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# Arks Tek Inc

Redefining Your Business Experience

October 11<sup>th</sup> 2013

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

Attention: Mr. Roberta Wagner—304-558-0067  
Solicitation: HHR14053A

Dear Roberta,


We at Arks Tek Inc are grateful for this opportunity provided to us, that has enabled us to share our resource base with the State of West Virginia. In response to the Solicitation HHR14053A, we are pleased to provide three Programmer Analyst position submissions. Arks Tek Inc has chosen few of its most experienced and skilled personnel to provide support for this post. We are positive that Mr. Jay Prakash Patibandla, Shekar Reddy Mandha and Venkata K will meet and hopefully exceed the requirements of this solicitation.

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

1. Cover Letter
2. Mr. Jay Prakash Patibandla, Shekar Reddy Mandha and Venkata K full resume
3. Qualification table supporting the solicitation
4. Memorandum of Insurance
5. Contract Manager-Page 25 of solicitation
6. Pricing Page—Exhibit A
7. HIPAA Business Associate Addendum-page 27 of the solicitation
8. Vendor Preference Certificate
9. Purchasing Affidavit-Page 36 of solicitation
10. 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 701-300-7006.

Regards,

  
Shilpa Amrithetty  
Legal Associate

10/15/13 01:17:37 PM  
West Virginia Purchasing Division

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Jay Prakash P  
Senior Mainframe Consultant

## Experience Summary:

- **Mainframe application programmer analyst with 11 years of extensive experience in Analysis, Design, Development, Testing, Implementation and Production Support of a mainframe child support application in Health care domain.**
- **11 years of extensive experience in IV-D Child Support Program of health care domain.**
- **11 years of proven experience working in the Onshore/Offshore Business model. Worked with diversified offshore teams located in multiple locations including Bangalore, Chennai, and Pune & NCR in India, Onshore teams located in Indianapolis.**
- **Performed multiple roles including team member, senior developer and onshore coordinator with great success.**
- **Substantial exposure to Software Development Life Cycle in prototyping software applications including Requirements Analysis, Program Design, Development, Unit testing, Integration Testing, System Integration Testing, User Acceptance Testing, Maintenance and Documentation.**
- **Experience with Indiana child support legal and administrative documents like Income with holding order (IWO) form, Non-Custodial Parent's Child Support Payment Remittance form.**
- **Experience in providing technical guidance.**
- **11 years of experience with Office of Child Support Enforcement forms like OCSE -157.**
- **Training & Mentoring team members on project tools and Domain Knowledge.**
- **11 years of experience programming in a mainframe NATURAL for DB2 environment.**
- **More than 11 years of extensive experience using COBOL, NATURAL, JCL, CICS, VSAM, DB2, TSO/ISPF.**
- **More than 11 years of extensive experience working with tools like endeavor, expeditor, inertest, CA-7, abend-Aid, CA-SymDump, CA Compile/PRF, File-Aid, easytrieve, SPUFI, RC-Update, RC-Query, PRF, RMT001, JRS, LotesNotes and FORMQuest.**
- **Extensive and diversified experience in Batch and Online development system analysis, design and Maintenance.**
- **Good experience in production support activities of the system.**
- **Experience in technical process flow diagrams using MS VISIO.**
- **Experience in technical, project documentation using MS WORD.**
- **Experience in project documentation using MS EXCEL.**
- **Proven expertise in user requirements gathering, design, development, maintenance, and production support of mainframe applications.**
- **Excellent written and verbal communication skills and presentation skills. Have closely interacted with various project stakeholders during the project life cycle.**

## TECHNICAL SKILLS

Languages : COBOL, NATURAL, CICS, JCL, SQL, UNIX scripting, C.  
Platform : Mainframes.

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Database : DB2, VSAM.  
 Tools : Endeavor, Expeditor, Intertest, CA-7, File-Manager, File-Master, RMT001,  
 RC-Update, RC-Query, Abend-Aid, Fault Analyzer, CA-SymDump, CA.  
 Compile/PRF, Easytrieve,  
 Roscoe, File-Aid, SPUI, JRS, ECM, PRF, LotusNotes, FORMQuest, VI editor.  
 Operating System : MVS, Z/OS, Windows 2003, Windows 7, Windows XP.  
 Others : PowerPoint, MS Excel, MS Word, MS VISIO.

## Professional Experience:

Indiana State Government, Indianapolis, IN.

Aug 2002 – Till

Date

Domain: Health care.

The federal child support program was established in 1975 under Title IV-D of the Social Security Act. It functions in all states and several tribes and territories, through the state/county Social Services Department, Attorney General's Office, or Department of Revenue. In Indiana, the Title IV-D Child Support Program is administered by the Department of Child Services Child Support Bureau, and is carried out locally by the county prosecutor's office, the office of the county clerk, and the courts.

Indiana state support program locate noncustodial parents, establish paternity, establish and enforce support orders, modify orders when appropriate, collect and distribute child support payments, and refer parents to other services.

## Roles and Responsibilities:

- Performing the role as **Mainframe Application Programmer Analyst**.
- Participated in Joint Application Development (JAD) sessions, using the RAD methodology of application prototyping, for gathering system requirements.
- Working on projects and deploy the changes in the scheduled **quarterly releases**. Following the **Release Management** timelines strictly to complete **each phase of the SDLC**.
- Reviewing **high level project plans** and reports and offer recommendations for **changes/improvements**.
- Working on **CSRs (Change Service Requests) & CRs (Change Requests)** and deploy the changes in the scheduled out of release windows.
- Participating in the **business meetings** to understand the **business/functional requirements** of the **CSRs (Change Service Requests) & CRs (Change Requests)** and convert them into **Technical requirements**.
- Trouble shooting when possible, accepting and **working trouble tickets/mainframe issues**.

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- Wrote programs in Cobol batch and ADABAS/Natural/DB2, IBM Procedures /Utilities CA SMP/E, Control-M, IBM AS/400 JCL, CA7 IDMS and Peregrine Service Centre to track and log all issues, closed out tasks/projects in a timely manner
- Worked with Expeditor for analyzing COBOL programs, Copybooks and JCL's. Created test cases for the impacted JCL's as per the client requirements.
- Worked extensively with computer associates (CA) DB2 tools – RC/UPDATE, RC/QUERY and PRF.
- Involved in the use of the OCSE-157 to report statistical and some financial information on their Child Support Enforcement (CSE) program to the Department of Health and Human Services (HHS).
- Created complex forms accurately and efficiently by using datalect Form-Quest.
- Facilitated the weekly status meetings on CSRs (Change Service Requests) & CRs (Change Requests) with the client to track the status & resolve any issues.
- Working on IIs (Incident Logs) and deploy the changes in the scheduled timeline.
- Estimating the effort required for CSRs (Change Service Requests) & CRs (Change Requests).
- Performing Impact Analysis and identified software modification requirements
- Generating Daily, Weekly, Monthly, Annual reports
- Verifying code change promotions into production
- Creating business and technical design documents
- Creating Requirement Analysis and Functional Specification documents
- Resolving the production issues in the system within the SLA as per the priority of the issue.
- Provided day to day Production support activities
- Updating the problem & Resolution repository
- Monitoring daily, weekly, Monthly batch cycles
- Developing the Technical flow using MS VISIO
- Developing the technical, project documents using MS WORD.
- Developing the project documentation using MS EXCEL.
- Creating requirement tractability matrix using RMtool.
- Prepared weekly status of the all tickets through ITGC.
- Creating new online screens/menus in the application.
- Working on Unit Test Plan and Unit Testing, Integration test plan and Integration Testing, User acceptance test plan and user acceptance testing of the application.
- Interacted with other teams in the application for Integration Testing.
- Monitoring test batch cycles as part of the releases.
- Created incident log requests using LotesNotes.
- Coordinated testing activities with all other Testing Teams.
- Supported User Acceptance Testing and communicated directly with the users for the Testing And requirements.
- Developed Implementation plan and involved in implementation and Post production Support.

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- Creating contingency plan to describe the steps to be taken to revert the changes made in case of failure during deployment.
- Ramp up on domain knowledge, identified day-to-day changes in business requirements, comprehend the capabilities of existing systems and decided on the course of actions to best fit the new requirements.
- Performed Impact Analysis and identified software modifications required
- Used Sharepoint for documents tracing and auditing.
- Developed reusable code.
- Reviewed documentation created by the team before delivering it customer to minimize errors.
- Provided training to new team members on project specific tools.
- Prepared project specific documentation for project repository.
- Participated in Work Product reviews and provided useful review comments.
- Created work product review reports and Facilitating work product review meetings.
- Involved in deployment activities.

Environment: OS: MVS, Z/OS, Windows 7, Software: COBOL, NATURAL, CICS, DB2, VSAM, JCL; Tools: Endeavor, Expeditor, File-Aid, CA-7, Interlist, SPUI, RC-Update, RC-Query, Abend-Aid, CA-SymDump, CA Compile/PRF, Easytrieve, FORMQuest, ECM, ITGC, Lotus Notes, JRS and RMTTool.

## EDUCATION:

Master of Computer Applications, 2002, Osmania University, India.

