



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
FOR09009

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER 304-558-2316

VENDOR

RFQ COPY

TYPE NAME/ADDRESS HERE

Tuppas Software Corporation  
 P.O. Box 171  
 Waterville, Ohio 43566

SHIP TO

DIVISION OF FORESTRY  
 BUILDING 13  
 4720 BRENDA LANE  
 CHARLESTON, WV  
 25312 558-2788

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/19/2009				

BID OPENING DATE: 03/12/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		099-00-01-001		
<p>TIME AND LEAVE MANAGEMENT SYSTEM</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF FORESTRY, IS SILICITION BIDS FROM RESPONSIBLE VENDORS TO ENTER INTO AN OPEN-END CONTRACT FOR A WEB-BASED TIME AND LEAVE MANAGEMENT SYSTEM PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MAY BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR TECHNICAL QUESTIONS IS 03/03/09 AT 4:00 PM</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE</p>						

RECEIVED  
 2009 MAR 10 AM 9:32  
 WV PURCHASING DIVISION

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  
 FOR09009

PAGE  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 FRANK WHITTAKER  
 304-558-2316

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF FORESTRY  
 BUILDING 13  
 4720 BRENDA LANE  
 CHARLESTON, WV  
 25312 558-2788

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/19/2009				

BID OPENING DATE: 03/12/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE</p>						

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
FOR09009

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER 304-558-2316

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF FORESTRY  
  
 BUILDING 13  
 4720 BRENDA LANE  
 CHARLESTON, WV  
 25312 558-2788

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/19/2009				

BID OPENING DATE: 03/12/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION:          THE STATE OF WEST VIRGINIA WILL ONLY CONSIDER PRICE ADJUSTMENT AT THE TIME OF CONTRACT RENEWAL. PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT S BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF</p>						

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:  
 FOR09009

PAGE:  
 4

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 FRANK WHITTAKER  
 304-558-2316

SUGGEST TO BUYER

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF FORESTRY  
 BUILDING 13  
 4720 BRENDA LANE  
 CHARLESTON, WV  
 25312 558-2788

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/19/2009				

BID OPENING DATE: 03/12/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>PREFERRED TERMS:            THE PRICES ON THIS CONTRACT ARE TO BE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 44</p>						

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
FOR09009

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER 304-558-2316

VENDOR

RFQ COPY  
TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF FORESTRY  
  
 BUILDING 13  
 4720 BRENDA LANE  
 CHARLESTON, WV  
 25312 558-2788

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/19/2009				

BID OPENING DATE: 03/12/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				RFQ. NO. : FOR09009		
				BID OPENING DATE: 03/12/09		
				BID OPENING TIME: 1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <u>1-877-322-8963</u>						
CONTACT PERSON (PLEASE PRINT CLEARLY): <u>Christina Freyer</u>						
***** THIS IS THE END OF RFQ FOR09009 ***** TOTAL:						\$198,000.00

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  
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: \_\_\_\_\_  
 Authorized Signature: Pavel Tupcickas Date: March 5, 2009

4.6) The WVDOF reserves the right to initiate termination of the contract for unacceptable performance according to specifications, untimely delivery times on product, or lack of technical support.

4.7) The term of this contract shall be 1 (one) year from the effective date, with up to 2 (two) one-year renewals with the mutual agreement of the WVDOF and Vendor.

4.8) The WVDOF may request a demonstration of the bid program; this demonstration will use either data supplied by the WVDOF or the Vendor, at the discretion of the WVDOF.

**5. Format of Product Bid Responses**

All Vendors should complete the bid response sheets (Sections 7 through 15). Vendor should mark "YES" or "NO" for full compliance with the specifications of each paragraph. By marking "YES", Vendor acknowledges that the bid product meets or exceeds the stated specification. Vendors returning only information concerning their bid product, without addressing the following specifications, may be eliminated from consideration as non-responsive.

**6. Program-General Specifications**

6.1) The program shall be capable of being fully deployed within 60 days of contract award.

YES  NO

6.2) The program shall be capable of being run on Windows 2000 or Windows XP; this does not preclude the use of future Windows operating systems, including but not limited to Vista.

YES  NO

6.3) The Vendor shall submit a program that can be utilized without being resident on the laptop, desktop, or tablet.

YES  NO

6.4) The program shall provide multiple levels of security, enabling the WVDOF to limit access, review, and approval paths as needed.

YES  NO

6.5) The program shall be user friendly and require no special knowledge of computers other than normal user training for either the time and leave request entry or the report feature areas.

YES  NO

6.6) The WVDOF requires a web-based time and leave management program that is composed of modules for report completion, statistical analysis, and electronic report distribution, all created by the Vendor. Submissions from Vendors of a program comprised of various third party modules for the above functions will not be accepted unless proof of full integration and functionality is provided.

YES  NO

6.7) The program shall include a built-in help system accessible from within the program.

YES  NO

## 7. Report Features

The program must be able to compile cumulative time totals by employee, work area, and/or work group for a specified time frame (month, quarter, life of project, etc).

The program must be able to compile cumulative cost totals (utilizing each employee's profile) by employee, work area, and/or work group for a specified time frame (month, quarter, life of project, etc).

The program must be able to provide a leave balance report by employee, work area, and/or work group for a specified time frame (month-ending, quarter-ending, etc).

## 8. System Data Collection System.

8.1) The program shall provide a data collection capture method that requires the user to complete an electronic formatted time sheet and leave request form which shall be flexible and configurable dependant upon WVDOF needs.

YES  NO

8.2) The program must be capable of expanding to incorporate additional paper-based forms within the electronic work flow as necessary.

YES  NO



8.3) The program shall provide a mechanism for the completion of a time sheet or leave sheet by the WVDOF employee in both an online environment (Internet) and an offline environment.

YES  NO

8.4) The program shall include a robust and customizable validation system to ensure the time sheet or leave sheet is completed accurately by the employee. These validation rules shall include, but not be limited to, the following:

8.4.1) Field lookup validation – the form capture system should have the ability to cross-check fields with database values to ensure the correct values have been entered.

YES  NO

8.4.2) Visual indications of mandatory fields still requiring attention.

YES  NO

8.5) The program shall allow all business rules (edits, validations) to be executed at the employee level in order to permit the employee to correct observed errors immediately.

YES  NO

8.6) The program shall permit an employee to exit an incomplete report and return to finalize the report at a later time.

YES  NO

8.7) The program shall include descriptive dropdown menus with all codes for the employee time and leave forms.

YES  NO

8.8) The program shall have the capability to print all completed and approved reports as needed in PDF, exported to Excel, or attached as an e-mail.

YES  NO

8.9) The program shall have integrated employee level security to ensure time and leave request forms completed by the employee can only be modified by the employee or supervisors within the employee approval path.

YES  NO

9. **System-Electronic Information Management Services**

9.1) The program must provide a web-based method for employees, supervisors, and other authorized personnel to access the time sheet and leave request forms. This web-based program shall include the ability to view the reports, approve or reject reports, and query the program for statistical analysis.

YES  NO

9.2) The program shall include an approval/rejection system which provides the ability for comments to be attached to the previously submitted forms for employee review. These comments shall automatically be transmitted with the report.

