



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 2**General Information**[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)**Procurement Folder:** 366233**SO Doc Code:** CRFQ**Procurement Type:** Central Master Agreement**SO Dept:** 0506**Vendor ID:** **SO Doc ID:** MCH1800000003**Legal Name:** LOCAL DATA SOLUTIONS LLC**Published Date:** 10/11/17**Alias/DBA:****Close Date:** 10/16/17**Total Bid:** \$850,000.00**Close Time:** 13:30**Response Date:** **Status:** Closed**Response Time:** **Solicitation Description:** **Total of Header Attachments:** 2**Total of All Attachments:** 2



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 366233

Solicitation Description : Web Based Home Visitation System - Addendum #1

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-10-16 13:30:00	SR 0506 ESR10161700000001583	1

VENDOR
000000163397 LOCAL DATA SOLUTIONS LLC

Solicitation Number: CRFQ 0506 MCH1800000003

Total Bid : \$850,000.00 **Response Date:** 2017-10-16 **Response Time:** 11:47:21

Comments:

FOR INFORMATION CONTACT THE BUYER
 April Battle
 (304) 558-0067
 april.e.battle@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	Web Based Data Collections System				\$325,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description : Section 4.1.1 - Web Based Data Collections System

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Training and Support month 1-6				\$75,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description : Section 4.1.2 - Training and support months 1-6

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Training and Support Year 2				\$150,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description : Section 4.1.3 - Training and support Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Training and Support Year 3				\$150,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description : Section 4.1.4 - Training and support Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Training and Support Year 4				\$150,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :	Section 4.1.5 - Training and support Year 4
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ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0506 MCH1800000003

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.

Local Data Solutions
Company

[Signature]
Authorized Signature

10/15/2017
Date

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



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

State of West Virginia
 Request for Quotation
 27 - Miscellaneous

Proc Folder: 366233

Doc Description: Open ended contract for web based home visitation system

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-09-27	2017-10-11 13:30:00	CRFQ 0506 MCH1800000003	1

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:

*Local Data Solutions
 144 Scenery Dr.
 Morgantown, WV 26505
 (304) 641-1767*

FOR INFORMATION CONTACT THE BUYER

April Battle
 (304) 558-0067
 april.e.battle@wv.gov

Signature X

FEIN #

26-2017671

DATE

10/15/2017

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

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Health and Human Resources, Bureau for Public Health, Office of Maternal, Child and Family Health (OMCHF), West Virginia Home Visitation Program (WVHVP) to establish a contract for a web based home visitation data collection system to be used by all home visiting agencies.

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Web Based Data Collections System	1	1	\$325,000	\$325,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :
Section 4.1.1 - Web Based Data Collections System

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Training and Support month 1-6	1	1	\$75,000	\$75,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :
Section 4.1.2 - Training and support months 1-6

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Training and Support Year 2	1	1	\$150,000	\$150,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :

Section 4.1.3 - Training and support Year 2

INVOICE TO	SHIP TO
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US	PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Training and Support Year 3	1	1	\$150,000	\$150,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :

Section 4.1.4 - Training and support Year 3

INVOICE TO	SHIP TO
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US	PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Training and Support Year 4	1	1	\$150,000	\$150,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :

Section 4.1.5 - Training and support Year 4

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Questions Due	2017-10-02

MCH1800000003	Document Phase Final	Document Description Open ended contract for web based home visitation system	Page 4 of 4
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 27 - Miscellaneous

Proc Folder: 366233

Doc Description: Web Based Home Visitation System - Addendum #1

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-10-11	2017-10-16 13:30:00	CRFQ 0506 MCH180000003	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:

*Local Data Solutions
 144 Seenery Dr.
 Morgantown, WV 26505
 (304) 641-1767*

FOR INFORMATION CONTACT THE BUYER

April Battle
 (304) 558-0067
 april.e.battle@wv.gov

Signature X

FEIN #

26-2017671

DATE

10/15/2017

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

ADDITIONAL INFORMATION:

Addendum #1 is issued to:

- 1) provide the responses to vendor questions;
- 2) extend the bid opening date from October 11, 2017, at 1:30 PM EST to October 16, 2017, at 1:30 PM EST.

No other changes.

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Web Based Data Collections System	1	1	\$325,000	\$325,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :

Section 4.1.1 - Web Based Data Collections System

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Training and Support month 1-6	1	1	\$75,000	\$75,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :

Section 4.1.2 - Training and support months 1-6

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Training and Support Year 2	1	1	\$150,000	\$150,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :

Section 4.1.3 - Training and support Year 2

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Training and Support Year 3	1	1	\$150,000	\$150,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :

Section 4.1.4 - Training and support Year 3

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Training and Support Year 4	1	1	\$150,000	\$150,000

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description :

Section 4.1.5 - Training and support Year 4

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions Due	2017-10-02

MCH180000003	Document Phase Final	Document Description Web Based Home Visitation System - Addendum #1	Page 5 of 5
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Exhibit A – Pricing Page

CRFQ 0506 MCH180000003

Contract items	Total Cost
<u>4.1.1</u> Web Based Home Data Collection System	\$325,000
<u>4.1.2</u> Training and Support Months 1-6	\$75,000
<u>4.1.3</u> Training and Support Year 2	\$150,000
<u>4.1.4</u> Training and Support Year 3	\$150,000
<u>4.1.5</u> Training and Support Year 4	\$150,000
<u>Grand Total Cost</u>	\$850,000

The contract will be awarded to the Vendor that can provide all mandatory requirements meeting the required specifications for the lowest overall Grand Total Cost.

Vendor Name:	<i>Local Data Solutions</i>
Physical Address:	<i>144 Scenery Dr., Morgantown, WV 26505</i>
Remit to Address:	
Telephone:	<i>(304) 641-1767</i>
Fax:	

Email:

ty@localdatasolutions.com

Authorized Vendor Representative (print name):

Ty Petrice

Signature:



Date:

10/15/2017

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 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: Local Data Solutions Signed: [Signature]
Date: 10/15/2017 Title: CEO

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

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to W. Va. Code § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

"Interested party" or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of W. Va. Code § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

Contracting business entity: Local Data Solutions
Address: 144 Scenery Dr., Morgantown, WV 26505

Contracting business entity's authorized agent: Ty Petrice
Address: 144 Scenery Dr., Morgantown, WV 26505

Number or title of contract: Solicitation: MCH18000006003

Type or description of contract: Software Development and Website Hosting

Governmental agency awarding contract: West Virginia Division of Health

Names of each Interested Party to the contract known or reasonably anticipated by the contracting business entity (attach additional pages if necessary):

Local Data Solutions
Ty Petrice
Parmjit Singh

Signature: Ty Petrice Date Signed: 10/16/2017

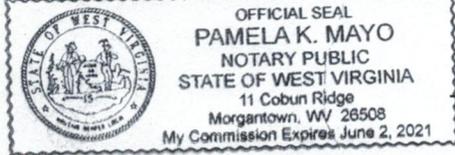
Check here if this is a Supplemental Disclosure.

Verification

State of WEST VIRGINIA, County of MONONGALIA

I, PAMELA K MAYO, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledges that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 16th day of OCTOBER, 2017.



Pamela K Mayo
Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency:
Date submitted to Ethics Commission:
Governmental agency submitting Disclosure:

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL OTHER CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Local Data Solutions

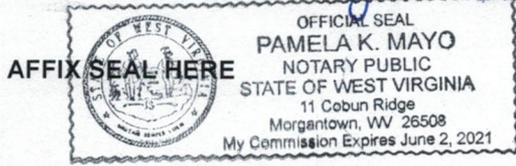
Authorized Signature: [Signature] Date: 10/16/2017

State of West Virginia

County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this 16 day of OCTOBER, 2017

My Commission expires June 2nd, 2021.



NOTARY PUBLIC [Signature]



West Virginia Home Visitation Program (WVHVP)

Project Proposal

Local Data Solutions, LLC

Oct 16, 2017

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Overview

The West Virginia Department of Health and Human Resources, Bureau for Public Health, Office of Maternal, Child and Family Health (OMCFH) wishes to establish a contract for a West Virginia Home Visitation Program (WVHVP) system to be used by all home visiting agencies, which will bring data management and benchmarking to scale in all evidence-based home visiting agencies across West Virginia, to be maintained and hosted on Vendor's website during the term of the contract. This proposal outlines how Local Data Solutions, LLC, would fulfill the requirements of that contract.

Local Data Solutions, LLC

Local Data Solutions, LLC (LDS), is a software-development company based in Morgantown, West Virginia, serving local, state, and federal agencies and West Virginia businesses. We provide cost-effective software design, development, and Microsoft Azure cloud-hosting services to businesses and institutions. Our approach to software development ensures businesses and institutions can leverage modern technologies to address everything from simple web presence to the most complicated of business processes. Every application LDS develops is uniquely tailored for each customer's needs and business model.

LDS was established in 2008 by Senior Software Developers Ty Petrice and Parmjit Singh. Both Ty and Parmjit have worked on several major projects at LDS while simultaneously advancing their development skills by working on contracts for the Centers for Disease Control and Prevention's National Institute for Occupational Safety and Health (NIOSH). At NIOSH, they have been and continue to be involved in the development of a wide range of software applications for public health and safety, in areas from mining safety, to publications and website control, to the health aftereffects from the collapse of the World Trade Center on 9/11. Over the last 10 years, they have worked on literally dozens of small, medium, and large systems for the Health Effects Laboratory Division and the Division of Safety Research, serving as project leads and managing numerous other software developers and supporting staff.

A custom application solution requires professional planning from the beginning, and our experienced analysts and programmers have a comprehensive understanding of the technical and personal aspects involved in software development, including requirements analysis, UX/UI design approaches, programming, system infrastructure, and more. Our highly trained team uses modern and proven approaches with technologies to determine and address your organization's needs.

Professional History

LDS has developed multiple significant projects for West Virginia University (WVU):

WVU Birth Score Database

[Dashboard](#) and [Client](#) Application

LDS is hosting and implementing new features for the Birth Score database system for the WVU Research Corporation and the West Virginia Department of Health and Human Resources (WVDHHR). This system collects childbirth information from more than 35 hospitals and clinics across the state of West Virginia. The collected data are used to identify and track infants who are at the highest risk for health and developmental problems, to ensure these children have access to appropriate health and special-care systems. The hospital uses a screening checklist to identify babies with a greater likelihood of health problems in the first year of life. The families of at-risk children residing in West Virginia will be referred to doctors of their choice, as well as to Office of Maternal, Child, and Family Health (OMCFH) Health Check Program Specialists, or Right From The Start Program nurses or social workers (called Designated Care Coordinators), who are available to offer information and support services.

LDS significantly expanded this system's capabilities and functionality, while ensuring it also complies with HIPAA and meets or exceeds federal information-technology security requirements.

Newborn Hearing Screening

[Dashboard](#) and Client Application

In 1998, the West Virginia state legislature amended Chapter Sixteen of the Code of West Virginia by adding Articles 22A and 22B. Article 22A requires the testing of newborn infants for hearing loss, and requires that physicians or midwives attending a live birth ensure that a test for hearing loss is performed. Article 22B authorizes the Bureau for Public Health to establish and implement the Birth Score program and requires that hospitals, birthing facilities, attending physicians, and other persons attending a birth determine a birth score.

LDS has recently developed and is hosting the Newborn Hearing Screening system, a case-management system for the WVDHHR. This system is designed to automate and simplify many of the tasks related to managing infants with hearing loss or impairment. In addition, the system produces annual reports that will be submitted to the CDC. This system is HIPAA-compliant and meets or exceeds federal information-technology security requirements.

