



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

Solicitation

NUMBER
HHR14033

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 NOVALINK SOLUTIONS
 2180 Satellite Blvd, Suite 400
 Duluth, GA 30097

SHIP TO

HEALTH AND HUMAN RESOURCES
 MANAGEMENT INFORMATION SERVICE
 321 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-9195

DATE PRINTED
07/01/2013

BID OPENING DATE: 07/31/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE STATE OF WEST VIRGINIA AND ITS AGENCY, THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR), OFFICE OF MANAGEMENT INFORMATION SERVICES REQUEST A QUOTE TO PROVIDE A CONTRACT FOR THE SERVICES OF ONE (1) TECHNICAL PROJECT MANAGER/LEAD APPLICATION ANALYST FOR THE FAMILIES AND CHILDREN TRACKING SYSTEM (FACTS) APPLICATION DEVELOPMENT AND SUPPORT (FADS) TEAM TO OVERSEE AND DEVELOP MODIFICATIONS TO THE CHILD CARE APPLICATIONS FOR THE DIVISION OF EARLY CARE AND EDUCATION WITHIN THE BUREAU OF CHILDREN AND FAMILIES PER THE SPECIFICATIONS, INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS ATTACHED. BID OPENING: JULY 31, 2013 AT 1:30 PM						
0001	2,288	HR		946-30	\$102/hr	\$233,376
TECHNICAL PROJECT MANAGER/LEAD APPLICATION ANALYST CONTRACT COST FOR 1ST. YEAR PER AN HOURLY RATE.						
0002	2,288	HR		946-30	\$101/hr	\$231,088
SECOND YEAR - TECHNICAL PROJECT MANAGER/LEAD APPLICATIONS ANALYST.						

SIGNATURE	TELEPHONE 404-513-3385	DATE 07/30/2013
TITLE Managing Director	FEIN 20-0430786	ADDRESS CHANGES TO BE NOTED ABOVE

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

07/31/13 09:46:15 AM West Virginia Purchasing Division



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

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0003	2,288	HR		946-30	\$101/hr	\$231,088
	THIRD YEAR - TECHNICAL PROJECT MANAGER/LEAD					
	APPLICATIONS ANALYST.					
***** THIS IS THE END OF RFQ HHR14033 ***** TOTAL:						\$695,552

SIGNATURE	TELEPHONE 404-513-3385	DATE 07/30/2013
TITLE Managing Director	FEIN 20-0430786	ADDRESS CHANGES TO BE NOTED ABOVE

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TECHNICAL/COST PROPOSAL

REQUEST FOR PROPOSAL : HHR 14033
PROJECT TITLE: TECHNICAL PROJECT MANAGER/LEAD APPLICATION ANALYST
BUYER: STATE OF WEST VIRGINIA PURCHASING DIVISION
SUBMISSION DATE: 07/30/2013
DUE DATE: 07/31/2013

PROPOSER: NOVALINK SOLUTIONS, LLC

Tax ID: 20-0430786

Point of Contact:

Huu Phan

Managing Director

2180 Satellite Blvd. Ste. 400, Duluth, GA 30097

Novalink.newbiz@novalink-solutions.com

Phone: 404-513-3385

Fax: 404-529-4282



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July 30, 2013

Dear **Ms. Roberta Wagner**:

We, Novalink Solutions LLC, would like to thank you for the opportunity to respond to the Request of Proposal **HHR 14033 - One Technical Project Manager/Lead Application Analyst** for the Families and Children Tracking System (FACTS) DBA team of the West Virginia Department of Health And Human Resources. We hope that the information presented in the response clearly demonstrates our capabilities and proven experience in fulfilling your requirements. We look forward to an opportunity to support your organization.

Sincerely yours,

Huu Phan

Managing Director

404-513-3385

novalink.newbiz@novalink-solutions.com



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Attachment 5 – Purchasing Affidavit	
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1. EXECUTIVE SUMMARY

Novalink Solutions LLC (hereafter, Novalink), established on 07/21/2003 in Georgia, is one of the leading Information Technology and Telecommunications (IT/Telecom) Consulting and Staff Augmentation Services companies in the Southeast. The Company has the main office in Atlanta, Georgia, and a branch office in India. Novalink currently has 65 employees and 94 consultants.

Novalink's ability and capacities to achieve the desired outcomes outlined in the Department of Health and Human Resources (DHHR)'s RFP are proven by the company's efficient processes from recruiting to project management and services quality assurance.

Reliable and Consistent Supply of Candidates: Novalink has a large pool of diversified and highly qualified candidates, consisting of:

- Novalink's RMS: more than 10,500 prescreened and categorized IT candidates. More thoroughly selected from the RMS, Novalink's Hotlist has about 150 readily available candidates. Thousands of candidates in the RMS used to work in Novalink's projects and have extensive knowledge and work experience in IT project management, application database administration, business analysis, web development, programming, etc. Many of them have experience working with health organization clients.
- Network of more than 350 IT subcontractors countrywide as suppliers for Novalink's supplemental services.
- Novalink's experienced candidates continuously referred by our internal and external employees and our Clients.
- Candidates with IT expertise from overseas who bring to Novalink's clients skill-sets that are difficult to find candidates in the labor market.

With this pool, Novalink can address and respond to the DHHR's requisition quickly and efficiently.

Lean and Agile Processes: Novalink's management team puts special focus on creating, implementing and improving its management and operation processes to ensure the best values delivered to its customers. For example, the company applies a recruiting process separated by functions and administrative and payroll process designed as simple and supportive to the consultant as possible. All of the company's processes, including marketing, recruitment and human resource management, are designed toward the ultimate goal: "to deliver services with the highest quality and at the most optimal prices". Leveraging the lean processes has enabled Novalink keep increasing its annual revenue and maintaining the staff turn-over rate lowest in the industry for years at 2.25%. We believe that these processes will help us achieve the desired outcomes with DHHR on a timely basis, then meet and exceed DHHR's expectation.



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Efficient Quality Control System: In the project with DHHR, Novalink will also implement a Quality Control System to ensure our services are delivered with a timely, accurate and thorough completion of all contract/task order requirements. The Quality Control System will include a Consultant Replacement Option, a Monitoring and Evaluation (M&E) Plan, and a Mitigation/Correction Plan.

In addition, Novalink will have specific plans to assure the compliance to DHHR's related regulations and policies as well as local regulations and protocols. Novalink will also conduct trainings for the Project Support Team and the consultant on both annual and as-needed basis. Novalink will ensure consultant will take all required trainings by DHHR before and during the project life.

2. CORPORATE PROFILE

Novalink Solutions LLC, established on 07/21/2003 in Georgia, is one of the leading Information Technology and Telecommunications (IT/Telecom) Consulting and Staff Augmentation Services companies in the Southeast. The Company has the main office in Atlanta, Georgia, and an offshore development office in India. Novalink currently has 65 employees and 94 consultants.

