforms. In particular, reporting is Microsoft Windows based. We also make use of a number of Windows desktop tools for staging data to be loaded. <u>4. Project management methodology:</u> CDI's Applications Development and Maintenance practice adheres to the principles and concepts as outlined by the Project Management Institute (PMI) embodied in its Project Management Institute (PMBOK®). According to the PMI, PMBOK® is an inclusive term that describes the sum of knowledge within the profession of Project Management.

Project Category	#1- Data Warehouse Development and Implementation
	<p>CDI's projects follow the Software Development Life Cycle (SDLC) requirements, using documentation based upon SEI/CMM templates and PMBOK® guidelines.</p> <p><u>5. Data warehousing methodology:</u> The data warehouses have taken a variety of forms, from simple de-normalized collections of data to more elaborate representations based on well-recognized techniques such as star schemas. We have also extended some of our base data warehouses to create specific purpose data marts for some customers.</p> <p><u>6. Documented knowledge transfer methodology:</u> For project and outsourcing work, full and thorough documentation is a required deliverable at each stage of the development life cycle. This includes functional and technical documentation as well as program code. Good documentation is essential to the understanding, and hence maintainability, of an application. The Project Manager, in conjunction with the Software Quality Assurance (SQA) team, ensures project members produce quality documentation during the application's development life cycle and afterwards into legacy support.</p> <p><u>7. Post-implementation support:</u> CDI will provide post-implementation support for deliverables directly related to the Statement of Work. CDI generally provides post implementation support for a period of 1 - 3 months depending upon the complexity of the project. Longer support agreements can be negotiated if required.</p>
Problems Encountered	<p>The most significant challenge was to design and develop a data warehouse that could meet the needs of multiple customers in a variety of industries. Our design allows changes to be implemented rapidly to meet changing business needs.</p>
Performance Results	<p>CDI has successfully utilized the system developed for over 5 years to produce reporting data for multiple customers. The system was designed to scale with the continued growth of our customer base.</p>
Contact Name & Title	<p>Bill David, Sr Delivery Manager</p>
Address	<p>9550 Regency Square Blvd Jacksonville, FL 32225</p>
Telephone Number	<p>(904) 220-4319</p>

Project Category	#2 - Data Warehouse Development and Implementation
Company Name	WV DHHR Bureau for Children and Families and the Bureau
Project Description	<p>FACTS Data Mart – Project:</p> <p>The primary focus of this project is to provide reporting information to the Bureau for Children and Families (BCF) in a way that management can view the data in more meaningful ways. In this first phase of development, the data included will be focused on the Federal Reporting requirements (AFCARS and NCANDS). This project will also include the Child and Family Service Review Federal Outcomes. These outcomes have been required through the State Improvement Plan. This will allow the data for these reports to be more closely monitored by management so that the data stays within the federal mandated percentages.</p> <p>The project required the data to be viewed in a summary formats with the ability to drill down to specific details. Dashboard Technology was included in the designed and will be implemented as part of the solution. Also, included is a solution for graphical representation of the data. This project entails the implementation of new COGNOS software tools enhancing and utilizing full functionality of the FACTS Data Mart Project.</p>
General Value of the Project	Client Confidential (not published)
Length of Project	2 Years
Types of Employees/ Subcontractors used	Developers
Description of Work Performed	<p>Provide the overall architectural foundation for data warehouse and Business Intelligence (BI) development, implementation and responsible for the complete range of BI capabilities: installation, configuration, development, deployment, metadata modeling, cube design, report building, analysis, score carding, dashboards, optimization, as well as training, administration, and troubleshooting of all aspects of Cognos and also business event management.</p> <p>Following are some of the tasks performed on regular basis for implementing each BI report.</p> <p>Collaborate with the business analysts in the creation of the logical design and with the database administrators in the implementation of physical designs.</p> <p>Performed analysis on several BI reports, which include caseworker visit, placement trend report, CFSR permanency, and</p>

Project Category	#2 - Data Warehouse Development and Implementation
	<p>CFSR Safety reports.</p> <p>Defined the standard naming convention for data warehouse and Cognos framework manager and established practices to ensure data quality and perform quality reviews of data models.</p> <p>After analyzing, the requirement designed star schema model for each of the reports</p> <p>Used Oracle warehouse builder (ETL tool) to populate data for start schema table from different sources, such as FACTS online database, text files, and Excel files generated by SPSS statistical analysis tool.</p> <p>Develop BI report using the star schema tables created in warehouse database.</p> <p>Help build and develop the internal support organization including people development, training, mentoring, and administration.</p> <p>Mentor members of the WV DHHR Warehouse team and Knowledge transfer of all aspects of the implementation.</p>
Problems Encountered	<p>Some of the problems encountered on CFSR report are basically in terms of requirement for matching the percentage with federal calculations. The problems were resolved by using SPSS statistical analysis tool for CFSR calculations.</p>
Performance Results	<p>Successfully implemented many Cognos BI reports (Dashboard reports with drill down and drill up capabilities) in the production environment. The reports are being widely used by the users and received good feedback. The BI reports have helped the DHHR management with monitoring and developing focused solutions for achieving the department's goals.</p> <p>Involved with the entire life cycle development of the BI report (requirements gathering, analysis, data modeling, design, and implementation) and helped the client with defining processes and procedures for implementing the BI solution. Mentored the team members and performed various COGNOS reporting and administrative tasks (development, adding new user, and user security)</p>
Contact Name & Title	<p>Lesa Mercer, Project Manager</p>
Address	<p>350 Capitol Street, RM 6E8, Charleston, WV 25301</p>
Telephone Number	<p>(304) 558-5849</p>

Project Category	#3 - Data Warehouse Development and Implementation
Company Name	State of West Virginia Department of Health and Human Resources Families
Project Description	<p>Children Tracking System (WV-DHHR FACTS)</p> <p>FACTS (Families and Children Tracking System) is a large and comprehensive customized Statewide Automated Child Welfare Information System (SACWIS) established by the West Virginia Department of Health and Human Resources (WVDHHR) for the administration of Title IV-E Child Welfare Programs. The CDI consultant functions as Production and Development database administrator. We assist in developing standards for application development use of the database and assists in developing guidelines for object naming conventions, writing, and executing SQL statements. Our duties include installing and patching Oracle Database software on HP-UX, IBM Mainframe Linux and Windows servers, applying Oracle Critical Patch Updates, creating new databases, creating and modifying Oracle database objects, and assist in monitoring database performance and availability. We, also assist the installation and upgrade of development tools such as COBOL compiler and runtime environments. We assist the State's developers in tuning SQL performance for FACTS application. Of course, we are integral in development and monitoring of backup and recovery of the WV-DHHR FACTS Oracle instances. We assist in recommending and establishing the hardware and operating system environment that will support the growth of FACTS database management systems.</p>
General Value of Contract	Client Confidential (not published)
Length of Project	2 years
Types of Employees/ Subcontractors used	Developers
Description of Work Performed	<p>Oracle Database Administrator</p> <ul style="list-style-type: none"> - Install Oracle database software version 10g on various HP/UX, IBM mainframe Linux and Windows Servers. - Upgrading existing databases to newer versions of Oracle. - Applying Critical Patch Updates (CPU) using Opatch. - Install and setup Oracle Connection Manager (CMAN). - Created Reports database on Windows 2000 using Oracle Replication. - Creating Materialized views in Reports database. - Created and configured Oracle 10g RMAN and catalog database for Production database backup.