Student Rotations System, School of Nursing, WVU

[Student Rotations](#)

The rotations system provides nursing students with online patient and activity logs. It also lets faculty manage students, preceptors, and site information. The system provides faculty with the ability to run custom reports and statistics. Administrators of the system can manage the application data, submission deadlines, preceptors and sites information.

West Virginia Health Careers and Opportunity Program, Health Sciences and Technology Academy

[HSC Healthcare Opportunities](#)

The Health Careers and Opportunity Program (HCOP) provides students with online application submission and evaluation surveys for various health career programs, and allows counselors to evaluate applications and view statistics. System administrators can manage the application data, submission deadlines, and all counselor functionalities.

West Virginia Prescription Drug Abuse Quitline, Health Sciences and Technology Academy

This online application collects survey data for the West Virginia Prescription Drug Abuse Quitline. The application is written in asp.net using SQL Server database, and allows a staff member to search for an existing record for a caller or to add a new caller to the system. The system provides a selection of surveys to complete, and guides the user through each question and possible responses within the surveys. Responses are recorded so that administrative staff can run reports on the database.

Microsoft Azure Secure Applications Platform

Historically, complete regulated or standard-compliant system solutions were difficult for a small business to provide, as they required significant investment and resources. However, LDS now has the ability to provide enterprise-level solutions. LDS will utilize the Microsoft Azure cloud platform for the proposed project, to create a Secure Application Platform capable of meeting the strictest security standards. This will allow applications with even the most private and sensitive data, including Personally Identifiable Information (PII) and Protected Health Information (PHI), to exist on the platform.

Once created, the Secure Applications Platform will be available as the core of a secured and accredited environment, providing a flexible solution for the Department's current case

management system as well as future application needs. The environment is being built to address internal WVU policies, state and federal law, and standards for a healthcare solution. Similar applications with data categorization at or below the current configuration can be co-located within the platform. This could leverage the certified servers if no system conflicts or competing needs with existing applications are identified during a full integration assessment by LDS. LDS has chosen to utilize Microsoft Azure because it offers the following advantages (cited from <http://azure.microsoft.com/en-us/support/trust-center>):

Design and Operational Security

- **Security Centers of Excellence.** The Microsoft Digital Crimes Unit, Microsoft Cybercrime Center, and Microsoft Malware Protection Center provide insight into evolving global security threats.
- **Security Development Lifecycle (SDL).** Since 2004, all Microsoft products and services have been designed and built from the ground up using its Security Development Lifecycle - a comprehensive approach for writing more secure, reliable and privacy-enhanced code.
- **Operational Security Assurance (OSA).** The Microsoft OSA program provides an operational security baseline across all major cloud services, helping ensure key risks are consistently mitigated.
- **Assume Breach.** Specialized teams of Microsoft security engineers use pioneering security practices and operate with an “assume breach” mindset to identify potential vulnerabilities and proactively eliminate threats before they become risks to customers.
- **Incident Response.** Microsoft operates a global 24x7 event and incident response team to help mitigate threats from attacks and malicious activity.

Security Controls and Capabilities

- **24-hour monitored physical security.** Datacenters are physically constructed, managed, and monitored to shelter data and services from unauthorized access as well as environmental threats.
- **Monitoring and logging.** Security is monitored with the aid of centralized monitoring, correlation, and analysis systems that manage the large amount of information generated by devices within the environment and providing timely alerts. In addition, multiple levels of monitoring, logging, and reporting are available to provide visibility to customers.

- **Patching.** Integrated deployment systems manage the distribution and installation of security patches. Customers can apply similar patch management processes for Virtual Machines deployed in Azure.
- **Antivirus/Antimalware protection.** Microsoft Antimalware is built in to Cloud Services and can be enabled for Virtual Machines to help identify and remove viruses, spyware and other malicious software and provide real time protection. Customers can also run antimalware solutions from partners on their Virtual Machines.
- **Intrusion detection and DDoS.** Intrusion detection and prevention systems, denial-of-service attack prevention, regular penetration testing, and forensic tools help identify and mitigate threats from both outside and inside of Azure.
- **Zero standing privileges.** Access to customer data by Microsoft operations and support personnel is denied by default. When granted, access is carefully managed and logged. Data center access to the systems that store customer data is strictly controlled via lock box processes.
- **Isolation.** Azure uses network isolation to prevent unwanted communications between deployments, and access controls block unauthorized users. Virtual Machines do not receive inbound traffic from the Internet unless customers configure them to do so.
- **Azure Virtual Networks.** Customers can choose to assign multiple deployments to an isolated Virtual Network and allow those deployments to communicate with each other through private IP addresses.
- **Encrypted communications.** Built-in SSL and TLS cryptography enables customers to encrypt communications within and between deployments, from Azure to on-premises datacenters, and from Azure to administrators and users.
- **Private connection.** Customers can use ExpressRoute to establish a private connection to Azure datacenters, keeping their traffic off the Internet.
- **Data encryption.** Azure offers a wide range of encryption capabilities up to AES-256, giving customers the flexibility to implement the methods that best meets their needs.
- **Identity and access.** Azure Active Directory enables customers to manage access to Azure, Office 365 and a world of other cloud apps. Multi-Factor Authentication and access monitoring offer enhanced security.

Independent Verification

By providing customers with compliant, independently verified cloud services, LDS and Microsoft make it easier for customers to achieve compliance for the infrastructure and applications they run in Azure. Microsoft provides Azure customers with detailed information about security and compliance programs, including audit reports and compliance packages, to help customers assess Azure services against their own legal and regulatory requirements.

In addition, Microsoft has developed an extensible compliance framework that LDS utilizes to enable us to design and build services using a single set of controls, in order to speed up and simplify compliance across a diverse set of regulations and rapidly adapt to changes in the regulatory landscape. More information on specific compliance programs are available here:

<https://www.microsoft.com/en-us/TrustCenter/Compliance/default.aspx>.

- ISO 27001/27002
- SOC 1/SSAE 6/ISAE 3402 SOC 2
- Cloud Security Alliance CCM
- FedRAMP
- FISMA
- FBI CJIS (Azure Government)
- PCI DSS Level 1
- HIPAA
- CDSA
- Food and Drug Administration 21 CFR Part 11
- FERPA
- FIPS 140-2
- CCCPPF

LDS Software-Development Process Overview

LDS will utilize project management techniques based on PMI's Project Management Body of Knowledge (PMBOK), versions 5 and 6, to establish requirements for and build a web-based performance and case management system to coordinate services and integrate information for children and youth with special healthcare needs. This will provide for a full Software Development Life Cycle (SDLC), and ensure the West Virginia Office of Maternal, Child, and Family Health receives a well thought-out and completely coordinated end product.

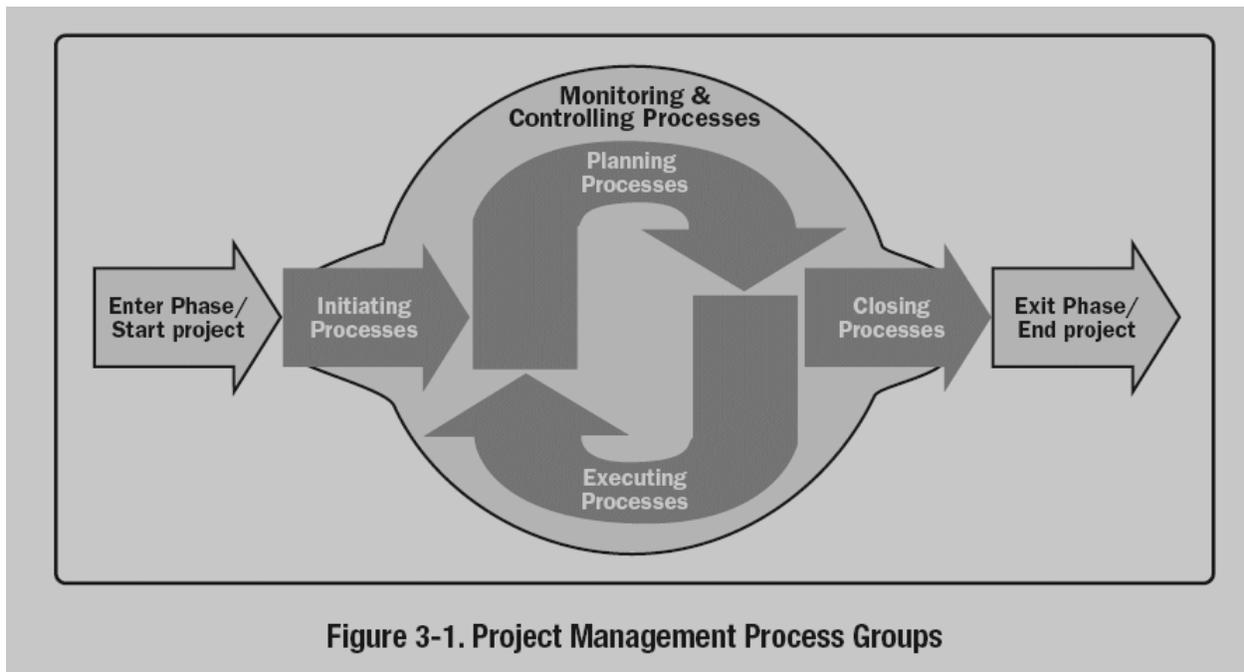


Figure 3-1. Project Management Process Groups

Project Management Process Groups are linked by the outputs which are produced. The Process Groups.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Fifth Edition (ENGLISH) (Kindle Locations 1376-1377). Project Management Institute. Kindle Edition.

LDS's high-level process steps are:

1. Initiating
2. Planning
3. Executing
4. Monitoring and Controlling
5. Closing and Exiting (project completion)
6. Ongoing Maintenance and Support

The first steps are crucial for effective project planning, and LDS invests great care and deliberation in these initial stages. Before any design or development occurs, we make certain to involve key stakeholders in numerous discussions and thoroughly understand their goals and

concerns for the project. Only then do we begin project planning, in accordance with the stakeholders' needs and desires.