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**Shekar Reddy Mandha**

**Senior Mainframe Consultant**

## Experience Summary

- Having around **13 Years** of extensive experience in **Mainframes Technologies**.
- Good understanding of **Business practices** in the verticals like **Child care**.
- **More than 10 years** of extensive experience in **IV-D Child Support Program** of health care domain.
- Experience in **Batch and Online Application development**.
- Involved in complete software development life cycle (SDLC) of the **software requirements gathering, Analysis, Design, Coding and Testing Using Waterfall and Agile Methodologies**.
- Experience includes preparation of **Functional Specification, Technical Specification**.
- **More than 13 years** of extensive experience working with tools like **endeavor, expeditor, inertest, CA-7, Abend-Aid, CA-SymDump, CA Compile/PRE, File-Aid, easytrieve, SPUFI, RC-Update, RC-Query, PRE, RMTTool, IRS and LotesNote**.
- Experience in project like **Enhancements, Migration, Maintenance, and Support**.
- **13 years** of experience on **COBOL, JCL, CICS, MANTIS, NATURAL and Easytrieve** technologies.
- **13 years** of experience on databases: **DB2, VSAM, SUPRA, SQL, IMS DB and IDMS**.
- Extensive working experience on mainframe tools like **FILEAID, SPUFI, QMF, TSO/ISPF, Abend-Aid**.
- Extensive working experience on Mainframe Debugging tools **XPEDITOR, and INTERTEST**.
- Extensive working experience on version control tool **CHANGEMAN, ENDEVOR, PANAVLET, CA-Library**.
- Having working experience on **Mainframe Testing**, Which includes **Functional, Regression testing, End to End testing and data validations**.
- Having working experience preparing documents using **Visio, Ms-word, MS EXCEL**.
- Experience with **Office of Child Support Enforcement forms like OCSE -157**.
- Experience with **Indiana child support legal and administrative documents** like **Income with holding order (IWO) form, Non-Custodial Parent's Child Support Payment Remittance form**.
- Having knowledge on Data warehousing tools **Informatica 9.1**.
- Having the knowledge of **XML, OLTP and OLAP** databases.
- Having knowledge of **IBM MQ**, Passing the data to and from **.net to Legacy system**.
- Excellent communication, team-spirit, hard working and leadership skill.
- Coordinating the technical team with **Business team, Test team, and Support team**.

## Technical skillset

Operating system	: Windows 7/XP/NT, UNIX, Z/OS, MVS
Programming languages	: COBOL, Natural, JCL, MANTIS, PL1
OLTP Technologies	: CICS
Databases	: DB2, VSAM, SQL, IMS DB, SUPRA

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**Tools and Utilities** : FILE AID, SPUFI, QMF, XPEDITOR, INTERTEST  
**Version control tools** : CHANGEMAN, ENDEVOR, PANAVLET, CA-Library

## Professional Certifications

Professional Certification	Date
IBM DB2 database fundamentals-Exam 730	June 2010
NSE certificate in Financial markets(Beginners module)	March, 2011
IBM DB2 database fundamentals-Exam 733	July 2011

**Project #1** : Indiana State Government  
**Period** : Feb 2008 – Till date  
**Domain** : Health care  
**Location** : Indianapolis, IN  
**Role** : Lead / Sr. Mainframes Developer

The federal child support program was established in 1975 under Title IV-D of the Social Security Act. It functions in all states and several tribes and territories, through the state/county Social Services Department, Attorney General's Office, or Department of Revenue. In Indiana, the Title IV-D Child Support Program is administered by the Department of Child Services Child Support Bureau, and is carried out locally by the county prosecutor's office, the office of the county clerk, and the courts.

Indiana state support program locate noncustodial parents, establish paternity, establish and enforce support orders, modify orders when appropriate, collect and distribute child support payments, and refer parents to other services.

## Responsibilities:

- Handling work requests to change or enhance the existing functionality.
- Preparing Analysis document to describe the problem and providing solutions.
- Preparing the Functional specification and Technical specifications.
- Providing the estimates for the required component changes.
- Writing new COBOL, NATURAL, VSAM, DB2, CICS programs and modifying existing programs based on the business needs.
- Preparing new jobs JCLs or modifying the existing jobs based on the business needs.
- Involved in the use of the OCSE-157 to report statistical and some financial information on their Child Support Enforcement (CSE) program to the Department of Health and Human Services (HHS).
- Created complex forms accurately and efficiently by using datalect Form-Quest.

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- Prepare the Test data, creating the test scenarios, to test the new and existing programs.
- Preparing Unit Test Plans and Perform Unit Testing, and UAT Support.
- Preparing project documents using VISIO, MS-word, MS-EXCEL
- Involved in peer reviews.
- Project status will be updated to Clients and stake holders.
- Provided training to new team members on project specific tools.

## Solution Environment

Hardware	- IBM Mainframes
Operating system	- Z/OS, Windows 7
Languages	- COBOL II, NATURAL, JCL, CICS
Database	- DB2, VSAM, SQL
Tools	- File Aid, SPUFI, XPEDITOR, ENDEVOR, MS-Word, MS EXCEL

Project #2 : Florida Child support Services  
 Client : State government  
 Period : July 2003 – Jan 2008  
 Location : Tallahassee, FL  
 Role : Sr. Mainframes Developer

A child support order tells the parents what they must do to support their children. Enforcing child support orders means getting the parent to do what the order says.

The amount of child support is based on guidelines defined in Florida law. Child support guidelines are standards used to figure out the support needed for a child and the amount a parent has to pay. Guidelines help make sure support amounts are fair. Every state has guidelines, but they may be different in each state.

These guidelines are used the first time child support is ordered and every time the child support amount changes. They are also used to review the order to see if the support amount should be changed.

## Responsibilities:

- Handling work requests to change or enhance the existing functionality.
- Preparing Analysis document to describe the problem and providing solutions.
- Preparing the Functional specification and Technical specifications.
- Providing the estimates for the required component changes.



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- Writing new **COBOL, VSAM, DB2, CICS, Natural** programs and modifying existing programs based on the business needs.
- Preparing new jobs **JCL** or modifying the existing jobs based on the business needs.
- Generate the reports based on the request **Monthly, Quarterly and Yearly**.
- Changed components moved into production.
- Prepare the **Test data, creating the test scenarios**, to test the new and existing programs.
- Preparing **Unit Test Plans and Perform Unit Testing, and UAT Support**.
- Preparing project documents using **VISIO, MS-word, MS-EXCEL**
- Involved in **peer reviews**.
- Project status will be updated to **Clients and stake holders**.
- Provided training to new team members on project specific tools.

## Solution Environment:

Hardware - IBM Mainframes

Languages - COBOL II, JCL, Natural, CICS, EZTRAVE

Database - VSAM, DB2, SQL

Tools - XPERDITOR, SPUFI, CHANGEMAN

Project #3 : Sandvik IMS DB to DB2 Conversion  
 Client : Sandvik-Coromant  
 Period : Feb 2001 - Jun 2003  
 Location : Sweden  
 Role : Junior Mainframes Developer

**Description: Sandvik IMS DB to DB2 Conversion**, Sandvik is a high technology, engineering group with advanced products and a world-leading position within select areas. Worldwide business activities are conducted through representation in 130 countries. The Group has 37,000 employees and annual sales of approximately SEK 50 billion.

Sandvik has a unique competence in materials technology, like high-end tools for metalworking & rock-excavation, Stainless & high-alloy steels, resistance materials & process systems.

Sandvik currently uses GSS (Global Sourcing System) for Production administration, which runs 24x7. This is a DB2 based system and has evolved from the old MIS system (IMS database) and does not have all the functionality of the old IMS system. Data is currently copied back and forth between new GSS database in DB2 and old MIS database in IMS.

Sandvik wanted to convert the programs from old MIS system to DB2 based GSS system and also to incorporate MIS features into GSS. This involved changing the programs to access DB2 database. (GSS

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system) instead of IMS database. It also involved creation of new fields on DB2 database for non-existent fields & migration of data from old MIS system to DB2.

## Responsibilities:

- Analysis of the IMS Programs
- Replace the call IMS calls in COBOL program to DB2 calls
- test the modified Cobol IMS program to Cobol DB2 programs
- Involved in Field Mapping, writing programs to download the data into flat files, Data conversion, Data clean up and load the data into DB2 tables
- Preparation of unit test cases, Test data and unit testing
- Peer to peer review of code
- Perform the System integration testing

## Solution Environment:

Hardware - IBM Mainframes

Languages - COBOL II, JCL

Database - VSAM, DB2, SQL, IMS DB

Tools - XPERDITOR, SPUFI, ENDEVOR

## Education Qualifications:

Post graduate in Master of Computer Application (M.C.A).

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**Venkata K**  
Senior Mainframe Consultant

### Executive Summary

A Senior Mainframe Developer with 11 years of experience. Current project is with child support application in Health care domain and is very large and complex with close to 1500 programs and 400 tables.

- ✓ Experience in **data modeling, stored procedures and functions** and has worked extensively on **DB2 Databases**.
- ✓ **11 years SDLC** experience which includes **analysis, design, coding, testing, quality assurance**, development of user documentation, and training materials.
- ✓ Has excellent communication with proven leadership skills.
- ✓ **11 years of experience in IV-D Child Support Program** of health care domain.
- ✓ Experience in **Enhancements, Migration, Maintenance, Development and Production Support**.
- ✓ **11 years of experience in COBOL, NATURAL, CICS, Ezytrieve, JCL, SAS, VSAM, DB2, TSO/ISPF** programming in child support system.
- ✓ Extensive experience in **Data Modeling, Stored Procedures and functions**, worked on Databases such as **Oracle, My SQL, DB2, VSAM, IDMS and MySql**.
- ✓ **More than 11 years of experience with tools like Endeavor, Expeditor, Interrest, CA-7, Abend-Aid, CA-SymDump, CA Compile/PRE, File Aid, CHANGEMAN, SPUFI, RC-Update, RC-Query**.
- ✓ Experience with **Office of Child Support Enforcement forms like OCSE -157**.
- ✓ Experience with **Indiana child support legal and administrative documents like Income with holding order (IWO) form, Non-Custodial Parent's Child Support Payment Remittance form**.
- ✓ Involved in **Unit, SIT & UAT testing** and extensively used **Quality center** to log & track defects.
- ✓ Used **MS VISIO** extensively to create project charter.
- ✓ Involved in **Requirement gathering, developing business requirement documents**.
- ✓ Used **MS Word** to convert BRD to create **HLD/LLD documents**.
- ✓ Trained in **Six sigma methodologies, Quality Assurance process** and other process related activities.