YES  NO

9.3) The program shall be capable of supporting a minimum of five-tiered approval/rejection system for time sheet and leave request forms. The workflow involving the five-tiered approach will be determined at a later date.

YES  NO

9.4) The program shall include integrated security that requires each employee to have a unique profile and will permit submission, review, approval, and query of only those features they have been assigned to.

YES  NO

9.5) The employee profile shall include a hourly rate to be utilized in the report features of the program; this shall be updated only by authorized administrators.

YES  NO

9.6) The program shall support a flexible role-based security system that allows access to specific functionality to be enabled or disabled by authorized administrators.

YES  NO

9.7) The program shall provide a comprehensive report activity tracking system. The audit log shall track any activity on a report including viewing, submitting, rejection, and approvals.

YES  NO

## 10. Additional Specifications

10.1) The program shall provide a flexible and configurable interface which provides the WVDOP the ability to customize and configure the application to its specific needs.

YES  NO

10.2) The program shall permit the creation of separate approval paths for time sheets and leave requests.

YES  NO

10.3) The program shall have the capability of sending automated e-mail notifications to users/supervisors advising of the need to submit or approve time sheets and leave requests.

YES  NO

10.4) The program shall permit establishment of leave time accrual rules (see Section 2) that are automatically applied and will permit each user to view available time off prior to submitting any request.

YES  NO

10.5) The program shall provide the capability of assigning funds, tasks, or activities to specific resources.

YES  NO

10.6) The program shall permit specific authorized WVDOP personnel the ability to establish estimates by Fund to Task and monitor actual utilizations against estimated utilizations.

YES  NO

10.7) The program shall permit specific users within the WVDOP to modify any report by the inclusion or removal of data fields and determine the format of the report.

YES  NO

## 11. Hardware Requirements

The Vendor shall acknowledge that the utilization of their submitted web-based program does not require the purchase of any additional hardware by the WVDOP.

YES  NO

## 12. Maintenance

12.1) The Vendor shall acknowledge that there shall be no additional maintenance fee or technical support fee for their submitted web-based program, over and above any bid maintenance fee, for the term of the contract. The maintenance fee to be included in the contract is bid in Number 4 of Attachment A to this Request for Quotations. No separate reimbursement shall be made to the Vendor by the WVDOP.

YES X NO \_\_\_\_\_

12.2) The Vendor shall provide off-site secure database storage and back up.

YES X NO \_\_\_\_\_

12.3) The Vendor should specify a Vendor Point of Contact for issues with the performance of the program.

Paul Tupciauskas  
VENDOR POINT OF CONTACT NAME

419-877-5988  
VENDOR POINT OF CONTACT NUMBER

12.4) The Vendor shall guarantee an 8 (eight) business hour response time for issues with the performance of the program.

YES X NO \_\_\_\_\_

12.5) Any travel costs incurred for the maintenance of the program must be factored as part of maintenance fee bid; no separate reimbursement shall be made to the Vendor by the WVDOF.

**13. Confidentiality**

The WVDOF may grant Vendor and its employees specific access to WVDOF's physical facilities, its computer network, systems/applications and equipment and its information in various oral, written, or electronic forms as required for implementation of Vendor program. All information disclosed or provided by WVDOF will be considered to be Confidential Information regardless of whether it was provided before or after the date of this agreement or how it was provided. Confidential Information will not include information that:

- Is generally known about the WVDOF and West Virginia State Government;
- Is now or subsequently becomes generally available to the public through no wrongful act of the Vendor;
- The Vendor rightfully had in its possession prior to the disclosure to the Vendor by the WVDOF;
- Is independently created by the Vendor without direct or indirect use of the Confidential Information; or
- The Vendor rightfully obtains from a third party who has the right to transfer or disclose it.

The Vendor may only disclose the WVDOF's Confidential Information to its employees and agents that have a need to know in relation to work they are performing under this Purchase Order.

The Vendor will access the WVDOF's and the State of West Virginia's governmental facilities, computer network, systems/applications, equipment, and information only after requesting and being granted permission. Vendor must request permission from the WVDOF's Project Administrator. Upon receiving permission, Vendor will be instructed as to the limitations of the approved access and Vendor will not exceed those limitations.

Vendor will only use the information and physical or network accesses approved by the WVDOF to perform the required services.

Vendor will limit access to the WVDOF's Confidential Information, computer network, systems/applications, and equipment to only those of its employees or agents that are directly involved in performing the contracted work. Vendor will inform those employees and agents of their responsibility to not disclose the information and to protect the permitted accesses from unauthorized use and will take all necessary steps to ensure that the terms of this agreement are not violated by such personnel.

Vendor will keep track of Confidential Information, computer network, systems/applications, and equipment to which it has been granted access. The WVDOF may at any time request the return of any or all Confidential Information or revoke access permissions. Upon completion and acceptance of all work or upon completion or termination of Contract, Vendor must relinquish all Confidential Information and access to computer networks, systems/applications, and equipment of the WVDOF.

If Vendor loses or makes unauthorized disclosure of the WVDOF's Confidential Information, Vendor will immediately notify the WVDOF's Project Administrator and will take all necessary steps to retrieve the lost or improperly disclosed information. Likewise, if Vendor discovers that their access to the WVDOF's computer network, systems/applications, and equipment has been used by any unauthorized individual or entity, Vendor will immediately notify the WVDOF's Project Administrator and will take all reasonable and necessary steps to terminate the unauthorized access.

YES  NO

#### 14. Cost Summary

On Attachment A, the Vendor should list all costs to be included in this Agreement. Cost comparisons shall be based on 100 employees, and all costs shall be annualized.

This cost shall include any and all additional training necessary for utilization of the program. No separate reimbursement will be made to the Vendor for travel, training or other expenses.

**15. Piggybacking**

While it is the intention of the WVDOF to procure this system for its own benefit, it is anticipated that other agencies of the State of West Virginia may be interested in using this same Request for Quotations as a basis for also procuring the same system for their benefit.

The Vendor shall stipulate whether they are willing to contract with other State of West Virginia agencies for the same prices quoted to the WVDOF; this shall have no bearing on the decision of the WVDOF.

YES  NO

## ***Program-General Specifications***

Tuppas Software constructed a development tool over 20 years ago that designs tailored, web-based modules combined with thin client technology. A basic framework is utilized to produce each application in a quick and efficient manor, generally between 6-8 weeks. For this requested system the program will be completed within 60 days of contract award.

Because a basic framework tool is used, each application is created to fit individual clients instead of requiring clients to fit the products. With Tuppas solutions each module produced has the capability of being structured in a multitude of designs, providing for the most functionality. In turn all modules are tailored to clients needs before implementation. All work completed by Tuppas is designed by their programmers and support staff located within the United States of America. These modules are custom tailored and not comprise of third party modules.

The thin client technology exploited is web-based with a significant amount of diversity in its capabilities. Thin client is exceptionally simple to implement and deploy while including the benefit of being maintained effortlessly. Advantages to thin client include the capability of being deployed from a central location, eliminating the hassle of installing a software system on individual computers, desktops or tablets. Additionally, because of the configuration tool used by Tuppas, software can be upgraded and changed quickly and in an efficient time manor. With this type of a web-based system data can be viewed by personnel in real-time format, allowing them to receive live updates instantly.

