



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

Header @ 1

List View

General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 1770725

Procurement Type: Central Master Agreement

Vendor ID: VS0000018634

Legal Name: DATA INTEGRATORS INC

Alias/DBA:

Total Bid: \$611,200.00

Response Date: 09/22/2025

Response Time: 14:02

Responded By User ID: mrthornton

First Name: Meghan

Last Name: Williams

Email: mwilliams@dataintegrators.c

Phone: 5407529740

SO Doc Code: CRFQ

SO Dept: 0702

SO Doc ID: TAX2600000001

Published Date: 9/16/25

Close Date: 9/23/25

Close Time: 13:30

Status: Closed

Solicitation Description: Printing and mailing of MV-1 Motor Vehicle Property letters.

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

Proc Folder: 1770725
Solicitation Description: Printing and mailing of MV-1 Motor Vehicle Property letters.
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2025-09-23 13:30	SR 0702 ESR09222500000002124	1

VENDOR
VS0000018634
DATA INTEGRATORS INC

Solicitation Number: CRFQ 0702 TAX2600000001
Total Bid: 611200
Response Date: 2025-09-22
Response Time: 14:02:35
Comments:

FOR INFORMATION CONTACT THE BUYER
David H Pauline
304-558-0067
david.h.pauline@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	Printing of MV-1 Motor Vehicle Property Tax Adjust Credit	0.00000			611200.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments:

Extended Description:

Printing of MV-1 Motor Vehicle Property Tax Adjust Credit



Request for Quote

CRFQ 0702 TAX2600000001

Printing and mailing of MV-1 Motor Vehicle Property Letters

Issuing Agency: Department of Administration Purchasing Division

Issue Date: September 8, 2025

Due Date / Time: September 23, 2025, 1:30 PM

Contact: David H. Pauline, Senior Buyer

Email Address: david.h.pauline@wv.gov

Phone: 304.558.0067

Department of Administration

Purchasing Division

2019 Washington Street East

Charleston, West Virginia 25305-0130

Data Integrators, Inc.

1190 International Parkway, Suite 109

Fredericksburg, VA 22406

Contact: Robert Denton, President

Email: bdenton@dataintegrators.com

Phone: 540.752.9740

Cell: 571.238.7633

Fax: 540.752.9794

Website: www.dataintegrators.com

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Bid Form

	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 Printing

Proc Folder: 1770725 Doc Description: Printing and mailing of MV-1 Motor Vehicle Property letters.		Reason for Modification: Addendum No. 1
Proc Type: Central Master Agreement		
Date Issued	Solicitation Closes	Solicitation No
2025-09-16	2025-09-23 13:30	CRFQ 0702 TAX2600000001
		Version 2

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

VENDOR Vendor Customer Code: VS0000018634 Vendor Name : Data Integrators, Inc. Address : 1190 International Parkway, Suite 109 Street : 1190 International Parkway, Suite 109 City : Fredericksburg State : Virginia Country : United States Zip : 22406 Principal Contact : Robert Denton Vendor Contact Phone: 540-752-9740 Extension:

FOR INFORMATION CONTACT THE BUYER David H Pauline 304-558-0067 david.h.pauline@wv.gov

Vendor Signature X 	FEIN# 54 - 1920613	DATE September 22, 2025
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All offers subject to all terms and conditions contained in this solicitation

Executive Summary

Data Integrators, Inc. has reviewed the contents of this RFQ and accepts all terms and conditions contained therein, with **no exceptions**.

Data Integrators has been in business for 25 years and is located in Fredericksburg, VA. We also maintain a disaster recovery site in Richmond, VA. The company employs twenty-nine professionals and generates approximately \$4.5 million in annual revenue. We are a certified **Veteran-Owned Small Business** and are SWaM certified (SWaM #655826). Our owner, Robert Denton, is a graduate of the **Veterans Institute for Procurement**, a program known for providing best-in-class business strategies and ethics in government contracting. We have also recently completed Virginia's **Scaling for Growth** program.

What sets us apart from our competitors is our specialization in handling sensitive correspondence that requires a high degree of confidentiality and precision. All employees undergo professional background checks, and our **Quality Control** procedures ensure 100% accountability of customer invoices and tax forms, from data submission to final delivery, providing complete transparency.

Our online system, **iControl**, offers customers full visibility from file upload through to USPS delivery. Upon submission, the customer receives confirmation of successful file transfer along with quality control details such as counts, total pages, postage, and billed amounts. A PDF of the invoice or letter is also provided for approval. Once approved, the job enters our production environment, which is accessible through the iControl dashboard. After mailing, the customer receives USPS confirmation and can track each piece until successful delivery.

iControl is available 24/7, with access restricted to the customer's designated representatives. Our experience is supported by state-of-the-art quality systems and document control barcodes, ensuring 100% mailing accuracy, guided by robust information security and operational policies.

Leading our team through implementation will be Nick Barke, a key member of our management team with over 20 years of experience in billing applications. His leadership will ensure a smooth and effective execution aligned with client expectations.

We are requesting a reciprocal preference and have included the necessary information to evaluate and confirm its applicability

Thank you for the opportunity to respond.

Regards,
Data Integrators, Inc.



Bob Denton, President

Experience and References

Reference List

Data Integrators, Inc. has over two decades of experience delivering comprehensive printing and mailing services for a wide variety of invoices and notices, including utility bills, tax statements, assessments, and judicial correspondence.

Reference 1: West Virginia Division of Motor Vehicles

Address: 5707 MacCorkle Avenue, S.E. Charleston, W.V. 25317

Contact: Steve Monroe

Phone: 304-926-3852

Email: Steven.e.monroe@wv.gov

Contract Term: 2019 – 2024

Services: Vehicle Registrations

Volume: Approximately 1.5 Million

Summary:

We print and mail approximately 1.5 million vehicle registrations per year.

Reference 2: Kentucky Department of Revenue (KYTC)

Address: 200 Metro Street, 5th Floor, Frankfort, KY 40622

Contact: Cathy Thompson (Division Director)

Phone: (502) 565-5117

Email: Cathy.Thompson@ky.gov

Contract Term: 2022 – Present

Services: Printing and Mailing of Tax Notices (Boats and Vehicles)

Volume: Approximately 10 million pieces annually

Summary:

We process monthly files ranging from 100,000 to 500,000 postcards, printing and mailing approximately 10 million tax notices annually for boats and vehicles. Turnaround time is typically one to two weeks.

Reference 3: Virginia Department of Taxation

Address: 600 East Main Street, Richmond, VA 23219

Contact: Heath Poole

Phone: (804) 371-0039

Email: health.pool@tax.virginia.gov

Contract Term: 2022 – Present

Services: Printing and Mailing of Tax Notices (1099G and 1099INT)

Volume: Approximately 500,000 pieces annually

Summary:

Data Integrators, Inc. prints and mails personalized 1099G and 1099INT tax notices,

including custom perforation and foreign mail services. Annual volumes range from 450,000 to 500,000 notices.