### TECHNICAL SKILLS

**Languages** : COBOL, NATURAL, CICS, JCL, SQL, Ezytrieve, SAS, REXX, SQL, JAVA

**Database** : DB2, VSAM, IDMS, My SQL.

**Tools** : CHANGEMAN, Endeavor, CHPS/ISS, ELIPSBMC, SPUFI, QMF, NDM, FTP, Debug Tool, Expeditor, Inter test, CA-7, File Aid, FMDB2,

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File-Manager, RM Tool, RC-Update, RC-Query, Abend-Aid,  
Fault Analyzer, CA-SymDump, CA Compile/PRF.

**Operating System** : MVS, Z/OS, Windows 2003, Windows XP, UNIX.

**Internet Protocols** : HTTP, FTP, HTTPS, TCP/IP

**Testing Tools** : Quality Center

**Others** : MS VISIO, MS WORD, Excel, Power point.

#### Professional Experience:

**Indiana State Government, Indianapolis, IN.**

Aug 2008 – Till Date

**Domain:** Health and Human Services.

The federal child support program was established in 1975 under Title IV-D of the Social Security Act. It functions in all states and several tribes and territories, through the state/county Social Services Department, Attorney General's Office, or Department of Revenue. In Indiana, the Title IV-D Child Support Program is administrated by the Department of Child Services Child Support Bureau, and is carried out locally by the county prosecutor's office, the office of the county clerk, and the courts.

Indiana state support program locate noncustodial parents, establish paternity, establish and enforce support orders, modify orders when appropriate, collect and distribute child support payments, and refer parents to other services.

#### Roles and Responsibilities:

- Experience working with state IV-D computer system.
- Worked on Analysis, Design, code and deployment of Child care support system.
- Understand the business environment, value chain, technical system architecture, and existing processes.
- Perform business problem area analysis and gap identification.
- Develop/code, test, and review changes to online and batch programs.
- Participated in code review, Code walk-through of programs for coding standards and potential defects.
- Create new stored procedures and change existing stored procedures to provide required information to UI.
- Ensure walkthrough's and inspections are carried out per standards.
- Provide support during acceptance testing and releasing the product into the production environment.
- Created complex forms accurately and efficiently by using datalect Form-Quest.
- Involved in the use of the OCSE-157 to report statistical and some financial information on their Child Support Enforcement (CSE) program to the Department of Health and Human Services (HHS).

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- Plan for adequate quality reviews as defined in the overall process.
- Coded complex **NATURAL, COBOL & DB2** programs and **JCL & PROCS** to execute these programs.
- Use **Change Man, CVS** for version control and Share Point for work tasks.
- Generating **Monthly, Annual reports**.
- Verifying code change promotions into production.
- Creating **BRD, HLD/LLD** design documents.
- Resolving the production issues in the system within the SLA as per the priority of the issue.
- Provided day to day Production support and fixed the production abends.
- Monitored **daily, weekly, Monthly batch** cycles.
- Developing the Technical flow using MS VISIO.
- Developing the technical, project documents using MS WORD.
- Developing the project documentation using MS EXCEL.
- Creating requirement tractability matrix for all Business requirements.
- Prepared weekly status reports of the all tickets.
- Created new online screens/menus in the application.
- Coordinating with other teams in the application for integration Testing.
- Monitoring test batch cycles as part of the releases.
- Supported User Acceptance Testing and communicated directly with end users for Testing.
- Developed Implementation plan and involved in implementation and Post production Support.
- Groom and provide the technical and functional trainings to junior Developers.

**Environment:** COBOL, NATURAL, JCL, CICS, DB2, VSAM, Endevor, Expeditor, File-Aid, CA-7, SPUFI, RC-Update, RC-Query, Abend-Aid, CA-SymDump, CA Compile/PRE, NDM, Ezytrieve, FTP.  
**Florida Child support Services,** Aug 02-Aug 08.  
**Tallahassee, FL**

Florida's Child Support Program is administered by Florida department of Revenue. It works with parents and guardians to ensure children and families receive court-ordered financial and medical support. Child support services are proving paternity, getting child support orders, enforcing child support orders, Changing child support orders. The objective of the Florida Child Support Services Program is to enhance the well-being of children and the self-sufficiency of families by providing professional services to locate parents, establish paternity and to work with partners and the community to continually improve the child support program.

The Department of Revenue is required to provide child support services in public assistance cases and also when a citizen requests services. In all cases handled by the Department (Title IV-D cases), state and federal laws require support payments to be made to the State Disbursement Unit.

#### Roles and Responsibilities:

- Understood functional and technical design documents and came up with a project plan to develop the application.
- Worked in various phases of **Software Development Life Cycle (SDLC)** in child support system.

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- Reviewing Requirement documents and develop Technical design documents for the major projects.
- Production support of Child support system.
- Performing Impact Analysis and identified software modification requirements
- Created Batch job scheduling change/creation request using JRS tool and coordinated with schedule team.
- Created stored procedures to fetch data from DB2 database.
- Generated Weekly, Monthly, Annual & Adhoc reports using Ezytrieve
- Coded complex NATURAL, COBOL & DB2 programs and JCL & PROCS to execute these programs.
- Extensively used Symbolic & override procedures extensively to develop the application.
- Adhered to code standards while developing the application.
- Prepare Unit/SIT test scripts and performed UNIT, SIT & Regression testing.
- Participated In various testing pipelines and disaster recovery exercises.
- Involved in UAT support & post production implementation.
- Resolving the production issues in the system within the SLA as per the priority of the issue.

**Environment:** COBOL, NATURAL, CICS, JCL, Ezytrieve, REXX, VSAM, IDMS, DB2, Change man, BMC, QMF, SPUFI, Expeditor, Debug Tool, DFSORT, SYNC SORT, ICETOOL, XML, FM DB2, File Manager, Quality Center, FTP, NDM.

## EDUCATION:

Master of Computer Applications from Kakatiya University, India.

## Request of Quotation

## HHR14053A--Programmer Analyst

## Qualification table

Arks Tek Inc Resumes-Jay Prakash Patibandla, Shekar Reddy Mandha and Venkata K

Qualification	Experience Required	Mr. Jay Prakash P	Mr.Venkata K	Mr.Shekar Reddy M
10 years experience programmig In a mainframe NATURAL for DB2	10	11	11	13
Analyst must have a minimum of 8 years Job Control Language (JCL) experience	8	11	11	13
Analyst must have a minimum of 10 years experience working with a state IV-D computer systems	10	11	11	10
Analyst must have a minimum of 10 years of Analysis and Design experience	10	11	11	13
Analyst must have a minimum of 8 years experience using computer associate's (CA) DB2 Tools - RC/Update, RC/Query and PRF	8	11	11	13
Analyst must have a minimum of 2 years experientewith the federal OSCE-157 form and requirement or child support legal and administrative documents.	2	6	5	5
Analyst must have a minimum of 5 years experience with datalect's FORMQuest form-building software	5	11	5	5



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/10/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: <b>Ascension Insurance Agency, Inc.</b> dba Providence Insurance 7201 Creedmor Road, Suite 125 Raleigh NC 27613	CONTACT NAME: <b>Cathy Palmer</b> PHONE (A/C No. Ext.): <b>704-688-1265</b> FAX (A/C No.): <b>704-689-1297</b> E-MAIL ADDRESS: <b>cpalmer@ascensionins.com</b>
INSURED: <b>Arkstat Inc.</b> 2851 S. Parker Rd #220 Aurora CO 80014	INSURER(S) AFFORDING COVERAGE: INSURER A: <b>Hartford Casualty Insurance</b> NAIC # <b>29424</b> INSURER B: <b>Travelers Casualty And Surety</b> <b>19039</b> INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 13/14 Arkstatk REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

MARKET	TYPE OF INSURANCE	APPLICABLE	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LTZ		INSR		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PERC. <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> SECT. <input type="checkbox"/> LOC.		2208AVG7737	4/30/2013	4/30/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP Only (Per person) \$ 10,000 PERSONAL & ADY INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPROP ALSO \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> SAFV AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		2298AVG7737	4/30/2013	4/30/2014	COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per wheelchair) \$ PROPERTY DAMAGE (Per occurrence) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> INTENTIONS 10,000		2258AVG7737	4/30/2013	4/30/2014	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED (Redundant in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	22WBCTW9114	4/30/2013	4/30/2014	<input checked="" type="checkbox"/> W/ STAT. <input type="checkbox"/> W/ TORY LIMITS EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
B	3rd party crime bond		108695783	10/14/2012	10/14/2013	Limit 1,000,000
A	Technology E&O		2288AVG7737	4/30/2013	4/30/2014	Limit 1 M/3M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks, Schedule, if more space is required)

CERTIFICATE HOLDER  Memorandum of Insurance	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Cathy Palmer / PALCAI <i>Cathy Palmer</i>



10/15/13 01:21:21 PM  
 West Virginia Purchasing Division  
 10/15/13 01:21:23 PM  
 West Virginia Purchasing Division

**MEMORANDUM OF INSURANCE**

This Memorandum is issued as a matter of information only to authorized officers for their internal use only and confers no rights upon any holder of this Memorandum. This Memorandum does not amend, extend or alter the coverage described below.