With Tuppas Software solutions each application is designed by working directly with those whom are most closely in contact with the system. Each step of the design process is discussed with these designated employees allowing them to view the systems as they are being produced. In addition, the chosen employees will have the capability of evaluating each production step of the proposed modules as they are being developed. By working closely with these individuals Tuppas is able to develop the software to their client's specific requests allowing for modifications, changes, additions and depletions to be conducted swiftly. The end product results in a system that is precisely designed to meet all set forth requirements.

Tuppas prides themselves on the user-friendly accessibility of each piece of software they produce. Because clients work closely with Tuppas during the development stages of each system, they have the ability of deciding whether their program exceeds the computer knowledge capabilities of their staff members, allowing for the program to be changed accordingly.

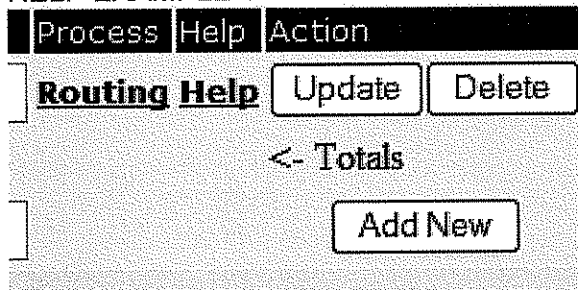
Various stages and levels of security can be implemented into any program developed by Tuppas Software. At the request of the WVDOF the security that would be implemented into the proposed system will include limiting access, review and approval paths as necessary. In addition, all permissions can be based upon a user login system that can be created.

Tuppas has successfully implemented built-in help systems into their modules in the recent history. These systems can include a multitude of information for the employees ranging from how to open a document to submitting it for approval. They can include links to additional information or general instructions on how to complete a form. These help systems main focus is to answer all possible questions from employees.

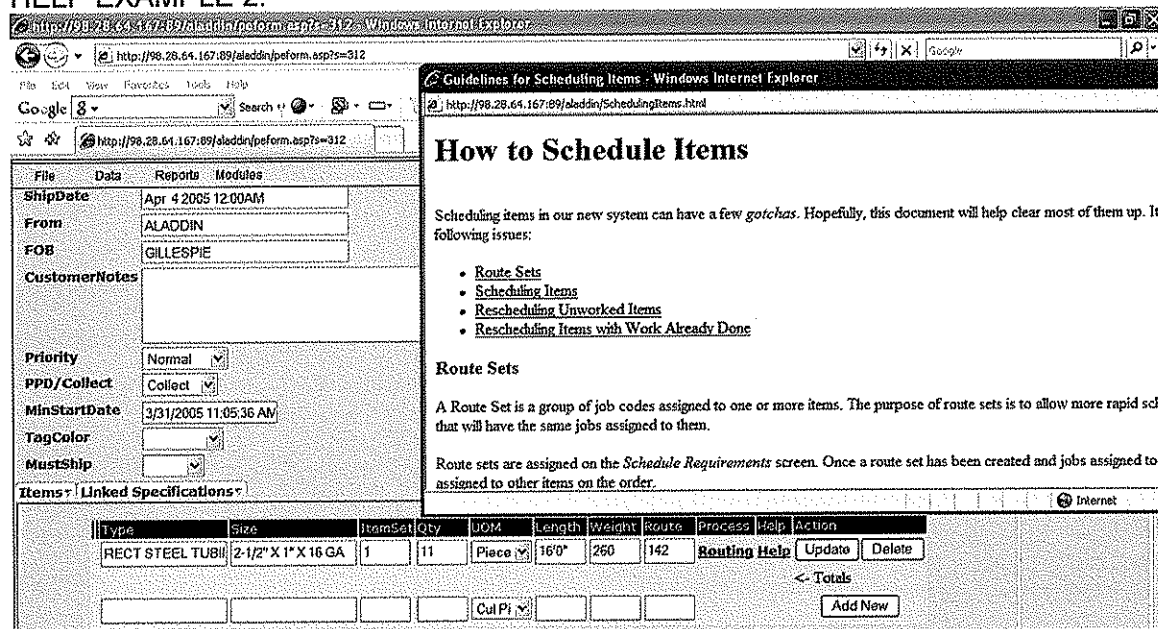
Help Example 1, shown below, is an example from an application previously implemented that included the help button option. Once an employee clicks the "Help" tab an additional screen would appear. This screen, Help Example 2, gives the employee instructions on how to complete the process taking place. These screens can take on various formations, the final decision on the appearance of the screen and pertinent information will be decided upon by the WVDOF employees working with Tuppas to implement the system.

Please note that any screens shown within this document were selected for their particular significance to the requested system. This is by no means a complete representation of the screens that would be comprised in the WVDOF system.

**HELP EXAMPLE 1:**



**HELP EXAMPLE 2:**



**Report Features**

With Tuppas solutions the proposed system will help compile time totals through each stage of your process. These totals will include time tracking by employee, work area or work group. We can configure a solution for the WVDOF which collects data manually, from entry screens (accessed from computer stations or hand held computers) or other methods such as high speed scanners, PLCs, photo eyes and limit switches. You can use the system as a manual entry system now and automate time collection in the future.



Our reporting software application gathers, summarizes and presents data in real time. The system designed will have the capability of tracking all desired information into the specified time frames of month, quarter, life of project, etc.

Some examples of tracking include the planning board in Report Features Example 1. This planning board has the option of choosing an employee (listed in the left column) or a job (the brightly colored boxes). By choosing either of these the user is capable of tracking the amount of time an employee is spending on the particular job or the amount of time a job is taking place (see Report Feature Example 2).

