



May 7, 2010

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

Dear Mr. Whittaker,

ECP is pleased to provide our response to the State's RFQ Number LAB7116 for the West Virginia Department of Labor's OnBase System. This bid provides pricing for adding an EMC Centera License and one year of maintenance (which begins on the actual month of software purchase) to the existing OnBase system. In addition, ECP has provided one year of renewal maintenance pricing for the Department of Labor OnBase system which covers the period 1/1/2010 to 12/31/2010, which will be paid quarterly in arrears.

Please do not hesitate to call me for any clarifications needed for our response.

Regards,

A handwritten signature in cursive script that reads 'Connie Varnecky'.

Connie Varnecky
Client Services Manager

RECEIVED

MAY 10 P 4: 56

PURCHASING DIVISION
STATE OF WV



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
LAB7116

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

VENDOR

*222135228 703-787-9393
 ENTERPRISE CONSULTING PARTNERS
 950 Herndon Parkway, Suite 370
 Herndon, VA 20170

SHIP TO

DIVISION OF LABOR
 1900 KANAWHA BOULEVARD EAST
 CHARLESTON, WV 25305 304-558-7890

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/09/2010				

BID OPENING DATE: **05/12/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		920-45		
<p>COMPUTER SOFTWARE MAINTENANCE/SUPPORT</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF LABOR, IS SOLICITING BIDS FOR THE PURCHASE OF ONE (1) EMC CENTRA LICENSE FOR STORAGE INTEGRATION AND ANNUAL MAINTENANCE FOR FOURTEEN (14) PRODUCTS/MODULES FOR THE ONBASE IMAGING SYSTEM PE THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR TECHNICAL QUESTIONS IS 04/19/2010 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</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> <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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Connie Varnack</i>	TELEPHONE 703-787-9393 x1157	DATE 5-6-10	
TITLE Client Services mgr	FEIN 54-1799242	ADDRESS CHANGES TO BE NOTED ABOVE	

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

West Virginia Division of Labor
LAB7116
Specifications

The Division of Labor is requesting bids for the following:

1. Purchase of (1) EMC Centera License for Storage Integration
2. Annual Maintenance for (14) products/modules for the Onbase Imaging System
Product/Modules
Multi-User License=1
Concurrent Client 1-100=34
Production Document Imaging Kofax or TWAIN=1
Production Document Imaging Kofax or TWAIN=1
Production Document Imaging (ISIS or TWAIN)=1
Document Retention-1
Workflow Departmental Server=1
Workflow Concurrent User=27
Virtual Print Driver=1
Applications Enabler=1
EDM Services=1
Disconnected Scanning=1
Desktop Document Imaging=3
EMC Centera License for Storage Integration=1

Annual maintenance must include:

1. Technical Support-Access to Hyland Software's Technical Support staff on a 24-7 basis (via direct connection or technical support paging system:
 2. Software upgrades and enhancements – Access to product upgrades and enhancements free of charge for all licensed modules of the commercially released version of the software.
 3. Software documentation – Access to all documentation, including updated client-side help files and online technical documentation.
 4. Error correction and fixes-Analysis and resolution of all product errors free of charge.
- Payment for the entire cost of the EMC Centera License will be made upon receipt of the license.
 - Payment for the cost of the software maintenance will be made quarterly in arrears.

BID COST SHEET
RFQ LAB7116

Vendor Name: Enterprise Consulting Partners

Signature and Date:

Cornie Vanneck

Note: The signatory must be an individual or a company officer empowered to contractually bind the vendor

The cost, detailed below, must indicate the price for providing the entire scope of services, including all services as defined in the attached specifications, as well as any applicable state and/or federal taxes. The cost shall remain valid for at least 120 days from date of bid opening and thereafter in accordance with any resulting contract between the vendor and the State. All monetary amounts are United States currency.

Item #	Quantity	Cost Item Descriptions	Item Cost	Total Cost
1	1	EMC Centera License Storage Integration ¹	\$16,000.00	\$16,000.00
2	1	Annual Maintenance for Products/Modules ²	\$846.00	\$846.00
3	34	Multi-User License	\$205.20	\$6,976.80
4	1	Concurrent Client - 1 to 100 users	\$855.00	\$855.00
5	6	Production Document Imaging Kofax or TWAIN	\$342.00	\$2,052.00
6	1	Production Document Imaging (ISIS or TWAIN)	\$855.00	\$855.00
7	1	Document Retention	\$1,710.00	\$1,710.00
8	1	Workflow Departmental Server	\$1,710.00	\$1,710.00
9	27	Workflow Concurrent User	\$171.00	\$4,617.00
10	1	Virtual Print Driver	\$846.00	\$846.00
11	1	Application Enabler	\$2,565.00	\$2,565.00
12	1	EDM Services	\$855.00	\$855.00
13	1	Disconnected Scanning	\$342.00	\$342.00
14	3	Desktop Document Imaging (Unlimited)	\$256.50	\$769.50
15	1	Storage Integration for EMC Centera	\$3,492.00	\$3,492.00
GRAND TOTAL				\$44,491.30

¹ ECP will apply the license codes and install the OnBase module software. The State will be responsible for the configuration. Should the State require assistance with the configuration, our estimate would be 8 hours. ECP can assist the State with configuration on a time and materials basis at \$165 per hour. Since these service hours are optional and we believe the State can accomplish the work, the pricing has not been reflected in the bid.

² The annual maintenance quoted for the State covers the period 1/1/2010 to 12/31/2010.

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: Enterprise Consulting Partners Signed: Connie Varnech
 Date: 5-6-2010 Title: Client Services Manager

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

RFQ No. LAB 7116

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: 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.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Enterprise Consulting Partners

Authorized Signature: Corrie Varney Date: 5-6-2010

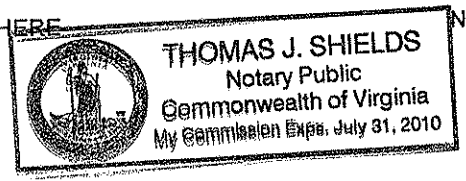
State of Virginia

County of Fairfax, to-wit:

Taken, subscribed, and sworn to before me this 6th day of May, 2010.

My Commission expires July 31, 2010.

AFFIX SEAL HERE



NOTARY PUBLIC

Thomas J. Shields 7010787