



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
RJC665

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
HR Depot, LLC
300 Capitol Street
Suite 924
Charleston, WV 25301

SHIP TO

REG'L JAIL & CORR'L AUTH'Y
1325 VIRGINIA STREET EAST
CHARLESTON, WV
25301 **304-558-2110**

DATE PRINTED 03/30/2009	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 04/15/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		961-20	\$79.00/hour	TBD \$ 18,960 for 240 hours
<p>PERSONNEL CONSULTING SERVICES</p> <p>OPEN-END CONTRACT TO PROVIDE PERSONNEL CONSULTING SERVICES FOR THE WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY, PER THE ATTACHED SPECIFICATIONS.</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 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</p>						

2009 APR 15 PM 1:03
WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: **Valerie J. James Ph.D.** TELEPHONE: **304 343-0185** DATE: **4-8-09**

TITLE: **President** FEIN: **20-8415464** ADDRESS CHANGES TO BE NOTED ABOVE

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

GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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03/30/2009				

BID OPENING DATE: **04/15/2009** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	(1) YEAR PERIODS.					
<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 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE Valerie J. Jacobs PhD	TELEPHONE 304-343-0185	DATE 4-8-09
TITLE President	FEIN 20-8415464	ADDRESS CHANGES TO BE NOTED ABOVE

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<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 style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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: JOHN ABBOTT-----</p> <p>RFQ. NO.: RJC665-----</p> <p>BID OPENING DATE: 04/15/2009-----</p> <p>BID OPENING TIME: 1:30 PM-----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Valery J. Jacobs PhD</i>	TELEPHONE 304-343-0185	DATE 4-8-09
TITLE President	FEIN 20-8415464	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 304-343-4151 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- Valerie J. Jacobs, PhD -----						
***** THIS IS THE END OF RFQ RJC665 ***** TOTAL:						TBD \$18,960 for 240 hours

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE Valerie J. Jacobs, PhD	TELEPHONE 304-343-0185	DATE 4-8-09
TITLE President	FEIN 20-8415464	ADDRESS CHANGES TO BE NOTED ABOVE

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RJC665

To provide Human Resource Consulting services to address personnel issues pertaining to various regional jail facilities located throughout the State of West Virginia and the Central Office located in Charleston, West Virginia.

SCOPE OF WORK:

Vendor to provide human resource advice on an as needed basis by telephone, e-mail and occasional office visit(s). Services may include assessment of issues presented; review of internal investigations, recommendation or potential means of resolution; drafting of HR related correspondence; and drafting of HR policies/procedures/handbook; testimony in administrative hearings and other court hearings; and working with other HR related matters as appropriate.

There are currently ten regional jails throughout West Virginia and a Central Office located in Charleston, West Virginia. Appeal hearings are generally conducted in the area of the workplace. Travel to testify as a witness at hearings may be required to those areas of the state and due to the distances of some of the locations, overnight travel may be required. Other travel may be required as deemed necessary.

Consultant will base assessments and recommendations on the West Virginia Division of Personnel statute, Legislative Rule and policies; appropriate State statutes and appropriate federal statutes and regulations.

The Consultant will be available Monday – Friday, 10:00 am – 6:00 pm to receive calls and e-mails. The Consultant will respond to any telephone call or e-mail within 24 hours or the next scheduled business day. Such "immediate" response may include an advisory that additional research is necessary. In such cases the Consultant will indicate a tentative timeframe needed to respond.

The above services are to be billed on a monthly basis. Billable time shall include preparation, research, participation in telephone calls, participation in office meetings, e-mail response preparation, drafting of requested documents, court and testimony time, travel and all related expenses. The Consultant is to bill at an hourly rate to be broken down in 15-minute increments, rounded to the next highest 15-minute increment. Actual hours will be at the agency's discretion based on need.

An estimated 240 hours or more of consulting time may be required per year.

Travel will be reimbursed in accordance to the State of West Virginia's Travel Rules and Regulations with the travelers headquarters to be located at the West Virginia Regional Jail & Correctional Facility Authority's, Central Office, located in Charleston, West Virginia.

GENERAL PROVISIONS:

The Consultant must agree to adhere to all office policies of Regional Jail and Correctional Facility Authority while conducting business with Regional Jail staff and while visiting Regional Jail and Correctional Facility Authority offices and/or facilities.

EDUCATION / EXPERIENCE:

Consultant must have a four (4) year Bachelors degree from an accredited college. Consultant must have a least five (5) years experience in the field of human resources and related consulting services, of which a minimum of three (3) years of said experience must be in West Virginia State Government Human Resources and grievance procedures.