Project Category	#3 - Data Warehouse Development and Implementation
	<ul style="list-style-type: none"> - Created RMAN scripts for taking FACTS Production database backup. - Development/Production DBA support to ten Oracle databases. - Creation and maintenance of tablespaces, tables, indexes, views, triggers, packages, procedures, functions, types, constraints etc. in all databases. - Assist developers in debugging triggers, procedures, packages, and functions, - Identify poorly performing SQL statements in Production and suggest changes to improve the execution times (tuning) for SQL, procedures, functions, packages and triggers. - Monitor Production database and tune the database for optimum performance. - Database space management and user maintenance. - Creating standby database using Oracle10g Data Guard. - Install Data Guard Observer and setup Fast Start Failover. - Monitor and manage Production and Standby database Flashback recovery space usage. - Monitor Physical Standby database Redo Apply process of Production database archive logs. - Installed and configured RAC on Windows 2000 servers. - Taking daily backups and maintaining adequate backups including backups for disaster recovery. - Performing periodic backup and recovery test of Oracle database. - Writing Unix shell scripts for database backups, script required for copying archive log files to IBM Mainframe and other jobs. - Production DBA support to 24/7 FACTS database. - Conducted training on Database normalization for FACTS project staff and programmers. - Prepared detailed technical documentation on FACTS-2-GO Application. - Prepared installation and setup documentation of Oracle Express Edition and baseline FACTS database on Tablet PCs. - Prepared documentation of Data Guard setup of FACTS Production and Standby database, and backup process for Disaster Recovery Plan.
Contact Name & Title	Rick Lemons, Project Director WVDHHR
Address	350 Capitol Street, Charleston, WV 25301
Telephone Number	304-558-5848

Project Category	#1 - Electronic Commerce Development- Web-based Development
Company Name	TAQA
Project Description	The purpose of the JYAS project was to define, build, and deploy the JYAS application at TAQA's customer's power and steam plant in Al Jubail, Saudi Arabia. JYAS generates a monthly invoice for settlement accounts using electronically collected meter power and water generation signals in addition to manually entered values in accordance with the Energy Service Agreement (ESA) contract agreed between the customer and the Petrochemical Plant to which the power and steam is sold.
General Value of the Project	\$450,000 (CDI revenue)
Length of Project	On-going
Types of Employees/ Subcontractors used	Project Manager, Business Analyst, DBA, Software Developer (2), Test Analyst
Description of Work Performed	<p>Estimation was based upon detailed WBS carried out by subject matter expertise. The application was designed and built at CDI's Technology Development Center in Phoenix, Arizona before being deployed by TAQA at the customer's Plant in Al Jubail. CDI and TAQA collaboratively interpreted the contractual requirements of the ESA to arrive at a series of highly complex Logic Diagrams. These Logic Diagrams formed the core of the business logic upon which a robust, secure, auditable, user-friendly application was developed.</p> <p>An independent SQA team was responsible for qualifying the product before deployment to the customer for factory acceptance testing. For Project Management methodology, CDI adhered to the principles and concepts as outlined by the Project Management Institute (PMI) embodied in its Project Management Body of Knowledge (PMBOK®).</p>
Problems Encountered	There were four organizations involved: CDI, TAQA, TAQA's in Al Jubail, and TAQA's customer's customer, the Petrochemical Plant. Communication issues, and extended silences, meant approvals and sign-offs were delayed, impacting the project schedule.
Performance Results	<p>The JYAS application allows the plant to produce a single monthly invoice to ADWEC for the power and water generated for that month. As each invoice is for a substantial amount of money, and such being the culture of the region, the invoice has to be accurate to the penny.</p> <p>CDI successfully continues to support and enhance the JYAS</p>

#1 - Electronic Commerce Development- Web-based Development	
Project Category	application today.
Contact Name & Title	James Saunders, Manager
Address	One Energy Plaza Jackson, MI 49201
Telephone Number	(517) 788-8064

Project Category	#2 - Electronic Commerce Development- Web-based Development
Company Name	Harkins Theatres
Project Description	The project was initiated to develop an e-commerce engine for the online store for Harkins Theatres.
General Value of the Project	Client confidential (not published)
Length of Project	6 months
Types of Employees/ Subcontractors used	Web Architect, Programmer lead
Description of Work Performed	<p>CDI was engaged in this project to:</p> <ul style="list-style-type: none"> ▪ Developed the requirements and integration documentation. ▪ Designed the architecture of the e-commerce engine framework. ▪ Integrated the application with the existing order processing and security systems. ▪ Designed the database layout.
Problems Encountered	One issue in particular was related to the integration of the combo packages (discounts) with the existing order processing system. This issue was resolved by extending the database structure and enhancing the business logic.
Performance Results	The application enhancements were successfully deployed into the production environment.
Contact Name & Title	Justin Roskens, Development Manager
Address	7511 E McDonald Drive Scottsdale, AZ 85250-6085
Telephone Number	(602) 621-0182

Project Category	#3 - Electronic Commerce Web-based Development
Company Name	West Virginia – Secretary of State
Project Description	The State of WV in an effort to eliminate the manual effort of processing official documents launched a project in 1998 to institute a digital signature process. The West Virginia Secretary of State's Office needed to replace the very old process of managing and producing corporate and business documents using electronic technology.
General Value of the Project	Client confidential (not published)
Length of Project	12 months
Types of Employees/ Subcontractors used	CDI's consultants engaged and working for the Department of Environmental Protection was tagged to help solve this major concern. They were engaged and helped develop a federal mandated permitting system requiring similar technology but not as extensive as the Secretary of State's digital signature process. CDI's consultants were awarded the esteemed Governor's Chief Technologist Award for 2007.
Description of Work Performed	CDI provided the primary expertise of a skilled IT professional using the latest cutting edge technology to provide an award winning digital/e-signature solution. The solution was developed using Web and Client/Server technologies; ColdFusion, Oracle, PowerBuilder, JavaScript, Java, Flex software products.
Problems Encountered	After several months of testing, the solution was fully implemented.
Performance Results	The solution was successfully implemented and is being utilized on a daily basis.
Contact Name & Title	Jerry Forren, CIO – West Virginia Department of Environmental Protection
Address	601 57th Street SE, Charleston, WV 25304
Telephone Number	(304) 926-0499 Ext: 1310
Number	Jerry.A.Forren@wv.gov

Project Category	#1 - Electronic Document Management Systems
Company Name	Bowles, Rice, McDavid, Graff and Love
Project Description	The project consisted of design and implementation of document and content management system to manage the process of the firm's larger litigation case files. The firm has several offices needing files electronically captured and stored in an organized manner so they were accessible to all the firm's offices. The project effort included scanning to capture and include the firm's backlog case files.
General Value of the Project	\$50,000 (CDI revenue)
Length of Project	10 Months
Types of Employees/ Subcontractors used	Document Management Specialist Scanning EDMS Operators
Description of Work Performed	The design of the system used an EMC ApplicationXTender including OCR and a Verity K-2 Full Text Search Engine. The front-capture software used for this system is Degitech PaperFlow. The new system supports initially 10 users but and allowed expansion to accommodate an unlimited number of users as the system grows. The second phase of the project included scanning and electronically applying Bates numbers to the scanned images. The large volume of old litigation files needing adding the new electronic library of the firm's case files.
Problems Encountered	Normalizing documents that were created in different formats and multiple word processing software.
Performance Results	The prime system that was implemented improved the efficiency of the firm.
Contact Name & Title	Scott Ball, IT Director
Address	600 Quarrier Street, Charleston, WV 25301
Telephone Number	(304) 347-1729 E-mail: Sball@bowlesrice.com

Project Category	#2 - Electronic Document Management Systems
Company Name	ArvinMeritor, Inc.
Project Description	Accounts Payable Imaging & Invoice Processing The end objective of this project was to automate the capture, processing and approval of invoices and other key accounts payable documents.
General Value of the Project	\$400,000 (CDI revenue)
Length of Project	Original Timeline: 121 Days; with authorized changes: 280 days
Types of Employees/ Subcontractors used	<ul style="list-style-type: none"> ■ Project Manager (1) ■ Software Developer (2) ■ Functional Tester (2)
Description of Work Performed	<ul style="list-style-type: none"> ■ Developed a Functional Requirements Document (FRD) ■ Developed a detailed Solution Design Document (SDD) ■ Developed and maintained a detailed project plan ■ Developed and implemented the software framework required to deliver an integrated Accounts Payable automated processing solution. ■ Developed User Acceptance & Testing Plan
Problems Encountered	<p>Integration with Customer's existing Invoice Repository since it was a legacy application.</p> <p>Priority conflicts with custom requirements in alignment with the Customer's cost and production start dates</p>
Performance Results	<p>Reduced invoice processing effort and an ability to hire lesser skilled professionals to handle the same workload.</p> <p>Extraction templates and built-in invoice processing logic increased first pass rates/success</p> <p>Ability to quickly change processing locations/resources for robust protection in the event of disaster recovery.</p> <p>Ability to route invoice processing discrepancies (i.e. receiving, pricing, non-PO approval) electronically to remote, knowledgeable resources.</p> <p>Immediate awareness to problematic vendor invoicing practices.</p> <p>Built-in discipline for adherence to ERP and AP practices in efforts to remove manual interpretation and error risk.</p> <p>Tighter protection of data as only named users can review invoices.</p>

Project Category	#2 - Electronic Document Management Systems
Contact Name & Title	Mark Brennan, Manager, Purchase-to-Pay Re-engineering, ArvinMeritor
Address	Mark.Brennan@ArvinMeritor.com
Telephone Number	(248) 435-1355

