



CDI Corporation
125 Lakeview Drive
Charleston, WV 25313

July 17, 2013

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

Attention: Ms. Roberta Wagner – 304-558-0067
Solicitation – HHR 14042

Dear Roberta:

CDI is pleased to provide the State of West Virginia with a formal response to solicitation HHR 14042 for one Technical Project Manager/Lead Application Analyst. We are pleased to present Mr. Raghuram Mekala in support of this solicitation and believe you will find his qualifications to support this work meet /exceed to qualification requirements.

Enclosed you will find the following documents as required by the solicitation.

1. Cover Letter
2. Mr. Raghuram Mekala full resume
3. Qualification Table supporting page 19 item #3 of the solicitation
4. Copy of PMP Certification - supporting qualification 3.1.1
5. Insurance Certificate Access Information
6. Contract Manager – Page 26 of Solicitation
7. Pricing Page – Exhibit A
8. Purchasing Affidavit – page 30 of Solicitation
9. Certification and Signature Page

If you have any questions regarding this response or require any additional information please do not hesitate to contact me at 571-332-1702.

Regards,

A handwritten signature in black ink, appearing to read "R S Strickland".

Robert S. Strickland
Sales Executive - CDI

07/23/13 09:00:26 AM
West Virginia Purchasing Division

EXPERIENCE SUMMARY:

- A **technical project manager with more than 16 years of experience** designing business solutions across several markets and platforms utilizing accomplished skills in requirements gathering, **analysis and design, architecting, data modeling, object-oriented** application development, database development, reporting, and **team lead/project management**.
- A **Certified Project Management Professional (PMP)** with more than **10 years** of experience in a **senior analyst/project management role**. Experience involved **tracking, overseeing and reporting** throughout the **Systems Development Life Cycle (SDLC)**.
- **11 years** of consummate proficiency with a **complex, large-scale, N-Tier**, enterprise level Statewide Automated Child Welfare Information (**SACWIS**) application; **7 years** of programming **Title IV-E eligibility and determination** program functionality.
- **14 years** of extensive experience with full software life cycle implementation of **large-scale client/server applications using PowerBuilder Ver. 4.0 - 12.0**. Worked extensively with **dynamic data windows, in-depth experience with various object-oriented custom and third party (PFC, Power Tool) foundation class** library members used for building enterprise level PowerBuilder applications.
- **10 years** of experience with designing and building **dynamic database driven enterprise level web applications** using various **Web technologies like ASP, ASP.Net, AJAX, HTML, JavaScript, C# and Java**. Extensive experience with **.Net Framework 1.0 – 4.5** and **Visual Studio 2003 – 2012)**
- **4 years** of experience with building web applications using **ASP.Net MVC, WCF and JQuery**.
- **More than 6 years** of extensive experience using **Component-Based Scalable Logical Architecture for .NET (CSLA.Net)** for building **.Net applications**.
- **14 years** of experience with **relational databases; 12 years** using **Oracle 8.x/9.x/10.x/11g database– SQL tuning, PL/SQL, stored procedures, triggers, and data design/data modeling**.
- **6 years** of experience with third party web components (AJAX enabled) like **Component Art Web.UI, and Telerik/Kendo for developing Asp.Net applications**
- **More than 4 years** of experience with **designing and developing applications using the Java Platform and the Oracle SOA Suite**.
- **8 years** of experience with **Systems/Application architecture** involving **evaluation of new tools and technologies**, and developing **strategies to modernize legacy applications**.
- **More than 5 years** of experience with **application performance monitoring, analyzing, performance tuning, and securing** large-scale enterprise applications, using tools like **dynaTrace, Fiddler, and Visual studio team system**.
- **More than 1 year** of experience with designing and developing solutions using **Microsoft Bing Maps and Oracle Locator**.
- **More than 3 years** of experience designing and developing solutions using **QAS address verification tool**.
- **More than 7 years** of experience with creating and administered multiple project team **collaboration websites using Microsoft SharePoint Services/Server**
- **More than 7 years** experience with **system administration and maintenance of windows servers 2003/2008/2012, managed server certificates, and installation and configuration of applications**.
- **10 years** of experience working on reporting technologies like **Crystal reports 7.0/8.x, and PowerBuilder – WordPerfect/Microsoft Word interface**
- Excellent written and verbal communication skills and presentation skills. Have closely interacted with the various project stakeholders during the project life cycle.