2.1. Core values

In order to provide a level of high quality of services to become the most respected and reliable company to the clients, consultants, employees and community we serve, Novalink has five core values:

- *Commitment to Quality* - Relentless focus on highest quality of services
- *Commitment to People* – Treat everyone with professionalism, trust, and respect
- *Integrity* – Act with transparency and honesty
- *Value Creation* – Have a comprehensive understanding of client's expectations and deliver values that meet or exceed the expectations at all time
- *Reputation* – Preserve and enhance the company's reputation
- *Responsibility* – Socially and professionally responsible

2.2. Core businesses and areas of specialization and expertise

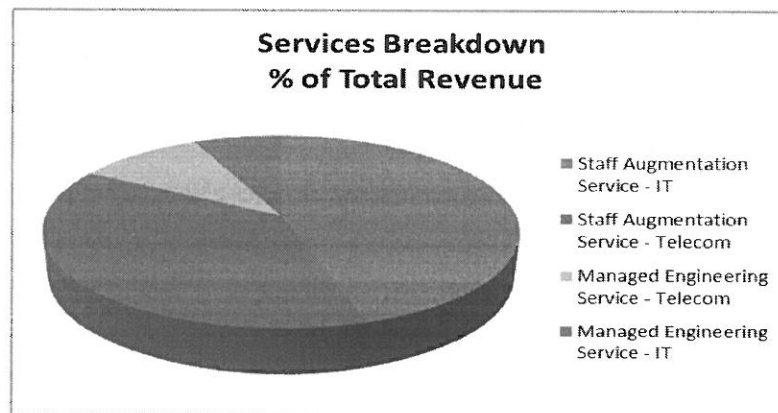
Novalink has two core business units (1) Managed Engineering Services and (2) Staff Augmentation Services in IT/Software Engineering and Telecommunications/Wireless Network Engineering.

Two core business units

- Managed engineering services:
 - IT/Software consulting
 - Software development
 - Business process analysis and re-engineering
 - Wireless network deployment, optimization and support

- Telecommunications network deployment and support
- Staff augmentation services:
 - Providing most qualified consultants at the optimized value
 - Consulting clients/partners on technical human capital needs

Figure 1 – Novalink’s services breakdown based on 2012 annual revenue



Areas of expertise:

- Information Technology / Software
- Telecommunications / Wireless Networking

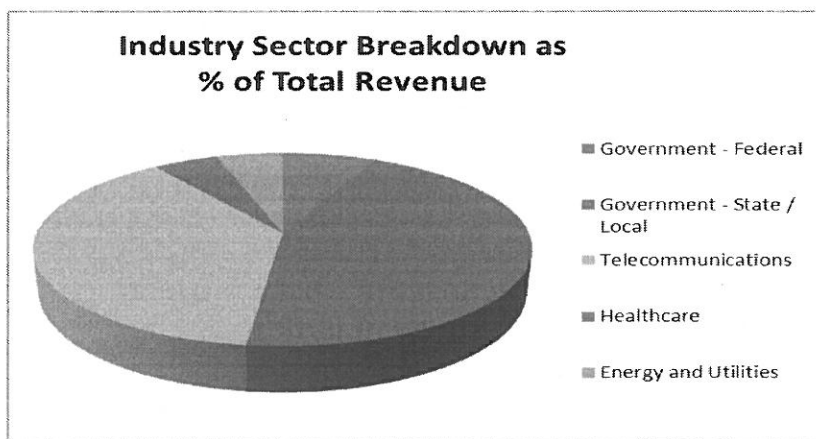
Some of Novalink’s IT specialization areas:

- Software Development (MS Office, .NET / Java, SharePoint...)
- Database engineering (Oracle and SQL)
- Business process analysis and engineering
- Organizational Efficiency/Technology Advisory
- LAN/WAN Network Engineering (Deployment, Support and Administration)
- Network Security
- Desktop and Help Desk Support
- Project / Program Management

2.3. Client base

With government agencies as the primary market, Novalink has been providing IT/Telecom consulting and staff augmentation services to federal agencies, sixteen (16) State governments along with their associated agencies, such as Virginia, Michigan, Pennsylvania, Ohio, Nevada, Nebraska, Georgia, South Carolina, North Carolina, etc. In addition, the company is serving several Fortune 500 companies in various targeted markets such as IT/Telecom, energy, healthcare and utilities industries (Ericsson, T-Mobile, and Nextel International (NII)...).

Figure 2 – Novalink’s services breakdown based on industry sectors



Following are some of Novalink’s current major clients:

- US General Service Administration
- State of Michigan
- State of Pennsylvania
- State of Ohio
- State of Oregon
- State of Arizona
- State of Georgia
- State of Virginia
- State of New Jersey
- State of Nebraska
- State of Washington
- State of North Carolina
- State of South Carolina
- State of Arkansas
- State of Wisconsin
- State of Maine
- State of Iowa
- Ericsson Inc.
- T-Mobile Inc.
- Nextel International Inc.

3. NOVALINK’S CAPABILITIES, EXPERIENCE AND REPUTATION



3.1. Reputation

Since its inception in 2003, Novalink's capabilities have been proven and affirmed by its continuous development and good reputation. The company now becomes one of the leading IT/Telecom consulting and staff augmentation services companies in the Southeast. The client base covers federal agencies, 16 different state governments and their associated agencies, and several Fortune 500 companies. In terms of number of employees and consultants, the company has an average annual increase of 35%. In addition, Novalink has been recognized for **having been consistently ranked within top 4 out of approximately 130 vendors in Georgia state contract** since 2007 based on the annual sale volume and for keeping its **staff turn-over rate lowest in the industry for years at 2.25%**.

3.2. Novalink's Capabilities

(1) Novalink's capability to deliver high quality of services at the most optimal prices in a timely manner.

Novalink guarantees to submit highly qualified candidate at the most optimal price to DHHR. This can be done mainly thank to the company's lean and agile processes, large pool of highly qualified candidates, and the efficient recruiting process.

- *Novalink's lean and agile processes*

Novalink's management team puts special focus on creating, implementing and improving its management and operation processes to ensure the best values delivered to DHHR at the most optimal price.

The invoicing and payroll process in human resource management allows Novalink's payroll administrator to manage all work hours and payments accurately and efficiently. Therefore, the consultant can better utilize his time to work for DHHR by not involving much in the administrative matters. Receiving accurate salary on or ahead of schedule will allow the consultant to focus on his work to support DHHR.

Novalink's recruiting model sets us from competitors. Rather than a full lifecycle approach, we built our process around the objectives to maximize speed, efficiency and quality of our service delivery. The lean recruiting process that separates sourcing, recruitment and coordination allows Novalink to align the internal team members with their best skill-sets and enhance their productivities. By separating the functions, Novalink's sourcing and prescreening team is able to react very quickly to the DHHR's requirements and come up with the list of qualified candidates for our recruiters to contact and recruit the best qualified candidate in timely manner.

Our recruiting process starts with targeted sourcing by Sourcing Analysts who are specialized to filter the best resumes from the various talent sources. The selected resumes are strategically assigned to a specialized recruiter based on his or her areas of expertise and professional acumen. The recruiter



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then qualifies the candidates through detailed interviews on the phone, in-person or video conference gauging parameters such as availability, communication skills, interest, skill-set, and personality. Behavioral and situational techniques are implemented to test analytical, problem solving skills, and the ability to work in high pressure environments. Our recruiters have the luxury to spend 100% of their time interviewing and qualifying candidates to make sure due diligence is done thoroughly. The proposed candidate is the best fit one after these steps.

- *Novalink's large pool of highly qualified candidates:*

The pool includes Resource Management System (RMS), Hotlist, network of subcontractors and referrals, expertise resource from overseas

(i) Novalink Resource Management System (RMS) and Hotlist

Novalink has developed and maintained an internal database, Novalink RMS, of over 10,500 candidates who are prescreened and categorized (most of them are specialized and experienced in IT/Telecom, small part of them are in financial management, communication, human resources management). Novalink RMS contains all consultants that have been in projects with Novalink and all candidates that used to contact us and pass our prescreening. Many of them have extensive knowledge in Oracle system, and solid work experience with education agencies, higher education institutions, and high skill-sets in project management, business and systems analysis, etc. The database, as an internal tool, allows our recruiters and account managers to quickly access to and source any qualified and available candidates based on DHHR's requirements.

