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Header 1

List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 764852

Procurement Type: Central Contract - Fixed Amt

Vendor ID: VS0000031397

Legal Name: Macula Group LLC

Alias/DBA: https://maculatechnology.com

Total Bid: \$4,600,000.00

Response Date: 09/14/2020

Response Time: 15:27

Responded By User ID: tgill0809

First Name: Tanya

Last Name: Gill

Email: tanya.gill@maculatechno

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC2100000005

Published Date: 9/9/20

Close Date: 9/16/20

Close Time: 13:30

Status: Closed

Solicitation Description: Security/Privacy Training (OT21024)

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

Proc Folder: 764852
Solicitation Description: Security/Privacy Training (OT21024)
Proc Type: Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2020-09-16 13:30	SR 0210 ESR09142000000001787	1

VENDOR
VS0000031397
Macula Group LLC

Solicitation Number: CRFQ 0210 ISC2100000005

Total Bid: 4600000

Response Date: 2020-09-14

Response Time: 15:27:56

Comments:

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
(304) 558-0246
jessica.s.chambers@wv.gov

Vendor
Signature X **FEIN#** **DATE**

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	Privacy and Cybersecurity Training Solution	1.00000	EA	1150000.000000	1150000.00

Comm Code	Manufacturer	Specification	Model #
43232502			

Commodity Line Comments:

Extended Description:

Specification 3.1.1. Vendor must provide a Lump Sum Cost for Year One Contract Services.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Privacy and Cybersecurity Training Solution - Optional YR2	1.00000	EA	1150000.000000	1150000.00

Comm Code	Manufacturer	Specification	Model #
43232502			

Commodity Line Comments:

Extended Description:

Specification 3.1.3. Vendor must provide a Lump Sum Cost for Year Two Contract Services.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Privacy and Cybersecurity Training Solution - Optional YR3	1.00000	EA	1150000.000000	1150000.00

Comm Code	Manufacturer	Specification	Model #
43232502			

Commodity Line Comments:

Extended Description:

Specification 3.1.3. Vendor must provide a Lump Sum Cost for Year Three Contract Services.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Privacy and Cybersecurity Training Solution - Optional YR4	1.00000	EA	1150000.000000	1150000.00

Comm Code	Manufacturer	Specification	Model #
43232502			

Commodity Line Comments:

Extended Description:

Specification 3.1.3. Vendor must provide a Lump Sum Cost for Year Four Contract Services.

**MACULA GROUP LLC RESPONSE FOR
REQUEST FOR QUOTATION ISC2100000005
CUSTOM INFORMATION TECHNOLOGY TRAINING
FOR CYBERSECURITY AND PRIVACY**

**Issued By:
The State of West Virginia OFFICE of TECHNOLOGY (WVOT)**

**Submitted By:
MACULA GROUP LLC
PO BOX 87420
ATLANTA, GA 30337
PH: 404-919-4933
FAX: 404-745-0395**


TITLE PAGE

**RFQ SUBJECT: CUSTOM INFORMATION TECHNOLOGY TRAINING FOR
CYBERSECURITY AND PRIVACY**

RFQ: ISC2100000005

**Submitted By
MACULA GROUP LLC**

**Business address:
PO BOX 87420
ATLANTA, GA 30337
PH: 404-919-4933
FAX: 404-745-0395**

MACULA GROUP CONTACT PERSON	
NAME	TANYA GILL
SIGNATURE	
ADDRESS	PO BOX 87420, ATLANT, GA 30338
PHONE	312-623-8355
FAX	404-745-0395
EMAIL	TANYA.GILL@MACULATECHNOLOGY.COM



CONTENTS

1. Transmittal letter.....	3
2. Executive Summary.....	4
3. Solution overview.....	8
3.1 Proposed Approach.....	8
3.2 Solution Description.....	9
4. Pricing Page.....	10
5. Approval Signoff.....	11
6. Appendix.....	
a. Signed Solicitation	
b. Disclosure of Interest Parties	
c. Addendum Acknowledgment Form	
d. Purchasing Affidavit	
e. IRS W-9 Form	
f. Small, Women and Minority-Owned Business Certification	



