



Care Solutions, Inc.
1117 Perimeter Center West
Suite W-300
Atlanta, GA 30338
770.642.6722 or 800.227.3410
770.640.6073 Fax

Date: July 29, 2013

To: West Virginia Department of Administration, Purchasing Division

**From: Carla S. Rogg, President
Care Solutions, Inc.**

A handwritten signature in black ink, appearing to read "Carla S. Rogg", is written over the printed name in the "From:" field.

Re: RFQ # MCH14019, Web-Based Home Visitation Data Collection System

Enclosed please find the following documents for our response to the above request for quote:

Completed Forms:

- Contract manager information (RFQ page 30)
- Exhibit A, Pricing Pages (RFQ pages 31-34)
- Purchasing Affidavit (RFQ page 35)
- Vendor Preference Certificate (RFQ page 36)
- Certification and Signature Page (RFQ page 37)
- Addendum Acknowledgement Form (RFQ page 38)

Supporting Documentation:

- Care Solutions Qualifications, including system information and example data scorecard

Thank you for your consideration of this response.

07/30/13 09:51:27 AM
West Virginia Purchasing Division

REQUEST FOR QUOTATION
MCH14019 WEB-BASED HOME VISITATION DATA COLLECTION SYSTEM

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10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Cancellation of the Contract.

10.2.2. Cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

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: Carla Rogg, Care Solutions, Inc.
Telephone Number: 770-642-6722
Fax Number: 770-640-6073
Email Address: Crogg@caresolutions.com

EXHIBIT A

MCH14019 – PRICING PAGES

DELIVERABLE (includes all requirements as described in specifications)	DUE DATE	ESTIMATED ANNUAL USAGE ¹	UNIT BID PRICE ¹	TOTAL BID PRICE (Est. Annual Usage x Unit Bid Price)
4.1.1 DELIVERABLE #1 Conceptual Design Development: Vendor will attend and participate in one, four-day meeting with W/HVP at 350 Capitol Street, Charleston, West Virginia to develop a conceptual design for the W/HVP web-based data collection system. Vendor will be responsible for all costs incurred for its staff attending the meeting.	Year 1, Month 1	1 four-day meeting	\$18,540	\$18,540
4.1.2 DELIVERABLE #2 Written Design: Vendor will complete a written design for the W/HVP web-based data collection system and provide a copy to W/HVP for review and approval prior to finalization.	Year 1, Months 1 - 2	1 design	\$35,000	\$35,000
4.1.3 DELIVERABLE #3 Web-Based Data Collection System Development: Vendor will develop and implement the W/HVP web-based data collection system and provide W/HVP schematics.	Year 1, Months 2 - 5	1 system	\$130,000	\$130,000
4.1.4 DELIVERABLE #4 Test Phase and Training for W/HVP: Vendor will conduct a one-day, onsite test of the W/HVP web-based data collection system at 350 Capitol Street, Charleston, West Virginia in conjunction with training W/HVP program and modify as necessary. Vendor will be responsible for all costs incurred for its staff attending the meeting.	Year 1, Month 6	1 two-day training	\$9,250	\$9,250
4.1.5.1.1 DELIVERABLE #5 Basic User Training Guide: Vendor will develop and provide a paper version of the Basic User Training Guide. Twenty five copies of the paper version are required.	Year 1, Month 7	25 copies	\$8,200	\$8,200
4.1.5.1.2 DELIVERABLE #6 Advanced User Training Guide: Vendor will develop and provide a paper version of the Advanced User Training Guide. Twenty five copies of the paper version are required.	Year 1, Month 7	25 copies	\$8,200	\$8,200