Novalink has a Hotlist database which includes approximately 150 readily available candidates. These candidates are well qualified ones selected from the RMS but are more thoroughly screened and tested. Most of them either used to work in Novalink's projects or are working in IT and referred by Novalink's internal and external employees and clients.

(ii) Novalink network of referrals

With good reputation as a corporate capital, Novalink strives to maintain its great reputation in the industry by providing the best quality of services to both clients and consultants. As a result, we have achieved successes in getting referrals from consultants and clients to our job advertisements. We truly believe that referred candidates are typically the best fit ones since they have been in the industry and have the related practical experience. They are especially important for the highly specialized requirements with limited pool of candidates. Novalink keeps making conscious effort to maintain and enhance the consultant referring program to continue our success and to best serve our Clients in general and DHHR in particular. As a result, **over 65% of Novalink's new hires since 2005 have come from referrals** (both internal



and external). Besides, this program contributes to its lowest annual turnover rate for employees and consultants in the industry at only 2.25% for years.

(iii) Novalink's resource of overseas consultants

In addition to the domestic recruitment, Novalink's offshore recruiting team has recruited highly skilled consultants internationally. The immigration support program in securing h1B visas in an efficient manner allows Novalink to provide our clients with the best experts in niche markets. Among our consultants in IT/Telecom, many experts coming from different countries with their oversea expertise in IT project management, application database development, systems analysis, business analysis, web development... have proven their work capacity by receiving highest satisfaction from our clients. Consultants with immigration visa status are one of the factors which enable us to offer the lowest bill rates to our clients and keep our turn-over rate lowest in the industry at 2.5% for years. This resource will be a good back-up for the position with DHHR.

(iv) Novalink network of subcontractors

Novalink has a diversified network of over 350 subcontractors countrywide, who frequently provide supplemental services. The network mostly includes Minority Owned Business Enterprises, Women Owned Business Enterprises and Small Business Enterprises; many of them have been specializing in IT area for long time. It also includes non-disadvantaged firms which have distinct skill sets or areas of coverage that would help fulfill our needs. Novalink always prescreens subcontractors before adding to our network. Following are some criteria to consider potential firms as Novalink's subcontractors:

- Had successful prior relationships with Novalink
- Passed screening evaluations
- Referred by internal employee and passed screening evaluations

(2) Novalink's capability to assure the quality of services

Novalink implements a Quality Control System to ensure our services are delivered with a timely, accurate and thorough completion of all contract/task order requirements. The Quality Control System will include a Consultant Replacement Option, a Monitoring and Evaluation (M&E) Plan, and a Mitigation/Correction Plan.

• ***Consultant Replacement Option***

As a guarantee on the high quality of services provided to DHHR as well as other clients, Novalink offers two free weeks of training for each requested IT professional position. The two-week timeframe will give DHHR sufficient time to evaluate our candidates' performance. If any candidate does not meet the DHHR's expectation after the two weeks, Novalink will provide an alternative



candidate with 05-business day notice. During the project, we always guarantee to maintain the same replacement option with 05-business day notice.

- ***Monitoring and Evaluation (M&E) Plan***

To develop the M&E Plan for each project, in addition to Novalink's other M&E indicators, we will work with DHHR's Contract Manager to clarify and agree on DHHR's objectives, expected outcomes, performance standards, surveillance methods and performance measurements, Service Level Standards and incorporate them into our M&E Plan. The plan will be the tool for us to efficiently monitor and evaluate the performance of our consultants as well as taking necessary mitigation and corrective actions in a timely fashion. Novalink will also make a M&E plan in the project with DHHR.

- ***Novalink's approach to problem identification, tracking, and resolution***

Novalink is proactive in measuring and monitoring our performance and taking mitigation/correction actions. Similar to having done in all projects, we will always try to be the one who notifies DHHR's Contract Manager of arising issues and of how we have resolved or our action plan to solve them. However, if we receive complaints from DHHR's Contract Manager because our performance does not meet the acceptable levels, we guarantee to reply in writing within 05 business days of receipt identifying our mitigation/correction plan with no additional cost. Novalink will address the problems according to the following principles:

- The consultant will contact and discuss with our Vendor Project Manager about the issues. They may propose mitigation/correction methods for the Vendor Project Manager to consider. They also have the right to directly contact Novalink Managing Director while notify the Vendor Project Manager.
 - The Vendor Project Manager will contact DHHR's Contract Manager to discuss on the issues and to ensure that the correct information and expectations are documented. We also discuss the issues with DHHR's Contract Manager and gain agreements on the course of actions.
 - We maintain a dedicated Project Support Team that meets at least once weekly to raise and discuss any issues or concerns regarding the project so that the whole team is aware of the issues and can work together to resolve the issues most effectively and timely.
 - Depending on the nature of the issues, a root-cause analysis may be performed to ensure that the issues are proactively managed and do not reoccur.
 - Once the issues have been addressed, we always confirm with DHHR's Contract Manager in writing and report on the steps and actions having been taken to resolve the issues. If applicable, provide DHHR's Contract Manager with the root-cause analysis results and necessary steps to prevent reoccurrence.
- ***Novalink's Mitigation/Correction Plan***

Following are the steps to develop and implement our Mitigation/Correction Plan, which will be taken if our performance and/or quality of services do not meet DHHR's acceptable level.

- Step 1: Identify the areas of deficiency after discussion with DHHR's Contract Manager
- Step 2: Take thorough investigation involving the Vendor Project Manager, consultants, other Project Support Team members (if needed), ; report and approve the investigation results
- Step 3: Make a Mitigation/Correction Plan to address the areas of deficiency
- Step 4: Preliminarily get approval on the initial plan from DHHR's Contracting Manager
- Step 5: Trial run of the Mitigation/Correction Plan
- Step 6: Revise if required and finalize the Mitigation/Correction Plan
- Step 7: Implement the Mitigation/Correction Plan
- Step 8: Monitor and evaluate the implementation of the Mitigation/Correction Plan and revise the plan if needed

(3) Novalink's ability to perform quality work on a timely basis under restrictive deadlines

Novalink can perform quality work on a timely basis under restrictive deadlines based on the following support:

- Novalink's large pool of highly qualified IT candidates who are prescreened and categorized and the efficient recruiting process can help source the best fit candidates very quickly and efficiently and minimize the time to market.
- By getting proposed candidate sign on Novalink's Exclusivity Employment Agreement before submitting to DHHR, we can commit the availability of our proposed candidate to start working for DHHR if awarded hence save DHHR's time and be able to meet the project timeline.
- Novalink' recruiting team and management team have strong IT and management background and extensive hands-on experience working in IT staff augmentation projects. Their qualifications help us be able to screen and recruit the best consultants at the most optimal prices within the shortest period of time.
- Novalink's competitive pay rate to our consultant encourage him be committed and dedicated to the jobs. Annual performance review will be conducted with consultant as basis for pay raise. Novalink has different clients whose payment cycles are different. So, Novalink is always able to pay the consultant in very good time manner. It helps him work better in DHHR's project.
- The lean and agile processes provide good administrative support for consultants to focus on their work, meet the restrictive deadlines, and meet and exceed DHHR's expectation.
- Novalink will offer DHHR with our Consultant Replacement Option, in which Novalink offers two free weeks of training for the consultant. The two-week timeframe will give DHHR sufficient time to evaluate our candidate's performance. If the candidate does not meet DHHR's expectation after the two weeks, Novalink will provide an alternative



candidate with 05-business day notice. During the project, we always guarantee to maintain the same replacement option with 05-business day notice. This is an example of how Novalink commit to the quality and continuity of our services.