MACULA GROUP LLC RESPONSE FOR
REQUEST FOR QUOTATION ISC2100000005
CUSTOM INFORMATION TECHNOLOGY TRAINING FOR CYBERSECURITY AND PRIVACY

1. TRANSMITTAL LETTER

August 29, 2020

WV Department of Administration Purchasing Division
ATTN: Jessica S Chambers, 2019 Washington ST E
Jessica.s.Chanmers@wv.gov
Telephone (304) 558-0246

Subject: MACULA GROUP LLC RESPONSE FOR REQUEST FOR QUOTATION ISC2100000005
CUSTOM INFORMATION TECHNOLOGY TRAINING FOR CYBERSECURITY AND PRIVACY

Dear Jessica,

Macula Group LLC (hereinafter known as "Macula", is pleased to respond to the Request for Quotation ISC2100000005 for Customized Cybersecurity and Privacy Training issued by the State of West Virginia Office of Technology. The signatory of this document is an authorized representative of Macula. We have structured this proposal as per the requirements in the RFQ document.

Macula is submitting following items as part of its proposal:

- One (1) original Quotation
- Attachments based on Terms and Conditions

Macula has received and reviewed the following RFQ Documents:

Addendum #1 Issue Date: 08/19/2020

RFQ ISC2100000005 State of West Virginia Security/Privacy Training Issue Date: 08/12/2020

This proposal is valid for Ninety Days (90) days from date of submission.

Macula states that pricing was arrived at without any collusion or conflict of interest.

Macula has the financial strength, highly qualified personnel, significant and relevant experience, and an extensive knowledge of Cybersecurity and Privacy Training.

I represent Macula as the CEO of our Government practice and I am based in Georgia. I also hereby certify that all information provided in response to this RFQ is true and accurate. I will be the point-of-contact for matters concerning the RFQ.

Best Regards,

Tanya Gill, CEO
Tanya.Gill@maculatechnology.com
Macula Group LLC
PO BOX 87420
Atlanta, GA 30337
404-919-4922



2. EXECUTIVE OVERVIEW

2.1. Introduction

Macula Group LLC, (Macula) is pleased to have the opportunity to respond to the WVOT Cybersecurity and Privacy Training RFQ. We have studied the requirements as stipulated in the RFQ and we are confident that our response will not only meet but exceed the requirements of the WVOT for Cybersecurity and Privacy Training as stipulated in this RFQ.

Macula Technology Group is an independent provider of end-to-end cyber security solutions. We help clients plan, build and run successful cyber security programs that achieve business objectives. We offer in-depth cyber security offerings, extensive capabilities and proven expertise in cyber security strategy, managed security services, incident response, risk and compliance, security consulting, training and support, integration, and architecture services. We offer support to Small to Mid-sized business, large enterprise, and public sector clients; delivering relevant, workable solutions to address their toughest security challenges.

Our approach to cybersecurity is based on the belief that every organization has unique cybersecurity challenges. All our client relationships begin with an in-depth conversation, so we can develop a deep understanding of where they are in their cybersecurity journey. We will collaborate on the creation of a custom Security Blindspot—a framework that guides the development, implementation, and management of an effective cybersecurity program. This framework covers all aspects of enterprise security and provides an initiative-based plan, with priorities to guide investments in people, process, and technology.

Macula Technologies services are delivered using robust, proven methodologies, and are organized into four service pillars, Advisory, Technology Consulting, Incident Preparedness and Security Awareness Training.

A clear and comprehensive cybersecurity strategy gives direction and impetus to the development of a detailed blueprint that will guide your IT and security investments. It also enables you to integrate the cyber dimension into the enterprise risk management and governance structure of your company and is a framework for communicating your messages to key stakeholders.

2.2. Macula's Approach Overview

Security awareness training is the process of providing formal cybersecurity education to your workforce about a variety of information security threats and your company's policies and procedures for addressing them. Topics covered in security awareness training often expand beyond the digital world and discuss physical security and how employees can keep themselves and others secure. Such training can take a variety of forms but is most often presented in an online or computer-based format.

Rather than a one-time event, we at Macula believe security awareness training is most useful when approached as a critical ongoing practice in the context of a bigger security awareness program. The training and the program are integral to building a culture of security in modern, digitally dependent organizations.