<b>PROVIDER</b> Ascension Insurance Agency, Inc Dba Providence Insurance 7201 Creedmoor Road, Suite 125 Raleigh, NC 27613	<b>COMPANIES AFFORDING COVERAGE</b> Co. A Hartford Casualty Insurance Co. B Travelers Casualty and Surety
<b>INSURED</b> Arctek, Inc 2851 S. Parker Rd # 220 Aurora, CO 80014	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS MEMORANDUM MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREBIN EXTENDS TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
A	GENERAL LIABILITY Commercial General Liability Occurrence	22SBAVG7737	04/30/2013	04/30/2014	GENERAL AGGREGATE 2,000,000 PRODUCTS - COMP OF 2,000,000 AGG PERSONAL AND ADJ 1,000,000 INJURY EACH OCCURRENCE 1,000,000 FIRE DAMAGE (ANY ONE FIRE) 300,000 MEDICAL (ANY ONE PERSON) 10,000
A	AUTOMOBILE LIABILITY Hired Autos Non-Owned Autos	22SBAVG7737	04/30/2013	04/30/2014	COMBINED SINGLE LIMIT 1,000,000 BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE
A	EXCESS LIABILITY Umbrella Form	22SBAVG7737	04/30/2013	04/30/2014	EACH OCCURRENCE 9,000,000 AGGREGATE 9,000,000
A	WORKERS COMPENSATION / EMPLOYERS LIABILITY THE PROPRIETOR / PARTNERS / EXECUTIVE OFFICERS ARE Included	22W0CIW9114	04/30/2013	04/30/2014	WORKERS COMP LIMITS Statutory EL EACH ACCIDENT 1,000,000 EL DISEASE - POLICY LIMIT 1,000,000 EL DISAB - EACH EMPLOYEE 1,000,000

A	Business Personal Property	22SBAVG7737	04/30/2013	04/30/2014	Special Form coverage on all Business Personal Property owned or leased by the insured and covered on a replacement cost basis	1,600
B	Crime Including Third Party Legal Liability	105695733	10/14/2012	10/14/2013	Each Wrongful Act	1,000,000
A	Errors & Omissions	22SBAVG7737	04/30/2013	04/30/2014	Each Claim / Aggregate SIR	\$1,000,000/\$3,000,000 /\$5,000
<p>The Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized.</p>						

<b>MEMORANDUM OF INSURANCE</b>		<b>DATE</b> 10-Oct-2013
<p>This Memorandum is issued as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of this Memorandum. This Memorandum does not amend, extend or alter the coverage described below.</p>		
<b>PRODUCER</b> Ascension Insurance Agency, Inc Dba Providence Insurance 7201 Creedmoor Road, Suite 125 Raleigh, NC 27613	<b>INSURED</b> Arkstek, Inc 2851 S. Parker Rd #220 Aurora, CO 80014	
<p><b>ADDITIONAL INFORMATION</b></p> <p>The following coverages are only granted pursuant to a valid, current and signed contract or agreement with the named insured, which affirmatively grants such status:</p> <ul style="list-style-type: none"> <li>Contractual Liability (on CGL and AL)</li> <li>Additional Insured parties (on CGL, AL, and Umbrella)</li> <li>Waiver of Subrogation (on CGL, AL, Umbrella, WC/EL)</li> <li>Primary and Noncontributory (whether to insurance or self-insurance) (on CGL, AL and Umbrella)</li> <li>XCU exclusions deleted (on CGL)</li> <li>Alternate Employer (on WC/EL)</li> <li>Independent Contractors (on CGL)</li> <li>Broad Form Property Damage (on CGL)</li> <li>Cross Liability, Severability of Interest or Separation of Insureds (on CGL, AL and Umbrella)</li> <li>Stop Gap for monopolistic states</li> <li>WC endorsements including All States coverage except ND, OH, WA, WY</li> <li>30 days' Notice of Cancellation is provided under the above policies except 10 days' notice of non-payment of premium</li> <li>Errors &amp; omissions Retro Date: 05/04/2009</li> </ul> <p>The Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized. Please refer to your full policy for any and all endorsements that pertain to the coverages.</p>		

REQUEST FOR QUOTATION  
HHR14053A Three Senior Application Programmers

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11. MISCELLANEOUS:


11.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under 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: Shilpa Anmisetty  
Telephone Number: 701-300-7006  
Fax Number: 720-235-0204  
Email Address: hr@arkstek.com

## EXHIBIT A

PRICING PAGES FOR HHR14053A				
ITEM #	DESCRIPTION	QUANTITY (HOURS)	HOURLY RATE	EXTENDED PRICE
1	3 Application Programmer Analysts' Contract cost for 1 year (2288 hours per Analyst)	6864	\$ 82	\$ 562,848
2	Renewal for year 2 (2288 hours per Analyst)	6864	\$ 82	\$ 562,848
3	Renewal for year 3 (2288 hours per Analyst)	6864	\$ 82	\$ 562,848
OVERALL TOTAL COST				\$ 1,688,544

\*\*\*Award will be made to the lowest overall total cost meeting all specifications

VENDOR NAME: Arkis Tek Inc.  
 ADDRESS: 2851 S Parker Road, Suite 220, Aurora, CO 80014  
 FAX #: 720-235-0204  
 PHONE #: 720-212-0828; 701-300-7006  
 E-MAIL ADDRESS: hr@arkstek.com  
 REMIT TO ADDRESS: 2851 S Parker Road, Suite 220, Aurora, CO 80014  
 SIGNATURE:   
 DATE: 10/11/2013

AGREED.

Name of Agency: \_\_\_\_\_

Name of Associate: Arks Tek Inc

Signature: \_\_\_\_\_

Signature: [Handwritten Signature]

Title: \_\_\_\_\_

Title: Legal Associate

Date: \_\_\_\_\_

Date: 10/11/2013

Form - WFOA-BI2004  
Amended 06/28/2013

APPROVED AS TO FORM THIS 21<sup>st</sup>  
DAY OF Nov 20 11  
[Signature]  
Patrick Maribey  
Attorney General



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2010 Washington Street East  
 Post Office Box 50180  
 Charleston, WV 25305-0180

Solicitation

NUMBER	PAGE
HHR14055A	1
ADDRESS CORRESPONDENCE TO ATTENTION OF	
ROBERTA WAGNER 304-558-0067	

RFQ COPY  
 TYPE NAME/ADDRESS HERE

Arks Tek Inc  
 2851 S Parker Road, Suite  
 220, Aurora, CO 80014

HEALTH AND HUMAN RESOURCES  
 MANAGEMENT INFORMATION SERVICE

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

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
DATE PRINTED: 09/10/2013 BID OPENING DATE: 10/15/2013 BID OPENING TIME: 01:30PM						
0001	6,864	HR		946-30	\$82	\$ 562,848
THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES OFFICE OF MANAGEMENT INFORMATION SERVICES TO ESTABLISH A CONTRACT FOR THE SERVICES OF THREE (3) APPLICATION PROGRAMMER ANALYSTS FOR THE ONLINE SUPPORT COLLECTION & REPORTING (OSCAR) SYSTEM, TO OVERSEE AND DEVELOP MODIFICATIONS TO THE IV-D FUNCTIONALITY IN THE OSCAR APPLICATION FOR THE BUREAU FOR CHILD SUPPORT ENFORCEMENT PER THE ATTACHED SPECIFICATIONS & INSTRUCTIONS TO BIDDERS.						
0002	6,864	HR		946-30	\$82	\$ 562,848
RENEWAL FOR YEAR 2 BASED ON HOURLY RATE FOR 2288						
0003	6,864	HR		946-30	\$82	\$ 562,848
RENEWAL FOR YEAR 3 BASED ON HOURLY RATE FOR 2288						
SIGNATURE: <i>[Signature]</i> TITLE: Legal Associate				TELEPHONE: 701-300-7006	DATE: 10/11/2013	
FAX: 90-0786590				ADDRESS CHANGES TO BE NOTED ABOVE		

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



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

Solicitation

NUMBER	PAGE
HHR14053A	2
ADDRESS CORRESPONDENCE TO ATTENTION OF:	
ROBERTA WAGNER 304-558-0067	

OFFICE

RFD COPY  
 TYPE NAME/ADDRESS HERE

Arks Tek Inc  
 2851 S Parker Road, Suite 220,  
 Aurora, CO 80014

SHIP TO

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

DATE PRINTED
09/10/2013

BID OPENING DATE: 10/15/2013 BID OPENING TIME 01:00PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFD HHR14053A ***** TOTAL:						\$ 1,688,544
SIGNATURE <i>[Signature]</i>						TELEPHONE 701-300-7006
TITLE Legal Associate						DATE 10/11/2013
FAX 90-0786590						ADDRESS CHANGES TO BE NOTED ABOVE

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



# Arks Tek Inc

Redefining Your Business Experience

October 10<sup>th</sup> 2013

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

Attention: Mr. Roberta Wagner—304-558-0067  
Solicitation: HHR14053A

Dear Roberta,


We at Arks Tek Inc are grateful for this opportunity provided to us, that has enabled us to share our resource base with the State of West Virginia. In response to the Solicitation HHR14053A, we are pleased to provide three Programmer Analyst position submissions. Arks Tek Inc has chosen few of its most experienced and skilled personnel to provide support for this post. We are positive that **Mr. Jay Prakash Patibandla, Shekar Reddy Mandha and Venkata K** will meet and hopefully exceed the requirements of this solicitation.

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

1. Cover Letter
2. **Mr. Jay Prakash Patibandla, Shekar Reddy Mandha and Venkata K** full resume
3. Qualification table supporting the solicitation
4. Memorandum of Insurance
5. Contract Manager-Page 25 of solicitation
6. Pricing Page—Exhibit A
7. HIPAA Business Associate Addendum-page 27 of the solicitation
8. Vendor Preference Certificate
9. Purchasing Affidavit-Page 36 of solicitation
10. 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 701-300-7006.