- The Quality Control System is the tool for Novalink to ensure our services will be delivered at high quality level.
- The consultant and management team members are required to take trainings on internal quality control processes. Technical trainings are conducted for the consultant on an as-needed basis while administrative trainings are annual.
- Novalink has many different projects in IT/Telecom consulting and staff augmentation services with different clients. We will place our consultant to other projects if DHHR demand is low during the project life and/or needs attrition. This policy will help our consultant know that he will continue working even when DHHR needs to reduce the workforce then keep focusing on the job.
- The IT professionals from Novalink's RMS, referrals, subcontractors, and Novalink's H1b visa consultants are always the efficiently available back-up resources to ensure the consistency and continuity of the services provided to DHHR.

3.3. Novalink's extensive experience in IT staff augmentation

Novalink has 10 years providing IT staff augmentation services to federal agencies, 16 state government agencies and several Fortune 500 companies. The government market segment accounts for approximately 80% of the company's annual revenue.

Thousands of IT professional has been placed to our clients in different IT roles such as Program Managers, Project Managers, Systems Analysts, Business Analysts, Programmers, Developers, etc. For example, in the state of Georgia alone, Novalink has placed 696 IT professionals to Georgia state agencies (Department of Transportation, Department of Revenue, Department of Labor, etc.) in different positions since 2004, including:

- 75 Senior Project Managers,
- 102 Senior Programmers
- 42 Senior Technical Leads
- 48 Systems Analysts
- 49 Project Managers
- 112 Programmers
- 35 Technical Leads
- Many other IT related positions

Total dollar value for the contract with Georgia State for the past five years (06/2008-06/2013) alone is 15,242,908 USD.



APPENDIX 1 NOVALINK'S EFFICIENT RECRUITING PROCESS

Following are brief descriptions of each major phase in Novalink's Recruiting Process:

Phase 1 – Screening and sourcing

Novalink focuses on sourcing as opposed to reactive recruiting. Sourcing is one of our key offerings and differentiators and has become a best practice for staffing suppliers to research and build pools of talent for given positions. Initial step of sourcing analysis is to screen candidates to select the best skills matching at the best prices.

Novalink is one of a few firms in the industry applying proactive sourcing model with a team of highly specialized and professional Sourcing Analysts. Our Sourcing Analysts spend their entire time harvesting candidate pools through both active and passive sources based on skill sets, clients' industry and geography. They will do so upon receipt of the requisition and continue this endeavor for different types of positions that the clients typically hire for on an ongoing basis. This approach allows our recruiters to focus their time and expertise on getting through to the best candidates quickly and on screening, testing and performing reference checks for those candidates. Our Sourcing Analysts are also tasked to continue developing and refining new search methodologies to further improve the quality of our candidate pool. The sourcing will cover all candidates in our Hotlist database and any referrals.

Phase 2 – Recruiting

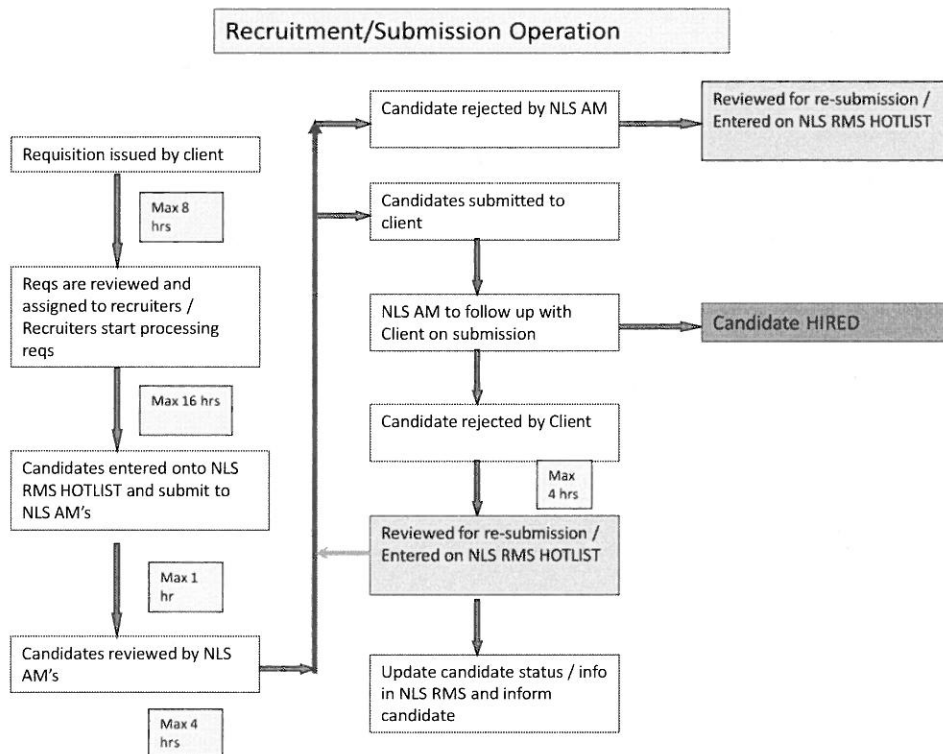
Recruiting has changed over the years. Although the current market is flush with candidates, some positions are still hard to fill since the best candidates remain working. The best practice is that we need understand job requirements and utilize all available resources to procure talent. Please refer to the Figure 3 below for a detailed graphical representation of Novalink's Recruiting Process. Once sourced list of qualified candidates has been formed, recruiting phase starts to achieve the following objectives:

- Get the candidates sign the Novalink Exclusivity Employment Agreements in which they have comfort with requisition requirements and compensation package and commit to work for Novalink's projects if we get it awarded.
- A non-compete agreement is signed at this stage and carried through deployment phase to ensure candidate exclusively commits to Novalink for the applicable requisition (i.e. avoid double submission hence save the client's valuable time) and to prevent any potential business development activities for other companies that might provide similar services at the client site. The term of our non-compete agreement usually ends after one year.
- Completed initial background checks
- Candidate's references

Phase 3 – Retaining and re-submission of existing consultants

One of the core competencies for Novalink is its ability to maintain a strong reputation with distinctive brand in the industry. Leveraging its strong brand, Novalink is able to retain our consultants and re-submit any previously deployed consultants. Novalink will use the algorithms in its proprietary RMS as well as manual review of resumes to find the most optimal combination of skills versus prices when selecting candidates to shortlist and provide to Clients. Novalink will also refer to third-party data when possible to ensure that the rates being charged to Clients for particular skills are appropriate. Novalink focuses on fair and reasonable market pricing strategy to compensate for its consultants. Annual performance review will be conducted with consultants as basis for pay raises. An attractive referral program with bonus to referrers has been implemented to encourage both internal and external employees referring highly qualified candidates.

