



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

Solicitation

NUMBER
HHR14034

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

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
<p>07/31/13 09:46:11 AM West Virginia Purchasing Division</p> <p>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) APPLICATION DATABASE ADMINISTRATOR FOR THE THE FAMILIES AND CHILDREN TRACKING SYSTEM (FACTS) TO SUPPORT 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.</p> <p>BID OPENING: JULY 31, 2013 AT 1:30 PM</p>						
0001	2,288	HR		946-30	\$86/hr	\$196,768
ONE APPLICATION DATABASE ADMINISTRATOR FOR FACTS						
0002	2,288	HR		946-30	\$85/hr	\$194,480
SECOND YEAR - ONE APPLICATION DATABASE ADMINISTRATOR FOR FACTS/DBA TEAM/CHILD CARE APPLICATIONS.						

SIGNATURE		TELEPHONE 404-513-3385	DATE 7/30/2013
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'



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THIRD YEAR - ONE APPLICATION DATABASE ADMINISTRATOR						
FOR FACTS/DBA TEAM/CHILD CARE APPLICATIONS.						
***** THIS IS THE END OF RFQ HHR14034 ***** TOTAL:						\$585,728

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 14034
PROJECT TITLE: APPLICATION DATABASE ADMINISTRATOR
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 14034 - One Application Database Administrator** 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 4 – Vendor Preference Certificate	
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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 on Oracle database system and 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 oversea 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.



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

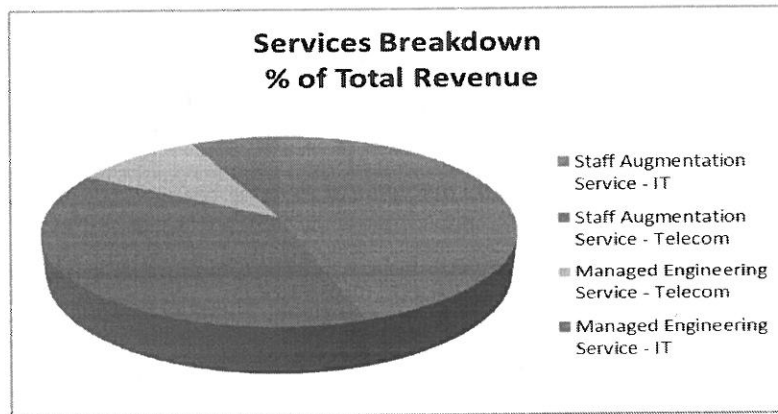
Novalink has two core business units (1) Managed Engineering Services and (2) Staff Augmentation Services in IT/Software Engineering and Telecommunications/Wireless Network Engineering.

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

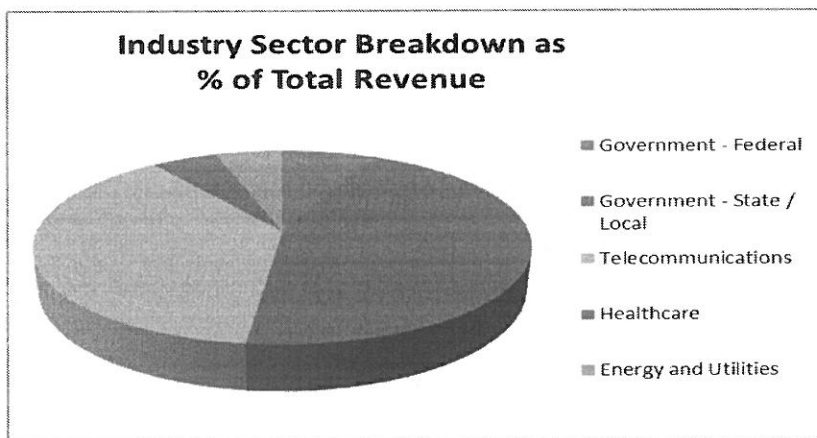
Some of Novalink’s IT specialization areas:

- 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 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

