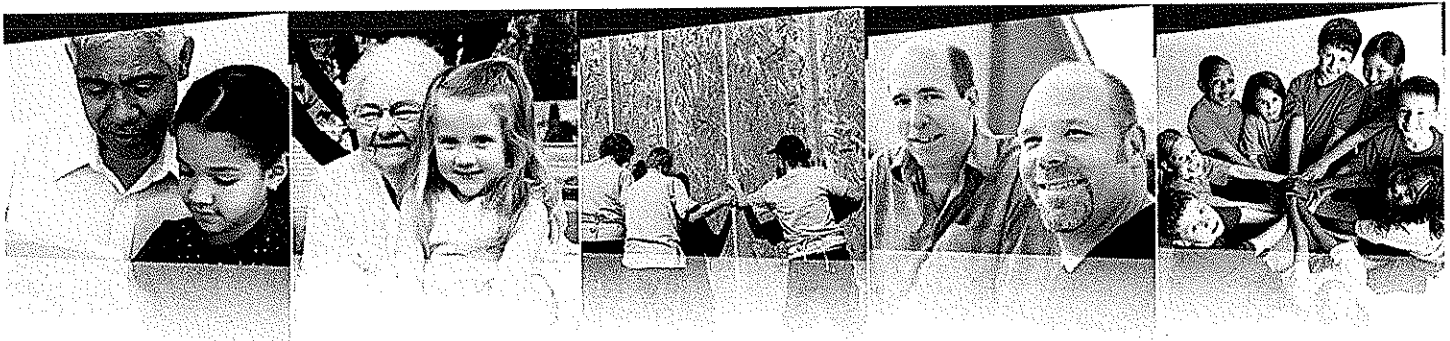




Building a Better Community One Nonprofit at a Time

**Proposal for
State of West Virginia**

March 26, 2009



Submitted by:

Soft Trac, LLC
500 Route One, Suite 27
Yarmouth, ME 04096
(207) 221-0340
www.softtrac.com

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WV PURCHASING
DIVISION



Building a Better Community One Nonprofit at a Time

March 26, 2009

Mr. Ron Price
Department of Agriculture
Soil Conservation Agency
Building 5
4720 Brenda Land
Charleston, WV 25320

Dear Mr. Price,

Thank you for inviting Soft Trac to respond to the RFQ from the State of West Virginia's financial software needs.

We look forward discussing your needs further. For additional information, please contact Greg Altnauer at (207) 221-6575 or via email at greg@softtrac.com.

Sincerely,

A handwritten signature in cursive script that reads "Susan B. Campbell".

Susan B. Campbell
Vice President
Soft Trac, LLC



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I. Scope of Engagement

A. Implementation Approach

Soft Trac will assist State of West Virginia Department of Agriculture Soil Conservation Agency (WVDASCA) in the implementation of the MIP by providing remote or onsite assistance with the installation and training for setup and workflow processing. These services may include the installation or installation assistance of MIP on your server and workstations. WVDASCA database administrator will receive training as well as personal assistance and recommendations on the setup of MIP. We will train your staff to insure that WVDASCA is positioned to take advantage of the flexibility and ease of use of the MIP system.

B. Project Management

Soft Trac will provide project management services to the client. A specific consultant will be assigned to be responsible for project management for WVDASCA Project Management services include developing and coordinating the implementation plan, installation, pre-conversion set up and training, conversion, user training and support.

C. Implementation Plan

A detailed implementation guide will be provided to all members of the implementation team at the start of the project by the project manager. The guide includes customized work plan for the organization, detailing responsibilities, procedures and plans to guide our work together.

The project manager will coordinate meetings as needed and provide the implementation team with regular updates on the project's progress.

D. Installation

ST will ensure that SQL and MIP are installed and configured according to MIP specifications. The specific tasks to be completed, as discussed with WVDASCA, include:

- Installation of Microsoft SQL Server or Microsoft SQL Express on WVDASCA's server
- Installation of MIP on the server
- Install client and test connectivity from each user workstation

WVDASCA acknowledges that solving certain network and hardware configuration problems (such as router troubleshooting) may be outside the scope of what ST is able to provide. In these cases, ST will attempt to identify the issue and provide as much information as possible, but WVDASCA's network administrator may be required to implement the total solution.

In order for ST to successfully perform the activities detailed above, WVDASCA will take responsibility for the following:



- WVDASCA's hardware configuration meets MIP's published minimum system requirements for the MIP Fund Accounting (see Hardware requirements page)
- A staff member with familiarity with the network and system configuration at WVDASCA should be available to the ST consultant during the scheduled site visit.
- WVDASCA will make appropriate personnel available for training purposes at a time to be determined, for the training on the system maintenance.
- WVDASCA will make appropriate Accounting personnel available for training purposes at a time to be determined, for training on MIP Fund Accounting.

WVDASCA acknowledges that a delay or failure by WVDASCA to fulfill the above-described responsibilities, such that the Consultant is prevented from performing in accordance with this engagement's Project Plan or Implementation Task List, may result in additional costs to WVDASCA and deviations from previously agreed upon work schedules.