Security awareness training is critical because cyber threats abound in our always-connected work environments. What's more, threats are continually changing. The common thread for some of the most significant threats today is people; your employees. Hackers know people can provide soft attack surfaces to make their exploits successful.

The point of security awareness training is to equip employees with the knowledge they need to combat these threats. Employees cannot be expected to know what threats exist or what to do about them on their own. They need to be taught what their employers consider risky or acceptable, what clues to look for that indicate threats, and how to respond when they see them.

Recent research revealed that many employees are unaware of key risk factors relating to data security and privacy. Some employees are misinformed or confused about what risky behaviors are; many don't understand that cybersecurity is their personal responsibility; and even fewer understand sensitive data privacy best practices.

These days, security is everyone's responsibility. Even seemingly harmless behaviors or small mistakes can have big consequences. Macula's security awareness training helps get everyone in an organization on the same page, reduces risks and incidents, and helps the entire workforce protect their organization and themselves.

The mission of Macula's training program is to provide concise, actionable, and memorable advice about how to reduce risks related to cybersecurity and information technology, whether digital or physical. Security skills developed on the job will also carry over into better cyber hygiene habits at home or if working remote from elsewhere.

Too often, those who are building training content can feel like they must overload it with details and language that reflect company policies and procedures. That can

get bogged down by an overemphasis on policy minutiae—and that usually causes people to tune out.

Macula's training takes a lighter touch with conveying material that can be perceived as dry and difficult – incorporating training techniques that will help keep content relatable and learners engaged.

Employees cannot be made to care about these topics. Why these topics are vital needs to be conveyed in a way that invites them into the learning experience and teaches not just specific behaviors (do this, don't do this) but how to think critically about the myriad threats out there.

2.3. Macula's Security Training and Awareness Best Practices

There are a variety of different ways you can apply training depending upon what an employee population is or isn't willing to accept and what will get supported by leadership.

Let's look at some security training strategies that have proven successful in our experience and are based on adult-learning research.

Break Learning into Chunks

To the extent that training content can be broken down into “chunks” of similar, easily learnable elements, the training will be more effective. Employees will not be overloaded with too much new information to be put into action at any one time. Phishing training is a good example. If phishing emails are your biggest risk, as it is for a great number of organizations, the best approach is to start with a short, fun training focused on phishing given to the entire employee population.

Afterwards, we suggest running a phishing simulation test with everyone and see who takes the bait. Then, distribute more detailed levels of phishing training to people based on their test performance. The model is to deliver the shortest possible chunk of training first and then only go deeper when needed.

Focus on Your Greatest Risks

This principle applies to whatever type of security training is provided.

To determine what that training should be, we will work with you to assess the key risks that you are trying to reduce in your business environment. What do employees need to know and do to support the goal? How can you express that through security training programs in a way that is as comprehensive and concise as possible?

To that end, the security awareness training course becomes the focal point for expressing the company's goals, policies, and desired employee behaviors.

Make It Resonate

The right training must then be delivered to the right people, based on their role and the kinds of data and access they will be exposed to in performing their work.

To make it meaningful, we provide real-world examples and stories, that are relevant and relatable to their work experience. Training that presents scenarios that employees will encounter in their workday and home life makes the lessons real and not just a list of rules to follow.

This approach helps build critical thinking skills and promotes how to think about approaching a risk and not simply “do this, don't do that.”

Avoid 'Been There, Done That'

Few if anyone wants to sit through yet more training on material they already know. So, another way to apply training effectively is giving people the option to test out. Pre-testing allows people to self-select into what information they still need, while sparing them from redundancy and boredom with material they have mastered. It's another great way to improve the efficacy of the training experience.

Present Training that Works for Adults

It is crucial to structure training modules around the way adults learn. That is different from the way students learn in a structured educational environment. In school, students expect to read a whole lot of content, look for key facts, and be able to restate them.

Corporate training is presented in a different context. People are busy; they have jobs to do; security may not be their primary focus. Applying adult learning principles will make training relevant, easy to assimilate, and far more effective.

Adults tend to think that they already know the world and want to test whether their knowledge is correct in real situations. A friendly and useful training technique is to present a situation, ask what they would do, and then either confirm correct responses right away to cement it in their long-term memory, or gently correct them into the right direction.



