



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 @ 5

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1025461

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: CHANGING TECHNOLOGIES, INC.

Alias/DBA: CHANGING TECHNOLOGIES, INC.

Total Bid: \$316,555.20

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0704

SO Doc ID: INS2200000004

Published Date: 5/3/22

Close Date: 5/5/22

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 5

Total of All Attachments: 5



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: 1025461
Solicitation Description: Technical Staffing Service- Data Base Administrator
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2022-05-05 13:30	SR 0704 ESR05052200000006944	1

VENDOR
 VS0000021913
 CHANGING TECHNOLOGIES, INC.

Solicitation Number: CRFQ 0704 INS2200000004
Total Bid: 316555.2000000000116415321826 **Response Date:** 2022-05-05 **Response Time:** 11:35:58
Comments:

FOR INFORMATION CONTACT THE BUYER

Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@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	Temporary information technology software developers	2080.0000	HOUR	36.330000	75566.40

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Database Administrator
Year 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Temporary information technology software developers	2080.0000	HOUR	37.450000	77896.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Database Administrator
Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Temporary information technology software developers	2080.0000	HOUR	38.610000	80308.80

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Database Administrator
Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Temporary information technology software developers	2080.0000	HOUR	39.800000	82784.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Database Administrator
Year 4



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
 Service - Prof

Proc Folder: 1025461		Reason for Modification:	
Doc Description: Technical Staffing Service- Data Base Administrator		Addendum #1 issued to publish agency responses to all vendor submitted questions and extend bid due date until 5/5/2022.	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-05-02	2022-05-05 13:30	CRFQ 0704 INS2200000004	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Changing Technologies, Inc.

Address : 3602 13th St NW, Unit B

Street :


City : Washington

State : DC **Country :** USA **Zip :** 20010

Principal Contact : Danielle Logan

Vendor Contact Phone: 202-688-3631 **Extension:** 101

FOR INFORMATION CONTACT THE BUYER
 Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X  **FEIN#** 52-2199733 **DATE** 5/4/22

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 West Virginia Offices of the Insurance Commissioner (OIC) to establish a contract for a database administrator staffing service. The Database Administrator position is needed to provide technical expertise to meet the temporary contracted staffing needs of the OIC Information Technologies Unit. These services will be used to create and modify stored procedures, control data exchange with outside entities, and patch and maintain Oracle and Microsoft SQL databases currently used by the OIC per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540		OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Temporary information technology software developers	2080.00000	HOUR	\$36.33	\$75,566.40

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Database Administrator
Year 1

INVOICE TO		SHIP TO	
OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540		OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Temporary information technology software developers	2080.00000	HOUR	\$37.45	\$77,903.51

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Database Administrator
Year 2

INVOICE TO		SHIP TO	
OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540		OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Temporary information technology software developers	2080.00000	HOUR	\$38.61	\$80,312.90

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Database Administrator
Year 3

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CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Temporary information technology software developers	2080.00000	HOUR	\$39.80	\$82,796.80

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Database Administrator
Year 4

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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	Document Phase	Document Description	Page
INS2200000004	Final	Technical Staffing Service- Data Base Administrator	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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
 Service - Prof

Proc Folder: 1025461			Reason for Modification:
Doc Description: Technical Staffing Service- Data Base Administrator			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-04-20	2022-05-04 13:30	CRFQ 0704 INS2200000004	1

BID RECEIVING LOCATION


BID CLERK
 DEPARTMENT OF ADMINISTRATION
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 2019 WASHINGTON ST E
 CHARLESTON WV 25305
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Vendor Contact Phone: 202-688-3631 **Extension:** 101

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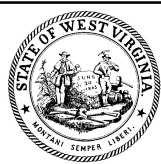
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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	Document Phase	Document Description	Page
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2022-04-20	2022-05-04 13:30	CRFQ 0704 INS2200000004	1

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 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X  **FEIN#** 52-2199733 **DATE** 5/4/22

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Database Administrator
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SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline: 04/27/2022 @ 4:00 PM ET

Submit Questions to: Josh Hager
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-3970
Email: Joseph.E.HagerIII@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via email. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in wvOASIS are deemed to be electronically signed.

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in wvOASIS. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus NA convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME: Changing Technologies, Inc.
BUYER: Josh Hager
SOLICITATION NO.: CRFQ 0704 INS2200000004
BID OPENING DATE: See next page
BID OPENING TIME: See next page
FAX NUMBER: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: 05/04/2022 @ 1:30 PM ET

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's

specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or

minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in *wvOASIS* can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

23. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor *wv*OASIS or the Purchasing Division's website to determine when a contract has been awarded.

24. ISRAEL BOYCOTT CERTIFICATION: Vendor's act of submitting a bid in response to this solicitation shall be deemed a certification from bidder to the State that bidder is not currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel. This certification is required by W. Va. Code § 5A-3-63.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: The Initial Contract Term will be for a period of One (1) Year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for _____ years;

the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney

General's Office (Attorney General approval is as to form only).

One-Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One-Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: One Million Dollars per occurrence.

Automobile Liability Insurance in at least an amount of: Personal limits per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: One Million Dollars per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. [Reserved]

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must 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 any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming 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, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES – This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

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

(Name, Title) Danielle Logan, Program Manager

(Printed Name and Title) Danielle Logan, Program Manager

(Address) 3602 13th St NW, Unit B, Washington, DC 20010


(Phone Number) / (Fax Number) 202-688-3631/ 202-688-3632

(email address) dlogan@changing.net

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

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Changing Technologies, Inc.

(Company) 

Danielle Logan, Program Manager

(Authorized Signature) (Representative Name, Title)

Danielle Logan, Program Manager

5/4/22

(Printed Name and Title of Authorized Representative) (Date)

202-688-3631

202-688-3632

(Phone Number) (Fax Number)

dlogan@changing.net

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0704 INS2200000004

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.

Changing Technologies, Inc.

Company



Authorized Signature

5/4/22

Date

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

REQUEST FOR QUOTATION
Database Administrator

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Offices of the Insurance Commissioner (OIC) to establish a contract for a database administrator staffing service. This will be an open-end service contract that will provide the services of a Database Administrator on an hourly rate basis.

The Database Administrator position is needed to provide technical expertise to meet the temporary contracted staffing needs of the OIC Information Technologies Unit. These services will be used to create and modify stored procedures, control data exchange with outside entities, and patch and maintain Oracle and Microsoft SQL databases currently used by the OIC.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 “Contract Services” means database administration services necessary for the day-to-day operations of Insurance Commissioner’s applications and databases as more fully described in these specifications.

2.2 “Pricing Page” means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

2.3 “Solicitation” means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

- 3. QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

3.1. The Database Administrator must have at least four years of paid work experience in the following:

- Oracle Database (running on Linux operating system preferred)
- Linux OS
- Microsoft SQL Server
- Experience with third party schedulers like AppWorx preferred

REQUEST FOR QUOTATION
Database Administrator

3.2. Vendor shall provide the OIC with supporting documentation, such as s resume to support the required years of experience to meet the qualifications. Documentation should be submitted with the vendor's bid but will be required before award of the contract.

4. Vendor Responsibilities

4.1.1 The successful vendor will provide an hourly rate that is inclusive of all cost including, but not limited to federal, state and local withholding taxes, social security and Medicare taxes, as well as unemployment compensation, general and professional liability premiums. All overhead for the vendor and fringe for the candidate must be included in the successful vendor's hourly rate. All travel expenses must be included in the vendor's hourly rate.

4.1.2 Successful vendor shall provide the OIC with information for the candidate according to state and federal standards, including applications and/or resumes. These should be submitted with the bid submission along with the documentation required to support the candidates' qualifications. Documents will be required prior to the award of the contract.

4.1.3 The Vendor's candidates must consistently perform the contracted duties as outlined in these specifications and in accordance with the delivery order issued against this open-ended contract.

4.1.4 The successful candidates will be required to present a time sheet for approval on a weekly basis.

4.1.5 If during the of term of the Contract, the candidates placed by the vendor leaves the company and/or has to be replaced; the vendor must give written notice to the OIC within one (1) business day, explaining the circumstances of the departure, and must replace the candidate with another candidate meeting or surpassing all requirements listed in sections 3 and 4 to maintain continuity of the services. Vendor must provide the OIC a list of potential candidates for the replacement staffing with 2 weeks (10) business days of notification of replacement. Vendor must provide documentation and resumes for every candidate which indicates that they meet the requirements outlined in section 3. Vendors may send multiple resumes so that the agency may make the selection. Any interruption of service greater than 10 business days will be grounds for cancelation of the contract.

4.1.6 The successful vendor and candidates must comply with the Agencies policies and procedures. Any access or users accounts issued to a candidate to permit work in the State computing environment are subject to revocation without notice.

REQUEST FOR QUOTATION
Database Administrator

4.2 Duties and Responsibilities of the Office of the Insurance Commissioner

4.2.1 Ordering Procedure: The OIC will issue an Agency Delivery Order to the successful vendor requesting the total number of hours for the position outlined in sections 3 and 4. The total number of hours per Agency Delivery Order shall not exceed 2,080 hours per year

4.2.2 Successful Vendor's candidates shall work under OIC supervision. The OIC shall be solely responsible to provide the candidate with day-to-day guidance in the execution of the responsibilities at the OIC.

4.2.3 The OIC reserves the right to terminate the candidate selected for the position providing services to the OIC without cause if it is determined that is in the best interest and well-being of the OIC and the State of West Virginia. Termination will occur by cancellation of the remainder of the delivery order and does not require prior notification of the Vendor.