Reference 4: West Virginia Fire Marshal

Address: 4th Floor North, MacCorkle Ave. SE, Charleston, WV 25314

Contact: Kayla Bess Burns (Administrative Services Manager 1)

Phone: (304) 558-2191 ext. 20745

Email: Kayla.B.Burns@wv.gov

Contract Term: 2023 – Present

Services: Printing and Mailing of License Registrations

Volume: Approximately 30,000 pieces annually

Summary:

Our services for the West Virginia Fire Marshal include variable data printing, custom perforations, inserting, and mailing of approximately 30,000 license registrations annually.

Additional Relevant Experience

Data Integrators, Inc. specializes in seamless integration with client billing systems to enable secure, accurate, and efficient processing of complex print and mail jobs. Our facility features Canon i300 and Kyocera digital inkjet presses, supporting full-color printing and variable formats. We utilize advanced 2D barcode technology for intelligent insertion, ensuring precise accumulation of mixed set sizes into envelopes. Our team also manages USPS documentation, bin labeling, and barcoding to maximize postage savings and ensure compliance with postal regulations.

Qualifications of Employees

Robert Denton - President

Bob has over 40 years of experience in the printing and mailing industry. During the first 20 years of his career, he worked at Bell & Howell, a leading provider of hardware and software solutions for the industry. In that role, he collaborated closely with many of the industry's major government and commercial clients. After leaving Bell & Howell, Bob founded Data Integrators, Inc., recognizing a market need for a service bureau focused on low- to mid-volume customers. The company provides a wide range of services, including programming, data processing, laser printing, mailing, and fulfillment, as well as a full suite of Internet-based tools to support client needs.

Meghan Williams – Customer Service Manager

Meghan has over 10 years of experience in the printing and mailing industry, with a strong background in customer service, project coordination, and print production. She is a detail-oriented and professional customer service representative, recognized for her expertise in artwork layout, color schemes, and design, as well as her exceptional interpersonal, time management, and problem-solving skills.

Throughout her career, Meghan has led customer training, job coordination, proof approvals, estimate preparation, and vendor negotiations. She is proficient in QuickBooks and has managed postage reconciliation and invoicing, working closely with accounting teams to ensure financial accuracy and customer satisfaction.

Among her key accomplishments, Meghan oversees accounts receivable and payable, collaborating with customer service and IT teams to develop an internal billing and accountability program. Additionally, she successfully implemented a postage accounting system to track transactions totaling up to \$750,000, ensuring accurate and reliable financial reporting.

Nicholas Barke – Senior IT Manager

Nick has over 20 years of experience in the printing and mailing industry, with a strong focus on software and RDBMS development, as well as systems engineering. For the past 12 years, he has served as a successful project manager, leading all phases of complex technology initiatives.

His work spans a wide range of organizations, including the IRS, Pension Benefit Guaranty Corporation, Virginia Commonwealth University, American Water, and the City of Hopewell. These projects have involved everything from billing applications and database management to custom programming solutions tailored to client needs.

As a seasoned business consultant, Nick specializes in aligning technology solutions with strategic business goals to drive process improvements, enhance operational efficiency, and support bottom-line growth. He is a strong communicator with the ability to bridge the

gap between technical, business, and financial stakeholders, ensuring alignment and understanding at all levels of a project.

Nick is proficient in both Agile and Waterfall project management methodologies and is well-known for his ability to lead large, cross-functional teams. His projects consistently deliver high-quality results, frequently meeting or exceeding timeline and budget goals while maintaining a strong focus on client satisfaction.

Matt Jones - Programmer

Matt has over 10 years of experience in the printing and mailing industry, having served in a variety of technical and client-facing roles. He began his career as a Digital Printer Operator, managing multiple Xerox production printers—both color and black-and-white. In this role, he developed proficiency with software tools such as Adobe Creative Suite, Anchor Software, and Transformer, and was responsible for adjusting contrast, layout, and color presentation to meet quality standards.

After earning a bachelor's degree in computer science from Old Dominion University (ODU), Matt was promoted to Programmer. In this position, he worked directly with clients on layout design, ensured compliance with postal regulations, and managed a variety of file formats to support complex print and mail projects.

Laura Juarez-Cruz - Production Manager

With 10 years of experience, she serves as Production Manager, overseeing warehouse operations to ensure efficiency, organization, and a smooth workflow. She is responsible for quality assurance, maintaining high production standards, and ensuring products consistently meet company and client expectations.

Quality Assurance Plan

Implementation

Scope and Requirements - Project Requirements Document

We believe that a successful project begins with a clear, collaborative foundation. The Project Requirements Document (PRD) is the blueprint that 34 defines how your project will be executed, ensuring expectations are fully understood and agreed upon before work begins.

Purpose of the PRD

- Capture your specific needs in a clear, detailed, and actionable way.
- Align all parties (customer and vendor) on responsibilities, deliverables, and timelines.
- Minimize misunderstandings during the production and support phases.

Our Approach to PRD Creation

1. Discovery Meeting

- Conduct an initial meeting with key stakeholders.
- Review project goals, deliverable expectations, deadlines, and known constraints.
- Discuss any special requirements (data formats, print specifications, security needs, etc.).

2. Drafting the PRD

- Translate the discovery session into a written document.
- Define technical, operational, and customer service requirements clearly.
- Include sample formats, file specifications, and reporting expectations where applicable.

3. Collaborative Review

- Present the draft PRD to the customer for review.
- Incorporate customer edits, feedback, or clarifications.
- Ensure both technical and operational teams have input.

4. PRD Finalization

- Both parties approve the final version of the PRD.
- The PRD becomes the official operational plan for the project launch.

Key Elements Typically Included in the PRD

- Project Scope and Deliverables

- File Transfer Methods and Formats
- Data Processing Requirements
- Print and Mail Specifications
- Quality Control Measures
- Reporting and Communication Standards
- Security and Compliance Requirements
- Implementation Timeline

Infrastructure and Data Processing

Data Integrators and the customer's IT team will establish the required transmission, storage, and processing requirements for the project. Our joint teams will define requirements for data security, regulatory compliance, and postal preparation prior to production.

Security and Compliance requirements should ensure that:

- Data is protected from unauthorized access, theft, or misuse.
- Data storage and transmission practices comply with relevant regulations and industry standards.
- Only authorized individuals have access to the data, and that access is granted on a need-to-know basis.
- Data is only stored for as long as necessary, and it is properly disposed of once it is no longer needed.

Postal requirements:

- Address data must be processed by USPS-approved software, including NCOA for the highest discounts.
- Location of printed addresses and envelope windows in agreement with USPS requirements.
- Proper unique USPS IM Barcode sequence number and mailer ID assignment
- Mail tracking program enrollment

Project Testing and Acceptance

When the processing requirements have been finalized, and testing materials and/or test data have been provided, any required testing or production samples will be provided in electronic or hard-copy form as required in the contract.

Quality Control

Files are received through a secure transmission (SFTP, SSL), encrypted or unencrypted. Once received, they are verified against an audit file to ensure accuracy, then automatically put into a queue for postal processing and document composition.