Regards,

  
Shilpa Ammisetty  
Legal Associate

10/11/13 08:17:54 AM  
West Virginia Purchasing Division

# Arks Tek Inc

Redefining Your Business Experience

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**Jay Prakash P**  
**Senior Mainframe Consultant**

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## Experience Summary:

- **Mainframe application programmer analyst with 11 years of extensive experience in Analysis, Design, Development, Testing, Implementation and Production Support of a mainframe child support application in Health care domain.**
- **11 years of extensive experience in IV-D Child Support Program of health care domain.**
- **11 years of proven experience working in the Onshore/Offshore Business model.** Worked with diversified offshore teams located in multiple locations including Bangalore, Chennai, and Pune & NCR in India, Onshore teams located in Indianapolis.
- Performed multiple roles including **team member, senior developer and onshore coordinator** with great success.
- Substantial exposure to **Software Development Life Cycle** in prototyping software applications including **Requirements Analysis, Program Design, Development, Unit testing, Integration Testing, System Integration Testing, User Acceptance Testing, Maintenance and Documentation.**
- Experience with **Indiana child support legal and administrative documents** like Income with **holding order (IWO) form, Non-Custodial Parent's Child Support Payment Remittance form.**
- Experience in providing technical guidance.
- **11 years of experience with Office of Child Support Enforcement forms like OCSE -157.**
- Training & Mentoring team members on project tools and Domain Knowledge.
- **11 years of experience programming in a mainframe NATURAL for DB2 environment.**
- **More than 11 years of extensive experience using COBOL, NATURAL, JCL, CICS, VSAM, DB2, TSO/ISPF.**
- **More than 11 years of extensive experience working with tools like endeavor, expeditor, inertest, CA-7, abend-Aid, CA-SymDump, CA Compile/PRF, File-Aid, easytrieve, SPUFI, RC-Update, RC-Query, PRF, RMTTool, JRS, LotesNotes and FORMQuest.**
- **Extensive and diversified experience in Batch and Online development system analysis, design and Maintenance.**
- **Good experience in production support activities of the system.**
- **Experience in technical process flow diagrams using MS VISIO.**
- **Experience in technical, project documentation using MS WORD.**
- **Experience in project documentation using MS EXCEL.**
- **Proven expertise in user requirements gathering, design, development, maintenance, and production support of mainframe applications.**
- Excellent written and verbal communication skills and presentation skills. Have closely interacted with various project stakeholders during the project life cycle.

## TECHNICAL SKILLS

Languages : COBOL, NATURAL, CICS, JCL, SQL, UNIX scripting, C.  
Platform : Mainframes.

# Arks Tek Inc

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Database : DB2, VSAM.  
Tools : Endeavor, Expeditor, Intertest, CA-7, File-Manager, File-Master, RMTTool,  
RC-Update, RC-Query, Abend-Aid, Fault Analyzer, CA-SymDump, CA  
Compile/PRF, Easytrieve,  
Roscoe, File-Aid, SPUFI, JRS, ECM, PRF, LotesNotes, FORMQuest, VI editor.  
Operating System : MVS, Z/OS, Windows 2003, Windows 7, Windows XP.  
Others : PowerPoint, MS Excel, MS Word, MS VISIO.

## Professional Experience:

**Indiana State Government, Indianapolis, IN.**

Aug 2002 – Till

Date

**Domain:** Health care.

The federal child support program was established in 1975 under Title IV-D of the Social Security Act. It functions in all states and several tribes and territories, through the state/county Social Services Department, Attorney General's Office, or Department of Revenue. In Indiana, the Title IV-D Child Support Program is administrated by the Department of Child Services Child Support Bureau, and is carried out locally by the county prosecutor's office, the office of the county clerk, and the courts.

Indiana state support program locate noncustodial parents, establish paternity, establish and enforce support orders, modify orders when appropriate, collect and distribute child support payments, and refer parents to other services.

## Roles and Responsibilities:

- Performing the role as **Mainframe Application Programmer Analyst**.
- Participated in Join Application Development (**JAD**) sessions, using the **RAD** methodology of application prototyping, for gathering system requirements.
- Working on projects and deploy the changes in the scheduled **quarterly** releases. Following the **Release Management timelines** strictly to complete **each phase of the SDLC**.
- Reviewing **high level project plans** and reports and offer recommendations for **changes/improvements**.
- Working on **CSRs (Change Service Requests) & CRs (Change Requests)** and deploy the changes in the scheduled out of release windows.
- Participating in **the business meetings** to understand **the business/functional requirements** of the **CSRs (Change Service Requests) & CRs (Change Requests)** and convert them into **Technical requirements**.
- Trouble shooting when possible, accepting and **working trouble tickets/mainframe issues**.

# Arks Tek Inc

Redefining Your Business Experience

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- Wrote **programs in Cobol batch and ADABAS/Natural/DB2, IBM Procedures /Utilities CA SMP/E, Control-M, IBM AS/400 JCL, CA7 IDMS** and Peregrine Service Centre to track and log all issues, closed out tasks/projects in a timely manner
  - Worked with Expeditor for analyzing **COBOL programs, Copybooks and JCL's**. Created test cases for the **impacted JCL's** as per the client requirements.
  - Worked extensively with **computer associates (CA) DB2 tools – RC/UPDATE, RC/QUERY and PRF**.
  - Involved in the use of **the OCSE-157 to report statistical and some financial information on their Child Support Enforcement (CSE) program** to the Department of Health and Human Services (HHS).
  - Created **complex forms accurately and efficiently by using datalect Form-Quest**.
  - Facilitated the **weekly status meetings on CSRs (Change Service Requests) & CRs (Change Requests)** with the client to track the status & resolve any issues.
  - Working on **ILs (Incident Logs) and deploy the changes** in the scheduled timeline.
  - Estimating the **effort required for CSRs (Change Service Requests) & CRs (Change Requests)**.
  - Performing Impact Analysis and identified software modification requirements
  - Generating **Daily, Weekly, Monthly, Annual reports**.
  - Verifying **code change promotions** into production.
  - Creating **business and technical** design documents.
  - Creating **Requirement Analysis and Functional** Specification documents
  - Resolving the **production issues in the system within the SLA** as per the priority of the issue.
  - Provided **day to day Production** support activities.
  - Updating the **problem & Resolution repository**.
  - Monitoring **daily, weekly, Monthly** batch cycles.
  - Developing the **Technical flow** using MS VISIO.
  - Developing the **technical, project documents** using MS WORD.
  - Developing the **project documentation** using MS EXCEL.
  - Creating requirement **tractability matrix using RMtool**.
  - Prepared weekly status of the **all tickets through ITGC**.
  - Creating new **online screens/menus** in the application.
  - Working on **Unit Test Plan and Unit Testing, Integration test plan and Integration Testing, User acceptance test plan and user acceptance testing** of the application.
  - Interacted with other teams in the application for **Integration Testing**.
  - Monitoring **test batch cycles** as part of the releases.
  - Created incident **log requests using LotesNotes**.
  - Coordinated **testing activities with all other Testing Teams**.
  - Supported **User Acceptance Testing and communicated directly with the users** for the Testing And requirements.
  - Developed **Implementation plan and involved in Implementation and Post production Support**.

# Arks Tek Inc

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- Creating contingency plan to describe the **steps to be taken to revert the changes made in case** Of failure during deployment.
  - Ramp up on **domain knowledge, identified day-to-day changes** in business requirements, comprehend the capabilities of existing systems and decided on the course of actions to best fit the new requirements.
  - Performed **Impact Analysis and identified software modifications** required
  - Used **Sharepoint for documents tracing** and auditing.
  - **Developed reusable code.**
  - Reviewed **documentation created by the team before delivering** it customer to minimize errors.
  - Provided **training to new team members on project specific tools.**
  - Prepared **project specific documentation** for project repository.
  - Participated in **Work Product reviews and provided useful** review comments.
  - Created **work product review reports and Facilitating work product review** meetings.
  - Involved in **deployment activities.**

**Environment:** OS: MVS, Z/OS, Windows 7; Software: COBOL, NATURAL, CICS, DB2, VSAM, JCL; Tools: Endeavor, Expeditor, File-Aid, CA-7, Intertest, SPUFI, RC-Update, RC-Query, Abend-Aid, CA-SymDump, CA Compile/PRF, Easytrieve, FORMQuest, ECM, ITGC, LotesNotes, JRS and RMTTool.

## EDUCATION:

Master of Computer Applications, 2002, Osmania University, India.

# Arks Tek Inc

Redefining Your Business Experience

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**Shekar Reddy Mandha**  
**Senior Mainframe Consultant**

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## Experience Summary

- Having around **13 Years** of extensive experience in **Mainframes Technologies**.
- Good understanding of Business practices in the verticals like **Child care**.
- **More than 10 years** of extensive experience in **IV-D Child Support Program** of health care domain.
- Experience in **Batch and Online Application development**.
- Involved in complete software development life cycle (SDLC) of the **software requirements gathering, Analysis, Design, Coding and Testing Using Waterfall and Agile Methodologies**.
- Experience includes preparation of **Functional Specification, Technical Specification**.
- **More than 13 years** of extensive experience working with tools like **endeavor, expeditor, inertest, CA-7, abend-Aid, CA-SymDump, CA Compile/PRF, File-Aid, easytrieve, SPUFI, RC-Update, RC-Query, PRF, RMTTool, JRS and LotesNote**.
- Experience in project like **Enhancements, Migration, Maintenance, and Support**.
- **13 years** of experience on **COBOL, JCL, CICS, MANTIS, NATURAL and Easytrieve** technologies.
- **13 years** of experience on databases **DB2, VSAM, SUPRA, SQL, IMS DB and IDMS**.
- Extensive working experience on mainframe tools like **FILEAID, SPUFI, QMF, TSO/ISPF, Abend-Aid**.
- Extensive working experience on Mainframe Debugging tools **XPEDITOR, and INTERTEST**.
- Extensive working experience on version control tool **CHANGEMAN, ENDEVOR, PANALET, CA-Library**.
- Having working experience on **Mainframe Testing**, Which includes **Functional, Regression testing, End to End testing and data validations**.
- Having working experience preparing documents using **Visio, Ms-word, MS EXCEL**.
- Experience with **Office of Child Support Enforcement forms like OCSE -157**.
- Experience with **Indiana child support legal and administrative documents** like Income with holding order (IWO) form, Non-Custodial Parent's Child Support Payment Remittance form.
- Having knowledge on Data warehousing tools **Informatica 9.1**.
- Having the knowledge of **XML, OLTP and OLAP** databases.
- Having knowledge of **IBM MQ**, Passing the data to and from .net to Legacy system.
- Excellent communication, team spirit, hard working and leadership skill.
- Coordinating the technical team with Business team, Test team, and Support team.