Project Category	#3 - Electronic Document Management Systems
Company Name	Ryder Integrated Logistics, LLC
Project Description	Bill of Lading (BOL) & Invoice Image Processing System
General Value of the Project	Total Project Cost: \$115,000
Length of Project	Original Timeline: 80 Days; With Change Orders: 180 Days
Types of Employees/ Subcontractors used	Project Manager (1), Software Developer (1), Tester/Trainer (1) Note: No subcontractors were employed in this project as all were employees.
Description of Work Performed	<ul style="list-style-type: none"> • Developed a Functional Requirements Document (FRD) • Developed a detailed Solution Design Document (SDD) • Developed and maintained a detailed project plan • Developed and implemented the software framework required to deliver an integrated BOL and Accounts Payable automated processing solution. • Developed User Acceptance & Testing Plan • Trained Customer Personnel
Problems Encountered	<ul style="list-style-type: none"> • Reluctance to accept the new, automated system since it meant the elimination of data entry jobs
Performance Results	<ul style="list-style-type: none"> • Net effect of the project: Ryder Integrated Logistics was able to eliminate four (4) full-time data entry people or 50% of their total staff dedicated to BOL and invoice data entry.
Contact Name & Title	Lisa T. Wolstone, Sr. Manager Ryder Transportation Management
Address	lwolston@ryder.com
Telephone Number	(248) 699-7707

Project Category	#1 - Major Project Implementation
Company Name	State of West Virginia Office of Technology
Project Description	This project includes the detail-oriented process of planning and implementing the migration of designated agencies from their existing Antivirus application platform to the established Symantec Corporate Antivirus system and standardized version.
General Value of the Project	Client confidential (not published)
Length of Project	12 months
Types of Employees/ Subcontractors used	Analyst
Description of Work Performed	This project included implementation of Symantec Corporate Antivirus suite in a Windows 2003 domain environment. This included project planning, and performing information gathering, analysis and documentation tasks, as well as actual hands-on creation Symantec directory structures.
Problems Encountered	None
Performance Results	The work was completed successfully.
Contact Name & Title	Edward Dolly, Manager
Address	321-323 Capitol Street Charleston, WV 25305
Telephone Number	(304) 558-8143

Project Category	#2 - Major Project Implementation
Company Name	McKesson Specialty
Project Description	<p>Our client has a call center interface that was developed in an older, proprietary software. The framework had become limited in functionality and required redevelopment into a robust user-friendly technology that allowed our client to continue to grow its call center capabilities.</p> <p>In this environment, our client's call center used the interface to access information on their clients. The entire front-end had business logic embedded in it that made it hard to update and test the system as new functionality was required.</p> <p>The new system had to be fast, intuitive, and have a similar look and feel to the existing system to reduce the amount of change to the call center group.</p>
General Value of the Project	Client confidential (not published)
Length of Project	8 months
Types of Employees/ Subcontractors used	Project Manager, (2) Application Architects, Software Quality Assurance
Description of Work Performed	<p>The CDI Program Management Office (PMO) partnered with an internal client team to deliver the Reimbursement User Interface project. Each team had responsibility for delivering specific areas within the application.</p> <p>CDI was engaged to lead the core team and provide its experience and expertise in driving projects to completion. To redevelop the entire user interface, CDI provided Architectural and Development support to supplement the internal development teams, held the Project Management responsibilities, and led the project team from initiation through the completion of the project that included developing project plans/schedules, requirements, budget estimates, and managing the day-to-day activities of the project.</p> <p>The CDI solution for the user interface was built upon a foundation that includes BEA Weblogic Portal Server, Yahoo UI Javascript widgets and Struts 2 framework, with an existing J2EE back-end system and data processes that had to be redeveloped. The user interface was modeled after the current application in terms of screen layout and workflow, but offered a much richer user experience than was previously possible.</p> <p>CDI beat the performance of the old system while allowing the client to scale their business without having to add additional hardware. To accomplish this, we utilized Yahoo UI Javascript</p>

Project Category	#2 - Major Project Implementation
	<p>controls (i.e. buttons, menus, etc.) built to provide simple access to advanced browser features such as simple animations (i.e. fade-in, fade-out), and content manipulation that does not require communication with a back-end server.</p> <p>Javascript libraries were also utilized to provide wizard-style screens that are found throughout the user interface application. All wizard screens and data were controlled by a single page download with each wizard "page" being displayed as needed. When screen updates were required, screen refreshes were minimized by using AJAX technology. AJAX features that are built into the Struts 2 framework allowed content areas to request information from a back-end server without interrupting the user experience. Javascript UI controls and certain content areas defined by Struts are currently able to receive data directly via AJAX and update content automatically, whether they are search results, or dynamic additions to a screen based upon user entry.</p>
Problems Encountered	<p>The amount of work required for initial release was beyond what the business deadline permitted for the initial release. CDI overcame this with by having the Project Manager and Business Analysts structure the project into two phases. The first phase contained the highest priority functions to be transitioned. The second phase and subsequent enhancements carried forward the lower priority but needed functionality to complete the project.</p>
Performance Results	<p>The project was completed successfully over an 8-month period with a team that included Architects, Developers, Project Manager, and Quality Assurance Staff. Approximately 140 screens were designed, developed, and deployed and the project came in on budget and on time. System turnover was seamless and the user interface design reduced training needed as it felt similar, but ran faster than the system they currently used. This system is going to allow McKesson to put another 100+ agents on their Reimbursement Service Desk without having to worry about installing a large infrastructure to manage the application.</p>
Contact Name & Title	<p>Mike Nance, Manager</p>
Address	<p>Ste 150 4343 North Scottsdale Road Scottsdale, AZ 85251</p>
Telephone Number	<p>(480) 663-4225</p>

Project Category	#3 - Major Project Implementation
Company Name	Honeywell International
Project Description	<p>Aero Cost Estimating System (ACES) Application Support & Optimization</p> <p>(1) Honeywell's Engines Division is converting from MACPAC to SAP for its manufacturing applications. ACES needs to be amended to interface with SAP rather than MACPAC.</p> <p>(2) AMS Excess Inventory project was to intercept a file containing Demand Management information sent from the Aftermarket Services Team (AMS), and load it into a newly created DB2 table</p> <p>(3) ACES Support Transition</p>
General Value of the Project	\$500,000 (CDI revenue)
Length of Project	2 years
Types of Employees/ Subcontractors used	Project Manager, Senior Systems Analysts, Programmers, Testers
Description of Work Performed	<p>In all cases, project management processes and procedures are followed for the analysis, design, build, test, and implementation of the projects above. Projects were of a medium to large scope and complexity. Specific activities include:</p> <p>Review and edit statements of work regarding scope, timeline and budget. Creates project plans, project schedules, and defines responsibilities of the project team members. Manages the activities, resource assignments, progress reporting, status, and tracking of events during the term of the statement of work. Ensures project deadlines are met and issues are assigned and tracked until closure. Establishes clear lines of communications between the customer and CDI to mitigate scope creep and maintain a clear understanding of effort; often involves dealing with virtual teams.</p> <p>Technologies: Microsoft Project, PowerPoint, Excel, Microsoft Word</p>
Problems Encountered	Inherited multiple issues with ACES application upon transition from original owners; little-to-no documentation and absence of those with tribal knowledge
Performance Results	Our efforts to fully understand and optimize the ACES application brought about increased productivity and a marked decrease in the amount of issues reported.
Contact Name & Title	Aristotle Katopodis Program Manager, AERO Finance and Compliance IT

Project Category	#3 - Major Project Implementation
Address	2525 West 190th Street Torrance, CA 90504
Phone	(310) 512-2208

Project Category	#1 - Migration of Legacy Systems
Company Name	Honeywell International
Project Description	<p>Aero Cost Estimating System (ACES) Application Support & Optimization</p> <p>(1) Honeywell's Engines Division is converting from MACPAC to SAP for its manufacturing applications. ACES needs to be amended to interface with SAP rather than MACPAC.</p> <p>(2) AMS Excess Inventory project was to intercept a file containing Demand Management information sent from the Aftermarket Services Team (AMS), and load it into a newly created DB2 table</p> <p>(3) ACES Support Transition</p>
General Value of the Project	\$500,000 (CDI revenue)
Length of Project	2 years
Types of Employees/ Subcontractors used	Project Manager, Senior Systems Analysts, Programmers, Testers
Description of Work Performed	<p>In all cases, project management processes and procedures are followed for the analysis, design, build, test and implementation of the projects above. Projects were of a medium to large scope and complexity. Specific activities include:</p> <p>Review and edit statements of work regarding scope, timeline and budget Creates project plans, project schedules and defines responsibilities of the project team members. Manages the activities, resource assignments, progress reporting, status, and tracking of events during the term of the statement of work. Ensures project deadlines are met and issues are assigned and tracked until closure. Establishes clear lines of communications between the customer and CDI to mitigate scope creep and maintain a clear understanding of effort; often involves dealing with virtual teams.</p> <p>Technologies: Microsoft Project, PowerPoint, Excel, Microsoft Word</p>
Problems Encountered	Inherited multiple issues with ACES application upon transition from original owners; little to no documentation and absence of those with tribal knowledge
Performance Results	Our efforts to fully understand and optimize the ACES application brought about increased productivity and a marked decrease in the amount of issues reported.
Contact Name & Title	Aristotle Katopodis Program Manager, AERO Finance and Compliance IT
Address	2525 West 190th Street Torrance, CA 90504
Phone	(310) 512-2208