4.2.4 Independent Contractor Status: The purpose of this contract is to obtain temporary services that are provided by the individual or entities as independent contractors and not employees of the State of West Virginia. The distinction between the independent contractors and employee is complex and can require analysis of 20 more factors relating to the circumstances of each contract. The Internal Revenue Service has guidance on the issue at:

IRS: <https://www.irs.gov/pub/irs-pdf/p15a.pdf>

IRS: <https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>

Prior to utilizing the services available under this contract, the OIC and the Vendor must ensure that the factors relating to the broad categories of behavioral control, financial contract and the type of relationship between the state and the temporary worker will not cause the independent contractor to be construed as employee/employer relationship. Items to be considered, include but are not limited to, the degree of control exercised by the OIC over the contract worker relating to performance of the job and the degree to which the contract worker is integrated into the OIC's system. The Purchasing Division recommends that the OIC and the Vendor review the IRS publications found at the links above and obtain further assurances from their respective internal legal counsel to maintain the independent contractor status of the individuals and entities under this contract.

5. CONTRACT AWARD:

REQUEST FOR QUOTATION
Database Administrator

5.1 Contract Award: The Contract is intended to provide OIC with a purchase price for the Contract Services. The contract shall be awarded to the Vendor that provides the Contract Services by meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

Contract will be evaluated on all lines but will only be awarded for the first year. Renewal options for years two, three and four will be initiated by the OIC, agreed to by the vendor and processed by the West Virginia Purchasing Division as change order for the subsequent years.

5.21 Pricing Page: Vendor should complete the Pricing Page by completing exhibit with an hourly rate unit price and total annual rate at 2080 hours. Then complete the same for each of the optional years. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in the Vendor's bid being disqualified.

- 6. PERFORMANCE:** Vendor and the OIC shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay hourly rate, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to OIC's facilities. In the event that access cards and/or keys are required:
 - 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

REQUEST FOR QUOTATION
Database Administrator

- 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 9.3. Vendor shall notify OIC immediately of any lost, stolen, or missing card or key.
- 9.4. Anyone performing under this Contract will be subject to OIC's security protocol and procedures.
- 9.5. Vendor shall inform all staff of OIC's security protocol and procedures.

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

- 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
- 10.1.2. Failure to comply with other specifications and requirements contained herein.
- 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to the OIC upon default.

- 10.2.1. Immediate cancellation of the Contract.
- 10.2.2. Immediate cancellation of one or more release orders issued under this Contract.
- 10.2.3. Any other remedies available in law or equity.

REQUEST FOR QUOTATION
Database Administrator

11. MISCELLANEOUS:

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

Contract Manager: Danielle Logan
Telephone Number: 202-688-3631
Fax Number: 202-688-3632
Email Address: dlogan@changing.net

Notice of State of West Virginia Confidentiality Policies and Information Security Accountability Requirements

1.0 INTRODUCTION

The Executive Branch has adopted privacy and information security policies to protect confidential and personally identifiable information (hereinafter all referred to as Confidential Information). This Notice sets forth the vendor's responsibilities for safeguarding this information.

2.0 DEFINITIONS

- 2.1 Breach** shall mean the acquisition, access, use or disclosure of Confidential Information which compromises the security or privacy of such information.
- 2.2 Confidential Information**, shall include, but is not limited to, trade secrets, personally identifiable information, protected health information, financial information, financial account number, credit card numbers, debit card numbers, driver's license numbers, State ID numbers, social security numbers, employee home addresses, employee marital status, employee maiden name, etc.
- 2.3 Security Incident** means any known successful or unsuccessful attempt by an authorized or unauthorized individual to inappropriately use, disclose, modify, access, or destroy any information.

3.0 BACKGROUND

Agencies maintain Confidential Information, including, but not limited to, trade secrets, personally identifiable information, protected health information, financial information, financial account numbers, credit card numbers, debit card numbers, driver's license numbers, State ID numbers, social security numbers, employee home addresses, etc. Federal laws, including, but not limited to, the Health Insurance Portability and Accountability Act, the Privacy Act of 1974, Fair Credit Reporting Act and State laws require that certain information be safeguarded. In some situations, Agencies delegate, through contract provisions, functions to vendors that involve the vendor's collection, use and/or disclosure of Confidential Information. WV State government must take appropriate steps to ensure its compliance with those laws and desires to protect its citizens' and employees' privacy, and therefore, must require that its vendors also obey those laws.

Utilization of safeguards can greatly minimize potential exposure to sensitive information, and vendors are expected to adhere to industry standard best practices in the management of data collected by, or on behalf of, the State, and in the vendor's possession for a business purpose. Even when sound practices and safeguards are in use, exposures can occur as the result of a

Notice of State of West Virginia Confidentiality Policies and Information Security Accountability Requirements

theft, loss, or compromise of data, or systems containing data. At these times, vendors must be accountable for the loss of data in their possession by ***immediately reporting*** the incident surrounding the loss, and by absorbing any cost associated with the appropriate response actions deemed by the State to be reasonable and necessary. Additional vendor funding may be needed for required activities, such as: rapid notification to affected persons, and provision of a call center to handle inquiries. Notification and call handling will use a State-specified method, format, language, and personnel staffing level.

4.0 POLICY

- 4.1** All vendors for the Executive Branch of West Virginia State government shall sign both the RFP or RFQ, as applicable, and the Purchase Order which contain the confidentiality statement, incident response accountability acknowledgement, and adopt this policy by reference.
- 4.2** Vendors must contact the Privacy Officer of the Agency with which they are contracting to obtain Agency-specific privacy policies, procedures and rules, when applicable.
- 4.3** For vendors' information, Agencies generally require at least the following minimum standards of care in the handling of their Confidential Information:
 - 4.3.1** Confidential Information shall only be used or disclosed for the purposes designated in the underlying contract and at no time shall it be disclosed or used for a personal, non-work or non-contract related reason, unless specifically authorized in writing by the Agency.
 - 4.3.2** In all circumstances, vendors shall have no ownership rights or interests in any data or information, including Confidential Information. All data collected by the vendor on behalf of the Agency, or received by the vendor from the Agency, is owned by the Agency. There are no exceptions to this provision.
 - 4.3.3** In no circumstance shall a vendor use Confidential Information, or data, in any way detrimental to the Agency or to any individual whose records reside in the vendor's control. This prohibition shall not be construed to curtail a vendor's whistleblower rights under Federal and State law. If, in the process of making a good faith report under the provisions of W. Va. Code § 6C-1-1 et seq. or the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), (Pub. L. No. 104-191) as amended by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (the "HITECH Act"), any associated regulations and the Federal regulations published at 45 CFR parts 160 and 164 (sometimes collectively referred to as "HIPAA") or any other relevant whistleblower law, a vendor finds it necessary to

Notice of State of West Virginia Confidentiality Policies and Information Security Accountability Requirements

disclose Confidential Information to an appropriate authority in accordance with those statutes, the disclosure will not be treated as a Breach of the Agency's security, privacy or confidentiality policies, as long as the confidential nature of the information is explicitly conveyed to the authorized recipient.

- 4.3.4** The State may periodically monitor and/or audit use of the information systems and other record-keeping systems at a vendor location or a State location in an effort to ensure compliance with this policy. In addition, the State may audit, and require strengthening of, vendor policies and/or practices as they impact security of State data within the vendor's possession.
- 4.3.5** Any collection, use or disclosure of information that is determined by the Agency to be contrary to the confidentiality statement, law or Agency policy may result in termination of the underlying contract.
- 4.3.6** The confidentiality and incident response accountability statement contained within the RFP or RFQ, as applicable, and the Purchase Order shall survive termination of the underlying contract.
- 4.4** If there is an incident that involves theft, loss, or compromise of State Confidential Information, the following reporting and/or actions must be taken by the vendor, on its own behalf, or on behalf of its subcontractor:
 - 4.4.1** If the event involves a theft, or is incidental to another crime, appropriate law enforcement officials shall be notified and a police report generated to document the circumstances of the crime, with a goal to establish whether the crime involved a motive to obtain the sensitive data. A copy of the police report will be forwarded in accordance with 4.4.2.3.
 - 4.4.2** Notification of Breach.
 - 4.4.2.1** Upon the **discovery** of Breach of security of Confidential Information, if the Confidential Information was, or is reasonably believed to have been, acquired by an unauthorized person, the vendor shall notify the individuals identified in 4.4.2.3 immediately by telephone call plus e-mail, web form or fax; or,
 - 4.4.2.2** Within 24 hours by e-mail or fax of any **suspected** Security Incident, intrusion or unauthorized use or disclosure of Confidential Information, in violation of the underlying contract and this Notice, of **potential** loss of confidential data affecting the underlying contract.
 - 4.4.2.3** Notification required by the above two sections shall be provided to:

Notice of State of West Virginia Confidentiality Policies and Information Security Accountability Requirements

(1) the Agency contract manager whose contact information may be found at www.state.wv.us/admin/purchase/vrc/agencyli.htm and,
(2) unless otherwise directed by the Agency in writing, the Office of Technology at incident@wv.gov.

