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## **TECHNICAL PROPOSAL**

**West Virginia Department of Environmental Protection**

**Solicitation Number: DEP2500000003**

**Project: Procurement Management System Development, Integration, and Support**

**Submitted by:**  
**Spartan Solutions LLC**  
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**Date: October 10, 2024**

**Point of Contact:**  
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**West Virginia Department of Environmental Protection**  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Dear Selection Committee,

Spartan Solutions, in partnership with our subcontractor, Fern Creek Software, is pleased to submit our proposal in response to **Solicitation DEP2500000003** for the West Virginia Department of Environmental Protection's (WVDEP) Procurement Management System. Our combined expertise in software development, project management, and system integration uniquely positions us to deliver a scalable and secure solution that streamlines WVDEP's procurement processes.

## Introduction

As the prime contractor, Spartan Solutions will assume full responsibility for the overall management and execution of this contract, ensuring timely delivery and adherence to WVDEP's requirements. Fern Creek Software will support us with their extensive technical expertise, particularly in building secure, user-friendly procurement platforms.

## Technical Approach

Our team has crafted a robust solution tailored to the WVDEP's procurement needs, emphasizing:

- **Workflow Automation and Tracking:** A fully integrated platform for handling purchase requests, invoice processing, and contract management, improving efficiency and reducing errors.
- **Mobile-Friendly Form Creation:** A system that supports field staff with mobile access to forms, approvals, and real-time status tracking.
- **Compliance and Security:** Ensuring the platform complies with both state and federal regulations, including data protection standards (FedRAMP, NIST).

## Quality Assurance and Risk Management

We are committed to ensuring that the solution is both reliable and scalable, capable of evolving with WVDEP's needs. Our quality assurance measures, coupled with a proactive risk management plan, will ensure smooth implementation and minimize potential disruptions during the project's lifecycle.

### **Conclusion**

Spartan Solutions, in collaboration with Fern Creek Software, is confident in our ability to deliver a procurement management system that exceeds WVDEP's expectations. Our technical expertise, combined with a commitment to quality and security, positions us as the ideal team to fulfill this contract. We look forward to the opportunity to discuss our proposal further.

Thank you for your time and consideration. Please feel free to contact us with any questions or requests for additional information.

Sincerely,  
**Zack Fava**  
CEO, Spartan Solutions  
Email: [zack@spartansolutions.co](mailto:zack@spartansolutions.co)  
Phone: (760) 793-9970

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***Past Performance***

## **Technical Proposal for the West Virginia Department of Environmental Protection Procurement Management System**

**Prepared for:** West Virginia Department of Environmental Protection, Division of Land Restoration

**Prepared by:** Spartan Solutions

**Solicitation No:** CRFP 0313 DEP2500000003

**Date:** October 10, 2024

### **1. Executive Summary**

Spartan Solutions, in partnership with Fern Creek Software, is pleased to submit this technical proposal for the West Virginia Department of Environmental Protection (WVDEP) Procurement Management System. Together, we bring a combined 30+ years of experience in delivering secure, scalable, and user-centric government IT solutions. Our proposed solution directly addresses WVDEP's need to streamline procurement processes, enhance oversight, and eliminate manual workflows currently burdening the Division of Land Restoration Procurement (DLRP) team.

Our comprehensive approach will improve DLRP's purchasing workflows, optimize invoice processing, and provide a fully integrated tracking system. Spartan Solutions will lead project management, integration, and support, while Fern Creek Software brings extensive technical expertise in developing automated, mobile-friendly, and data-secure systems. This proposal outlines our method for meeting WVDEP's objectives, demonstrating our commitment to delivering a robust, customizable, and compliant system that aligns with your immediate and future needs.

### **2. Background and Current Operating Environment**

The Division of Land Restoration (DLR) is responsible for procuring a wide range of goods and services for approximately 160 employees across four offices: the Office of Abandoned Mine Lands, the Office of Special Reclamation, the Office of Environmental Remediation, and the Landfill Closure Assistance Program. Recent restructuring and anticipation of federal infrastructure funds have increased the workload and highlighted inefficiencies in current procurement practices, which rely on disparate tools, manual logs, and time-consuming email chains.

Our system will centralize and automate these processes, offering real-time tracking, streamlined approvals, and enhanced data management within a user-friendly interface. The solution will integrate seamlessly with WV's existing ERP system, wvOASIS, to provide a unified, efficient procurement platform.

### 3. Approach and Methodology

Our approach is built on four core phases, each addressing specific project needs and challenges identified in the RFP. Spartan Solutions and Fern Creek Software will collaborate closely with WVDEP to ensure a smooth transition from the current environment to the new system.