<p>4.1.5.1.3 DELIVERABLE #7 Basic User Training Webinar: Vendor will develop and provide Basic User Training Webinar directed towards local provider users (home visitors).</p>	<p>Year 1, Month 7</p>	<p>1 webinar</p>		
<p>4.1.5.1.4 DELIVERABLE #8 Advanced User Training Webinar: Vendor will develop and provide Advanced User Training Webinar directed towards OMCFH/WVHVP staff and supervisors.</p>	<p>Year 1, Month 7</p>	<p>1 webinar</p>		<p>\$5,000</p>
<p>4.1.6.1.1 DELIVERABLE #9 Training for Home Visitation Sites: Vendor will provide one-day basic user training session for approximately 15 home visitation site users at the Charleston, West Virginia WVHVP supplied computer lab location. WVHVP will schedule and provide training sites, but vendor will be responsible for all costs incurred for its staff attending the meeting.</p>	<p>Year 1, Months 7-8</p>	<p>1 one-day training</p>		<p>\$5,000</p>
<p>4.1.6.1.2 DELIVERABLE #10 Training for Home Visitation Sites: Vendor will provide one-day basic user training session for approximately 15 home visitation site users at the Beckley, West Virginia WVHVP supplied computer lab location. WVHVP will schedule and provide training sites, but vendor will be responsible for all costs incurred for its staff attending the meeting.</p>	<p>Year 1, Months 7-8</p>	<p>1 one-day training</p>		<p>\$2,375</p>
<p>4.1.6.1.3 DELIVERABLE #11 Training for Home Visitation Sites: Vendor will provide one-day basic user training session for approximately 15 home visitation site users at the Parkersburg, West Virginia WVHVP supplied computer lab location. WVHVP will schedule and provide training sites, but vendor will be responsible for all costs incurred for its staff attending the meeting.</p>	<p>Year 1, Months 7-8</p>	<p>1 one-day training</p>		<p>\$2,375</p>
<p>4.1.6.1.4 DELIVERABLE #12 Training for Home Visitation Sites: Vendor will provide one-day basic user training session for approximately 15 home visitation site users at the Morgantown, West Virginia WVHVP supplied computer lab location. WVHVP will schedule and provide training sites, but vendor will be</p>	<p>Year 1, Months 7-8</p>	<p>1 one-day training</p>		<p>\$2,375</p>

responsible for all costs incurred for its staff attending the meeting.				
4.1.7 DELIVERABLE #13 Live W/HVP Web-Based Data Collection System: Vendor will put the W/HVP web-based data collection system live on its website at which time a link to it will be placed on W/HVP's website resulting in it being available for full use by W/HVP and home visitation site users. <u>The source code will be owned by W/HVP once the contract is completed.</u>	Year 1, Month 9	1 system		\$800
4.1.8.1 DELIVERABLE #14 Live Support: Vendor will provide unlimited live, toll-free support (Monday through Friday, from 9:00 am to 5:00 pm EST) for the W/HVP data collection system to W/HVP and home visitation site users.	Year 1, 2, 3	Annual	Year 1 Partial/3mths \$45,000 Year 2 & 3 \$60,000 Per Year	\$165,000
4.1.8.2 DELIVERABLE #15 Maintenance and Upgrades: Vendor will provide unlimited upgrades and maintenance of the W/HVP web-based data collection system.	Year 1, 2, 3	Annual	Year 1 Partial/3mths \$35,000 Year 2 & 3 \$72,100 Per Year	\$179,200
OVERALL TOTAL COST				\$573,690

¹ Annual Usage is estimated. Bidders "Unit Bid Price" will be the final unit cost charged to W/HVP under this contract whether one or more than one is provided.

Bidders will not alter, modify, or add information to the Pricing Pages.

Bidders should complete, sign, and date the vendor section below:

WCH14019

Vendor Name: Care Solutions, Inc.
Vendor Address: 1117 Perimeter Center West
Suit W300, Atlanta, Ga. 30338

Contact Person: Carla Ragg
(Please Print)
Authorized Representative: Carla Ragg
(Please Print)

Authorized Representative Signature: 

Vendor Telephone Number: 770-642-6722
Vendor Fax Number: 770-640-6073

Fax: 770-640-6073
Email: Cragg@caresolutions.com

Date: July 26, 2013



Care Solutions, Inc.