Project Category	#2 - Migration of Legacy Systems
Company Name	Honeywell International
Project Description	The purpose of the EICAS project was to bring together four disparate Cost Accounting applications from Phoenix, Tempe, Tucson, and Torrance into a single integrated system. Each site's existing application brought with it certain idiosyncrasies and peculiarities that had to be assessed to determine if they would continue into EICAS.
General Value of the Project	\$1,250,000 (CDI revenue)
Length of Project	15 months
Types of Employees/ Subcontractors used	Project Manager, Business Analyst (2), Software Developer (3), Test Analyst
Description of Work Performed	<p>Estimation was based upon detailed WBS carried out by subject matter expertise. There was extensive up-front business analysis required by CDI, who had prior experience with the Honeywell cost accounting systems. The design and programming was done from CDI's Technology Development Center in Phoenix, Arizona by remotely connecting into the Honeywell mainframe. Production turnover was carried out using Honeywell's own internal processes. This project used traditional mainframe technology. One sidebar activity was to convert the existing applications from COBOL to COBOL II. An independent SQA team was responsible for qualifying the product before Honeywell customer acceptance testing sign-off. For Project Management methodology, CDI adhered to the principles and concepts as outlined by the Project Management Institute (PMI) embodied in its Project Management Body of Knowledge (PMBOK®).</p> <p>Technology:</p> <ul style="list-style-type: none"> ■ COBOL ■ COBOL II ■ Easytrieve ■ IMS DB/DC ■ DB2 ■ JCL ■ REXX ■ Mainframe Tools
Problems Encountered	An aggressive change to the timeframe meant considerable resource loading was required at the coding phase of the project, resulting in a challenge to identify and make available qualified resources at short notice. The existing COBOL code was derived from TELON COBOL generation and was not easily converted to

Project Category	#2 - Migration of Legacy Systems
	COBOL II. An automated process, using REXX, was created to facilitate this.
Performance Results	The changes made to the Honeywell Cost Accounting process resulted in a consolidated, integrated Accounting system. CDI successfully continues to support the Honeywell Aviation Aftermarket Cost Accounting application today.
Contact Name & Title	Liz White, Manager
Address	1300 W. Warner Road Tempe, AZ 85284
Telephone Number	(480) 592-5868

Project Category	#3 - Migration of Legacy Systems
Company Name	TAQA
Project Description	The purpose of the JYAS project was to define, build, and deploy the JYAS application at TAQA's customer's power and steam plant in Al Jubail, Saudi Arabia. JYAS generates a monthly invoice for settlement accounts using electronically collected meter power and water generation signals in addition to manually entered values in accordance with the Energy Service Agreement (ESA) contract agreed between the customer and the Petrochemical Plant to which the power and steam is sold.
General Value of the Project	\$450,000 (CDI revenue)
Length of Project	On-going
Types of Employees/ Subcontractors used	Project Manager, Business Analyst, DBA, Software Developer (2), Test Analyst
Description of Work Performed	<p>Estimation was based upon detailed WBS carried out by subject matter expertise. The application was designed and built at CDI's Technology Development Center in Phoenix, Arizona before being deployed by TAQA at the customer's Plant in Al Jubail. CDI and TAQA collaboratively interpreted the contractual requirements of the ESA to arrive at a series of highly complex Logic Diagrams. These Logic Diagrams formed the core of the business logic upon which a robust, secure, auditable, user-friendly application was developed.</p> <p>An independent SQA team was responsible for qualifying the product before deployment to the customer for factory acceptance testing. For Project Management methodology, CDI adhered to the principles and concepts as outlined by the Project Management Institute (PMI) embodied in its Project Management Body of Knowledge (PMBOK®).</p>
Problems Encountered	There were four organizations involved: CDI, TAQA, TAQA's customer in Al Jubail, and TAQA's customer's customer, the Petrochemical Plant. Communication issues, and extended silences, meant approvals and sign-offs were delayed, impacting the project schedule.
Performance Results	<p>The JYAS application allows the plant to produce a single monthly invoice to ADWEC for the power and water generated for that month. As each invoice is for a substantial amount of money, and such being the culture of the region, the invoice has to be accurate to the penny.</p> <p>CDI successfully continues to support and enhance the JYAS</p>

Project Category	#3 - Migration of Legacy Systems
	application today.
Contact Name & Title	James Saunders, Manager
Address	One Energy Plaza Jackson, MI 49201
Telephone Number	(517) 788-8064

Project Category	#4 - Migration of Legacy Systems
Company Name	WV DHHR Bureau For Child Support Enforcement
Project Description	<p>OSCAR (Online Support Collection And Reporting) is the mainframe-based computer system that allows the Department of Health and Human Resources (DHHR) Bureau for Child Support Enforcement (BCSE) to meet the federal IV-D program requirements for child support enforcement. The OSCAR system is written in Software AG's Natural language with DB2 as the data storage database. OSCAR provides the BCSE the ability to perform the following eight (8) federal-mandated functions: Case Initiation, Locate, Establishment, Case Management, Enforcement, Financial Management, Reporting and Security/Privacy.</p> <p>The form generation functionality of the OSCAR system permeates throughout most of these eight (8) functions. These 205 documents fall into two (2) categories, Administrative and Legal.</p> <p>During the project development phase of OSCAR in 1993, decisions were made concerning the form printing solution. OSCAR was implemented using the IBM software AIFORM and I-Data boxes (external protocol converters) to translate the print stream from the mainframe to a PC-type printer. IBM removed support for AIFORM in 1995 and the I-Data boxes began to eventually wear out and fail. The vendor of these boxes was purchased and the new owner terminated the maintenance to all devices sold prior to the buyout. Both of these factors, hardware and software, caused the BCSE to look for a replacement forms printing solution.</p> <p>A Request for Proposal (RFP) was released and a vendor, Datalect, Inc, was selected. The winning solution was a web-based product called FormQuest. The new system would need to interface with the OSCAR system to trigger document generation and to extract data. A method was needed to provide a real-time interface between the new form generation system and the OSCAR residing on the Office of Technology's enterprise server, i.e. mainframe. After much research, a Service Oriented Architecture (SOA) product from Software AG called EntireX was purchased and implemented. This software allows a user to trigger any document from the mainframe OSCAR system via Remote Procedure Call (RPC) and immediately have the form generated on the web server in FormQuest. This SOA-enabled interface works by utilizing web services and Simple Object Access Protocol (SOAP) requests. SOAP is a self describing XML executable used for exchanging data. The EntireX Broker, running on the mainframe, serves as the "traffic cop" positioned between the client and the servers and its task is to handle the message traffic and load balance. The FormQuest system is the</p>

Project Category	#4 - Migration of Legacy Systems
General Value of the Project	first and so far, the only system fully implemented using this new SOA technology within the Department of Health and Human Resources.
Length of Project	Client Confidential (not published)
Types of Employees/ Subcontractors used	2 years
Description of Work Performed	(3) CDI Programmers Analysts
Problems Encountered	<p>As part of the FormQuest team helped with the analysis, development, implementation and maintenance of the project. Following are some of the tasks performed on regular basis for the FormQuest project.</p> <ol style="list-style-type: none"> 1. Analysis of the old forms to determine what will be needed in the creation of the new forms. 2. Collaborate with the business analysts to determine the design and requirements for all new forms. 3. Discuss analysis of requirements with third party vendor to ensure proper development and meeting of requirements. 4. Use of Natural programming language to create the calls to the FormQuest system for form creation. <p>Analyze problems and create new solutions to ensure proper implementation and use.</p>
Performance Results	Problems were encountered with forms creation due to system not communicating properly with the other systems. We worked with the third party vendor and the DHHR technical staff to resolve these problems.
Contact Name & Title	Successfully implemented FormQuest forms solution into the OSCAR production environment. The forms are being used daily by the end users. It has helped them be more productive in their roles to secure support for the children of West Virginia.
Address	Judy Young, Project Manager
Telephone Number	350 Capitol Street, Room 319, Charleston, WV 25301
	(304) 558-1867