- 4.4.2.4** The vendor shall immediately investigate such actual or suspected Security Incident, Breach, or unauthorized use or disclosure of Confidential Information. Within 72 hours of the discovery, if an actual Breach has occurred, the vendor shall notify the individuals identified in 4.4.2.3 of the following: (a) What data elements were involved and the extent of the data involved in the Breach (e.g. number of records or affected individual's data); (b) The identity of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or Confidential Information; (c) A description of where the Confidential Information is believed to have been improperly transmitted, sent, or utilized; (d) A description of the probable causes of the improper use or disclosure; and (e) Whether any Federal or State laws requiring individual notifications of Breaches are triggered.
- 4.4.2.5** Agency will coordinate with the vendor to determine additional specific actions that will be required of the vendor for mitigation of the Breach, which may include notification to the individual or other authorities.
- 4.4.2.6** All associated costs shall be borne by the vendor. This may include, but not be limited to costs associated with notifying affected individuals.
- 4.5** The State may require that a vendor provide evidence of adequate background checks, including a nationwide record search, for individuals who are entrusted by the vendor to work with State information.
- 4.6** The State requires that any vendor taking possession of State data have comprehensive policies and practices to adequately safeguard that information, and further that the sensitivity of the information is clearly identified and documented in writing, with signed acknowledgement by the vendor that the sensitivity is understood, before it is conveyed to the vendor. Vendor policy should articulate all safeguards in place for the State information, including provisions for destruction of all data, including backup copies of the data, at the end of the vendor's legitimate need to possess the data. All State-owned media containing State information will be returned to the State when no longer legitimately needed by the vendor.
- 4.7** All vendor owned devices that contain or transport any State Confidential Information must be encrypted using the AES algorithm, and an industry

**Notice of State of West Virginia
Confidentiality Policies and Information Security Accountability Requirements**

standard methodology. This includes desktop and laptop computers (whole drive encryption – not file encryption), personal digital assistants (PDA), smart phones, thumb or flash-type drives, CDs, diskettes, backup tapes, etc.

WV STATE GOVERNMENT

HIPAA BUSINESS ASSOCIATE ADDENDUM

This Health Insurance Portability and Accountability Act of 1996 (hereafter, HIPAA) Business Associate Addendum ("Addendum") is made a part of the Agreement ("Agreement") by and between the State of West Virginia ("Agency"), and Business Associate ("Associate"), and is effective as of the date of execution of the Addendum.

The Associate performs certain services on behalf of or for the Agency pursuant to the underlying Agreement that requires the exchange of information including protected health information protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (the "HITECH Act"), any associated regulations and the federal regulations published at 45 CFR parts 160 and 164 (sometimes collectively referred to as "HIPAA"). The Agency is a "Covered Entity" as that term is defined in HIPAA, and the parties to the underlying Agreement are entering into this Addendum to establish the responsibilities of both parties regarding HIPAA-covered information and to bring the underlying Agreement into compliance with HIPAA.

Whereas it is desirable, in order to further the continued efficient operations of Agency to disclose to its Associate certain information which may contain confidential individually identifiable health information (hereafter, Protected Health Information or PHI); and

Whereas, it is the desire of both parties that the confidentiality of the PHI disclosed hereunder be maintained and treated in accordance with all applicable laws relating to confidentiality, including the Privacy and Security Rules, the HITECH Act and its associated regulations, and the parties do agree to at all times treat the PHI and interpret this Addendum consistent with that desire.

NOW THEREFORE: the parties agree that in consideration of the mutual promises herein, in the Agreement, and of the exchange of PHI hereunder that:

1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
 - a. **Agency Procurement Officer** shall mean the appropriate Agency individual listed at: <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>.
 - b. **Agent** shall mean those person(s) who are agent(s) of the Business Associate, in accordance with the Federal common law of agency, as referenced in 45 CFR § 160.402(c).
 - c. **Breach** shall mean the acquisition, access, use or disclosure of protected health information which compromises the security or privacy of such information, except as excluded in the definition of Breach in 45 CFR § 164.402.
 - d. **Business Associate** shall have the meaning given to such term in 45 CFR § 160.103.
 - e. **HITECH Act** shall mean the Health Information Technology for Economic and Clinical Health Act. Public Law No. 111-05. 111th Congress (2009).

- f. **Privacy Rule** means the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Parts 160 and 164.
- g. **Protected Health Information or PHI** shall have the meaning given to such term in 45 CFR § 160.103, limited to the information created or received by Associate from or on behalf of Agency.
- h. **Security Incident** means any known successful or unsuccessful attempt by an authorized or unauthorized individual to inappropriately use, disclose, modify, access, or destroy any information or interference with system operations in an information system.
- i. **Security Rule** means the Security Standards for the Protection of Electronic Protected Health Information found at 45 CFR Parts 160 and 164.
- j. **Subcontractor** means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.

2. Permitted Uses and Disclosures.

- a. **PHI Described.** This means PHI created, received, maintained or transmitted on behalf of the Agency by the Associate. This PHI is governed by this Addendum and is limited to the minimum necessary, to complete the tasks or to provide the services associated with the terms of the original Agreement, and is described in Appendix A.
- b. **Purposes.** Except as otherwise limited in this Addendum, Associate may use or disclose the PHI on behalf of, or to provide services to, Agency for the purposes necessary to complete the tasks, or provide the services, associated with, and required by the terms of the original Agreement, or as required by law, if such use or disclosure of the PHI would not violate the Privacy or Security Rules or applicable state law if done by Agency or Associate, or violate the minimum necessary and related Privacy and Security policies and procedures of the Agency. The Associate is directly liable under HIPAA for impermissible uses and disclosures of the PHI it handles on behalf of Agency.
- c. **Further Uses and Disclosures.** Except as otherwise limited in this Addendum, the Associate may disclose PHI to third parties for the purpose of its own proper management and administration, or as required by law, provided that (i) the disclosure is required by law, or (ii) the Associate has obtained from the third party reasonable assurances that the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party by the Associate; and, (iii) an agreement to notify the Associate and Agency of any instances of which it (the third party) is aware in which the confidentiality of the information has been breached. To the extent practical, the information should be in a limited data set or the minimum necessary information pursuant to 45 CFR § 164.502, or take other measures as necessary to satisfy the Agency's obligations under 45 CFR § 164.502.

3. Obligations of Associate.

- a. **Stated Purposes Only.** The PHI may not be used by the Associate for any purpose other than as stated in this Addendum or as required or permitted by law.
- b. **Limited Disclosure.** The PHI is confidential and will not be disclosed by the Associate other than as stated in this Addendum or as required or permitted by law. Associate is prohibited from directly or indirectly receiving any remuneration in exchange for an individual's PHI unless Agency gives written approval and the *individual provides a valid authorization. Associate will refrain from marketing activities that would violate HIPAA, including specifically Section 13406 of the HITECH Act.* Associate will report to Agency any use or disclosure of the PHI, including any Security Incident not provided for by this Agreement of which it becomes aware.
- c. **Safeguards.** The Associate will use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the PHI, except as provided for in this Addendum. This shall include, but not be limited to:
 - i. Limitation of the groups of its workforce and agents, to whom the PHI is disclosed to those reasonably required to accomplish the purposes stated in this Addendum, and the use and disclosure of the minimum PHI necessary or a Limited Data Set;
 - ii. Appropriate notification and training of its workforce and agents in order to protect the PHI from unauthorized use and disclosure;
 - iii. Maintenance of a comprehensive, reasonable and appropriate written PHI *privacy and security program that includes administrative, technical and physical safeguards appropriate to the size, nature, scope and complexity of the Associate's operations, in compliance with the Security Rule;*
 - iv. In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information.
- d. **Compliance With Law.** The Associate will not use or disclose the PHI in a manner in violation of existing law and specifically not in violation of laws relating to confidentiality of PHI, including but not limited to, the Privacy and Security Rules.
- e. **Mitigation.** Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the PHI by Associate in violation of the requirements of this Addendum, and report its mitigation activity back to the Agency.

f. **Support of Individual Rights.**

- i. **Access to PHI.** Associate shall make the PHI maintained by Associate or its agents or subcontractors in Designated Record Sets available to Agency for inspection and copying, and in electronic format, if requested, within ten (10) days of a request by Agency to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.524 and consistent with Section 13405 of the HITECH Act.
- ii. **Amendment of PHI.** Within ten (10) days of receipt of a request from Agency for an amendment of the PHI or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such PHI available to Agency for amendment and incorporate any such amendment to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.526.
- iii. **Accounting Rights.** Within ten (10) days of notice of a request for an accounting of disclosures of the PHI, Associate and its agents or subcontractors shall make available to Agency the documentation required to provide an accounting of disclosures to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR §164.528 and consistent with Section 13405 of the HITECH Act. Associate agrees to document disclosures of the PHI and information related to such disclosures as would be required for Agency to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528. This should include a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years from the date of disclosure, or longer if required by state law. At a minimum, such documentation shall include:
 - the date of disclosure;
 - the name of the entity or person who received the PHI, and if known, the address of the entity or person;
 - a brief description of the PHI disclosed; and
 - a brief statement of purposes of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.
- iv. **Request for Restriction.** Under the direction of the Agency, abide by any individual's request to restrict the disclosure of PHI, consistent with the requirements of Section 13405 of the HITECH Act and 45 CFR § 164.522, when the Agency determines to do so (except as required by law) and if the disclosure is to a health plan for payment or health care operations and it pertains to a health care item or service for which the health care provider was paid in full "out-of-pocket."
- v. **Immediate Discontinuance of Use or Disclosure.** The Associate will immediately discontinue use or disclosure of Agency PHI pertaining to any individual when so requested by Agency. This includes, but is not limited to, cases in which an individual has withdrawn or modified an authorization to use or disclose PHI.