3. SOLUTION OVERVIEW

Organizations of all sizes rely on Macula's Security Training Platform to protect sensitive data, demonstrate compliance, and reduce the risk to their reputation and bottom line. Here's why:

Go beyond phishing to address a more complete threat landscape
Unlike phishing-focused security awareness training solutions, Macula's Training cover phishing, security, privacy, and compliance.

Our Technology Platform gives you the ability to:

- Automatically personalize courses for each employee
- Based on results of pre-tests, it can automatically deliver only the training employees need
- Use courses as-is, easily tailor them, or build your own from pre-built topics

Role-based Training - With our role-based training, you can deliver only the lessons and content that are relevant to specific job roles, such as human resources, IT, marketing, and more.

Customization – There's a lot you can do on your own to tailor our courses. But, if you need to embed workplace-specific scenarios, add custom graphics, or change voice-overs, Macula's customization services can do all of that for you, and more.

Our LMS or Yours – Courses are SCORM-enabled so you can run our training packs on your LMS or on ours.

Reinforcement Materials - Support knowledge retention by including engaging reinforcement materials, such as animation, games, and videos.

Microlearning Courses – Take advantage of short, impactful courses on a variety of security and privacy topics. Microlearning courses are 10 minutes or shorter.

3.1 Proposed Approach

At Macula, we know how important a sound roadmap is for awareness program development or improvement.

You'll need to know:

- The current state of your organization when it comes to security and/or privacy awareness
- What risks you'll need to address
- What challenges a new or improved awareness program could face
- What organization-specific factors you'll need to fold into your training

The benefits of an effectively drawn roadmap have been known to humans since there were roads. A good map allows us to plan the best path to your destination. A good map will make clear what obstacles lie in your path. Put simply, a good map will answer the question "How do I get to where I want to be?" This is the true whether it's a journey to the top of a mountain, a road trip cross-country, or a development plan for an awareness program. As we've laid out, developing such a plan, such a map, is key.

In summary, four best practices for planning your awareness program are:

- **Know Where You Are:** Take stock of your organization's status quo and feed that information into your awareness program development, or improvement, efforts
- **Know Your Risks:** Thorough risk assessments are vital for crafting an awareness program that provides lasting results, and doesn't just waste your and your employees' time
- **Know What Challenges You'll Face:** Your awareness program efforts will encounter obstacles. Do your homework and find out as much about your potential challenges as possible.
- **Know What Makes You Unique:** The best awareness programs fit their employee populations like gloves. Make sure ways to address your organization's unique needs are woven into your program.

3.2. Solution Description

Macula offer a LMS Platform that is SCROM enabled, can be integrated with LDAP, supports Multi-Factor Authentication, and can be branded with your logos and graphics.

The Customizable Training includes both Cybersecurity and Privacy training courses and will cover the following topics:

- Understanding Security Threats
- Security Responsibilities
- Physical Threats
- Emergency Preparation
- Securing Work Areas and Resources
- Access Controls
- Safe Computing and Electronic Threats

- Social Engineering Threats
- Password Guidelines
- Safe Remote and Mobile Computing
- Acceptable Use
- Phishing Identification and Prevention
- Physical Security and Emergency Preparation
- Responsible Social Networking
- Protecting and Handling Data
- Records Management and Data Classification
- Privacy Awareness and Privacy Principles (PII)
- Complying with PCI-DSS
- Complying with HIPAA
- Understanding PII
- Social Engineering
- Identity Theft
- Incident Reporting

The training platform also have many reporting features that include statistics on users actions, can generate certificates of completion, and can track users progress on graded assessments.

4. Pricing Page

Cost information below as detailed in the RFQ and submitted

Lump Sum Cost Proposal for One, Two, Three and Four Years

	Year 1	Year 2 Optional Renewal	Year 3 Optional Renewal	Year 4 Optional Renewal
Yearly Operating Cost*	1,150,000	1,150,000	1,150,000	1,150,000
Total Yearly Cost	1,150,000	1,150,000	1,150,000	1,150,000
Grand Total for Optional Three (3) Year Contract Period				3,450,000

Yearly Operating Cost* Includes Per User Cost (25,000 Users), LMS Hosting, Annual Product Maintenance and Support

- Annual maintenance will include updates/ patches for the version of product brought by WVOT
- Support costs will provide for support over and above the coverage provided by Macula. Support will be provided by a core support team based out of Georgia 24/7.
- Pricing is based on the current scope and understanding as provided in the RFQ and Addendum Q&A.