Once composed, the files are sent to the printers, and a file is sent to the inserters for matching and verification. Cameras read a control barcode as the mail is manufactured, and this manages quality, consistency, and adherence to commitments.

Quality is monitored and managed throughout the manufacturing process. There are reports in workflow management software - iControl that respond to specific client requirements.

Data Integrators, Inc. uses camera systems and 2D document control barcodes to account for every piece of mail at every level. 100% compliance reporting is available.

Data

Data is audited at each step – input/output counts and other points are verified before going into preprocessing. Items such as page counts, total billed, or number of customers are commonly used. If the audits fail, there is a communication plan for correction.

Imaging

Documents are pulled at prescribed intervals and are verified against a checklist. Checklists can be customized. Typically, they include:

- Print quality – density of image, no streaks or voids
- Alignment for position – bar codes, window, scan lines
- Compliance – ensuring all customer and postal requirements are met

Inserting

Documents are pulled at prescribed intervals and are verified against a checklist. Typical items are:

- Package components,
- Insertion order,
- Postal compliance.

Mail Piece – This applies to ‘intelligent’ mail. In this instance, we have documents with varying numbers of pages in the statement. We verify that there are the right number of pages and that they are properly matched. This is done by a 2D barcode and camera system.

Mailstream – Mailstream integrity is the verification and confirmation that the entire mail run (every single piece) has been accounted for by our camera systems. Any missing or spoiled pieces are automatically regenerated.

Reprints – Automatically generated and included with the mailing as part of the reconciliation process.

Inventory

Upon receipt of inventory, samples are pulled and provided to account management for review. The quantities are entered in our inventory system (iControl), and usage is tracked.

Account management is required to inspect samples. If the documents are numbered and no samples can be taken or voided, then the inspection is completed in the warehouse.

Physical inventories are performed quarterly, or as needed, at no additional cost.

Re-orders are automatically generated by the system as materials reach their minimum quantities. Time is built in to allow for proofing and delivery.

Billing

Invoices are flexible: line-item detail, postage breakout, and job summaries are formatted per customer preference.

Transparency, Notifications, User Interface


Our job tracking system, iControl, allows our customers to view job status, mailing status, and tracking status throughout the entire process. Automated notifications and online proofing tools help move your print communications into production faster, and give you peace of mind by giving you the ability to track progress.

Please see the sample screenshots below:

File receipt/processing email notifications

[illegible]

Dashboard

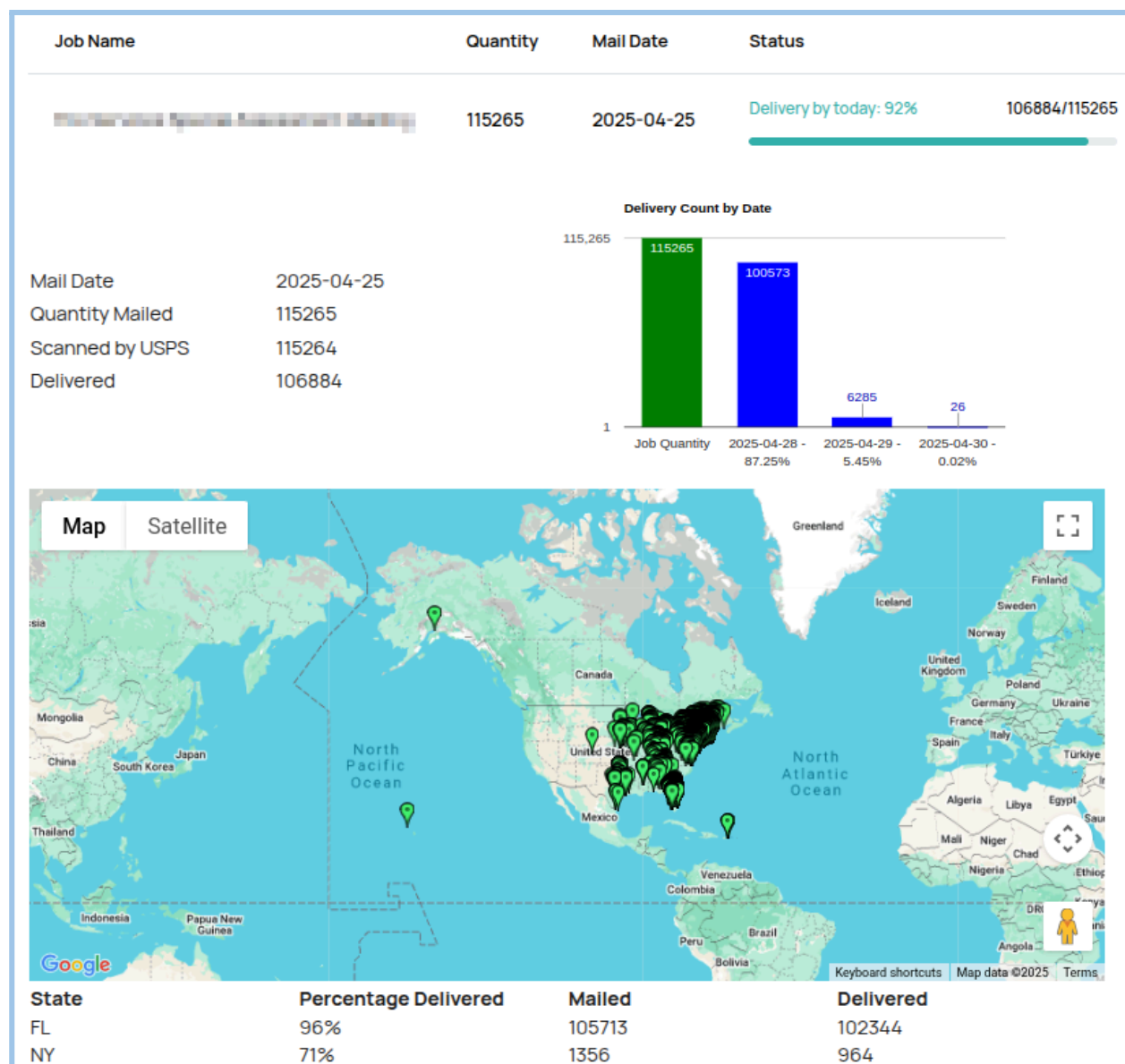
251859		8854	2025-04-29	Printing: 100%	Inserting: 0%
251860		2821	2025-04-29	Printing: 100%	Inserting: 0%
251861		3830	2025-04-29	Printing: 100%	Inserting: 0%
251862		216	2025-04-29	Printing: 100%	Inserting: 0%
251865		78	2025-04-29	Printing: 100%	Inserting: 0%
251866		68	2025-04-29	Printing: 100%	Inserting: 0%
251867		42	2025-04-29	Printing: 100%	Inserting: 0%
251868		408	2025-04-29	Printing: 100%	Inserting: 100%
251869		1055	2025-04-29	Printing: 100%	Inserting: 0%
251872		137	2025-04-29	Printing: 100%	Inserting: 0%
251853		3437	2025-04-30	Printing: 100%	Inserting: 100%
251854		1478	2025-04-30	Printing: 100%	Inserting: 100%
251855		2319	2025-04-30	Printing: 100%	Inserting: 100%
251864		14202	2025-04-30	Printing: 0%	Inserting: 0%
251832		3000	2025-05-01	Printing: 0%	Inserting: 0%

Mail Tracking and Delivery Statistics

USPS Mail Tracking Summary By Mail Stream

Data Integrators, Inc. offers a no-cost mail-tracking solution for your automated jobs. All information is accessible online and retained for the duration of the contract. A summary of the mailing is shown below.