RAGHURAM MEKALA

EXPERIENCE:

CDI Professional Services, Charleston, WV
Project Manager/Lead Analyst

April 2002 – Present

Client: Dept. of Health and Human Resources, Charleston, WV

July 2009 – Present

April 2002 – December 2008

Role: Project Manager/Lead Analyst

Environment: ASP, ASP.Net 1.1/2.0/3.5, ASP.Net MVC1.0/3.0/4.0, WCF, .Net Framework 1.1/2.0/3.5/4.0/4.5, C#, Java, HTML, JavaScript, JQuery, AJAX, XML, PL/SQL, Visual Studio 2005 / 2008 / 2010/ 2012, Team Foundation Server 2005/2008, PowerBuilder 10.2/11.5/12.0, Oracle 9i/10g/11g, Oracle SOA Suite 10/11, Microsoft Enterprise Library, Component-Based Scalable Logical Architecture for .NET (CSLA.Net), ComponentArt controls, Telerik RadControls, Kendo UI, IIS 6.0/7.0/8.0, Microsoft Office SharePoint Server (MOSS) 2007, dynaTrace 3.5 Test Center Edition, dynaTrace Ajax 3.0, Fiddler 2.0, Crystal Reports 8.5, Aspose Words for .Net, Bing Maps, Oracle Locator, QAS, Microsoft Project, ERwin, log4net, and FxCop

Responsibilities:

Project Manager/Lead Analyst for the **FACTS Title IV-E project** engaged in the design, development, maintenance and modernization of a Complex, large-scale, N-Tier - **Statewide Automated Child Welfare Information System (SACWIS)**.

Application Design and Development:

- Participated in Joint Application Development (**JAD**) sessions, using the **RAD** methodology of application prototyping, for gathering system requirements.
- Lead responsibility for design, development and maintenance of **Title IV-E Eligibility** functionality.
- Performed maintenance and development tasks using **PowerBuilder**, ASP.Net, C# and Oracle – PL/SQL, among other software used on the project.
- Worked extensively with **Visual Studio 2003 - 2012** for developing web applications.
- Created and administered multiple **project team collaboration websites using Microsoft SharePoint Services/Server**.
- Involved with troubleshooting production issues and developed solutions using application and data analysis.
- Used **AJAX** and AJAX-enabled components (Telerik RadControls / Kendo UI) for designing **dynamic database driven web pages**.
- Worked extensively with **dynamic data windows, data stores, foundation class libraries, and many other key features of PowerBuilder**.
- Worked extensively on the **Oracle database – Data Design/Data Modeling, PL/SQL** (stored procedures and triggers), and **SQL tuning**.
- Involved with troubleshooting production issues and developed solutions using application and data analysis.
- Designed and implemented various **secure web applications** (RAPIDS Search, Automated Provider Referral, and Case Plan Progress Plan Report) that are also **tightly integrated with the PowerBuilder** application.
- **Involved in the design and development of the Case Plan Progress Plan Report**, This system once completed will be used for exchanging case plan information electronically with the **WV Supreme Court**.

RAGHURAM MEKALA

- Worked extensively in the **Child Protective Services (CPS) web initiative**. Created and maintained the prototype application, and subsequently developed many key screens in the **CPS – Intake, Investigation and Institutional Investigation** area.
- Worked extensively with **QAS** address verification tool, integrated the tool into CPS web application. Also, used the **QAS batch** verification module for cleaning provider address information.

System Architecture

- Played a key role in **architecting, developing and maintenance of multiple dynamic database driven websites** (WVCourt, RAPIDS Search, FACTSPLUSNET, RODCA, Child Protective Services, Automated Provider Referral, and Case Plan Progress Plan Report). These websites were built using **.Net framework 2.0 – 4.5** and its related technologies:
 - Presentation Layer: **ASP.Net web forms, MVC, HTML, JavaScript, jQuery, Telerik RadControls for ASP.net Ajax, Kendo UI**
 - Middle Layer: **C# business objects built using CSLA.Net framework, WCF**
 - Data Layer: **Oracle** packages, procedures and triggers built using **PL/SQL language**
- Lead responsibility for developing and implementing a strategy for modernizing the legacy application.
- Lead responsibility for evaluating and upgrading the application software. Interacted closely with software vendors like Sybase to get the issues resolved.
- Prepared various system architecture documents as needed by the project
- Used ERwin Data Modeler tool for generating ER diagrams.
- Principal architect involved with integrating two large social welfare applications resulting in obtaining a unified picture of all the benefits (Food Stamps, Medicaid, and daycare among others) that a client is receiving from the state and federal government.
- Involved with **analysis, design and implementation** of windows (PowerBuilder) and Web (ASP.Net) applications using the **object-oriented programming (OOP)** methodologies.
- Lead responsibility for architecting and developing a Geographical Information System (GIS) system using **Oracle Locator and Bing Maps**
- Lead responsibility for design, development, and implementation of solutions using **Java platform and Oracle SOA Suite software**. Also, assisted with software installation and general administration tasks.
- Lead Architect for **modernizing IV-E administration** area, participated in JAD sessions with end users to identify issues with current system and develop objectives for the new system. A prototype application incorporating the JAD group feedback was developed.

