





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
DEV1208

PAGE
2

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	WV DEVELOPMENT OFFICE
	ADMINISTRATION BUILDING 6, ROOM 645 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0311 304-558-0350

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/18/2011				

BID OPENING DATE: 09/13/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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> <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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	304-343-6337	9/12/11

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Owner/Manager	20-1774564	

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



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 FRANK WHITTAKER  
 804-558-2316

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV DEVELOPMENT OFFICE  
 ADMINISTRATION  
 BUILDING 6, ROOM 645  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0311 304-558-0350

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08/18/2011				

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<p>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> <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 style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION        PURCHASING DIVISION        BUILDING 15        2019 WASHINGTON STREET, EAST        CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 304-343-6337	DATE 9/19/11
TITLE Owner/Manager	FEIN 20-1774564	ADDRESS CHANGES TO BE NOTED ABOVE

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



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08/18/2011				

BID OPENING DATE: 09/13/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				44		
RFQ. NO.:				DEV1208		
BID OPENING DATE:				09/13/2011		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
				304-343-6339	-----	
CONTACT PERSON (PLEASE PRINT CLEARLY):						
				Daniel Tate	-----	
***** THIS IS THE END OF RFQ DEV1208 ***** TOTAL:						93540 <sup>00</sup>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-343-6337	DATE 9/19/11
TITLE Owner Manager	FEIN 20-1774564	ADDRESS CHANGES TO BE NOTED ABOVE

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

## WVCOMMERCE.ORG WEB PLATFORM HOSTING RFQ

### INTRODUCTION:

The West Virginia Department of Commerce's Web Platform ([www.wvcommerce.org](http://www.wvcommerce.org)) is the State's primary marketing tool for promoting tourism and development in West Virginia.

The application hosts a set of mission-critical applications for Commerce agencies – including the West Virginia Division of Tourism's extensive travel planner database containing thousands of accommodations and attractions, with separate interfaces to the consumer and the 1-800 Call Center. Supporting the West Virginia Development Office, the application allows the agency to maintain detailed commercial real estate information and statistics keyed to geospatial mapping. [www.wvcommerce.org](http://www.wvcommerce.org) receives approximately 600,000 page views each month, with seasonal volume fluctuations in traffic driven by travel seasons and marketing efforts. The application hosts dozens of targeted landing pages and minisites supporting Commerce's marketing efforts, including TV, print, online, search engine marketing, social marketing and mobile marketing.

### BACKGROUND:

**The purpose of this RFQ is to identify a managed hosting vendor who will lease and maintain the equipment, services and software listed below for a set monthly fee. We are seeking a one-year contract with the option to renew at the same terms and price for two more years.**

Commerce plans to use contract system administration support to establish and maintain the application in the new environment; therefore, only minimal "emergency" system administration support is required from the managed hosting vendor.

The application has been hosted at Rackspace in Austin, Texas, for the past two years, receiving on average a 600,000 page views each month, and growing.

Commerce's Web Platform is a full-featured Web content management system, custom-built in .Net. Technologies in use include:

- Microsoft .NET Framework 3.5, C3, ASP.NET
- Microsoft SQL Server 2008
- Web Technologies, including XHTML, CSS, JavaScript, JQuery, AJAX
- GIS technologies, such as SharpMap, BING, SQL, Server 2008 Spatial Tools
- Microsoft Windows Server 2008 with IIS 7
- Telerick Rad Developer Tools

Commerce foresees deploying our application and databases to the new hosting environment and testing for at least four to six weeks prior to redirecting the URL of our current live servers to the new servers. Commerce maintains a development server and code archive on site – therefore this equipment and services are not included in this RFQ.