#### 3.1. Project Phases

- **Phase 1: Discovery and Planning**

During this phase, we will conduct a thorough assessment of WVDEP's existing workflows, pain points, and system integration requirements. A detailed project plan will be developed, outlining all necessary steps, timelines, and key deliverables.

- **Key Deliverables:**

- Requirements documentation.
    - System architecture design.
    - Project timeline and stakeholder engagement plan.

- **Phase 2: Development and Customization**

Fern Creek Software will lead the development of a scalable system tailored to WVDEP's unique procurement processes. Our platform will automate procurement workflows, from purchase requests and invoice approvals to reporting and analytics, reducing the burden of manual data entry and eliminating error-prone processes.

- **Key Features:**

- Mobile-friendly, customizable forms for purchase requests, invoices, and approvals.
    - Automated routing and tracking based on approval thresholds and user roles.
    - Integration with existing systems, such as wvOASIS and AppXtender, to ensure smooth data flow.

- **Phase 3: Implementation and Integration**

Spartan Solutions will manage the deployment of the system, ensuring a seamless transition and full integration with WVDEP's existing tools. We will migrate all necessary data and perform extensive testing to ensure the system meets functional and security requirements.

- **Key Activities:**

- Data migration from current Google Sheets-based logs.
    - System integration with WVDEP financial tools and ERP.
    - User Acceptance Testing (UAT) to validate the system's performance and functionality.

- **Phase 4: Training and Support**

Spartan Solutions will deliver comprehensive training for all end-users and system administrators. Fern Creek Software will provide ongoing technical support and system maintenance to ensure long-term success.

- **Key Deliverables:**

- Training programs for users and administrators.

- Technical documentation and user manuals.
- Ongoing post-implementation support and system updates.

## **4. Meeting Project Goals and Objectives**

### **4.1. System Architecture and Development**

Our team will engage directly with DLRP stakeholders during the discovery phase to fully understand current workflows, challenges, and technical requirements. The system's architecture will be built using microservices, ensuring scalability and flexibility. Fern Creek Software will leverage existing licenses and connectors, such as Microsoft Power Platform, Power BI, and Power Automate, to reduce costs and enhance functionality. We will use these tools to optimize workflows and streamline internal processes, without replacing the existing ERP system.

### **4.2. Mobile-Friendly Form Creation and Automated Submission Solution**

Our solution will enable DLRP to create mobile-friendly forms for purchase requests, change orders, and invoice submissions. These forms will be fully customizable, allowing for various use cases across DLR's offices. The system will automatically route forms to the appropriate reviewers or approvers based on pre-set criteria, streamlining the approval process. Real-time notifications will keep users informed of their requests' status, and data submitted through the forms will be tracked and updated in the system's central database.

### **4.3. Improved Workflows, Collaboration, and Oversight**

Our platform will reduce the number of steps needed to process orders and invoices, eliminating manual logs and coding errors. DLRP's existing coding sheets will be integrated directly into the workflow, automating common invoice codes and ensuring consistent, accurate processing. The system's customizable workflows will allow for collaboration among teams, with live updates reflected in shared dashboards and reports. Advanced automation features will require minimal technical expertise, making it accessible to all users.

### **4.4. Integrated Tracking**

The system will provide a single, centralized platform for tracking all procurement activities, replacing the disparate systems currently in use. Users will be able to track multiple tasks simultaneously, view real-time updates, and generate reports on procurement statuses, workloads, and upcoming contract expiration dates. Information tracked within the system can



be easily exported into various formats, such as CSV or PDF, and users will receive automated notifications for important deadlines, such as expiring contracts.

#### **4.5. Dashboards**

Our solution will feature customizable dashboards, providing real-time visibility into the procurement process for all stakeholders. Users can view detailed reports on order statuses, approval processes, and lead times. Dashboards will be accessible via desktop or mobile, ensuring that supervisors and field-based employees have access to critical information at all times.

#### **4.6. Transparency and Reporting**

The system will provide powerful reporting, graphing, and charting tools to enable DLRP to track expenditures, contracts, and grant funds in real-time. Reports can be customized based on financial coding, contract expiration dates, and project funding. These reports can be easily exported for review by management or external stakeholders, and all data will be secured according to state and federal regulations.