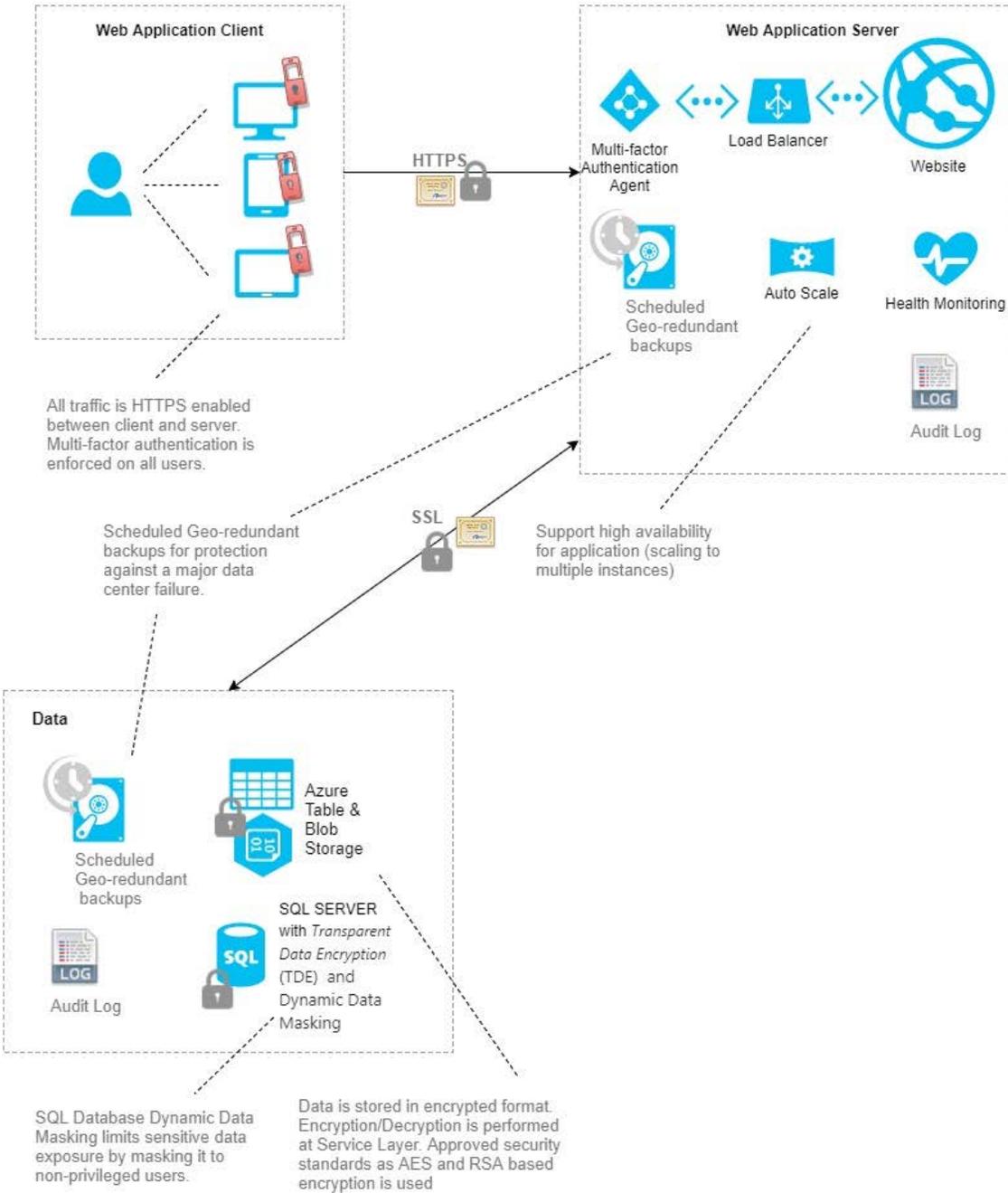
Careful, thorough planning clarifies the system needs and efficiencies, and once planning activities are complete, we again consult with the client regarding the overall design. Prior to execution, the client will have repeated opportunities to review and sign off on the design, and this approval launches the execution of project development.

In the execution stage, all requirements and use cases of the project are correctly implemented and unit tested for positive completion. Throughout these stages, we continuously monitor and control elements to ensure that each of the necessary project steps and activities are happening for the overall success of the project. As the project components are completed, further system, integration, and regression testing occur until the entire system has been completed, with several successfully working modules that make up the whole. Once execution and testing activities have been completed and the system has been thoroughly alpha- and beta-tested, the system will go live in phases in order to monitor system efficiencies and ensure each component functions as intended.

In the closing phase, all stakeholder requirements and use cases are cross-checked with the design, and the stakeholders again sign off on the project. Only after all design components have been checked and approved is the base system considered closed. At that point, the system moves into operational mode, and the client examines and signs off on LDS's continued maintenance and support activities.

Architecture Overview

West Virginia Home Visitation Program Application Network Diagram



Statement of Work / Mandatory Requirements:

Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

Web Based Data Collection System

- *Vendor will maintain use of the existing WVHVP federally approved benchmarks and constructs to ensure federal reporting requirements are current based upon federal guidance for 250 users. (Attachment A and Attachment B)*

LDS will design the system to capture necessary data points for reporting requirements and maintain the system to use WVHVP federally approved benchmarks.

- *Web Based Data Collection System must track and allow users to access the number of families and children served.*

LDS will implement a role based system that will allow users to access and manage assigned clients.

- *Web Based Home Data Collection System must allow home visiting agencies the ability to access data and information from home visiting agencies.*

LDS will design and maintain a web based system for home visitation data collection. The system will be accessible through any internet connection on desktop or mobile web browser based clients.

- *Web Based Home Data Collection System must include a process for the program staff to develop and run excel electronic reports at both the state and local level.*

LDS will build a process for staff to customize and download excel reports through the web interface for custom reporting requirements.

- *Web Based Home Data Collection System must contain home visiting logistics; including: how long it takes to conduct a home visit; how many miles the employee travels and how many average visits per week are completed.*

LDS will capture all identified data points needed for the system related to home visiting logistics including travel details.

- *Web Based Home Data Collection System must document demographic data for the participant, child(ren) and families receiving home visitation services.*

LDS will capture all demographic data for the participants, children and families data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for the dates and scores of of ASQ-3s (Ages and Stages Questionnaire 3) and ASQ-SE2 (Ages and Stages Questionnaire, Social Emotional) administered with families.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for data on domestic violence screening, including referrals and completion of referrals.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow local agencies to scan and maintain an electronic file for Memorandum of Understandings (MOUs) between contracted Home Visiting agency and other community providers.*

LDS will build the capability to upload and assign to providers any scanned file with comments.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for data on collaborative meetings among community partners (dates, agencies, attending, title or brief description of meeting).*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity documentation of supervisory sessions between supervisors and home visitors, including record of issues identified.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for date of first prenatal care visit received and allow electronic storage and tracking/reporting capacity for of prenatal care visits.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for whether mother would like to access birth control at 8 weeks postpartum, and if she is able to access her method of choice.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for subsequent pregnancies within 18 months of the birth of the enrolled child.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for date and outcome of the Edinburg Depression Screening, referral if necessary, and whether care was received.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for breastfeeding information, and continuation of breastfeeding through first four weeks after delivery.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for health insurance status and provider at enrollment.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for monthly client report of Emergency Department (ED) visits for children enrolled in the program.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for smoking information on client based upon Client Profile form completed on each enrolled member.*

LDS will capture and report on all identified data points needed for the system.

- *Web Based Home Data Collection System must provide the following levels of access 1) WVHVP State Office- Full access to all local sites, 2) Home Visitation Supervisors- Access to their site.*

LDS will design the system to provide roles that allow system wide access and site/program level access types with roles in each level.

- *Upon award the vendor's Project Manager must, at a minimum, provide a template for a Project Plan, which includes tasks, milestones and timelines, a Risk/Issue Log, and a weekly status report that will be used throughout implementation.*

LDS will provide all items required in the Project Plan with weekly status report.

- *Vendor must host system hardware, software, and all data.*

LDS will host the application using cloud services with 99% reliability and optional scalability. LDS maintain all software and data for the application.

- *Vendor shall provide within the system: a) Systems User Manuals b) System Administrator Manuals.*

LDS will provide User Manuals and System Administrator Manuals.

- *The application data although hosted will be the property of the State of West Virginia, and the WVHVP.*

LDS will host and maintain application as property of the State of West Virginia and the WVHVP.

- *Should the vendor cease to be able to provide hosting services, the vendor shall transfer all data to a location of the State's choosing and provide disc copies. The vendor shall transfer the database and all data collected from WVHVP. Upon mutual agreement the Vendor will provide a hard copy or backup at a mutually agreed time interval.*

LDS will provide all application code and provide data in any standard format needed, if LDS can no longer provide hosting services.

Vendor shall be responsible for the following:

- *Vendor shall not use or disclose protected health information other than as permitted by the Agency or as required by law per The US Department of Health and Human Resources HIPAA site, <http://www.hhs.gov/hipaa/index.html>;*

LDS will provide HIPAA for all members involved in the development and maintenance of the system.

- *Vendor must provide agency with a Security, Privacy, and Confidentiality Plan within thirty (30) calendar days.*

LDS will provide a Security, Privacy, and Confidentiality Plan within 30 days.

- *Vendor must ensure that all staff and subcontractors are aware of, adhere to, and aware of the information related to standard DHHR information security and privacy protocol and procedures located on <http://intranet.wvdhhr.org/Policies/HIPAA/hipaa.htm>.*

LDS will ensure that all staff will be aware of and adhere to DHHR information security and privacy protocol and procedures.

- *Vendor must provide a Business Continuity Plan within thirty (30) days of contract execution; The Business Continuity Plan should include how data is restored, what backup measures are in place in case normal business operations cannot continue due to power outages/catastrophe, where the data is stored in such emergencies, how data is safeguarded in normal and emergency situations.*

LDS will provide a Business Continuity Plan within 30 days of contract execution

- *Upon termination of the contract, WVHVP will own all data collected and stored within the web based data collection system. This will include historical data to ensure the program can meet all federal reporting requirements. The Vendor will turn data over to WVHVP.*

LDS will turn over all data upon termination of the contract.

▪ **Training and Support Year 1**

- *Vendor must provide online training and technical assistance on the West Virginia Home Visitation Program (WVHVP) Web Based Data Collection System to WVHVP staff (Parent as Teachers, Healthy Families America, Early Head Start- Home Based Option, Right From the Start and Maternal, Health Outreach Worker Model).*

LDS will provide online training and technical assistance for all the WVHVP program users.

- *Vendor will provide live, toll-free support (Monday through Friday from 9:00 am to 5:00 pm EST) to all West Virginia Home Visitation Web Based Data Collection System users throughout the life of the contract.*

LDS will provide toll-free support Monday through Friday from 9:00 am to 5:00 pm EST for the system throughout life of the contract.

▪ **Training and Support Year 2**

- *Vendor must provide online training and technical assistance on the West Virginia Home Visitation Program (WVHVP) Web Based Data Collection System to WVHVP staff.*

LDS will provide online training and technical assistance for all the WVHVP program users.

- *Vendor will provide live, toll-free support (Monday through Friday from 9:00 am to 5:00 pm EST) to all West Virginia Home Visitation Web Based Data Collection System users throughout the life of the contract.*

LDS will provide toll-free support Monday through Friday from 9:00 am to 5:00 pm EST for the system throughout life of the contract.

▪ **Training and Support Year 3**

- *Vendor must provide online training and technical assistance on the West Virginia Home Visitation Program (WVHVP) Web Based Data Collection System to WVHVP staff.*

LDS will provide online training and technical assistance for all the WVHVP program users.

- *Vendor will provide live, toll-free support (Monday through Friday from 9:00 am to 5:00 pm EST) to all West Virginia Home Visitation Web Based Data Collection System users throughout the life of the contract.*

LDS will provide toll-free support Monday through Friday from 9:00 am to 5:00 pm EST for the system throughout life of the contract.

▪ **Training and Support Year 4**

- *Vendor must provide online training and technical assistance on the West Virginia Home Visitation Program (WVHVP) Web Based Data Collection System to WVHVP staff.*

LDS will provide online training and technical assistance for all the WVHVP program users.

- *Vendor will provide live, toll-free support (Monday through Friday from 9:00 am to 5:00 pm EST) to all West Virginia Home Visitation Web Based Data Collection System users throughout the life of the contract.*

LDS will provide toll-free support Monday through Friday from 9:00 am to 5:00 pm EST for the system throughout life of the contract.