### REPORT FEATURES EXAMPLE 1:

Job		Monday Tuesday Wednesday Thursday Friday Sunday										
CVLL All												
CVLL Cut Line 1												
Customer												
Select		Clear Main Mem										
<b>CES-5</b> Andrea Christian 98 Tags	St. Anthon R C LHN20585 3-Layout   8/7/2007 8:00:00 AM	St. Anthon R C LHN20585 4-Page Review   8/7/2007 9:00:00 AM	St. Anthon R C LHN20585 5-Adjustments   8/7/2007 10:00:00 AM	Calopeper R C AWT20571 3-Layout   8/7/2007 11:00:00 AM	Calopeper R C AWT20571 4-Page Review   8/7/2007 12:00:00 PM	Calopeper R C AWT20571 5-Adjustments   8/7/2007 1:00:00 PM	CHRISTUS S B C HSM20600 2-Layout   8/7/2007 2:00:00 PM	CHRISTUS S B C HSM20600 4-Page Review   8/7/2007 2:30:00 PM	CHRISTUS S B C HSM20600 6-Adjustments   8/7/2007 3:00:00 PM	Methodist R C SHN20602 3-Layout   8/8/2007 8:00:00 AM	Methodist R C SHN20602 4-Page Review   8/8/2007 10:00:00 AM	Ukiah Vall HST20587 3-Layout   8/8/2007 11:00:00 AM
<b>CES-5</b> Anne Valberg 56 Tags	Ukiah Vall R C WVT20626 2-Copy Editing - Non Billable   8/8/2007 8:00:00 AM	Ukiah Vall R C LHN20585 2-Copy Editing - Non Billable   8/8/2007 9:30:00 AM	Ukiah Vall R C HST20585 2-Copy Editing - Non Billable   8/8/2007 10:30:00 AM	Ukiah Vall R C HSM20570 2-Copy Editing - Non Billable   8/8/2007 12:00:00 PM	Ukiah Vall R C OJN20517 2-Copy Editing - Non Billable   8/8/2007 1:00:00 PM	Community R C CCH20172 2-Copy Editing - Non Billable   8/7/2007 8:00:00 AM	St. Anthon R C LHN20585 6-Proofreading 1   8/8/2007 8:00:00 AM	St. Anthon R C LHN20585 7-Proofreading 2   8/8/2007 9:00:00 AM	St. Anthon R C LHN20585 8-Text Corrections   8/8/2007 10:00:00 AM	Ukiah Vall R C HST20587 6-Proofreading 1   8/8/2007 11:00:00 AM	Ukiah Vall R C HST20587 7-Proofreading 2   8/8/2007 12:30:00 PM	Ukiah Vall HST20587 8-Text Corrections   8/8/2007 2:00:00 PM
<b>CES-5</b> Recky Thompson 91 Tags	Ukiah Vall R C HST20587 2-Copy Editing - Non Billable   8/8/2007 8:00:00 AM	Ukiah Vall R C SHN20602 2-Copy Editing - Non Billable   8/8/2007 9:15:00 AM	Ukiah Vall R C HST20587 2-Copy Editing - Non Billable   8/8/2007 10:15:00 AM	Ukiah Vall R C SHN20587 2-Copy Editing - Non Billable   8/8/2007 11:45:00 AM	Ukiah Vall R C LHN20624 2-Copy Editing - Non Billable   8/8/2007 12:45:00 PM	Mercy Hosp R C ABC20561 2-Copy Editing - Non Billable   8/7/2007 8:00:00 AM	Community R C DSN20583 6-Proofreading 1   8/8/2007 8:00:00 AM	Community R C DSN20583 7-Proofreading 2   8/8/2007 9:00:00 AM	Community R C DSN20583 8-Text Corrections   8/8/2007 10:00:00 AM	Halifax Re R C LHN20386 6-Proofreading 1   8/8/2007 8:00:00 AM	Halifax Re R C LHN20386 7-Proofreading 2   8/8/2007 9:00:00 AM	Halifax Re LHN20386 8-Text Corrections   8/8/2007 10:00:00 AM
<b>CES-5</b> Caroline Minard 38 Tags	United Reg R C LHN20588 2-Copy Editing - Non Billable   8/7/2007 8:00:00 AM	Opnum - Ta R C OSH20614 2-Copy Editing - Non Billable   8/7/2007 9:00:00 AM	Opnum - Ta R C OJN20516 2-Copy Editing - Non Billable   8/7/2007 10:00:00 AM	Health Par R C WHN20568 6-Proofreading 1   8/8/2007 8:00:00 AM	Health Par R C WHN20568 7-Proofreading 2   8/8/2007 9:00:00 AM	Health Par R C WHN20568 8-Text Corrections   8/8/2007 10:00:00 AM	Medical Ce R C LHN20576 6-Proofreading 1   8/8/2007 11:00:00 AM	Medical Ce R C LHN20576 7-Proofreading 2   8/8/2007 12:00:00 PM	Medical Ce R C LHN20576 8-Text Corrections   8/8/2007 2:00:00 PM	St. Mary's R C HTN20594 6-Proofreading 1   8/8/2007 2:00:00 PM	St. Mary's R C HTN20594 7-Proofreading 2   8/8/2007 3:00:00 PM	BlueCross KWT20626 10-Proof Prep/Spell- check   8/10/2007 8:00:00 AM
<b>CES-5</b> David Burt 32 Tags	Ukiah Vall R C HST20588 2-Copy Editing - Non Billable   8/8/2007 8:00:00 AM	Ukiah Vall R C LHN20572 2-Copy Editing - Non Billable   8/8/2007 9:15:00 AM	Trinity - R C SHN20589 2-Copy Editing - Non Billable   8/7/2007 8:00:00 AM	St. Anthon R C LHN20585 10-Proof Prep/Spell- check   8/10/2007 8:00:00 AM	Ukiah Vall R C WHN20568 6-Proofreading 1   8/13/2007 8:00:00 AM	Ukiah Vall R C WHN20568 7-Proofreading 2   8/13/2007 9:00:00 AM	Ukiah Vall R C WHN20568 8-Text Corrections   8/13/2007 10:00:00 AM	Southeast R C HSM20570 10-Proof Prep/Spell- check   8/14/2007 8:00:00 AM	Medical Ce R C LHN20576 12-Client Call   8/15/2007 9:00:00 AM	Trinity - R C SHN20597 12-Client Call   8/16/2007 9:00:00 AM	BlueCross R C WVT20626 14-Text corrections - client-initiated - billable   8/16/2007 3:16:2007	BlueCross WVT20626 15-Foreign Confirmation Proof   8/16/2007 5:20:00 AM

### REPORT FEATURES EXAMPLE 2:

Job Sticker	Production History	Job Details	Notes	Close Task
<b>Task</b>	<b>RunDate</b>	<b>Duration</b>		
Proofreading 1	8/8/2007 8:00:00 AM	8/8/2007 10:00:00 AM		

Report Features Example 3 is a further example how Tuppas can track hours worked on the duration of a job or by an employee. This example shows the start time of the specific job and the end time once each task was completed.

### REPORT FEATURES EXAMPLE 3:

#### Work Update

**Client Filter**

#### Current Task

Client	IssueName	Job#	Agreement#	LastTask	StartTime
Northwest Community Hospital	Summer 2007 Calendar Essent/Today	26743	0	Text Corrections	7/13/2007 7:29:41 AM

#### Favorite Jobs

Client	IssueName	Job#	Agreement#	LastTask	EndTime
		0	15003		5/1/2007 10:50:03 AM
		18829	0		5/1/2007 11:26:00 AM
		18829	0		5/1/2007 11:34:46 AM
		0	15002	Art changes -- client initiated -- billable	5/2/2007 5:59:09 PM
Northwest Community Hospital	Summer 2007 Calendar Essent/Today	26743		Text Corrections	7/11/2007 1:07:16 PM
Northwest Community Hospital	Summer 2007 Silver	23102		File Prep 2	7/11/2007 2:09:08 PM

Tuppas job costing solution gives up to date performance metrics so that the WVDOF can view collective cost totals by employee, work area or work group. This information can be easily split into the required categories of month, quarter and life of project. Additionally, information can be pulled from employee files and compiled throughout the appropriate areas. This system can also be configured for indirect cost allocation across jobs based on internal allocation methods. Report Features Example 4 shows examples of possible job costing function screens that could be exploited.