E. Data Conversion

Data Conversion is designed to assist you with transferring data from your old accounting system to Sage MIP Fund Accounting. A variety of items can be converted including basic demographic information for the following master records: Vendors, Customers and Employees, opening balances, historical balances and transactions.

All data conversion services are based on data to be converted being provided in a readable format and clean from errors. If Soft Trac determines that the data is either not readable or that the data needs to be cleaned up prior to conversion WVDASCA agrees to either provide the clean up services or if they want Soft Trac to provide the services an additional fee will be charged.

The quote covered in this proposal includes: Opening Balances only.

F. Training

Training is designed to help your staff learn how to administer and use Sage MIP Fund Accounting on a day-to-day basis. Training can be provided either onsite or remotely. Soft Trac can provide one-on-one training or provide training in a classroom style environment, whichever fits your needs better. Implementation and training manuals are available as well as tutorial manuals. Training will be provided on the modules purchased as well as ongoing support will be provided once you have gone live.

WVDASCA's database administrator will receive training as well as personal assistance and recommendations on the setup of MIP. We will train your staff to insure that WVDASCA is positioned to take advantage of the flexibility and ease of use of the MIP system.



II. Fees and Reimbursement of Expenses

Soft Trac determines the fees by actual time spent and bill as services are rendered unless quoted otherwise in a contract. Payment is due upon invoice receipt. Travel time is charged at ½ the consulting rate when on-going consulting exceeds four (4) hours and charged at the full consulting rate when on-site consulting time is less than four (4) hours.

Out of Pocket expenses such as phone charges, equipment rental, training manuals, delivery expenses, and travel costs, are billed at actual costs in addition to consulting time.

Expenses such as plane, train, taxi, bus, rental car and lodging will be supported through receipts. Meals and taxi's may include gratuity.

Meals will be charged at cost unless overnight travel is required at which time meals will be charged at a per diem basis. Normally this will be set at \$50.00 per day.

Meals charged to hotel rooms will be included based on actual cost and will be excluded from the per diem at the per meal rate described above. Under no circumstances will meals purchased for client staff be billed back to the client.

Tolls and parking will be charged at actual rates

Mileage is charged at the current IRS rate in effect at the time. For 2009, that rate is .55/mile. Mileage is charged from point of origin to destination and return. Mileage is also charged to and from airports, train stations and bus terminals.

Soft Trac makes every effort to keep all out of pockets to a reasonable minimum. If at any time expenses can be split between multiple clients to save on incurred expenses for clients Soft Trac will allocate expenses accordingly. This allocation is at the discretion of Soft Trac.

Soft Trac will make every effort to split travel related expenses among as many clients as possible. Under no circumstances will the total expenses billed exceed the actual expenses incurred. Soft Trac will attempt to charge expenses proportionate to those incurred by each client. All allocations will be at Soft Trac's discretion.

Consulting services do not include the software, software maintenance, and software telephone support costs, which must be paid in full prior to commencement of engagement.

If during the course of the engagement, we determine circumstances are such that substantially greater work is required than estimated, we will discuss it with you and gain your approval before proceeding.

ST requires that one hundred percent of estimated Consulting Services and out of pocket expenses be paid as a deposit prior to the beginning of this engagement.



III. Maintenance and Support

A. Soft Trac ClientCare Plan

Your Sage software is essential to your success and SoftTrac's ClientCare plans will provide you with the technical expertise you need to keep your system running smoothly. Soft Trac offers three levels of annual ClientCare plans that are designed with your most-frequently requested service options in mind.

Each plan is designed to answer routine "how to" and procedural questions about using the software and to help troubleshoot specific problems. Support is provided by telephone, email, and remote connection and renewable on an annual basis. The first annual plan will begin 90 days from date of original software and support purchase.

Basic ClientCare \$750

- Up to 5 hours e-mail, telephone, remote, web support
- Dedicated technical support lines
- 24 hours or better response time (average is 2 hours)
- Quarterly User Group Meetings are included for all staff members
- Soft Trac has Certified Consultants/Trainers on Staff
- CPE Credits for Soft Trac Regional Classroom Trainings

Silver ClientCare \$1,995

- All Basic ClientCare PLUS
- Unlimited e-mail, telephone, remote, web support
- 10% discount on all Soft Trac Classroom or Web Trainings
- Free attendance to the annual "What's New" upgrade workshop for all staff members

Gold ClientCare \$2,495

- All Silver ClientCare PLUS
- Annual Systems Review
- Installation, system setup and training, data migration assistance, development of custom reports and other tasks that are described as training or consulting services are not included in the Client Care support, but available at our standard hourly rate.

Installation, system setup and training, data migration assistance, development of custom reports and other tasks that are described as training or consulting services are not included in the Client Care support, but available at our standard hourly rate.



B. Sage Maintenance Plan

The Sage Plan is 20% of the current price of all licensed software, including all updates and new versions. With the Sage Plan users stay up-to-date with the latest changes in FASB and GASB requirements with annual software maintenance—a program that guarantees users software updates and enhancements. With the Sage Plan you can make unlimited support requests to Sage's telephone support line.

Sage support is used to troubleshoot issues with the software, such as error messages, installation issues and network communications.