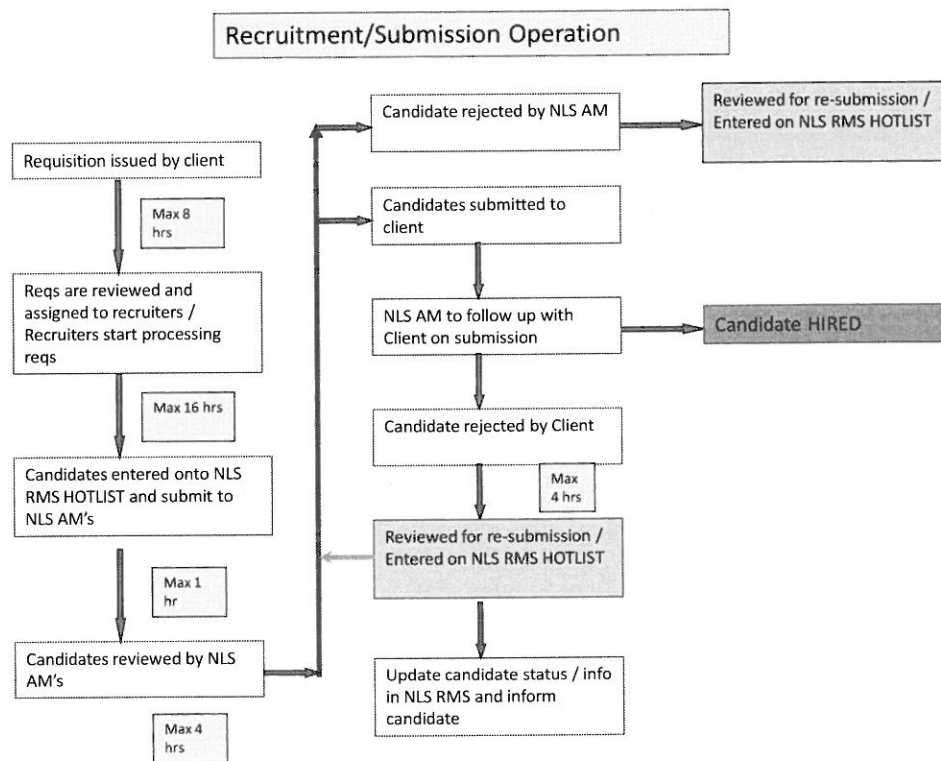
Recruiting has changed over the years. Although the current market is flush with candidates, some positions are still hard to fill since the best candidates remain working. The best practice is that we need understand job requirements and utilize all available resources to procure talent. Please refer 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 Oracle Certified Professional
- 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
 [HHR14033] One Technical Project Manager/Lead Application Analyst

Exhibit A

Pricing Page

QTY/ HRS	Description	Hourly Rate	Price per Year
2288 hours	Technical Project Manager/Lead Application Analyst Contract cost for 1year based on hourly rate	\$86/hr	\$196,768
2288 hours	Renewal for year 2	\$85/hr	\$194,480
2288 hours	Renewal for year 3	\$85/hr	\$194,480
TOTAL COST			\$585,728

Vendor Name: Novalink Solutions

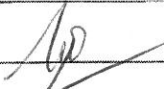
Vendor Address: 2180 Satellite Blvd, Suite 400
Duluth, GA 30097

Remit to Address: Same as the Vendor Address

Phone #: 404-513-3385

Fax #: 404-529-4282

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

Signature:  Huu Phan 07/30/2013
 Date

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

Anis Anisuzzaman

Summary:

- Over 12+ years of experience with oracle database administration, oracle apps (EBS), oracle Exadata, forms, reports and discoverer, fusion middleware, weblogic, grid control, installation, configuration, administration, migration, upgrade, backup and recovery, opatch, adpatch and custom patches, performance tuning, database health check, security setup, for production environments and production support of 24x7
- Worked with real application clustering (RAC) installation, configuration & administration
- Architect Golden Gate 11g replication solutions to facilitate data flow between Oracle database
- Replicated with oracle streaming, golden gate, data guard and active data guard (MAA)
- Worked with administration and up-gradation & migrated database to Exadata X2-2
- Worked with data ware house database design and architect, ETL & replica1, Golden Gate, Discoverer, SAP BI, Oracle OBIEE, Cognos BI, SSIS, SQL loader, f5, apache
- Worked with Weblogic 10g/11g, fusion middleware 11g, grid control 12c/11g/10g
- Worked with oracle 11gr2/10g/ 9i/8i, MSSQL Server 2008/2005/2000 and MySQL
- Worked with performance tuning Index, explain plan, SQL Hints, ADDM, AWR, & statspack
- Worked with database security, files, directory, user, group, and database profiles security
- Worked with bug fixing, patching of oracle database, middleware, EBS, custom applications
- Extensive experience with performance tuning of instance tuning and good knowledge on database waits events and oracle internals, EBS and fusion middle ware and weblogic
- Experience with alter log, iostat, vmstat, netstat, sar, top, glance performance monitoring
- Extensive DBA experience with export/import, datapump, indexing and administration tool like oui, dbca, netca, asmca, dcli, cellcli, srvctl, crsctl, opmnctl, emctl, sqlplus etc
- In depth understating of oracle architecture, SGA & PGA memory and background process, oracle data dictionary, explain plan, logical and physical structure of database
- Experience in Oracle Table partitioning (range, list partition) and 15TB large database
- Expertise with UNIX shell scripting and automated task scheduling using crontab
- Worked with designing logical and physical backup/recovery procedure of database and EBS
- Worked with diagnosing and reporting critical errors to oracle support services
- Worked with capacity planning of database, server, storages and infra-structure
- Experience with all phases of software development life cycle

Skills

Databases	Oracle 11gr2/10g/9i/8i, SQL Server 2008/5//2000 and MySQL
Web Server	Weblogic 11/10/9, Oracle AS 10g, Apache and IIS
Operating Systems	Sun Solaris, Linux, AIX, Windows/2003/8, VMware
Storage Technologies	SAN EMC DMX, BCV, SRDF, OCFS, ZFS, DBFS, Oracle ASM
Cluster Services	VERITAS Clusters Service (VCS), Oracle ASM, CRS
Replication Service	Oracle Data Guard, Oracle Streams, Oracle Golden Gate, Materialized view
Data Modeling	TOAD data modular, ER-Win, Rational Rose, UML, Visio
Reporting Tools	Oracle forms and reports, Discoverer, Oracle OBIEE, SAP BI, Cognos BI
Backup Recovery	RAMN IMP/EXP, flashback, Legato, Net Backup, EMC Avamar, GC etc
Languages	SQL, PL/SQL, Java, C#, Shell, VB6.0, ASP, HTML
Monitoring Tools	Grid Control 12c/11g, EM, Toad, Admin tool, Spotlight, Red gate, etc.
Others Tools	PL/SQL Developer, jira, Remedy, Clarify, VSS, and MS project

Works experiences:

FAA Atlantic city Tech center, NJ 06/12 – present
Sr. Lead Oracle DBA/Architect

Duties and Accomplishments

- Oracle Exadata X2-2 migration project to migrate RAC database on X2-2 half rack MMA setup
- Installed, upgrade and administration of 11gR2 RAC, ASM, databases and scan listener on Linux and RAC physical data guard (MAA)
- Designed, installed, and configured high-performance active/passive data replication solutions using Oracle Golden Gate 11g in Exadata X2-2
- Worked on Architect and performance tuning replication and upgrade production databases zero downtime with oracle Golden Gate
- Migrated and upgraded oracle forms, reports and discover application from windows2000 and oracle 9i to oracle 11g RAC database, 11g fusion & weblogic server, apache on Linux platform
- Worked with MAA setup for weblogic and fusion middleware and deployed forms and reports applications and J2EE application and configured jdbc, JMS and security
- Installed, configured and administer oracle cloud grid control 12c and integrated with Exadata database machine components , weblogic servers and RAC database, scan listener and ASM
- Performance & tuning the database by index & re-index, defragmenter, shrink table space and gathering statics, explain plan, Hints, and using wait events
- Worked with prod, dev., QA, databases for schema refresh and scripts apply and hot patch apply
- Wrote Shell scripts for RMAN backup, weblogic server and monitor physical standby databases
- Restored & recovered database from the RMAN full back up to making sure backups are good
- Performed and designed enterprise level backup/recovery strategy, backup, Incremental backup, Hot backup, full Back up (exp, data-pump), RMAN in disk and TAP , EMC avamar and GC
- Patched of oracle database and oracle forms and reports, Weblogic server and Discoverer
- worked with all phases of software development life cycle