A resume detailing education and experience should be submitted with your bid package. The vendor shall submit the referenced resume upon three working days upon request.

WV REGIONAL JAIL AUTHORITY LOCATIONS

CENTRAL REGIONAL JAIL

300 Days Drive
Sutton, West Virginia 26601

EASTERN REGIONAL JAIL

38 Grapevine Road
Martinsburg, West Virginia 25401
Phone: (304) 267-0045

NORTH CENTRAL REGIONAL JAIL

1 Lois Lane
Greenwood, West Virginia 26415
Phone: (304) 873-1384

NORTHERN REGIONAL JAIL

RD 2, Box 1
Moundsville, West Virginia 26041
Phone: (304) 843-4067

POTOMAC HIGHLANDS REGIONAL JAIL

#13 Dolan Drive
Augusta, West Virginia 26704
Phone: (304) 496-1275

SOUTH CENTRAL REGIONAL JAIL

1001 Centre Way
Charleston, West Virginia 25309-1001
Phone (304) 558-1336

SOUTHERN REGIONAL JAIL

1200 Airport Road
Beaver, West Virginia 25813

SOUTHWESTERN REGIONAL JAIL

Earl Ray Tomblin Industrial Park
13 Gaston Caperton Drive
Holden, West Virginia 25625

TYGART VALLEY REGIONAL JAIL

400 Abbey Road
Belington, West Virginia 26250

WESTERN REGIONAL JAIL

1 O'Hanlon Place
Barboursville, West Virginia 25504

WEST VIRGINIA REGIONAL JAIL & CORRECTIONAL
FACILITY AUTHORITY

COST SHEET

<u>Estimated Total Hours Per Year</u>	<u>Hourly Rate</u>	<u>Yearly Total</u>
* 240 hrs per year	\$ 79.00	\$18,960 for 240 hours

* NOTE: Actual hours may be more or less at the Agency's
discretion.

VENDOR PREFERENCE CERTIFICATE

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

1. Application is made for 2.5% resident vendor preference for the reason checked:
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked:
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked:
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked:
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

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

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

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: HR Depot, LLC (Formerly) Organization Depot Signed: Valerie J. Jankovich PhD
 Date: 4-8-09 Title: President

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

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:

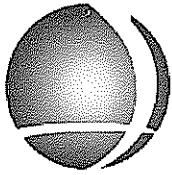
Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, 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: HR Depot, LLC (formerly Organization Depot, LLC)
 Authorized Signature: Valerie J. French PhD Date: 4-8-09



HR Depot, LLC

"OnDemand Human Resources Consulting"

300 Capital Street
Suite 924
Charleston, WV 25301
(304) 343-0185 office/messages
(304) 343-4151 fax
www.ondemandhr.net

Qualifications Summary

Valerie J. Jacobs, PhD, SPHR, CCP, President of HR Depot, LLC (formerly Organization Depot, LLC) has over twenty-three years experience in the delivery of human resource services in multiple industries. She has been providing "OnDemandHR" to businesses as President of HR Depot, LLC for over five years. Some of her recent work has included advising, coaching, team effectiveness and grievance hearings, negotiations, starting up HR departments and mentoring new HR professionals for new and existing businesses.

Sandra Ashley, MA, L.P.C. President of Peoplework Solutions, has over twenty years of experience in the design, delivery and management of human resource development services working with industry, businesses and government organizations. Her work has included consulting, teaching, training, and counseling. In addition, to earning a M.A. degree at WV College of Graduate Studies, and a B.A. at Marshall University, Sandra has extensive professional development training including the completion of the Academy for Executive Leadership program at the University of Oklahoma.

Tanya White-Woods, President of White-Woods Consulting has over twenty-five years of human resources experience. Twenty of those years were working directly for the West Virginia State government human resources function. Positions held in the human resources function for the state of West Virginia are the State Equal Employment Opportunity Director, State EEO Officer, Personnel Director for the Office of Attorney General and Personnel Recruiter. Tanya has solid working experience and extensive knowledge of working within the West Virginia government human resources functions.

VALERIE J. JACOBS, PhD

300 Capitol Street
Suite 924
Charleston, WV 25301

(304) 343-0185 Work
(304) 343-4151 Fax

QUALIFICATIONS SUMMARY

Results and action oriented, visionary senior Human Resources leader with strong organizational, leadership, and strategic planning/execution skills. Human Resources objectives focused on meeting customer needs and improving business profitability through developing and retaining high performing employees with an experience base in multiple industries including healthcare, logistics, discrete and chemical manufacturing.