- g. Retention of PHI.** Notwithstanding section 4.a. of this Addendum, Associate and its subcontractors or agents shall retain all PHI pursuant to state and federal law and shall continue to maintain the PHI required under Section 3.f. of this Addendum for a period of six (6) years after termination of the Agreement, or longer if required under state law.
- h. Agent's, Subcontractor's Compliance.** The Associate shall notify the Agency of all subcontracts and agreements relating to the Agreement, where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum. Such notification shall occur within 30 (thirty) calendar days of the execution of the subcontract and shall be delivered to the Agency Procurement Officer. The Associate will ensure that any of its subcontractors, to whom it provides any of the PHI it receives hereunder, or to whom it provides any PHI which the Associate creates or receives on behalf of the Agency, agree to the restrictions and conditions which apply to the Associate hereunder. The Agency may request copies of downstream subcontracts and agreements to determine whether all restrictions, terms and conditions have been flowed down. Failure to ensure that downstream contracts, subcontracts and agreements contain the required restrictions, terms and conditions may result in termination of the Agreement.
- j. Federal and Agency Access.** The Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI, as well as the PHI, received from, or created or received by the Associate on behalf of the Agency available to the U.S. Secretary of Health and Human Services consistent with 45 CFR § 164.504. The Associate shall also make these records available to Agency, or Agency's contractor, for periodic audit of Associate's compliance with the Privacy and Security Rules. Upon Agency's request, the Associate shall provide proof of compliance with HIPAA and HITECH data privacy/protection guidelines, certification of a secure network and other assurance relative to compliance with the Privacy and Security Rules. This section shall also apply to Associate's subcontractors, if any.
- k. Security.** The Associate shall take all steps necessary to ensure the continuous security of all PHI and data systems containing PHI. In addition, compliance with 74 FR 19006 Guidance Specifying the Technologies and Methodologies That Render PHI Unusable, Unreadable, or Indecipherable to Unauthorized Individuals for Purposes of the Breach Notification Requirements under Section 13402 of Title XIII is required, to the extent practicable. If Associate chooses not to adopt such methodologies as defined in 74 FR 19006 to secure the PHI governed by this Addendum, it must submit such written rationale, including its Security Risk Analysis, to the Agency Procurement Officer for review prior to the execution of the Addendum. This review may take up to ten (10) days.
- l. Notification of Breach.** During the term of this Addendum, the Associate shall notify the Agency and, unless otherwise directed by the Agency in writing, the WV Office of Technology *immediately by e-mail or web form upon the discovery* of any Breach of unsecured PHI; or within 24 hours by e-mail or web form of any suspected Security Incident, intrusion or unauthorized use or disclosure of PHI in violation of this Agreement and this Addendum, or potential loss of confidential data affecting this Agreement. Notification shall be provided to the Agency Procurement Officer at www.state.wv.us/admin/purchase/vrc/agencyli.htm and,

unless otherwise directed by the Agency in writing, the Office of Technology at incident@wv.gov or <https://apps.wv.gov/ot/ir/Default.aspx>.

The Associate shall immediately investigate such Security Incident, Breach, or unauthorized use or disclosure of PHI or confidential data. Within 72 hours of the discovery, the Associate shall notify the Agency Procurement Officer, and, unless otherwise directed by the Agency in writing, the Office of Technology of: (a) Date of discovery; (b) What data elements were involved and the extent of the data involved in the Breach; (c) A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or confidential data; (d) A description of where the PHI or confidential data is believed to have been improperly transmitted, sent, or utilized; (e) A description of the probable causes of the improper use or disclosure; and (f) Whether any federal or state laws requiring individual notifications of Breaches are triggered.

Agency will coordinate with Associate to determine additional specific actions that will be required of the Associate for mitigation of the Breach, which may include notification to the individual or other authorities.

All associated costs shall be borne by the Associate. This may include, but not be limited to costs associated with notifying affected individuals.

If the Associate enters into a subcontract relating to the Agreement where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum, all such subcontracts or downstream agreements shall contain the same incident notification requirements as contained herein, with reporting directly to the Agency Procurement Officer. Failure to include such requirement in any subcontract or agreement may result in the Agency's termination of the Agreement.

- m. **Assistance in Litigation or Administrative Proceedings.** The Associate shall make itself and any subcontractors, workforce or agents assisting Associate in the performance of its obligations under this Agreement, available to the Agency at no cost to the Agency to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against the Agency, its officers or employees based upon claimed violations of HIPAA, the HIPAA regulations or other laws relating to security and privacy, which involves inaction or actions by the Associate, except where Associate or its subcontractor, workforce or agent is a named as an adverse party.

4. Addendum Administration.

- a. **Term.** This Addendum shall terminate on termination of the underlying Agreement or on the date the Agency terminates for cause as authorized in paragraph (c) of this Section, whichever is sooner.
- b. **Duties at Termination.** Upon any termination of the underlying Agreement, the Associate shall return or destroy, at the Agency's option, all PHI received from, or created or received by the Associate on behalf of the Agency that the Associate still maintains in any form and retain no copies of such PHI or, if such return or destruction is not feasible, the Associate shall extend the protections of this Addendum to the PHI and limit further uses and disclosures to the purposes that make the return or destruction of the PHI infeasible. This shall also apply to all agents and subcontractors of Associate. The duty of the Associate and its agents

and subcontractors to assist the Agency with any HIPAA required accounting of disclosures survives the termination of the underlying Agreement.

- c. **Termination for Cause.** Associate authorizes termination of this Agreement by Agency, if Agency determines Associate has violated a material term of the Agreement. Agency may, at its sole discretion, allow Associate a reasonable period of time to cure the material breach before termination.
- d. **Judicial or Administrative Proceedings.** The Agency may terminate this Agreement if the Associate is found guilty of a criminal violation of HIPAA. The Agency may terminate this Agreement if a finding or stipulation that the Associate has violated any standard or requirement of HIPAA/HITECH, or other security or privacy laws is made in any administrative or civil proceeding in which the Associate is a party or has been joined. Associate shall be subject to prosecution by the Department of Justice for violations of HIPAA/HITECH and shall be responsible for any and all costs associated with prosecution.
- e. **Survival.** The respective rights and obligations of Associate under this Addendum shall survive the termination of the underlying Agreement.

5. General Provisions/Ownership of PHI.

- a. **Retention of Ownership.** Ownership of the PHI resides with the Agency and is to be returned on demand or destroyed at the Agency's option, at any time, and subject to the restrictions found within section 4. b. above.
- b. **Secondary PHI.** Any data or PHI generated from the PHI disclosed hereunder which would permit identification of an individual must be held confidential and is also the property of Agency.
- c. **Electronic Transmission.** Except as permitted by law or this Addendum, the PHI or any data generated from the PHI which would permit identification of an individual must not be transmitted to another party by electronic or other means for additional uses or disclosures not authorized by this Addendum or to another contractor, or allied agency, or affiliate without prior written approval of Agency.
- d. **No Sales.** Reports or data containing the PHI may not be sold without Agency's or the affected individual's written consent.
- e. **No Third-Party Beneficiaries.** Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than Agency, Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.
- f. **Interpretation.** The provisions of this Addendum shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provisions in this Addendum. The interpretation of this Addendum shall be made under the laws of the state of West Virginia.
- g. **Amendment.** The parties agree that to the extent necessary to comply with applicable law they will agree to further amend this Addendum.
- h. **Additional Terms and Conditions.** Additional discretionary terms may be included in the release order or change order process.

AGREED:

Name of Agency: _____

Name of Associate: Changing Technologies, Inc.

Signature: _____

Signature:  _____


Title: _____

Title: Program Manager

Date: _____

Date: 5/4/22

Form - WVBAA-012004
Amended 06.26.2013

APPROVED AS TO FORM THIS 26th
DAY OF Jun 20 13
Patrick Morrissey
Attorney General
BY  _____

Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. PHI not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Associate: _____

Name of Agency: _____

Describe the PHI (do not include any actual PHI). If not applicable, please indicate the same.

The Database Administrator will have full access to PII including SSNs and PHI including but not limited to full claimants' medical records, x-rays, CT scans, psyche reports and more.



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
 Service - Prof

Proc Folder: 1025461			Reason for Modification: Addendum #1 issued to publish agency responses to all vendor submitted questions and extend bid due date until 5/5/2022.
Doc Description: Technical Staffing Service- Data Base Administrator			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-05-02	2022-05-05 13:30	CRFQ 0704 INS2200000004	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Changing Technologies, Inc.

Address : 3602 13th St NW, Unit B

Street :

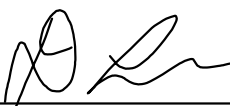
City : Washington

State : DC **Country :** USA **Zip :** 20010

Principal Contact : Danielle Logan

Vendor Contact Phone: 202-688-3631 **Extension:** 101

FOR INFORMATION CONTACT THE BUYER
 Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X  **FEIN#** 52-2199733 **DATE** 5/4/22

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 West Virginia Offices of the Insurance Commissioner (OIC) to establish a contract for a database administrator staffing service. The Database Administrator position is needed to provide technical expertise to meet the temporary contracted staffing needs of the OIC Information Technologies Unit. These services will be used to create and modify stored procedures, control data exchange with outside entities, and patch and maintain Oracle and Microsoft SQL databases currently used by the OIC per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540		OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Temporary information technology software developers	2080.00000	HOUR	\$36.33	\$75,566.40

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Database Administrator
Year 1

INVOICE TO		SHIP TO	
OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540		OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Temporary information technology software developers	2080.00000	HOUR	\$37.45	\$77,903.51

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Database Administrator
Year 2

INVOICE TO		SHIP TO	
OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540		OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Temporary information technology software developers	2080.00000	HOUR	\$38.61	\$80,312.90

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Database Administrator
Year 3

INVOICE TO		SHIP TO	
OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540		OFFICES OF THE INSURANCE COMMISSIONER 900 PENNSYLVANIA AVE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Temporary information technology software developers	2080.00000	HOUR	\$39.80	\$82,796.80

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:
Database Administrator
Year 4

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
-------------	--------------	-------------------

SOLICITATION NUMBER: CRFQ 0704 INS2200000004

Addendum Number: No.01

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. To publish agency responses to all vendor submitted questions
2. To extend bid due date from 5/04/2022 until 05/05/2022 at 1:30 PM

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

RFI: Questions from vendors for INS 22*04 Data Base Administrator

Q.1. Do you have any in-house technical team? If yes, please specify their roles? What will be their level of participation?