Time Warner Cable, West Region, 12/11 – 06/12
Sr. Lead Oracle DBA/Architect

Duties and Accomplishments

- Installed, managed and administration of 11gR2 RAC, ASM, databases and scan listener on Linux and RAC physical data guard (MAA)
- Managed and administration of 10gr2 RAC and CRS, ASM and databases on Linux
- Administration, configure and manage replica1 for replicate data from ICOMS to staging server
- Worked with data ware house database design and architect, ETL & replica1, SSIS, SQL loader
- Administration, cloning, patching and troubleshooting multi hosting oracle EBS R12 on Linux.
- Administration and configure of oracle 11g grid control for monitoring database, file system, CRS and listener and setup database jobs and backups.
- Monitored the databases using trace file, alert log files, v\$view, AWR, ADDM, grid control
- Performance & tuning the database by index & re-index, defragmenter, shrink table space and explain plan, Hints, and using wait events
- Worked with prod, dev, QA, databases for schema refresh and scripts apply and hot patch apply

- Rewrote of shell scripting of RMAN backup and database monitor scripts
- Restored & recovered database from the RMAN full backup for testing of backups works
- Worked with large database of 3TB in size data warehousing for reporting purpose
- Worked with setup cleaning up of backup storage server and setup new backup strategy
- Worked with production server ASM disk group to reorganize the disk group and storage
- Worked with oracle grid control to setup server, ASM and database metric thresholds & policies
- Worked with MS-SQL and MySQL database production developments and QA environments

Merchant link, Silver spring, MD, 04/11 – 12/11

Sr. Lead Oracle DBA

Duties and Accomplishments

- Installed, migrated, & upgraded Oracle 10g/11gR2 RAC database and CRS on Sun Solaris 10
- Configured and managed oracle 10g physical data guard and 11g active data-guard (MAA)
- Designed, installed, and configured high-performance active/active data replication solutions using Oracle Golden Gate 11g replication between two data centers across the country
- Worked on performance tuning of replication and upgrade production databases zero downtime with oracle Golden Gate
- Migrated data replication solution from Oracle Streams to Oracle Golden Gate 11g
- Setup configured maintained and support oracle streaming for active/active replication
- Installed & configured oracle 11g grid control for monitoring database, file system, CRS
- Monitored the databases using trace file, alert log files, v\$views, AWR, ADDM, grid control
- Worked with performance & tuning the database by index & re-index, defragmenter, shrink table space and gathering statics, explain plan and outlining, Hints, and using wait events
- Worked with prod, dev, QA, databases for schema refresh and scripts apply and hot patch apply
- Worked with custom build python based middle ware for active pre-connection both side
- Setup and maintain support oracle table space partitioning for production database
- Wrote Shell scripts for RMAN backup and database monitor scripts
- Restored & recovered database from the RMAN full back up after data file corruption.
- Worked with large database of 2TB in size data warehousing for reporting purpose
- Worked with patched the oracle database in oracle 11g and oracle 10g and CRS