Quality Control

- Key member of the quality assurance team involved in defining, developing, and maintaining the project coding standards, and processes. Also, performed code reviews.
- Worked extensively with **application performance tuning, monitoring, and security** using tools like **dynaTrace** test suite, dynaTrace Ajax, fxcop, and Fiddler.

Project Management

- Conducted team meetings, reviewed project status and deliverables through the entire Systems development Life Cycle (SDLC).
- Prepared weekly project status reports for management.

RAGHURAM MEKALA

- Used Microsoft Project for creating work breakdown structures, project plans, scheduling and controlling of project resources and tasks.
- Prepared a comprehensive proposal for starting a Project Management office (PMO) at WV DHHR. Worked closely with Mrs. Darlene Thomas, CTO, and Ms. Brenda Howell, Project Director among others in preparing this report.

Reporting

- Generated numerous management reports using Crystal Reports.
- Composed Microsoft Word templates and populated data fields at runtime using OLE.
- Created dynamic reports for a Web application using Telerik reporting controls, and Aspose Words for .Net
- Made PL/SQL blocks to extract data into Excel spreadsheets for ad-hoc reporting needs.

System Administration

- Key member of a **system administration** team involved in installing, maintenance and troubleshooting of **8 Internet Information server (IIS) 6.0/7.5/8.0** running on **windows server 2003/2008/2012**. Installed and configured applications and managed SSL Certificates.
- Leading member of a team involved in installation, maintenance and troubleshooting of **Microsoft Team Foundation server (TFS) 2005/2008**.
- Administered various **SharePoint project collaboration sites on Microsoft Office SharePoint Server (MOSS) 2007 and Microsoft SharePoint Services**.

Communication

- Prepared and delivered effective PowerPoint presentations to the project team and management.
- Closely interacted with the various **project stakeholders** through verbal and written communications.
- Wrote system documentation.

Client: Terradon Communications Group, Poca, WV

March 2009 – July 2009

Role: Technical Consultant

Environment: Visual Studio .NET 2008/.NET Framework 3.5, SQL Server 2008, ASP.NET 2.0, C#, Telerik RadControls, AJAX, Microsoft Mapping APIs, Visual source Safe, MS Visio, JavaScript, WCF, LINQ, jQuery, CSS, XML, XSD

Responsibilities:

Project 1: West Virginia Department of Commerce - Content Management System (CMS)

- A key member of a team involved in analysis and development of a large-scale customized **Content Management System (CMS)** for the **West Virginia Department of Commerce**. This multilingual, **dynamic data driven CMS website** is an interactive communication tool for promoting tourism and industries within the state of West Virginia (www.wvcommerce.org).
- Worked on major application modules like Site selector, Development site, and My Account.
- Created **numerous dynamic and interactive web pages** using **ASP.Net, C#, JavaScript, and AJAX** technologies. Development was done using **Visual Studio 2008** software.
- Worked extensively with ASP.Net server controls and **Telerik RadControls**

RAGHURAM MEKALA

- Built custom ASP.net user and server controls.
- Worked extensively with SQL Server – designed and created tables and **stored procedures**.