A. Yes,

Q.2. Who will be the reporting person for this engagement?

A. Mike Farren, IT Director

Q.3. Do you expect the selected consultant to work in the EDT time zone?

A. Yes

Q.4. "SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES" Do you expect the vendor to submit the certification along with the response proposal, or can we get it once the contract is awarded?

A. Must submit the certificate along with the proposal response

Q.5. Is there any local vendor preference for this engagement?

A. Local preferred, but if there is a talent shortage in the area, we are open to award an out of state vendor

Q.6. Is this engagement expected to be performed onsite or can the work be performed remotely? Also, can we utilize an offshore resource for this engagement?

A. On-site

Q.7. Can we utilize offshore resources for this engagement?

A. On-site

Q.8. What is the anticipated contract start date?

A. As soon as possible after award

Q.9. Do you have any not-to-exceed budget limit per annum that we need to consider?

A. **No**

Q.10. The RFP states that there is a Pricing Exhibit A with the Solicitation., However, we couldn't see that. Can you please provide a copy of that?

A. **Vendor should complete the Pricing Section in wvOASIS by entering an hourly rate unit price and total annual rate at 2080 hours. Then complete the same for each of the optional years. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in the Vendor's bid being disqualified.**

Q.11. What is the Period of Performance of this contract? Is it 4 years?

A. **4 years**

Q.12. Is this a re-compete RFP? If yes, Could you please share the name of Current Suppliers (who are currently providing services to Agency)?

A. **This one is totally in-house right now**

Q.13. Could you please share current Suppliers pricing and Proposals?

A. **No current supplier**

Q.14. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

A. **no current contract**

Q.15. How many resources are currently engaged in the current contract?

A. **no current contract**

Q.16. Can you please share the no. of positions served in previous years under this contract?

A. **no current contract**

Q.17. Can you please share the amount of business each vendor did under this contract in previous years?

A. **no current contract**

Q.18. Is there any local preference for this contract?

A. **Local preferred, but if there is a talent shortage in the area, we are open to award an out of state vendor**

Q.19. What will be the estimated annual budget for this project?

A. **The estimated cost is \$300,000.00, approximately \$75,000.00 a year**

Q.20. How many positions we can expect under this contract throughout the given term?

A. **1**

Q.21. Do you intend for this contract to be Firm Fixed Price?

A. **No**

Q.22. Does the **State of West Virginia** want the vendor to be part of the “Central Master Agreement” to be eligible for consideration or a vendor can directly submit a response who is not a part of “Central Master Agreement”?

A. **The Central Master Agreement is what the awarded contract is know as. Anyone can submit a bid response to a publicly advertised solicitation. However, a vendor must be in good standing with the State, registered with the Secretary of State and a registered vendor with the purchasing division prior to award.**

Q.23. Is remote work allowed for this position? If not, what is the place of performance?

A. **No, 900 Pennsylvania Ave, Charleston WV**

Q.24. How many resources can we propose for this position?

A. **1**

Q.25. There is a mention of an exhibit in the RFQ document (as a part of pricing page), but we are unable to find any page under this header. By exhibit, are you referring to the CRFQ form?

A. Vendor should complete the Pricing Section in wvOASIS by entering an hourly rate unit price and total annual rate at 2080 hours. Then complete the same for each of the optional years. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in the Vendor's bid being disqualified.

Q.25. Please disclose the incumbent vendor name(s) if applicable and, if possible, please share their proposal(s).

A. No incumbent

Q.26. If there are incumbents, are they eligible for contract award on this solicitation? If not, or if some are and some are not, what is the reason?

A. there's no incumbent

Q.27. What service challenges are you experiencing with the current contract arrangement?

A. No current contract

Q.28. What was the spend on the previous contract?

A. No previous contract

Q.29. What is the estimated budget for this solicitation?

A. The estimated cost is \$300,000.00, approximately \$75,000.00 a year

Q.30. Is the role for this solicitation required to be available for on-site work or is this role permitted to be remote?

A. on-site

Q.31. If the role for this solicitation is permitted to be remote, are you open to off-shore as well as US based remote work?

A. on-site only

Q.32. If the role for this solicitation will be performed on-site, what are the physical location(s) where work is to be performed?

A. 900 Pennsylvania Ave, Charleston WV

Q.33. Are you seeking local vendors or are you equally open to awarding an out of state vendor?

A. Local preferred, but if there is a talent shortage in the area, yes

Q.34. What is the anticipated contract award date?

A. As soon as possible

Q.35. What is the anticipated contract start date?

A. As soon as possible after award

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CEOI DEP22*05

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.

Changing Technologies, Inc.

Company



Authorized Signature

5/4/22

Date

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

Revised 6/8/2012

TRANSMITTAL LETTER

Joseph E Hager III

Department of Administration
Purchasing Division
2019 Washington St E
Charleston, WV 25305
Joseph.e.hageriii@wv.gov

SUBJECT: Technical Staffing Services – Data Base Administrator

Changing Technologies, Inc. (CTI) is pleased to respond to Technical Staffing Services – Data Base Administrator issued by the State of West Virginia. Our proposal submission includes all the required information and documentation as instructed in the RFP document.

Changing Technologies, Inc. (CTI) is a full-service business support firm headquartered in Washington, DC, founded in 1997 and celebrating our 25th year in business. We specialize in the planning and implementation of alternative practices for supporting the operational needs of public and private sector entities. Whether public or private agency needs short-term or long-term contractual support, CTI is positioned to meet the employer’s needs. CTI tracks market trends and creates arrangements to address the contingency needs of Local, State, and Federal Agencies. Thus, CTI specializes in offering one-stop services, including Human Resources Consulting, Administrative Management Consulting, Records and Program Management, and Staff Augmentation. We provide highly qualified and dedicated personnel, superior performance and cost-effective results, excellence in quality, and positive solutions for your support requirements. CTI has successfully provided consulting services to commercial and government sectors for several years.

CTI has extensive experience working with state and local government agencies and providing services in support of their business objectives. We have partnered with several agencies to provide services for projects similar in scope and complexity to the current solicitation, making us uniquely positioned to perform the services outlined in the Statement of Work.

The following are the details of the executive who is authorized to commit the CTI to the services and requirements as stated in this RFP.

- **Company Name:** Changing Technologies, Inc.
- **POC:** Kenneth Logan, President
- **Company Address:** 3602 13th St NW, Unit B, Washington, DC 20010
- **EIN:** 52-2199733
- **DUNS:** 076149223
- **Office:** (202) 688-3631
- **Cell:** (202) 578-7553
- **Fax:** (202) 688-3632
- **Email:** bids@changing.net
- **Website:** <https://www.changing.net>



TECHNICAL STAFFING SERVICES – DATA BASE ADMINISTRATOR

**STATE OF WEST VIRGINIA DEPARTMENT OF
ADMINISTRATION PURCHASING DIVISION**

SOLICITATION CRFQ-0704-INS2200000004

PROPOSAL

SUBMITTED BY:



KENNETH LOGAN, PRESIDENT/CEO

3602 13th Street NW, Unit B,

Washington, DC 20010-1409

Email: kflogan@changing.net

Phone: (202) 688-3631 Ext 100

Fax: (202) 688-3632

DUE DATE: MAY 5, 2022 | 01:30 PM EST

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EXECUTIVE SUMMARY

Our extensive experience in consulting and staffing includes a wide variety and scope of projects generates a thorough and complete understanding of recruiting strategies and people management required to meet our client's high standards of safety, quality, and "unequaled" customer service to both employees and Client. Our staffing service offerings include contract, contract-to-hire, direct placement, and payrolling services.

Our recruiters and account managers collectively bring over 69 years of specific experience supporting staff augmentation needs within the public sector. Our firm is extremely unique as compared to our industry as a whole and especially when comparing us to global competition, we have exceptional capabilities to service The State of West Virginia. In the following pages of this proposal, we will lay out our plan to enhance staffing experience and give specific evidence to prove our capabilities are uniquely beneficial to your organization. Our proposed solution is geared to improve your experience. If an opportunity is provided, we would be independently providing effective administrative professional support and services. Changing Technologies is capable of completing the requirements mentioned in this RFP hence would not be doing sub-contracting for this requirement. We are committed to being a positive force through the life of The State of West Virginia contract, providing valuable employment. Our firm is passionate about supporting this opportunity and making a commitment to each participant's economic and cultural development. We look forward to the opportunity to expand our business relationship with your organization through this procurement process. We are pleased to have the opportunity to highlight our qualifications and our proposed services that cannot be matched by our competition. We hope to have the opportunity to present our services to your selection team in a forum where we could further expand on our experience and this proposal.

Our team places a high emphasis on the quality management of services delivered to our clients. Our team brings extensive industry best practices and quality management in key areas that include: Capability Maturity Model Integration (CMMI), International Organization for Standardization (ISO), and Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK).