Figure 3 – Novalink Recruitment and Submission Process





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Enclosed:

- Exhibit A – Pricing Page
- Attachment 1 – Resume of Proposed Candidate
- Attachment 2 – Copy of Project Management Professional Certificate
- Attachment 3 – Novalink’s Vendor registration in West Virginia
- Attachment 4 – Vendor Preference Certificate
- Attachment 5 – Purchasing Affidavit
- Attachment 6 – Certification and Signature Page
- Attachment 7 – Addendum Acknowledgement Form

REQUEST FOR QUOTATION
HHR14034 One Application Database Administrator

Exhibit A

Pricing Page

QTY/ HRS	Description	Hourly Rate	Price per Year
2288 hours	Application Database Administrator Contract cost for one year based on hourly rate	\$102/hr	\$233,376
2288 hours	Renewal for year 2	\$101/hr	\$231,088
2288 hours	Renewal for year 3	\$101/hr	\$231,088
	TOTAL COST		\$695,552

Vendor Name: NOVALINK SOLUTIONS

Vendor Address: 2180 Satellite Blvd, Suite 400
Duluth, GA 30097

Remit to Address: Same as Vendor Address

Phone #: 404-513-3385

Fax #: 404-529-4282

E-mail: novalink.newbiz@novalink-solutions.com

Signature:  07/30/2013
Date

**Award will be made to lowest bidder meeting specifications.



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AJAY KUMAR MENDIRATTA

I joined HCL during year 2001 and since then the journey has been very challenging and learning. The current span of 12+ years has given me wide exposure of **offshore and onsite projects**. I have been working on various kinds of projects and performed **responsibilities in capacity of all possible roles** in a project. I have had experience working with various types of **technologies, customers and domains** and execution methodologies including **waterfall, iterative, prototyping and Agile based projects**.

I have very rich experience in technology and quality process in project life cycle, and had been an active contributor to the **CMMi5 assessment team**. I have worked as **configuration manager** in projects, perform **consulting assignments, requirement capturing, designing, construction, testing and documentation** in projects. I have been very effectively involved in creating **'Response to Proposals' (RFP) and 'Statement Of Work' (SOW)**. My experience includes handling small, midsized and large project teams, in one or multiple projects

In my currently role I have been working in the domain of **Content management and web**.

Professional Overview:

- **Certified PMStep** – Internal project management course **based on HCL project and PMBOK (PMP)**
- Skillful, results-oriented Technical Manager with experience directing and contributing to sophisticated projects at various customer sites
- Reliable record of success in the contribution to the architecture and technical strength, design reviews, requirements reviews, with an ability to recognize business objectives, foresee the solutions, develop approaches, estimate resource and send projects on a time and within a budget, as well as project management.
- Wide technical and the strategic background, experienced at functioning with business leaders to transform business needs into technology results.
- Appreciated team leader with established ability to employ, guide and encourage others to surpass established objectives.
- Known for demonstrating practical however creative plans and delivery with process perfection.

Key Components:

- Technical lead and Project manager
- Designing solutions
- Technical guidance to the team.
- Agile Software Development
- SCRUM Methodology
- Product Development and Release
- Project Management
- Strategic Planning



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- Staffing and Management

SUMMARY

Over all **12+ years** of solid experience in IT industry in **Enterprise Content Management and Portals (ECMP)**, in **Life Sciences and Healthcare (LSH)** vertical. Presently operating as a Technical cum project Manager at HCL America and is working at client location (Plano, Texas). Quick learner with capability to get up to speed on new application technologies in short time.

Key performance in overall engagement and **design custom solution, involved in application design and architecture, design reviews and code reviews, implementing end-to-end project deliveries and the scrum master and tracking and handling the entire project and handling issues**, for multiple projects. Facilitating for **technical impediments removal, supporting product owners, help them define user stories, sprint planning, daily scrums, sprint reviews and retrospections and agile metrics**; risk and issue identification and timely resolve or mitigate the issues.

Current project include **SharePoint and oracle based solution for custom web application, though the cored strength is on Java Based (Apache Tomcat deployed) based web applications**, targeted for the web and mobile browser, for in-house and external users, patients and health care professionals.

Other projects are diverse which include **Java based country web site, physician portals, mobile device based web apps**, product and disease information web sites, **FAST search based projects** and project including internet portal on (now Adobe) **Day communiqué** and FAST 5.x.x. Has also worked on other development project involving search functionalities based on FAST. Java based custom front end was also created using the **Struts framework**, including web analytics.

A rich experience in working on maintenance and development projects for end to end execution.

Apart, experience of working on diverse Software technologies and applications like Portal Servers, Content Management Systems, Knowledge Management Systems and Search systems

Major technology exposure on **Weblogic, SharePoint, Day Communiqué Java / J2EE, C++, VC++ and COM. Working on desktop and PDA and Mobile based applications.**

Has experience on Various Domains like **Health Care, GIS, Security** and client server applications.

Over 5 years of overseas work experience. Has also worked as a consultant at 'Singapore Security Services' a Security Organization in Singapore. Worked with Singapore Offshore Petroleum Services, AGFA healthcare system, Belgium and USA. I have experience in working with organization like Johnson & Johnson USA, Merck Sharp and Dhome USA, McAfee Inc USA, and Dr Pepper Snapple Group.

More than four years of experience including **technical lead, team management, project estimation, planning, tracking, build manager and Configuration manager** and project manager.



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Technical Strengths

HARDWARE	x86, Pentium
OPERATING SYSTEM	Windows NT/2000/XP, Windows Server 2003, Window 9x, Window 7, UNIX, Sun Solaris, Linux and Palm OS
LANGUAGES	C, C++, VC++, Java and Visual Basic
RDBMS/GUI/TOOLS	Oracle 8i/9i 10g and 11g, MS SQL Server 2000, Sybase, MySQL
WEB TECHNOLOGIES	Java, J2EE, Struts, JavaScript, JSP, Servlets, JDBC, HTML, XML, XSL, Apache Tomcat, Windows Scripting Language, COM, DCOM.
Portals	Microsoft SharePoint 2010, WebSphere Portal Server, ATG Portal
Standards	CMM-Level 5, DICOM, HLA 7, Web2.0
Knowledge Management/Search	Convera 7.0.3., FAST ESP 5.0.6
Application Servers	Weblogic, Tomcat apache.
Tools	Metrowerks Code warrior, Visual Studio, Rational Rose, Rational ClearCase, Ant, Microsoft Visual SourceSafe, PVCS, Jira, Primal Scripts and TOAD, Scrumwork Pro, TargetProcess, PM Smart, Subversion, Remedy.
Content Management	SharePoint 2010, Day Communiqué, Documentum 5 Content Server, Documentum Administrator and Web Publisher. Knowledge of DFC, WDK, DQL.

Project Details

Project	<u>Capstone</u>
Customer	Dr Pepper Snapple Group
Duration	Jan '13 – Till Date
Role	Technical Manager cum Project Manager
Team size	35+ SharePoint, total project team was above 200.
Description	Dr Pepper Snapple Group is the No.1 flavored carbonated soft drink (CSD) company in the Americas and a leading innovator and marketer of functional/non-carbonated beverages. DPS serves consumers throughout North America via a broad and flexible route to market. This includes a combination of direct store delivery and warehouse delivery capabilities supported by our 21 manufacturing centers, more than 200 distribution centers and approximately 19,000 employees across North America, in addition to the operations of hundreds of third-party bottlers and distributors
	Currently there is a re-design of the backbone software use in-house and by external bottler and agents. The software is a secured role-based

application which deals from all aspect of the business right from creating the contracts, defining sales territories, defining media channels, promotion, case sales, billing and reporting. It also interfaces with a lot of other system for consuming data and providing data back to them.