## DESCRIPTION OF CURRENT HOSTING ENVIRONMENT:

### One Webserver:

- Dell PowerEdge 2950 Win2k3 x64 Enterprise with 8 GB of RAM Dual Quad Core 2.5 running RAID 5 on 6 300GB SAS drives. It is a dedicated resource
- Running Win2k3 x64 Enterprise with IIS and fully patched to the current level with no third party applications running.
- Using approx. 500GB of storage

### One SQLserver:

- Dell PowerEdge 2950 Win2k3 x64 Enterprise with 16 GB of RAM Dual Quad Core Xeon 2.5 running RAID 5 on 3 300GB SAS drives and a mirror on 2 146GB SAS drives. It is a dedicated resource
- Running Win2k3 x64 Enterprise running SQL 2k8 fully patched to the current level with no third party applications running.
- Using approx. 400GB of storage

There is a Cisco ASA firewall in place, as well as a Cisco Load Balancer.

For calendar year 2011, the average bandwidth usage has been within 4TB data transfer per month for out-bound traffic.

Commerce's current configuration of hardware has our analysis services sharing the SQL server. There are times when we run reports that it slows down the database – and therefore the user experience of the application is negatively impacted. The specifications, below, strive to separate the analysis services onto a separate area; so, running reports does not impact site performance.

### SCOPE OF WORK:

Please provide Commerce with one monthly hosting cost that covers the following services, licenses and hardware. Commerce is contracting with a system administrator to perform our set up and installation.

**Set up and installation of our application should not be in the hosting Vendor's bid.**

**1.0 The successful managed hosting provider shall be a Gartner tier leader or challenger:**  
<http://www.gartner.com/technology/media-products/reprints/att/vol12/article1/article1.htm>

### 1.1 Managed Hosting Services (Must meet or exceed)

- 24x7x365 Support
- 1 Hour Hardware Replacement Guarantee
- Port Monitoring Service
- Monthly Server Patching and Vulnerability Analysis
- New Hardware Provisioned in 15 Business Days

#### Bandwidth

- Up to 4 TB Outbound Transfer
- Unlimited Inbound Transfer
- 100 Mbps Connectivity to the Internet, 300 Mbps Aggregate or greater
- Redundancy of four or more Diverse Path Backbone Internet Connections

**NEW HOSTING SOLUTION:**

**Commerce would like to virtualize 3 servers on 2 boxes, using VMware (virtual machines) or the equivalent technology. Please specify VMware with HA. The VMs will sit on physical gear. The following server specs are provided with this strategy in mind.**

**2.0 Hardware**

Commerce has been leasing Dell PowerEdge 2950 III units. We wish to upgrade to Dell's PowerEdge R710 or comparable servers. Dell's PowerEdge R710 (Intel® Xeon® E5503, 2.0 GHz, 4M Cache, 800MHz Max Memory) are designed with 125 percent more memory capacity and more integrated I/O than the previous generation.

**Vendor costs should be based on Commerce leasing this equipment. The managed hosting facility must meet or exceed specified equipment, below.**

**2.1 One Web Server**

The GIS Mapping Server and the Mail Server will be installed and configured on the Web server

- Operating System & Software
- Microsoft Windows Server 2008 Standard Edition

**Hardware**

- Dell's PowerEdge R710 or comparable
- Dual Processor, Quad Core 2.5 GHz Processor
- 24 GB of RAM -- (1x8GB), 1333MHz Dual Ranked RDIMMs for 1 Processor, Optimized
- 2 TB HDD in RAID5
- Windows 2008 Server x64 and IIS
- Redundant Power
- 100 Mbps Connectivity

**Standard Drive Partitioning**

C:\ - single partition

**External Storage Connection(s)**

- Private Backup Network Connection
- Dell PowerVault MD3200 Dedicated Storage Unit (shown below)

**2.2 One Database Server**

Currently, the analysis services are hosted on the database, but this is causing performance issues. This RFQ requires a separate server for analysis.

- Operating System & Software
- Microsoft Windows Server 2008 Enterprise Edition
- Microsoft SQL Server 2008 Standard Edition
- Managed Backup Agent for Microsoft SQL Server (see Managed Backup below)

**Hardware**

- Dell's PowerEdge R710 or comparable
- Dual Processor, Quad Core 2.5 GHz Processor
- 24 GB of RAM -- (2x8GB), 1333MHz Dual Ranked RDIMMs for 1 Processor, Optimized
- 2 TB HDD in RAID5
- Windows 2008 Server x64 and IIS
- Redundant Power
- 100 Mbps Connectivity

**Standard Drive Partitioning**

C:\ - single partition

### **External Storage Connection(s)**

- Private Backup Network Connection
- Dell PowerVault MD3200 Dedicated Storage Unit (shown below)

**Note:** Currently, reporting is taxing on our database server and our log files get too big. Commerce requires a separate virtual server to run our analysis services, apart from our SQL DB. The Vendor may achieve this separation with virtual machines or VMware.