The ability to track mailed invoices offers significant advantages for any company. It ensures that the invoices reach their intended recipients without getting lost in transit, in turn decreasing the likelihood of late payments and any associated fees. Additionally, tracking mailed invoices provides a clear record of when the invoice was sent and received, allowing the company to address any disputes or concerns related to mail delivery. By tracking mailed invoices, companies can improve their billing process efficiency by identifying any potential issues with delivery and taking appropriate measures to resolve them. Overall, the ability to track mailed invoices enhances the reliability and effectiveness of any company's mailing needs.



Mail Tracking

Searchable Mail Tracking By Recipient

All data used to create the mailing summary is searchable. USPS events for individual records can be found by a variety of search criteria.

SEARCH PANEL

Enter information below to search your records for individual mail tracking information.

[Click here to configure your search fields and results.](#)

AccountNumber

PremiseNumber

Recipient Name

Service Address

Mailing Address

MAIL TRACKING RESULTS					
Only the first 50 results are shown. Use the search panel to help filter your results.					
	AccountNumber	PremiseNumber	Recipient Full Name	Service Address	Mailing Address
View Account	0062291	270047789	James Anderson Jr	10100 Jackson Ave	10100 Jackson Ave
View Account	0062317	270047811	James Bailey	10100 Perrywood Rd	10100 Perrywood Rd
View Account	0062334	270047826	James Clarke	10100 Jackson Ave	10100 Jackson Ave
View Account	0062688	270048087	James Davidson	10100 Bridge St	10100 Bridge St
View Account	0063040	270048310	James Thompson	10100 Maple St	10100 Maple St
View Account	0063950	270048879	James Brown	10100 Oakway St	10100 Oakway St
View Account	0064085	270048967	James Garcia Jr	10100 Lincoln Ave	10100 Lincoln Ave
View Account	0064560	270049277	James Lee	10100 Cedar St	10100 Cedar St
View Account	0064580	270049294	James Carlos Clarke Jr	10100 Cedar St	10100 Cedar St
View Account	0065017	270049664	James H. Howard Jr	10100 Maple Ave	10100 Maple Ave
View Account	0065611	270050070	James Robert Howard Jr	10100 Cedar Ave	10100 Cedar Ave
View Account	0068109	270051846	James Peterson Jr	10100 Perrywood Ave	10100 Perrywood Ave
View Account	0068531	270052173	James Peterson	10100 Perrywood Ave	10100 Perrywood Ave
View Account	0068699	270052319	James Hall	10100 Franklin St	10100 Franklin St
View Account	0068741	270052351	James Howard Jr	10100 Washington St	10100 Washington St

All captured USPS events and locations are made available as soon as the information is received from the Postal Service. A detailed view of an individual mail piece is shown below.

SEARCH PANEL

Enter information below to search your records for individual mail tracking information.

[Click here to configure your search fields and results.](#)

AccountNumber

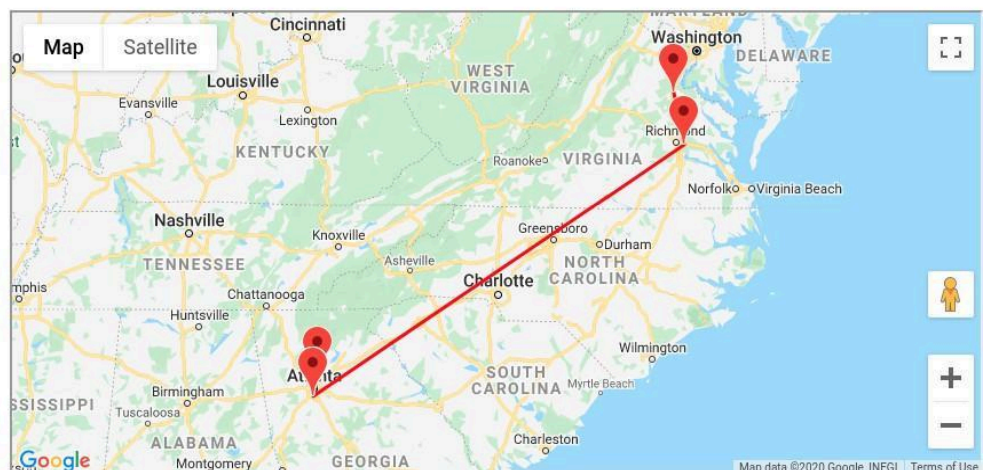
PremiseNumber

Recipient Name

Service Address

Mailing Address

MAIL TRACKING RESULTS						
<--Back to search results.						
AccountNumber	BillDate	TotalDue	MailDate	Service Address	Mailing Address	Delivery Status
0092555	05/21/2020	37.14	2020-05-22	1000 S. LANTANA BLVD, SUITE 200 FREDERICKSBURG, VA 22406	1000 S. LANTANA BLVD, SUITE 200 FREDERICKSBURG, VA 22406	Delivered: 2020-05-26
Zip Code	City, State			Status		Date / Time
22406	FREDERICKSBURG, VA			Release to USPS		2020-05-22 12:55:07
23150	SANDSTON, VA			O/G Primary		2020-05-22 22:14:17
30304	ATLANTA, GA			Managed Mail		2020-05-24 08:50:02
30304	ATLANTA, GA			DPS Sequencing		2020-05-25 01:13:41
30304	ATLANTA, GA			DPS Carrier Sort		2020-05-26 01:11:39
30350	ATLANTA, GA			Logical Delivery Event		2020-05-26 18:47:13



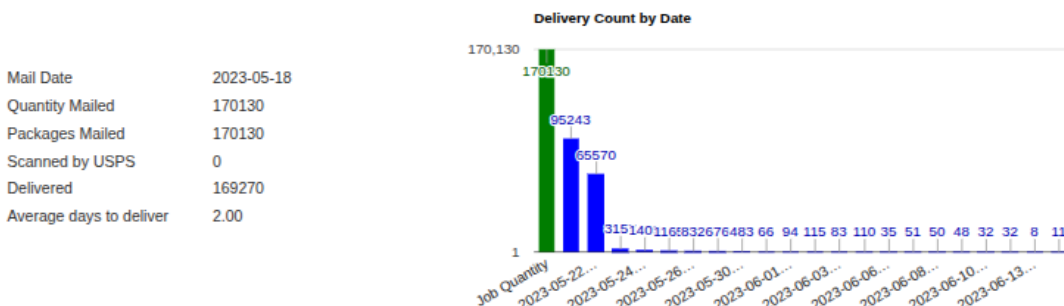
Snapshot Overview: Mail Delivery from Fredericksburg, VA to West Virginia:

This snapshot provides a mail tracking summary for items sent from **Fredericksburg, VA, to West Virginia (WV)**. The report reflects the mailing activity on May 18, 2023, with a total of 170,130 pieces mailed. Out of this volume, **163,472 pieces were specifically mailed to WV, with an impressive 99.89% delivery rate (163,293 pieces delivered)**.