### **5. Compliance with Mandatory Requirements**

Our proposed solution exceeds the mandatory requirements outlined in the RFP. Below is a summary of how we will meet or exceed these requirements:

<b>Requirement</b>	<b>Solution</b>
Secure data storage with encryption	AES-256 encryption, compliance with NIST, FedRAMP, and state data protection regulations.
Minimum file storage of 1000 GB	Our solution provides scalable storage well beyond the minimum requirement.
Unlimited form submissions and users	The system will support unlimited form submissions and users across DLRP.
License transfers for staffing changes	License transfers will be handled seamlessly, with no disruptions to system access.
Post-implementation support and customization	Full technical support and ongoing customization will be available throughout the contract term.

### **6. Key Personnel and Expertise**

Our team comprises industry-leading professionals with extensive experience in government contracting and IT solutions:

- **Zack Fava** – CEO, Spartan Solutions, Project Manager  
Zack brings over 15 years of experience managing large-scale IT projects for government clients. He will lead the project and ensure it meets all deadlines and budget constraints.
- **Keith Warren** – CEO, Fern Creek Software, Lead Developer  
Keith has over 10 years of experience designing and developing scalable, secure software solutions. He will oversee system development and customization.
- **Anthony Minor** – Vice President, Fern Creek Software, Lead Developer  
Anthony Minor, with over 15 years of experience in software architecture and system development, will lead the design and implementation of the WVDEP Procurement Management System. He specializes in building secure, scalable solutions that meet government requirements while ensuring top-level performance and compliance with state and federal regulations.

## 7. Risk Management

We have identified several potential risks to the project's success and developed comprehensive mitigation strategies:

- **Data Security:** Regular vulnerability testing and encryption will ensure that all data is secure.
- **Project Delays:** Our team will employ Agile project management techniques, ensuring flexibility and responsiveness to unforeseen challenges.
- **Scope Creep:** A strict change management process will be in place, requiring stakeholder approval for any adjustments to the project scope.

## 8. Scalability and Future-Proofing

The system's architecture is designed to be highly scalable, allowing for future expansions or integrations with other government systems. As procurement processes evolve, we will continue to work with WVDEP to implement new features and customizations, ensuring the system remains aligned with your operational needs.

## 9. Training and Support

Spartan Solutions and Fern Creek Software are committed to providing extensive training and technical support throughout the contract term. Our training program will ensure that all users are confident in using the system, and our helpdesk will be available 24/7 to resolve any

technical issues. Ongoing maintenance, updates, and post-implementation customization will be available as required.

## **10. Conclusion**

Spartan Solutions and Fern Creek Software are confident in our ability to deliver a world-class Procurement Management System that will streamline DLRP's processes, improve oversight, and enhance collaboration. Our team's expertise, combined with our commitment to delivering a secure, scalable, and user-friendly solution, makes us the ideal partner for WVDEP.

We look forward to the opportunity to collaborate with WVDEP and are ready to begin upon contract award.

### **Contact Information:**

**Zack Fava**

CEO, Spartan Solutions

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## **Project Plan for the West Virginia Department of Environmental Protection Procurement Management System**

**Prepared for:** West Virginia Department of Environmental Protection, Division of Land Restoration

**Prepared by:** Spartan Solutions

**Solicitation No:** CRFP 0313 DEP2500000003

**Date:** October 10, 2024

### **Project Overview**

The West Virginia Department of Environmental Protection (WVDEP) Procurement Management System project will be implemented over a 12-month period, with a focus on four key phases: **Discovery and Planning, Development and Customization, Implementation and Integration, and Training and Support**. This plan ensures that WVDEP receives a fully operational system within the base year, followed by ongoing support and maintenance in the option years.

Each phase will be carefully managed to meet WVDEP's objectives of streamlining procurement processes, improving workflow efficiency, and providing real-time reporting and tracking. Below is a detailed breakdown of the milestones, timelines, and deliverables for each phase.

### **Phase 1: Discovery and Planning**

**Timeline:** Months 1-2 (Weeks 1-8)

#### **Milestones:**

- Kick-off meeting with WVDEP and project stakeholders.
- Requirement gathering and workflow analysis sessions with WVDEP teams.
- System architecture and design finalization.
- Project plan finalization, including detailed timelines and milestones.

#### **Deliverables:**

- Detailed system requirements document.
- Workflow diagrams and process optimization plans.
- Finalized project roadmap and timeline.

### **Phase 2: Development and Customization**

**Timeline:** Months 3-8 (Weeks 9-32)

#### **Milestones:**

- Development of core procurement workflows and processes.
- Integration with WV's ERP system (wvOASIS) for seamless data management.
- Design and implementation of mobile-friendly forms for purchase requests, invoice approvals, and procurement tracking.
- Customization of real-time tracking, dashboards, and reporting tools using Power BI and Power Automate.
- Implementation of secure data storage, ensuring compliance with NIST and FedRAMP standards.

