



21 Main St S - Suite 201 • Minot, ND 58701
(701) 839-7523

Response/Clarification to Addendum #3:

QUESTION #3)

Would it be beneficial to the board for analysis purposes to include hosting prices.

ANSWER: Please include all hosting costs under the hosting field on pricing page. The Board Office will not be hosting the software.

In an effort to provide clarification to our bid that we previously submitted in response to RFQ# OMB12001 addendum # 3. Albertson Consulting Inc., "Big Picture Software" will provide a *hosted solution* to the board "free" of charge as part of the annual licensing/support plan.

Regards,

Troy Rauschenberger,
Director of Business Development
Albertson Consulting
21 Main Street South
Minot, North Dakota 58701
701-839-7523 x 114
troy@ebigpicture.com

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2012 JUN 18 AM 10:03

WW PURCHASING
DIVISION



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

Solicitation

NUMBER
 OMB12001

PAGE
 1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Albertson Consulting Inc
 "Big Picture Software"
 21 main Street South
 Suite 201
 Minot, ND 58701

SHIP TO

BOARD OF OSTEOPATHIC MEDICINE
 405 CAPITOL ST STE 402
 CHARLESTON WV
 25301 304-552-6095

DATE PRINTED
 06/13/2012

BID OPENING DATE: 06/21/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 3 *****						
ADDENDUM TO DISTRIBUTE THE ATTACHED INFORMANTION.						
***** END ADDENDUM NO. 3 *****						
0001	1	LS		205-20-99-000		
WEB BASED LICENSING SYSTEM.						
***** THIS IS THE END OF RFQ OMB12001 ***** TOTAL:						<u>\$ 75,000</u>

SIGNATURE: *David Allutson* TELEPHONE: 701-839-7523 DATE: 6-14-2012
 TITLE: President CEO FEIN: 45-0459847 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, 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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and 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.
14. **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>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

SOLICITATION NUMBER: OMB12001
Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as OMB12001 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation: To Provide the attached Technical questions and answers.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: OMB12001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Albertson Consulting Inc.

Company

Daniel Allutson

Authorized Signature

6-14-2012

Date

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

Revised 6/8/2012

QUESTION LIST FOR RFQ OMB12001

- 1) Is the Board of Osteopathic Medicine requiring that the content management software be provided and supported by the same vendor as the licensing software? Answer: Yes
- 2) Is the WV Board of Osteopathic Medicine requiring that the website be designed by the licensing software vendor? Answer: Yes
- 3) Would it be beneficial to the board for analysis purposes to include hosting prices? Answer: Please include all hosting costs under the hosting field on the pricing page. The Board Office will not be hosting the software.
- 4) Has funding been secured for the duration of this project? If so, can the State disclose the budget allocated for this effort? Answer: Funds have been allocated through the Board's budget.
- 5) In order to meet the implementation timeline, is the Board open to changing its workflow and processes to adapt to the Vendor's best practices and use of existing protocols? Answer: No
- 6) Who investigates complaints against licensees? How many complaints are received per year? Of those investigators, what is the number of individuals that would be using this system? Answers: The Board Office Staff investigate complaints and report their findings to the Complaint Committee of the Board. Approximately 40 complaints/year are received. The Board Staff consists of three (3) members and they would be the only ones using the system.
- 7) What is a PLLC? Answer: Professional Limited Liability Company.
- 8) What is the lifecycle of a license? How often does it need to be renewed? Answer: A physician's license is renewed every two (2) years, a physician assistant's license is renewed every two (2) years, a corporation license is renewed every two (2) years and a PLLC is renewed annually.
- 9) Is Data Conversion expected to be performed as part of the initial implementation or can it be done after the solution has been deployed? Answer: Data conversion must be performed as part of the initial implementation. All data builds off of the initial data.
- 10) How large is the existing Access database? How many records? Answer: There are several different types of files within the database. We currently license just under 1200 osteopathic physicians, about 200 physician assistants, 50 Corporations and 80 PLLC's.
- 11) How many license types are currently managed by the system? Answer: Four (4) as listed above. Of course, there are different statuses for each license type (active, probationary, suspension, revocation, etc.)
- 12) What is the anticipated timeframe for vendor demonstrations and subsequent award of this project? Answer: We are hoping to have a signed contract by July 1 with implementation completed by January 2013.



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:
 OMB12001

PAGE:
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE
VENDOR
 Albertson Consulting Inc.
 21 Main Street South
 Minot, ND 58701

SHIP TO
 BOARD OF OSTEOPATHIC MEDICINE
 405 CAPITOL ST STE 402
 CHARLESTON WV
 25301 304-552-6095

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/17/2012				

BID OPENING DATE: 06/12/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-20-99-000		
<p>WEB BASED LICENSING SYSTEM.</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA BOARD OF OSTEOPATHIC MEDICINE, IS SOLICITING BIDS FOR A WEB BASED LICENSING SYSTEM PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 05/29/2012 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>NOTICE TO PROCEED: THE SYSTEM IS TO BE FULLY IMPLEMENTED WITHIN 5 MONTHS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>THE FIRST YEAR SUPPORT AND WARRANTY WILL BE ESTABLISHED BY FORMAL CHANGE ORDER UPON ACCEPTANCE OF THE SYSTEM BY THE AGENCY 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</p>						

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 2012 JUN 11 AM 9:37
 WV PURCHASING DIVISION

Bid Opening Delayed
 6-21-12

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Daniel Allatson* TELEPHONE: 701-839-7523 DATE: 6/6/2012

TITLE: CEO/OWNER President FEIN: 45-0459847 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

RFO NUMBER
 OMB12001

PAGE
 2

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Albertson Consulting Inc.
 21 Main Street South
 Minot, ND 58701

SHIP TO

BOARD OF OSTEOPATHIC MEDICINE
 405 CAPITOL ST STE 402
 CHARLESTON WV
 25301 304-552-6095

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05/17/2012				

BID OPENING DATE: 06/12/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS, AND PRICING SET FORTH 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 (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>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>David Allutson</i>	TELEPHONE 701-839-7523	DATE 6/6/2012
TITLE CEO/OWNER President 45-0459847	ADDRESS CHANGES TO BE NOTED ABOVE	