Project Category	#1 - Project Quality Assurance Review and Associated Services
Company Name	IBC
Project Description	This engagement included evaluating our client's strategic direction and developing a plan to meet strategic IT goals and objectives.
General Value of the Project	\$25,000 (CDI revenue)
Length of Project	30 days
Types of Employees/ Subcontractors used	Quality Assurance Lead, Program Management Lead, Business Analyst
Description of Work Performed	<p>This assessment included a review of the processes and flows associated with the management and execution of IS-related activities. This review spanned the initial needs assessment, requirements gathering, PMO activities (communication, tracking, and prioritization), development, testing, and implementation for GP products (IBC & ASO). Departments or areas that will be focused on for the assessment are the Operations and Systems Team. Excluded from this assessment are strategic initiatives managed through the corporate governance process.</p> <p>CDI provided an objective view of the organization's business processes and their maturity level. From this information and the gap analysis against industry best practices, an organization's IT operations can be optimized and overall productivity improvements realized. Through the identification of process improvement opportunities based on the discovery provided by the assessment, a concise list of process improvement recommendations will be provided. The purpose of the initial environment assessment was to:</p> <ul style="list-style-type: none"> - Understand the constraints and scope of the work to be performed - Understand current business processes in terms of policies, methodologies, processes, and guidelines that are currently in place and the level of institutionalization across the relevant organization segments. - Better understand work environment to effectively assign personnel with the correct skill sets to a process improvement team to address the selected recommendations. - Understand communication requirements with

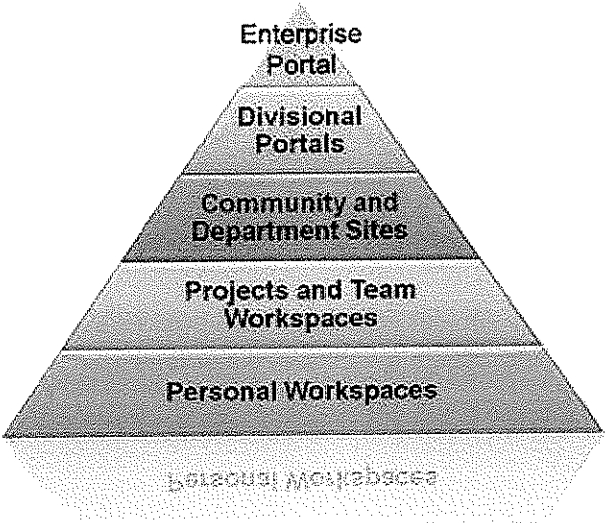
Project Category	#1 - Project Quality Assurance Review and Associated Services other departments to support successful process improvement activities - Understand business critical aspects of the organization CDI developed and delivered an assessment findings report containing a specific set of recommendations to IBC Veridign based on the findings. These recommendations were based on a comparison of the findings against CMMi standards and industry best practices. The recommendations detailed the expected tasks to support the recommendation. As part of the Findings Report deliverable, CDI included a high-level proposal to rank, prioritize, and then complete the work required to accomplish the recommendations.
Problems Encountered	Development and implementation of the technical solutions was done by another organization, the IBC development group, which supported multiple internal IBC and Veridign customers. In these areas, the assessment found a wide variation of process implementation and more complex communications channels that had to be comprehended within the assessment findings.
Performance Results	The assessment and findings report was completed as scheduled on budget. The customer initiated several internal process teams to address selected findings. CDI continued to provide thought leadership the placement of the process improvement effort.
Contact Name & Title	Kevin Barth, Vice President, Veridign Health Solutions
Address	1901 Market Street Philadelphia, PA 19103
Telephone Number	(215) 241-2400

Project Category	#2 - Project Quality Assurance Review and Associated Services
Company Name	American Express Publishing
Project Description	Testing of web-based applications
General Value of the Project	Client Confidential (not published)
Length of Project	2 years
Types of Employees/ Subcontractors used	(2) Analysts
Description of Work Performed	Client is migrating a series of applications and sites from Cold Fusion to the RubyOnRails platform. Was seeking assistance in developing a testing strategy, test cases and executing test scripts to reduce cycle time and improve application quality
Problems Encountered	Biggest challenge was the lack of existing testing strategy and plans and need to develop that as the applications were being re-written
Performance Results	First set of applications were migrated on-time and additional migration projects have been initiated
Contact Name & Title	Shailen Mistry, Director - Online Development and Strategy
Address	1120 6th, New York, NY
Telephone Number	(212) 382-5861

Project Category	#3 - Project Quality Assurance Review and Associated Services
Company Name	Sacramental Municipal Utility District (SMUD)
Project Description	Quality Assurance Operational Assessment
General Value of the Project	\$30,000 (CDI revenue)
Length of Project	4 weeks
Types of Employees/ Subcontractors used	CDI IT Operational Assessment Team, in conjunction with SMUD Subject Matter Experts (SMEs) in the areas of program management, project management, QA, Metrics, requirements management and development, technical solution
Description of Work Performed	IT department operational assessment for all areas of the SDLC, including program and project management, requirements management, technical solution, configuration management, testing, process improvement, compliance audits, portfolio management. Performed over 30 interviews and reviewed over 200 pages of documentation
Problems Encountered	Minor resistance from one department otherwise a very good experience
Performance Results	Operational assessment focusing on QA completed in 4 weeks as planned and assessment summary report delivered
Contact Name & Title	Karen Sutherland, QA Manager
Address	6499 S Street, Sacramento, CA
Telephone Number	(916) 732-6386

Project Services	#1 - VoIP Implementation Services
Company Name	State of West Virginia – Office of Technology
Project Description	State of West Virginia Multi-Protocol Labeling Switching (MPLS) Initiative. The project effort was to assist the Office of Technology with planning, configuration and implementation of all agencies WAN/LAN technology and the MPLS initiative.
General Value of the Project	Client Confidential (not published)
Length of Project	24 months (currently ongoing)
Types of Employees/ Subcontractors used	(2) CDI Network Consultants with the required experience, training and technical credentials including the following Cisco Certifications: Cisco Certified Internetwork Expert (CCIE) Cisco Certified Network Associate (CCNA) Cisco Certified Network Professional (CCNP) Cisco Certified Voice Professional (CCVP) Cisco Advanced Wireless LAN
Description of Work Performed	The CDI consultants were major team members transitioning the state's existing infrastructure to a converged network combining needs of video and data onto one unique platform improving the overall communication value and efficiency of the State's network. The consultants work closely with Office of Technology Engineer and Project Manager configuring and connecting the agencies of government to the unified state network. The work tasks consisted of network designing, equipment configuration/installation, documentation and troubleshooting. The project required skills and experience to complete data circuitry, firewalls, switches, routers, wireless access points, VPN concentrators and IP Telephony equipment and software.
Problems Encountered	None are being encountered that are unusual considering the magnitude of the project.
Performance Results	Upon completion of the project will benefit for the consolidation and State's Network Operation and Management while reducing the cost and duplication of the networks deployed through out the government offices.
Contact Name & Title	John Dunlap, Director of Network Services
Address	One Davis Square, Charleston, WV
Telephone Number	(304) 558-8145

Project Category	#1 - Microsoft Specialist
Company Name	Ford Motor Company
Project Description	CDI SharePoint Team supported the Ford Motor Company's Global Migration to an Enterprise Portal.
General Value of the Project	Client Confidential (not published)
Length of Project	1 Year
Types of Employees/ Subcontractors used	<p>The CDI team worked closely with Microsoft and Ford and is comprised of five technical resources as follows:</p> <ul style="list-style-type: none"> ▪ One Senior Enterprise SharePoint Consultant ▪ Two Senior SharePoint Moss End User Support Resources and Trainers ▪ One Senior Content Manager ▪ One Senior SharePoint Systems Administrator
Description of Work Performed	<p>The CDI Team worked with internal Ford resources to support the SharePoint content owner's to quickly create SharePoint sites that support specific content publishing, content management, records management, and/or business intelligence needs.</p> <p>CDI assisted users in leveraging SharePoint sites to facilitate the day to day collaboration activities. This involved supporting applications and all productivity users to conduct effective searches for people, documents, and data, participate in forms-driven business processes, and access and analyze business data.</p>
Problems Encountered	<p>Ford and the CDI Team recognized that IT Globalization was driving the need for individuals, teams and organizations to collaborate non-stop; a solution needed to be implemented to allow information to be accessed easily and from anywhere and at anytime.</p> <p>With this need in mind, SharePoint was adopted at Ford to facilitate collaboration, provide content management features, implement business processes, and supply access to information that is essential to organizational goals and processes. Microsoft SharePoint is an application that is part of the Microsoft Office system which is also utilized by Ford worldwide.</p>
Performance Results	The layered triangle below represents the enterprise levels of SharePoint support that CDI provides in the context of the available site types which support specific Ford organizational