IV. Risks & Assumptions

1. We cannot be responsible for hardware problems that arise during the engagement that may increase the time needed for completion.
2. We assume that WVDASCA' staff has a working knowledge of the Windows operating environment and can effectively navigate through Windows-based screens and menus.
3. We assume that WVDASCA' staff has a working knowledge of Microsoft Office applications including Microsoft Word and Microsoft Excel and can effectively navigate through these applications. If during the implementation it is discovered that WVDASCA' staff does not have an adequate working knowledge of these applications it is understood that either WVDASCA will provide the additional training to its staff members or pay Soft Trac to provide the training necessary to complete the project.

V. Limitation of Liability

While Soft Trac, LLC shall make every attempt to ensure the successful implementation of MIP Fund Accounting, the liability of Soft Trac, LLC for the performance of these services shall in any event not exceed the amount you have paid Soft Trac, LLC in fees for services under this agreement.



VI. Hardware Recommendations

System Recommendations for: Sage MIP Fund Accounting

Server

Component	SQL Server 2005	SQL Server Express
	OR SQL Server 2000	OR MSDE 2000
CPU	Pentium III Compatible Processor or Xeon Processor (2 GHz or faster)*	Pentium III Compatible Processor (or higher) 1 GHz (or faster)*
System Memory (RAM)	1 GB or more	512 MB or more MSDE 1 GB or more SQL Express
Free Hard Disk Space	2GB + (3 x Approximate database size). This will need to increase as your database size increases.	
Media	CD ROM drive	

* A RAID array should be installed and configured as well depending on your tolerance for disk failure. Microsoft recommends that write-caching capabilities of disk controllers be disabled (unless the manufacturer specifically specifies SQL Server database compatibility).

Workstation

Component	Windows Vista Business	Windows XP Professional	Windows 2000 Professional
CPU	Single Pentium-Class processor (1 GHz or faster)**	Single Pentium-Class processor (500 MHz or faster)**	Single Pentium-Class processor (500 MHz or faster)**
System Memory (RAM)	2 GB**	1 GB**	1 GB**
Free Hard Disk Space	2 GB	1 GB	1 GB
Video adapter	Windows Aero-capable w/128 MB graphics memory	Capable of 1024x768 resolution and 32-bit color	Capable of 1024x768 resolution and 32-bit color
Printer	Laser printer (local or network)		

** For optimal performance with the Visual Analyzer module, we recommend 3 GB of RAM for Windows Vista and 2 GB of RAM for Windows XP and Windows 2000; and a 2.4 GHz or higher Pentium class processor.

Supported Operating Systems

- MS Windows Vista Business
 - MS Windows Server 2003
 - MS Windows XP Professional
 - MS Windows 2000 Server
 - MS Windows 2000 Professional
- Latest service pack recommended for optimal functionality*

Supported Database Platforms

- MS SQL Server 2005
- MS SQL Server Express
- MS SQL Server 2000***
- MS SQL Server 2000 Desktop Engine (MSDE)***

Latest service pack recommended

*** Not supported on the Windows Vista operating system.

VII. Sales Tax

Soft Trac is required to collect state sales tax unless your organization is tax exempt. A copy of your tax exempt certificate will be required upon acceptance of the contract for our records.

If a Lease Purchase Agreement is used, sales tax will be assessed by the lease company, if applicable.

VIII. Payment Terms

100% of the cost of software, maintenance and support and 50% of professional services is due upon acceptance of this proposal.

All services will be billed as rendered. Invoices will become due on receipt



IX. Cost Estimate

Date: March 26, 2009

State of West Virginia

A	Software Modules	Cost	Deposit
	General Ledger	\$3,795.00	
	Accounts Payable	\$1,995.00	
	Accounts Receivable Reporting	\$895.00	
	Accounts Receivable Billing	\$1,195.00	
	Advanced Security	\$895.00	
	Allocations Management	\$2,495.00	
	Bank Reconciliation	\$895.00	
	Budget Management	\$1,995.00	
	Data Import/Export	\$1,195.00	
	Fixed Assets	\$2,895.00	
	Forms Designer	\$895.00	
	Payroll	\$3,295.00	
	GASB Reporting	\$1,195.00	
	Visual Analyzer	\$2,995.00	
	Additional Visual Analyzer users (15 - total of 16)	\$7,500.00	
	System Manager 3 users and 5 data bases	Included	
	Additional users (13 - total 16 users)	\$11,050.00	
	Sage Support & Maintenance	\$9,036.00	
	Shipping & Handling	\$50.00	
	Total Software Costs	\$54,266.00	\$54,266.00
B	Professional Services	Hours	
	Installation Assistance Remote	4	\$600.00
	Discovery: Analysis, Design Recommendations & Business Processes Remote	8	\$1,200.00
	Implementation, Consultation and Project Management Remote	25	\$3,750.00
	Training: System Admin, Workflow & Reporting On site 5 days	57	\$8,550.00
	Go Live Support Remote	8	\$1,200.00
	90 Day Review Remote	8	\$1,200.00
	Soft Trac ClientCare Support (Silver)		\$1,995.00
	Data Services*		
	Data Conversion (ending balances only)		\$1,500.00
	Total Consulting Services		\$19,995.00
	Total Estimated Costs		\$9,997.50
			\$74,261.00
			\$64,263.50

Additional Data conversion services are available upon request at our standard hourly rate at the time the service is provided.