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



State of West Virginia
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Request for Quotation

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PAGE
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05/17/2012				

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
WITHOUT FURTHER ORDER. 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. REV. 01/17/2012 NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: 44 RFQ. NO.: OMB12001 BID OPENING DATE: 06/12/2012 BID OPENING TIME: 1:30 PM-----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Daniel Allatson* TELEPHONE: 701-839-7523 DATE: 6/6/2012

TITLE: CEO/OWNER President FEIN: 45-0459847 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
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 2019 Washington Street East
 Post Office Box 50130
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Request for Quotation

RFQ NUMBER
OMB12001

PAGE
4

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

Albertson Consulting Inc.
21 Main Street South
Minot, N.D. 58701

SHIP TO

BOARD OF OSTEOPATHIC MEDICINE
 405 CAPITOL ST STE 402
 CHARLESTON WV
 25301 304-552-6095

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/17/2012				

BID OPENING DATE: 06/12/2012 BID OPENING TIME 01:30PM

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: ----- 701-839-7523 ext. 114 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- Troy Kauschenberger ----- ***** THIS IS THE END OF RFQ OMB12001 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Carol Allutson</i>	TELEPHONE 839-7523	DATE 6/6/2012
TITLE <i>CEO/owner President</i>	FEIN 45-0459847	ADDRESS CHANGES TO BE NOTED ABOVE

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

Request for Quotation

For E-Licensing Application with Disciplinary Management
and Website Design

May 17, 2012

WEST VIRGINIA BOARD OF OSTEOPATHIC MEDICINE

405 Capitol Street, Suite 402
Charleston, WV 25301



Introduction and Executive Summary

It is our desire to purchase an off the shelf licensure product that will allow our staff to streamline operations and enhance online capabilities through the implementation of a fully integrated web application and renewal system that operates exclusively off of a unified database. The system must provide functionality for re-designing the current website, online applications, renewals and securely provide web facing customers documents, calendars, news and articles. It must be run off of a unified database that provides searching, sorting and exporting of records for staff to manage record changes, print licenses and process payment.

It is critical that the system be an entirely web-based solution that is flexible through configuration. The system must have an administrative component that allows the staff to manage all records types, user interface screens, fields, reports, mail merges and email notifications. It also must allow internal staff to add additional record types, licenses, users, groups, fields, drop down values and manage different types of user access to the database system for future flexibility.

It is also critical that this system have the ability, if necessary, to be enhanced or customized for our specific deployment by custom application development. The system must have configuration screens that allow administrators the ability to manage security and setup different security for record types, fields, and ability to provide unique user access experience by job role for the entire database and administrative systems.

The database interface must have the ability to record contact with license holders and retain transactional history of the correspondence. All changes to data must be stored in a transactional record so historical audit reports can be created. The system must have the ability to store original document submissions such as an online application and specific renewal documents submitted from the online website by the licensee.

Fully integrated data for all license classes and types. Access to all record types/license classes, records available for correspondence, reporting and management in one interface/database. It should be simple to pull a list of licensees and their licenses in whatever configuration is needed by the staff.

Our hope is to have a single online database that serves as a central repository for all board functions: Licensing, online services, correspondence, reporting and record keeping. The system has to be configurable so we can change our system to meet our needs as our state code changes. The system must also have a proven track record with other state licensing boards who would be willing to serve as references upon request.

West Virginia Board of Osteopathic Medicine

May 17, 2012

In the end, we need an online central repository to run our entire business and a redesign of our current website. It must give our staff the capability, on their own, to manage the board website and allow the board to perform their job duties and facilitate a robust online services environment. It's configuration must allow staff to make changes swiftly in response to changing legislation and it must have the ability for enhancements/customizations to be performed without technical skill by the provider, as the West Virginia Board of Osteopathic Medicine does not employ an information technician.

Business Overview & Background

The West Virginia Board of Osteopathic Medicine is a Chapter 30, professional licensing board in the State of West Virginia. We currently license just under 1100 osteopathic physicians, 200 osteopathic physician assistants, 77 PLLC's and 60 Corporations. We only have active and expired license types. If the licenses are restricted or on probation that is documented with an alpha character added to the license number to depict the type of action.

Our current database is a "home-grown" Microsoft 2003 Access database which is stored on the "C" drive of the Administrative Assistant's computer. The Executive Director has access to the database but it is limited. Our other office staff is the Legal Counsel who currently has no access to the database. We need a networked application allowing all three office staff equal access.

Besides licensing functions, the Board Office is given the responsibility by legislative mandate to protect the public through investigation of complaints filed against a licensee of the board. This requires the logging in of the complaint while following a legislatively mandated process for timely resolution. Currently, that process is done manually through Excel Spreadsheets which is not efficient nor timely. A complaint management application is needed.

As a state government licensing board, all financials are reported through a state managed system. Integration ability would alleviate duplicate entries.

Detailed Specifications

NECESSARY COMPONENTS:

- 1) Customized design of a robust web online service that will efficiently and automatically allow for management of license applications and renewals for all license classes.
 - a) Provide detailed real-time verification capabilities that include the ability to see public orders on disciplinary action.

West Virginia Board of Osteopathic Medicine

May 17, 2012

- b) The application and renewal portion must be able to support name/address changes, payment processing, uploads of various documents and storage of those submitted documents in the associated database. It must also be able to place incoming data in the chronological sequence dictated by current office procedure.
 - c) The application and renewal system must also have a status capability so that users can check to see the application or renewal status themselves from the web.
 - d) System must support inspection reporting.
2. The database must handle multiple license types and facilitate the following items:
- a) Document repository capability to store application, renewal and historical documents and images.
 - b) A reminder system that supports recurrence and notification to multiple parties.
 - c) Transactional contact history must record multiple contact types including email, phone, in person meetings and letters.
 - d) Portal dashboard with permissions per staff person to see relevant job related snapshots. This must be configurable so staff can configure what is presented to each user level and what content each user has access based on security role.
 - e) Disciplinary case management and reporting. All modules must be configurable. As our needs change, so must the software.
 - f) Compliance management and reporting. System must be able to store documents, video and audio files with each case.
 - g) Work place impairment management and drug testing collection and reporting.
 - h) CME and CEU collection, management and reporting.
 - i) Quick printing capabilities for licenses, reports, letters and envelopes with mail merges.
 - j) Staff user customizable forms and reports that are printed from the database without additional programming.
 - k) All changes to data must be stored in a transactional record so historical audit reports can be created.