### REPORT FEATURES EXAMPLE 4:

The screenshot displays a complex software interface for job costing. It features several overlapping windows and data tables:

- Job Cost Summary:** A table with columns for Job#, IssueName, Job#, Agreement#, LastTask, and StartTime. It lists various jobs and their associated costs.
- Job Cost Detail:** A detailed view of a specific job, showing a breakdown of costs by employee, work area, and other categories.
- Log In With TimeCard:** A modal window for logging in, containing fields for Timecard Number, Type (Normal), Employee Costing, and Start Time (11/17/2007 10:25:34 AM).

The interface is densely packed with data and navigation options, typical of a professional accounting or project management software.



SYSTEM DATA COLLECTION EXAMPLE 1:

**Employees**  
 Current Filter: None

EmployeeID: 107 EmployeeName: Andrea Christiansen  
 Department: CES-S SchedulingFilter:   
 Schedule: Yes FoxProID:   
 LeaveStatus: Not on Leave

Employee Tasks | Employee Leaves | Scheduled Availability | Copy Tasks

StartDate	EndDate	Action
← Totals		
<input type="text"/>	<input type="text"/>	Add New

8.2- This tailor designed system will have full capability of expanding and incorporating any paper-based forms within the electronic work flow. These forms can be incorporated from sources such as Microsoft Word or Excel or from existing databases. Each form will have the ability of instantly being viewable or downloadable. Additionally, functionality can be included within the system to allow forms to be printed out for additional usage by the employee.

8.3- System Data Collection Example 2 is an example of a daily time tracking system which was developed for the West Virginia State Police to record daily hours. You will notice there are many options of identifying employees such as by ID, name or area (the tag for Station on this example). This screen can be designed in a multitude of different ways. With this specific example the blue area which says type can be changed to say "work area" or any other combination of wording relevant to the WVDOF and allows for better tracking of activity. Additionally, the start and end time are evident with the total amount of hours listed next to this area.

SYSTEM DATA COLLECTION EXAMPLE 2:

**Daily Report of Activity** Update Delete New  
 Current Filter: None

ID: 1  
 Rank/Name: Test Troop: 101  
 Station: 202 PerID#: 55TR77  
 Date: 6/25/2008 SPOC: HIDA

Activity Desc/Hours | Arrests | Traffic Cit

Type	Activity Type	StartTime	EndTime	Hours	Activity Description	Action
SIQ	PH-Road Patrol	7:00:00 AM	9:00:00 AM	2		Update Delete
CDO	PH-Road Patrol	9:00:00 AM	12:00:00 PM	3	Criminal Investigation	Update Delete
Regular Duty	PH-Road Patrol	12:30:00 PM	5:30:00 PM	5	Traffic stops & other	Update Delete
				10	← Totals	
Regular Duty	PH-Road Patrol	10:41 AM	10:41 AM			Add New

System Data Collection Example 3 is an additional example of how an employee can complete a time sheet to record their hours. You will notice the employee name, ID and department are evident. In this area there is the option of choosing whether the employee is currently on leave – "LeaveStatus". Additionally under this screen employees can change their time in and time out (the areas currently labeled "Available

From" and "Available To"). This screen can be adjusted and formatted to a design that would fit the specific requirements of the WVDOF.

### SYSTEM DATA COLLECTION EXAMPLE 3:

**Employees**  
 Current Filter: None

EmployeeID: 107 EmployeeName: Andrea Christiansen  
 Department: CES-S SchedulingFilter:   
 Schedule: Yes FoxProID:   
 LeaveStatus: Not on Leave

Employee Tasks Employee Leaves Scheduled Availability Copy Tasks

Weekday	Available From	Available To	Action	
Monday	8:00:00 AM	5:00:00 PM	Update	Delete
Tuesday	8:00:00 AM	5:00:00 PM	Update	Delete
Wednesday	8:00:00 AM	5:00:00 PM	Update	Delete
Thursday	8:00:00 AM	5:00:00 PM	Update	Delete
Friday	8:00:00 AM	3:00:00 PM	Update	Delete
<- Totals				
Monday	<input type="text"/>	<input type="text"/>	Add New	

8.4- A validation system to meet the requirements of the WVDOF will be designed to ensure all employee and leave sheets are completed accurately. For example (8.4.1) if an employee were to start a shift at 8:00am and entered the time 8:05 am, the system could cross reference a schedule that was previously placed within the system. From this point a dialogue box would appear alerting the employee their time was off by five minutes. Depending on the amount of authority the system allocates to the employee they can either change the entered time or request management's approval for a change. Additionally (8.4.2), if an employee does not accurately or completely fill out the required fields a dialogue box will alert them of any missing criteria allowing them to correct the fields.

System data collection example 4 is a generic example of an employee's weekly hours. This form can be made more or less complex in order to meet all requirements of the WVDOF and allow the employees to view any errors on their timesheets.

### SYSTEM DATA COLLECTION EXAMPLE 4:

Main Menu | HTML | CSV | XML


7 Day Work Period 3/5/2009 10:50:22 AM

Week	Date	Day	Hours
24		M	8
24	6/9/2008	T	5
24	6/10/2008		13
26		M	8.5
26	6/23/2008	W	10
26	6/25/2008	T	6.5
26	6/26/2008		38
<- Totals			

8.5- With the Tuppas system various amounts of authority can be given to each employee, supervisor and administrator. Options are also available of limiting the amounting or changing the amount of authority administered depending upon the

approval of the WVDOF. With the system Tuppas proposes to produce, all edits and validations will be executable at the employee level. This, per the request of the WVDOF, will be to give employees access to correcting observed errors immediately. In System Data Collection Example 5 notice in the right column where it is labeled "EnablePBDrag" this is an example of how Tuppas can set up employee authorizations.

**SYSTEM DATA COLLECTION EXAMPLE 5:**

**Employees** 

Current Filter: None

<b>EmployeeID</b>	8	<b>Title</b>	14
<b>FirstName</b>	Rodrigo	<b>EmailName</b>	rod@countin
<b>LastName</b>	Olivares	<b>WorkPhone</b>	301 589-5321
<b>UserID</b>	rod	<b>EnablePBDrag</b>	No
<b>Password</b>	Cl.rod22	<b>EnablePlanningDelete</b>	Yes
<b>Extension</b>	1	<b>Pager</b>	
<b>EnableJobEdit</b>	Yes		

8.6- This system will allow employees to save partial data on an uncompleted report with the option of permitting them to return at a later time to complete. If requested, Tuppas can place an alert dialogue box to pop up and notify the employee that the report is not completed. This security measure will help employees who may accidentally log out of the report prematurely.

8.7- System Data Collection Example 6 shows how Tuppas Software can create dropdown menus which will include any variance of codes for employee time and leave forms. Each system has the capability of supporting an unlimited number of dropdown boxes per page.

**SYSTEM DATA COLLECTION EXAMPLE 6:**

**Employees**

Current Filter: None

<b>EmployeeID</b>	107
<b>Department</b>	CES-S
<b>Schedule</b>	CES-S
<b>LeaveStatus</b>	ES
<b>Employee Tax</b>	Web Services

8.8- Tailored programs produced by Tuppas have the capability of extracting information from excel spreadsheets, emails and PDF files. To complement this ability all completed and approved reports located within the WVDOF system will have the capability of being printed as a PDF, exported to Excel where it can also be printed from or attached as an email.