The following will be users:

- Carbonated Soft Drinks (CSDs)
- Direct Store Delivery (DSDs)
- Concentrate business,
- Corporate users
- Direct Warehouse users

Responsibilities

As a Technical project Manager, I am responsible for:

- **Reviewing the project design**
- **Designed the custom security module.**
- **Reviewing the external interfaces.**
- **Reviewing the database design and SQL queries and stored procedures**
- **Contribution and reviews for the technical design documents**
- **Participating in the requirement clarification meetings.**
- **Leading the defects status meetings for resolution of defects**
- **Classifying issues and change requests**
- Providing knowledge to the users on the technology and the new application.
- Also Responsible for
 - Issuing resolutions
 - supporting track owners
 - helping them define requirements
- Analyzing issues and resolving them.
- Identifying risk and timely resolving them.
- Managing the team and co-ordination with offshore.
- Implement end-to-end project development cycles.
Client interaction and status report about the project's health, customer to have a better insight of the project.
- Managing the resource utilization

Technical Details

A 45 (peak team) member team is involved in the development of web based application using SharePoint 2010 and ASP .Net, html and CSS, there were separate teams for Informatica CRM and BW and MicroStrategy.

The application is web based, role driven secured application used across multiple division within organization, catering their respective needs for smooth business at DPSG.

Project	Merck HH Web Delivery
Customer	Merck
Duration	May '11 – Dec' 12
Role	Technical Manager



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Team size 30
Description Merck has numerous internal and external website, which are used for providing the information to various medical professional and other users. These web sites need to be created and maintained up to date with information and technology. The current implementation is done on a java platform hosted with in Merck.

Responsibilities As **Technical Manager**, I was responsible for:

- **Website architecture.**
- **Database layer, handling the data.**
- **Interfaces for other applications like CRM.**
- **Web pages technical design.**
- **Master page design and layouts**
- **Mobile site design.**
- **Running daily meetings for multiple projects teams with high focus factor**
- Responsible for
 - Issue resolutions
 - supporting product owners
 - help them define requirements
- Analyzing issues and resolving them.
- Identifying risk and timely resolving them.
- Managing the team and co-ordination with offshore.
- Implement end-to-end project cycles.
- Client interaction and status report about the project's health, customer to have a better insight of the project.

Technical Details A thirty (peak team) member team is involved in the maintenance and enhancement as well as development of web based application using Java / J2EE, html and CSS, WebTrends, CRM system etc.

These website mostly portray the information about the Merck Products or the disease which those products heal or some generic information related to these areas.

Project	<u>Support Portal Redesign</u>
Customer	McAfee Inc
Duration	Jan '11 – Apr'11
Role	Technical Manager
Team size	15
Description	McAfee provide a lot of solution in the space of computer security network across the globe. To cater to the need of providing support to their customers McAfee has a support portal. Service portal is one of the prime gateways for McAfee customers to raise support related requests and get help on the issues faced in the products they own. McAfee is looking to redefine its brand image that will help it delight its customers and drive growth and success. To realize this vision, McAfee is in the process of redesigning its key customer facing interfaces.

Responsibilities As a Technical Manager, I was responsible for:

- **Defining the application architect**
- **Providing technical inputs in selection the knowledge management system and technology stack.**
- **Define enterprise search requirements and solution and also help selecting the technology.**
- **Identify interfaces getting impacted and that might need changes.**
- **Code review and design review.**
- **Provide technical guidance to team.**
- Running daily meetings for multiple projects teams with *high* focus factor
- Responsible for
 - Issue resolutions
 - supporting product owners
 - help them define requirements
 - Project estimation, planning & scheduling, and tracking.
 - Analyzing issues and resolving them.
 - Identifying risk and timely resolving them.
 - Managing the team and co-ordination with offshore.
 - Implement end-to-end project cycles.
 - Client interaction and status report about the project's health, facilitating customer to have a better insight of the project.
 - Managing relation with third party vendors.
 - Managing the resource utilization

Technical Details A 15+ member team was involved in the development of web based application using Oracle UCM, Weblogic, Java / J2EE, html and CSS etc based deployments. The Project is offshore and onsite based. Major team is at offshore and at onsite are the technical experts. The project is all new site development.

These website mostly portray the information about the McAfee's products, the information of the products, tips, known issues and resolutions, technical write up, documentation, manuals, search and option to open a ticket, talk on line or chat.

Web site is integrated with a lot of other application using web services. It is an authenticated application and stores profiling and personalization too.

Project	<u>Oneweb ECKM project</u>
Customer	Merck
Duration	Dec '08 – Dec 10
Role	Technical Manager
Team size	25
Description	Merck has numerous internal and external website, which are used for providing the information to various medical professional and other users; this also includes corporate portal and physicians portals. These web sites are being developed on Java/J2EE Weblogic, and Day environment and



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have FAST as the backend search tool and few projects on SharePoint 2007

Responsibilities As a Technical Manager, I am responsible for:

- Identify the technical gaps in the design and improve it.
- Design implementation of multi-lingual websites
- Design the custom java based components defined as common components to be used across application.
- Design and define the custom tags for search and analytics
- Code review and design review.
- Interaction with user and media team for guiding the art work for website.
- Running daily scrums for multiple projects with *high focus factor*
- Responsible for
 - impediments removal
 - supporting product owners
 - help them define user stories
 - sprint planning
 - daily scrums
 - sprint reviews and retrospections
 - and agile metrics
 - Project estimation, planning & scheduling, and tracking.
 - Analyzing issues and resolving them.
 - Identifying risk and timely resolving them.

Technical Details A 25 member team was involved in the development of web based application using Day communiqué, Java / J2EE, html and CSS etc and Weblogic based deployments. Most of the projects are offshore and onsite based. Major team is at offshore and at onsite are the technical experts. The projects were all new site development

These website mostly portray the information about the Merck vaccines, products and health related information. Most of the websites are in multiple languages.

Some web sites are standalone web application and some of them are portals which have authentication, profiling and personalization too.

All web sites are analyzed for user visiting them on monthly basis.

There were a lot of reusable components developed during site creation, which were used across multiple projects on the shared platform.

Project	FAST Search Project
Customer	Merck
Duration	Oct '07 – Nov '08
Role	Technical Manager
Team size	10
Description	Merck & Co., Inc. is a global research-driven pharmaceutical company. Merck discovers, develops, manufactures and markets vaccines and



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medicines to address unmet medical needs. Merck also publishes unbiased health information as a not-for-profit service.

I was involved in execution of various projects with this customer. Had delivered the projects with greater client satisfaction.

As part of development, I was involved in estimating, planning, monitoring of the projects based on FAST ESP 5.0.6 as the search engine. The application is an intranet portal and used FAST search components to create the search engine for intranet portals with the organization, including search from internal and external sources.

Responsibilities As a Technical/Project manager, I was responsible for executing **seven small projects in parallel:**

- **Reviewing the design.**
- **Code review and best practices.**
- **Project module estimation**
- **Planning & scheduling, and tracking.**
- Analyzing issues and resolving them.
- Identifying risk and timely resolve them.
- Managing the team and co-ordination with onsite.
- Implement end-to-end project cycles.
- Client interaction and status report about the project's health, facilitating customer to have a better insight of the project.

Technical Details A ten-member team was involved in the development of the system on FAST, ESP 5.0.6, Documentum, Java and Oracle 8i/9i.

Project	<u>eAdvantage Migration & Development Services</u>
Customer	Johnson and Johnson
Duration	Aug '05 to Sep '07
Role	Associate Technical Manager
Team size	7
Description	Johnson & Johnson, a leading healthcare products and services provider has developed an eBusiness application framework called eAdvantage. That consisted of ATG portal, Documentum (for content management) and Convera (for search). eAdvantage framework integrated those product features seamlessly to quickly and effectively build eBusiness applications and information portals. Various J&J operating companies have developed portals by leveraging eAdvantage framework to reduce the overall costs by using the shared infrastructure and code.