Project 2: United Coal Company (UCC), Blountville, TN

- **Lead Analyst** on a project involved with designing and development of a unified coal production reporting application. The system uses **.net web services - Windows Communication Foundation (WCF)** for gathering daily coal production information from the various mines run by UCC and its subsidiaries.
- The system uses X.509 Certificates for authenticating clients
- Worked extensively with SQL Server – designed and created tables and **stored procedures**

ONE Community, Inc. Oakbrook Terrace, IL Consultant

July 2000 – January 2002

Client: Adelphia Business Solutions, Buffalo, NY

Role: PowerBuilder Developer

Environment: PowerBuilder 6.5, PFC and Oracle 8.0.5

Responsibilities:

- Part of a 125-person team that designed and implemented an **enterprise-level** custom order entry/order management system that manages the client's converging lines of telephony, telecommunications, and cable businesses.
- **Lead a team of 3 to 4 developers and performed scheduling, monitoring and other task management duties through the project life cycle.**
- Performed systems analysis, design, development, and testing to accomplish the various project assignments. This also involved **data modeling and rapid prototyping duties.**
- Worked extensively with **dynamic data windows, data stores, foundation class libraries, and many other key features of PowerBuilder.**
- Designed and developed various modules like cash management, and account management among others.
- Worked extensively with **Oracle PL/SQL (stored procedures and triggers)** and advanced queuing functionality.
- Architected and developed solutions for integrating order information with the billing system (Arbor from Lucent technologies).
- Key member of a team responsible for managing the transition of the project to the client and system's testing, **communicated with the user-side management** for managing the transition
- Prepared system documentation.

DCR, Inc. Delray Beach, FL Software Engineer

April 1998 – July 2000

Client: Deloitte & Touché, PA

Role: Software Engineer

Environment: PowerBuilder 5.0, PFC and Oracle 7.3. Crystal Reports

Responsibilities:

RAGHURAM MEKALA

- A key member of a team involved in analysis and development of the **Adult Protective Services (APS)** system that provided the ability to record and track abused and neglected adults who were receiving welfare services.
- Developed the GUI using the Rapid Prototyping Methodology with active client participation.
- Independently developed the **data model** along with **table design** and Screen Details based on user requirements for the staff time study module.
- Worked extensively with PowerBuilder and Oracle
- Designed and developed MIS reports.

Client: MCI, VA

Role: Software Engineer

Environment: PowerBuilder 5.0, Sybase System 10, and InstallShield.

Responsibilities:

- A **Lead analyst** involved in development and maintenance of an Ad-Hoc reporting system. The system generated reports on customer profiles, performance of different promotions, and customer billing.
- Performed **systems analysis, design** and development to accomplish the various project assignments.
- Reviewed the application for Y2K compliance.
- Built the application deployment package using InstallShield.
- Prepared Test plans, Test cases and end-user documentation.

Client: Pharamchem Labs, CA

Role: Software Engineer

Environment: PowerBuilder 5.0, PFC, InfoMaker with Sybase System 11 and Btrieve 6.15

Responsibilities:

- A Key member of a team that developed a module to handle the collection of samples (for drug testing) and the commissions that need to be paid to the collectors.
- Designed and developed the application using PFC (PowerBuilder's Foundation Classes)
- Performed **analysis, design, data modeling**, and development tasks.
- Built an interface for performing data conversion and loading data to a financial package (Solomon) running on a Btrieve database.
- Created Ad Hoc reporting utility (using InfoMaker)
- Prepared Test plans, Test cases and end-user documentation.

Renaissance Informatics Ltd, New Delhi, India

Software Engineer

November 1995 - March 1998

- Worked on multiple projects for clients in Manufacturing and Financial services industry. Development tools included **PowerBuilder 4.0/5.0**, PowerTool foundation Class Libraries, Sybase SQL Server, Sybase System 10 and S-Designer.
- Involved in the **analysis and design** of the GUI using the RAD methodology of rapid application prototyping.
- Performed data modeling tasks and built ER diagrams using S-Designer.
- Extensively used PowerTool foundation class library for PowerBuilder application development.
- Developed the security module for the entire system.

RAGHURAM MEKALA

- Involved in the development of test plans, MIS reports and system documentation.

Education:

Master of Science, Technology Management - Information Technology emphasis
Marshall University, West Virginia (2005)

Bachelor of Science, Computer Science
Nagarjuna University, India (1995)

Certifications and Awards:

Project Management Professional (PMP) certification. 2005 - Present

Received an award in the Digital Government: Government to Business category during the 2009 Recognition Awards for Excellence in Information Technology, **presented by the WV Office of Technology CTO**

TRAINING:

Corticon Developer Training

A 3 day hands on workshop for learning the various features of Corticon studio for developing Business Rules Engine, conducted by Progress Corporation.