Optional Services

Optional Services as specified below shall be bid as an all-inclusive hourly rate and shall require WVOIT approval of a Statement of Work and submission of a related Cost Estimate.

1. To upload any Third-Party Vendor SCROM compliant courses
2. To add/modify any training content
3. To generate ad-hoc reports
4. To setup users, grant role-based access privileges etc.
5. The skills sets required for this role is semi-technical, and something similar to a System Administrator.
6. This could be handled 8 hrs/day, 5 days a week.

Hourly Rate: Year 1 USD 100
Hourly Rate: Optional Year 2 USD 100
Hourly Rate: Optional Year 3 USD 100
Hourly Rate: Optional Year 4 USD 100

5. APPROVAL SIGNOFF



(Contact Signature)

Tanya Gill

(Contact Name, Title)

312-623-8355

(Contact Phone)

September 9, 2020

(Date)

6. APPENDIX

The following are appended documents, that are required for the submission of this solicitation for RFQ

- a. Signed Solicitation
- b. Disclosure of Interest Parties
- c. Addendum Acknowledgment Form
- d. Purchasing Affidavit
- e. IRS W-9 Form
- f. Small, Women and Minority-Owned Business Certification



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

State of West Virginia
 Centralized Request for Quote
 Info Technology

Proc Folder: 764852			Reason for Modification: Addendum No. 04 is being issued to address an additional technical question received after the deadl..... See Page 2 for complete info
Doc Description: Security/Privacy Training (OT21024)			
Proc Type: Central Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2020-09-09	2020-09-16 13:30	CRFQ 0210 ISC2100000005	5

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000031397
 Vendor Name: *Macula Group LLC*
 Address: *PO Box 87420*
 Street:
 City: *Atlanta*
 State: *Georgia* Country: *United States* Zip: *30337*
 Principal Contact: *Tanya Gill*
 Vendor Contact Phone: *404-919-4922* Extension:

FOR INFORMATION CONTACT THE BUYER
 Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Vendor Signature X  FEIN# *822854539*

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

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Macla Group LLC Address: P.O. Box 87420

Atlanta GA 30337

Name of Authorized Agent: Tanya Gill Address: 5731 Vining Pl NE, Marietta

Contract Number: _____ Contract Description: IT Cybersecurity training

Governmental agency awarding contract: State of West Virginia

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. **Subcontractors or other entities performing work or service under the Contract**

Check here if none, otherwise list entity/individual names below.

2. **Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

Check here if none, otherwise list entity/individual names below.

3. **Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

Check here if none, otherwise list entity/individual names below.

Signature: [Handwritten Signature]

Date Signed: 9/8/2020

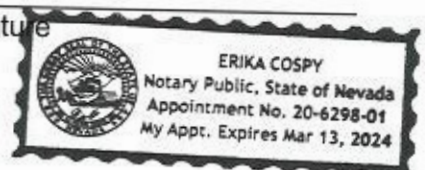
Notary Verification

State of Nevada, County of Clark:

I, Erika Cospy, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 8th day of September, 2020.

[Handwritten Signature]
Notary Public's Signature



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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

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 checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input checked="" 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.

Macula Group LLC
Company


Authorized Signature

9/14/20
Date

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

Revised 6/8/2012

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 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: MACULA Group LLC.

Authorized Signature: [Signature] Date: 9/8/2020

State of Nevada

County of Clark, to-wit:

Taken, subscribed, and sworn to before me this 8th day of September, 2020.