## Technical skillset

Operating system	: Windows 7/XP/NT, UNIX, Z/OS, MVS
Programming languages	: COBOL, Natural, JCL, MANTIS, PL1
OLTP Technologies	: CICS
Databases	: DB2, VSAM, SQL, IMS DB, SUPRA.

# Arks Tek Inc

Redefining Your Business Experience

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**Tools and Utilities** : FILE AID, SPUFI, QMF, XPEDITOR, INTEREST  
**Version control tools** :CHANGEMAN, ENDEVOR, PANALET, CA-Library

## Professional Certifications

Professional Certification	Date Certified
IBM DB2 database fundamentals-Exam 730	June 2010
NSE certificate in Financial markets(Beginners module)	March, 2011
IBM DB2 database fundamentals-Exam 733	July 2011

**Project #1** : **Indiana State Government**  
**Period** : Feb 2008 – Till date  
**Domain** : Health care  
**Location** : Indianapolis, IN  
**Role** : Lead / Sr. Mainframes Developer

The federal child support program was established in 1975 under Title IV-D of the Social Security Act. It functions in all states and several tribes and territories, through the state/county Social Services Department, Attorney General's Office, or Department of Revenue. In Indiana, the Title IV-D Child Support Program is administrated by the Department of Child Services Child Support Bureau, and is carried out locally by the county prosecutor's office, the office of the county clerk, and the courts.

Indiana state support program locate noncustodial parents, establish paternity, establish and enforce support orders, modify orders when appropriate, collect and distribute child support payments, and refer parents to other services.

## Responsibilities:

- Handling work requests to change or enhance the existing functionality.
- Preparing **Analysis document to describe the problem and providing solutions.**
- Preparing the **Functional specification and Technical specifications.**
- Providing the estimates for the required component changes.
- Writing new **COBOL, NATURAL, VSAM, DB2, CICS** programs and modifying existing programs based on the business needs.
- Preparing new jobs **JCLS** or modifying the existing jobs based on the business needs.
- Involved in the use of **the OCSE-157 to report statistical and some financial information on their Child Support Enforcement (CSE) program** to the Department of Health and Human Services (HHS).
- Created **complex forms accurately and efficiently by using datalect Form-Quest.**

# Arks Tek Inc

Redefining Your Business Experience

- 
- Prepare the **Test data, creating the test scenarios**, to test the new and existing programs.
  - Preparing **Unit Test Plans** and **Perform Unit Testing**, and **UAT Support**.
  - Preparing project documents using **VISIO, MS-word, MS-EXCEL**
  - Involved in **peer reviews**.
  - Project status will be updated to **Clients and stake holders**.
  - Provided training to new team members on project specific tools.

## Solution Environment

Hardware	- IBM Mainframes
Operating system	- Z/OS, Windows 7
Languages	- COBOL II, NATURAL, JCL, CICS
Database	- DB2, VSAM, SQL
Tools	-File Aid, SPUFI, XPEDITOR, ENDEVOR, MS-Word, MS EXCEL

**Project #2 : Florida Child support Services**

**Client : State government**

**Period : July 2003 – Jan 2008**

**Location : Tallahassee, FL**

**Role : Sr. Mainframes Developer**

A child support order tells the parents what they must do to support their children. Enforcing child support orders means getting the parent to do what the order says.

The amount of child support is based on guidelines defined in Florida law. Child support guidelines are standards used to figure out the support needed for a child and the amount a parent has to pay. Guidelines help make sure support amounts are fair. Every state has guidelines, but they may be different in each state.

These guidelines are used the first time child support is ordered and every time the child support amount changes. They are also used to review the order to see if the support amount should be changed.

## Responsibilities:

- Handling work requests to change or enhance the existing functionality.
- Preparing **Analysis document to describe the problem and providing solutions**.
- Preparing the **Functional specification and Technical specifications**.
- Providing the estimates for the required component changes.



# Arks Tek Inc

Redefining Your Business Experience

- Writing new **COBOL, VSAM, DB2, CICS, Natural** programs and modifying existing programs based on the business needs.
- Preparing new jobs **JCLS** or modifying the existing jobs based on the business needs.
- Generate the reports based on the request Monthly, Quarterly and Yearly.
- Changed components moved into production.
- Prepare the **Test data, creating the test scenarios**, to test the new and existing programs.
- Preparing **Unit Test Plans** and **Perform Unit Testing**, and **UAT Support**.
- Preparing project documents using **VISIO, MS-word, MS-EXCEL**
- Involved in **peer reviews**.
- Project status will be updated to **Clients and stake holders**.
- Provided training to new team members on project specific tools.

## Solution Environment:

Hardware - IBM Mainframes

Languages - COBOL II, JCL, Natural, CICS, EZTRIVE

Database - VSAM, DB2, SQL

Tools - XPERDITOR, SPUIFI, CHANGEMAN

**Project #3 : Sandvik IMS DB to DB2 Conversion**  
**Client : Sandvik-Coromant**  
**Period : Feb 2001 – Jun 2003**  
**Location : Sweden**  
**Role : Junior Mainframes Developer**

**Description: Sandvik IMS DB to DB2 Conversion**, Sandvik is a high technology, engineering group with advanced products and a world-leading position within select areas. Worldwide business activities are conducted through representation in 130 countries. The Group has 37,000 employees and annual sales of approximately SEK 50 billion.

Sandvik has a unique competence in materials technology, like high-end tools for metalworking & rock-excavation, Stainless & high-alloy steels, resistance materials & process systems.

Sandvik currently uses GSS (Global Sourcing System) for Production administration, which runs 24x7. This is a DB2 based system and has evolved from the old MIS system (IMS database) and does not have all the functionality of the old IMS system. Data is currently copied back and forth between new GSS database in DB2 and old MIS database in IMS.

Sandvik wanted to convert the programs from old MIS system to DB2 based GSS system and also to incorporate MIS features into GSS. This involved changing the programs to access DB2 database (GSS

# Arks Tek Inc

Redefining Your Business Experience

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system) instead of IMS database. It also involved creation of new fields on DB2 database for non-existent fields & migration of data from old MIS system to DB2.

## Responsibilities:

- Analysis of the IMS Programs
- Replace the call **IMS calls in COBOL program to DB2 calls**
- test the modified **Cobol IMS program to Cobol DB2 programs**
- Involved in **Field Mapping, writing programs to download the data into flat files, Data conversion, Data clean up and load the data into DB2 tables**
- Preparation of **unit test cases, Test data and unit testing**
- Peer to peer review of code
- Perform the System integration testing

## Solution Environment:

Hardware - IBM Mainframes

Languages - COBOL II, JCL

Database - VSAM, DB2, SQL, IMS DB

Tools - XPERDITOR, SPUIFI, ENDEVOR

## Education Qualifications:

Post graduate in Master of Computer Application (M.C.A).

# Arks Tek Inc

Redefining Your Business Experience

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**Venkata K**  
**Senior Mainframe Consultant**

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## Executive Summary

A Senior Mainframe Developer with 11 years of experience. Current project is with child support application in Health care domain and is very large and complex with close to 1500 programs and 400 tables.

- Experience in **data modeling, stored procedures and functions** and has worked extensively on **DB2 Databases**.
- **11 years SDLC** experience which includes **analysis, design, coding, testing, quality assurance**, development of user documentation, and training materials.
- Has excellent communication with proven leadership skills.
- **11 years** of experience in **IV-D Child Support Program** of health care domain.
- Experience in **Enhancements, Migration, Maintenance, Development and Production Support**.
- **11 years** of experience in **COBOL, NATURAL, CICS, Ezytrieve, JCL& SAS,VSAM, DB2, TSO/ISPF** programming in child support system.
- Extensive experience in Data Modeling, Stored Procedures and functions, worked on Databases such as **Oracle, My SQL, DB2, VSAM, IDMS and MySql**.
- **More than 11 years** of experience with tools like **Endeavor, Expeditor, Intertest, CA-7, Abend-Aid, CA-SymDump, CA Compile/PRF, File-Aid, CHANGEMAN, SPUFI, RC-Update, RC-Query**.
- Experience with **Office of Child Support Enforcement forms like OCSE -157**.
- Experience with **Indiana child support legal and administrative documents** like Income with holding order (IWO) form, Non-Custodial Parent's Child Support Payment Remittance form.
- Involved in Unit, SIT & UAT testing and extensively used **Quality center** to log & track defects.
- Used **MS VISIO** extensively to create project charter.
- Involved in **Requirement gathering, developing** Business requirement documents.
- Used MS Word to convert BRD to create HLD/LLD documents.
- Trained in **Six sigma methodologies**, Quality Assurance process and other process related activities.

## TECHNICAL SKILLS

**Languages** : COBOL, NATURAL, CICS, JCL, SQL, Ezytrieve, SAS, REXX, SQL, JAVA

**Database** : DB2, VSAM, IDMS, My SQL.

**Tools** : CHANGEMAN, Endeavor, CHPS/ISS, ELIPSBMC, SPUFI,QMF, NDM, FTP, Debug Tool, Expeditor, Inter test, CA-7, File Aid, FMDB2,

# Arks Tek Inc

Redefining Your Business Experience

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File-Manager, RM Tool,RC-Update, RC-Query, Abend-Aid,  
Fault Analyzer, CA-SymDump, CA Compile/PRF.