Oracle Fusion Middleware SOA Suite 11g Workshop

A 1 day hands on workshop for learning the various features of Oracle SOA Suite, conducted by Oracle Corporation.

Oracle 11g Database Security Workshop

A 1 day hands on workshop for learning the various database security features, conducted by Oracle Corporation.

Java Programming Language Workshop

A 5 day program designed to develop core java programming skills, conducted by Sun Micro Systems.

Implementing an Iplanet Portal and Iplanet Directory server.

Training conducted internally on an ongoing project at One Inc.

Qualifications	Experience Required	Mr. Mekala Experience
3.1.1 - "Project Management Professional" (PMP) Certification. A copy of this certification must be submitted showing that the certificate is still up to date	Certification	Y
3.1.2 - 5 years experience as a lead application analyst in a senior analyst role or project management role.	5	10
3.1.3 - 7 years experience in Systems Development Life Cycle (SDLC), tracking, overseeing and reporting throughout the life cycle.	7	10
3.2 - Mandatory Contract requirements for the web development services of one Technical Project Manager/ Lead Application Analyst		
3.2.1 - 8 years of Web development experience with dynamic database driven enterprise level web applications.	8	10
3.2.2 - 5 years experience in web development using ASP. AJAX, Visual Studio (version 2010 or higher), .NET framework 2.0+, JavaScript and C#.	5	10
3.2.3 - 5 years development experience with a complex, large-scale, N-Tier application.	5	11
3.2.4 - 5 years of Telerik /Kendo control experience to develop ASP.Net applications.	5	6

Request of Quotation
HHR14042 - One Technical Project Manager/Lead Application Analyst
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CDI Resume - Raghuram Mekala

3.2.5 - 5 years experience using CSL A (Component based, Scalable, and Logical Architecture) Framework to build .net applications.		5	6	
3.2.6 - 3 years experience using ASP.Net MVC, WCF and jQuery.		3	4	
3.3 - Mandatory contract requirements for the relational database services of one Technical Project Manager/Lead Application Analyst				
3.3.1 - 10 years of Relational Database experience.		10	14	
3.3.2 - 10 years of experience using Oracle RDBMS (must include experience using version 11g or higher), SQL, tuning, PL /SQL development skills, including the development of stored procedures.		10	12	
3.3.3 - 5 years Data Design/Data Modeling experience.		5	12	
3.3.4 - 3 years experience with designing and developing applications using the Java platform and the Oracle SOA suite.		3	4	
3.4 - Mandatory contract requirements for the general services of one Technical Project Manager/Lead Application Analyst				
3.4.1 - 5 years experience in application performance tuning and application security using DynaTrace.		5	5	
3.4.2 - 10 years experience with an enterprise level Statewide Automated Child Welfare Information System (SACWIS).		10	11	

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3.4.3 - 10 years experience developing client server applications using PowerBuilder.		10	14	
3.4.4 - 8 years of Analysis and Design experience.		8	16	
3.4.5 - Excellent communications skills to communicate with various stakeholders including, but not limited to; project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.		Y/N	Y	
3.4.6 - 5 years experience as a system administrator on Windows servers to include; managing server certificate, and installation and configuration of applications.		5	7	
3.4.7 - 5 years experience programming Title IV-E eligibility and determination functionality.		5	7	
3.4.8 - 1 year experience designing and developing applications using Microsoft Bing Maps and Oracle Locator.		1	1	
3.4.9 - 3 years experience development experience using QAS addressing verification tool.		3	3	
3.4.10 - 5 years experience with Microsoft SharePoint Services/Server for team Collaboration.		5	7	

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CDI Resume - Raghuram Mekala

3.4.11 - provide documentation to support proof that their candidate is a U.S. citizen or eligible to work in the United States.		Y/N	Y	
3.4.12 - provide documentation to support a background criminal records check (CIB), this must be completed within 6 months of contract award.		Y	Y	

Project Management Institute

THIS IS TO CERTIFY THAT

Raghuram Mekala

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE
IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND
RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE



Peter Monkhouse • Chair, Board of Directors



Mark A. Langley • President and Chief Executive Officer

PMP® Number [REDACTED]

PMP® Original Grant Date 21 September 2005

PMP® Expiration Date 20 September 2015



Insurance Certificate Access

Supporting: State of West Virginia - Department of Administration
Purchasing Division

Solicitation: HHR14042

Dear Valued Client;

As a result of today's technology we are able to expedite and enhance how we deliver our insurance information to our valued customers. We now offer an online Memorandum of Insurance (MOI) as evidence of CDI's insurance. The MOI will enable you to obtain current information on our insurance program at any time by using the web address listed below. Please retain this website address so that you can refer to it in the future. Please note that the website address is case sensitive.

