



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)

Procurement Folder: 315332

Procurement Type: Central Purchase Order

Vendor ID: VS0000009860

Legal Name: Smart Shared Services, LLC

Alias/DBA: Fenwick Technologies

Total Bid: \$251,193.00

Response Date: 05/10/2017

Response Time: 16:25

SO Doc Code: CRFQ

SO Dept: 0323

SO Doc ID: WWW1700000005

Published Date: 5/4/17

Close Date: 5/11/17

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No.01 - Project Management

Total of Header Attachments: 1

Total of All Attachments: 1



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 315332
Solicitation Description : Addendum No.01 - Project Management
Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-05-11 13:30:00	SR 0323 ESR05101700000005501	1

VENDOR
VS0000009860 Smart Shared Services, LLC Fenwick Technologies

Solicitation Number: CRFQ 0323 WWV1700000005

Total Bid : \$251,193.00 **Response Date:** 2017-05-10 **Response Time:** 16:25:43

Comments:

FOR INFORMATION CONTACT THE BUYER
 Brittany E Ingraham
 (304) 558-2157
 brittany.e.ingraham@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Project Management				\$251,193.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Extended Description : Please see Exhibit A Pricing Page. Vendor must submit pricing page with their submitted bid response.



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 34 - Service - Prof

Proc Folder: 315332

Doc Description: Addendum No.01 - Project Management

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-04	2017-05-11 13:30:00	CRFQ 0323 WWV1700000005	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Smart Shared Services
 PO Box 7318
 Cross Lanes, WV 25356

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
 (304) 558-2157
 brittany.e.ingraham@wv.gov

Signature X

Eva Borodinsky

FEIN # 47-1148168

DATE 5-4-17

All offers subject to all terms and conditions contained in this solicitation

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Eva Kordusky / VP of Business Operations
 (Name, Title)
Eva Kordusky / VP of Business Operations
 (Printed Name and Title)
405 Capitol St, Ste 608
 (Address)
855-807-6278 / 888-680-6555
 (Phone Number) / (Fax Number)
eva.kordusky@ssllc.com
 (email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Smart Shared Services, LLC
 (Company)
Eva Kordusky Eva Kordusky / VP of Bus. Ops.
 (Authorized Signature) (Representative Name, Title)
Eva Kordusky VP of Bus. Ops.
 (Printed Name and Title of Authorized Representative)
5-3-17
 (Date)
855-807-6278 / 888-680-6555
 (Phone Number) (Fax Number)

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 Vendor Preference, if applicable.

1. Application is made for 2.5% 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;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **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% 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% vendor preference for the reason checked:

- Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or,**

4. Application is made for 5% 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% 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% 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) rescind the contract or purchase order; 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.

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: Smart Shared Services, LLC

Signed: Eva Kravusky

Date: 5-3-17

Title: VP of Business Operations

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

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:

Vendor's Name: Smart Shared Services LLC

Authorized Signature: Evakorushy Date: 5-3-17

State of WEST VIRGINIA

County of KANAWHA, to-wit:

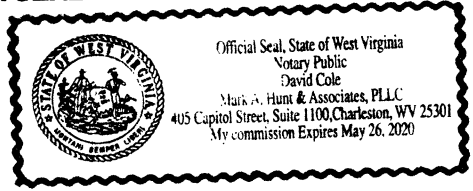
Taken, subscribed, and sworn to before me this 3 day of MAY, 2017.

My Commission expires MAY 26, 2020, 20 .

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Purchasing Affidavit (Revised 08/01/2015)



ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: WV170000005

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.

Smart Shared Services, LLC
Company

Eva Kordusky
Authorized Signature

5-4-17
Date

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

EXHIBIT A- Pricing Page for Project Management - Smart Shared Services

- Sandra Rea

Item	Spec.	Description	Unit of Measure	Unit Cost	*Required Hours per Year	Extended Cost
1	4.1	Project Manager Year 1	Per Hour	\$67.89	1850	\$125,596.50
2	4.1	Project Manager Year 2	Per Hour	\$67.89	1850	\$125,596.50
Total Bid Amount						\$251,193.00

*Required hours: The Project Manager shall not work more than a maximum of 1,850 hours per year. Actual hours worked will vary per

Sandra Rea
IT Project Manager

SUMMARY

Highly focused, technically savvy, analytical and results oriented Project Manager with over Thirteen years' experience in project management of integrated enterprise software and hardware systems.