- l) Staff user customizable exports. Staff requires the ability to pick fields from the database into a user accessible template for reusable exports.
- m) Staff user customizable searches. Staff requires the ability to be able to perform various data-mining searches and save the searches for later use.
- n) The database software must be able to store and relate employment, licensee and pharmacy data properly for management and reporting purposes.
- o) System must store and report on the history of a record. All billing, demographic and licensing data must be stored by user id that changed the record and the date and time it was changed. Reports must be able to be customizable without additional programming.
- p) The system must have functionality that allows staff to create and manage workflow for automatically or ad-hoc generated tasks. Task management, user assignment and workflow modules must be integrated without additional programming.
- q) The system must handle revenue collections from the online applications, renewals and all other online services and be able to easily process manual payment in one convenient simple to use interface that automatically sends those payments to the West Virginia Treasurer's Office for posting to our revenue account.

3. Administrative Interface

- a) Ability to manage the website once is has been created. Staff requires the ability to be able to make timely edits to the website components. It must support internal staff to be able to create and manage all content on the website including:
 - i. New Articles
 - ii. Documents and other various resources such as forms, board minutes or instructions.
 - iii. Photos, media and video
 - iv. Calendars, schedules and newsletters
 - v. Events management
 - vi. Surveys

- vii. Notification system that is integrated into the database to pull and merge information.
4. Entire system must be fully integrated, meaning that it operates off of a single unified database.
5. The entire system must be an internet-based solution. Beyond the customization capabilities available in the administrative interface the proposal must also support the ability for the board to enhance the system per their unique future business needs.

Assumptions & Constraints

Successful vendor will be required to conduct, at least, one on-site visit prior to implementation to insure understanding of licensing board processes. All travel expenses incurred during development, training and implementation of the project should be included in that portion of the bid.

Terms and Conditions

The system must be fully implemented within five (5) months of signed contract. First year support/maintenance will begin the day after full implementation has been achieved and the West Virginia Board of Osteopathic Medicine has received full ownership of the system. First year support/maintenance will be added by formal change order upon acceptance of the system by the board with a fixed hard price for support/maintenance in year two (2) and year three (3).

Selection Criteria

Selection of an integrated, web-based, licensing application will be awarded to the low bid meeting ALL detailed specifications, as outlined in the RFQ.

Pricing Matrix

Requirement for the pre-implementation site visit:

Assigned Project Manager or other member of the implementation team should meet with the West Virginia Board of Osteopathic Medicine staff (3) at the Charleston, West Virginia office to review current office functions and processes. This will provide a foundation on which to efficiently and effectively customize the applications prior to implementation and go-live.

Pricing should be submitted as follows:

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>	<u>Extended Cost</u>
3	User license with access for up to 1500 licensees	\$ <u>10,000</u>	\$ <u>10,000</u>
1	Website re-design	\$ <u>0</u>	\$ <u>0</u>
1	Data Conversion	\$ <u>5,000</u>	\$ <u>5,000</u>
1	Development, Training & Implementation	\$ <u>30,000</u>	\$ <u>30,000</u>
1	First year support/warranty	\$ <u>10,000</u>	\$ <u>10,000</u>
1	Second year support...	\$ <u>10,000</u>	\$ <u>10,000</u>
1	Third year support...	\$ <u>10,000</u>	\$ <u>10,000</u>

TOTAL BID \$ 75,000

RFQ No. OMB12001

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: 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 owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Albertson Consulting Inc

Authorized Signature: [Signature] Date: 6-6-12

State of North Dakota

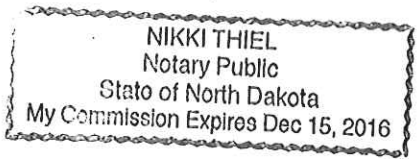
County of WARD, to-wit:

Taken, subscribed, and sworn to before me this 6 day of June, 2012.

My Commission expires December 15, 2014.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the 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: Albertson Consulting Inc. Signed: Daniel Allutson
Date: 6/6/2012 Title: CEO/OWNER President

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

AGREEMENT ADDENDUM FOR SOFTWARE

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

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

ACCEPTED BY:

STATE OF WEST VIRGINIA

Spending Unit: _____

Signed: _____

Title: _____

Date: _____

VENDOR

Company Name: Albertson Consulting, Inc.

Signed: Daniel Albertson

Title: CEO/owner President

Date: 6/6/12

GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** 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.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, 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.
4. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will:
(a) conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; (b) be merchantable and fit for the purpose intended; and/or (c) be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** 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, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and 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. **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>.
16. **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 agency 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.
17. **ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to 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 vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.



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:
 OMB12001

PAGE:
 1

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

PROPERTY ADDRESS

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Albertson Consulting Inc.
 21 Main Street South
 Minot, N.D. 58701

SHIP TO

BOARD OF OSTEOPATHIC MEDICINE
 405 CAPITOL ST STE 402
 CHARLESTON WV
 25301 304-552-6095

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
06/06/2012				

BID OPENING DATE: 06/12/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO ADD THE ATTACHED ADDITIONAL TERMS AND CONDITIONS TO THE BID DOCUMENTS.						
THE BID OPENING DATE AND TIME HAVE NOT CHANGED.						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		205-20-99-000		
WEB BASED LICENSING SYSTEM.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *David Allutson* TELEPHONE: 701-839-7523 DATE: 6/6/2012

TITLE: CEO/OWNER President FEIN: 45-0459847 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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
 4. 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.
 5. Payment may only be made after the delivery and acceptance of goods or services.
 6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
 7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
 10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
 12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
 13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and 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.
 14. **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>.
 15. **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, and the West Virginia Insurance Commission. 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.
 16. **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 material, 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.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

OMB12001
ADDENDUM NO. 1

ADDITIONAL TERMS AND CONDITIONS

Various Legislative acts passed in the 2012 session require inclusion of certain provisions in all state contracts. Accordingly, this addendum will add the three provisions listed below to the solicitation and resulting contract entered into between the State of West Virginia and the vendor. In the event that the solicitation is not for construction or architectural/engineering work, sections 2 and 3 below will not apply.