My Commission expires 3/13/24, 2024.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]
Purchasing Affidavit (Revised 01/19/2018)



STATE OF WEST VIRGINIA - PURCHASING DIVISION

**VENDOR REGISTRATION AND DISCLOSURE STATEMENT
AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS
CERTIFICATION APPLICATION**

Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the *West Virginia Code* §5A-3-12 requires all vendors to have on file with the West Virginia Purchasing Division a completed Vendor Registration and Disclosure Statement. All vendors wishing to participate in the competitive bid process and receive purchase orders from the State of West Virginia exceeding \$2,500 in aggregate across all state agencies are required to complete the Vendor Registration and Disclosure Statement (WV-1 form) and pay a **\$125.00** annual fee. Payment of the annual fee includes email notifications on bid opportunities based on the commodities and services selected upon registering in the Vendor Self-Service (VSS) portal at wvOASIS.gov. Please complete this form in its **ENTIRETY** and return it with a check or money order made payable to the **STATE OF WEST VIRGINIA** in the amount of **\$125.00**. Incomplete forms will not be processed and will be returned to the vendor. Please send completed form and payment to:

**Purchasing Division - Vendor Registration
2019 Washington Street East
Charleston, WV 25305-0130**

Whenever a change occurs in the information submitted, such change shall be reported immediately in the same manner as required in the original disclosure statement (*West Virginia Code* §5A-3-12). Vendors doing business with the State of West Virginia are expected to abide by the **Vendor Code of Conduct** available online at www.state.wv.us/admin/purchase/vrc/vendorconduct.pdf.

Privacy Notice: The Purchasing Division is required to collect certain information as stated in *West Virginia Code* §5A-3-12, other applicable sections of the *West Virginia Code*, the Vendor Registration and Disclosure Statement forms, and other documents to facilitate the state bidding and contract administration processes. This information is stored in a secure environment, but unless specifically protected under state law, any information provided may be inspected by or disclosed to the public.

Vendors are also required to be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or other state agencies or political subdivisions. Failure to do so may result in delay of or disqualification from a contract award pursuant to *West Virginia Code of State Rules* §148-1-6.1.7.

Should you need additional information relating to vendor registration, please visit www.state.wv.us/admin/purchase/VendorReg.html. Questions concerning this Vendor Registration and Disclosure Statement may be directed to the Purchasing Division at (304) 558-2311.

**VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN,
AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION**

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION
To Be Completed by the Vendor and Returned to the Purchasing Division

1. Legal Name of Company/Individual Macula Group LLC
Bidding Address 5942 Vinings Vintage Way
Mableton GA 30126
Ordering Address _____
(Please provide a physical address, not a post office box.)
Payment Address 5942 Vinings Vintage Way
Mableton GA 30126
City, State, Zip Mableton GA 30126
Telephone Number 404 919 4922 Fax Number Maculatechnology.com
Principle Contact Person Tanya M. Gill E-mail _____
Contact's Telephone Number 404 919 4922 Contact's Fax Number 404 745 0395

DBA, if any _____
Bidding Address _____
Ordering Address _____
Payment Address _____
City, State, Zip _____
Telephone Number _____ Fax Number _____
Principle Contact Person _____ E-mail _____
Contact's Telephone Number _____ Contact's Fax Number _____

2. Vendor Tax Classification:

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Government |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Medical Corporation |
| <input checked="" type="checkbox"/> Partnership | <input type="checkbox"/> Attorney Corporation |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Non-Profit Organization |
| <input type="checkbox"/> Board Member | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Employee |
| <input type="checkbox"/> Estate | |

VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION

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3. Taxpayer Identification Number (TIN): If you have an Identification Number, enter it below. All partnerships, corporations, or companies with employees must have an EIN.

8 2 2 8 5 4 5 3 9 EIN

If you do not have a EIN, please enter Social Security number (SSN), Individual Taxpayer Identification Number (ITIN) or Adoptive Identification Number (ATIN) and check the correct below.

 - (SSN , ITIN , ATIN)

4. (A) Small, Women-Owned, Minority-Owned Businesses

West Virginia Code §5A-3-59 establishes a procurement certification program in West Virginia for small, women-, and minority-owned businesses. Requirements related to the certification program are provided in the *West Virginia Code of State Rules* §148-2-1 et seq. Note that this certification provides nonresident vendors preference that is equivalent to competing resident (West Virginia) vendors that have applied for resident vendor preference, in accordance with *West Virginia Code* §5A-3-37. This certification may assist resident small, women-, and minority-owned businesses when soliciting business in other states. If you are renewing your two-year SWAM business certification status, please indicate the appropriate designation below.