Contact Information and Staffing

Business/Contractual Contact

Any questions regarding contractual terms and conditions in this proposal can be directed to:

W. Grant Norman, EdD, PMP
Program Manager
304-692-9000
Grant@localdatasolutions.com

Technical Resources Contacts

Upon contract award, LDS will provide a single support-line number. In the interim, any questions regarding technical aspects of this proposal can be directed to:

Ty Petrice, MSSE
Lead Architect/Software Team Lead
304-641-1767
ty@localdatasolutions.com

Parmjit Singh, MSE
Lead Analyst/Senior Software Developer
304-906-8449
parmjit@localdatasolutions.com

Management Team

W. Grant Norman, Ed.D., PMP Program/ Project Manager

Profile highlights

- 10+ years overall software development management experience
- 10+ years program/project management experience – Doctorate in Technology
- 15+ years commercial, government, and education client work experience
- 2 years contractor project lead, WV DHHR OBHS Medicaid Program
- CMMI Software Process Consulting / Project and Program Management
- 20+ years software development experience – Masters in Software Engineering
- Collaborative partnership building between clients, management, and staff
- Experienced in translating customer needs into established processes and requirements
- Project budgeting, planning, and management experience
- Software and IT team building, development, and training experience
- Presentations, lectures, and teaching at conferences, at college and technical levels

Education and Certifications

2016 to 2018	Doctor of Information Technology – Project Management (Pursuing projected graduation 2018) Capella University, Minneapolis MN
2014 to 2016	Master of Science – Integrated Communications and Marketing (May 2016) West Virginia University, Morgantown WV
2003 to 2007	Doctor of Education in Technology – Software Process Model Adoption (May 2007) West Virginia University, Morgantown WV
2001 to 2003	Master of Science – Software Engineering (Aug 2003) West Virginia University, Morgantown WV
Renewed thru 2018	Project Management Professional PMP # 527104 Certification (2008)
2002	Certified Internet Web Associate CIW # 0170595 Certification (2002)

Career History

NETL, DOE – OST, Morgantown/Pittsburgh Infrastructure Manager, ITOMS Contract	2014 to 2016
West Virginia University , Morgantown, WV Project Manager, OIT, Project Management Office	2012 to 2014
CDC/NIOSH , Morgantown, WV Program Manager – Contractor	2005 to 2011
West Virginia University , Morgantown, WV Adjunct Instructor	2006
FBI Contractor , Clarksburg, WV	2004 to 2005

Publications and Presentations

Norman, W.G. (2009) A Grounded Theory of Software Process Model Adoption, VDM Verlag, Germany.

Norman, W.G. (2007, March). Leading change for continued process improvement. Presentation session presented at the (SEPG 2007) Software Engineering Process Group conference, Austin, TX.

Norman, W.G. (2006, March). Implementing CMMI in a small organization. Poster session presented at the (SEPG 2006) Software Engineering Process Group conference, Nashville, TN.

Ty Petrice, MSSE, Principal Lead Architect / Software Team Lead

Profile highlights

- 13+ years of software development experience
- Extensive background developing and managing database-driven, web-based information systems and teams
- Full SDLC (Software Development Lifecycle) experience and training
- Skilled software developer who works with the latest technologies
- Expert knowledge of AngularJS-based client UI/ SPA applications and responsive website design
- Experienced with MS SQL Server, ASP.NET, WPF, Entity Framework; Code First approach
- Experienced with LINQ, XML, XSLT, AJAX, XAML, C# and VB.NET technologies/languages
- Experienced in translating customer business needs into requirements
- Experienced manager of software teams
- Case management systems development experience

Education

- | | |
|--------------|---|
| 2003 to 2006 | Master of Science – Software Engineering (2006)
West Virginia University, Morgantown WV |
| 1999 to 2003 | Bachelor of Arts – Computer Science (2003)
Fairmont State University, Fairmont WV |

Career History

- | | |
|---|-----------------|
| Local Data Solutions, LLC
Principal / Lead Architect | 2008 to present |
| CACI (CDC/NIOSH Contract), Morgantown, WV
Software Developer 3 | 2011 to present |
| SRA International (CDC/NIOSH Contract), Morgantown, WV
Software Developer 5 | 2006 to 2011 |
| Deligo Technologies
Software Developer | 2005 to 2006 |
| D.N. American
Software Developer | 2002 to 2005 |

Additional Skills

- Requirement Analysis
- System Design
- Software Development
- Database Design and Maintenance
- Software Cost Estimation
- Web Based System Design
- Project Management
- .NET and SQL Server Application Development
- Power Shell
- T4 Templates

Parmjit Singh , MS, Principal Lead Analyst / Senior Software Developer

Profile highlights

- 12+ years of experience in software design, development, and maintenance
- Experience configuring and customizing access to Secure Access Management Services (SAMS)
- Full SDLC (Software Development Lifecycle) experience and training
- Experience designing, developing, and maintaining service oriented application that includes multiple types of clients
- Skilled software developer who works with the latest technologies
- Expert knowledge of AngularJS based client UI/ SPA applications and responsive website design
- Experience with MS SQL Server, ASP.NET, WPF, Entity Framework; Code First Approach
- Experience with LINQ, XML, XSLT, AJAX, XAML, C# and VB.NET technologies/languages.
- Developed Windows/web-based tools for Ag-RISQS, OIICS, WRISQS, CPS, WCOMP and OIICS coding system datasets for DSR Injury Surveillance, NIOSH
- Experienced in translating customer business needs into requirements
- Experienced manager of software teams
- Case management systems development experience

Education

2003 to 2006	Master of Science – Industrial Engineering (2006) West Virginia University, Morgantown, WV
1998 to 2002	Bachelor of Science – Computer Science and Engineering (2002) R.E.C Jalandhar, National Institute of Technology, India

Career History

Local Data Solutions, LLC Principal / Lead Analyst	2008 to present
CACI (CDC/NIOSH Contract), Morgantown, WV Software Developer 3	2011 to present
SRA International (CDC/NIOSH Contract), Morgantown, WV Software Developer 5	2006 to 2011
West Virginia Geological and Economic Survey Software Developer	2008 to 2009
West Virginia University, Morgantown, WV Research Assistant	2004 to 2006

Additional Skills

- Building web-based applications that allow for secure sharing of electronic Protected Health Information and Personally Identifiable Information in a manner that complies with HIPAA and protects patient privacy
- Requirements analysis
- System, database, and interface design
- Business logic development
- Software development and continuous integration
- Software unit, user interface testing and deployment
- Unit testing and test-driven development
- Hack-proofing ASP.NET web forms and MVC applications
- Design patterns and Object Oriented Design
- T4 Templates and PowerShell integration to generate custom code
- Angularjs 1.5 and 2.0 Javascript framework library
- jQuery, jQueryUI and Knockout JavaScript libraries
- Task Parallel Library (TPL) for parallel programming
- HTML5 and CSS3 constructs understanding
- Implementing Entity Framework Code First, Database First, and Model First approaches
- T-SQL, SQL-92, Visual Basic.NET, C#, ASP.NET, Visual Studio 6.0/2003/2005/2008/2010
- Crystal Reports, MS SQL Server 2000/2005/2008, Microsoft Word, PowerPoint
- Adobe Photoshop CS5.5, Illustrator CS5.5, GIMP, Microsoft Word, Access, and Excel, PHP
- MySQL, Oracle, Sub-version server and client
- Windows Communication Foundation (WCF)
- Understanding Extensibility points in WCF, from the service model, runtime and channel module; and WS-* standards that extend SOAP to make rich integration scenarios

Supporting Staff

John Britton Senior Software Developer

Profile highlights

- .NET developer with 11 years of experience in developing both ASP.NET and WPF desktop applications in a solo or small-team setting
- Able to create standards-compliant and secure web applications.
- Full SDLC (Software Development Lifecycle) experience and training
- Experience designing, developing, and maintaining a service-oriented application that includes multiple types of clients
- .NET development (C# and VB), MVC and MVVM design patterns, ASP.NET web forms, MVC, and Web API, HTML, CSS, JavaScript, jQuery, jQueryUI, and Angular JS, WPF
- Knowledge of iOS, Android, Windows UWP, and Xamarin
- Entity Framework experience
- Knowledge of SQL
- 508-compliance familiarity
- Certification and accreditation experience
- User interface design experience
- Web security experience
- Unit testing and test-driven development
- Technical-writing experience

Education

Bachelor of Science – Computer Science: Software & Computer Systems (2009)

Career History

Local Data Solutions, LLC Senior Software Developer Contractor	2016
CACI/ Emergint/SRA International (CDC/NIOSH Contract), Morgantown, WV Software Engineer	2009 to present

Additional Skills

- Provided analytical support and technical advice during all stages of the software development lifecycle
- Gathered requirements from clients when developing new systems
- Provided timeframe and manpower estimates
- Fulfilled requirements for certification and accreditation of systems
- Performed security analyses of systems and provided solutions
- Provided technical support to clients for applications developed in-house as well as commercial off-the-shelf products
- Responsible for maintaining several different ASP.NET management systems
- Responsible for maintaining an ASP.NET data query system
- Designed, implemented, and maintained an ASP.NET web application that generates tables, charts, and maps from data files
- Designed, implemented, and maintained an ASP.NET content management system for the NIOSH mining website
- Designed, implemented, and maintained a WPF data entry application for NAICS industry coding of work-related injury data
- Converted a radionuclide inventory system from CLIPPER to an ASP.NET web application
- Created a system for collection of citation data for journal articles using Google Scholar
- Responsible for maintaining the CISPro chemical inventory system
- Responsible for maintaining the CERF electronic lab notebook
- Provided analytical support and technical advice during all stages of the software development life cycle
- Gathered requirements from clients when developing new systems
- Provided time frame and manpower estimates
- Fulfilled requirements for certification & accreditation of systems
- Performed security analysis of systems and provided solutions
- Provided technical support to clients for applications developed in-house as well as commercial off-the-shelf products

Matthew R. Young

Senior Software Developer

Profile highlights

- Experienced with multiple technologies and languages, including .NET C#, Java, C++, Visual Basic, JavaScript, HTML, CSS, Xamarin, Android, OpenGL, Subversion, Team Foundation Server, and Entity Framework
- Experienced with Microsoft SQL Server, SQLite, and MySQL platforms
- Experienced with Visual Studio and Eclipse development tools
- Developed, maintained, and supported web-based, mobile, and desktop applications
- Experienced in teaching college-level computer science courses

Education

Master of Science – Computer Science: Mobile Game Development/Computer Graphics on Android
West Virginia University, Morgantown, WV

Bachelor of Science – Computer and Information Technology
Minor in Mathematics
Marshall University, Huntington, WV

Career History

Local Data Solutions, LLC Senior Software Developer Contractor	2016
CACI/ Emergint/SRA International (CDC/NIOSH Contract) Morgantown, WV Software Engineer	2012 to present
West Virginia University, Morgantown, WV Instructor / Graduate Teaching Assistant	2010 to 2012

Adam Phillips

Senior Software Developer

Profile highlights

- Developed web applications for the National Personal Protective Testing Laboratory and the Health Effects Laboratory Division at NIOSH.
- Contributed to all aspects of the software development lifecycle
- Worked with members of government agencies, standard developing organizations, and personal protective equipment manufacturers
- Developed a standard and medical guidance application (<https://wwwn.cdc.gov/ppeinfo>) using ASP.NET MVC and AngularJS
- Experienced with C#, Java, JavaScript, AngularJS, JQuery, and T-SQL languages and libraries
- Experienced with MS SQL Server and Oracle databases
- IDE and Version Control: Visual Studio, Eclipse, Subversion, GIT, TFS

Education

Bachelor of Science – Computer Science

Bachelor of Science – Computer Engineering

Minor in Business Administration

West Virginia University, Morgantown, WV

Career History

Local Data Solutions, LLC

2016

Senior Software Developer Contractor

CACI/ Emergint/SRA International (CDC/NIOSH Contract)