Census Bureau, Jeffersonville, IN, 08/10 – 04/11

Sr. Lead Oracle DBA

Duties and Accomplishments

- Installed Oracle 11gR2 RAC on Linux from scratch and managing oracle 11g2 RAC and MAA
- Provided production support for oracle 10g R2/11gr2 and MS- SQL 2005/2008 Server databases
- Database up-graduated from oracle 10gr2 to oracle 11gr2 cluster and non-cluster
- Monitored, performance & tuning the databases using trace file, alert log files, v\$views, AWR, ADDM, indexing, gathering statics, explain plan, SQL tuning, and Grid Control
- Installed and configured 10g application server, weblogic 11g, oracle 10g forms and reports server and oracle 11g fusion middleware help to migrate 6i forms and reports to 11g
- Managed dblink, MViews & table Indexes for efficient and robust access data
- Performed and designed backup/recovery strategy using data-pump and RMAN to disk and TAP
- Worked with database security files, user, group access, and database profiles security setup

- Implemented database security to all the production databases and comply with CIS-CAT 2.1.7 benchmarks security assessment reports and install grid control 11g
- Worked with schema objects like tables, functions, store procedure, packages, indexes, views
- Updated and test oracle SQL & PL/SQL scripts, shell scripts and automated task scheduling using crontab and windows scheduler for production databases
- Patched of oracle database and oracle forms and reports, weblogic server and discoverer

Phase Forward, Waltham, MA, 05/10 – 08/10

Sr. Oracle DBA

Duties and Accomplishments

- Installed, configuration, administration and trouble shouting of stream replication databases
- Trouble shouted with capture, propagate & apply process, & log minor, queuing & dequeuing
- Installed, configured, administrated of materialized views first and complete refresh
- Administrated of physical data guard for digester recovery and replication on oracle database
- Administrated of oracle 11gR1 RAC database on Linux and ASM on EMC Storage
- Monitored, the databases using trace file, alert log files, statspack, v\$views, AWR, ADDM, OEM
- tuned the database by index re-index, defragmenter, shrink table space and gathering statics, Tune SQL, SQL profile and PL/SQL code
- Performed and designed backup/recovery strategy, Incremental backup, Hot backup, full back up (exp, data-pump), RMAN in disk and TAP, EMC Avamar
- Installed, configured, administrated, and support oracle 11g, 10g & 9i databases and update patches for trial and reporting databases
- Worked with schema objects like tables, functions, store procedure, packages, indexes, views
- Updated and tested oracle SQL & PL/SQL scripts, shell scripts and automated task scheduling using crontab and windows scheduler for production and test databases

GlaxoSmithKline (GSK), PA, 6/09 – 4/10

Sr. Lead Oracle DBA/Apps DBA

Duties and Accomplishments

- Worked with consolidation and migration plan to consolidation and migration of servers, application, databases, storage, network, resources
- installed, configured and upgraded EBS11i to EBS R12 and performed cloning, patching and administrative work, managed users, role and worked with performance tuning
- Installed, configured and administration of oracle 11g RAC on ASM and EMC storage
- Installed, configured, administration and trouble shouting of stream replication databases.
- Installed, configured, administration and trouble shouting of physical data guard for digester recovery and replication on oracle database (MAA).
- Trouble shouted with capture, propagate & apply process, & log minor, queuing & dequeuing
- Observed database waits events and tuning databases based on wait events, observed buffer hit ration to tuning database memory and observed hot table spaces to tuning IO.
- Performed and documented oracle database backup/recovery process using RMAN
- Taking RMAN backup in disk and TAP using varitas net backup
- Worked with shell scripting and job scheduling to schedule oracle backup jobs