The data highlights delivery efficiency across multiple West Virginia ZIP Codes, with nearly all ZIPs showing 100% successful delivery. For example, ZIP codes 26554, 26003, and 26508 achieved 100% delivery, while ZIP code 26101 reached 99.96%.

The **average delivery time was 2.0 days**, demonstrating consistent timeliness in reaching recipients. The map further illustrates the widespread coverage, showing **successful delivery throughout WV**.

MAIL TRACKING SUMMARY				
Job Number	Job Name	Quantity	Mail Date	Status
231299	LGNP.SMR.WVM0000.MVRN.INPUT01_20230512.txt-output.txt	170130	2023-05-18	Delivered: 99.5%



State	Percentage Delivered	Mailed	Delivered
WV	99.89%	163472	163293

Zip Code Information for WV			
Zip Code	Percentage Delivered	Mailed	Delivered
26554	100.00%	3329	3329
26003	100.00%	2916	2916
26508	100.00%	2842	2842
26301	100.00%	2364	2364
26101	99.96%	2232	2231
25801	100.00%	2102	2102

Technology Solutions

Data Transmission Requirements

Data Policies and Security

Our preferred transmission method is SFTP. We also support FTPs, site-to-site VPN connections, and encrypted web interfaces.

Once files are received, they are moved to a secure production server. Processing is done on redundant servers to ensure 100% availability.

We can handle any data formats, including: SDF, ASCII, EBCDIC, XML, CSV, TXT, and formatted files such as PDF, AFP, AFP/IPDS, Postscript, and files from most graphics programs.

All systems follow 'Least Access' principles and are secured by physical and logical protections.
and undergo quarterly internal audits. SOC2 Type 2 compliant.

We have detailed policies that are available for review, but not published. At the core is a philosophy of 'least access' and a classification process that drives who can have access. The office is secured, as are the production areas, the programming area, and the server room. Each has cypher locks and CCTV records all activities.

- Individual workstations automatically lock after inactivity, and we have a 'clean desk' policy for documents.
- Shredding is done on-site. Contractors are not given access to client data.
- All associates are required to pass background checks and are trained in security policies.
- In addition to a robust security policy, Data Integrators has gone through security audits and has completed a SOC II Type 2 audit.

Physical Security – Data Center

The data centers are located in locked and secured server rooms within the programming area, which is also secured.

The data is maintained on secure production servers, and this is only accessible to approved associates.

Spoiled materials are collected in locked and secure containers until shredded on-site.

Multi-level access control (3 checkpoints), reinforced server rooms, CCTV, and restricted access to production servers.

Data Security Breaches

Information is classified based on our INFOSEC matrix:

	Public	Internal Use	Confidential	Restricted
Sensitivity Level	Open - Unclassified	Low - Medium	Moderate - High	High-Critical

Any item classified as Confidential or Restricted is retained in a secure area of the servers. If there is any intrusion attempt, our software is set to restrict access and notify the network manager. If this happens, there is a protocol to follow that has the President of our company responsible for direct contact with any clients who have material or information in that area. The process has a secondary process that requires IT to identify the issue and provide a solution or mitigation of the risk in writing within 24 hours.

Equipment/Software Capabilities

Capabilities – Composition, Postal Hygiene, and Presort

Data Integrators, Inc. provides a fully integrated document processing environment designed for high-volume transactional mail. Our capabilities span the entire lifecycle of composition, postal optimization, and presort preparation.

Document Composition

- We accept a wide range of file formats and perform advanced data transformation and print file manipulation.
- Variable data printing and message personalization are supported across all job types.
- Documents are composed with precision to meet formatting, print, and postal standards, including dynamic page counts and conditional inserts.

Postal Hygiene and Optimization

- We process all files through rigorous postal cleansing, including address validation, ZIP+4 encoding, and NCOA (National Change of Address) compliance.
- Our workflows are designed to secure maximum postal discounts through automation and presort optimization.
- Intelligent mail tracking is embedded into the process, allowing real-time visibility into mailpiece progress and delivery performance.

Presort and Mail Preparation

- We support First-Class and Standard Mail workflows, including mixed-weight and multi-piece mailings.
- Our presort processes include manifesting, selective inserting logic, and sortation based on USPS standards.
- Postage reporting, tray labeling, and barcoding are integrated seamlessly to support compliance and auditability.

Equipment List

Imaging Capabilities

Description	Quantity	Fredericksburg	Ashland
Canon i300, with variable perforating	1	X	
TASKalfa Pro 15000c	3	X	X
Xerox Color Laser	2	X	

Canon Color Laser	1		X
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Inserting Capabilities

Description	Quantity	Selective	Intelligent	2D Barcode
Bell and Howell AIMS 4000	4	X	X	X
Bell & Howell Master Mailers - 9x12	3	X	X	X
Mailstar Inserters	8			X

Designated Contact, Certification, and Signature

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.

(Printed Name and Title) Robert Denton, President

(Address) 1190 International Parkway, Suite 109, Fredericksburg, Virginia 22406

(Phone Number) / (Fax Number) P: 540-752-9740 F: 540-752-9794

(email address) bdenton@dataintegrators.com

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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; 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; 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.

Data Integrators, Inc.

(Company) 

(Signature of Authorized Representative)

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

Robert Denton, President

(Phone Number) (Fax Number)

P: 540-752-9740 F: 540-752-9794

(Email Address) bdenton@dataintegrators.com

Revised 8/24/2023

Miscellaneous

REQUEST FOR QUOTATION – CRFQ TAX26*01 Printing and Distribution of MV-1 Motor Vehicle Property Tax Adjustment Credit schedule

8. MISCELLANEOUS:

- 8.1 **No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 **Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 **Reports:** Vendor shall provide a summary report to the Agency showing the supplies purchased, quantities of supplies purchased, and total dollar value of the supplies purchased. Vendor shall also provide the number of letters mailed, and the total cost of postage associated with mailing those letters. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 **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: Robert Denton
Telephone Number: 540-752-9740
Fax Number: 540-752-9794
Email Address: bdenton@dataintegrators.com

Exhibit “A” Pricing Page

Exhibit "A" Pricing Page

Requirments	Estimated Amount	Price Per Unit	Total
Printing of MV-1 Motor Vehicle Property Tax Adjustment Credit Schedule	800,000	.06	\$48,000
Printed Envelopes for the MV-1		.03	\$24,000
Bulk Mailing of MV-1		.03	\$24,000
Postage		.644 *5 digit presort*	\$515,200