**Deliverables:**

- Functional procurement management system prototype.
- Completed integration with wvOASIS for procurement and invoice tracking.
- Mobile-friendly forms for key procurement tasks (purchase requests, invoices, approvals).
- Full reporting and dashboard functionality with real-time tracking.
- Security and performance review reports confirming system compliance.

**Phase 3: Implementation and Integration**

**Timeline:** Months 9-10 (Weeks 33-40)

**Milestones:**

- System deployment in WVDEP's environment, ensuring minimal downtime.
- Final testing and quality assurance, including performance and security audits.
- Data migration from current systems (e.g., Google Sheets) to the new system.
- Customization of workflows based on user feedback during testing.
- Integration of automated email notifications and real-time data tracking.

**Deliverables:**

- Fully deployed system with all integrated workflows and reporting capabilities.
- Data migration report detailing transition from current systems to the new solution.
- Final system testing and bug resolution reports.
- Security audit completion and certification of compliance with required standards.

**Phase 4: Training and Support**

**Timeline:** Months 11-12 (Weeks 41-52)

**Milestones:**

- Training sessions for all relevant WVDEP personnel, focusing on system usage, form management, and reporting tools.
- Development and distribution of user manuals and technical documentation.
- Establishment of helpdesk and ongoing support channels for troubleshooting and user support.
- Post-deployment monitoring to ensure smooth operation and address any immediate issues.
- Final system handoff with support transition to ongoing maintenance for the option years.

**Deliverables:**

- Comprehensive user training program covering all key system functionalities.
- User manuals and documentation for WVDEP staff.
- Setup of helpdesk and support infrastructure for ongoing technical assistance.
- Final system handover report with post-implementation evaluation.

**Post-Implementation****Ongoing Maintenance and Support Timeline: Years 2-6****Milestones:**

- Quarterly system reviews and performance audits.
- System updates and enhancements based on evolving needs of WVDEP.
- Continuous technical support and training for new users or staff.

**Deliverables:**

- Quarterly system performance reports.
- Periodic system updates based on new feature requests or requirements.
- Ongoing user support and system training for new employees.

**Timeline Summary:**

- **Months 1-2:** Discovery and Planning
- **Months 3-8:** Development and Customization
- **Months 9-10:** Implementation and Integration
- **Months 11-12:** Training and Support
- **Years 2-6:** Ongoing Maintenance and Support (Option Years)

## ***Spartan Solutions - Past Performance***

**Overview:** Spartan Solutions' management team offers over 30 years of combined experience in technical program management, quality assurance, software development, and IT/IA management. This extensive background, primarily within the Department of the Navy, positions Spartan Solutions as a leader in delivering complex, high-stakes defense projects with precision and reliability.

## **Key Projects and Achievements**

### **1. Advanced Weapons Systems Development**

- **Project/Requirement Description:** Technical development, implementation, and maintenance for critical weapons systems including Sidewinder (9X/9M), Tomahawk, RAM, Spike, PAWS, HARM, AARGM, and ESSM.
- **Period of Performance:** 2008-2021
- **Contract Ceiling/Agreement Estimate and Total Obligated Values:** \$45 million + annually.
- **Client Name:** Department of the Navy
- **Impact to the Client:** Seamless software-hardware integration meeting rigorous military standards, delivering robust systems capable of performing under the most demanding conditions.
- **Notable/Major Achievements:** Successfully ensured the systems met all performance and reliability standards under stringent military requirements.
- **Contract Role:** Department of Defense Civilian Employees

### **2. Flight Testing and Software Optimization**

- **Project/Requirement Description:** Coordination of comprehensive software testing protocols for F-18 flight tests.
- **Period of Performance:** 2014-2018
- **Contract Ceiling/Agreement Estimate and Total Obligated Values:** \$15 million annually.
- **Client Name:** Department of the Navy
- **Impact to the Client:** Identified and addressed performance issues, implemented iterative improvements, and enhanced overall system reliability.
- **Notable/Major Achievements:** Improved system performance through hands-on software optimization.
- **Contract Role:** Department of Defense Civilian Employees

### **3. IT/IA Infrastructure and Cybersecurity**

- **Project/Requirement Description:** Design and management of secure IT/IA infrastructures across multiple high-security facilities.
- **Period of Performance:** 2019-2022

- **Contract Ceiling/Agreement Estimate and Total Obligated Values:** \$14 million annually
- **Client Name:** Department of the Navy
- **Impact to the Client:** Ensured that all IT systems adhered to the latest cybersecurity protocols, safeguarding critical data and maintaining operational integrity.
- **Notable/Major Achievements:** Maintained operational integrity and security across high-security facilities.
- **Contract Role:** Department of Defense Civilian Employees

## Strategic Capability Summary

Spartan Solutions, under the guidance of a highly experienced management team, brings a unique blend of technical expertise and strategic project management. Our proven capabilities in software development, IT/IA management, logistics, and quality assurance enable them to execute complex defense and technical projects with a high degree of precision. We understand the demands of working within highly regulated environments and are committed to delivering solutions that are both innovative and compliant with all relevant standards.