2013 to present

Morgantown, WV

Software Engineer

Ultra Electronics Prologic Inc., Morgantown, WV

2008 to 2013

Instructor / Graduate Teaching Assistant

Heidi Sprecht Lamb Lead Designer/Illustrator

Profile highlights

- Produced professional-level artwork, including technical and commercial documentation
- Created deliverables including templates for specific document types, such as brochures and fact sheets, web banners, and illustrations; and data visualization products for online use
- Produced animations and other digital products to enhance NIOSH web presence and brand
- Established design standards, including logo and font usage
- Performed conceptual and visualization work for print and online use
- Maintained relationships with inside and outside creative resources
- Established design workflows with clients to ensure proper feedback
- Developed guidebooks and other documentation regarding use of the deliverables

Education and Certifications

Master of Fine Arts – Visual Design (2002)

West Virginia University, Morgantown, WV

Bachelor of Science – Design and Environmental Analysis

Cornell University, Ithaca, NY

Marketing Strategy Certificate (2015)

Cornell University, Ithaca, NY

Career History

Local Data Solutions, LLC Designer/Illustrator/ Document Specialist Contractor	2016
CACI (CDC/NIOSH Contract) , Morgantown, WV Designer/Illustrator/ Document Specialist	2016 to present
WVU Healthcare Director of Marketing	2013 to 2016
WVU Healthcare Manager Marketing Communications	2008 to 2013
WVU Healthcare Manager Visual Design, Lead Visual Designer, Senior Visual Designer	2000 to 2008

Additional Work Experience and Awards

Team Teacher - *School of Art and Design, West Virginia University* - Led team of senior students in design-thinking social services course, September 2015

Freelance Writer - Evolve, Inc. Advertising, Greenville, NC

- Script writing for video projects
- Script writing for radio commercials Summer 2015

Awards

32nd Annual Healthcare Advertising Awards (2015)

- Bronze Award – :30 Television Ad – Series, **Patient Voices**

30th Annual Healthcare Advertising Awards

- Merit Award – :30 Television Ad – Single, **Aaron's Acorn**

24th Annual Healthcare Advertising Awards

- Silver Award – Poster, **Advanced Imaging at WVU**
- Silver Award – Website, **Neurosciences Institute**

23rd Annual Healthcare Advertising Awards

- Gold Award – Brochure, **WVU Pediatric Services**

Tracina Jackson

Senior Technical Writer / Document Specialist

Profile highlights

- Technical writer with particular expertise in making specialized, complex subject material accessible to both expert and general audiences
- 12 years of technical writing experience
- Experience determining and documenting software requirements
- Proven ability to work with subject-matter experts (including medical experts, scientists, information-security specialists, programmers, and developers)
- Proven ability to create content, document procedures, analyze systems, conduct extensive research, and suggest workflow improvements Experienced alpha- and beta-tester for proprietary applications
- Familiar with issues regarding electronic health record confidentiality (current HIPAA Awareness Training certification), information security, federal document management, and plain writing
- Rapidly and thoroughly assimilates new material, from proprietary software to classification systems

Education

Cistercian Fellowship, Graduate School of Medieval Studies
Western Michigan University, Kalamazoo, MI

Bachelor of Arts – Art History
West Virginia University, Morgantown, WV

Bachelor of Fine Arts – Visual Art
West Virginia University, Morgantown, WV

Career History

Local Data Solutions, LLC 2016
Senior Technical Writer Contractor

CACI/Emergint/SRA International (CDC/NIOSH Contract) 2009 to present
Technical Writer

Publications

Jackson TM, Fent KW, Musolin K, Methner M. 2014. Simulated smoke, real health effects. Fire Engineering. 167(12):79-82.

de Perio MA, Gibbins JD, Niemeier RT, Jackson TM. 2014. Preventing Campylobacter infection among employees in a poultry-processing plant. National Provisioner. 228(6):38-44.

Eisenberg J, Chen L, Jackson TM. 2014. Reducing lead exposure in aircraft maintenance employees. Aviation Maintenance. 33(6):66-67.

Petrice T, Jackson T, Volkwein J. 2011. PDMMS: A new tool for managing Personal Dust Monitor data. Coal Age. 116(10):18-21.

Appendix A: Proposed Staffing Full Resumes

W. Grant Norman, Ed.D., PMP Program / Project Manager

Profile highlights

- 10+ years of overall software development management experience
- 10+ years of Program/Project Management Experience – Doctorate in Technology
- 15+ years of commercial, government, and education client work experience
- CMMI Software Process Consulting / Project and Program Management
- 20+ years of software development experience - Masters in Software Engineering
- Collaborative partnership building between clients, management, and staff
- Experienced translating customer needs into established processes
- Project budgeting, planning and management
- Software and IT team building, development and training
- Excellent customer satisfaction reviews
- Presentations, lectures, and teaching at conferences, college and technical levels

Education & Certifications

2003 to 2007 Doctor of Education in Technology (May 2007)
West Virginia University, Morgantown WV 26505

2001 to 2003 Masters of Science Software Engineering (Aug 2003)
West Virginia University, Morgantown WV 26505

Renewed thru 2018 Project Management Professional PMP # 527104 Certification
(2008)

Career History

NETL, DOE – OST, Morgantown/Pittsburgh 2014 - 2016

Infrastructure Manager, ITOMS Contract

- Manage 45+ Staff in MGN/PGH DOE NETL Offices
- Improved processes and management of infrastructure work
- Manage Project Managers & Lead Networks/Systems/Client Services Staff
- Coordinated management with Senior Staff
- Leading staff training and development processes
- Lead efforts on Infrastructure analysis and support
- Working closely with federal Branch Chief and other federal TCORs

West Virginia University, Morgantown, WV

2012 – 2014

Project Manager, OIT, Project Management Office

- Project Manager for eCampus Learn Upgrade
- Co-lead on IT Governance meetings
- Lead PM on PPM Tool project
- Lead PM on Collaborate project
- Lead IT Outreach meetings
- Interacted with PM's managed student worker

CDC/NIOSH, Morgantown, WV

2005-2011

Program Manager - Contractor

- Managed multiple staff and several million dollars of scientific project work for NIOSH
- Coordinated and presented training for software developers, staff, and customers
- Performed all local management, HR, and marketing functions for contracting company
- Attended conferences; prepared and presented various project presentations
- Planning, budget, and financial management
- Presenter at Carnegie Mellon's SEI SEPG Conferences, 2006, 2007

West Virginia University, Morgantown, WV

2006

Adjunct Instructor – Part Time

- Taught CS101 courses – Microsoft Office Products
- Coordinated and developed presentations
- Managed teaching assistant

FBI, Clarksburg, WV

2004 - 2005

Software Project Manager - Contractor

- Managed software development team
- Requirements management planning and system management
- Software process improvement implementation and management
- Customer interaction and requirements planning of \$26 million project

ANSER, DOJ Biometrics Projects, Fairmont, WV

2003 - 2004

Program Manager

- Managed software engineers in development of biometrics DOJ projects
- Presentations, training, and implementation of software process improvement
- Managed budget and financials; managed staff from sub-contracting firms

West Virginia University, Morgantown, WV

2002 - 2003

Program Coordinator - Contractor

- Coordinated “5 Day Course in of Biometrics” for DoD project
- Coordinated new online software engineering Master’s program
- Assisted department chairman as needed
- Website Development – West Virginia InfraGard

Alderson-Broaddus College, Mollohan Training Center, Philippi, WV 2003

Adjunct Instructor – Part Time

- Developed curriculum and taught “Intro to Front Page” website development
- Developed curriculum and taught “Intro to Business Communications”
- Assisted in student recruitment and retention

State of WV, DHHR, Office of Behavior Health Services, Charleston, WV 2000-2002

Project Lead

- Project management of Medicaid Database
- Created overall full lifecycle software development plan
- Developed curriculum and taught courses in programming, databases, and Object oriented design
- Developed state employees for software development positions

Publications and Presentations

Norman, W.G. (2009) A Grounded Theory of Software Process Model Adoption, VDM Verlag, Germany.

Norman, W.G. (2007, March). Leading change for continued process improvement. Presentation session presented at the (SEPG 2007) Software Engineering Process Group conference, Austin, TX.

Norman, W.G. (2007). A grounded theory of software process improvement model adoption. Doctoral dissertation. West Virginia University, Morgantown, WV.

Norman, W.G. (2006, March). Implementing CMMI in a small organization. Poster session presented at the (SEPG 2006) Software Engineering Process Group conference, Nashville, TN.

Norman, W.G. (2005, August). Implementing the capability maturity model CMM: praise and criticism. 20 November 2003, Denver, CO.

Norman, W.G. (1993, January). Managing activity with a computer. Flooring Magazine.

Ty Petrice

Lead Architect / Software Team Lead / Principal

SUMMARY

I have 13+ years of software development experience. I have an extensive background developing and managing database driven, web based information systems. My experience with software development encompasses the entire software development process including concept, system design, application development and maintenance for web based systems, workstations and client-server environments. I have developed many types of web based systems which include content management, data collection, and process control systems, that are deployed on the CDC network. I am a skilled software developer that works with many of the latest technologies including AngularJS based client UI/ SPA applications, Responsive website design, MS SQL Server, ASP.NET, WPF, Entity Framework - Code First Approach, LINQ, XML, XSLT, AJAX, XAML, C# and VB.NET technologies/languages. I have an in-depth understanding of MS SQL Server and constructing data views that satisfy many complex reporting needs.

EDUCATION

MS, Software Engineering, West Virginia University, 2006

BA, Computer Science, Fairmont State University, 2003

EXPERIENCE

Local Data Solutions, LLC, Software Engineer

2008 – Present

- Project Manager/Software Developer responsible for the development, hosting and maintenance of the Newborn Hearing Screening system. This system is a case management system developed for the WVDHHR. This system is designed to automate and simplify many of the tasks related to managing infants with hearing loss or impairment. In addition to managing infants, the system produces annual reports that will be submitted to Center for Disease Control and Prevention (CDC). This system is HIPAA Compliant and meets or exceeds federal IT security requirements.
- Project Manager/Software Developer responsible for the ongoing hosting and maintenance of the Birthscore database application. This system collects child birth information from hospitals across the state of West Virginia. Once the data is collected, it is used to identify and track infants who are at greatest risk for health and developmental problems, and ensuring that these children have access to appropriate health and special care systems. This system is HIPAA Compliant and meets or exceeds federal IT security requirements.
- Project Manager/Software Developer responsible for the design and development of WVU Student Rotations System. The rotations system provides nursing students with logging online patient and activity logs. It also lets faculty manage students, preceptors and site information. The system provides faculty with the ability to run custom reports and statistics. Administrators of the system can manage the application data, submission deadlines, preceptors and sites information.

- Project Manager/Software Developer responsible for building West Virginia Health Careers and Opportunity Programs (HCOP) Website. The HCOP project provides students with online application submission and evaluation surveys for various health career programs. The system provides counselors with the ability to evaluate applications and view statistics. Administrators of the system can manage the application data, submission deadlines and all counselor functionalities.
- Project Manager/Software Developer responsible for designing, developing and maintaining web-based West Virginia Prescription Drug Abuse Quitline. Online survey data collection for WV Prescription Drug Abuse Quitline. This online application written in asp.net using SQL Server database. The application allows a staff member to search for a caller or add a new caller to the system. Once a caller is selected or created, the system provides a selection of surveys to complete. After a survey is selected, the survey guides the user through each question and possible responses. Each response is recorded in a database that lets administrative staff run reports on the database.