**Operating System** : MVS, Z/OS, Windows 2003, Windows XP,UNIX.

**Internet Protocols** : HTTP, FTP, HTTPS, TCP/IP

**Testing Tools** : Quality Center

**Others** : MS VISIO, MS WORD, Excel, Power point.

## Professional Experience:

**Indiana State Government, Indianapolis, IN.**

Aug 2008 – Till Date

**Domain:** Health and Human Services.

The federal child support program was established in 1975 under Title IV-D of the Social Security Act. It functions in all states and several tribes and territories, through the state/county Social Services Department, Attorney General's Office, or Department of Revenue. In Indiana, the Title IV-D Child Support Program is administrated by the Department of Child Services Child Support Bureau, and is carried out locally by the county prosecutor's office, the office of the county clerk, and the courts.

Indiana state support program locate noncustodial parents, establish paternity, establish and enforce support orders, modify orders when appropriate, collect and distribute child support payments, and refer parents to other services.

## Roles and Responsibilities:

- Experience working with state **IV-D computer system**.
- Worked on **Analysis, Design, code and deployment** of Child care support system.
- Understand the **business environment, value chain, technical system architecture, and existing processes**.
- Perform business problem area analysis and gap identification.
- **Develop/code, test, and review** changes to online and batch programs.
- Participated in **code review, Code walk-through** of programs for coding standards and potential defects.
- Create new **stored procedures** and change existing stored procedures to provide required information to UI.
- Ensure walkthrough's and inspections are carried out per standards.
- Provide support during acceptance testing and releasing the product into the production environment.
- Created **complex forms accurately and efficiently by using datalect Form-Quest**.
- Involved in the use of **the OCSE-157 to report statistical and some financial information on their Child Support Enforcement (CSE) program** to the Department of Health and Human Services (HHS).

# Arks Tek Inc

Redefining Your Business Experience

- 
- Plan for adequate quality reviews as defined in the overall process.
  - Coded complex **NATURAL, COBOL & DB2** programs and **JCL & PROCS** to execute these programs.
  - Use **Change Man, CVS** for version control and Share Point for work tasks.
  - Generating **Monthly, Annual reports**.
  - Verifying code change promotions into production.
  - Creating **BRD, HLD/LLD** design documents.
  - Resolving the production issues in the system within the SLA as per the priority of the issue.
  - Provided day to day Production support and fixed the production abends.
  - Monitored **daily, weekly, Monthly batch** cycles.
  - Developing the Technical flow using MS VISIO.
  - Developing the technical, project documents using MS WORD.
  - Developing the project documentation using MS EXCEL.
  - Creating requirement tractability matrix for all Business requirements.
  - Prepared weekly status reports of the all tickets.
  - Created new online screens/menus in the application.
  - Coordinating with other teams in the application for Integration Testing.
  - Monitoring test batch cycles as part of the releases.
  - Supported User Acceptance Testing and communicated directly with end users for Testing.
  - Developed Implementation plan and involved in Implementation and Post production Support.
  - Groom and provide the technical and functional trainings to junior Developers.

**Environment:** COBOL, NATURAL, JCL, CICS, DB2, VSAM, Endeavor, Expeditor, File-Aid, CA-7, SPUFI, RC-Update, RC-Query, Abend-Aid, CA-SymDump, CA Compile/PRF, NDM, Ezytrieve, FTP.

**Florida Child support Services,  
Tallahassee, FL .**

Aug 02-Aug 08.

Florida's Child Support Program is administered by Florida department of Revenue. It works with parents and guardians to ensure children and families receive court-ordered financial and medical support. Child support services are proving paternity, getting child support orders, enforcing child support orders, Changing child support orders. The objective of the Florida Child Support Services Program is to enhance the well-being of children and the self-sufficiency of families by providing professional services to locate parents, establish paternity and to work with partners and the community to continually improve the child support program.

The Department of Revenue is required to provide child support services in public assistance cases and also when a citizen requests services. In all cases handled by the Department (Title IV-D cases), state and federal laws require support payments to be made to the State Disbursement Unit.

## **Roles and Responsibilities:**

- Understood functional and technical design documents and came up with a project plan to develop the application.
- Worked in various phases of **Software Development Life Cycle (SDLC)** in child support system.

# Arks Tek Inc

Redefining Your Business Experience

- 
- Reviewing **Requirement documents and develop Technical design documents** for the major projects.
  - Production support of Child support system.
  - Performing Impact Analysis and identified software modification requirements
  - Created Batch job scheduling change/creation request using JRS tool and coordinated with schedule team.
  - Created stored procedures to fetch data from **DB2 database**.
  - Generated Weekly, Monthly , Annual & Adhoc reports using Ezytrieve
  - Coded complex **NATURAL, COBOL & DB2 programs and JCL & PROCS** to execute these programs.
  - Extensively **used Symbolic & override procedures** extensively to develop the application.
  - Adhered to code standards while developing the application.
  - Prepare Unit/SIT test scripts and performed UNIT, SIT & Regression testing.
  - Participated in various testing pipelines and disaster recovery exercises.
  - Involved in UAT support & post production implementation.
  - Resolving the production issues in the system within the SLA as per the priority of the issue.

**Environment:** COBOL, NATURAL,CICS, JCL, Ezytrieve, REXX, VSAM, IDMS, DB2, Change man, BMC, QMF, SPUFI, Expeditor, Debug Tool, DFSORT, SYNC SORT, ICETOOL, XML, FM DB2, File Manager, Quality Center, FTP, NDM.

## **EDUCATION:**

Master of Computer Applications from Kakatiya University, India.

**Request of Quotation**

**HHR14053A---Programmer Analyst**

**Qualification table**

**Arks Tek Inc Resumes-Jay Prakash Patibandla, Shekar Reddy Mandha and Venkata K**

<b>Qualification</b>	<b>Experience Required</b>	<b>Mr. Jay Prakash P</b>	<b>Mr.Venkata K</b>	<b>Mr.Shekar Reddy M</b>
10 years experience programmig in a mainframe NATURAL for DB2	10	11	11	13
Analyst must have a minimum of 8 years Job Control Language (JCL) experience	8	11	11	13
Analyst must have a minimum of 10 years experience working with a state IV-D computer systems	10	11	11	10
Analyst must have a minimum of 10 years of Analysis and Design experience	10	11	11	13
Analyst must have a minimum of 8 years experience using computer associate's (CA) DB2 Tools - RC/Update, RC/Query and PRF	8	11	11	13
Analyst must have a minimum of 2 years experiencewith the federal OSCE-157 form and requirement or child support legal and administrative documents.	2	6	5	5
Analyst must have a minimum of 5 years experience with datalect's FORMQuest form-building software	5	11	5	5



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/10/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ascension Insurance Agency, Inc. dba Providence Insurance 7201 Creedmor Road, Suite 125 Raleigh NC 27613	<b>CONTACT NAME:</b> Cathy Palmer <b>PHONE (A/C, No, Ext):</b> 704-688-1265 <b>FAX (A/C, No):</b> 704-688-1237 <b>E-MAIL ADDRESS:</b> cpalmer@ascensionins.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Hartford Casualty Insurance</td> <td>29424</td> </tr> <tr> <td>INSURER B: Travelers Casualty And Surety</td> <td>19038</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hartford Casualty Insurance	29424	INSURER B: Travelers Casualty And Surety	19038	INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
<b>INSURED</b> Arkstek Inc. 2851 S. Parker Rd #220 Aurora CO 80014														

**COVERAGES**      **CERTIFICATE NUMBER:** 13/14 Arkstek      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			22SBAVG7737	4/30/2013	4/30/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			22SBAVG7737	4/30/2013	4/30/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS \$ 10,000			22SBAVG7737	4/30/2013	4/30/2014	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	22WBCIW9114	4/30/2013	4/30/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	3rd party crime bond			105695733	10/14/2012	10/14/2013	Limit 1,000,000
A	Technology E&O			22SBAVG7737	4/30/2013	4/30/2014	Limit 1 M/3M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Memorandum of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Cathy Palmer/PALCAL <i>Cathy Palmer</i>

ACORD 25 (2010/05)

INS025 (201005) 01

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<b>MEMORANDUM OF INSURANCE</b>	<b>DATE</b> 10-Oct-2013
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This Memorandum is issued as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of this Memorandum. This Memorandum does not amend, extend or alter the coverage described below.

<b>PRODUCER</b> Ascension Insurance Agency, Inc Dba Providence Insurance 7201 Creedmoor Road, Suite 125 Raleigh, NC 27613	<b>COMPANIES AFFORDING COVERAGE</b>
<b>INSURED</b> Arkstek, Inc 2851 S. Parker Rd # 220 Aurora, CO 80014	Co. <b>A</b> Hartford Casualty Insurance  Co. <b>B</b> Travelers Casualty and Surety

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS MEMORANDUM MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY Commercial General Liability Occurrence	22SBAVG7737	04/30/2013	04/30/2014	GENERAL AGGREGATE	2,000,000
					PRODUCTS - COMP/OP AGG	2,000,000
					PERSONAL AND ADV INJURY	1,000,000
					EACH OCCURRENCE	1,000,000
					FIRE DAMAGE (ANY ONE FIRE)	300,000
					MED EXP (ANY ONE PERSON)	10,000
A	AUTOMOBILE LIABILITY Hired Autos Non-Owned Autos	22SBAVG7737	04/30/2013	04/30/2014	COMBINED SINGLE LIMIT	1,000,000
					BODILY INJURY (PER PERSON)	
					BODILY INJURY (PER ACCIDENT)	
					PROPERTY DAMAGE	
A	EXCESS LIABILITY Umbrella Form	22SBAVG7737	04/30/2013	04/30/2014	EACH OCCURENCE	9,000,000
					AGGREGATE	9,000,000
A	WORKERS COMPENSATION / EMPLOYERS LIABILITY THE PROPRIETOR / PARTNERS / EXECUTIVE OFFICERS ARE Included	22WBCIW9114	04/30/2013	04/30/2014	WORKERS COMP LIMITS	Statutory
					EL EACH ACCIDENT	1,000,000
					EL DISEASE - POLICY LIMIT	1,000,000
					EL DISEASE - EACH EMPLOYEE	1,000,000

A	Business Personal Property	22SBAVG7737	04/30/2013	04/30/2014	Special Form coverage on all Business Personal Property owned or leased by the insured and covered on a replacement cost basis	1,600
B	Crime Including Third Party Legal Liability	105695733	10/14/2012	10/14/2013		
					Each Wrongful Act	1,000,000
A	Errors & Omissions	22SBAVG7737	04/30/2013	04/30/2014	Each Claim /Aggregate/SIR	\$1,000,000/\$3,000,000 /\$5,000

The Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized.