1. **BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services may require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

2. **SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, The apparent low bidder on a contract for the construction, alteration, decoration, painting or improvement of a new or existing building or structure valued at more than \$500,000.00 shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. This provision shall not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.

- a. **Required Information.** The subcontractor list shall contain the following information:

- i. Bidder's name
- ii. Name of each subcontractor
- iii. License numbers as required by W. Va. Code § 21-11-1 et. seq.



**Albertson Consulting, Inc. Request For Quote
Response.**

prepared for:

West Virginia Board Of Osteopathic Medicine

In response to

RFQ# OMB12001

June 12th, 2012

Diana Shepard, Executive Director
West Virginia Board of Osteopathic Medicine
405 Capitol Street
Suite 402
Charleston, WV 25301
304-558-6096

Dear Ms Shepard:

Thank you for the opportunity to present an Albertson Consulting Big Picture™ Licensure Solution Proposal for your needs. The Big Picture™ License Management System is a complete web-based digital information and content management solution that allows licensees, users and administrators to collaborate in one unified system.

Our unified online system facilitates a robust website, a powerful and flexible database interface and an administrative interface, so you are able to manage your day-to-day operations easily and efficiently. Our unified system leads to much lower support and operating costs long term.

Our customers are not just numbers. They are partners with us in our business. It is critical to the success of our business that we execute every implementation and support contract successfully. We are excited about the opportunity to propose this solution and win your business long term.

My signature on the bottom of this document confirms compliance with all provisions of this RFQ and is my word that we will take the time to understand your needs, gain insight and execute the solution to the best of our abilities. We know you will be pleased with the results.

This proposal is valid for 120 days from the date of submission.

Regards,



Daniel Albertson, President & CEO
Albertson Consulting
21 Main Street South
Minot, North Dakota 58701
701-839-7523 x 101
dsa@albertsonconsulting.com

Implementation Costs & Terms

Albertson Consulting, Inc. (ACI) proposes to license one copy of the Big Picture™ Software for use by the West Virginia Board of Osteopathic Medicine. ACI retains the rights to the software. The Board cannot sell, give, maintain or distribute the software in any way to any other entity. The Board retains ownership of all data related to the project.

ACI retains all ownership rights to the software and grants a non-exclusive, perpetual license for the Board to use the software for its intended purpose as long as the annual support agreement fees are paid in full. All other ownership rights remain with Albertson Consulting, Inc. including the exclusive right to make changes to the source code.

Annual License/Support Plan: Includes, software version updates, system maintenance and support including up to 5 non-accumulating hours of development, assistance or issue resolution billable annually at \$10,000. Annual License/Support Plan fees apply no matter where the system is deployed.

Albertson Consulting Inc. prefers to enter into a multi-year contract and recognizes and agrees that all maintenance, enhancements and support beyond the Annual License/Support Plan will be billed at \$100.00 per hour commencing upon execution of the contract.

Pricing Matrix

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>	<u>Extended Cost</u>
3	User Licenses with access for up to 1500 licenses	<u>\$10,000</u>	<u>\$10,000</u>
1	Website Re-design	<u>\$0.00</u>	<u>\$0.00</u>
1	Data Conversion	<u>\$5,000</u>	<u>\$5,000</u>
1	Development, Training & Implementation	<u>\$30,000</u>	<u>\$30,000</u>
1	First Year Support/Warranty	<u>\$10,000</u>	<u>\$10,000</u>
1	Second Year Support	<u>\$10,000</u>	<u>\$10,000</u>
1	Third Year Support	<u>\$10,000</u>	<u>\$10,000</u>
		TOTAL BID	<u>\$75,000</u>

CONFIDENTIAL

Big Picture™ Licensee Management Module

The Licensee Management Option for the Big Picture™ Board Management Module allows state entities to manage licensee information in a real-time secure online environment. The web-based database is available from any Internet connected PC, allowing immediate access to licensee information anytime, anywhere.

- Easy-to-use clean unified interface
- New easier to use record navigation
- Import user/licensure data
- Massage and clean to work with online application
- Quick full export
- Integrated manageable Portal View
 - Data from ad hoc queries/templates can be stored for view by different users/groups in the Portal for simplified licensee/discipline lifecycle management.
 - These summarized views or detailed views can be very valuable in alerting system users to various processes within the organization.
 - These summarized views or detailed views are setup and managed by the system user as they see fit.
- Portal integration and reporting. The following views are available to system users.
 - Upcoming reminders widget
 - Disciplinary type breakdown widget
 - Recent test results widget
 - More widgets available out of the box and anything in the system can be summarized or customized to meet the needs either by the system users or by developers.
- Integrated discipline/case administration
 - Administrators can setup and manage any field, any View and any Tab for them to appear on. This is fundamental to our Discipline/Case Management software. During implementation, it will be configured to meet your needs. It facilitates storage of the following records in the database:
 - Drug/Alcohol Test Results Tracking
 - Workplace Impairment Tracking
 - Reminders-Recurrence
 - Discipline Tracking
 - Public/Private Document Retention
 - Any other document types such as dockets, cases, complaints, and any other record type can be configured in the system and stored.