CACI, Software Developer 3

2011 – Present

- Project Manager, Personal Dust Monitor Management System. This product retrieves data from a Personal Dust Monitor and stores the data in a local database for reporting purposes. Responsibilities include the development, Beta testing and delivering final product to NIOSH. Activities include gathering requirements, implementing features, demonstrating product features with customer, and working with mines involved in the Beta Testing of the product.
- Technical Lead, OAMS Intranet. This product is a web based application that provides a content management system for the OAMS branch. The OAMS Intranet provides information related to Morgantown facility. Responsibilities include requirement analysis, system design, development and development. Work directly with customer to resolve issues and implement additional features.
- Technical Lead, HELD Intranet. This product is a web based application that provides a content management system for the HELD division OD. Responsibilities include software support services, requirements analysis, software design and development, and software maintenance. Work directly with customer to resolve issues and implement additional features.
- Technical Lead, HELD Inhalation Facility website. This product is a web based application that provides a scheduling and information system for the HELD Inhalation Facility. Responsibilities include software support services, requirements analysis, software design and development, and software maintenance. Work directly with customer to resolve issues and implement additional features.
- Technical Lead, iPubs. This product is a web based application that manages publications produced by the HELD division researchers. Responsibilities include software support services, requirements analysis, software design and development, and software maintenance. Work directly with customer to resolve issues and implement additional features.

- Technical Lead, DSHEFS iPubs. This product is another implementation of the iPubs system. The project requires existing DSHEFS publication data imported into a separate iPubs system. Responsibilities include working with customer to resolve data translation into new structure, develop additional functionalities and software maintenance.
- Technical Lead, Facility Database. This product is a web based application that manages facility users at the Morgantown, Cincinnati, and Pittsburgh NIOSH locations. Responsibilities include software support services, requirements analysis, software design and development, and software maintenance. Work directly with customer to resolve issues and implement additional features.
- Technical Lead, OMSHR Website. This product is a web-based Content Management System that is used on the CDC Intranet. The system maintains content that will be used to generate a static HTML website that is published on the Internet. In addition to the static HTML website, the project has a Site Navigator component that uses the CMS database to produce search result lists of links to the static HTML web pages.

SRA International, Inc., Software Developer 5

2006 – 2011

- Project Manager, Personal Dust Monitor Management System. This product retrieves data from a Personal Dust Monitor and stores the data in a local database for reporting purposes. Responsibilities include the development, Beta testing and delivering final product to NIOSH. Activities include gathering requirements, implementing features, demonstrating product features with customer, and working with mines involved in the Beta Testing of the product.
- Technical Lead, OAMS Intranet. This product is a web based application that provides a content management system for the OAMS branch. The OAMS Intranet provides information related to Morgantown facility. Responsibilities include requirement analysis, system design, development and development. Work directly with customer to resolve issues and implement additional features.
- Technical Lead, HELD Intranet. This product is a web based application that provides a content management system for the HELD division OD. Responsibilities include software support services, requirements analysis, software design and development, and software maintenance. Work directly with customer to resolve issues and implement additional features.
- Technical Lead, iPubs. This product is a web based application that manages publications produced by the HELD division researchers. Responsibilities include software support services, requirements analysis, software design and development, and software maintenance. Work directly with customer to resolve issues and implement additional features.
- Technical Lead, DSHEFS iPubs. This product is another implementation of the iPubs system. The project requires existing DSHEFS publication data imported into a separate iPubs system. Responsibilities include working with customer to resolve data translation into new structure, develop additional functionalities and software maintenance.

- Technical Lead, Facility Database. This product is a web based application that manages facility users at the Morgantown, Cincinnati, and Pittsburgh NIOSH locations. Responsibilities include software support services, requirements analysis, software design and development, and software maintenance. Work directly with customer to resolve issues and implement additional features.
- Software Developer, SAMHSA. This product is a web based application that allows counselors to submit survey data electronically. Responsibilities were to develop features according to software requirements.
- Software Developer, Peer Review. This product is a web based application that allows users to manage peer reviewed publications. Responsibilities were to develop features according to software requirements and deploy application.

Deligo Technologies, Software Developer

2005 – 2006

- Software Developer, Sun Hydraulics public website. Responsibilities include working with customer to develop new features for the website, such as a shopping cart and credit card processing as well as resolving issues. Other duties included data management on several SQL servers which involved debugging and fixing outdated stored procedures built for an older system but still being used in the new content management system.
- Software Developer, Sun Hydraulics intranet test stand. Responsibilities include working with customer to develop new features and resolve issues.

D.N. American, Jr. Software Engineer

2002 – 2005

- Jr Research Engineer, CFD code research. Responsibilities were to develop algorithms that would decompose structured grids used for Computational Flow Dynamics software. The algorithms objectives were to improve the decomposition of the structured grids.
- Jr Software Engineer, SETA. Responsibilities were to help design and build the NASA IV&V website, provide onsite IT support and maintenance for the website and support a custom project management tool developed by D.N. American.

SKILLS

- Requirement Analysis
- System Design
- Software Development
- Database Design and Maintenance
- Software Cost Estimation
- Web-Based System Design
- Project Management
- .NET and SQL Server Application Development
- Power Shell
- T4 Templates

PUBLICATIONS

Petrice, Ty, Tracina Jackson, and Jon Volkwein. "A New Tool for Managing Personal Dust Monitor Data." Coal Age. Coal Age News, 31 Oct. 2011.

Parmjit Singh

Lead Programmer Analyst, Principal

Qualifications Summary

I have 12+ years of experience in software design, development and maintenance. I am skilled in AngularJS based client UI/ SPA applications, responsive website design, MS SQL Server, ASP.NET, WPF, Entity Framework - Code First approach, LINQ, XML, XSLT, AJAX, XAML, C# and VB.NET technologies/languages. I have experience configuring and customizing access to Secure Access Management Services (SAMS), SAMS API, and other single sign-on gateways for sensitive extranet applications authentication and identity verification services. I also have expertise in building N-tier Enterprise Information System (EIS) solutions for rich-client and web applications. I have developed and structured code using various design patterns. I have developed both web and client-server applications with VB/C#/ASP.NET. I have designed, developed, and maintained a service-oriented application that includes multiple types of clients. I have created forms with AngularJS, Bootstrap, and ASP.NET MVC 5 web application that render content with responsive web design. I also have experience designing and implementing platform-independent REST APIs that work on simple, well-established standards designed to support high-performance, massive-scale, secure communication. I have a solid understanding of cryptography in .NET to ensure confidentiality and authenticity of digital data and documents. I have developed the web-based Forensic Information Management System for the West Virginia State Police forensic laboratory; and the Data Mart, SPIROLA, and NIOSH Systems and Databases Inventory System for the National Institute for Occupational Safety and Health (NIOSH), Morgantown, WV. I have also developed Windows- and web-based tools for the Ag-RISQS, OIICS, WRISQS, CPS, WCOMP, and OIICS coding system datasets for the Division of Safety Research Injury Surveillance Team, NIOSH. I have also served as MSDN Academic Alliance Program Administrator for the Department of Industrial Engineering, West Virginia University.

Skills

- Experience building web-based applications that allow for secure sharing of electronic Protected Health Information and Personally Identifiable Information in a manner that complies with HIPAA and protects patient privacy
- Requirements analysis
- System, database, and interface design
- Business logic development
- Software development and continuous integration
- Software unit, user interface testing and deployment
- Extensive knowledge of unit test, mock, test driven development.

- Hack-proofing ASP.NET web forms and MVC applications
- Detailed understanding of design patterns and Object Oriented Design
- T4 Templates and PowerShell integration to generate custom code
- Extensive knowledge of Angularjs 1.5 and 2.0 JavaScript framework library
- Extensive knowledge of jQuery, jQueryUI and Knockout JavaScript libraries
- Expert in using Task Parallel Library (TPL) for parallel programming.
- Good understanding of HTML5 and CSS3 constructs.
- Expert in implementing Entity Framework code first, database first and Model firsts approach.
- T-SQL, SQL-92, Visual Basic.NET, C#, ASP.NET, Visual Studio 6.0/2003/2005/2008/2010
- Crystal Reports, MS SQL Server 2000/2005/2008, Microsoft Word, PowerPoint
- Adobe Photoshop CS5.5, Illustrator CS5.5, GIMP, Microsoft Word, Access, and Excel, PHP
- MySQL, Oracle, Sub-version server and client
- Experience with Windows Communication Foundation (WCF)
- Solid understanding of Extensibility points in WCF, from the service model, runtime and channel module is required. WS-* standards that extend SOAP to make rich integration scenarios.

Work Experience

Local Data Solutions, LLC, Software Engineer

2008 – Present

- Project Manager/Software Developer responsible for the development, hosting and maintenance of the Newborn Hearing Screening system. This system is a case management system developed for the WVDHHR. This system is designed to automate and simplify many of the tasks related to managing infants with hearing loss or impairment. In addition to managing infants, the system produces annual reports that will be submitted to Center for Disease Control and Prevention (CDC). This system is HIPAA Compliant and meets or exceeds federal IT security requirements.
- Project Manager/Software Developer responsible for the ongoing hosting and maintenance of the Birthscore database application. This system collects child birth information from hospitals across the state of West Virginia. Once the data is collected, it is used to identify and track infants who are at greatest risk for health and developmental problems, and ensuring that these children have access to appropriate health and special care systems. This system is HIPAA Compliant and meets or exceeds federal IT security requirements.

- Project Manager/Software Developer responsible for the design and development of WVU Student Rotations System. The rotations system provides nursing students with logging online patient and activity logs. It also lets faculty manage students, preceptors and site information. The system provides faculty with the ability to run custom reports and statistics. Administrators of the system can manage the application data, submission deadlines, preceptors and sites information.
- Project Manager/Software Developer responsible for building West Virginia Health Careers and Opportunity Programs (HCOP) Website. The HCOP project provides students with online application submission and evaluation surveys for various health career programs. The system provides counselors with the ability to evaluate applications and view statistics. Administrators of the system can manage the application data, submission deadlines and all counselor functionalities.
- Project Manager/Software Developer responsible for designing, developing and maintaining web-based West Virginia Prescription Drug Abuse Quitline. Online survey data collection for WV Prescription Drug Abuse Quitline. This online application written in asp.net using SQL Server database. The application allows a staff member to search for a caller or add a new caller to the system. Once a caller is selected or created, the system provides a selection of surveys to complete. After a survey is selected, the survey guides the user through each question and possible responses. Each response is recorded in a database that lets administrative staff run reports on the database.

CACI Inc., Programmer Analyst, Principal

2011 - Present

- Lead developer responsible for building and exposing services (Service-Oriented) based web portal for World Trade Center Health Program, NIOSH
- Lead developer responsible for designing, developing, and maintaining web-based Laboratory Information Management System (LIMS) for Division of Applied Research and Technology (DART), NIOSH
- Division of Respiratory Disease Studies (DRDS) healthcare workers survey for respiratory health project, NIOSH
- Lead developer responsible for the design and implementation of web-based Work-Related Lung Disease Surveillance System (eWoRLD). This system presents up-to-date summary tables, graphs, and figures of occupationally-related respiratory disease surveillance data on the pneumoconiosis, occupational asthma and other airways diseases, and several other respiratory conditions. For many of these diseases, selected data on related exposures are also presented.