AREA OF EXPERTISE

Employee Relations	Team Building
Compensation	Labor Relations
Organization design and structure	Optimizing Conflict
Multi-plant human resources leadership	Staffing

WORK EXPERIENCE

HR Depot, LLC, "Human Resources Expertise and Trusted Advisor", Charleston, WV
Human Resources Consultant 02-04 to Present

- Coaching
- Training - Labor Relations, Conflict, Valuing Differences, Working in Teams, Change, and Employee Development and Agility
- Provide "on demand" human resources services to organizations and businesses.
- Labor negotiations (spokesperson and advisor)
- Human Resources support in start-ups, mergers, and closures of organizations.
- Adjunct Faculty Marshall University, School of Business

FMC Corporation, South Charleston, WV
Manager Human Resources 05-96 to 02-04

- Interim HR manager and labor relations expertise including contract negotiations, effects bargaining, grievances, & arbitrations, contract administration/interpretation for multiple manufacturing sites within corporation: Buffalo, NY, Newark, Delaware, Bayport, TX, and South Charleston, WV.
- Organizational realignment of plant to facilitate team development.
- Development/implementation of the Shared Leadership concept.
- Accountable for maintaining a suitable workforce to ensure production goals are optimized (recruiting, hiring, reduction in force, salary planning, training, contract negotiations and administration, and employee relations).
- Corporate/divisional projects as assigned.
- Development of annual training for all employees.
- Managed workers compensation program.

Siemens Energy & Automation, Murray Electrical Products, Charlottesville, VA
Manager, Employee Relations 08-90 to 05-96

Staff: 4 employees; Operations: 1500 employees

- Steering committee member for total quality management/ISO 9000.
- Facilitator/trainer of "The Right Way to Manage".
- Managed HR closing functions for multiple manufacturing plants and warehouse/distribution facilities.

- Strategic partner with the management team in achieving production goals through the management of the employee relations, staffing, continuous improvement, right sizing, performance management, and training.
- Responsible for contract negotiations, administration, grievance and arbitration proceedings, and effects bargaining.
- Coordinate/implement safety policies and procedures.
- Accountable for the management of medical department including in company physician and industrial nurse.
- Accountable for the management of the workers' compensation.

Manager, Compensation and Benefits

10-89 to 08-90

Plants: 2 International and 3 Domestic

- Administration/maintenance of division-wide compensation and benefits programs.
- Development/revision of division-wide employee relations policies and procedures.
- Conduct/participate in salary surveys for yearly structure adjustment.
- Counsel/advise managers on policies, procedures, and other human resources issues.
- Development/implementation of the final phases in automating benefit programs.
- Develop/maintain division-wide job descriptions utilizing the Hay Job Evaluation System.
- Monitor/maintain salaries to ensure internal and external equity.

Charleston Area Medical Center, Charleston, WV

Professional Recruitment Coordinator

11-88 to 10-89

Total Positions: 625 Total employees: 3800

- Supervise/coordinate the employment activities for critical skill and professional positions.
- Plan, develop, and implement recruitment strategies such as advertising, speaking engagements, and various interviewing techniques.
- Accountable for records, statistics, and other forms of documentation for compliance with EEO/AA programs regarding the professional positions.
- Educate/ train department managers regarding interview and selection techniques.

Compensation Analyst

06-86 to 11-88

- Monitor/maintain salaries for internal and external equity.
- Develop/implement salary structure, pay for performance programs and incentive program.
- Develop/maintain job descriptions that are consistent, comprehensive, and representative of jobs.
- Working knowledge of job evaluation including Hay Job Evaluation and market pricing.
- Develop/implement computerized salary survey system.
- Refine/implement department audit procedure to ensure compliance with federal and state regulations.

Kanawha County Schools, Charleston, WV

Teacher

1982-1985

EDUCATION

Capella University, Minneapolis, MN

PhD Organization and Management, 2008

Dissertation: "Optimizing Conflict within organizations"

West Virginia College of Graduate Studies, Institute, WV

Master of Science Degree in Management/Employee Relations, 1987

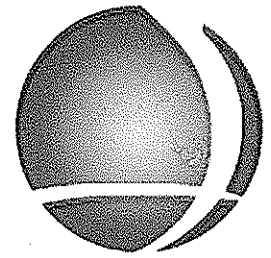
Lander College, Greenwood, SC

Bachelor of Science Degree in Health, Physical Education, and Recreation, 1980

ACCREDITATIONS

- Professional Human Resources Certification (SPHR)
- Certified Compensation Professional (CCP)
- Certified instructor in Myers Briggs Type Indicator

Biography



VALERIE J. JACOBS, PhD
President, HR Depot, LLC
“OnDemand Human Resources”

Valerie Jacobs, PhD, President HR Depot, LLC and leading Human Resource professional with over twenty years experience in applied Human Resources in the biotech, health care, electrical equipment, logistics, and chemical industries. She has held positions at multiple hierarchical levels with FMC Corporation, Siemens, Cooper Industries and Charleston Area Medical Center with domestic and international responsibilities.