Lewtan Technologies, Waltham, MA, 10/06 – 4/09

Sr. Lead Oracle DBA/Architect

Duties and Accomplishments

- Installed, configured and administration of oracle 10g RAC on Linux
- Worked with data ware house database design and architect, ETL, Cognos BI, SQL loader
- Performed database stress and load test from database past and future growth prediction
- Worked with database up-gradation oracle 9i to 10g/11g and install grid control 10g
- Monitored performance & tuning the databases using trace file, alert log files, statspack, v\$views, explain plan, index, re-index, gather stats, AWR, ADDM, TOAD, OEM and grid control
- Worked with performance utilizing optimization hints, processors, indexes, partitions
- Worked with database security setup files, directory permissions, user, group access, Listener.ora, and database profiles security setup
- Performed and designed backup/recovery strategy Full Backup (exp, data-pump), RMAN backup
- Worked as team lead to support ABS system globally and schema refresh
- Installed, configured, renaming and support oracle 9i & 10g databases and update patches
- Worked as a team lead to ABS system schema design, DFD, ER diagram, Normalization, logical, physical model and modified from old 5.8 version to new V 6.0 system using Toad data modular
- Worked with database creation modified and updates script migration from oracle 9i to 10g , 11g
- Actively involved in different phases of upgrade & migration and schema design of ABS system from oracle 9i to oracle 10g and SQL server 2005
- Designed and updated schema objects like tables, functions, store procedure, packages, sequences, data types, indexes, views, constraints,
- Performed oracle database patch and ABS applications patches

Qwest Communication, MN, 8/05 – 9/06

Sr. Oracle DBA/Apps DBA

Duties and Accomplishments–Worked with EBS 11i administration, cloning, patching, autoconfig, user, role, printer managed, worked as oracle production and development DBA on telecommunication domain to migrate the 8i/9i databases to 10g environments data guard and MAA environments

TCF Bank, MN 04/2004 – 08/2005

Oracle DBA/Weblogic admin

Duties and Accomplishments–Worked as oracle product and developments DBA on taller managements system to migrate this project from MS-SQL server to oracle in back end and J2EE application in the front end running on the Weblogic server

1 800 Dial-A-Mattress, NY 02/2001 – 03/2004

Oracle DBA

Duties and Accomplishments – Oracle EBS 11i administration, cloning, patching , Oracle 9i DBA and oracle 6i forms and report application support for customer, sales and inventory managements system on sun Solaris.

Education, Training, and Certifications

- Master of Software Systems, (RDBMS with oracle and OOP using JAVE) University of St. Thomas, St. Paul and Minneapolis, MN. Completed December, 2000.

- MBA (marketing) University of Lincoln, UK.
- BSC in Soil Science, University of Dhaka, Dhaka, Bangladesh.

Training

- Oracle Exadata X2-2 Hands on training from oracle
- Oracle cloud grid control 12c training from oracle
- Oracle 11g weblogic admin training from oracle
- Oracle golden gate training from oracle
- Oracle EBS R12 training
- MS-SQL server 2005 training
- Oracle database 9i fundamental II from oracle
- Oracle database 9i performance & Tuning from oracle
- Oracle 10g real application clusters (RAC)
- Oracle 10g data guard (DG) and streaming
- Hands-on training on Java, University of St. Thomas

Certifications

- Oracle certified associate (OCA)
- Sun Solaris 8 certified system administrator

ORACLE

Certified Associate

THIS CERTIFIES THAT

Abdul F Anisuzzaman

IS RECOGNIZED BY

THE ORACLE CERTIFICATION PROGRAM AS AN

Oracle9i Database Administrator Certified Associate

January 13, 2008

Date

John L. Hill
Senior Vice President, Oracle Corporation



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:

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

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

VENDOR REGISTRATION

VENDOR NUMBER : 
GROUP NUMBER : 
PASSWORD : 

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 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:

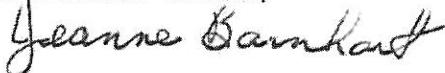
MINORITY-OWNED *SMALL*

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.

SINCERELY YOURS,



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 SOLUTION

Signed:  Huu Phan

Date: 7/30/2013

Title: Managing Director

RFQ No. HHR14034

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: 07/30/13

State of Georgia

County of _____, to-wit:

Taken, subscribed, and sworn to before me this 30th day of July, 2013.

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

(Phone Number)

404-529-4282

(Fax Number)

07/30/2013

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM**SOLICITATION NO.:** HHR14034

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)

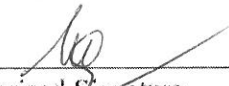
- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/>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