Excels in liaising between business and technical areas to achieve on-time, on-budget and on-spec project completions. Able to merge customer and user needs with business requirements, budgetary restrictions and logistical considerations to meet project deliverables. Proven record of accomplishment in project management/coordination/administration/ project planning and support, with excellence in complex reporting and Microsoft Project.

TECHNICAL SKILLS

MS Project, Project Server 2010 and 2013 (PWA), Excel, Word, PowerPoint, Visio, Access, FrontPage, Adobe Acrobat, Outlook, Lotus Notes, Internet, SharePoint, AS400, Oracle, JDE, Pivotal, Visual Basic, VBScript, C++, Java, JavaScript, SQL, HTML, SAP, Workbench, IBM Rational, ServiceNow

Team Lead, Project planning, Project Scheduling, Microsoft Project Expert, Project Reporting, Meeting Facilitation, Process Improvement, Risk Management, Project Leadership, Issue Management, Information Analysis, Solution Development, Requirement Specifications, Project Plan Administration, Scope Management, Change Management, SDLC

Skills Matrix

Responsibility	Y/N	Description of experience
Facilitate the expansion of current integrated enterprise software systems	Y	4 years experience managing Shared Services Enterprise Integration projects across Finance, HR, Facilities, Security, ISS and Legal functional areas. Including OnBase document management, Budget Planning and Management with SAP integration in the cloud. Cigna, Fidelity, Kronos, MarketPay, AR Statements, Contract Management.
Provide leadership, guidance of the project over 2 teams,	Y	Most of my projects have more than 2 teams and most often include the IT team, external vendors, onshore and offshore teams, as well as legal and business
Assist in planning and strategy activities related to the project.	Y	I work with the business and SMEs to understand and identify the best solutions for the business' needs and planned strategies to meet those needs
Serve as risk manager and recommend mitigation strategies to reduce project risks.	Y	Project risks are identified, reviewed and logged weekly in our project status meeting. SMEs are identified to help plan remediation activities should the risk become an issue.
Support preparation of project status reports, conduct monthly project reviews detailing achievements, progress; changes, forecasts.	Y	I facilitate weekly project status and risk meetings to gather project information. A HL status report is sent to the stakeholders and team on a weekly basis. I review the project dashboard monthly with the sponsor and stakeholders. The dashboard includes financials, milestone progress, accomplishments, risks and next steps
Develop metrics and measurements to demonstrate project progress, evaluating and revising project procedures as necessary.	Y	14 years experience developing project status reports (PSR), including SQL reporting from Oracle, SAP budget reporting, Business intelligence reporting via project web app (PWA) and ad hoc reporting from several data sources.
Bachelor's degree and at least 3 years IT Project Management experience.	Y	I have a Bachelor of Science in Computer Information Systems and I have been in the project management field for 14 years,
Do you have CAPM or PMP certifications.	N	I have formal PMI and undergraduate project management training, but I do not have CAPM or PMP certifications

PROJECT EXPERIENCE

Project Manager / Shared Services

Oct 2015 - Present

Contractor at Coca Cola Bottling Consolidated
Charlotte, NC

- Manages individual Enterprise initiatives and projects across multiple lines of business.
- **Plans, schedules and executes all stages of enterprise software, hardware and system implementations, including hosted solutions and integrations.**
- Defines project scope, objectives, staffing, resources and deliverables
- Develops project plans that identify key issues, approaches and performance metrics
- Plans and schedules project timelines and milestones
- Manages the project's financial forecast
- Administers project accounting within the financial system, i.e., SAP POs, GRs and tracks them within the project plan
- Tracks project deliverables
- Manages and tracks project risks and issues
- Maintains communication with project stakeholders and manages expectations
- Supports PWA (Project Web Access) administration, including project metrics analysis, dashboard reporting, pivot tables, team communication, resource planning, vendor management, timesheet entry, risk analysis, report creation, generation, and documentation control
- Assists with administration of IT Project Management standards, policies, procedures, and methodologies
- Provides SharePoint administrative support and maintaining security access