CTI'S EXPERIENCE

Changing Technologies is one of the leading providers of Temporary Staffing services. Changing Technologies has extensive experience working on similar or large-scale Temporary Staffing Services Projects. We acknowledge that we are willing to perform services listed in Scope of Work and enter into a contract with The State of West Virginia. We have extensive experience working with clients in the public and Private Sector for IT, Administrative & Healthcare Staffing Task Order-based projects. Below mentioned is the list of government clients where we have provided various services:

- DC Department of Health Care Finance (DHCF)
- DC Department of Human Services (DHS)
- DC Department of Employment Services (DOES)
- DC Department of Energy and Environment (DOEE)
- DC Homeland Security and Emergency Management Agency (HSEMA)
- DC OCTO - Citywide IT Security Services (CWITS)
- DC OCTO - Network Operations Center (NOC)
- DC OCTO - Application Services
- DC Criminal Justice Coordinating Council (CJCC)
- DC Department of Corrections
- DC Office of the Attorney General
- DC Metropolitan Police Department
- DC Homeland Security & Emergency Management Agency
- U.S. Department of State
- U.S. Department of Housing & Urban Development

- U.S. General Services Administration
- Assistant Chief of Staff (ACS G6), Marine Corps Installations East (MCIEAST)
- Department of Navy - Naval Air Warfare Center Aircraft Division (NAWCAD)
- DC Office of the Chief Technology Officer (OCTO) / DC-Net
- DC Child and Family Services Agency
- DC Department of Health (DOH), Health Regulations and Licensing Administration (HRLA)
- DC Department of Forensic Sciences

RECRUITMENT PROCESS

After a job order is created, Changing Technologies' recruiting team will review the job role to address the current pipeline and any job roles needing unique skillsets. In addition, they will address points of discussion for screening and interviewing, as well as any clarification to be requested from The State of West Virginia. Ultimately, each employee will be vetted by your PgM, Danielle Logan, before submission to The State of West Virginia. To assess the skills of our candidates, testing is performed through *IBM Assess* -- a leading online software for a professional assessment of office skills, accounting, and other capabilities.

If allowed, our PM will set up a call with your specific hiring manager to review not just skill set requirements, but also culture fit. Passing this information along to our recruiters, for the most thorough understanding of your staffing needs, to ensure we get the right fit the first time. Changing Technologies' experienced recruiters will compare candidates' interests, motivators, and education with The State of West Virginia job roles and needs. Our internal screening includes an interview, skills testing, background checks, and reference checks, as well as completing Changing Technologies' customized training and orientation program. Our selection and screening standards are high to ensure that only the most qualified applicants are presented for employment consideration.

To assess the skills of our candidates, testing is performed through *IBM Assess* -- a leading online software for a professional assessment of office skills, accounting, and other capabilities. Each test can be tailored to The State of West Virginia's respective job role. For instance, relevant skills assessments offered through *IBM Assess* include for IT positions include Technical Support, Network Administration, and IT server Installation, among others. Our team will only submit candidates to The State of West Virginia who have demonstrated their capabilities through experience and/or testing. We can also utilize an The State of West Virginia preferred vendor for these types of assessments.

Lastly, Changing Technologies makes a tireless effort to meet and exceed the requirements of our clients and candidates in an ever-changing market. Our applicant tracking system *BambooHR* stores information for our pre-vetted employees. Each employee's resume is retained in their file, along with their skill sets, completed assignments, and availability. Changing Technologies maintains an active pipeline of candidates ready to fill the job roles our client requests. By regularly reviewing and maintaining reports of active, proven employees that are available and ready to begin projects immediately, we keep a strong bench for deployment to clients like The State of West Virginia.

Finding the right candidate: We will work closely with The State of West Virginia to gain an in-depth understanding of your staffing and partnership requirements. Changing Technologies asks questions that allow us to build a functional job profile, including key success milestones and attributes that allow us to match not only skills and experience but also subtle elements such as fit with managerial style, corporate culture, etc. With this knowledge, we develop a thorough candidate profile that forms the basis of our recruitment strategy.

Recruiting Strategy: We will employ a comprehensive, state-specific recruitment strategy that examines the state of your local market(s), allowing us to understand its dynamics, including demographics, labor conditions, unemployment rate, and statistical workforce projections. Based upon labor market conditions and the types of skills the State requires, we identify the highest-yield target groups from which to recruit and determine an appropriate strategy to attract talent from those areas. This includes selecting appropriate sources for talent, isolating the most effective tactics to penetrate these sources, and creating an overall market approach.

Recruiting Mediums: According to a recent CareerBuilder study, a candidate uses an average of 15 resources when searching for a job. Understanding that candidates are savvy and versatile, we have launched several large-scale sourcing initiatives to increase our company’s visibility across a variety of mediums. This provides us the resources we need to effectively market our clients’ jobs, as well as recruit the best technology talent. Our recruiting methods fall into several categories, as outlined in the following.

- ✚ **VIP candidate pool:** This large pool of technology professionals has worked exclusively with Changing Technologies for years, affording us a competitive advantage in filling the state’s requisitions. By placing the same top, reliable, qualified professionals who have worked for us before, we can ensure quality up front and customer satisfaction in the end. It is only after first going to this VIP pool that we will engage other sources to find a match for the state.
- ✚ **Referrals:** Candidate referrals from our talent, our clients, and other divisions that make up our most successful means of sourcing candidates.
- ✚ **Proprietary database:** We leverage a proprietary talent database of more than 2,000,000 qualified technology professionals. Our applicant tracking and customer relationship management systems are structured to allow for the vertical sourcing of talent appealing to our target markets and may be queried based on any number of criteria, including skill set, experience, certifications, and location. This allows for on-demand recruitment tailored to the unique needs of the State (e.g., experience, certifications, etc.).
- ✚ **Job boards:** Our Recruiters have access to numerous external, national, and vertical job boards and use them only to supplement our customized recruitment mediums.

When locating top talent for The State of West Virginia, our advertising approach includes:

- Job postings on our website
- Conducting searches on various job boards, including Monster.com; Career Builder; Indeed; Dice
- Local newspapers (print and online)
- Attending job fairs and networking events
- Utilizing social media for referrals (LinkedIn; Facebook: Twitter)
- Working with top universities (posting job openings, attending job fairs at universities)

Candidate Screening: According to a recent CareerBuilder study, a single bad hire could cost a company over \$50,000. Therefore, we understand the importance of finding the right candidate from the very start. Our reputation is built on our ability to consistently identify and deliver qualified candidates to our clients. When suitable candidates have been identified, they undergo a rigorous screening process. This is a key step in evaluating the candidate’s technical abilities and business acumen, as well as his or her professionalism and interpersonal skills. Changing Technologies will collaborate with The State of West Virginia to create a thorough screening process that meets your requirements. Following, we have outlined aspects of the screening process that will be customized for The State of West Virginia.

Pre-qualification/phone interview: Pre-screening of communication, technical and interpersonal skills, as well as work history. Screening at Changing Technologies initiates with each candidate’s resume evaluation. When a requirement is open our Recruitment Team follows a comprehensive approach to source the best resumes for the positions and evaluate the resumes by following the key elements and snapshot of Resume evaluation is given below.

Candidate Resume Evaluation

Resume organization

- Is the resume presented in professional manners?
- Is the information organized clearly and logically?

Dates of Employments

- Is the resume up to date?

- Is the candidate currently employed?
- What is the length of each job or project held?
- Are there substantial gaps in employment?

Experience

- What is the nature of the overall length of candidates' projects?
- Is there any explanation of previous projects and associated responsibilities?
- Does the candidate have experience in a particular industry, domain, tool and platform (if required any)?
- Does the candidate possess all skills in previous/recent jobs that are requested by the client?
- Is there any considerable career shift to or from the requested job profile?

Education and Certification

- Does the candidate possess the requested education or degree?
- Does the candidate possess the requested certification?
- Does the candidate possess the requested license?

The first step in our interview methodology is short-listing of qualified resumes by Technical Recruiters. At this stage, the Technical Recruiters conduct first-level Technical Screening by posting a Job Description with an extensive questionnaire. Our proprietary questionnaire includes thousands of questions across technologies, skill-set, and domains. Our Technical Recruiter verifies the contents of a resume for authenticity by conducting reference checks and a thorough HR evaluation and pre-screening.

Following this, a Resourcing Manager conducts resume and candidate assessment. Depending on the skill-set and level of experience, the Technical Screening Experts conduct a thorough Technical Interview of the candidate in line with our understanding of a client requirement. Once a candidate is cleared by the Technical Screening Experts, the Resourcing Manager conducts a final round of discussion with the candidate before forwarding his resume to the Account Manager.

The Account Manager then conducts his assessment of the candidate based on the client's requirement - taking into consideration the feedback (which is documented in prescribed formats – at all levels) he receives from the Technical Recruiter, Resourcing Manager, and the Technical Screening Expert. It is only once the Account Manager is completely satisfied with a resume that is presented to the client.

Once a resume is evaluated, our recruitment team will start the resume evaluation process by conducting an initial screening with the candidate. Initial screening is the process of validating the candidate's information by communicating the information provided by the candidate on their resumes.

In-person interview: Secondary screening of technical, communication, and interpersonal skills, along with background, credit, location preferences, job history, education, etc. During our interaction with the candidate, we will ask comprehensive questions so that we place the candidate in the job best suited to his or her background.

- **Technical interview** – Subject Matter Experts rate technical skill proficiency
- **Soft skills interview** – Interpersonal skills, communication skills, location, environment and business sector preferences, and personality profiling
- **Behavioral event interview** – Designed to elicit open-ended responses based on prior employment history

Credential/education verification: Changing Technologies will conduct education and credential verification checks if applicable to the specific position

Skills assessments: Changing Technologies professionally developed, and validated tests not only measure

a candidate's skill proficiency, but also aptitude and motivation. Changing Technologies has well-defined process for skill assessment. Changing Technologies uses the following methods to evaluate the skills of candidates.