- History view
 - Logging and tracking of updates to all data history with date and time stamp.
 - Administrative panel allows many views to be setup for different Fields / Record types.
 - Every licensee has a full Audit of every change that was made to the record since inception of database
- Main view
 - Window-shades / Tabs to organize database areas
 - View, update, insert, and delete personnel information
 - Easy record navigation
- Internal queue management system to manage batches of records
 - Remove
 - Add All
 - Add
 - Empty queue
 - Process queue
 - Load queue
- Integrated Document Management / Repository
 - Manage documents
 - Email integration lets you work right within Outlook
 - Renewal/Application integration – automatically store documents in repository
 - Public folder for verifications – As public discipline documents become available they can be shared and accessible to the web-based employer verification software.
 - Edit merged templates and save them back to the repository or print them for the entire queue.
- Contact History
 - Record transactional contact history by contact type and contact individual for respective licensee.
 - Email integration
 - E-blast integration – All emails from an e-blast can be recorded in the contact history of each licensee for future reference.
- Internal Reminder System
 - Setup and view recurring reminders at a licensee level.
 - Awaiting updates – easily commit all website or renewal updates right to the database.
- Search View
 - Every field is searchable, sortable and exportable.
 - Enhanced query options by one or many fields.
 - Saved search capabilities
- Export Capabilities
 - Comma separated values (.csv) file. This industry standard is readable by virtually every data application.

- Exports can be of the entire data set, or data and the fields that were queried can then be rearranged to fit the users' needs prior to the generation of the .csv file.
- Commonly used export templates may be saved for later use.
- Queue management
 - Printing of Avery mailing labels
 - Ability to include or exclude records from printing of labels
 - Layout management
 - Ability to choose beginning cell
 - Envelope addressing and printing
 - Online Mail Merge report editing and management capabilities
 - Data from ad hoc queries can be either exported to Microsoft Office products such as Excel, Word or Access or merged with Big Picture user-defined reports.
- Integrated batch administration/revenue collection software
 - Batch administration allows system users to manage revenue collection. This software specializes in cohesively managing revenue collected manually and online.
 - It facilitates a quick fetch of all licensees to streamline creation of a Batch with or without the use of bar coded renewal requests.
 - It is the center for revenue related business process which occurs automatically when a payment is posted to a license account.
- Workflow Management – TASKS
 - Every record type can contain Tasks. These tasks are editable in the Administrative area. They then show up for every record entered in the system. A Due Date is entered for each task in the Check list / Workflow.
 - Once that task has been completed it another date is entered. The tasks that are outstanding pop up when you access this licensee's record. Also there widgets that can be configured in the portal interface to ensure that all upcoming and past due tasks are attended.
 - Tasks are editable by the administrative team/staff for each record type. This workflow engine is utilized with Inspections, Discipline and Application Processing to ensure that all tasks associated with these items are successfully managed.
 - Records can be added ad-hoc to a specific record.

Big Picture™ System Module Core Component

The Core Component for the Big Picture™ System controls the security and access rights to the entire system. It is role based security built on groups. Users are grouped by their roles and have access to perform different tasks within the system. It also includes an administration panel to modify all codes, users, groups, and edit form letters, renewal requests, licenses, envelopes and other pieces of content.

Big Picture™ Administrative Package

The Administrative Package is the tool that puts the management of the system in your hands.

E-blast Option – Our e-blast tool allows administrators the ability to send out high quality professional looking email messages. The recipient lists can be created in the database by any search criteria and stored as saved searches or saved queues, either of which can be accessed by the E-blast tool.

Messages can contain user selectable fields merged from the database so system users can personalize the messages. The rich text editor allows users the ability to change fonts, styles and other popular attributes. Messages can also have attachments. After a message is ready, it can be previewed, and if the user selects to have this recorded as a contact in the database, the information will show up under this person's record in the Contact History.

Applications Option – In the administrative area, web submitted applications will appear in a pending status until they are reviewed and everything is approved at which time the applicant will be inserted into the production database. In some cases, the application can be written to a PDF and stored in the repository.

Renewals Management Option – Similar to applications, renewals may need to be put into a pending status for one reason or another. If so, they can work the same way as applications in that they can have their own statuses and once all issues have been resolved they can continue to be processed.

Financial Reports Option – There are many financial reports that allow you to breakdown deposits, renewals, applications, scope of service, address changes and many other revenue effecting items.

Database Configuration Option – Database field manager enables system users to modify/add values in drop down fields, manage fields, manage where they are displayed on the screen, manage what tabs they fall under, and manage record types. A unique feature of our software is that administrators can add as many Record Types to the system as needed and then manage what fields are related to that record type. This is an extremely powerful feature that allows you to completely manage additional license types as the board grows.

It was indicated in the question-and-answer that currently three license types exist. Down the road if it is decided to implement another license type, administrators can add the **new record type** and then add all of the fields necessary to store the data.

They can then utilize the built-in file uploader to **import the data** for this new record type. They can then setup the views for them so the screen is laid out how they would like to view the fields. Administrators can then create reports, and if they want the reports to be promoted to "Widgets," they can do that in the Portal administrator tab.

If only one group has access to view this new record type it can be segregated down to that one group in the security tab. There are no additional fees for any of these items. Many of our competitors charge **extra licensing** for additional license types. We don't!

Revenue Collection Management Option – In the administrative interface, system users can manage products related to revenue collection. Products and prices have a begin and end date so that as years go by and prices of various products change different amounts will appear for any online revenue collection item such as renewals for various license classes or applications amounts.

Security Management Option – The Security system allows administrators the ability to configure what users are allowed in the system and based on which group they are in they will have a completely different user experience. Group permissions dictate everything from fields, ability to modify records, views, portal widgets and which record types are available.

The Security section also allows administrators to setup tighter security by limiting access not only at a user account level but also at an IP address level so administrators can limit access to the database or administrative access to only be allowed from certain IP addresses or ranges. It also allows administrators the ability to filter and view access to the system. These restrictions can be put in place for both the Database interface and the Administrative interface separately.

Custom Forms Option – The custom form editor allows administrators the ability to replicate existing office mail merges so that that they are available right in the database and can be merged right in a browser quickly. This online rich text editor simplifies correspondence, and its availability is dependent on permissions.