# MEMORANDUM OF INSURANCE

**DATE**  
10-Oct-2013

This Memorandum is issued as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of this Memorandum. This Memorandum does not amend, extend or alter the coverage described below.

## PRODUCER

Ascension Insurance Agency, Inc  
Dbas Providence Insurance  
7201 Creedmoor Road, Suite 125  
Raleigh, NC 27613

## INSURED

Arkstek, Inc  
2851 S. Parker Rd # 220  
Aurora, CO 80014

## ADDITIONAL INFORMATION

The following coverages are only granted pursuant to a valid, current and signed contract or agreement with the named insured, which affirmatively grants such status:

Contractual Liability (on CGL and AL)

Additional Insured parties (on CGL, AL, and Umbrella)

Waiver of Subrogation (on CGL, AL, Umbrella, WC/EL)

Primary and Noncontributory (whether to insurance or self-insurance) (on CGL, AL and Umbrella)

XCU exclusions deleted (on CGL)

Alternate Employer (on WC/EL)

Independent Contractors (on CGL)

Broad Form Property Damage (on CGL)

Cross Liability, Severability of Interest or Separation of Insureds (on CGL, AL and Umbrella)

Stop Gap for monopolistic states

WC endorsements including All States coverage except ND, OH, WA, WY

30 days' Notice of Cancellation is provided under the above policies except 10 days' notice of non-payment of premium

Errors & omissions Retro Date:

05/04/2009

The Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized. Please refer to your full policy for any and all endorsements that pertain to the coverages.

REQUEST FOR QUOTATION  
HHR14053A Three Senior Application Programmers

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**11. MISCELLANEOUS:**

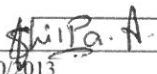
**11.1 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service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

**Contract Manager:** Shilpa Ammisetty  
**Telephone Number:** 701-300-7006  
**Fax Number:** 720-235-0204  
**Email Address:** hr@arkstek.com

**EXHIBIT A**

PRICING PAGES FOR HHR14053A				
ITEM #	DESCRIPTION	QUANTITY (HOURS)	HOURLY RATE	EXTENDED PRICE
1	3 Application Programmer Analysts' Contract cost for 1 year (2288 hours per Analyst)	6864	\$ 82	\$ 562,848
2	Renewal for year 2 (2288 hours per Analyst)	6864	\$ 82	\$ 562,848
3	Renewal for year 3 (2288 hours per Analyst)	6864	\$ 82	\$ 562,848
<b>OVERALL TOTAL COST</b>				<b>\$ 1,688,544</b>

\*\*\*Award will be made to the lowest overall total cost meeting all specifications

VENDOR NAME: Arks Tek Inc  
 ADDRESS: 2851 S Parker Road, Suite 220, Aurora, CO 80014  
 FAX #: 720-235-0204  
 PHONE #: 720-212-0828 ; 701-300-7006  
 E-MAIL ADDRESS: hr@arkstek.com  
 REMIT TO ADDRESS: 2851 S Parker Road, Suite 220, Aurora, CO 80014  
 SIGNATURE:   
 DATE: 10/10/2013

AGREED.

Name of Agency: \_\_\_\_\_

Name of Associate: Arks Tek Inc

Signature: \_\_\_\_\_

Signature: 


Title: \_\_\_\_\_

Title: Legal Associate

Date: \_\_\_\_\_

Date: 10/10/2013

Form - WVBAA-012004  
Amended 06.26.2013

APPROVED AS TO FORM THIS 26th  
DAY OF Jan 20 13  
  
Patrick Morrissey  
Attorney General  
BY \_\_\_\_\_

# 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: Arks Tek Inc

Signed: 

Date: 10/10/2013

Title: Legal Associate

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 exceed 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:**

Arks Tck Inc

Vendor's Name: \_\_\_\_\_

Authorized Signature: *[Signature]* Date: 10/10/2013

State of Colorado

County of Aurora, to-wit: Shirpa Anmi Retty

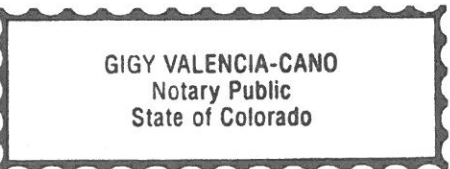
Taken, subscribed, and sworn to before me this 10<sup>th</sup> day of October, 2013

My Commission expires May 29, 2016.

AFFIX SEAL HERE

NOTARY PUBLIC

*[Signature]*  
Purchasing Affidavit (Revised 07/01/2012)



**My Commission Expires  
May 29, 2016**

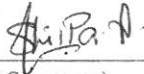


**CERTIFICATION AND SIGNATURE PAGE**

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.

Arks Tek Inc

\_\_\_\_\_  
(Company)



\_\_\_\_\_  
(Authorized Signature)

Shilpa Ammisetty, Legal Associate

\_\_\_\_\_  
(Representative Name, Title)

701-300-7006

\_\_\_\_\_  
(Phone Number)

720-235-0204

\_\_\_\_\_  
(Fax Number)

10/10/2013

\_\_\_\_\_  
(Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: HHR14053A**

**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:**

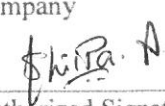
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <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.

Arks Tek Inc

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

10/10/2013

\_\_\_\_\_  
Date

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



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

**Solicitation**

NUMBER
HHR14053A

PAGE
1

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

Arks Tek Inc  
 2851 S Parker Road, Suite  
 220, Aurora, CO 80014

SHIP TO

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

DATE PRINTED
09/10/2013

BID OPENING DATE: 10/15/2013 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	6,864	HR		946-30	\$82	\$ 562,848
	THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF THE WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES OFFICE OF MANAGEMENT INFORMATION SERVICES TO ESTABLISH A CONTRACT FOR THE SERVICES OF THREE (3) APPLICATION PROGRAMMER ANALYSTS FOR THE ONLINE SUPPORT COLLECTION & REPORTING (OSCAR) SYSTEM, TO OVERSEE AND DEVELOP MODIFICATIONS TO THE IV-D FUNCTIONALITY IN THE OSCAR APPLICATION FOR THE BUREAU FOR CHILD SUPPORT ENFORCEMENT PER THE ATTACHED SPECIFICATIONS & INSTRUCTIONS TO BIDDERS.					
	APPLICATION PROGRAMMER ANALYST FOR ONLINE SUPPORT					
0002	6,864	HR		946-30	\$82	\$ 562,848
	RENEWAL FOR YEAR 2 BASED ON HOURLY RATE FOR 2288					
0003	6,864	HR		946-30	\$82	\$ 562,848
	RENEWAL FOR YEAR 3 BASED ON HOURLY RATE FOR 2288					

SIGNATURE	TELEPHONE 701-300-7006	DATE 10/10/2013
TITLE Legal Associate	FEIN 90-0786590	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

**Solicitation**

NUMBER
HHR14053A

PAGE
2

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE
	Arks Tek Inc
	2851 S Parker Road, Suite 220, Aurora, CO 80014

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

DATE PRINTED
09/10/2013

BID OPENING DATE: 10/15/2013 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ HHR14053A ***** TOTAL:						\$ 1,688,544

SIGNATURE	TELEPHONE 701-300-7006	DATE 10/10/2013
TITLE Legal Associate	FEIN 90-0786590	ADDRESS CHANGES TO BE NOTED ABOVE

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

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 of 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-9-59 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*, §81-6-3), 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: Arks Tek Inc

Signed: \_\_\_\_\_

Legal Associate

Date: 10/11/2013

Title: \_\_\_\_\_

RFQ No. HHR14053A

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.

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"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:**

Arks Tek Inc  
Vendor's Name: \_\_\_\_\_

Authorized Signatures: Shirpa A. Date: 10/11/2013

State of Colorado

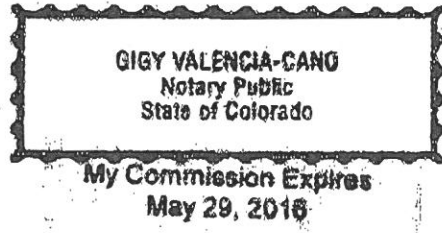
County of Aurora, to-wit: Shirpa Arangi Retty

Taken, subscribed, and sworn to before me this 11<sup>th</sup> day of October, 2013.

My Commission expires May 29, 2015.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]  
Purchasing Affidavit (Revised 07/27/2012)



**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.

Arks Tek Inc

\_\_\_\_\_  
(Company)

*Shilpa A.*

\_\_\_\_\_  
(Authorized Signature)

Shilpa Ammisetty, Legal Associate

\_\_\_\_\_  
(Representative Name, Title)

701-300-7006

720-235-0204

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Fax Number)

10/14/2013

\_\_\_\_\_  
(Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: HHR14053A**

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(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  |
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| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

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Arks Tek Inc

Company

*[Signature]*  
Authorized Signature

10/11/2013

Date

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