Copy of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT	
LEWIS INSURANCE ASSOCIATE		NAME: Anya Gnoffo	
PO BOX 1510		PHONE (A/C, No, Ext): (540) 659-2121	FAX (A/C, No):
		E-MAIL ADDRESS: clia@lewisins.com	
STAFFORD VA 22555		INSURER(S) AFFORDING COVERAGE	
		INSURER A : ERIE INSURANCE COMPANY	
		INSURER B : ERIE INSURANCE EXCHANGE	
		INSURER C : PHILADELPHIA INSURANCE	
		INSURER D :	
		INSURER E :	
		INSURER F :	
INSURED		NAIC #	
DATA INTEGRATORS INC and PRINTING & MAILING INC		26263	
1190 INTERNATIONAL PKWY STE 109		26271	
FREDERICKSBURG VA 22406-1210			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Q61-0535428	04/22/2025	04/22/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			Q09-0430907	09/04/2024	09/04/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Q28-2270595	04/22/2025	04/22/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Q86-1100792	02/11/2025	02/11/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	CYBER LIABILITY			PHSD1795785	06/14/2024	06/14/2025	AGGREGATE \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
For Information Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Anya Gnoffo

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State of West Virginia Vendor Preference Certificate

WV-10
Approved / Revised
06/08/18

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; or,
- ☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
- ☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. **Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. **Application is made for 2.5% vendor preference for the reason checked:**

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

4. **Application is made for 5% vendor preference for the reason checked:**

- ☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- ☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- ☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**

- ☒ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

8. **Application is made for reciprocal preference.**

- ☐ Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Data Integrators, Inc

Signed: 

Date: September 17, 2025

Title: President

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

SWaM Decision Letter

5/9/25, 11:17 AM

Data Integrators, Inc. Mail - Application Decision Letter - Certification #: 655826 SWaM Certification



Robert Denton <bdenton@dataintegrators.com>

Application Decision Letter - Certification #: 655826 SWaM Certification

1 message

Virginia Department of Small Business and Supplier Diversity <noreply@sbsd.virginia.gov>

Fri, May 24, 2024 at 6:01 PM

To: bdenton@dataintegrators.com

Cc: karsten.glover@sbsd.virginia.gov



Company Name: Data Integrators, Inc
Certification Number: 655826
Small Certification Start Date: May 24, 2024
Micro Certification Start Date: May 24, 2024
Minority Owned Certification Start Date: May 24, 2024
Service-Disabled Veteran-Owned Certification Start Date: May 24, 2024
SWaM Certification Expiration Date: May 24, 2029

Dear Applicant,

We are pleased to inform you that your request for certification has been approved. Your company has been approved for the following designations:

Small, Micro, Minority Owned, Service-Disabled Veteran-Owned

Your SWaM certification is valid for a term of five years from the date of your approval; re-certification is required at the end of that term.

You may log into your account to download a copy of your company's SWaM certificate as well as the SWaM-certified logo to use on marketing materials.

You will see your company listed as a certified vendor in our directory at <https://www.sbsd.virginia.gov/directory/>

It is very important that you keep your contact information up to date. Submit your changes electronically by logging into your account and updating the necessary information.

To do business with the Commonwealth of Virginia, you need to register your company with the eVA system, the state's online procurement system at <https://eva.virginia.gov>. All state solicitations are conducted on this site.

To check Procurement and Business Opportunities with state agencies, local governments, and others, please visit: <https://mvendor.cgieva.com/Vendor/public/AllOpportunities>

If you need assistance to operate your business, please visit this site: <https://bos.sbsd.virginia.gov/>

Sincerely,

Virginia Department of Small Business and Supplier Diversity
Certification Team

101 N. 14th Street, 11th Floor, Richmond, VA 23219 . Phone: 804-786-6585 . Fax: 804-786-9736

<https://mail.google.com/mail/u/0/?ik=44234c274f&view=pt&search=all&permthid=thread-f:1799973093595888375%7Cmsg-f:1799973093595888375&...>

1/1

VA SWaM Transfer To WV



COMMONWEALTH of VIRGINIA

Department of Small Business and Supplier Diversity

POLICY FOR PROCESSING

Certification Applications from Non-Virginia Based Businesses
Effective September 1, 2008
Revised June 26, 2023

PURPOSE

The Code of Virginia § 2.2-1606 (8) requires that the Director of the Agency adopt regulations to implement certification programs for Small, Women- and Minority-owned businesses (also known as "SWaM" businesses), which are found in Title 7, Agency 13, Chapter 20 of the Virginia Administrative Code (7 VAC 13-20 et seq.). The regulations establish the minimum requirements for the certification of small, women- and minority-owned businesses pursuant to Chapter 16 (§ 2.2-1600 et seq.) of Title 2.2 of the Code of Virginia and to provide a process for evaluating local, state, private sector, and federal certification programs that meet those requirements.

This communiqué provides an overview of the recent changes to the Regulations to Govern the Certification of Small, Women- and Minority-owned Businesses, and the policy for processing certification applications from non-Virginia based businesses and applications from businesses from states which do not offer reciprocating certification programs. N.B.: The certifying agency for the Commonwealth of Virginia's SWaM Program is the Virginia Department of Small Business and Supplier Diversity (also known as the "SBSD").

One of the statutory requirements for the SWaM Program is that the certifying agency shall "deny certification to vendors from states that deny like certifications to Virginia-based small, women- or minority-owned businesses or that provide a preference for small, women- or minority-owned businesses based in that state that is not available to Virginia-based businesses." The Director issued the regulations for Virginia's certification programs, which became effective on September 1, 2008. Subsequent revisions have been made since that date.

Effective July 1, 2017, any out-of-state business applying for certification in Virginia as a small, women-owned, or minority-owned business must possess the equivalent certification in its home state as a prerequisite for approval. In addition to this requirement, out-of-state businesses from certain states may have additional criteria to meet prior to becoming certified in Virginia.

Section 7VAC13-20-80, Eligible Out-of-State Business Enterprise, states that SBSD may certify a non-Virginia based business if:

1. It meets the applicable eligibility standards for certification as a small, women-owned or minority-owned business; and

2. The state in which the business has its principal place of business does not deny a like certification to a Virginia-based small, women-owned or minority-owned business or provide a preference to small, women-owned or minority-owned firms that is not available to Virginia-based businesses. *(Emphasis added)*

The "principal place of business" means the physical business location where the business maintains its headquarters, where the business's books and records are kept, and where the natural persons who direct, control, and manage the business's day-to-day operations are located. If the offices from which management is directed and where the business records are kept are in different locations, the department will determine the principal place of business.

NOTE:

The Virginia Department of Small Business and Supplier Diversity reserves the right to modify, amend, or revise this Policy at any time without prior notice. Any denial appeals must be submitted in writing to the Agency within ten (10) days of the date on which the notice of denial of recertification or the notice of revocation was sent by the department. All appeals must be sent to appeals@sbsd.virginia.gov.