- **Document Check:** Candidates' self-submitted documents are analyzed and checked for authenticity.
- **Resume Checks:** After a thorough evaluation by our dedicated experts, only resumes matching 90% or more of the skills required for the position move forward to the account Manager.
- **Telephone Interview:** After the submission of the resume to the account manager our technical expert will conduct a phone interview with the candidate. If the candidate passes the phone interview the candidate's resume will be submitted to the client for consideration.

When a candidate passed through all the above-mentioned criteria, we forward the resume to the Hiring Manager for review and consideration. Once a candidate is approved to move forward in the hiring process and an offer is extended, Changing Technologies will conduct the following upon request:

Authorization Verification: Verify the candidate's legal authorization to work (i.e., I-9, W-4 forms) in the US, through E-Verify

Background Screening: Changing Technologies will work with The State of West Virginia to establish business rules and

customize a background check process that meets your requirements. Changing Technologies has trusted partnerships with companies that have the resources to perform a variety of background checks at a local, county, and state level, including:

- Social Security verification
- Criminal records check
- Motor vehicle report, if applicable
- Civil records check
- Credit reports
- Customized background checks

PRE-EMPLOYMENT CHECKS

Changing Technologies recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and who do not present a risk of serious harm to their coworkers or others. For purposes of furthering these concerns and interests, we reserve the right to investigate an individual's prior employment history, personal references, educational background, license verification, as well as other relevant information. Consistent with legal or contractual requirements, we also reserve the right to obtain and to review an applicant or employee's criminal conviction record, and related information, and to use such information when making employment decisions, but only to the extent permissible under applicable law.

Any inquiries into an applicant's criminal history only will be conducted, if at all, after a conditional offer of employment is made. All background checks will be conducted in strict conformity with the federal Fair Credit Reporting Act (FCRA), state fair credit reporting laws, and state and federal anti-discrimination and privacy laws. Changing Technologies is an equal opportunity employer and will comply with applicable federal, state, and local laws relating to the use of background checks and inquiries regarding criminal history for employment purposes.

Changing Technologies uses third-party background check vendors *Global Investigative Services, Inc.* to conduct our in-depth background checks. Our background check procedure includes local, county, state, and federal records for at least seven years. Turnaround time for background checks can range from same-day to one week—depending on the type of check.

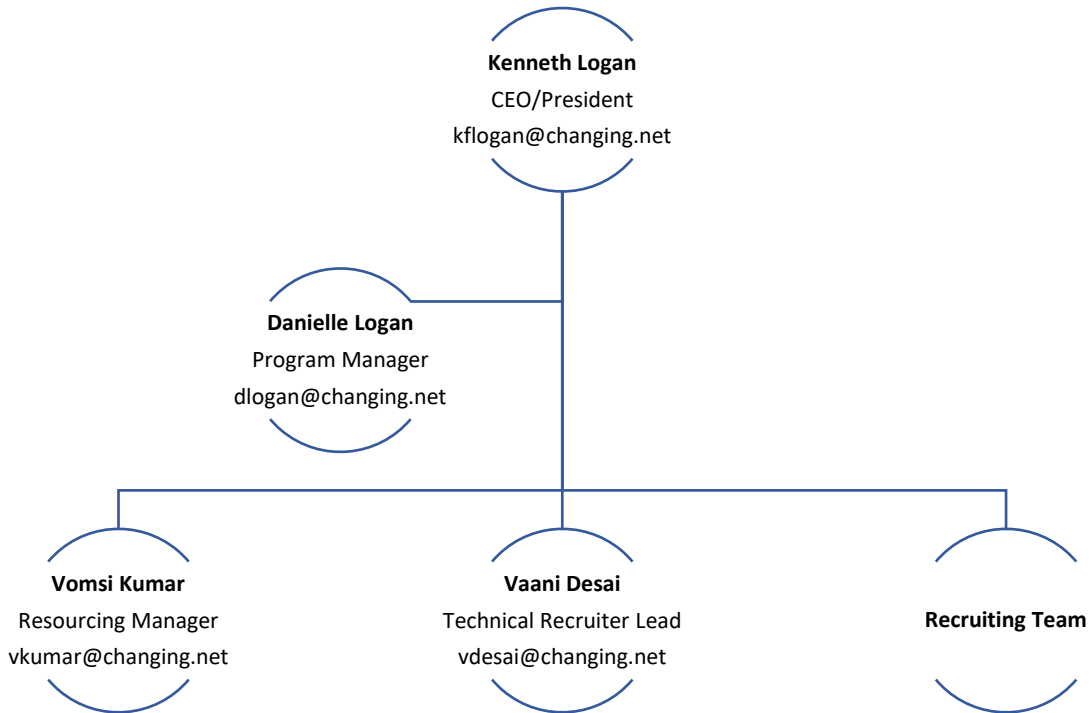
Our Criminal History Screening consists of the following:

- Social Security Trace – Past 7 years populated from credit databases
- Unlimited Real-Time County Criminal Check (Populated from the Social Security Trace)

- National Criminal Multi-Jurisdictional Search

Changing Technologies will meet all Background check requirements as set forth by The State of West Virginia. We place maximum emphasis on ensuring that the resources deployed at its clients are legitimate in all aspects to ensure risk-free service delivery to its clients.

ORGANIZATIONAL CHART



Changing Technologies’ main point of contact will be the Program Manager, Danielle Logan. She will be available 24x7 by email at dlogan@changing.net and by phone at 301-358-2589 for placement needs or issues regarding assigned workers. Our Resourcing Manager, Vomsu Kumar has over 7 years of experience recruiting top talent, and experience managing large contracts. Ready to deliver your temporary staffing services, he will partner with Program Manager (PM), Danielle Logan. Together, they have delivered several contracts to state and local governments.

CANDIDATE #1 – SCOTT WARDEN

Scott Warden

EDUCATION

WEST VIRGINIA UNIVERSITY, Morgantown, WV December 2004
Department of Computer Science & Electrical Engineering
Master of Science in Computer Science
GPA: 3.83

CONCORD UNIVERSITY, Athens, WV May 2002
Bachelor of Science in Computer Science & Mathematics
Minor: Psychology
GPA: 3.93

EXPERIENCE

ManTech International Corporation, Clarksburg, WV (CJIS) May 2012 – Present
Senior Database Specialist and Systems Administrator

As an FBI contractor, responsible for several DB2 and Oracle databases on the LEEP and JusticeConnect projects.

- Administration of many DB2 databases in a clustered environment on Redhat Linux. Tasks include but are not limited to installing new database instances, patch installations, developing and running SQL scripts, monitoring performance, space management, creating/managing Nagios alert scripts and Linux shell scripting for common maintenance tasks.
- Administration of two Oracle 11g databases in a non-clustered environment on Redhat Linux. Tasks include but are not limited to patch installations, developing and running SQL scripts, monitoring performance, space management, creating/managing Nagios alert scripts and Linux shell scripting for common maintenance tasks.
- This position also includes familiarity with using virtual machines and a general knowledge of navigating a Redhat Linux environment, including cron jobs, file management and some system configuration.
- Serving as the only DBA on a large and growing system. Responsible for all maintenance periods, build deployments and on-call 24/7/365.
- Additional Systems Administrator experiences include familiarity with RSA Adaptive Authentication, Tivoli Identity Manager, WebSphere Portal8, IBM Connections, Tivoli Directory Services (LDAP).
- Familiarity with Scaled Agile Framework practices

ManTech International Corporation, Fairmont, WV May 2004 – May 2012
Software Engineer

Participated in the building and maintenance of many websites and other systems, using several types of software and programming platforms.

- Several DoD websites, mainly developed using HTML, ColdFusion (versions 6-8), ASP.NET (versions 1-3), JavaScript and Windows Sharepoint Services.
- Worked as a subcontractor to IBM for two years on a project with NOAA, using ColdFusion as the main development language.
- All projects used a Microsoft SQL Server (2000/2005/2008) or Oracle 10g/11g back-end and included extensive knowledge of database design and some knowledge of PL/SQL.

OTHER EXPERIENCE

- West Virginia University August 2002 – Present
 - Taught CS101 for two years in a traditional classroom setting (2002-2004)
 - Continue to teach CS101 as an online course (2004-Present)
 - CS101 mainly covers the Microsoft Office suite

OTHER SKILLS

- Proficient in Microsoft Word, Excel, Access and PowerPoint
- Experience in several other development languages including NHibernate, SPRING.NET, XML, Flash, C++, Visual Basic, C#, Pascal and Assembly

CERTIFICATIONS

- Adobe Certified Professional, Macromedia ColdFusion MX 7 Advanced Developer

TRAINING

- Microsoft Certified Course in C# Programming August 2004
- Microsoft Certified Course in Advanced Web Development February 2005
- SQL, PL/SQL, Oracle 10g Administration July 2005
- Moving to ColdFusion MX 7 August 2005
- Microsoft Certified Course in Implementing App. Security June 2006
- Advanced ColdFusion MX7 Development July 2006
- Intro to Biometrics. Biometrics Basics & Modalities July 2010
- A4 Vision, Inc. 3D Facial Recognition Software July 2010
- MaxVision Bpac Biometric Portable Acquisition Computer July 2010
- Intro to Biometrics August 2010
- Oracle 11g Administration August 2012
- Oracle Enterprise Manager Overview December 2012
- Oracle RAC Overview January 2013
- IBM Websphere Portal 8 October 2013

CLEARANCE

- Top Secret (TS)

CANDIDATE #2 – JOE FRANCIS

Joe Francis

SKILLS SUMMARY

More than 17 years of experience in system analysis, programming and database administration for State of West Virginia. Experience in major programming languages, database design, operating hardware and software.