For the past five years, Valerie’s firm has provided HR advisory services on an as needed basis to clients. Their specialty is in offering on-going Human Resources services for small to medium-sized firms whom do not require full time HR services, employee handbooks, staffing, training, conflict resolution as well as labor negotiations, grievance and arbitration and executive and leadership coaching.

Valerie holds a PhD in Organization and Management, an MS in Management and Employee Relations and BS in Physical Education, Health and Recreation. Additionally, she holds certifications from Harvard University, Program on Negotiations, the Society of Human Resources Management (Senior Professional Human Resources), World at Work (Certified Compensation Professional) and is certified to conduct Myers Briggs Type Indicator assessments.

Tanya L. White-Woods
P.O. Box 11470
Charleston, WV 25339
304-610-3289 - phone
capafirst@aol.com - email

EDUCATION:

West Virginia University, Morgantown, WV (2.5 yrs.)
McMaster University, Ontario, Canada (1.5 yrs.)
West Virginia State College, Institute, WV
Regents Bachelor of Arts - English

Cornell University, New York
Certification - EEO Studies (92 credit hours)

Additional Formal Training:

EQ-I Certified Counselor
Institutes of Law Office Management - Certification
American Assoc. of Affirmative Action - Certification
National Employment Law Institutes
Numerous Employment Law Seminars

EXPERIENCE:

WHITE-WOODS CONSULTING, INC. P.O. BOX 11470, Charleston, WV 25339

Independent Consultant, March 1998 - Current. Long-term contracts with Appalachian Tire, Better Foods, Dept. of Justice and Shuman, McCuskey and Slicer. Other diverse clients have included Bayer, Commercial Insurance, Cabell Huntington Hospital, Ohio University and US National Guard in employment practice-related training, development, counseling and other management-related services.

THE CAPA FOUNDATION, P.O. Box 11470, Charleston, WV 25339

President and Founder, September 2000 - Current. Provides educational enhancement and community service opportunities for area youth.

Director, **Charleston Area Performance Academy**, a nonprofit, year-round, high school youth academic and cultural enhancement program for 50 youth per year. Sole staff person. Supervise ten contracted professional teachers; organize and oversee four out-of-state tours to up to 20 universities and participation in two national competitions; schedule mentors, internships and community service each year. Responsible for all grant-writing and fundraising.

STATE EQUAL EMPLOYMENT OPPORTUNITY OFFICE, Rm. M-146, State Capitol Main Bldg., Charleston, WV 25305.

State Equal Employment Opportunity Director, March 1994 - August 1997.
Director via Governor's Appointment. Initially one woman office: wrote, developed and implemented first, in WV history, statewide EEO Program for 20,000 employees.

- Personally trained and directed more than 120 EEO Counselors statewide.
 - Wrote policy/resolution procedures & directed EEO Complaint Resolution Process.
 - Final review of all EEO complaint decisions and sole mediator when necessary.
 - Implemented official recruitment and retention program for minorities/women/disabled.
 - Designed, implemented, monitored and yearly audited all agency Affirm. Action Plans.
 - Wrote, edited and filmed sensitivity training videos for mandatory sessions statewide.
 - Developed and directed annual public 5-day EEO training conference.
 - Provided counsel to city and county municipal organizations and the private sector.
- Began initially as State EEO Officer October 1992 - March 1994.

**OFFICE OF ATTORNEY GENERAL, WEST VIRGINIA STATE GOVERNMENT, Bldg. I Room E-26,
State Capitol Complex, Charleston, WV 25305.**

Personnel Director, April 1990 - October 1992.

- Provided all HR-based support, including recruitment/interviewing of all job applicants.
 - Supervised approximately 70 support staff including summer interns and paralegals.
 - Lobbied WV Senate and coordinated overall agency legislative effort.
 - Developed first employee pay scale and revised performance evaluation system.
 - Supervised and participated in all employee performance evaluations (125 total).
 - Initiated first Minority Clerkship program.
 - Authored annual recruitment brochure.
 - Wrote employee manual, newsletter, and all interoffice management communications.
 - Investigated harassment and/or discrimination charges.
- Began as the Personnel Recruiter, October 1989-90.