I. States and Districts With In-State/In-District Preference Programs

The following 12 states/district do not allow Virginia-based businesses to participate equally in their SWaM programs or have a preference affecting Virginia-based businesses. Therefore, applicants from these states **ARE NOT ELIGIBLE** to participate in the Virginia SWaM Program and will not be certified:

- | | |
|------------------|---|
| • Arkansas | In-state firms only |
| • California | Must have physical and legal presence in CA |
| • Connecticut | Must have physical presence in CT for at least 1 year |
| • Florida | Must have physical presence in FL and owned by FL residents |
| • Iowa | Must have physical presence in IA |
| • Louisiana | Must have physical presence in LA and owned by LA residents |
| • Minnesota | In-state firms only |
| • Mississippi | Must have physical presence and owned by MS residents |
| • New Mexico | SBE program only for in-state firms only |
| • Ohio | MBE and SBE Programs only for in-state firms and OH residents |
| • Texas | Must have physical presence in TX |
| • Washington, DC | In-District firms only |

II. States with Certification Programs Open to Virginia SWaMs

The following 15 states allow Virginia businesses to participate equally in their certification and preference programs, provided that they are first certified by Virginia, or without any restriction. Applicants from these states **ARE ELIGIBLE TO PARTICIPATE** in the Virginia SWaM Program **but with the same legal requirements, if any, such as having home state certification, licensure, etc. to transact business in Virginia:**

- Colorado

- Delaware Must have home-state certification
- Indiana
- Kentucky Must have home-state certification
- Maryland Size limits based on field of operation
- Missouri Must have home-state certification and MO registration and licensure
- New York Must have home-state certification and NY registration and Licensure
- Oklahoma Must have OK registration and licensure
- Pennsylvania Must have home-state certification
- Rhode Island Must have home-state certification
- South Carolina Must have SC registration and licensure
- Tennessee Must have home-state certification
- Washington Must have WA registration and licensure
- West Virginia
- Wisconsin Must have home-state certification; Must be performing a "useful business function"; Must be at least one (1) year old under current ownership; WBE applicants are required to be performing a useful function at the time of application in the State of Wisconsin and should provide proof of revenue received from a government entity or business located in the state.

III. States with Partial In-State Preference Programs or Registries

The following 12 states offer certification or a type of registration service to Virginia SWaMs, but with restrictions. Applicants from these states **ARE ELIGIBLE TO PARTICIPATE in the Virginia SWaM Program but with similar requirements, if applicable:**

- Alabama Must have SCC registration and has been in business more than one year; Home state certification
- Georgia Vendor registry with self-identification
- Illinois Business Enterprise Program (BEP) for "minor", women, or disabled business owners; Small Business Set Aside Program available to IL firms only.
- Kansas Online MBE/WBE Registry
- Massachusetts MBE/WBE available to VA firms; Small Business Purchasing Program available to in-state firms only
- Michigan Vendor registry with self-identification
- Nebraska Vendor registry with self-identification
- New Hampshire Online SBE Registry
- New Jersey Voluntary small business database; Small Business Set Aside Program available to NJ firms only
- North Carolina MBE/WBE available to VA firms; Small Business Enterprise Program available to in-state firms only

- Oregon MBE/WBE Program available to VA firms; Emerging Small Business Program only available to OR firms.

IV. States with No Certification Programs

The following 11 states do not have certification programs or procurement initiatives for small, women- or minority-owned businesses but may have DBE Programs. Applicants from these states **ARE STILL ELIGIBLE** to participate in the Virginia SWaM Program:

- Alaska
- Arizona
- Hawaii
- Idaho
- Maine
- Montana
- Nevada
- North Dakota
- South Dakota
- Utah
- Vermont
- Wyoming

V. Procedures for Handling a SWaM Certification Applicant from States Not Eligible to Participate in the Virginia SWaM Program

- A. The Department of Small Business and Supplier Diversity may revoke the certification of a business that it finds no longer qualifies as a small, women- or minority-owned business under § 2.2-1606 of the Code of Virginia. The Virginia Administrative Code, 7VAC13-20-200 provides the criteria for revocation of certification. The criteria include:
 1. The organization, structure, management, or control of the certified women-owned or minority-owned business has changed to the extent that it no longer satisfies the requirement of ownership, control, and active management of the business by women or minority individuals.
 2. The number of employees or revenues exceeds the requirements for certification of a small business or the small business no longer satisfies the requirements to be independently owned and operated.
 3. The business fails to submit the required documentation or to comply with a reasonable request from the department for records or information within the allotted time.
 4. The business knowingly provides false or misleading information in support of its initial application or its application for recertification or in response to the department's request for records or information.

5. The business is based in a state that denies like certifications to Virginia-based small, women-owned, or minority-owned businesses or that provides a preference for small, women-owned, or minority-owned businesses that is not available to Virginia-based businesses.

B. Appeals

1. Non-Virginia based applicants that were denied certification or re-certification under the VA SWaM Program are eligible to appeal the agency's decision under the Administrative Process Act. As such, a state/district listed under Section I above that repeals its restriction or prohibition of VA firms participating in its certification or supplier diversity program, may petition in writing the Director of the agency to allow such states' vendors to participate in the VA SWaM Program.
2. **N.B.:** Such petition shall include a signed affidavit from the state director of purchasing or supplier diversity (MBE/WBE/SBE Office) indicating that Virginia firms are not prohibited or restricted from participating in that state/district's program.

NOTE: The Virginia Department of Small Business and Supplier Diversity reserves the right to modify, amend, or revise this Policy at any time without prior notice.

State	Eligible for SWaM?	MBE/SBE/WBE Certification Program(s) Offered	VA SWaM Program Requirement
Alabama (AL)	Yes	Department of Economic and Community Affairs' Office of Minority Business Enterprise; MBE/WBE Certification: firms must have been in business for at least one year, and must register with the Alabama Secretary of State's Office Alabama Dept. of Economic Development Office and Community Affairs	<ul style="list-style-type: none"> • Firm must have been in operation for at least one year prior to applying for certification • Must register with Virginia State Corporation Commission (SCC) • Home state certification
Alaska (AK)	Yes	None	
Arizona (AZ)	Yes	Arizona Steps Up equity in procurement program; directory of certified minority-owned, women-owned and small businesses; firms included in database are those certified by Arizona Dept of Transportation (as DBEs)	
Arkansas (AR)	No	Economic Development Commission's Division of Small and Minority Business; SBE and MBE certification open to in-state firms only. The firm must be owned by a permanent resident or residents of the state of Arkansas.	
California (CA)	No	Department of General Services' Office of Small Business & Disabled Veteran Business Enterprise Services; SB/Disabled Veteran certification; Firms must have principal office in CA and owners/officers must be domiciled in CA.	
Colorado (CO)	Yes	Department of Transportation; Emerging Small Business (ESB) Program	
Connecticut (CT)	No	Department of Administrative Services' Office of Supplier Diversity; SBE/MBE certification open to firms whose principal place of business is in CT.	
Delaware (DE)	Yes	Office of Supplier Diversity; MBE/WBE/SBE certification; Firm must be certified in home state	Home state certification
Florida (FL)	No	Department of Management Services' Office of Supplier Diversity; MBE certification (MBE is defined to include women); Firm must be "domiciled" in FL, i.e., have its principal place of business in FL; must be 51% owned and controlled by minority persons who are permanent residents of FL.	