Big Picture™ Reporting Package

Albertson Consulting, Inc. will work with the client to create the custom forms and reports required to replace the existing reporting functionality in the current database application. The Big Picture™ application infrastructure simplifies the implementation of existing reports. It does this in many different ways to ensure that the customer gets the most out of its data and investment.

The **Search Panel** in the Big Picture™ Online License Management Database Module is critical to all reporting in the system. Most questions and queries can be accomplished right from within the software. **Every field** for any **record type** can be utilized as **search criteria**. After a search has been completed, it can be **saved** for later use. It then shows up in the search drop down and on the **Portal** screen where a user can access it with one click.

In some unique cases, we may be called upon to build custom **saved searches** that can pull together searches that become rather challenging in the user interface.

Although this is rare, we have used it on occasion to prepare a record set that is otherwise not accessible from the main search screen.

After a record set has been pulled from the database by either a manual or saved search of one or more fields, it can be viewed on the View All screen or it can be resorted by any field. A quick print is available on the View All screen. If that is not sufficient, this record set can be stored in a **queuing system** that allows the user many options such as **print envelopes, mailing labels, mass update, export to Office, print certifications or renewal requests with barcodes** or other options including the ability to merge the records into any **custom form** in the system. Custom forms are **editable** by the users of the system in our administration area. After the merge, these forms are either available in PDF or HTML for printing from the browser.

Once in the queue software, other options exist such as the ability to **temporarily store** these specific records to a static list that can be either **added to or subtracted from** by doing more searching in the database Search screen. After the user is satisfied with the record set in the queue, they can **save** it for future use.

Many of the reports/merges/exports will be incorporated into the system mentioned above. Those of the financial type are typically referenced in the administrative area where we have many **financial reports** that breakdown revenue, products, deposits, payments, statistics and many other canned revenue type reports. In some cases, we will need to modify or enhance these to fulfill the requirements of some of the existing financial reports.

In addition to all of the other tools Big Picture has an automated Report Generator that allows users to search out records and then place fields from the record set into a report. The user can also summarize or add counts to facilitate management reports. These reports can be exported to excel, PDF or html. They can also be promoted to Widgets and appear in the Big Picture Portal.

In those situations that a **mail merge** type of report is required, a determination is made to either build the hard coded report online, utilize our online user-defined tool set to build a mail merge custom template or export the data to **Microsoft Office**.

At times we can utilize an **existing** PDF—if one exists—to create a new report from our system. For example, we may employ this technique if your existing license is a PDF. In this streamlined process, we effectively modify the PDF to include fields from the database and then make that available in our system.

Our developers are adept in solving any reporting needs. ACI has met the needs of our customers with the capabilities listed above and have built and deployed custom report packages utilizing Microsoft SQL Reporting Services (**SRS**), Adobe PDF, Access, Crystal Reports and HTML reports.

Big Picture™ Inspection Module

The Big Picture Inspection Module gives the board the ability to collect inspections from field representatives in real-time. It is a very flexible solution that can be customized to meet the demands of your business. It facilitates multiple collectors gathering information into the central repository. These collections can come while in the field or any time your business process requires. The module will lower your overall cost of inspection management and protect the public by increasing the accuracy and timeliness of information.

Collections are tightly integrated into the Big Picture Database. Depending on your business process, once these collections arrive in the repository they establish a historical record that can be printed and reported on. All inspection data is searchable, sortable and exportable. Inspection data in detail or in a summarized fashion is available in the Big Picture Portal for managers, staff or inspectors depending on security group.

After the inspection system is deployed you are left with full management capabilities in our system administration software to modify inspections and collections. Questions, answers, fields, field types and responses are manageable. Also using our standard web based editing software administrators can configure inspection templates easily without the need for any programming. Our software can be configured to collect any data for any entity anywhere an internet connection exists. All collections occur over SSL to ensure secure inspection collections.

Our proposal includes the setup of all inspection templates, business process, workflow, portal widgets and security for inspectors, training, testing and deployment to the internet-enabled collection devices of your choosing. Our standard collection devices are Windows based laptops and tablets and Android based laptops, tablets and phones.

Big Picture™ GPS Option

Big Picture GPS option exists right in the Big Picture database for simplified mapping of any data in the database. The purpose of the system is to allow an administrator the ability to see visually a map of any single or collection of records from the database. The Big Picture database has very powerful search capabilities to pull records based on type, address or any field or field combination in the database.

Once the desired collection is established the user can push the results of the search to the mapping software where they will be able to visualize the records approximate location in proximity to each other. It allows standard zoom-in, zoom-out and travel capabilities of any other Internet accessible mapping software. It also supports the ability to visually see other fields of data from the database or categories of information on the map.

To minimize licensing expenses we propose to integration into the state's existing mapping solution.

Big Picture™ Applications Option

The Applications Option for the Big Picture™ Online Licensee Management Module allows administrators to receive and process applications for licensure for all license classes through the State regulatory board website. The process begins with an applicant selecting the class of license they are applying for. The following application screen provides some verbiage describing the process and the requirements to complete the process. Then they are prompted to enter some verifiable pieces of information such as name, address, SSN and/or birth date. The applicant is then presented with various questions about their submission, followed by a payment processing screen.

After payment is authorized, a customer receipt and number is generated which can be printed by the applicant. Once the submitted data is reviewed and processed, the applicant is inserted into the licensee database automatically and any documentation that arrived with the application such as transcripts along with a PDF of the application can be automatically pushed to the integrated online document repository.

Application status for applicants is also available with licensing of this option. This software runs off of the integrated database and the relevant Status fields in the database.

Big Picture™ Renewals Option

The Renewals Option for the Big Picture™ Online Licensee Management Module is very similar to the applications option but allows administrators to receive and process renewal requests through the front end website. Just like applications, a robust structure already exists and both utilize the revenue collection system previously mentioned.

Applications and Renewals Options both utilize a payment gateway to finalize the transaction. We have integrated our software to various payment gateways. Previously we have worked with Authorize.Net and have completed successful integrations with them.