BETTER FOODS, INC., 209 First Avenue, Nitro WV 25143

Executive Assistant/Advertising Director, 1987- October 1989.

Corporation included more than 60 restaurants, a motel, car wash, billboard sign company, real estate firm, and laundry.

- Provided all HR support, EEOC grievance responses and complaint investigations.
 - Authored corporation's first franchising portfolio for nationwide distribution.
 - Provided layouts, purchased placements and maintained advertising budget.
 - Inspected all restaurants for quality food, performance and health violations.
 - Personally responded to all consumer complaints and conducted consumer polls.
 - Wrote and printed company employee newsletter.
- Began as Executive Assistant, 1986-87.

WV State Senate:

- Provided all secretarial support to State Senator (President of Better Foods).
- Produced meeting schedule, public hearings and caucus sessions for full Senate body.
- Wrote first formal Senate support-staff pay scale system.
- Generated all political issue correspondence for Senator.
- Provided a "constituent club" newsletter.
- Responsible for hosting political meetings and receptions.

PERSONAL:

Editor - American Sampler: WV's African-American Women of Distinction
DHHR Commissioned Honoree Book and Award Project

Past-Chair and Member, Salvation Army Boys and Girls Club Advisory Council

Steering Committee, YMCA Black Achievers Youth Program

Member and Consultant, WV Coalition on Domestic Violence Council

Coach, WV Senior Olympic Women's Basketball Teams

Coach, community league boys and girls basketball teams, all ages

Sandra M. Ashley
Peoplework Solutions
497 First Avenue South
Nitro, WV 25143
(304) 722-9119

Experience:

President 1991-present
Peoplework Solutions

Design, develop and deliver diverse range of human resource development services for businesses, government and other organizations. Provide consultation services individually and in coordination with other corporation staff. Some of those technical services include: Personality assessment, leadership development, workplace behavioral issues, management coaching, Americans with Disability act (ADA) training, accessibility audits, job analysis, reasonable accommodation analysis, job reengineering, career assessments and executive outplacement. Also provide employee assistance counseling, strategic planning, team building, conflict resolution, and analysis or organizational functions. Provide expert vocational testimony and conduct evaluations for permanent disability for Workers' Compensation and the U.S. Department of Health and Human Services. Provide budget, operations and administrative direction for Peoplework Solutions. Contributing columnist for WV Business Journal.

Councilwoman, City St. Albans 1994-2001
Chair, Fire Committee, Public Works, Ordinance

Chief Administration, Chief Business and Industry 1970-1991
Branch Office Supervisor
Counselor
WV Division of Rehabilitation Services

- Responsible for planning, developing, and supervising multiple statewide initiatives carried out by a professional team of over 500. Programs included Injured Workers Rehabilitation, Employee Services, Job Placement, Veterans Rehabilitation and other general service delivery programs (medical, psychological and vocational) for the rehabilitation of persons with disabilities.
- Wrote and administered four major grants with budgets over \$1 million.
- Provide on going training and development for professional counseling staff.
- Design and conduct workshops and seminars dealing with disability and work site issues.
- Provided counseling and related services for population with disabilities
- Allocated funds for medical and vocational services

Counselor/Teacher
Federal Bureau of Prisons
Cannonsburg, Kentucky

1969-1970

- Served as Adjunct English professor as part of cooperative program with Morehead State University.
- Provided individual and group counseling, and vocational planning for pre-parole inmates.

Professional Affiliations & Other Associations:

- Licensed Professional Counselor #754
- Certified Vocational Expert, U.S. Department Health and Human Services, Office of Hearings and Appeals
- Region III Job Placement Forum, Past Chair
- Certified Rehabilitation Counselor 1975
- Member Workforce Investment Board
- Member Board of Directors Goodwill Industries
- Member West Virginia State Occupational Information Council
- Member Wellness Council of West Virginia Board and Executive Committee
- Member West Virginia Steering Committee for Economic Development and Job Training
- Member National Rehabilitation Association
- Member and Past Treasurer of National Rehabilitation Administrators Association
- Member and Past Board Member, West Virginia Rehabilitation Association
- Member and Past Chairman Region III Placement Forum Consultant with National Consortium on Projects with Industry
- Member of United Nations Council for International Year of Disabled
- Member West Virginia Committee on Jobs for Veterans
- Member Charleston Chamber of Commerce
- Member WV Chamber of Commerce