Project Category	<p align="center">#1 - Microsoft Specialist</p> <p>needs. The triangle shows the hierarchical nature of these sites. While the layers titled Enterprise and Divisional Portals are dedicated to a restricted number of specific lines of business, the bottom three layers of the triangle signify the variety of unlimited SharePoint site definitions available to the rest of the enterprise. A sample hierarchy of sites could look like this:</p> <div align="center">  </div>
Contact Name & Title	Rick Minto Collaboration Specialist
Address	iTek Center East 15575 Lundy Parkway Dearborn, MI 48126
Telephone Number	(313) 322-0326

Project Category	#2 - Microsoft Specialist
Company Name	TAQA
Project Description	The purpose of the JYAS project was to define, build, and deploy the JYAS application at TAQA's customer's power and steam plant in Al Jubail, Saudi Arabia. JYAS generates a monthly invoice for settlement accounts using electronically collected meter power and water generation signals in addition to manually entered values in accordance with the Energy Service Agreement (ESA) contract agreed between the customer and the Petrochemical Plant to which the power and steam is sold.
General Value of the Project	\$450,000 (CDI revenue)
Length of Project	On-going
Types of Employees/ Subcontractors used	Project Manager, Business Analyst, DBA, Software Developer (2), Test Analyst
Description of Work Performed	<p>Estimation was based upon detailed WBS carried out by subject matter expertise. The application was designed and built at CDI's Technology Development Center in Phoenix, Arizona before being deployed by TAQA at the customer's Plant in Al Jubail. CDI and TAQA collaboratively interpreted the contractual requirements of the ESA to arrive at a series of highly complex Logic Diagrams. These Logic Diagrams formed the core of the business logic upon which a robust, secure, auditable, user-friendly application was developed.</p> <p>An independent SQA team was responsible for qualifying the product before deployment to the customer for factory acceptance testing. For Project Management methodology, CDI adhered to the principles and concepts as outlined by the Project Management Institute (PMI) embodied in its Project Management Body of Knowledge (PMBOK®).</p>
Problems Encountered	There were four organizations involved: CDI, TAQA, TAQA's customer in Al Jubail, and TAQA's customer's customer, the Petrochemical Plant. Communication issues, and extended silences, meant approvals and sign-offs were delayed, impacting the project schedule.
Performance Results	<p>The JYAS application allows the plant to produce a single monthly invoice to ADWEC for the power and water generated for that month. As each invoice is for a substantial amount of money, and such being the culture of the region, the invoice has to be accurate to the penny.</p> <p>CDI successfully continues to support and enhance the JYAS application today.</p>

Project Category	#2 - Microsoft Specialist
Contact Name & Title	James Saunders, Manager
Address	One Energy Plaza Jackson, MI 49201
Telephone Number	(517) 788-8064

Project Category	#3 - Electronic Commerce Development- Web-based Development
Company Name	Harkins Theatre
Project Description	The project was initiated to develop an e-commerce engine for the online store for Harkins Theaters.
General Value of the Project	Client confidential (not published)
Length of Project	6 months
Types of Employees/ Subcontractors used	Web Architect, Programmer lead
Description of Work Performed	<p>CDI was engaged in this project to:</p> <ul style="list-style-type: none"> ■ Developed the requirements and integration documentation. ■ Designed the architecture of the e-commerce engine framework. ■ Integrated the application with the existing order processing and security systems. ■ Designed the database layout.
Problems Encountered	One issue in particular was related to the integration of the combo packages (discounts) with the existing order processing system. This issue was resolved by extending the database structure and enhancing the business logic.
Performance Results	The application enhancements were successfully deployed into the production environment.
Contact Name & Title	Justin Roskens, Development Manager
Address	7511 E McDonald Drive Scottsdale, AZ 85250-6085
Telephone Number	602-621-0182

Section IV – Additional Documents

This section contains the following additional RFP documents:

- Solicitation Form (Original and Addenda)
- No Debt Affidavit
- Vendor's Preference Form (if company is an in-state vendor)
- Addendum Acknowledgement



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER:
ITECH10

PAGE:
1

ADDRESS CORRESPONDENCE TO: ATTENTION OF
JO ANN ADKINS
304-558-8802

RFQ COPY
 TYPE NAME/ADDRESS HERE
 CDI IT Solutions
 125 Lakeview Drive
 Suite E
 Cross Lanes, WV 25313

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED: 11/18/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **01/07/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REQUEST FOR QUOTATION</p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS TO PROVIDE TEMPORARY STAFFING WITH COMPUTER TECHNICAL EXPERTISE AND TO PROVIDE IT SERVICES FOR PROJECTS.</p> <p>***** INQUIRIES</p> <p>WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON WEDNESDAY, DECEMBER 9, 2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED.</p> <p>ADDRESS INQUIRIES TO: JO ANN ADKINS DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>FAX: 304.558.4115 E-MAIL: JO.A.ADKINS@WV.GOV</p> <p>ATTACHMENTS: ITECH10 SPECIFICATIONS, DATED 11/18/2009, 30 PAGES. PURCHASING AFFIDAVIT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>J.A. Adkins</i>	TELEPHONE 215-636-1101	DATE 01-07-2010
TITLE President	FEIN 231341909	ADDRESS CHANGES TO BE NOTED ABOVE

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



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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001		EA		946-30		
<p>RESIDENT VENDOR PREFERENCE EXHIBIT 10 - ADDENDUM AKNOWLEDGEMENT</p> <p>TECHNICAL SUPPORT</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 215-636-1101 DATE 01-07-2010
 TITLE President FEIN 231341909 ADDRESS CHANGES TO BE NOTED ABOVE

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



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 AND POLITICAL SUBDIVISIONS
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BID OPENING DATE: **01/07/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 215-636-1101	DATE 01-07-2010
TITLE President	FEIN 231341909	ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
ITECH10

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
**JO ANN ADKINS
 304-558-8802**

RFQ COPY
 TYPE NAME/ADDRESS HERE

CDI IT Solutions
 125 Lakeview Drive
 Suite E
 Cross Lanes, WV 25313

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/18/2009				

BID OPENING DATE: **01/07/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>pdca</i>	TELEPHONE 215-636-1101	DATE 01-07-2010
TITLE President	FEIN 231341909	ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
ITECH10

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF
**JO ANN ADKINS
 304-558-8802**

POSTAL

**RFQ COPY
 TYPE NAME/ADDRESS HERE**
 CDI IT Solutions
 125 Lakeview Drive
 Suite E
 Cross Lanes, WV 25313

SHIP TO

**ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
11/18/2009				

BID OPENING DATE: **01/07/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SEALED BID</p> <p>BUYER: FILE 42</p> <p>RFQ. NO.: ITECH10</p> <p>BID OPENING DATE: 01/07/2010</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 304-776-5501</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): Homer Sweeney</p> <p>***** THIS IS THE END OF RFQ ITECH10 ***** TOTAL: <u>TBD</u></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>P.S.R.L.</i>	TELEPHONE 215-636-1101	DATE 01-07-2010
TITLE President	FEIN 231341909	ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia
 Department of Administration
 Purchasing Division
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Request for Quotation

RFQ NUMBER
 ITECH10

PAGE
 1

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 304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE
 CDI IT Solutions
 123 Lakeview Drive
 Cross Lanes, WV 25313

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/21/2009				

BID OPENING DATE: 01/14/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 ***** 1. BID OPENING DATE HAS BEEN MOVED TO 1/14/2010. 2. ITECH10 QUESTIONS AND ANSWERS, 6 PAGES, ATTACHED. ***** END OF ADDENDUM NO. 1 *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>P. D. Calhoun</i>	TELEPHONE 215-636-1101	DATE 01-07-2010
TITLE President	FEIN 231341909	ADDRESS CHANGES TO BE NOTED ABOVE