8.9- As requested, security standards can be placed upon this system to allow for only the employee or supervisors to modify any time or leave request forms. As you will view in System Data Collection Example 7, passwords and user IDs can be implemented to

protect all valuable information. Additionally, only the user and supervisors will be given this important information and additional restrictions may be placed upon the information allowing only those with advanced authorization to access the information.

#### SYSTEM DATA COLLECTION EXAMPLE 7:

<b>EmployeeID</b>	8
<b>FirstName</b>	Rodrigo
<b>LastName</b>	Olivares
<b>UserID</b>	rod
<b>Password</b>	Cl.rod22

### ***System-Electronic Information Management Services***

9.1- Tuppas specializes in platforms which are centered on browser based enterprise integration. Our experience with a diverse amount of client's system and data storage requirements has compelled us to create systems which can be deployed quickly and adapt to change rapidly. We have leveraged our model driven architecture and our own rapid development tool to create platforms which allow us to implement, manage and maintain fast paced change within an enterprise.

Because each system designed by Tuppas is web-based this allows employees, supervisors and other authorized personnel to access time sheet and leave request forms easily. Web-based software will allow complete access from virtually any location at any point in time.

9.2- By working closely with the WVDOF to decide the exact entry screens and information that will be requested Tuppas will create an approval/rejection system which will have the ability of attaching comments to any submitted forms for employee review. When the form is saved or passed to an additional user all comments that were made will be automatically transferred with the report. System Electronic Information Example 1 shows an example of how comments can be added into the system

#### SYSTEM ELECTRONIC INFORMATION EXAMPLE 1:

<b>Defect Ticket Message</b>
<input type="text"/>
<b>FailedTests</b>
Light Tran. Light Tran.

9.3- Because all of systems designed by Tuppas are specifically created to meet the requirements of their clients it will be easy to structure a straightforward system that will support a five-tiered approval/rejection system. By working closely with the WVDOF Tuppas is confident they will have the ability of creating an approval system that will support all workflow requests.

9.4- As described in 8.9, a security system can be created which will require a unique profile to allow access to information. A unique employee approval process may be designed permitting employees access to only the features they have been assigned to.



System Data Collection Example 3 is an example of some of the security features that can be implemented into the design of the WVDOF system.

9.5- This employee profile can include any information which the WVDOF feels is pertinent such as individual employee's hourly rate. Additionally, access to this system will be granted only to administrators whom are given authorized access.

9.6- System Data Collection Example 3 shows how the Tuppas Software system has the capability of enabling or disabling access to authorized administrators only. Specific access to each system will be decided upon by the administrators of the WVDOF. Tuppas' system will have the ability of integrating with existing security systems to transfer any specific functionality to users.

9.7- Tuppas has experienced much success with developing activity logs. For this system a comprehensive report will be developed to track any activity placed upon time and leave reports including viewing, submitting, rejection and approval. System Electronic Information Example 2 is an example of the screens that can be developed to create to track this significant information.

### SYSTEM ELECTRONIC INFORMATION EXAMPLE 2:

Projects <input type="button" value="Form View"/> <input type="button" value="New"/>								
Current Filter: None								
#	Projectid	ProjectName	ActiveDate	ActiveIndicator	InactiveDate	CreateDate	UpdateDate	UpdateBy
1	-1		9/29/2004 5:38:44 PM	Y		9/29/2004 5:38:44 PM	12/23/2007 2:56:06 PM	UPDATI
2	1		6/23/2004 1:57:11 PM	N	11/2/2004 2:20:54 PM	6/23/2004 1:57:11 PM	12/23/2007 2:56:05 PM	UPDATI
3	2		6/23/2004 1:57:11 PM	N	11/2/2004 2:21:21 PM	6/23/2004 1:57:11 PM	12/23/2007 2:56:05 PM	UPDATI
4	3		6/23/2004 1:57:11 PM	Y		6/23/2004 1:57:11 PM	12/23/2007 2:56:05 PM	UPDATI
5	4		6/23/2004 1:57:11 PM	Y		6/23/2004 1:57:11 PM	12/23/2007 2:56:05 PM	UPDATI
6	5		6/23/2004 1:57:11 PM	Y		6/23/2004 1:57:11 PM	12/23/2007 2:56:05 PM	UPDATI
7	6		6/23/2004 1:57:11 PM	N	10/26/2004 9:40:02 AM	6/23/2004 1:57:11 PM	12/23/2007 2:56:06 PM	UPDATI
8	7		6/23/2004 1:57:11 PM	N	10/26/2004 9:39:52 AM	6/23/2004 1:57:11 PM	12/23/2007 2:56:06 PM	UPDATI
9	8		6/23/2004 1:57:11 PM	N	10/26/2004 9:39:14 AM	6/23/2004 1:57:11 PM	12/23/2007 2:56:06 PM	UPDATI
10	9		6/23/2004 1:57:11 PM	N	10/26/2004 9:39:08 AM	6/23/2004 1:57:11 PM	12/23/2007 2:56:06 PM	UPDATI
11	10		6/23/2004 1:57:11 PM	N	10/26/2004 9:39:39 AM	6/23/2004 1:57:11 PM	12/23/2007 2:56:06 PM	UPDATI
12	11		6/23/2004 1:57:11 PM	N	11/2/2004 2:21:55 PM	6/23/2004 1:57:11 PM	12/23/2007 2:56:06 PM	UPDATI
13	12		6/23/2004 1:57:11 PM	Y		6/23/2004 1:57:11 PM	12/23/2007 2:56:06 PM	UPDATI
14	13	Crispo	6/23/2004 1:57:11 PM	Y		6/23/2004 1:57:11 PM	12/23/2007 2:56:06 PM	UPDATI
15	40		6/11/2004 9:08:06 AM	N	10/26/2004 9:40:26 AM	6/11/2004 9:08:06 AM	12/23/2007 2:56:06 PM	UPDATI

<< < > >> Requery Tuppas

Projects	
Current Filter: None	
Projectid	13
ProjectName	Crispo
ActiveDate	11/18/2008 10:52:05 A
ActiveIndicator	Y
InactiveDate	
CreateDate	11/18/2008 10:52:05 A
UpdateDate	11/18/2008 10:52:05 A
UpdatedBy	701044133

### Additional Specifications

10.1- Tuppas modules are designed specifically for only the functionality required by their client's. Confusing fields and excess screens are depleted allowing for employees to utilize the system without confusion. Each module is configured to be a perfect flexible and configurable fit for the each individual situation.

In addition to their custom tailoring updates to interfaces are completed in separate layers. This means that technology upgrades can be completed without interfering with the functionality of the application. Likewise, clients can easily change their interface



without disturbing the underlying technology. This is a huge advantage, eliminating cumbersome upgrades and outdated software.

10.2- Because each form that is completed may have a different supervisor or administrator it must be approved from Tuppas will implement various routing paths so each form can flow through the proper approval process. For example: John Smith will fill out a time sheet that must go to his supervisor, the proper information will be contained within John's time sheet and profile so that once the sheet is submitted it will go directly to his supervisor for approval instead of the accounting department.