Search Projects:

As part of development, I was involved in implementing FAST ESP 5.0.6 as the search engine. The application was an intranet portal and used JDBC database connector for creating indexes. Custom stage was created in document processing pipeline for crawling data stored on file servers.

A customization was implemented for another internal portal working on Convera search engine. Weights were added on the various attributes on



which indexes were created. The search included the results of as per weights defined. The administrator assigned a value of 1-10 for the weights.

Migration:

As part of the migration services, over a period of one year, migrated 2 applications from Release 3 Aruba to Release 3 Bali, eAdvantage latest release. This primarily involved the code changes and testing of the application as per the Release 3 versions of ATG, Documentum and Convera.

Also worked on migration application for migration to HP2 framework

Development: As part of the development services, developed three new Gears from scratch for NCS (a J&J company). NCS already has the portal application and the new gears for Subscription (with email notification), Latest contents and weighted search were added to the portal. Enhancement and changes to Documentum were also implemented.

Worked on the development for PRD for their web based application implemented in struts and hibernate technologies. Also, has worked with client server application in other J&J operating companies.

Responsibilities As an Associate Technical Manager, I was responsible for:

- Design the architect.
- Code review.
- Resolve application issues.
- Capture requirement for new web sites. And functionalities needed.
- Module estimation, planning & scheduling, and tracking.
- Analyzing issues and resolving them.
- Identifying risk and timely resolve them.
- Managing the team and co-ordination with onsite.
- Implement end-to-end project cycles.
- Client interaction and status report about the project's health, facilitating customer to have a better insight of the project.

Technical Details A seven-member team was involved in the development of the system on FAST ESP 5.0.6, Documentum Content Server 5.2, ATG 5.6.1 and 6.4.0, , Convera 7.0.3 SP1 and 7.0.3 SP3, Bea Weblogic 8.1, Web Publisher, Documentum Administrator, Documentum Application Builder, WDK, iPlanet Web Server, JSP, Java, Solaris 8, HP UX 11, Oracle 8i/9i.

Project	Agfa Migration Tool - AMT
Customer	Agfa
Duration	'May 05 – Jul '05
Role	Project Lead
Team size	6
Description	Due to legal enforcement in various countries, it is mandatory for hospitals to persist the data related to digital images captured during CT scan, MRI and other radiology tests. Picture Archiving and Communication System (PACS) is an industry standard providing the solution for storing different type of radiology images.



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AMT helps AGFA service engineers in migrating studies from one PACS to another PACS. It also assists in validating the successful migration of studies on the destination. Generate detailed report regarding the errors encountered during the migration. Study migration is done using standard DICOM protocol.

Responsibilities As a Project leader, I was responsible for:

- Prepared the RFP for the development of AMT
- Involved in Requirement Gathering
- Along with AGFA personnel, prioritized the requirements that were essential in the initial release
- Designing
- Preparing Test Plan

Technical Details A six-member team was involved in the development of the system on Java, Swings, SQL Server 2000, Ant, CVS, Rational Rose and medical software like Impax (DICOM Complaint, Picture Archiving and Communication System)

Project	AGFA Diagnostic Center – Quality System (ADC-QS)
Customer	Agfa
Duration	Dec. '03 - May. '05
Role	Team Lead
Team size	8
Description	ADC-QS was an offering from AGFA for Computed Radiology solution. This solution helped hospital to move away from traditional way of taking X-Rays on a film. The system helped in converting the X-Ray into digital image, adding annotations to the image, marking region of interest, printing and storing the image, etc.

HCL was involved in enhancing and maintaining the system. Two maintenance releases of the product were made during the engagement.

Responsibilities As a Team Lead, I was responsible for:

- Onsite Coordinator
- Part of the team for initial study of the system
- Played key role in understanding the architecture
- Involved in client interactions
- Responsible for making use cases

Technical Details A eight-member team was involved in the development of the system on C++, VC++, COM / DCOM, Visual Studio, Rational Rose, Rational Clear Quest, Rational Clear Case, Windows Script and Oracle.

Project	Mobile Application for Daily work Report (MADWR)
Customer	Singapore Offshore petroleum services SPOS



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Duration May. '02 - Dec. '03
Role Software engineer
Team size 4
Description SOPS an organization in Singapore, which provided various services related to cranes, crew and other required service to various clients in the Singapore. For this, SOPS provided all the required equipments and men-power. For that from SOPS office the request for the job were created in SAP. That was then down loaded from SAP to the staging server. The men took their jobs assigned to their respective PDAs and went to Job field and in between all the transactions they do were captured on their handheld device. At the end of the day they again synchronized their transaction with staging server. After changes and approval the SOPS main database was SAP was updated. There application for making changes and approval ran at SOPS office itself, which was developed in VB, and using MYSQL Server as database.

Responsibilities As a Software Engineer, I was responsible for:

- Requirements Analysis & Design
- Construct and test application
- Implementation and installation
- Team management

Technical Details A four-member team was involved in the development of the system on Windows 2000 Professional, VC++ 6.0. Visual Basic, Palm OS and MySQL

Project **ILOG COE**

Customer HCL
Duration
Role Software engineer
Team size 6
Description Was involved in the feasibility study and the pre sales study for the implementation of ILOG for JK Tyre India Ltd, and DCM fertilizers. Gathered the client's requirement after the feasibility study, and was involved in the Proposal making. The solution and tools were suggested to the client. The help in these proposals was taken from the ILOG, Singapore.

Responsibilities As a Software Engineer, I was responsible for coding and involving in the design

Technical Details A six-member team was involved in the development of the system on Worked on ILOG tools mainly CPLEX and development on C++ using CPLEX.

Project **CISCO Mobile System**

Customer Cisco Singapore
Role Software engineer
Team size 5
Description CISCO was an organization in Singapore, which provided guards to different financial institutions and other government organization that deal with cash, gold, coins and all the precious things. For this CISCO provided store and guards for all this to take care of their money and looking their ATM centers as well. For that, from CISCO office these people took their jobs assigned to their respective PDAs and went to Job field and in between

all the transactions they did on their handheld device. At the end of the day they again synchronized their transaction with the CISCO main database for update. On field every cartridge was verified through barcodes and that information was stored into PDA. For security purpose there were three level password securities implemented and data also resided in encrypted format. There was other application, which ran at CISCO office itself, which was developed in VB, ASP and using SQL Server 2000 as database

Responsibilities As a Software Engineer, I was responsible for:

- As a developer was responsible for coding and was involved in the low level design
- I was at on site for requirement gathering and acted as onsite coordinator

Technical Details A five-member team was involved in the development of the system Worked on Windows 2000 Professional, SQL Server 2000, C/ C++, Palm SDK 3.5, Palm Generic Conduit

Project	Automatic Vehicle Tracking System
Customer	HCL
Role	Software engineer
Team size	8
Description	Automatic Vehicle Tracking System was the software, which was used to track the vehicle. The vehicle was equipped with a device which communicated with the GPS (Geo Positioning System) and sent the information to our communication server. The server sent that information and saved in the Oracle database on Linux. Later the information was used for generation of the reports etc. The user interface was written in VC++ using the MapObjects on Window NT Platform. This application was interacting with the database to fetch the information about the vehicle and vehicles were located and displayed on the map. Various Map Feature like roads, streets etc were displaced and the map functionality like zooming; panning and search etc were also provided. The search on the map was based on the region or on the vehicle. Once entering either the name of the region or the id of the vehicle it was searched. The software raised the alarms if the vehicle went out of the specified route or the define region, which were user defined regions

Responsibilities As a Software Engineer, I was responsible for:

The Map Display part was written by me using MapObjects 2.0 in VC++ on Windows NT.