MOI Web Address: www.marsh.com/moi?client=0798

This online service is provided through our insurance broker, Marsh. You will be asked to read and agree to the terms and conditions of access to the website from Marsh prior to printing or viewing our MOI.

Should you have any questions, the Marsh contact person listed on the MOI website is available to assist you in accessing this information.

Regards,
CDI Corporation

REQUEST FOR QUOTATION

RFQ # HHR 14042 One Technical Project Manager / Lead Application Analyst

11. MISCELLANEOUS

11.1 Contract Manager – During its performance of this contract, Vendor must designate and maintain and primary contract manager responsible for overseeing Vendors responsibilities of this contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this contract. Vendor should list its Contract manager and his or her contact information below.

Contract manager: Robert S. Strickland

Telephone Number: 571-332-1702

Fax Number: 1.888.535.3412

Email Address: Robert.strickland@cdicorp.com

REQUEST FOR QUOTATION

RFQ # HHR 14042 One Technical Project Manager / Lead Application Analyst

Mr. Raghuram Mekala

Exhibit A

PRICING PAGE

QTY/ HRS	Description	Hourly Rate	Price Per Year
2288 Hours	Technical Project Manager/Lead Application Analyst Contract for 1 year based on hourly rate	\$ 87.00	\$ 199,056.00
2288 Hours	Renewal for Year 2	\$ 91.35	\$ 209,008.80
2288 Hours	Renewal for Year 3	\$ 95.92	\$ 219,464.96
	TOTAL COST		\$ 627,529.76

Vendor Name: CDI Corporation


Vendor Address: 125 Lakeview Drive, Charleston, WV 25313

Remit to Address: 125 Lakeview Drive, Charleston, WV 25313

Phone #: 571-332-1702

Fax #: 1-888-535-3412

Email: robert.strickland@cdicorp.com

Signature:  7/17/13
Date

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

RFQ No. HHR14042

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: CDI Corporation

Authorized Signature: [Signature] Date: 7/15/13

State of Virginia

County of Fauquier, to-wit: Robert S. Strickland

Taken, subscribed, and sworn to before me this 15 day of July, 2013

My Commission expires 09-30, 2014

AFFIX SEAL HERE



NOTARY PUBLIC Kathryn Gendreau

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.

CDI Corporation

(Company)



(Authorized Signature)

Robert S. Strickland, Sales Executive

(Representative Name, Title)

571-332-1702 1888-535-3412

(Phone Number)

(Fax Number)

7/17/13

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: HHR14042

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.

CDI Corporation
Company


Authorized Signature

7/25/13
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

SOLICITATION NUMBER: HHR14042**Addendum Number:** 1

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation:

1. To provide responses to Vendors' questions.
2. To provide Addendum Acknowledgement.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A



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

Solicitation

NUMBER
HHR14042

PAGE
2

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 MANAGEMENT INFORMATION SERVICE

 321 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-9195

DATE PRINTED
07/18/2013

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	2,288	HR		946-30		
				TECHNICAL PROJECT MANAGER/LEAD APPLICATION ANALYST		
0002	2,288	HR		946-30		
				SECOND YEAR - TECHNICAL PROJECT MANAGER/LEAD		
0003	2,288	HR		946-30		
				THIRD YEAR - TECHNICAL PROJECT MANAGER/LEAD		
***** THIS IS THE END OF RFQ HHR14042 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



State of West Virginia
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BID OPENING DATE: 07/31/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM IS ISSUED:						
1. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ORIGINAL SOLICITATION. QUESTION AND ANSWER PAGES ARE ATTACHED.						
2. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.						
***** END OF ADDENDUM NO. 1 *****						

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

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

HHR14042 ADDENDUM 1

TO RESPOND TO VENDOR QUESTIONS AS FOLLOWS:

1. Clause # 41- Licensing- Does the bidder have to be registered in State of WV? In other words, can out of state vendors bid for this?
RESPONSE: All vendors must be registered in the State of WV to be able to do business in the State of WV. Out of State vendors can bid on this project and are welcome to participate. However, all registration requirements must be complete prior to the award of the bid. If a license is required for the function, a State of WV license must be obtained prior to the bid.
2. Do you require a bid bond and performance bond for the referenced bid?
RESPONSE: All Bond requirements are listed in the Terms and Conditions "Instructions to Vendors Submitting Bids" Sections 8 and 9 attached to the document specifications.
3. Is there an Incumbent for this position?
RESPONSE: No, these are all new projects identified in this RFQ.
4. In the qualifications section of the bid, it is stated that vendor must submit documentation to support specific experience of the proposed candidate/s- What kind of documentation do you expect from us. Is the Resume of the candidate evidencing the experience good enough?
RESPONSE: Vendors must only submit documentation for candidates that fully meet all of the qualifications specified in the RFQ: 1. The Vendor must supply the Project Management Professional (PMP) Certification. 2. The vendor must provide documentation to support proof that their candidate is a U.S. citizen or eligible to work in the United States. 3. The successful vendor must provide documentation to support a background criminal records check (CIB). This must be completed within 6 months of contract. 4. The vendor may supply the candidate's resume highlighting where the candidate meets each qualification and requirement.
5. How many resumes/profiles can each vendor submit?
RESPONSE: There is no limit to the number of resumes that a vendor can submit. Vendors are to submit, however, only fully qualified candidates.
6. Vendor Preference Certificate: What would be the impact on the bid if the bidder does not meet any of the items listed on the referred certificate?
RESPONSE: You would not receive a Vendor Preference. The impact cannot be determined prior to receiving the bids. The impact would be determined by the number of vendors who respond to the bid and their ability to meet any of the items listed on the reference certificate.
7. Is there an interview required for any of these hires (Oracle DBA or Technical PM/Lead)?
RESPONSE: No
8. Are we able to submit more than 1 candidate per position or is it limited to 1 on each requirement?
RESPONSE: See also #5
9. If all "Must Have" or "Mandatory Provisions" are not met, will the candidate with the most "mandatory provisions" be accepted, or are all candidates without full qualification rejected immediately?
RESPONSE: No, Vendors are to submit, only fully qualified candidates. If a candidate does not meet 1 or more qualifications they will be rejected.

HHR14042 ADDENDUM 1

10. If no bids are received that meet the full set of requirements, is the next best bid accepted or is the process started over?
RESPONSE: If no candidates meet all the qualifications, then the process will begin again.
11. Is this selection process governed by the Lowest Bid combined with meeting the Mandatory Provisions in full?
RESPONSE: Yes, the contract will be awarded to the lowest bid meeting all the qualifications.
12. Is there an electronic site that I can view these documents for copying the job descriptions into our internal CRM system to distribute to our recruiting staff?
RESPONSE: No
13. For Bid Formatting Item #9 page 5, can we recreate the Pricing Chart Exhibit A onto an Excel spreadsheet in order for us to input data as requested by the solicitation?
RESPONSE: The vendor should complete the pricing page, as it's presented. However, if the Excel Spreadsheet has the same information requested on the existing cost sheet, it would be acceptable.
14. Does the State require additional copies of our Proposal or just one original signed?
RESPONSE: If no additional copies are listed, no additional copies are required. Just the one original signed bid, is required
15. Is there currently an existing vendor performing these services or is this a new position? If yes are they allowed to bid on this Solicitation?
RESPONSE: No
16. Approximately how long will this process take from bid to contract date, to candidate start date?
RESPONSE: DHHR is interesting in completing this acquisition as expeditiously as possible. However, due to circumstances beyond our control with registrations, and other issues that take place during the bid process, an estimated contract date cannot be established. We hope to have this contract in place no later than September 1, 2013.
17. Page 22 – 3.4.6 In this paragraph they are asking the candidate to be:
 Technical Project Manager (10 yrs.)
 Lead Application Analyst (10 Years)
 System Administrator (5 years)
 Question: This is tremendous responsibility being placed on one individual. Will there be a team or associates to shoulder some of that responsibility?
RESPONSE: No
18. Page 32 – Have any addendum's been issued? Will they be automatically emailed to each vendor or is there a website that should be checked?
RESPONSE: No addendum has been issued. They will be sent to each vendor by the DOA Buyer.