10.3- Tuppas software solutions are commonly programmed to send alert emails to the proper personnel regarding important issues. Typically these alerts simulate a regular email sent from the WVDOP email system. This system is very dynamic by allowing the email to say specifically what the organization is requesting or alerting the employee of. Additionally, if requested, these emails can be sent to the employee and to their supervisor alerting both to the incomplete forms. Links can be added within the email giving the employee the option of immediately clicking on a link and opening the proper documentation for completion. These emails will automatically send at specific times and dates which will be predetermined.

10.4- Working with the WVDOP staff a tailored leave tracking system will be developed based upon accrual rules which are automatically applied to each employees leave system. This system can be automatically or manually input and will have the capability of allowing all employees the capability of viewing the amount of time accumulated prior to completing any leave requests.

Additional Specifications Example 1 is a generalized screen that can be used to allow employees to view their time off. For this program a more specific screen would be developed which will list the amount of time that is available for employees before they complete forms. This screen can additionally state the rules associated with the time off or any restricted dates.

#### ADDITIONAL SPECIFICATIONS EXAMPLE 1:

The screenshot shows a software interface with a header bar containing three tabs: "Employee Leaves", "Scheduled Availability", and "Copy Tasks". Below the header is a table with three columns: "StartDate", "EndDate", and "Action". Under the "Action" column, there is a link labeled "<- Totals". Below the table, there are two empty rectangular input boxes and a button labeled "Add New".

10.5- Funds, tasks and activities can easily be assigned to the designated specific resources simply through the system Tuppas would develop by routing the specific action to the proper area. In Additional Specifications Example 2 Number 1 notice how on the left side there is the option of choosing "Family". Then on Number 2 a drop down box is available for the user to choose exactly where the task is going to be routed to or designated to.

## ADDITIONAL SPECIFICATIONS EXAMPLE 2:

### Number 1

**Tasks**  
Current Filter: None

<b>TaskID</b>	4	<b>Task</b>	Print Planning
<b>Family</b>	Manufacturing & Distribution	<b>STDUnitsTabloid</b>	0
<b>Type</b>	Production	<b>STDUnitsMagazine</b>	0
<b>Billable</b>	No	<b>StandardType</b>	PerJob
<b>SchedulingGroup</b>		<b>Workcode</b>	
<b>Notes</b>	All print planners working on jobs use this task.		

### Number 2:

**Tasks**  
Current Filter: None

<b>TaskID</b>	4	<b>Task</b>	Print Planning
<b>Family</b>	Manufacturing & Distribution	<b>STDUnitsTabloid</b>	0
<b>Type</b>	Art Breaks Coordination Department Manufacturing & Distribution	<b>STDUnitsMagazine</b>	0
<b>Billable</b>		<b>StandardType</b>	PerJob
<b>SchedulingGroup</b>		<b>Workcode</b>	
<b>Notes</b>	Text Training working on jobs use this task.		

10.6- Due to the flexibility within Tuppas' systems the proposed application will have the ability of offering only authorized WVDOF personnel the option of establishing estimates by Fund and the ability to Task with and monitor the actual utilizations against the estimated utilizations. This functionality will be easily implemented into any part of the system because the framework used allows Tuppas to quickly configure and implement mission specific applications which are tailored to suit the customer's needs exactly.

10.7- If clients are interested in making modifications to the applications internally, Tuppas offers training classes so that their clients can use the development tool to make changes to the software. Additionally, employees can be trained on how to modify specific reports including adding or removing of data fields and determining the format of the report.

### **Hardware Requirements**

Because Tuppas software solutions are web-based there are no additional hardware requirements other than a basic computer system. Web-based solutions use a web browser to create easy to use, quick to set-up, cost effective solutions that require no installation on the client's PC. This type of software is installed on the server and the user accesses it by using just a browser such as Internet Explorer or an internal Intranet.

### **Maintenance**

12.1- Tuppas here by acknowledges that they will not impose any additional maintenance fees or technical support fees for the submitted web-based program, over and above any bid maintenance fee for the term of the contract.

12.2- As requested, Tuppas will host a secure off-site database storage and back up. There are multiple options available from Tuppas for hosting the application. These include Tuppas hosting the system at their location or by hosting the application with a third-party vendor. This can be discussed at a later time with the WVDOF to decide specifics of where the program will be hosted.

12.3- Vendor Point of Contact:

Paul Tupciauskas – 419.877.5988

12.4- At Tuppas we believe our clients require the best customer service available. Therefore we will guarantee an eight business hour response time associated with any issues pertaining to performance of the program.

12.5- All travel costs associated with the maintenance of the program have been included as part of the maintenance fee bid. Commonly Tuppas will implement all changes to the system at their headquarters, assuring a quick turn-around and implementation of any performance issues or program errors.

### ***Confidentiality***

Tuppas will agree to sign any type of a non-disclosure agreement requested by the WVDOF. Please note that Tuppas has worked with many vendors who require extreme amounts of confidentiality within their projects. Tuppas will agree to each requirement set forth with-in the request for proposal including:

- Considering all information disclosed or provided by the WVDOF to be considered Confidential Information regardless of whether it was provided before or after the date of this agreement or how it was provided.
- To only disclose the WVDOF's Confidential Information it Tuppas employees and agents that have a need to know in relation to work performing under this purchase order.
- Will request permission for the WVDOF's Project Administrator to access WVDOF and State of West Virginia government facilities, computer network, systems/applications, equipment and information.
- Only use the information and physical or network accesses approved by the WVDOF to perform the required services
- Limit access to WVDOF's Confidential Information, computer network, systems/applications and equipment to only agents and employee's directly involved in performing the contracted work. These agents and employee's will be informed of their responsibility to not disclose the information and to protect the permitted accesses for unauthorized use and will take all necessary steps to ensure that the terms of this agreement are not violated by such personnel.
- To keep track of Confidential Information, computer network, systems/applications and equipment which access has been granted to.
- Upon completion and acceptance of all work or upon completion or termination of Contract, Tuppas will relinquish all Confidential Information and access to computer networks, systems/applications and equipment of the WVDOF.
- If Tuppas loses or makes unauthorized disclosure of the WVDOF's Confidential Information, they will immediately notify the WVDOF's Project Administrator and will take all necessary steps to retrieve the lost or improperly disclosed information.

- If Tuppas discovers their access to the WVDOF's computer network, systems/applications and equipment has been used by an unauthorized individual or entity, they will immediately notify the WVDOF's Project Administrator and will take all reasonable and necessary steps to terminate the unauthorized access.

### ***Cost Summary***

Please see Attachment A.

### ***Piggybacking***

Tuppas Software is willing to contract the exact system designed for the WVDOF to additional state agencies for the same price quoted with in this Request for Quotation.

Tuppas Software Corporation is currently working with the West Virginia State Police on an approved system for inventory of evidence tracking and employee time tracking. This system is very similar to the system proposed by the WVDOF and if requested, Tuppas will send additional information including pricing related to the modules created for the West Virginia State Police.

ATTACHMENT A

BID SPECIFICATIONS FOR WEB-BASED TIME AND LEAVE MANAGEMENT SYSTEM  
WEST VIRGINIA DIVISION OF FORESTRY

Please provide pricing quotes for all components as applicable. The number of users is estimated for comparison purposes only and is not an indication of minimum or maximum number of users.