Any service listed as remote can be provided on site. For all onsite services, out of pocket costs, including travel will be invoiced per our policy at time the services is rendered.

The above estimate for professional services is based on the limited information provided in the RFQ, this is an estimate only. Actual time spent to complete the implementation will be invoiced at our standard hourly rate at the time the services are provided. The above estimate is based on our current standard hourly rate of \$150 per hour but is subject to change.

State of West Virginia
RFQ Number: AGR0921
BUYER: RP-41
Bid Opening 3/31/09
Bid Opening Time 1:30 pm

Submitted by:

Soft Trac, LLC
361 Route One
Falmouth, ME 04105

Software Costs for 16 users	<u>\$45,180</u>
Implementation Services	<u>\$19,995</u>
Maintenance Cost/Year	<u>\$ 9,036</u>
Shipping and Handling	<u>\$ 50</u>
Total Cost	<u>\$74,261</u>



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

Request for Quotation

RFQ NUMBER
 AGR0921

PAGE
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 RON PRICE
 304-558-0492

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF AGRICULTURE
 SOIL CONSERVATION AGENCY
 BUILDING 5
 4720 BRENDA LANE
 CHARLESTON, WV
 25320 304-558-2221

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/11/2009				

BID OPENING DATE: 03/26/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER: RP-41						
RFQ. NO.: AGR0921						
BID OPENING DATE: 03/26/09						
BID OPENING TIME: 1:30PM						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
----- (207) 512-2986 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
----- SUSAN CAMPBELL -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
 AGR0921

PAGE
 3

ADDRESS CORRESPONDENCE TO ATTENTION OF
 RON PRICE
 304-558-0492

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03/11/2009				

BID OPENING DATE: 03/26/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ AGR0921 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

ATTACHMENT

P. O. # _____

This agreement constitutes the entire agreement between the parties, and there are no other terms and conditions applicable to the licenses granted hereunder.

Agreed

S. B. G. Miller 3/26/09
Signature Date

VICE PRESIDENT
Title

SOFT TNAE, LLC
Company Name

Signature Date

Title

Agency/Division

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** - Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOUPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY**: -Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:
STATE OF WEST VIRGINIA

VENDOR

Spending Unit: _____

Company Name: SOFT TRAC, LLC

Signed: _____

Signed: [Signature]

Title: _____

Title: VICE PRESIDENT

Date: _____

Date: 3/26/09

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

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

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: SOFT TRAC, LLC
Authorized Signature: S.B. Campbell Date: 3-26-09



Sage MIP Fund Accounting

Sage MIP Fund Accounting Module

Electronic Funds Transfer for Accounts Payable

The Electronic Funds Transfer module helps your organization save time and money by issuing vendor payments electronically. Process electronic payments using the same easy-to-use select and pay processing method used for Accounts Payable checks, then automatically send payment notifications by e-mail to vendors, saving staff time and effort as well as postage. Electronic payments are a safe, inexpensive, and predictable payment alternative to paper checks, and they make cash flow predictable by designating when payments are taken from your account.

Electronic Requisitions

The Electronic Requisitions module offers a request entry, approval, and tracking system that is powerful and easy to use. The one-click Budget Checking tool keeps you within your budgetary constrictions by enabling you to review the impact of the current request, including actual, encumbered, and pre-encumbered funds. Managing your requisitions is easy. The Manage Requisitions form allows you to quickly and easily monitor your own requests and those requests awaiting your approval, and the system sends you e-mail when your request is approved or if a request is awaiting your approval. Once granted final approval, requests automatically transfer to the Purchase Orders module.

Data Consolidation

Do you have chapters, local offices, or field locations that maintain their own accounting books day-to-day, yet you need to see aggregate and comparative reports? The Data Consolidation module makes it easy to generate consolidated reports from independent locations that utilize any Sage MIP Fund Accounting product to produce aggregate financial statements or to generate comparative reports for more effective decision-making. Save time and audit fees by creating consolidation files from the site locations with the click of a button, and combine those files into a single reporting database. Custom reports from the component databases are included in the consolidated organization when you perform a consolidation and you can design new reports in the consolidated data.

Executive View License

Executive View, a new licensing option for reports-only viewing, extends "read-only" access to your data for select staff. Users get a direct view of operating results and budget position through direct access to your Sage MIP Fund Accounting system without accounting transaction access—at a fraction of the price of purchasing full software seats.

About Sage Software

Sage Software (formerly Best Software) offers leading business management software and services that support the needs, challenges, and dreams of more than 2.4 million small and mid-sized business customers in North America. Its parent company, The Sage Group plc (London: SGE.L), supports 4.5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable and customizable software for accounting, customer relationship management, human resources, time tracking, and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit, and real estate industries. For more information, please visit the Web site at www.sagesoftware.com/moreinfo or call 866-308-2378.

Purchase Orders

The Purchase Orders module combines easy-to-use purchase order entry with strong reporting to offer a complete purchasing solution. Assign buyers, track the dates items are promised for delivery, requisition authorizing purchase, and more, all within the Purchase Orders system. Speed purchase order entry by utilizing item codes to facilitate the storage of item descriptions, standard quantities, pricing, and account coding. Adhere to your organization's purchasing policies by tailoring purchase orders to collect and report on the information you need, and stay within your budget using the one-click budget check within the system before issuing a purchase order.