West Virginia Geological & Economic Survey, Software Developer 2008 - 2009

- Responsible for developing web-based customer database application that deals with queries related to oil and gas information database
- Responsible for assisting and training other peer employees in current .NET technologies and products
- Installing and managing subversion control software for in-house software packages

Software Engineer, SRA International, Inc., Senior Software Engineer 2006 to 2011

- Responsible for software development in a number of different projects involving both web- and client-server applications, with VB/ASP.NET, XML, XSLT, Custom Control development, SQL SERVER and PHP/MYSQL. I worked as a primary developer on Windows and web-based tools for Ag-RISQS, OIICS, OIICS Coding System, WRISQS, CPS, WCOMP datasets and Data Mart project for DSR IST, NIOSH
- Responsible for data base design, prototyping, requirements analysis, development, documentation, and user-interface design for several projects
- Team Lead for the architecture design of the Spirometry Longitudinal Data Analysis (SPIROLA) Software for DRDS, NIOSH. Responsible for requirements definition, translation of functional requirements into technical design constraints and characteristics, development of alternative solutions to satisfy these requirements, and development of the final system design
- Lead developer responsible for the design and implementation of web-based NIOSH Systems and Databases Inventory system. This system supports statistical analysis by providing a listing to all information associated with different ongoing projects across NIOSH, CDC

West Virginia University, Research Assistant 2004 to 2006

- Project leader for the development and implementation of web-based Forensic Information Management System (FIMS). I designed the database, business logic, and system interface for FIMS. I also developed the “Online Classes” project for electronic distribution of class material for the Department of Industrial Engineering. I developed system-testing scripts and documentation for FIMS, FIMS web interface for hand-held devices (Pocket PC). I also served as a Program Administrator for the MSDN Academic Alliance in the Department of Industrial Engineering.
- Responsible for teaching industrial engineering IENG 331 course, College of Engineering and Mineral Resources, from January 2005 to May 2006.

Professionals Software Developers, Software Developer/ Network Technician 2002 to 2003

- Software developer for wide variety of business software applications for small to medium-sized companies in India. Projects included a Payroll Management System and Inventory Control tool developed with Microsoft Access, SQL, VBA (Visual Basic for Applications) and C++.
- Assisted staff in the usage of application software including Microsoft Office 97/2000 (Word, Access, PowerPoint, FrontPage and Outlook), Adobe Photoshop 7.0, Corel, MS Office and Web-based E-mail clients. I also developed various support scripts, applets and programs in Java, JavaScript and C++ to support functions of departmental web sites. I also provided general technical assistance to web development staff.

Education

- **Master of Science** in Industrial Engineering
Engineering
West Virginia University (WV)
2006
- **Bachelor of Science** in Computer Science and Engineering
Computer and Information Sciences
R.E.C Jalandhar, National Institute of Technology, India
2002

Additional Certifications

- Certificate of Beyond ASP.NET: Enhancing Web Development with .NET 3.5 from DevelopMentor, April. 2009.
- Certificate of Advanced Visual Basic.NET Programming with the .NET 2.0 Framework, from Hands On Technology Transfer, Inc. (HOTT), Sep. 2006.
- Certificate of Software Developer and Network Technician, Professionals Software Developers Pvt. Ltd., Nov 2003.
- Certificate of Excellence for the course of Java and Advance Java, ATEC Computer Education, June 2001.
- Certificate for Industrial Training, ATEC Software Pvt. Ltd, July 2001.
- Certificate of Professional Software Developer, ATEC Software Pvt. Ltd., March 2001.
- Teaching assistant for Computer Applications – Industrial Engineering, IENG 331 course, West Virginia University, College of Engineering and Mineral Resources, Jan, 2005- May, 2006.

Publications

- Jackson LL, Line JR, Singh P, 2009. Integrated Occupational Injury Surveillance Data Dissemination and Resource Tools. Poster presented at 7th Annual Public Health Information Network Conference: Atlanta, GA; August 30–September 3, 2009.
- Jackson LL, Singh P, Line J, 2009. Injury @ work coding resources: occupational injury and illness classification system. Available at <http://wwwn.cdc.gov/WISARDS/OIICS>.
- Jackson LL, Reichard AA, Line JR, Singh P, 2011. Online access to U.S. employed labor force estimates. Council of State and Territorial Epidemiologists Annual Conference: Pittsburg, PA; June 12-15, 2011.

John Britton

Senior Software Developer

Summary

.NET developer with 11 years of experience in developing both ASP.NET and WPF desktop applications in a solo or small team setting. Able to create standards-compliant and secure web applications. Familiar with the Certification and Accreditation process, 508 compliance, and the CDC IT infrastructure. Able to lead a project through the entire software development lifecycle.

Education

Bachelor of Science in Computer Science: Software & Computer Systems
University of Tennessee at Martin (2005-2009)

Work Experience

SRA International/Emergent Technologies/CACI, Software Engineer (2009-Present)

- Provided analytical support and technical advice during all stages of the software development life cycle
- Gathered requirements from clients when developing new systems
- Provided time frame and manpower estimates
- Fulfilled requirements for certification & accreditation of systems
- Performed security analysis of systems and provided solutions
- Provided technical support to clients for applications developed in-house as well as COTS products
- Responsible for maintaining several different ASP.NET management systems
- Responsible for maintaining an ASP.NET data query system
- Designed, implemented, and maintained an ASP.NET web application that generates tables, charts, and maps from data files
- Designed, implemented, and maintained an ASP.NET content management system for the NIOSH mining website
- Designed, implemented, and maintained a WPF data entry application for NAICS industry coding of work-related injury data
- Converted a radionuclide inventory system from CLIPPER to an ASP.NET web application
- Created a system for collection of citation data for journal articles using Google Scholar
- Responsible for maintaining the CISPro chemical inventory system
- Responsible for maintaining the CERF electronic lab notebook

University of Tennessee at Martin, Library Systems Developer (2005-2009)

- Responsible for maintaining the library's PHP/mySQL website and various web applications
- Implemented and maintained the open-source Eprints repository software for Scholarship@UT Martin
- Created numerous data mining applications
- Created a URL validation application for the library website
- Created a system to track website traffic
- Created a web survey application
- Created a web application to manage classes offered at the library
- Created a system to track library statistics

Skills

- .NET development (C# and VB)
- MVC and MVVM design patterns
- ASP.NET web forms, MVC, and Web API
- HTML, CSS, Javascript, jQuery, jQueryUI, and Angular JS
- WPF
- iOS, Android, Windows UWP, and Xamarin
- Entity Framework
- SQL
- 508 compliance
- Certification and Accreditation
- User interface design
- Web security
- Unit testing and test driven development
- Technical writing

Honors

- Chancellor's Award Scholarship (4 Years)
- Honors Program (4 Years)
- Dean's List (5 Semesters)
- Faculty Scholar (2008, 2009)
- Who's Who Among College Students (2008, 2009)
- Outstanding Student in Computer Science and Information Systems 2009

Matthew R. Young

Senior Software Developer

Technical Experience

Technologies/Languages: C#, Java, C++, Visual Basic, JavaScript, HTML, CSS, Xamarin, Android, OpenGL, Subversion, Team Foundation Server, Entity Framework

Database Platforms: Microsoft SQL Server, SQLite, MySQL

Development Tools: Visual Studio, Eclipse

Education

Master of Science in Computer Science, Mobile Game Development/Computer Graphics on Android

West Virginia University, Morgantown, WV

Bachelor of Science in Computer and Information Technology

Minor in Mathematics

Marshall University, Huntington, WV

Employment

CACI International, Inc., Systems Programmer II July 2012 - Present

- Responsibilities include development, maintenance, and support of web-based, mobile, and desktop applications.
- Applications are developed using C#, Java, Xamarin, Visual Basic, ASP.NET, SQL, JavaScript, CSS, and HTML.
- Supported applications are used by the Health Effects Laboratory Division (HELD), Division of Respiratory Disease Studies (DRDS), Office of Mine Safety and Health Research (OHMSR), and the Office of the Director (OD) within the CDC/NIOSH organization.

West Virginia University, Instructor / Graduate Teaching Assistant August 2010 - May 2012

- Responsible for teaching two sections of Computer Science 101 per semester.
- Duties included designing and delivering lectures, grading assignments, and interacting with students.
- The course content included Microsoft Office fundamentals using Excel, Access, Word, and PowerPoint.

McMillion Research, Web Developer

May 2007 - August 2010

- Primary responsibilities included planning and developing web based surveys using SSI Web, Perl, PHP, JavaScript, HTML, and CSS.
- I was involved in the entire lifecycle of each project which included working with client to establish the survey requirements, working with the quality assurance department prior to client delivery, and managing the project once it had been deployed.
- Additionally, I was responsible for the creation of several internal systems, some in teams of two to three developers.

Marshall University, Teaching Assistant

January 2007 - May 2007

- Responsible for lecturing and assisting with weekly mathematical modeling labs using MatLab, Mathematica, and Stella for IST 231 Analytical Methods IV: Differential Equations and Linear Algebra.

West Virginia Division of Veteran Affairs, Intern

May 2006 - August 2006

- Developed an application using C++ which allows for the digitalization and retrieval of documents used on a daily basis by the Division of Veteran Affairs. The application is also being used to convert Microfilm documents into digital media.

Marshall University, Teaching Assistant

January 2005 - May 2005

- Responsible for grading and providing feedback for programming assignments for Professor Brian Morgan for IST 163: Programming Practicum w/C++.

Heidi Specht Lamb **Lead Designer/Illustrator**

EMPLOYMENT

CACI International, Morgantown, WV
Designer/Illustrator, Lead

Feb 2016 – present

Working with key personnel from National Institute for Occupational Safety and Health (NIOSH) and CACI managers, provide branding, graphic, and technical support for a variety of communication products to enhance and support NIOSH brand and information dissemination.

- Produce professional-level art work, including technical and commercial documentation. Deliverables include templates for specific document types including brochures and fact sheets, web banners and illustrations, and data visualization products for online use
- Produce animations and other digital products to enhance NIOSH web presence and brand
- Establish design standards, including logo and font usage
- Perform conceptual and visualization work for print and online use
- Maintain relationships with inside and outside creative resources
- Establish design workflows with clients to ensure proper feedback
- Develop guidebooks/documentation about use of the deliverables

WVU Healthcare, Morgantown, WV

Director of Marketing

Mar 2013 – May 2016

- Directed all major marketing functions of WVU Healthcare (WVU Hospitals, University Health Associates physician practice, and associated centers, institutes, and affiliates). Set priorities and determined strategies and tactics for marketing of healthcare enterprise with 6,000+ employees.
- Guided the activities of communications and marketing professionals involved in messaging and content creation in the areas of writing, design, photography, and video production for internal and external marketing communications. Directed the web content, architecture, and design of WVU Healthcare public websites. Directed WVU Healthcare/WVU Hospitals social media sites including content creation and integration with other initiatives.

- Developed marketing plans and oversaw implementation of television, radio, and online media campaigns including creative direction, production, and media placement. Developed and implemented digital strategies. Successes include notable increase in market share in key services.
- Shaped communication strategies and tactics targeted to internal and external audiences.
- Built and maintained strong relationships within WVU Healthcare and WVU Health Sciences Center to enhance the overall brand of WVU Healthcare. Provided marketing support to WVU's Health Sciences Center, including the five academic schools

Manager of Marketing Communications

Dec 2008 – Mar 2013

- Directed WVU Healthcare marketing and communications initiatives and campaigns including partnership/sponsorship with WVU Athletics.
- Managed the Marketing and Communications design and digital teams including website, social media, and marketing groups.
- Directed the institution's primary sites for healthcare information (wvuhealthcare.com and wvukids.com) including site redesign, conversion to CMS, and healthcare content creation. Provided creative and editorial direction for print and digital publications. Website improvements resulted in marked increase in site traffic.