Certification of Status (Check all those which apply)

- Minority-owned Business** [1] means a business concern that is at least fifty-one percent owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least fifty-one percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.
 - A "minority individual" means an individual who is a citizen of the United States or a noncitizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:
 - **African American** means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
 - **Asian American** means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands, including, but not limited to, Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
 - **Hispanic American** means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
 - **Native American** means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION
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- Small Business** [2] means a business, independently owned or operated by one or more persons who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, which, together with affiliates, has two hundred fifty or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.
- Women-owned Business** [3] means a business concern that is at least fifty-one percent owned by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least fifty-one percent of the equity ownership interest is owned by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law.

(B) Other Federal Designations

Additionally, by providing the following information, I represent that this enterprise is a small business as defined by the **Code of Federal Regulations**, Title 13, Part 121, as appended - which contains detailed industry definitions and related procedures - and/or the characteristics of the enterprise's control, operation and/or ownership are accurately reflected in the information provided. *Check all that apply.*

- Disabled Small Business Ownership [4]
- Veteran Small Business Ownership [5]

5. Commodity Codes: You may register for commodity codes for the products and services that you offer, which will provide you with bid opportunity alerts and notifications should you become a paid registered vendor. To perform this function, visit the Vendor Self-Service (VSS) Portal at wvOASIS.gov.

6. List the name, title, city and state of residence for all owners/officers. If the vendor is an **individual**, list his or her name and city and state of residence, and, if he or she has associates or partners sharing in his or her business, list their names and city and state of residence. If the vendor is a **firm**, list the name and city and state of residence of each member, partner or associate of the firm. If the vendor is a **corporation** created under the laws of this state or authorized to do business in this state, list the names and city and state of residence of the president, vice president, secretary, treasurer and general manager, if any, of the corporation; and the names and city and state of residence of each stockholder of the corporation owning or holding at least ten percent of the capital stock thereof. Attach an additional sheet if space is needed.

Name	Position	City and State of Residence
Tanya M. Gill	CEO	Atlanta GA
Samuel Taylor	COO	Atlanta GA

If the vendor has only one owner/officer, list the name, position, and city and state of residence above and please initial here: _____

VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION
To Be Completed by the Vendor and Returned to the Purchasing Division

7. List the bank name, city, state, and telephone number of one or more financial institutions to serve as reference for the vendor. Delta Community Credit Union Atlanta GA
800 544 3328

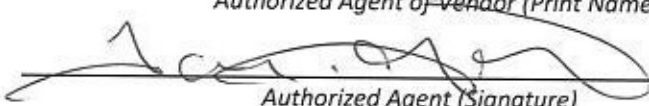
8. What is the latest Dun & Bradstreet number and rating on the vendor? 023297437
(Fair) Status

9. Is the vendor acting as an agent for some other individual, firm or corporation? If yes, attach statement of the principal authorizing such representation. No Yes

By signing below and submitting this form, the vendor certifies and acknowledges that: 1) it has obtained all licenses, certifications, and authorizations necessary to lawfully conduct business in the state of West Virginia; and 2) that the assertions made by completing this form and delivering it to the Purchasing Division are accurate and true in accordance with the applicable law and rules. As authorized agent of the vendor named herein, I do solemnly swear that the above information is true and complete, in accordance with **West Virginia Code §5A-3-12(e)**.

In the event that the vendor is applying for certification as a small, women-, or minority-owned business, the vendor's signature below further certifies that: 1) the state in which the vendor has its headquarters or principal place of business does not deny a like certification to a West Virginia based small, women-owned, or minority-owned business; 2) the state in which the vendor has its headquarters or principal place of business does not provide a preference to small, women-owned, or minority-owned firms that is unavailable to West Virginia based businesses; and, 3) that it has read and understands this form, along with the law and rules governing certification as a small, women-owned, or minority-owned business.

Tanya M. Gill
Authorized Agent of Vendor (Print Name)


Authorized Agent (Signature)

CEO
Title

Sept 8, 2020
Date

PURCHASING DIVISION USE ONLY	
Vendor ID: _____	
Check No. : _____	
Memo No. : _____	
Date: _____	
Entered by: _____	