Big Picture™ Licensure Verification Module

The Licensure Verification Module allows visitors to the public website to get real-time verification of certifications and licenses that the Board has in the database. If the individual has disciplinary documents available in a public discipline folder in the integrated document repository, they can be made available if the board desires.

Appendix: Screenshots from Above

State Board of Nursing

INTELLIGENT WEB SOFTWARE

Record Menu | Types Menu | View All | Search Menu | Renew Admin | Queue Menu | Custom Reports Menu | Portal | Open Tasks

0 Queued | First | Previous | Record 1 of 4 | Next | Last

IND Records : View/Update an Existing Record

SSN: 123-45-6789 | First Name: Jim | Last Name: Ryder | Home Address: 123 Door stop Rd

Licensure | Other | Contact History | Resources | Reminders | **Tasks** | Certificates Records | Complaint Records | Compliance Records | Docket Records | Investigation Records | Subpoena Records

TASKS

Add Task	Due Date	Status	Completion Date	Comments	Assigned To
2 New Task					
3 Patient Care Practice Site Information					
4 Print Membership Card					
5 Renewal Exp Task					
6 Send out License					
7 Signature Task					
8 Verify Demographic Info					
9 phyllis					
10 Request Records w/ Subpoena	4/29/2011	In Process			da 3 Investigation Record
11 Assign Investigator	3/29/2011	Closed			da 3 Investigation Record
12 Schedule interview with complainant	3/29/2011	In Process		ht	Doug Fraser Complaint Record
13 Post Action to Website	4/13/2011	In Process			da 3 Docket Record
14 Schedule interview with complainant	5/20/2011	In Process			da 3 Complaint Record

* Indicates a required field

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North Dakota Board of Nursing

Record Menu | Types Menu | View All | Search Menu | History View | Renew Admin | Add | Custom Reports Menu | Org Menu

0 Queued | First | Previous | Record 1 of 1 | Next | Last | Filtered by ALL BOARD REPORT

History View

Demographics | Choose View

First Name	Middle/Maiden Name	Last Name	Address	City	State	Zip	Email	Create User	Change Date
			1700 33RD ST SW					dalbertson	1/14/2011 10:45:50 AM
							TANWA@ALBERTSONCONSULTING.COM	dalbertson	10/12/2010 11:20:03 AM
	LOOCK							dalbertson	10/11/2010 4:29:53 PM
TANWA								dalbertson	10/11/2010 4:11:52 PM
TANWA	LOOCK	ALBERTSON	1700 33RD ST SW	MINOT	ND	58701-8122	TANWA@ALBERTSONCONSULTING.COM		12/4/2005 11:35:35 PM
TANWA	LOOCK	ALBERTSON	1700 33RD ST SW	MINOT	ND	58701-8122	tanyaalbertson@hotmail.com		12/3/2005 9:33:47 PM
TANWA	LOOCK	ALBERTSON	1700 33RD ST SW	MINOT	ND	58701-8122	tanyaalbertson@hotmail.com		10/27/2004 5:13:08 PM
TANWA	LOOCK	ALBERTSON	1700 33RD ST SW	MINOT	ND	58701-8122			12/29/2003
TANWA	LOOCK	ALBERTSON	1301 31ST AVE SW APT 212	MINOT	ND	58701-0000			12/3/1999
TANWA	LOOCK	ALBERTSON	615 1ST AVE E	WILLISTON	ND	58801-5405			12/4/1997
TANWA	LOOCK	ALBERTSON	1501 BISON DR	WILLISTON	ND	58801-3791			10/17/1997

BIG INTELLIGENT WEB SOFTWARE State Board of Nursing Welcome, da Logout

Record Menu Types Menu View All Search Menu Renew Admin Queue Menu Custom Reports Menu Portal Open Tasks

0 Queued First Previous **Record 1 of 4** Next Last

IND Records : View/Update an Existing Record

SSN: 123-45-6789 First Name: Jim Last Name: Ryder Home Address: 123 Door stop Rd

[License](#)
[Other](#)
[Contact History](#)
[Resources](#)
[Reminders](#)
[Tasks](#)
[Certificates Records](#)
[Complaint Records](#)
[Compliance Records](#)
[Docket Records](#)
[Investigation Records](#)
[Subpoena Records](#)

Tasks

Add Task	Due Date	Status	Completion Date	Comments	Assigned To
1 New Record					
2 New Task					
3 Patient Care Practice Site Information					
4 Print Membership Card					
5 Renewal Fee Task					
6 Send out License					
7 Signature Task					
8 Verify Demographic Info					
9 Photo/ID					
10 Request Records via Subpoena	4/29/2011	In Process			da
11 Assign Investigator	3/30/2011	Closed			da
12 Schedule interview with complainant	3/29/2011	In Process		tbl	Doug Fraser
13 Print Action to Website	4/13/2011	In Process			da
14 Schedule interview with complainant	5/20/2011	In Process			da