Manager, Visual Design

Feb 2004 – Dec 2008

- Planned and directed all activities of the design department including print and web units.
- Provided leadership for major projects in the WVU Health Sciences Center Planning, Marketing, and Communications office including development of WVU Healthcare brand.
- Provided art direction and photography for printed and digital publications, advertisements, websites, and internal communications.

Lead Visual Designer

Jan 2001 – Feb 200

- Designed high profile materials for all institutional needs. Contributed to WVUH 2004 local market share increase of 5.7% since 2001.
- Provided ongoing leadership to Health Sciences Center in graphic and visual standards across the three institutional entities.

Senior Visual Designer

Sept 2000 – Dec 2001

- Designed and produced all advertising and marketing communications, including major institutional publications, print and digital advertising, and other communications projects.
- Introduced new digital workflow processes.

Blaine Turner Advertising

June 2000 – Aug 2000

Graphic Designer

- Design of print materials and web sites for full service advertising agency.

ADDITIONAL WORK

Team Teacher

School of Art and Design, West Virginia University

- Led team of senior students in design-thinking social services course September 2015

Freelance Writer

Evolve, Inc. Advertising, Greenville, NC

- Script writing for video projects
- Script writing for radio commercials Summer 2015

Designer/Writer

- Various clients on freelance basis

AWARDS

32nd Annual Healthcare Advertising Awards (2015)

- Bronze Award – :30 Television Ad – Series, Patient Voices

30th Annual Healthcare Advertising Awards

- Merit Award – :30 Television Ad – Single, Aaron's Acorn

24th Annual Healthcare Advertising Awards

- Silver Award – Poster, Advanced Imaging at WVU
- Silver Award – Website, Neurosciences Institute

23rd Annual Healthcare Advertising Awards

- Gold Award – Brochure, WVU Pediatric Services

EDUCATION

Master of Fine Arts in Visual Design

West Virginia University, Morgantown, WV

May 2000

Bachelor of Science in Design and Environmental Analysis

Cornell University, Ithaca, NY

Marketing Strategy Certificate (Completed 10/2015)

Cornell University

Tracina Jackson

Senior Technical Writer / Document Specialist

Qualifications Summary

Technical writer with particular expertise in making specialized, complex subject material accessible to both expert and general audiences. Twelve years of technical writing experience. Experience determining and documenting software requirements. Proven ability to work with subject-matter experts (including medical experts, scientists, information-security specialists, programmers, and developers), create content, document procedures, analyze systems, conduct extensive research, and suggest workflow improvements. Experienced alpha- and beta-tester for proprietary applications. Familiar with issues regarding electronic health record confidentiality (current HIPAA Awareness Training certification), information security, federal document management, and plain writing. Rapidly and thoroughly assimilates new material, from proprietary software to classification systems. Attentive to detail; highly organized and efficient. Familiar with federal government working environment; current NACI clearance.

Work Experience

CACI International

2015-present

Technical Writer, World Trade Center Health Program

Ongoing responsibilities:

- Create documentation and explanatory material (such as data-flow diagrams, information-security documents, user manuals, reference sheets, software requirement specifications, and procedural manuals) for internal and external audiences, in both print and electronic formats, for the World Trade Center Health Program's Information and Systems Technology (IST) team
- Consult with subject-matter experts and perform additional research in order to create documentation
- Consult with clients and programmers to analyze and document system and application requirements
- Perform alpha- and beta-testing for various new applications in development and provide feedback to programmers and developers
- Analyze WTCHP workflows and suggest efficiency improvements
- Review existing documentation; identify issues, create remediation plans, and implement solutions
- Use Team Foundation Server as the platform for IST's Scrum project-management framework
- Maintain confidentiality and security of project records in database
- Create monthly project status reports
- Perform numerous other duties as assigned

Additional projects:

- Wrote six-part training-video script for the Emergency Responder Health Monitoring System Information Manager application

CACI International

2012-2015

Technical Writer/Information Engineer, NIOSH, Division of Safety Research

- Created documentation and explanatory material (such as technical-information documents, user manuals, reference sheets, and data-definition documents) for internal and external audiences, in both print and electronic formats, for the NIOSH Division of Safety Research, Special Studies Team (DSR SST)
- Worked with scientists and researchers to create articles suitable for non-specialist audiences from Health Hazard Evaluations, submitted these articles to be published in industry journals in order to reach affected populations, and acted as point-of-contact between publication editors and scientists
- Created notification-letter templates for workers affected by Health Hazard Evaluations, explaining technical medical subjects for a general audience
- Reviewed existing documentation; identified issues, suggested remedies, and implemented solutions
- Beta-tested the proprietary Industry and Occupation Coding Application, providing feedback for improvement and working with programmers to solve issues
- Performed numerous other duties as assigned

Emergint Technologies, Inc.

2011-2012

Technical Writer/Computer Statistical Assistant, NIOSH, Division of Safety Research

- Created explanatory material and documentation of data-management processes for various projects
- Wrote instruction manual for end-users of proprietary application (Personal Dust Monitor Firmware Certification and Verification Instruction Manual)
- Analyzed data, materials, and procedures; created documentation and reported on findings
- Reviewed existing documentation for various projects; identified issues, suggested remedies, implemented solutions
- Performed research necessary to understand issues underlying the coding of specific variables, and to document coding-recommendation justifications
- Coded and quality-control checked data for NIOSH projects using the Bureau of Labor Statistics' Occupational Injury and Illness Classification System
- Created seed database of employer names, locations, and North American Industry Classification System codes to be used as a coding aid in a proprietary industry and occupation coding application
- Reviewed computer programming code for quality-control aspect of OIICS coding application, identified issues, and worked with programmer to find solutions)
- Performed numerous other duties as assigned

SRA International, Inc.

2009-2011

Computer Statistical Assistant/Technical Writer, NIOSH, Division of Safety Research

- Wrote technical article to client specifications on the Personal Dust Monitor Management Studio, developed by SRA and NIOSH, for major trade publication
- Wrote and edited rule sets in C+ based on 2010 Bureau of Labor Statistics' Occupational Injury and Illness Classification System (BLS OIICS) coding manual to become the architecture for quality-control computer program
- Coded and quality-control checked raw data from the Deepwater Horizon incident for Congressional reports on very short deadlines
- Performed research necessary to understand issues underlying the coding of specific variables in NIOSH's National Electronic Injury Surveillance System—Occupational Supplement project, and to document coding-recommendation justifications
- Coded and quality-control checked data for NIOSH projects using BLS OIICS
- Analyzed, documented, and facilitated the finalization of data that had been backlogged and unfinalized since 2001
- Performed in-depth evaluation of proposed BLS OIICS 2010 coding manual revision on tight deadline. Created reports used as the basis for NIOSH Division of Safety Research's response to BLS
- Within six months of beginning position, thoroughly learned the BLS OIICS and brought a previously backlogged project up to date. Within eighteen months, project was not only current, but so far ahead of schedule that numerous other projects had been added to duties, creating significant additional value for the client

Freelance writer/Independent contractor

2006 – 2007

- Extensively revised high-school online science course text. Rewrote, researched, copyedited, and fact-checked material. Identified potential legal concerns regarding copyright
- Revised three high-school online English course texts
- Used web-based programming and file transfer applications to modify and upload school course material
- Taught high-school English course online

Graduate School of Medieval Studies, WMU

1996 – 1998

Cistercian Fellow

- Wrote and illustrated technical documents for student workers on best-methods practices for conserving, preserving, and restoring rare books and manuscripts
- Created instructional material teaching student workers to catalogue rare books and manuscripts using the specialized library classification system OCLC
- Supervised student workers

Publications External to NIOSH

Jackson TM, Fent KW, Musolin K, Methner M. 2014. Simulated smoke, real health effects. Fire Engineering. 167(12):79-82.

de Perio MA, Gibbins JD, Niemeier RT, Jackson TM. 2014. Preventing Campylobacter infection among employees in a poultry-processing plant. National Provisioner. 228(6):38-44.

Eisenberg J, Chen L, Jackson TM. 2014. Reducing lead exposure in aircraft maintenance employees. Aviation Maintenance. 33(6):66-67.

Petrice T, Jackson T, Volkwein J. 2011. PDMMS: A new tool for managing Personal Dust Monitor data. Coal Age. 116(10):18-21.

Additional Training and Certifications

- World Trade Center Health Project HIPAA Awareness Training, 2015
- National Institute for Occupational Safety and Health, Office of the Chief Information Officer, Security Assessment and Authorization Training for Data Security Officers and Security Stewards, 2015
- Clear Communication Index Training, 2014
- NIOSH Plain Language Training, 2012
- National Center for Health Statistics, Industry and Occupation Coding Fundamentals course, 2010
- Centers for Disease Control and Prevention Security Awareness Training, renewed annually
- Department of Health and Human Services Federal Records Management Training, renewed annually
- NIOSH Division of Safety Research Confidentiality Training, renewed annually

Adam M. Phillips

Software Developer

EMPLOYMENT

- CACI**, Software Developer July 2013--present
- Developed web applications for the National Personal Protective Testing Laboratory and the Health Effects Laboratory Division at NIOSH.
 - Contributed to all aspects of the software development life cycle
 - Worked with members of government agencies, standard developing organizations, and personal protective equipment manufacturers
 - Developed a standard and medical guidance application (<https://wwwn.cdc.gov/ppeinfo>) using ASP.NET MVC and AngularJS

- Ultra Electronics ProLogic Inc.**, Sr. Engineering Scientist Nov 2008 – July 2013
- Implemented commercial off-the-shelf (COTS) and in-house applications in support of the Department of Energy Office of Legacy Management.
 - Contributed to all aspects of the software development life cycle
 - Developed web and desktop applications in the ASP.NET Environment using C#, JavaScript, AJAX, XML, CSS, and T-SQL
 - Acted as a database administrator in addition to normal responsibilities
 - Worked with the Enterprise Architecture team to design new project management workflows.

EDUCATION

Bachelor of Science in Computer Science
Bachelor of Science in Computer Engineering
Minor in Business Administration
West Virginia University, Morgantown, WV

SKILLS AND TRAINING

Languages and Libraries: C#, Java, JavaScript, AngularJS, JQuery, T-SQL

Databases: MS SQL Server, Oracle

IDE and Version Control: Visual Studio, Eclipse, Subversion, GIT, TFS

Training: SQL Server 2005 A Comprehensive Hands-On Introduction, .Net Development with jQuery, Introduction to SharePoint 2010 Development

Appendix B: Copy of Service Level Agreement for Birth Score Database and Newborn Hearing Screening

See next page.

RENEWAL
OF
SERVICE LEVEL AGREEMENT

THIS RENEWAL OF SERVICE LEVEL AGREEMENT ("SLA" or "Agreement"), is dated and effective 1st day of July, 2017, by and between **WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION** ("WVURC") and **LOCAL DATA SOLUTIONS, LLC** ("LDS").

The undersigned do hereby express their desire to keep in effect for one (1) additional year, July 1, 2017, through June 30, 2018, an Agreement, made effective July 1, 2016, and attached hereto, and negotiated between them for the purpose of the "Birth Score" Program and Newborn Hearing Screening Program administered by the West Virginia University Board of Governors on behalf of West Virginia University and its School of Medicine, Department of Pediatrics ("WVU").

All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Renewal by their duly authorized officers intending the same to be effective as of the date hereof.

WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION



Narvel G. Weese, Jr.
Executive Director

7/18/2017
Date

LOCAL DATA SOLUTIONS, LLC



Ty Petrice
Project Manager

7/13/2017
Date