Encumbrances

Easily reserve funds for planned expenditures and financial commitments with the Encumbrances module and improve your internal tracking and external compliance for administering and reporting on encumbered funds. Rather than using spreadsheets to try and get an accurate picture of your budget position, the Encumbrances module allows you to include encumbrances in budget reports, budget checking, and inquiry so that you can closely monitor your budget performance. Encumbrance Analysis Reports utilize encumbrance summary and detail ledgers, aging report, and purchase tracking (with the Purchase Orders module) reports. View encumbrance amounts for comparison or include encumbrances as part of your expenditures.

Bank Reconciliation

The Bank Reconciliation module simplifies the reconciling and monitoring of your cash accounts. Fully integrated with the General Ledger, any check, voucher, deposit, or adjustment to cash that is posted in the system is immediately available for reconciliation. You can reconcile an unlimited number of cash accounts independently and as frequently as needed. The Bank Reconciliation module also enables you to track suspense items such as bank errors or disputed transactions until resolved, rather than recording unexplained entries in the General Ledger. Whether investigating a vendor's lost check or a customer's deposit, know if the item has been recorded in your system and whether it has cleared the bank.

Fixed Assets

The Fixed Assets module provides your organization with a powerful tool for tracking assets, easily calculating depreciation, and automatically allocating depreciation and disposal entries in the General Ledger. Maintain detailed asset records, including standard asset fields such as cost and estimated useful life, plus additional tracking fields such as tag number, location, responsibility, warranties, purchase information, and notes. Assets are grouped by category and type to facilitate depreciation calculation, entry generation, and reporting.

NightShift Scheduler

Finding time for printing reports or processing data can be difficult on a busy system. The NightShift Scheduler module reduces the load by producing reports or posting transactions during times when there is less network traffic. NightShift works behind the scenes, polling the database and running scheduled tasks at user-defined intervals. Pick a job to do, enter a task name and description, as well as a date and time for the task to run, and NightShift takes over the process. Single tasks, multiple tasks, or recurring tasks can all be scheduled ahead of time.

Forms Designer

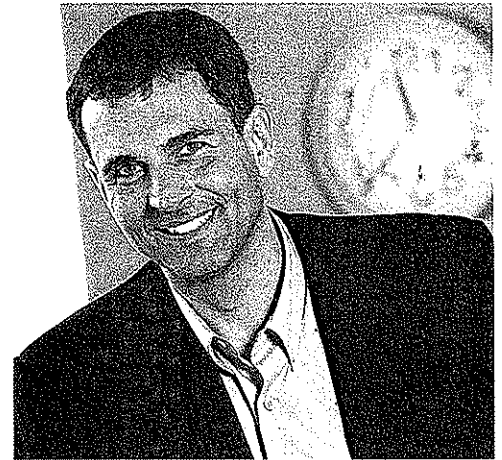
The Forms Designer module allows you to customize virtually any printed form. Add a logo to your customer billing statements, utilize an auto-signature for check authorization, or even generate your own check stock. The Forms Designer module helps you get the most out of your Sage MIP Fund Accounting system by adding power and flexibility to other key modules.

Direct Deposit

The Direct Deposit module works with the Payroll module to help you exercise more control over payroll disbursements while giving your employees the convenience of electronically deposited pay. Allow your employees to deposit pay into multiple bank accounts, including both checking and savings account types. And since you designate when payments are taken from your account, cash flow is more predictable. Process both checks and direct deposits in a single payroll processing step, while the audit trail clearly tracks payment type issued to employees.

Data Import/Export

The Data Import/Export module facilitates the transfer of information to and from the accounting system, eliminating time-consuming double-entry and errors from data entry. Bring data such as timesheets from timekeeping software, cash receipts from point-of-sale systems, and accounts receivable transactions from specialized billing systems into the system during the initial setup to establish chart of accounts codes, vendors, and beginning balances; or on a recurring basis to bring accounting entries from other applications. Export reports to Excel and other applications.



Sage MIP Fund Accounting's modular structure gives you the freedom to build a system that is customized to your organization's specific needs.



PRODUCT BENEFITS

- Tailor the system to fit your organization's needs, adding to the system as your needs evolve.
- All Sage-MIP Fund Accounting modules are fully integrated with the General Ledger and complement each other for a complete fund accounting solution.
- Specialized modules help you meet your unique accounting challenges effectively and easily.

Accounts Payable

Set up and track an unlimited number of payable accounts with the Accounts Payable module. An essential module for organizations that need centralized vendor information, the Accounts Payable module automates 1099 processing and the ability to pay vendors from multiple cash accounts. Track and report on vendor payables. Verify balances and issue payments. Accounts Payable transactions simultaneously update vendor accounts and the General Ledger, and enables you to view payments by vendor throughout the system.

Accounts Receivable Reporting and Billing

For organizations that need to centralize customer information and manage receivables from multiple funding sources, the Accounts Receivable Reporting module provides comprehensive tracking of your customers, donors, and their receivables. Accounts Receivable Billing builds on these capabilities, enabling you to create payment requests, receipts, and generate account statements for customers and donors. Invoice as often as you need with multiple custom billing cycles. Calculate billing amounts using flat pricing, variable unit pricing, and more. Accounts Receivable Billing speeds processing and facilitates automated General Ledger entries to multiple projects, programs, and grants. Easily bill grantors or funding agents based on the percentage of allowable expenditures.