## **3.0 Other Services to be provided by the Managed Hosting Facility**

### **3.1 One (1) Firewall, Shared**

- Hardware
- Cisco ASA 5510 Firewall
- 100 Mbps Throughput
- 130,000 Concurrent Connections
- Stateful packet inspection
- Fully Managed Device, includes 24x7 Monitoring, Rule Changes and 1 Hour Replacement Guarantee

### **3.2 One (1) Storage Array**

- Hardware
- Dell PowerVault MD3200 Dedicated Storage Unit
- 7 x 400 GB 15k Serial Attached SCSI Drive(s), RAID 5 + HS

### **3.3 Dual Active/Active Storage Controllers**

- 512 MB Battery-backed Cache (per controller)
- Redundant Power

### **3.4 Server & Application Monitoring**

- Port Monitoring
- Ping and TCP Port 80
- Additional Ports Monitored (e.g. FTP, SSH, DNS, POP3, MS SQL)
- 5 Minute Polling
- Automated Ticket Creation and Response

### **3.6 Advanced Availability Monitoring**

- URL, FTP and Mail Service Monitoring
- 10 Minute Polling
- Automatic Alert Escalation

### **3.7 Synthetic Transaction Monitoring**

- Scripted Site Walkthrough to Simulate a Typical User Interaction
- 10 Minute Polling
- Automatic Alert Escalation

### **3.8 Managed Backup**

- Setup, Configuration and Monitoring
- Weekly Full, Daily Differential Backup Schedule
- Automatic Tape Rotation
- 2-Week On-site Retention

**4.0 Emergency System Administration Support – Please provide an hourly cost for emergency system administration support. For example, Commerce envisions no more than 2-6 hours, monthly, only on an as-needed basis. Support might include following detailed step-by-step instructions to restart our application if it goes down after hours/weekend.**



*Associated Systems Professionals*

September 20, 2011

2345 Chesterfield Ave. o Suite 400

Charleston, WV 25304

o [aspwv.com](http://aspwv.com)

TO:

WV Purchasing Diviusion  
2019 Washington Street East  
Charleston, WV

RE:

RFQ Number: DEV1208

Buyer: 44

Bid Opening Date/Time: 9/20/11 1:30pm

Associated Systems Professionals is pleased to offer the enclosed response to RFQ Number DEV1208 for materials and services in support of the WV Department of Commerce. We look forward to the opportunity to assist you in further refining the requirement and specification of hardware and software prior to implementation.

Thank you for your consideration of this response.

Sincerely,

Daniel J. Tate

Owner / Manager

Associated Systems Professionals, llc

2345 Chesterfield Avenue, Ste 400

Charleston, WV 25304

Voice: 304-33-6337

FAX: 304-33-6339

[dan@aspwv.com](mailto:dan@aspwv.com)

[www.aspwv.com](http://www.aspwv.com)

DEV1208  
Pricing Page

Description	Cost		Quantity		Extended
Monthly Managed Hosting Fee	\$ <u>7795<sup>00</sup></u> Per/Month	X	12 Months	=	\$ <u>93540<sup>00</sup></u>
Emergency System Administration Support	\$ <u>125<sup>00</sup></u> Per/Hour	X	48 Hours	=	\$ <u>6000<sup>00</sup></u>
				TOTAL:	\$ <u>99540<sup>00</sup></u>

The bid award will be based on the total for both Monthly Managed Hosting Fee and Emergency Administrative Support.

The number of hours for Emergency Administrative Support is an estimate for bid evaluation purposes only. The actual number of hours will be based on agency need.