EXPERIENCE

Offices of the Insurance Commissioner 12/05-present
Database Administrator Manager

- Responsible for the overall operations and management of all the Oracle databases for the Offices of the Insurance Commissioner. I currently work with databases versions 9i and 10g. I perform database capacity planning; create, administer and maintain all Oracle databases; install and patch server software; upgrade databases; implement disaster recovery strategies; perform database backup/recovery and cloning; perform operating system, application and performance monitoring and tuning; monitor error logs; identify and resolve any database bottlenecks proactively; respond to raised problems quickly. I ensure the operation, stability, and security of all the Oracle database systems. I am responsible for the 24x7 maintenance, security, data integrity, performance, upgrades and backup of all the Oracle databases. I provide assistance to the application teams in the development of new database structures and make recommendations in accordance with database policies and procedures. I create database jobs via Unix shell scripts for nightly exports. I review stored procedures, monitor, design daily export tasks, manage backups, optimizations and replication. I monitor Unix OS for performance problems. I also review and implement database change requests submitted by the development team. I create/modify triggers, packages and procedures using PL/SQL. I create batch processing jobs using SQR. Additionally, I am the Application DBA for the Oracle Applications General Ledger database. I supervise 1 Database administrator. I also monitor/maintain Appworx which is a scheduling software used by the developers for automating batch jobs. I use SQL, PL/SQL, SQR, Toad, Oracle OEM, UNIX, Appworx, Business Objects and Windows XP to complete my daily tasks.

Workers' Compensation Commission (IS&C) 8/02-12/05
Database Administrator

- I was responsible for the operations and management of the Offices of Judges Oracle database systems which included 3 production and 3 development databases. I ensured the operation, stability, and security of the OoJ's database systems. I was responsible for the 24x7 maintenance, security, data integrity, performance and backup of these Oracle databases. I also created the Bratd development database in Oracle 9i for the OoJ's development staff and upgraded the two of the OoJ's production database from Oracle 8.0.6 to 8.1.7. I was also actively involved with splitting the OoJ and WCIS database systems for the split of Workers Comp to the private industry. I was also a backup for the WCIS and EDMS security system. This included adding new users to these systems and updating user security. I also took care of all database change request which included creating new database objects (tables, columns, procedures, etc.). I created UNIX shell scripts that ran nightly exports for this database. I monitored error logs, user activity and resource utilization of production environment. I ran daily and weekly maintenance scripts. I created/modified triggers, packages and procedures using PL/SQL. I created database reports using SQR and SQL. I also served as a backup for the WCIS, EDMS and BOR databases. I used SQL, PL/SQL, SQR, Toad, Oracle OEM, UNIX, Appworx and Windows XP to complete my daily tasks.

Workers' Compensation Commission (BEP) 2/98-8/02
Programmer, Programmer Analyst I, Programmer Analyst II

- I performed computer programming work in the designing and writing of new and/or modifying the existing computer programs to facilitate goals and meet information and automation needs of agency users. I prepared new programs and modified existing programs. I prepared flow charts and reviewed logic. I coded logic flow into appropriate language, conducted test runs, debugged programs from test results and prepare documentation. I

attended meetings with users to discuss service requests, review test results and discuss requirements needed. I handled help desk calls from users. I troubleshot hardware and software problems by identifying the problems and devised solutions. I helped trained new members of the staff. I created and modified forms on our system using Oracle Developer. I used various programming languages (SQL, Visual Basic, Oracle Forms, HTML, SQL and Pro*C) to complete my tasks.

SYSTEMS PROFICIENCY

Hardware

HP-UX Unix, Windows 2003 Server, Windows XP, Windows 7, Linux Red Hat

Programming Languages

SQL, HTML, ASP.NET, .NET, PL/SQL, SQL, Pro*C, Unix Shell, Bash

Software

Microsoft SQL Server 2000, Microsoft SQL Server 2005, Oracle OEM, Toad for Oracle, SQL*Plus, Oracle 8i, Oracle 9i, Oracle 10g, Oracle 11g, Oracle 12c, Oracle Financials, Oracle RMAN, Oracle Forms

EDUCATION

A.A.S., Computer Information Systems

1997

Southern WV Community & Technical College, Williamson, WV

MILITARY EXPERIENCE

UNITED STATES MARINE CORPS

1991-1995

Honorable Discharge

CANDIDATE #3 – HOPE UZOR

Hope Uzor

8 years' experience. A versatile database technologist and administrator with demonstrated flexibility and expertise in database management and analytics across several environments – Oracle, AWS.

Education

- | | |
|-------------|--|
| 2018 - Date | M.Sc.: Cyber Security Studies
American Public University, Charles Town |
| 2005 - 2010 | B.Sc.: Electrical / Electronics Engineering
Institute of Technology, Ilorin, Nigeria |

Certifications

- Oracle Autonomous Database Cloud 2019 Specialist.
- Oracle Cloud Infrastructure Foundations 2020 Associate (Oracle Certified Associate)

Skills

- Database design, data warehousing and data modelling. Oracle Data Guard
- Installation/administration for High availability and Disaster Recovery (DR).
- Monitoring + performance tuning by OEM Console, Toad, SQL Developer, Grid Control
- Oracle ASM (clusters) and RAC configuration and administration.
- Database security using TDE, Data masking, Patching, data redaction.
- Database migration using Data Pump & SQL Loader, Transportable Tablespaces (TTS).
- AWS, MS-SQL, ORACLE heterogeneous environment
- SQL, PL/SQL, UNIX shell scripting.
- ETL and queries for RDBMS
- Installation, configuration and update of Oracle 11g and 12c
- ETL tools: Informatica 9.1, Ab initio 3.1.5.3, IBM data stage 11.5, SQL*Loader.
- Full MS Office suite.

Technical

- UNIX (Solaris 8/9/10), LINUX (Red Hat 7.3). MS Windows Servers (2008/2012/2014).
- Database migration using Exp/Imp/Datapump, and SQL Loader
- Monitoring and performance Tuning using OEM Console, Toad, SQL Developer, Grid control, TKProd, Explain plan, Stats pack/AWR, ADRCL,ADDM, DRA, DBMS monitor
- SQL, PL/SQL, UNIX Shell Scripting
- MS SQL Server Management Studio
- Oracle Data Guard Installation
- Oracle Golden Gate (Data Replication)

Work History

- | | |
|---|-----------------------------|
| Technical Data Analyst/Oracle Database Administrator
<i>Procter & Gamble, West Virginia</i> | April 2019 - Current |
|---|-----------------------------|
- Supports multiple databases - Oracle 11g/12c on Linux. Administers DB user accounts.
 - Maintains DBs - disaster recovery, performance, Index maintenance & monitoring.
 - Installed and administered Physical Standby databases to achieve high availability and disaster recovery solutions (DATAGUARD).. Single and multiple Instances.
 - Executes DB security policy and Installation, using passwords, privileges + user profiles
 - Installed and configured software for Oracle 10g, 11g, 12c on both Windows and UNIX.
 - Performed DB migration from 11g to 12c with Oracle Datapump.
 - Applied Oracle's quarterly Critical Patch Update (CPU/PSU application) using Opatch utility to install, test, and deploy patches to all database Instances.
 - Creates scripts for data capture and anomalies monitoring, with required system checks
 - Provides support on the Inspection Report Database.
 - Used statistical techniques for hypothesis testing to validate data and Interpretations.
 - STIGs Implementation and POAM development. Constructed database security policy using passwords, privileges, user profiles, Transparent Data Encryption to encrypt table and Tablespaces; Implemented auditing policies as well as data redaction & masking.
 - Used advanced Microsoft excel to create pivot table and pivot reporting, as well as VLOOKUP function.
 - Installed 12c OEM Cloud Control for monitoring; periodically reorganized and resized database objects, created table Partitions, Materialized Views, and Indexes, yielding a 25% performance boost.

- Run and Interpret output from Automated Database Diagnostics Monitor (ADDM) & Automatic Workload Repository (AWR) reports
- Optimized data collection procedures and generated reports on a weekly, monthly and quarterly basis.

Oracle Database Administrator

Jan 2017 – April 2019

Delta Hotel, Hunt Valley MD

- Database Design - Entity Relation Diagrams (ERD) using Oracle SQL Developer
- Monitoring and troubleshooting database performance using OEM, AWR, ADDM, ASH, Explain plan and TOAD.
- Analyzed complex SQL queries, and provided data analysis and interpretation.
- Apply quarterly security patches to all databases.
- Cloned databases using RMAN.
- Implement security policy enhancement through roles, profiles, privileges and password policies as per business requirements
- UNIX shell scripting for data validation
- Created logical backups of Oracle databases using Data Pump utility.
- Partnered with external consultant for GOLDEN GATE installation.
- Worked with EXADATA machines for high performance and availability
- Used CRON service for scheduled tasks such as backups
- Perform extensive testing to ensure that the database systems and access programs meet the end user's requirements.
- Ensured that data is intact, correct, and accessible after a server migration or backup.

Database/Hardware Tech Support

April 2012 – Jan 2017

HP/DELL Licensed Support – Ensure Limited

- Monitored nightly jobs scheduled on Active Batch. Checked the ops views and job queues.
- Deployed Database security policy and installation.
- Installed Oracle 12c in Linux OS and migrate databases from 11gR2 to 12c
- Implemented database auditing policies as well as data redaction. "triple A" (AAA)
- PL/SQL application design with intermediate proficiency
- Resolving issues without excessive downtime or data loss.
- Troubleshooting and bug fixing on databases and applications
- Installed/configured Oracle 11g standalone + RAC databases in Linux & Windows.
- Migration and upgrade from Oracle 10g to 11g
- Followed SDLC for designing, analysis, development and implementation.

Other

- Immediate Availability.
- Relocation: Yes
- No Visa Sponsorship Required.
- References Upon Request