1117 Perimeter Center West
Suite W-300
Atlanta, GA 30338
770.642.6722 or 800.227.3410

Re: RFQ # MCH14019, Web-Based Home Visitation Data Collection System, Section 3, Qualifications

Care Solutions Qualifications

Care Solutions, Inc. (CSI) is a management consulting firm that works with organizations, including state agencies, to maximize the use of information and technology in the development, management and evaluation of programs and projects. Care Solutions is a leader in developing web-based applications and databases to support service delivery, program administration and outcome measurement. From initial database development through data analysis, mapping and reporting, Care Solutions has extensive technical expertise and experience in the development, customization and management of both large- and small-scale databases, including secure, interactive, reliable web-based data applications. Care Solutions routinely supports clients receiving federal funding with federal reporting requirements, including data reporting.

3.1 and 3.3 Care Solutions has more than the required years of experience developing, managing, and providing training and technical assistance on web-based database applications, including the following major statewide systems currently in operation:

- SCHOLARSHIPS & INCENTIVES for Bright from the Start: Georgia Department of Early Care and Learning (2001 – present; online system since 2004)
- PSSFWeb for Promoting Safe and Stable Families (PSSF), Georgia Department of Human Services, Division of Family and Children Services (1992 - present; online system since 2002)
- GA+SCORE for Room, Board and Watchful Oversight, Georgia Department of Human Services, Division of Family and Children Services (1996 – present; online system since 2000)
- ProSolutions Training, national online professional development division of Care Solutions, Inc. (2009 – present)

3.2 Home visitation tracking and reporting are supported in the following database systems currently in operation:

- GA+SCORE/Foster Home Compliance
- PSSFWeb/Home Visitation grantees

3.4 Experience generating data to fulfill federal and state home visiting benchmarks:

- Foster parent safety and medical screenings
- Out-of-home care provider performance/outcome data and monitoring visits, including safety reviews and annual reviews
- SCHOLARSHIPS recipient and ProSolutions Training user education and employment progress
- Service referrals/coordination and prevention of child abuse and neglect for those served by PSSF grantees

Attached is a chart that provides more detailed information on the scope and work of the above-referenced systems; also attached is an example scorecard from GA+SCORE.

3.5 Staff credentials relevant to data system design include bachelor's degrees in computer science and electrical engineering technology/digital computer systems. Other supporting staff credentials include a research doctorate, master's degrees in social work, and bachelor's degrees in child and family development and communications.

Additionally, Care Solutions has the requisite insurance specified in Section 8 of the RFQ.

Care Solutions, Inc: Examples of Online Database Applications

Organization Name	Project	Reference Contact Information	Dates of Service	Description	System Scope
<p>Georgia Department of Human Services, Division of Family and Children Services (DHS, DFCS), Office of Provider Management (OPM)</p>	<p>Room, Board, and Watchful Oversight (RBWO)</p>	<p>Dianne Yearby Permanency Unit Director dyearby@dhr.state.ga.us 404-463-2233 2 Peachtree St. NW, 18th Floor Atlanta, GA 30303</p> <p style="text-align: center;">~~~~~</p> <p>Catrechia Stokes-Bryan Acting OPM Director castokes@dhr.state.ga.us 404-657-1625 2 Peachtree St. NW, 18th Floor Atlanta, GA 30303</p>	<p>1996 - 2013 (current)</p>	<p>Designed, developed, and currently manage a secure, web-hosted data system that tracks performance statewide for private foster care providers and foster parents, relating to their contracts with the state. DHS/OPM and CSI staff have full system access; provider users have access only to data screens and reports relevant to their own programs, placements, and foster homes.</p> <p>Known as GA+SCORE, the system's primary purpose is to grade provider performance based on a complex set of indicators, programmed using specific business rules. Scores also incorporate OPM's site monitoring and safety reviews, uploaded to GA+SCORE, and data supplied by the state's child welfare reporting system. Quarterly GA+SCORECARDS, scored on a hundred-point scale, are produced by the system and released to providers and DFCS case managers, aiding in child placement decisions.</p> <p>GA+SCORE also tracks and determines foster home compliance, including home visitation, and enables DHS to comprehend and manage the state's RBWO provider resource array. The system also serves as the primary means of automated communication between the state office and the RBWO provider network. CSI offers technical support and assistance to providers and state staff throughout each month.</p>	<p>Current (numbers are approximate):</p> <ul style="list-style-type: none"> • 170 active, contracted RBWO providers each fiscal year, required to report on their approximately 250 programs/site locations • 2,100 RBWO provider staff • 1,600 approved and active private foster homes tracked for compliance • 3,500 children served monthly • 1,150 active system users • 250 new child placement submissions and 45 new foster home approval submissions monthly • 600 OPM annual monitoring scores and supporting documentation • 1,000 Performance-Based Placement GA+SCORECARDS released annually