Advanced Security

Control transaction entry and viewing access by individual program, department, and General Ledger code for secure distributed use of the system with the Advanced Security module. Allow program managers and department heads to monitor their own budgets without exposing other budgets. The Advanced Security module reduces demands for reports from the accounting staff while ensuring accuracy and timeliness of reports and protecting confidential information.

Allocations Management

Never use an allocation spreadsheet again! Calculate, review, and generate even the most complex allocation entries quickly and easily with the Allocations Management module. With designated allocation parameters, the Allocations Management module performs your complicated allocations in a single mouse click with accuracy and consistency. Allocations can be performed on virtually any account balance at the program level, department level, or grant level—even fixed or dynamic percentages and unit measures are simple to perform. Allocate across multiple segments at one time. General Ledger entries generated by the Allocations Management module can easily be recalled for review, and a host of reports allow you to view the impact of the allocation prior to accepting it.

Payroll

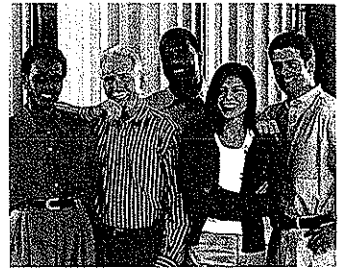
The Payroll module provides your organization with a powerful tool for tracking employee service efforts, easily producing timely and accurate pay, generating distributed accounting entries, and keeping comprehensive employee records. Process payroll directly from employee templates, automatically allocate payroll costs, keep an unlimited number of records online to quickly resolve payroll issues, and produce paper and magnetic W-2 filings directly from the system. The Payroll module facilitates tax reporting through tax worksheets, summary tax reports, and detailed tax accumulation histories. A range of new labor reports let you track and report labor hours, quickly view all relevant payroll information for employees in one easy-to-read report, and produce federal worksheets to assist in report preparation.

Budget

The Budget module expedites creation and tracking of budgets for your grants, programs, departments, and more, and extends reporting in all these areas. Create an unlimited number of customized budgets simultaneously or individually through direct entry. Save time with entry wizards or generate the current budget based on a previous year's numbers. Create budgets for any timeframe, including multiple year budgets. Calculate custom budget variances utilizing the custom columns feature. Enforce budget controls by checking for available budget with a single click, including encumbrances, during transaction entry. Advanced budget controls let you easily view budget impact and activate warnings or prevent transaction entry to alert you to potential over-spending. Create a custom report on multi-year budgets and grantor budget cycles, or use one of the numerous standard reports. Easily compare budgeted performance measures to actual results for compliance reporting. Use a variety of tools to estimate future periods and calculate forecasted financial position. "What if" analysis for smart decision-making becomes a cinch.

GASB Reporting

Governmental agencies and entities have specific reporting responsibilities as indicated by the Governmental Accounting Standards Board (GASB) Statement Numbers 34 & 35. This module was created specifically for government customers that must be GASB compliant. The GASB Reporting module includes pre-formatted reports, including the audit-ready FASB and GASB financial and accounting reports required by funding sources and auditors.

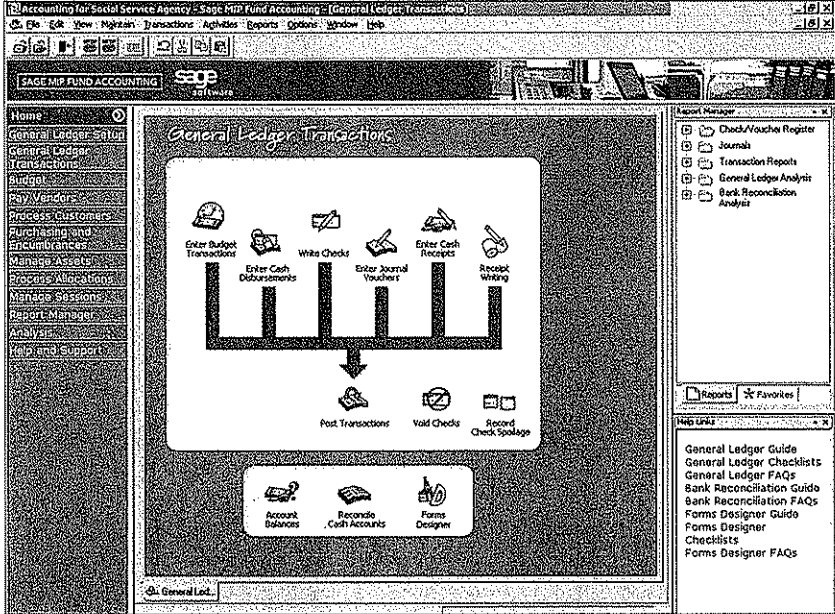


SAGE MIP FUND ACCOUNTING

SAGE MIP FUND ACCOUNTING MODULES

SAGE MIP FUND ACCOUNTING AVAILABLE MODULES

- Grant Administration
- Accounts Payable
- Accounts Receivable Reporting
- Accounts Receivable Billing
- Advanced Security
- Allocations Management
- Payroll
- Budget
- GASB Reporting
- Purchase Orders
- Encumbrances
- Bank Reconciliation
- Fixed Assets
- NightShift Scheduler
- Forms Designer
- Direct Deposit
- Data Import/Export
- Electronic Funds Transfer for Accounts Payable
- Electronic Requisitions
- Data Consolidation
- Executive View



The One-Click Navigator makes processing vendor payments fast and efficient.