Please provide the vendor's service level agreement terms along with your bid for review. *attached*

**Associated Systems Professionals**  
2345 Chesterfield Avenue  
Suite 400  
Charleston, WV 25304

Fax Number: 304-343-6339  
Contact Person: Daniel Tate

*D. Tate* 9/19/11

Service Level Agreement (SLA) provided in response to WV DEV1208

Designated client contacts have access via Email & Telephone to Associated Systems Professionals (ASP) Helpdesk and After Hours Support Professionals. All requests will be documented and tracked for reporting request resolution.

#### Contacting Support:

Telephone access will be via the ASP helpdesk phone during business hours (8am-5pm eastern time). After-hours telephone support will be provided via a call out schedule with after-hours phone numbers distributed to the designated client contacts. The client may wish to provide their email address during creation of a request. If an email address is provided, ASP may respond and/or correspond via email, otherwise client contact will be via return telephone call.

#### Customer Responsibilities

Submitting Issues - The customer will provide a list of designated customer contacts that are permitted to submit requests. Designated contacts will call the helpdesk or after-hours telephone numbers. The contact will provide a description of the issue, return call telephone numbers and email addresses, other pertinent contact names and perceived Severity as defined below.

#### Definition of Severities:

- Severity 1 – System is Down (time for ASP response 1hr)
- Severity 2 - High impact bug or error is preventing use of core software features (time for ASP response 2hrs)
- Severity 3 – Systems is not as responsive as typically expected (time for ASP response 4hr)
- Severity 4 – Bug or error that can be duplicated, but is low impact and not widespread (time for ASP response 4hrs)

When requesting ticket status, please refer to the ticket number provided at the time the issue was submitted.

#### ASP Responsibilities

Initial Response - Upon receipt, the issue will be logged in our ticket tracking system and a response that includes the ticket number will be given to the client. Investigation of the request and resolution of issues will begin within the severity response times above.

Notification – For high severity issues (levels 1 – 2), status updates will be provided to the primary contacts by phone. Lower level severity issues (levels 3-4) will receive email and/or phone updates.

Resolution –We will continue to work on the issue according to the above schedule until the problem is resolved or redirected (to other client resources) by the client.



**RFQ DEV1208 – ADDENDUM**

## Vendor Questions, Answers

**Question 1:**

A local vendor may have access to partner with a Gartner tier leader or challenger for hosting. The local vendor would subcontract the hosting, while providing Level 1 support. Does that cause any problems for this RFQ?

**Answer 1:**

Commerce does not have an issue with companies subcontracting the hosting – as long as the hosting service is a Gartner tier leader or challenger meeting or exceeding our specifications. Commerce's main objective is that our staff/contractors have direct password access to our code to make updates at all times without having to pay or go through the local vendor each time. Commerce has a freelance developer in house and a separate systems integration contractor to re-establish our application in the new environment, once the equipment is set up by the winning hosting vendor. Commerce must be recognized as an authorized user by the hosting facility. All payments for products and services will be made to the successful vendor.

**Question 2:**

There is a request to partition off one of the two machines using VM Ware. Why not price three machines instead of partitioning the second one?

**Answer 2:**

We do not desire to add a third machine. Please bid products and services as specified.

**Question 3:**

The specs request a 2 TerraByte RAID hard drive for both servers. Running RAID on that size drive may slow the system down. We recommend staying with 450 Gb RAID (6 drives). OK?

**Answer 3:**

See the following RAID configuration changes.

Web Server RAID Specifications are changed as follows:

From: 2 TB HDD in RAID 5

To: 500GB HDD in RAID 5

Database Server remains unchanged:

2TB HDD in RAID 5

State of West Virginia

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: Associated Systems Professionals Signed: [Signature]
Date: 9/19/11 Title: Owner / Manager

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

RFQ No. DEV1208

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 exceed 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: Associated Systems Professionals

Authorized Signature: [Signature] Date: 9/19/11

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 19 day of September, 2011.

My Commission expires September 2, 2018.

NOTARY PUBLIC [Signature]

**AFFIX SEAL HERE**