Care Solutions, Inc: Examples of Online Database Applications

Organization Name	Project	Reference Contact Information	Dates of Service	Description	System Scope
<p>Department of Human Services, Division of Family and Children Services (DHS, DFCS), Contracts Division</p>	<p>Promoting Safe and Stable Families Program (PSSF)</p>	<p>Roger Hubbard PSSF Grants Specialist rohubbard@dhr.state.ga.us 404-232-7888 2 Peachtree St. NW, Suite 8-294 Atlanta, GA 30303</p>	<p>1992 - 2013 (current)</p>	<p>Designed, developed, and currently manage a secure, web-hosted data system that tracks statewide providers contracted to provide services in the areas of family preservation and support, adoption promotion, and family reunification. DHS/PSSF and CSI staff have full system access; providers have access only to their program's data screens and reports.</p> <p>The system, known as PSSFWeb, tracks providers and their contracts with the state, including monthly child, family and service data. Services include in-home and out-of-home therapy and support services. PSSFWeb serves as the providers' invoicing system for contractual payments.</p> <p>Additionally, PSSFWeb supports the annual Statement of Need distribution and proposal process, which is managed by CSI. Financial and historical contract reports enable the state to make funding decisions and awards. CSI compiles annual programmatic summaries by region which aid DHS in fully understanding how this federally- funded program is implemented statewide. CSI provides technical support and assistance to contracted providers throughout each month.</p>	<p>FFY 2012:</p> <ul style="list-style-type: none"> • 195 active, contracted PSSF providers, required to report monthly • 2,300+ invoices for payment generated by providers • 300+ RFPs submitted, reviewed, and scored • 12,200+ families served by providers statewide • 21,100+ children resided in households served • \$9.3M in federal funds spent in Georgia

Care Solutions, Inc: Examples of Online Database Applications

Organization Name	Project	Reference Contact Information	Dates of Service	Description	System Scope
Bright from the Start: Georgia Department of Early Care and Learning (DECAL)	SCHOLARSHIPS & INCENTIVES (S/I)	Carol Hartman Assistant Commissioner for Programs carol.hartman@decals.ga.gov 404-463-3571 2 Martin Luther King Jr. Drive SE East Tower #754 Atlanta, GA 30303	2005 – 2013 (current) 2003-2004, Project Manager under Smart Start - United Way 2001-2003, developed & managed initial database when program managed by UGA/Gainesville College	Designed, developed, and currently manage a secure, web-hosted data system that tracks program applications and automatically determines S/I eligibility based on a set of pre-programmed business rules (including position, hours worked, wage, work site, educational credentials or enrollment, and citizenship status). System users include DECAL and CSI staff. If applications are approved, the system generates payment records and checks are distributed; annual IRS 1099 forms are generated and mailed to recipients. The system includes robust, real-time reporting capabilities on all programmatic data, including denials. Staff compile annual program reports (and ad-hoc reports as requested), including GIS statistical mapping. Program staff provide phone and email support to applicants about program processes, as well as career advisement and financial aid counseling to those considering post-secondary education. Staff also participate in on-site information sessions, as requested, and conferences relevant to Georgia's early care and education professionals.	Since program inception: <ul style="list-style-type: none"> • 19,000+ unique program applicants for whom eligibility was determined • 16,500+ SCHOLARSHIPS applicant records • 54,000+ INCENTIVES applicant records • 5,400+ child care facilities • 1,100+ educational institutions • More than \$25M in payments distributed • IRS Form 1099 prepared for payment recipients as required by law