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

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

**ITECH10
Questions and Answers**

1Q.	Deloitte Consulting was qualified under the ITECH07 RFQ. We would like to confirm that our qualification remains valid. Are we still qualified even without submission under ITECH10?
1A.	ITECH10 is a new contract so you'll have to re-qualify by submitting qualifications for all applicable categories.
2Q.	If our qualification under ITECH07 remains valid, and we would like to qualify for additional service categories provided in ITECH10 which were not in ITECH07, should we submit qualifications for just those additional services?
2A.	See number 1.
3Q.	I've just received the subject RFQ. Does this mean the ITECH06/07 contract is being re-competed and all current ITECH vendors must submit a new proposal?
3A.	Yes
4Q.	When we respond with the required information where do we or should we also submit our rates at that time?
4A.	You do not submit rates at this time. After you are qualified, mini-RFP's will be sent to the vendors under the requested category at which time you will submit your rates.
5Q.	Desktop support. Can you please tell me if the state has an Enterprise Desktop/Server Management tool e.g., LANDesk/SMS/Altiris/Zenworks ect
5A.	We currently use System Center Configuration Manager 2007 R2 SP2 as our primary management tool, as well as IE's power management and distribution suite (Nomad).
6Q.	HelpDesk Support. Can you please tell me if the state if using a Enterprise HelpDesk application like Remedy/HEAT/Magic?
6A.	WVOT uses a modified version of HEAT.
7Q.	Enterprise Services. Can you please tell me if certifications in SixSigma or The Balance Scorecard are important?
7A.	In some instances, agencies will request these types of certifications in their Statement of Work.
8Q.	Is it possible to send us a copy of the ITech10 bid req in MS Word format?
8A.	The Purchasing Division is unable to process this request.
9Q.	We have a question regarding Supplemental Staffing Attachment I. The RFP asks us to provide the "general value of the project." How do you quantify general value?
9A.	The general value is how much you received in response to the project.

10Q.	What if there are multiple consultants billing at the client site at the same time?
10A.	That will happen from time to time.
11Q.	What if the billing is on a Time and Materials basis and not as a Statement of Work?
11A.	All supplemental staffing and project-based services will be awarded from a Statement of Work.
12Q.	Can we use the same reference to establish qualifications and experience for multiple Supplemental Staffing Categories and/or Service Categories? (p16-17, Section II and Section III)
12A.	Yes
13Q.	Is renewal of the contract limited to two (2) one (1) year periods as specified on page 2 or for three (3) one year renewals as specified on page 15 (1.5.7)?
13A.	Three (3) one year renewals.
14Q.	What is the due date and time for the quote?
14A.	January 7, 2010, 1:30 p.m.
15Q.	Does the contractor have to respond to all 21 supplemental staffing categories to be considered for an award?
15A.	No. Only bid the categories that you want to be qualified to bid.
16Q.	If we have one client that we have placed people across a number of categories, is the same reference permissible as long as details are provided?
16A.	Yes
17Q.	The RFQ indicates that SOW will be listed on the state website site, will they also be emailed to the contractors that have received awards?
17A.	The vendor will be responsible for accessing the state website for this contract and bidding on the projects for which they are qualified to bid.
18Q.	I did not see the confidentiality agreement with the RFQ, will it be provided with the SOW online?
18A.	The vendor winning the bid will be provided with the agency's confidentiality to sign.
19Q.	RFQ indicates that the contractor is to provide a summary of work for each month by the 10 th of the following month, what specifically will the Contracting officer be looking for under the supplemental staffing portion of this contract? Will they be looking for a log of everything the employee has done for the moment, a summary of work, or a signed off timesheet from the contractor supervisor?
19A.	The vendor will provide the purchase order number, the person working, the total hours worked, and the total amount billed.

20Q.	<u>General</u> : How many copies of our proposal response are required with our proposal submission?
20A.	The vendor should provide one original and two copies of their proposal.
21Q.	<u>Page 4 – Purchasing Card Acceptance</u> : Please confirm that the use of a purchasing card is not applicable to this RFQ.
21A.	The Purchasing card is applicable if the payment falls within the Purchasing guidelines.
22Q.	<u>Page 5 – End of RFQ</u> : Are bidders to fill in the “Total” line? If so, please clarify what “total” is referring to (e.g., total categories being bid).
22A.	This should be deleted. There will be no “Total” in response to this RFQ.
23Q.	<u>Page 6 - last full paragraph “Attachments 1 through 11:”</u> Please confirm this should read Attachments 2 through 16.
23A.	Yes, this should read “Attachments 2 through 16”.
24Q.	<u>Page 8 - Section 1.3.4 (4)</u> : a) What are the requirements of the training of our candidates? b) Please clarify what is meant by “industry-recognized” security training?
24A.	The Statement of Work will be specific on the type of security training will be required. In all instances, the vendor’s personnel will be required to take the State’s security training after they report to work.
25Q.	<u>Page 8 - Section 1.3.4 (5) Expense reimbursement</u> : It is suggested the vendor manage and process pre-approved, State-authorized expenses incurred by the vendor employee. Is it possible to reimburse the vendor employee’s expenses using the State Expense System? The State manager must adjudicate the expenses and is more familiar with the State’s requirements. Ultimately, the vendor will be required to pay B&O taxes on the expenses.
25A.	No, the vendor must pay the employee for travel expenses. If travel expenses are to be incurred, this will be noted in the original Statement of Work.
26Q.	<u>Page 12 – Section 1.4 Third paragraph beginning with “Technical Services: Reference: “State Project Management Methodology:”</u> What are the details of this methodology and what is required of the Vendor?
26A.	Please review the information at http://www.technology.wv.gov/ProductsAndServices/pmo/Pages/ProjectLifeCycle.aspx
27Q.	<u>Page 15 – Section 1.5.7</u> : Please clarify the contract duration. This section states 1 year with (3) 1-year renewals. This conflicts Page 2 of the RFQ, which states (1) year with (2) one year optional renewals.
27A.	The contract term is one year with three (3) one year renewals.
28Q.	Has the State purchased any ERP applications to date?
28A.	No.
29Q.	Does the State have any ERP applications currently live and running any areas of business?

29A.	No
30Q.	If so, which ERP applications are live?
31A.	Not applicable.
32Q.	If so, which versions of the relevant application is the State running?
32A.	Not applicable.
33Q.	If so, which areas of business are being covered by ERP applications?
33A.	Not applicable.
34Q.	Which areas of business is the State planning on implementing ERP applications?
34A.	Not applicable.
35Q.	Page 6, Section 1.2: This section states that no placement fees will be awarded in the event that a vendor-placed resource is offered a full time position with the State. Is there a typical minimum contract engagement time period before an offer for direct employment would be made?
35A.	No
36Q.	Page 8, Section 1.3.3 Service Category Requirements: Some of our newly hired employees have great personal reference stories from their prior employment (either through another company or as an independent contractor). Are those references acceptable to include if they are designated as such?
36A.	Yes
37Q.	Can one reference be used for multiple categories?
37A.	Yes
38Q.	Does "Reference" = "Client" or "Project"? For example, can a single customer be used for multiple references for the same category if multiple projects were conducted over time?
38A.	Yes
39Q.	Page 8, Section 1.3.4 (4): We have several types of security certifications on staff. Please provide some examples of what types of "industry-recognized information security training" meet your requirements.
39A.	The Statement of Work will be specific on the type of security training will be required. In all instances, the vendor's personnel will be required to take the State's security training after they report to work
40Q.	Page 10, Section 1.3.11: Is it expected that the majority of the supplemental staff engagements will be conducted onsite? Or will offsite or remote staff also be acceptable in certain situations (depending on the scope of work)?
40A.	The majority will be on-site but in certain instances, off-site will be acceptable if noted in the Statement of Work.

41Q.	Page 10, Section 1.3.12: This section describes that the State will provide all data processing equipment and computer resources necessary for completion of the project. Does this mean that the State will provide the development and testing environments as well as production?
41A.	Yes
42Q.	Is it acceptable for the Vendor to conduct development within their own environment and transfer it to the State environment for testing and production?
42A.	This will be acceptable only if noted in the original Statement of Work.
43Q.	Will the Vendor be permitted to promote code and applications to the State's production environment, or will the vendor be required to provide installation scripts for a State infrastructure team to deploy?
43A.	In most instances, the vendor will be required to provide installation scripts for a State infrastructure team to deploy.
44Q.	Page 12, Section 1.4 (Supplemental Staffing scope): Are all Supplemental Staffing engagements expected to be 40 hours per week? Or might there be some engagements requiring part time work effort?
44A.	Most engagements will be 40 hours per week but some will be part-time or as-needed.
45Q.	Do you require that the references for the Supplemental Staffing categories be for 40 hour/week engagements only, or are some part time supplemental staff engagement references acceptable?
45A.	Some part-time supplemental staff engagement references are acceptable.
46Q.	Page 13, Section 1.4 (Technical Services): This section speaks to the importance of effective project management from the Agency Project Manager and the WVOT Project Manager, but there does not appear to be mention of a Vendor Project Manager. We assume that a Vendor Project Manager is expected to be included as part of every scoped project performed. Is that a correct assumption?
46A.	Yes
47Q.	We understand that all consultants must have completed industry recognized security training. Does the State of WV have preferred training or example training that would qualify?
47A.	The Statement of Work will be specific on the type of security training will be required. In all instances, the vendor's personnel will be required to take the State's security training after they report to work
48Q.	Section 4 mentions a No Debt Affidavit – Could you provide additional information on this requirement? Is there a form available?
48A.	The No Debt Affidavit is at http://www.state.wv.us/admin/purchase/vrc/pAffidavit.pdf .
49Q.	Can we use the same reference to establish qualifications and experience for multiple Supplemental Staffing Categories and/or Service Categories? (p16-17, Section II and Section