The various map functionalities were written by me using MapObjects 2.0 in VC++ on Windows NT.

Used OLE Automation, which was the MapObject.

Was responsible for integration of the communication server with our program.

Involved in designing the database table, writing triggers and various procedures required.

Coding and testing of the system.

Designing of the software was done using Rational Rose.

Was actively involved in the testing of various modules and the documentation



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Technical Details An eight-member team was involved in the development of the system
Worked on Windows NT and Linux, C++, C++, C, MapObjects version 2.0
and Oracle 8i

Project	Contact Management System
Customer	Unitech Information Solutions
Role	Software engineer
Team size	2
Description	This system was developed as a DLL. This was invoked during the synchronization of data between the Palm Pilot and Personal Computer. Depending upon the user option the data from the Address Book of Microsoft Outlook was transferred to the Address Book of the Palm Pilot or vice-a-versa
Responsibilities	As a Software Engineer, I was responsible for: <ul style="list-style-type: none"> Taking the roles of a Programmer Analyst to analyze- of the system after extensive study and development of various code generating algorithms and their comparisons. Extensive use of VC++ and APIs of Conduit Development Kit As a developer was responsible for coding and was involved in the low level design

Technical Details A two-member team was involved in the development of the system
Worked on Window NT, Palm Pilot Os and VC++.

Project	Map Operation System
Customer	Defense Research Development Organization (DRDO)
Role	Software engineer
Team size	10
Description	This GUI based software used the vector files provided by the client and then displayed the maps and the various map entities of different scales from different commands chosen by the user. The application was used by Army for war planning. The software provided the zooming and panning, joining maps, searching the location on the map and drawing of war plan on the maps. The information was updated to database. There were about 500 oracle tables storing the information. The software provided various raster operations on the maps and saved them in various image formats
Responsibilities	As a Software Engineer, I was responsible for: <ul style="list-style-type: none"> Programmer Analyst Involved in Analysis, Coding Provide user training

Technical Details A ten-member team was involved in the development of the system
Worked on Windows NT, and Visual C++, Oracle 8 and Linux



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having completed the individual milestones and having secured 100 credits!

Date: 26-Jun-13

N. Dhamayanti

Dhamayanti N.
Associate Vice-President & Head - TechCEED



HCL

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
POST OFFICE BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130
06/14/2013

HUU PHAN
NOVALINK SOLUTIONS LLC
2180 SATELLITE BLVD STE 400

DULUTH GA 30097

THIS IS TO CONFIRM RECEIPT OF YOUR VENDOR REGISTRATION FEE. PAYMENT OF THE FEE ENABLES YOU TO PARTICIPATE IN THE PURCHASING DIVISION'S COMPETITIVE BID PROCESS AND ENTITLES YOU TO A ONE-YEAR SUBSCRIPTION TO THE WEST VIRGINIA PURCHASING BULLETIN. A NEW ISSUE OF THE WEST VIRGINIA PURCHASING BULLETIN IS POSTED ON OUR WEB SITE EACH WEEK. BID OPPORTUNITIES ESTIMATED AT \$25,000 OR MORE ARE ADVERTISED IN THIS PUBLICATION. WE ENCOURAGE YOU TO LOG ON AND VIEW THE BULLETIN EVERY FRIDAY SO AS NOT TO MISS IMPORTANT BIDDING OPPORTUNITIES. OUR WEB ADDRESS IS:

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IN ORDER TO ACCESS THE WEST VIRGINIA PURCHASING BULLETIN, YOU WILL NEED YOUR VENDOR NUMBER, GROUP NUMBER (IF ANY), AND YOUR PASSWORD WHICH ARE PRINTED BELOW. YOUR ACCESS WILL BECOME EFFECTIVE ON THE FIRST MONDAY AFTER 06/14/2013, STATE HOLIDAYS EXCLUDED.




HELPFUL TIPS: YOUR COMPUTER-GENERATED VENDOR NUMBER BEGINS WITH AN ASTERISK, BUT DO NOT USE THE ASTERISK WHEN LOGGING IN. ALSO, OUR LOGIN SCRIPT IS CASE SENSITIVE. THEREFORE, IF YOUR VENDOR NUMBER CONTAINS A CHARACTER LIKE A, B, OR C, PLEASE TYPE IT IN UPPER CASE.

IF YOU HAVE QUESTIONS, FEEL FREE TO CONTACT US AT 304-558-2311 OR JEANNE.B.BARNHART@WV.GOV. THANK YOU.

SINCERELY YOURS,

Jeanne Barnhart

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DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
POST OFFICE BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130
06/14/2013

HUU PHAN
NOVALINK SOLUTIONS LLC
2180 SATELLITE BLVD STE 400

DULUTH GA 30097

THIS IS TO NOTIFY YOU THAT YOUR REQUEST FOR CERTIFICATION AS A SMALL BUSINESS, A WOMEN-OWNED BUSINESS, OR A MINORITY-OWNED BUSINESS HAS BEEN APPROVED ON THE BASIS OF YOUR REPRESENTATIONS THAT THE VENDOR NAMED ABOVE MEETS THE DEFINITION OF A SMALL BUSINESS, A WOMEN-OWNED BUSINESS, OR A MINORITY-OWNED BUSINESS AS SET FORTH IN THE WEST VIRGINIA CODE OF STATE RULES 148-22-1, ET SEQ. THIS CERTIFICATION BECOMES EFFECTIVE:

06/14/2013

AND SHALL AUTOMATICALLY EXPIRE WITHOUT NOTICE TWO YEARS AFTER THE EFFECTIVE DATE UNLESS REVOKED BY THE PURCHASING DIRECTOR OR UPON EXPIRATION PURSUANT TO CSR 148-22-8. TYPE OF CERTIFICATION:

MINORITY-OWNED *SMALL*

TO MAINTAIN CERTIFICATION WITHOUT LAPSE, A CERTIFIED BUSINESS SHALL APPLY TO RENEW ITS CERTIFICATION AT LEAST 60 DAYS PRIOR TO THE END OF THE TWO-YEAR CERTIFICATION PERIOD. COMPLETE RENEWAL INSTRUCTIONS, RECERTIFICATION FORMS, AND A LIST OF ALL CERTIFIED BUSINESSES ARE AVAILABLE ONLINE AT:

[HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VENDORREG.HTML](http://www.state.wv.us/admin/purchase/vendorreg.html)

IF YOU HAVE QUESTIONS, CONTACT THE PURCHASING DIVISION AT 304-558-2306.

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VENDOR REGISTRATION

Rev. 07/12

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.

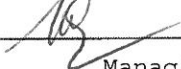
- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation 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.
- 7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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: NOVALINK SOLUTIONS
Date: 07/30/2013

Signed:  Huu Phan
Title: Managing Director

RFQ No. HHR14033

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Novalink Solutions

Authorized Signature: Huu Phan  Date: 07/30/2013

State of Georgia

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Novalink Solutions
(Company)


(Authorized Signature)

Huu Phan, Managing Director
(Representative Name, Title)

404-513-3385 404-529-4282
(Phone Number) (Fax Number)

07/30/2013
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM**SOLICITATION NO.:** HHR14033

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)


- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

 Novalink Solutions

Company

 Huu Phan


 Authorized Signature

 07/30/2013

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.