Care Solutions, Inc: Examples of Online Database Applications

Organization Name	Project	Reference Contact Information	Dates of Service	Description	System Scope
ProSolutions Training, division of Care Solutions, Inc.	ProSolutions Training	N/A (proposer)	2009- 2013 (current)	<p>Designed, developed, and currently manage a secure, web-hosted learning management system for professionals in child care and early education and social services to purchase and take online professional development courses and associated tests.</p> <p>The system includes tracking and documentation of training completed for each professional, employer and/or funding agency. On-demand Certificates of Completion are produced in compliance with individual state regulatory requirements.</p> <p>In addition to internal reports to support business administration, the system produces summary and detailed data reports on funded users for employers and funding agencies.</p> <p>Skills-based course content is developed by subject matter experts based on best practices identified in research literature.</p> <p>Consulting services offer clients the benefit of staff expertise in a variety of subject areas, including early care and education, health, social services, evaluation, and communications and leadership.</p> <p>CSI provides user customer service and technical assistance throughout each month in English and Spanish.</p>	<ul style="list-style-type: none"> • 33,000+ customers nationally • 51,000 sales transactions of online professional development courses • Training approvals currently in 35 states • 130+ professional development courses/packages in English and Spanish



FY 2013 Performance-Based Placement Measures

RBWO Provider GA+SCORECARD - CPA

Report Quarter: 3

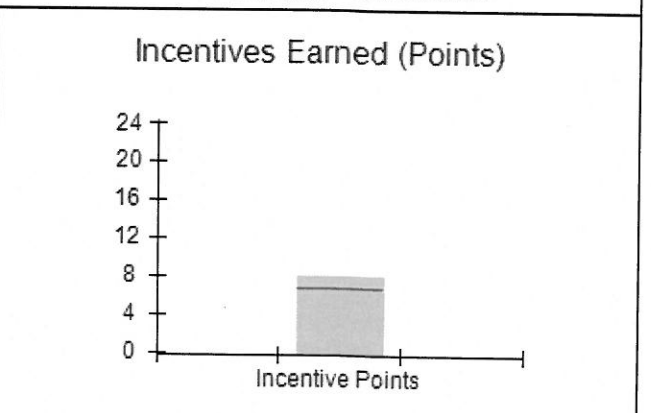
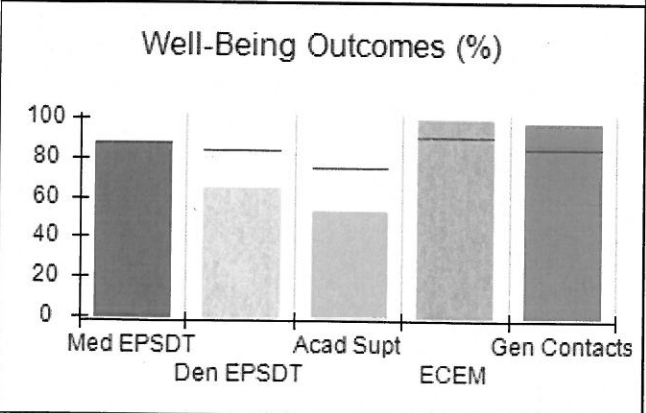
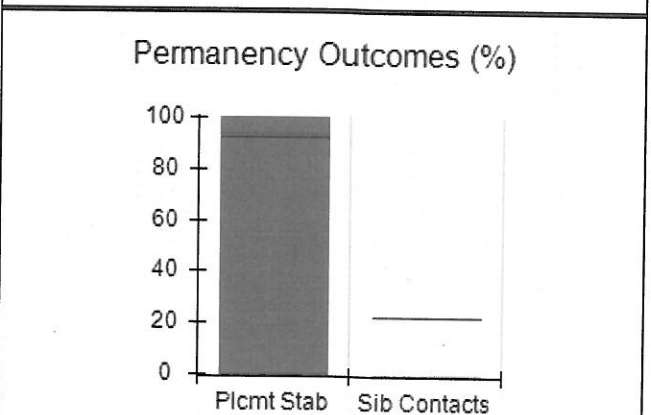
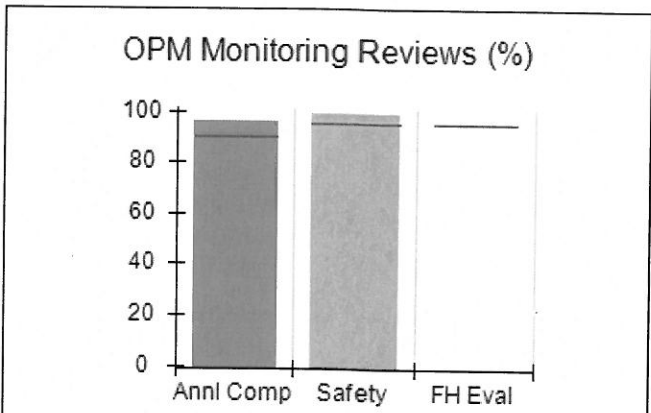
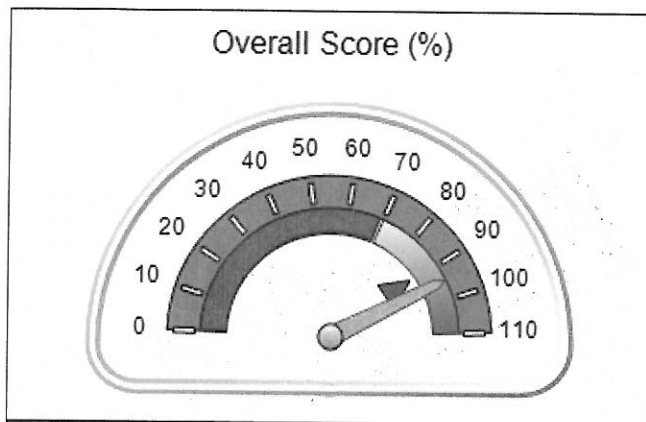
Fictitious Example for Demonstration Purposes

Provider/Program Name: Rachel's Place - (5128) - CPA			
110 E. River Road Augusta, GA 30001 706-555-9123	FY2013 Quarterly Scores (Grades)		Current Quarter Score (Grade)
	Q1: 95.19 (A)	Q2: 99.78 (A+)	94.58% (A)
	Q3: 94.58 (A)	Q4: --	
# New Foster Homes During Quarter: 3	# Children in Care During Quarter: 77	# Placements During Quarter: 78	# Children in Care On Last Day: 66