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

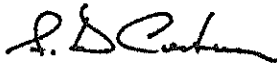
NO. 2 X

NO. 3 X

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

CDI IT Solutions
.....
COMPANY

01-18-2010
.....
DATE

	III)
49A.	Yes
50Q.	Is renewal of the contract limited to two (2) one (1) year periods as specified on page 2 or for three (3) one year renewals as specified on page 15 (1.5.7)?
50A.	See number 27.
51Q.	What is the due date and time for the quote?
51A.	The due date has been changed to January 14, 2010 and must arrive by 1:30 PM.
52Q	<u>Page 8 – Section 1.3.4 (3) Paragraph Two</u> – The section groups several different levels of background check services as referenced the WV State Police and the FBI. How are the services identified and requested?
52A	The required background checks will be identified in the Statement of Work.



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
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 804-558-8802

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 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
12/29/2009				

BID OPENING DATE: 01/14/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>***** ADDENDUM NO. 2 *****</p> <p>1. WHAT IS THE FORMAT THAT YOU NEED FOR REFERENCES?</p> <p>ON SUPPLEMENTAL STAFFING, YOU SHOULD DO A PAGE PER REFERENCE WITH THE FORMAT AS FOLLOW: PROJECT DESCRIPTION (A PARAGRAPH DESCRIBING THE PROJECT); DESCRIPTION OF DUTIES (DESCRIPTION OF THE FUNCTIONS PROVIDED); GENERAL VALUE (DOLLAR AMOUNT); LENGTH OF PROJECT (TOTAL HOURS INVOLVED); CUSTOMER NAME AND ADDRESS, CONTACT NAME, TELEPHONE NUMBER AND E-MAIL ADDRESS OF CONTACT.</p> <p>PROJECT-BASED SERVICES, YOU SHOULD DO A PAGE REFERENCE WITH THE FORMAT AS FOLLOWS: PROJECT DESCRIPTION (A PARAGRAPH DESCRIBING THE PROJECT); GENERAL VALUE (DOLLAR AMOUNT); LENGHT OF PROJECT (TOTAL TIME INVOLVED); TYPE OF CONTRACTORS USED (DESCRIBE WHAT TYPES OF CONTRACTORS USED, I.E., MAINFRAME PROGRAMMER, INTERNET DEVELOPER); CLIENT NAME AND ADDRESS, CONTACT NAME, TELEPHONE NUMBER AND E-MAIL ADDRESS OF CONTACT.</p> <p>***** QUESTION AND ANSWER PERIOD HAS BEEN EXTENDED UNTIL JANUARY 6, 2010. NOTE: NO QUESTIONS WILL BE ACCEPTED OR RESPONDED TO AFTER THIS DATE.</p> <p>***** END OF ADDENDUM NO. 2 *****</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>P. D. ...</i>	TELEPHONE 215-636-1101	DATE 01-07-2010
TITLE President	FEIN 231341909	ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

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5. Payment may only be made after the delivery and acceptance of goods or services.
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11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

EXHIBIT 10

REQUISITION NO.:

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

CDI IT Solutions
.....
COMPANY

01-07-2010
.....
DATE

STATE OF WEST VIRGINIA
Purchasing Division

RFQ No. ITECH 10

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: CDI IT Solutions, a division of CDI Corporation

Authorized Signature: _____



Date: 01/07/2010

Purchasing Affidavit (Revised 01/01/09)

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
- Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

2. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

3. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

4. Application is made for 5% resident vendor preference for the reason checked:

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: CDI IT Solutions, a division of CDI Corporation Signed: 

Date: 01/07/2010

Title: President

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



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 ITECH10

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 JO ANN ADKINS
 304-558-8802

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 CDI IT Solutions
 125 Lakeview Drive
 Suite E
 Cross Lanes, WV 25313

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/11/2010				

BID OPENING DATE: 01/20/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 3 ***** 1. BID OPENING DATE HAS BEEN MOVED TO 01/20/2010. 2. ITECH10 QUESTIONS AND ANSWERS ATTACHED. ***** END OF ADDENDUM NO. 3 *****						
0001	1	EA		946-30		
TECHNICAL SUPPORT						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 215-636-1101 DATE 01-18-2010

TITLE President FEIN 231341909 ADDRESS CHANGES TO BE NOTED ABOVE

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

GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
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INSTRUCTIONS TO BIDDERS

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4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

ITECH10
 Questions & Answers
 01/07/2010

1Q.	We need a definition/calculation for "general value of the project" as it relates to temporary staffing that is contracted on a Time and Materials basis (hourly rates and durations) and not in a Statement of Work (total project costs.
1A.	On the Supplemental Staffing, the General Value would be the "hourly rate" times the hours contracted.
2Q.	This question also relates to "project value" definition. Project value can also vary on the number of consultants hired at one time. Moreover, the project may have 5 consultants each with a different technology. So, "project value" will be greater than the hourly wages of the consultants per technology
2A.	On the Project-based portion, the General Value would be the total amount of the Project for that particular vendor (including all job locations) with a clarification of what job categories are included in the General Value
3Q.	We have sent one original and one copy. Can we send an additional copy to be attached to our original package?
3A.	Yes; if received prior to the mandatory bid opening date and time. Please have a cover letter stating that the additional package is to be added to original. List RFQ – ITECH10 bid , on the outside of the envelop.
4Q.	Addendum #2 state the revised format on the supplemental staffing categories. Please see the sample excerpt below from our response and advise if this format is acceptable. <u>STAFFING CATEGORY: WEB PROGRAMMING</u> <u>Client: Wachovia Bank, a Wells Fargo Company</u> <u>Contact: Mr. Brian Richter</u> <u>Email: brian.richter@wachovia.com</u> <u>Phone: 704-590-6426</u> <u>Project Description:</u> <i>Enhancements, upgrades and development of a financial services Wealth Management application.</i> <u>Consultant Role:</u> <i>Resource for ongoing application development, support and upgrades as directed by the client. Responsibilities include all aspects of coding, enhancements, testing, debugging, and management of applications.</i> <u>Value of Project: @ \$250,000.00</u> <u>Length of Assignment: @ 18 months</u>
4A.	This is acceptable.
5Q.	Will there be any special preference given to local companies or to minority owned companies?
5A.	Resident Vendor Preference form was included with the original RFQ- ITECH10.
6Q.	Section 1.6 Proposal format – Section II Qualification supplemental staffing – Do we need a

ITECH10
Questions & Answers
01/07/2010

	separate title page for each category we are applying for? Do we also need a separate page from the title page for each category with reference, duties, description, etc.?
6A.	Do a title page for each category and provide a page for each category with the information provided.
7Q.	If I understand Addendum 2 correctly, we could eliminate: description of work performed, problems encountered and performance results from the Project Based Services references. Please confirm.
7A.	Yes, if the vendor has references in the old format, they will also be accepted.



January 18, 2010

125 Lakeview Drive
Suite E
Cross Lanes, WV 25313

Tel: (304) 722-8925
Fax: (304) 776-5501
www.cdicorp.com

Ms. Jo Ann Adkins
Purchasing Division
State of West Virginia
2019 Washington Street East
Charleston, WV 25305-0130

RE: Addendum #3
RFQ for Statewide Contract for Technical Services, No. ITECH10

Dear Ms. Adkins:

CDI IT Solutions (CDI), a division of CDI Corporation, requests that the attached pages be added to our original submittal to the Request for Quotation (RFQ) for a Statewide Contract for Technical Services, ITECH10. The attached pages are in response to Addendum 3, which we received after we submitted our proposal. The additional pages are:

- Addendum No. 3
- Addendum Acknowledgment page

If you have any questions or need clarifications about the enclosed additional pages, please contact Mr. Homer Sweeney, Client Executive, at (304) 722-8925 and/or e-mail address at Homer.Sweeney@cdicorp.com.

Sincerely,

A handwritten signature in black ink, appearing to read "A. D. Cvitanov".

Andrew D. Cvitanov
President
CDI IT Solutions