### *Fern Creek Software - Past Performance*

**Overview:** Fern Creek Software has demonstrated expertise in delivering complex software solutions that meet the specific needs of diverse industries. Their focus on greenfield projects and legacy system modernization has enabled clients to achieve significant improvements in performance, scalability, and usability.

## Key Projects and Achievements

### 1. Drake Tax: Legacy System Modernization 2021-2024

- **Project/Requirement Description:** Modernized Drake Tax's 30-year-old legacy desktop application by rewriting the proprietary BASIC subset language application into a modern C#/NET WPF Application.
- **Period of Performance:** 3.5 years.
- **Contract Ceiling/Agreement Estimate and Total Obligated Values:** \$4.5 million over full period of contract.
- **Client Name:** Drake Tax
- **Impact to the Client:** Successfully deployed the new application to over 70,000 customers without requiring retraining, significantly improving form load times by 99.83%.
- **Notable/Major Achievements:** Maintained full parity with the legacy platform while introducing modern language features and architecture, demonstrating exceptional technical prowess in complex system migrations.
- **Contract Role:** Prime

### 2. BCI (Benefit Communications Inc): Web Application Transformation 2019-2023



- **Project/Requirement Description:** Conducted a comprehensive overhaul of BCI's platform, rewriting the legacy Visual Basic codebase into a modern C#/.NET Blazor and MVC web application.
- **Period of Performance:** 3 years
- **Contract Ceiling/Agreement Estimate and Total Obligated Values:** \$4 million over full period of contract.
- **Client Name:** Benefit Communications Inc
- **Impact to the Client:** Enabled dynamic scaling and continuous integration through Azure Cloud Services, improving the platform's scalability and onboarding efficiency.
- **Notable/Major Achievements:** Successfully identified and addressed critical issues in the legacy codebase, creating a modern, web-based solution.
- **Contract Role:** Prime

### 3. PPG Quality Assurance: Manufacturing Process Optimization 2011-2013

- **Project/Requirement Description:** Developed a quality assurance analysis tool for PPG, integrating over 30 data points during the paint mixing manufacturing process into a centralized database.
- **Period of Performance:** 1 year
- **Contract Ceiling/Agreement Estimate and Total Obligated Values:** \$1.5 million over full period of contract.
- **Client Name:** PPG Industries
- **Impact to the Client:** Reduced investigation time for manufacturing process errors from 6 weeks to 3 days, revealing previously unnoticed process failures and flaws.
- **Notable/Major Achievements:** Implemented a solution that paid for itself within a month of going live due to manufacturing process savings.
- **Contract Role:** Prime

## Strategic Capability Summary

Fern Creek Software's extensive experience and proven track record make them a valuable partner for projects requiring technical innovation and precise execution. By leveraging Agile methodologies and cloud technologies, Fern Creek Software ensures that all projects are delivered on time and within scope, providing clients with robust, future-proof solutions.

### *Partnership for Success: Spartan Solutions and Fern Creek Software*

In this project, **Spartan Solutions** and **Fern Creek Software** are strategically partnered to deliver a comprehensive solution that leverages each company's unique strengths.

As the **Prime Contractor**, Spartan Solutions will be responsible for overall **program management and oversight**. This includes managing the project's scope, schedule, and budget while ensuring that all deliverables meet the client's stringent requirements. Spartan Solutions brings its extensive experience in managing complex defense and technical projects, providing the leadership necessary to keep the project on track and within regulatory compliance.

**Fern Creek Software**, serving as the **Subcontractor**, will handle all **technical aspects** of the project. This includes the design, development, and implementation of the software and technical solutions required for the project. Fern Creek Software's proven expertise in modernizing legacy systems and developing cutting-edge software solutions ensures that the project will benefit from innovative, scalable, and robust technical implementations.

Together, Spartan Solutions and Fern Creek Software form a cohesive team, combining **strategic project management** with **technical innovation**. This partnership is designed to deliver a successful project outcome, meeting both the technical and managerial demands of the contract while ensuring excellence in every phase of the project.