Sage MIP Fund Accounting Module Overview

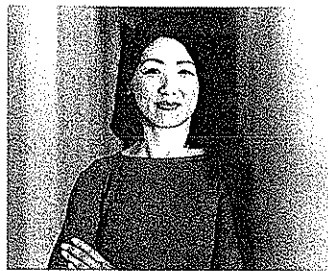
Sage Software offers nonprofits a flexible, modular accounting system that meets the varied needs of every size and type of nonprofit and government organization. The modular structure of Sage MIP Fund Accounting gives you the freedom to build a system that is customized to your specific needs, paying only for the modules you need today, while maintaining the flexibility to add modules as the organization grows.

Sage MIP Fund Accounting modules build on the core General Ledger module. Featuring a flexible, table-driven chart of accounts structure, a built-in check writer, and a complete financial report writer, the General Ledger can operate independently from other Sage MIP Fund Accounting modules, or in harmony for a complete accounting solution. Designed for organizations that need to manage high transaction volume or access data from remote sites, the General Ledger tracks Cash Receipts, Cash Disbursements, Journal Vouchers, and other types of financial transactions.

With the powerful built-in Report Writer, users can easily create customized financial statements, statements of budgeted revenues, expenditures, and many other reports. The Report Writer offers more than 100 standardized reports that can be printed directly or customized. The General Ledger's unique account structure enables you to track and print reports for individual grants, projects, or programs that meet FASB or GASB reporting requirements.

Grant Administration

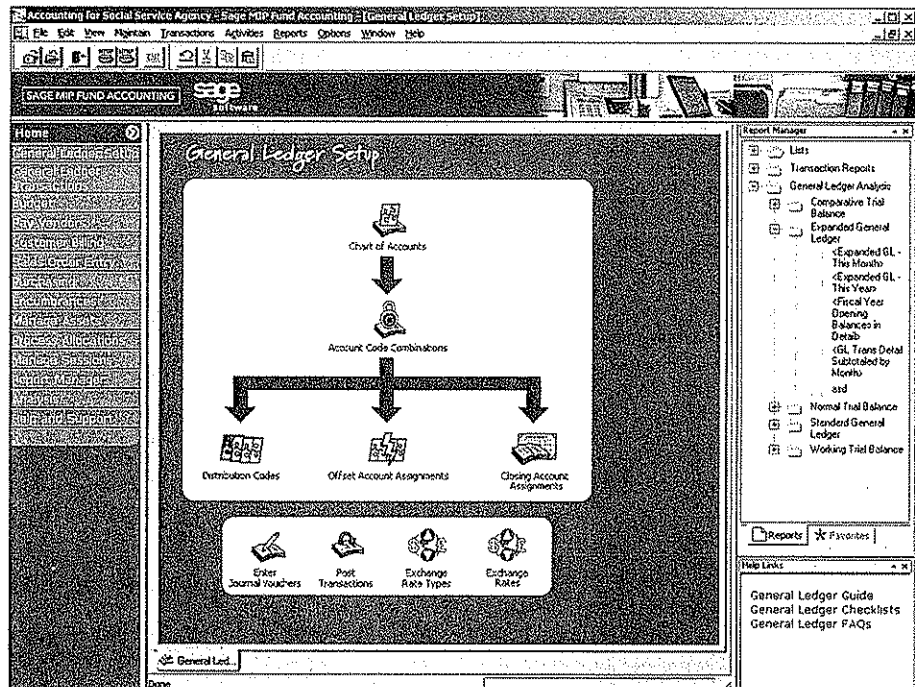
The Grant Administration module centralizes grant-related information and documentation to simplify the grant administration process. This module maintains comprehensive profiles of each grant to track details, including contact information, reporting periods, indirect cost rates, notes, custom fields, and more. With this module, budget position can be easily monitored to ensure that grant funds are fully utilized. Users can forecast expenditures for remaining periods within a grant, drill down to the details associated with every transaction, and quickly view all activity including outstanding invoices, payments, and credits for each grant.



SAGE MIP FUND ACCOUNTING

SAGE MIP FUND ACCOUNTING

- Demonstrate financial responsibility with detailed financial and analytic reports
- Cut hours or days off your reporting cycle by easily creating reports within the system, instead of manipulating data with external spreadsheets
- Customize the chart of accounts to quickly and easily access data for more efficient tracking and reporting
- Boost productivity and reduce errors with transaction entry tools including memorized transactions, preset distributions, entry defaults and automatic interfund balancing entries
- Maintain a clear, complete audit trail, making it easy for auditors to verify accuracy



Unlike commercial accounting systems, Sage MIP Fund Accounting addresses the specific needs of nonprofit and government organizations, from tracking and reporting on individual funds from multiple sources to complying with FASB/GASB and other reporting requirements.