Project Manager

June 2014 – Oct 2015

Contractor at CNO Financial Group
Carmel, Indiana

- Partners with the project sponsor to define project objectives, scope, schedule, and budget.
- Establishes project charter and plan, including success criteria
- **Oversees the planning and implementation of multiple IT federally and state mandated, Life Insurance enhancement projects**
- Prepares detailed plans to track project performance and assure timely completion and achievement of project deliverables
- Manages project budgets, including forecasting, and tracking actual spend over the course of the project
- Monitors performance metrics and project dashboards
- Communicates progress to top management and modifies schedules as required - Prepares Executive Project Status Decks
- Schedules tasks and resources in Microsoft Project Server (PWA) and MS Project Professional
- Approves timesheets and processes invoices
- Facilitates and leads project team meeting
- Provides Visio Process Modeling
- Issue and Risk tracking

Remote PMO Project Analyst

March 2010 – May 2014

Pharmaceutical Division
Cardinal Health, Dublin, OH

- Assists Program Managers project plans on program level and all adhoc PMO reporting, including pivot reports
- Implementation Coordination, including building the detailed plan
- Cross functional collaboration to identify and track project risks, and issues
- Updates-tracking resource utilization/burn rate
- Responsible for executing budgeting cost control and forecasts for a \$42 million dollar 5-year program
- Monitors and tracks the program budget
- Administered project accounting in SAP

- Schedules tasks and resources in Microsoft Project and Service Now
- Ensures resources are properly onboarded
- Updates and owns the project plan
- Responsible for Excel scheduled and ad hoc reporting
- SharePoint Risk and Issue tracking
- SharePoint Administration
- Implementation Coordination, including building the detailed plan

MS Project Scheduling Manager

2004 to 2009

Beazer Homes Trinity Water Intrusion Remediation Division; Carmel, IN
Cain Companies Construction Forensics, Project Managers

- Supervised, coached, trained and developed the scheduling department. Responsible for developing SOPs, performance reviews and the interview process.
- Supported the project team managers and team members in day-to-day management, coordination activities and overall project management support throughout the entire project lifecycle for one of the largest multi-project multi-year residential external water intrusion and mold remediation projects in the country
- Developed and tracked project schedules
- Defined project dependencies and project schedule performance in MS Project
- Provided issue and scope change tracking and reports
- Responsible for vendor purchase orders and material purchasing
- Created and maintained an Access database for tracking project deliverables and vendor invoices.
- Coordinated and facilitated meetings including project presentations
- Accountable for project documentation for legal and business requirements
- Effectively trained, motivated and mentored team members
- Functioned as the Application Project Leader, and divisional IT support
- Installed and supported desktop computers, laptops and Blackberries
- Implemented, supported and provided training for new computer hardware and software systems within the division
- Coordinated and scheduled resources
- Baselined, created, designed, tracked and updated project metrics

Principal Administrator

1999 to 2003

Emerson Process Management; Austin, TX

- Issuance and maintenance of software Master License Agreements (MLAs) for Emerson Process Management and/or Third Party software
- Planned and implemented an online MS Access repository of key account contracts and software licensing documentation
- Responsible for updating departmental intranet website
- Liaison with Field Representatives and customers for change orders and releasing software orders in Oracle prior to shipment
- Responsible for maintaining Lotus Notes database with all Master License Agreements, Microsoft Access database with all historical order information
- Access database queries of tax information
- Supervisory responsibility for clerical employees in Contracts Department

New Products Coordinator

1997 to 1999

Apothecary Products, Inc.; Burnsville, MN

- Created bills of materials and assigned part numbers for potential new product introductions
- Managed vendor information in the AS400 systems
- Received, processed and issued purchase orders
- Worked closely with the Art department in designing packaging for new products
- Additional responsibilities included overseas sourcing of new products and raw materials, as well as

- contacting potential vendors regarding product specifications, pricing, and delivery
- Maintained inventory of product samples for use in new product development

EDUCATION & CERTIFICATIONS

Bachelor of Science in Computer Information Systems; Business Administration Minor
Saint Leo University; Tampa, FL, 2006