Georgia (GA)	Yes	Department of Administrative Services; MBE certification; Firm must be DBE certified prior to be certified in state MBE program.	Home state certification
Hawaii (HI)	Yes	None	
Idaho (ID)	Yes	None	
Illinois (IL)	MBE/WBE	Department of Central Management Services Business Enterprise Program (BEP) Minority, Women, Disabled Veterans); BEP open to out of state businesses; Small Business Set Aside Program open to in-state firms only.	<ul style="list-style-type: none"> • Firms are not eligible for SBE certification. • Home state certification
Indiana (IN)	Yes	Department of Administration's Minority and Women's Business Enterprises Division; MBE/WBE certification	Home state certification
Iowa (IA)	No	Economic Development Authority; Targeted Small Business (TSB) certification is open to in-state firms only.	
Kansas (KS)	Yes	Office of Minority and Women Business Development; MBE/WBE certification	Home state certification
Kentucky (KY)	Yes	Kentucky Finance and Administration Cabinet; MBE/WBE certification;	Home state certification
Louisiana (LA)	No	Economic Development; Hudson Initiative certification program is open to in-state firms only.	
Maine (ME)	Yes	None	
Maryland (MD)	Yes	Department of Transportation; MBE certification; WBE is considered a minority and falls under MBE certification; Governor's Office of Small, Minority & Women Business Affairs and The Maryland Department of General Services; Small Business Reserve (SBR) Program	Home state certification
Massachusetts (MA)	MBE/WBE	Supplier Diversity Office; MBE/WBE certification; Small Business Purchasing Program (SBPP) open to firms whose principal place of business is in Massachusetts;	<ul style="list-style-type: none"> • Firms are not eligible for SBE certification • Home state certification
Michigan (MI)	Yes	None	
Minnesota	No	Office of State Procurement; Targeted Group	

(MN)		(TG)/Economically Disadvantaged (ED)/Veteran-Owned (VO) Small Business Program;	
Mississippi (MS)	No	Development Authority's Minority and Small Business Development Division; MBE certification (includes women); Owner(s) must be domiciled in MS; Business must have operations physically located in MS.	
Missouri (MO)	Yes	Office of Equal Opportunity; MBE/WBE certification	Home state certification
Montana (MT)	Yes	None	
Nebraska (NE)	Yes	None	
Nevada (NV)	Yes	None	
New Hampshire (NH)	Yes	Department of Administrative Services; Vendor registration	
New Jersey (NJ)	Yes	Division of Revenue and Enterprise Services; MBE/WBE/SDV certification; Small Business Set Aside Program open to firms whose principal place of business is NJ.	<ul style="list-style-type: none"> • Firms are not eligible for SBE certification. • Home state certification
New Mexico (NM)	No	Tax and Revenue Department; In-State/Veteran Preference certification; Open to in-state firms only	
New York (NY)	Yes	Division of Minority and Women's Business Development; MBE/WBE/SDV certification;	<ul style="list-style-type: none"> • Firm must have been in operation for at least one year prior to applying for certification • Must register with Virginia State Corporation Commission (SCC) • Home state certification
North Carolina (NC)	MBE/WBE	Office for Historically Underutilized Businesses; HUB Program for MBE/WBE; Small Business Enterprise Program open to firms whose principal place of business is NC.	<ul style="list-style-type: none"> • Firms are not eligible for SBE certification. • Home state certification
North Dakota (ND)	Yes	Office of Management and Budget; Vendor registry open to any firm; No MBE/WBE/SBE program	<ul style="list-style-type: none"> • Firms are not eligible for SBE certification. • Home state certification
Ohio (OH)	No	Department of Administrative Services' Equal	

		Opportunity Division; MBE/EDGE certification open to in-state firms only. Firm must be owned and controlled by OH residents.	
Oklahoma (OK)	Yes	Department of Commerce's Office of Business Development; WBE certification;	<ul style="list-style-type: none"> • Must register with Virginia State Corporation Commission (SCC) • Home state certification
Oregon (OR)	MBE/WBE	Office for Business Inclusion and Diversity; MBE/WBE certification; Emerging Small Business (ESB) certification open to in-state firms only	<ul style="list-style-type: none"> • Firms are not eligible for SBE certification. • Must register with Virginia State Corporation Commission (SCC) • Home state certification
Pennsylvania (PA)	Yes	Bureau of Diversity, Inclusion & Small Business Opportunities; Small Diverse Business program;	Home state certification
Rhode Island (RI)	Yes	Office of Diversity, Equity & Opportunity's Minority Business Enterprise Compliance Office; MBE certification (includes women)	Home state certification
South Carolina (SC)	Yes	Division of Small and Minority Business Contracting and Certification; MBE certification (includes women)	<ul style="list-style-type: none"> • Firm must have been in operation for at least one year • Home state certification
South Dakota (SD)	Yes	None	
Tennessee (TN)	Yes	Department of General Services Governor's Office of Diversity Business Enterprise; Diversity Business Enterprise program	Home state certification
Texas (TX)	No	Comptroller of Public Accounts; HUB program; Open to in-state firms only	
Utah (UT)	Yes	None	
Vermont (VT)	Yes	None	
Virginia (VA)	Yes	Department of Small Business and Supplier Diversity; MBE/WBE/SBE certification; Open to out-of-state firms if applicant's home state allows VA firms to become certified and participate in their program;	
Washington (WA)	Yes	Office of Minority and Women's Business Enterprise; MBE/WBE certification; Firm must be licensed to do business in Washington State	<ul style="list-style-type: none"> • Must register with Virginia State Corporation Commission

			(SCC) • Home state certification
Washington, DC (DC)	No	Department of Small and Local Business Development; Certified Business Enterprise (CBE) certification; Open to in-district firms only	
West Virginia (WV)	Yes	Purchasing Division; SWAM certification;	Home state certification
Wisconsin (WI)	Yes	Department of Administration; MBE/WBE certification; Must have home-state certification; Must be performing a "useful business function"; Must be at least one (1) year old under current ownership; WBE applicants are required to be performing a useful function at the time of application in the State of Wisconsin and should provide proof of revenue received from a government entity or business located in the state.	<ul style="list-style-type: none"> • Firms must be performing a "useful business function" • Must be in business at least one year under current ownership • WBEs must provide proof of revenue from VA based business or government entity • Home state certification
Wyoming (WY)	Yes	None	

Acknowledged Addendum

ADDENDUM ACKNOWLEDGEMENT FORM **SOLICITATION NO.: CRFO TAX2600000001**

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 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.

Data Integrators, Inc.

Company



Authorized Signature

September 22, 2025

Date

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