Recently voted as Best Overall Nonprofit Accounting Software by accounting managers nationwide, Sage MIP Fund Accounting is the financial management solution preferred by non-commercial organizations like nonprofits and local government agencies for planning and managing budgets, maximizing grants, and producing accurate customized reports.

Industry Leading Reporting

Meet critical reporting requirements of internal management, funders, and your board of directors with the flexible, built-in report writer.

- Produce a wide selection of standard reports such as FASB/GASB-compliant, audit-ready financial statements.
- Report on multiple fiscal years in the same report or create custom reports that cross fiscal years.
- Format custom reports to your exact specifications.
- Write dynamic financial statements directly in the application—without a programmer or IT consultant.
- Create your own report templates. Set up an unlimited number of financial statements, preview them onscreen and save them for future use.
- Manage and access reports quickly and easily.
- Create lists of your favorite reports and keep them at your fingertips.



Sage MIP Fund Accounting

Sage MIP Fund Accounting

Easy to Learn and Use

One-Click Navigation makes Sage MIP Fund Accounting simple to learn and use. Application tasks and reports are grouped by accounting function, including easy-to-understand workflow diagrams and checklists. Customize the system to fit your work habits and your mission—not the other way around.

Customize the System Setup to Suit Your Needs

The flexible, table-driven chart of accounts structure is uniquely valuable to nonprofits. Eliminate the need to manually enter each string of possible account combinations every time you receive a new source of funding or start a new project. Record funds, grants, programs, funding sources, and more with an unlimited number of segments.

Executive View Licenses

Give your board members, executives, and key directors direct access to the financial reporting, graphs, and real-time data they need with the Executive View licensing option. This report-only access level provides the ability for executives to collaborate in the budget preparation process and frees your accounting staff from running and distributing specialized reports—all without the cost of a full software seat.

Extensive Budget Controls

Easily review budgeted amounts, dollars spent, committed funds, and available budget. Produce comparative statements for your management staff and board of directors illustrating the budget to actual position for your programs, grants, departments, and more. Estimate future periods and calculate forecasted financial position, including analyzing “what-if” scenarios for better decision making.

Flexible Technology and Real Scalability

Sage MIP Fund Accounting offers the most product flexibility available in the fund accounting market. The modular system lets you purchase only the functional areas that your organization requires. Implementation options allow you to install as a stand-alone, client server system, or over the Internet using thin-client applications. Large-scale implementations experience the same stability and performance that you would expect from a single-user implementation. All Sage MIP Fund Accounting customers have the option to install on either MSDE (provided) or on SQL Server (provided by the user) depending on their needs.

Available Modules

Grant Administration: Maintain comprehensive profiles of all grants, streamline administration processes, and measure program effectiveness for grantors.

Allocations Management: Calculate, review and generate even the most complex allocation entries quickly and easily.

Budget: Expedite the creation, recording, and tracking of available budget for programs and departments with this powerful planning, compliance monitoring and reporting tool.

Electronic Requisitions: Request, approve and track requisitions electronically, improving the availability of information for pre-purchase decision making.

Purchase Orders: Speed purchase order entry, process orders, verify available budget and track orders from purchase to receipt to payment.

Encumbrances: Reserve budget for planned expenditures and financial commitments.

Inventory Control: Verify up to the minute quantities available with tight integration to Purchasing and Accounts Payable, Requisitions for internal warehouse functions or Sales Order Entry for Accounts Receivable tracking.

Sales Order Entry: Easily enter and fulfill orders of inventory and non-inventory items, including service charges.

Accounts Payable: Track and report on vendor payables, check balances and issue payments.

Electronic Fund Transfer for Accounts Payable: Improve cash management by controlling when vendor payments are taken from bank accounts, reducing postage and check stock costs.

Accounts Receivable Reporting: Maintain, track and report on detailed customer and donor records.

Accounts Receivable Billing: Create payment requests for customers and donors and invoice as often as needed with multiple custom billing cycles.

Bank Reconciliation: Reconcile multiple cash accounts and improve cash management by monitoring balances and transactions within the system.

Multicurrency: Maintain an unlimited number of active currencies, rates, and rate types to create, process, revalue and produce FAS52 compliant financial statements.

Payroll: Track employee service efforts, produce timely and accurate payroll, generate distributed accounting entries and keep comprehensive employee records.

Direct Deposit: Exercise more control over payroll disbursements while giving employees the convenience of electronically deposited pay.

Fixed Assets: Track assets, calculate depreciation, and automatically allocate depreciation and disposal entries into the general ledger.

Advanced Security: Control entry and viewing access by individual program, department and general ledger code.

Forms Designer: Customize virtually any printed form, including customer billing statements and check stock, or insert auto-signatures for check authorization.

Data Import/Export: Easily transfer information to and from the Sage MIP Fund Accounting system.

NightShift Scheduler: Reduce the load on busy systems by automatically producing reports or posting transactions during times when there is less network traffic.

Data Consolidation: Easily generate organization-wide consolidated reports from independent locations to produce aggregate financial statements, comparative reports, and more.

GASB Reporting: Reporting for government organizations that need GASB compliance.