Please annualize pricing quotes for Numbers 1 – 4 for comparison purposes. Number 5 will be used only for payment under the Agreement, if applicable.

ANNUAL COST

1) User License/Service Fees for 100 Users for a 12 month term:

$$\frac{\$ 100.00}{\text{FEE PER USER PER MONTH}} \times \frac{100}{\text{USERS}} \times \frac{12}{\text{MONTHS}} = \frac{\$ 120,000.00}{\text{YEARLY TOTAL}}$$

2) Hosting fees (if not included as part of #1):

$$\frac{\$ 1,000.00}{\text{HOSTING FEE PER MONTH}} \times \frac{12}{\text{MONTHS}} = \frac{\$ 12,000.00}{\text{YEARLY TOTAL}}$$

3) One-time Implementation and Training Costs (this should be included as a lump sum fee, with NO itemization for travel costs included):

$$\frac{\$ 60,000.00}{\text{LUMP SUM}}$$

4) Ongoing system maintenance and support fees – see Section 12.1 for additional information:

$$\frac{\$ 500.00}{\text{MAINTENANCE/SUPPORT FEE PER MONTH}} \times \frac{12}{\text{MONTHS}} = \frac{\$ 6,000.00}{\text{YEARLY TOTAL}}$$

\$ 198,000.<sup>00</sup>  
TOTAL YEARLY  
COST (TOTAL OF  
NUMBERS 1-4)

5) Cost to add additional users (there should be no minimum increment when adding additional users); this will not be part of the bid comparison, but must be included as part of the contract for payment:

\$ 0.00  
FEE PER USER



# Tuppas Software Corporation

[www.Tuppas.com](http://www.Tuppas.com)

Tuppas Software Corp.      t: 1-877-897-7902  
PO Box 171  
Waterville, Ohio 43566 USA    f: 1-877-322-8963

## History

Tuppas Software's history began as a small company in Northwest, Ohio over 20 years ago during the advent of personal computers. Founder Paul Tupciauskas became skilled at developing internal software applications for an assortment of manufacturing facilities and began producing job tracking and production reporting software. Tupciauskas developed a RAD (rapid application development) tool which gave him the ability to quickly and easily build customized interface screens and reports to place into his programs. Through the experience he gained in the manufacturing industry Tupciauskas began to build a client base of manufacturers who benefited from his custom applications.

In 2001, as President and CEO, Tupciauskas began operating Tuppas as a limited liability company (LLC). Shortly thereafter, in 2004, the privately held company became a corporation which has expanded to producing more than 22 different software modules. As demand has continued to grow Tuppas' employee base continues to grow each year along with their client base.

Tuppas clients include leading companies such as The Coca-Cola Company, Campbell's Soup Company and Marathon Oil. In addition they have produced software for government agencies such as the Federal Bureau of Prisons and West Virginia State Police.



## Programming Framework Tool

Tuppas has designed a programming framework on top of Microsoft's .Net platform. This rapid development tool allows for configuration of user specific web-based software applications in a short time frame. Generally the time frame consists of approximately six to eight weeks per module, which is significantly more rapid than their competition.

This programming tool gives Tuppas the ability to offer customers the following advantages over other manufacturing software vendors:

- **Each module purchased is designed specifically for each client.**  
Tuppas modules are designed specifically for only the functionality required by their client's. Confusing fields and excess screens are depleted allowing for employees to utilize the system without confusion. Each module is configured to be a perfect fit for the individual situation giving each client the ability to innovate and out-perform their competition affordably.
- **It's easy to modify.**  
Whether modifications are completed by Tuppas or the client is trained on how to complete them on their own, it is no longer a hassle to change the way manufacturing software works. With this ease, updates and modifications such as adding fields and changing report layouts can be completed quickly and effortlessly through the web-based architecture which allows for thin client anywhere access.
- **Your IT staff can modify the software.**  
If clients are interested in making modifications to the applications internally, Tuppas offers training/certification classes so that their clients IT personnel can use the development tool to make changes to the software.
- **Add more Tuppas modules to your solution at any time.**  
With Tuppas companies can begin with only one or two modules and add more as the company grows and expands. Integration with operating Tuppas modules or other data sources is effortless and can be done at anytime.
- **Updates to technology and interfaces are in separate layers.**  
This means that technology upgrades can be completed (for instance to (dot) .NET) without interfering with the functionality of the application. Likewise, clients can easily change their interface without disturbing the underlying technology. This is a huge advantage, eliminating cumbersome upgrades and outdated software.
- **It's scalable.**  
Tuppas software can grow and change as business needs transform. Since all systems are browser based, they can easily be extended to multiple locations. This also means that updates and changes to a multi-location enterprise's software are quick and easy.

- **Rapid development.**  
Through development utilizing a RAD tool Tuppas has the capability of providing a rapid development cycle. The framework used allows Tuppas to quickly configure and implement mission specific applications which are tailored to suit the customer's needs exactly. The RAD tool has the ability to easily execute changes in features and add functionality to any system once it has been implemented at the customer's site.
- **Affordable pricing.**  
Since we can configure an application in a matter of weeks instead of months, we can offer configured software at considerably lower prices than other configured application providers.
- **Intuitive interfaces.**  
The intuitive interfaces result in quick training and implementation, as well as fewer support issues.
- **Capable of integrating.**  
Each piece of software developed can be integrated easily with additional applications or datasets which customers have previously implemented into their systems and will continue to utilize.

### **What type of applications does Tuppas develop?**

Tuppas Software specializes in a wide variety of systems for companies and agencies of all sizes. Each system produced is browser-based and can include artificial intelligence with genetic algorithms. The software manufacture prides itself in producing their top-selling scheduling and advanced planning applications which are tailored to companies around the country. In addition to these applications Tuppas produces exceptional software applications such as production performance tracking, job tracking and quality management. Other software which is routinely constructed includes statistical quality control, inventory management systems, business intelligence and training applications. Tuppas manufactures more advanced applications such as Customer Relationship Management (CRM), Supply Chain Management (SCM) and Enterprise Resource Planning (ERP).

### **Why is Tuppas doing so well?**

Each of the expert systems developed by Tuppas allows their clients to achieve substantial gains in efficiency which in turn translate to bottom line savings. These savings can ultimately become very significant. Each application is tailored to the clients needs and is generally less expensive than custom software that is offered through other vendor's.

Through our rapid development cycle Tuppas has an advantage over their competition by rapidly developing and implementing their software. Many custom systems can take years to develop while Tuppas' systems generally only take a few weeks. Additionally, clients are offered the ability to train and learn to use the RAD development tool for themselves. This results in the capability of being able to change their application as needed.

## **Made In America**

Tuppas Software Corporation prides itself in manufacturing all of their programs in the United States of America. Clients can breathe easy when purchasing a system from Tuppas as each program that is produced will come with a guarantee that it was made by an American citizen.

Clients will work with programmers, support team members and system analysts that are located in the United States from the point of inquire into Tuppas products through design and implementation and through the year of support the follows.

Questions and concerns are answered more in depth and quicker because the employees of Tuppas will be able to understand their needs with more ease and implement changes more rapidly.

## Tuppas Software Clients