Quarterly Provider Comparisons to All CPAs

■■■■■■■■ indicates MalTx Threshold

— indicates average for all CPAs





**FY 2013 Performance-Based Placement Measures
RBWO Provider GA+SCORECARD - CPA**

Report Quarter: 3

Provider/Program Name: Rachel's Place - (5128) - CPA				
110 E. River Road Augusta, GA 30001 706-555-9123		FY2013 Quarterly Scores (Grades)		Current Quarter Score (Grade)
		Q1: 95.19 (A)	Q2: 99.78 (A+)	94.58% (A)
		Q3: 94.58 (A)	Q4: --	
# New Foster Homes During Quarter: 3		# Children in Care During Quarter: 77	# Placements During Quarter: 78	# Children in Care On Last Day: 66
	Avg Performance All CPAs (%)	Provider Performance (%)*	Possible Points (Weight)	Provider Points Earned
OPM Monitoring Reviews				
Annual Comprehensive Reviews	90%	96%	25	24.00
Safety Reviews	96%	99%	10	9.90
Foster Home Evaluation Qualitative Reviews	95%	Not Yet Conducted		
Monitoring Sub-Total			35	
CPA Safety Outcomes				
Incidence of Maltreatment	0.40%	No Substantiated Reports	10	10.00
Staff Training	78%	83%	4	3.32
Safety Sub-Total			14	13.32
CPA Permanency Outcomes				
Placement Stability	93%	100%	10	10.00
Sibling Contacts	22%	0%	5	0.00
Permanency Sub-Total			15	10.00
CPA Well-Being Outcomes				
EPSDT Medical Visits	87%	87%	4	3.48
EPSDT Dental Visits	83%	64%	4	2.56
Academic Supports	75%	53%	4	2.12
Provider ECEM Visits	90%	99%	7	6.93
Provider General Contacts	84%	97%	7	6.79
Well-Being Sub-Total			26	21.88
*Performance calculation descriptions can be found in the FY 2013 RBWO PBP Measurements and Standards Guide.				
Monitoring & Outcomes: Possible Points = 90			Points Earned: 79.10	
Score Before Incentives Credit				87.89%
Incentives Awarded				7.87 pts
PBP Verification				-1.18 pts
Total Score				94.58%



**FY 2013 Performance-Based Placement Measures
RBWO Provider GA+SCORECARD - CPA**

Report Quarter: 3

Provider/Program Name: Rachel's Place - (5128) - CPA				
# New Foster Homes During Quarter: 3		# Children in Care During Quarter: 77	# Placements During Quarter: 78	# Children in Care On Last Day: 66
CPA Incentive Credits	Avg Performance All CPAs (%)	Provider Performance (%)*	Possible Points (Weight)	Provider Points Earned
Early EPSDT Medical Visits		61%	2	1.22
Early EPSDT Dental Visits		15%	2	0.30
Permanency Contacts		17%	5	0.85
Additional Academic Supports		0%	2	0.00
Foster Hm Retention Rate (threshold = 90)		95%	2	2.00
Foster Hm Recruitment (threshold = 100)		50%	2	0.00
Active Agency Accreditation		50%	4	2.00
Staff Clinical Licensure		30%	5	1.50
Incentives Total	6.69		24	7.87
Maximum total combined incentive credit allowed is 10 points.			Incentives Awarded	7.87

*Performance calculation descriptions can be found in the FY 2013 RBWO PBP Measurements and Standards Guide.

Child Protective Services Investigations and Dispositions	
The following investigations data, which is not used for scoring but is considered significant to a provider's performance, is from Georgia SHINES and is not considered final or complete until the end of the fiscal year.	
Total Reports:	0
Number Screened In:	0
Number Screened Out:	0
Number Substantiated:	0
Number Unsubstantiated:	2
Number Active CPS Investigations:	2

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: Care Solutions, Inc. Signed: Carol J. Ross
Date: July 26, 2013 Title: President & CEO

RFQ No. MCH14019

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

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

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Care Solutions, Inc.

Authorized Signature: Case J Ross Date: 7-26-2013

State of Ga.

County of Forsyth, to-wit:

Taken, subscribed, and sworn to before me this 26 day of July, 2013

My Commission expires March 19, 2014

AFFIX SEAL HERE

NOTARY PUBLIC



Purchasing Affidavit (Revised 01/2012)

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.

Care Solutions, Inc.
(Company)

Carla Ragg
(Authorized Signature)

Carla Ragg, President & CEO
(Representative Name, Title)

770-642-6722 770-640-6073
(Phone Number) (Fax Number)

July 26, 2013
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: MCH14019

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.

Care Solutions, Inc.
Company

Carol J. Roy
Authorized Signature

July 26, 2013
Date

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