* Indicates a required field

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Home	NURSE LICENSE BREAKDOWN		UAP LICENSE BREAKDOWN	
Search	RN	10927	UAP	3349
RN/LPN Records	LPN	3762	Board Comp. MedAide	511
Search RN/LPN Records	APRN	760	Board Competency	1235
Insert New RN/LPN Record		view more >>	Hlth. Dept. MedAide	1349
UAP Records	SPRN	4	Technician	235
Search UAP Records		view more >>	Technician Medaide	19
Insert New UAP Record	TEMP PERMITS EXPIRING		PENDING REMINDERS / FOLLOWUPS	
Employer Records	RN Endorse		GAIL AABY	R18278 8/5/2010
Search Employer Records	RHONDA JOHNSON	11/01/2010	GAIL AABY	R18278 9/5/2010
Insert New Employer Record	AUDRA JONES	10/25/2010	GAIL AABY	R18278 10/5/2010
Logout	JEAN DAVID	11/08/2010		view all >>
		view more >>		
	LPN Endorse			
	DONNA CARLSON	11/07/2010		
	LILLY BURKHART	10/24/2010		
	RONALD NELSON	10/25/2010		
		view more >>		
	DISCIPLINARY			
	Disciplinary Type	All	Active	Inactive
	Encumbered		20	
	Prior Disp. Action		50	
	Reprimand		237	
	Suspended		1	
	TEST RESULTS			
	Nurse	Date	Result	
	DANIEL ALBERTSON	10/13/2010	Pass	
	DANIEL ALBERTSON	09/07/2010	Fail	
	KARLA FRENCH BAKER	03/01/2010	Pass	
	KARLA FRENCH BAKER	02/01/2010	Fail	
	KARLA FRENCH BAKER	01/01/2010	Pass	
	RECENTLY CONTACTED			
	Name	License Number	By	Date / Time
	DANIEL ALBERTSON	R26169	da a	10/12/2010 11:24:08 AM
	JEFFREY LEPPERT	R34729	Connie Kalanek	8/17/2010 10:14:47 AM
	MOLISSA GERMSCHIED	R35055	Connie Kalanek	8/17/2010 8:52:14 AM
				view more >>
	NEW DOCUMENTS			
	Name	Document	Type	Date / Time
	DANIEL ALBERTSON	Disciplinary Questions - 2010	Text Document (0 KB)	10/12/2010 3:23:43 PM
	DANIEL ALBERTSON	Disciplinary Questions - 2010	Text Document (0 KB)	10/12/2010 1:44:50 PM
	DANIEL ALBERTSON	Disciplinary Questions	Text Document	10/12/2010

State Board of Nursing

INQ Records : **View/Update an Existing Record**

SSN: 123-45-6789 First Name: Jim Last Name: Ryder Home Address: 123 Door stop Rd

Resources

Name	Size	Type	Date	Location
Misc (0)		File Folder	5/13/2011 2:21:19 PM	Completed Record
test	file not on disk	Adobe Acrobat Document	3/25/2011 2:02:26 PM	Completed Record
Investigation preliminary doc	file not on disk	DOCX Document	4/6/2011 1:33:45 AM	Investigation Record
Test	file not on disk	DOCX Document	4/6/2011 2:32:45 AM	Docket Record
Copy of Prescription	file not on disk	Microsoft Word Document	4/6/2011 11:13:04 AM	Completed Record
Subpoena - 82 MA00015	file not on disk	Microsoft Word Document	4/12/2011 1:20:07 PM	Subpoena Record
Application letter	file not on disk	Adobe Acrobat Document	5/5/2011 3:10:12 PM	
Custom Form	5 KB	Adobe Acrobat Document	5/10/2011 8:33:31 AM	
Open tasks	1 KB	RTF Document	5/12/2011 3:00:07 PM	
Open tasks letter 2	2 KB	RTF Document	5/12/2011 3:38:28 PM	

State Board of Nursing

INQ Records : **View/Update an Existing Record**

SSN: 123-45-6789 First Name: Jim Last Name: Ryder Home Address: 123 Door stop Rd

Tasks

Description	Due Date	Status	Completion Date	Comments	Start Queue	Assigned To
1. Copy of address card						
2. New Task						
3. Updated Check Practice site information						
4. Print Membership Card						
5. Renewal Fee Task						
6. Send out License						
7. Renewal Task						
8. Verify Demographic Info						
9. Schedule						
10. Request Records with Subpoena	4/29/2011	In Process				
11. Assign Investigator	3/30/2011	Closed		lit		
12. Schedule interview with complainant	3/29/2011	In Process				
13. Print Action to Update	4/13/2011	In Process				
14. Schedule interview with complainant	5/20/2011	In Process				

North Dakota Board of Nursing

RN/LPN Records : **View/Update an Existing Record**

License Number: R13756 License Type: RN

Last Name: TRULSON First Name: test Middle Maiden Name: RYANIER Mothers Maiden Name: SHUBERT

Social Security Number:

Demographics | Licensure | Initial/Additional License Info | Employment | Education | Disciplinary | APRN | SPRN | Exam/Endorsement | Exam Data | CHRC | WP | NABE Results | Contact History | Resources | Reminders

Application: ND BON Processing Fee Received:

CHRC Form Sent: CHRC Form Received:

Fingerprint Cards Sent: Fingerprint Cards Received: BO Fee Received:

Cards Form Fee to BO:

CHRC Complete Date:

Date Results Received from BO: Comments Results rec'd from BO:

Fingerprints Rejected from BO: Comments Rejected BO other than FP: Date Rejected from BO other than FP:

2nd fingerprint cards to applicant: Returned to Applicant:

Retake Fingerprint Cards returned: Received from Applicant:

Retake Fingerprint Cards to BO: Resent to BO:

2nd Set Fingerprints rejected from BO:

SSN & Birthdate check to BO:

BIG PICTURE Connecting People & Information eBigPicture.com

Welcome, Pharmacy • Logout • Renew Admin • Batch Admin • Awaiting Updates • Participants

Batch Administration

Status: Closed Search

Add	Queue											
1.	101005WEB	Queue	10/5/2010 4:10:56 PM	NDBOP	\$110.00	\$0.00	1		Closed			Export
2.	93010-PHARM	Queue	9/30/2010 11:18:28 AM	Pharmacy	\$350.00	\$350.00	2	Pharmacy	Closed	9/30/2010 3:11:29 PM		Export
3.	93010-WHOLE	Queue	9/30/2010 10:30:18 AM	Pharmacy	\$600.00	\$600.00	4	Wholesaler	Closed	9/30/2010 2:29:10 PM		Export
4.	93010-TECHS	Queue	9/30/2010 6:53:45 AM	Pharmacy	\$205.00	\$205.00	8	Technician	Closed	9/30/2010 9:32:23 AM		Export
5.	100920WEB	Queue	9/29/2010 10:39:16 AM	NDBOP	\$200.00	\$200.00	1		Closed	9/30/2010 9:13:02 AM		Export
6.	100920WEB	Queue	9/28/2010 4:10:20 PM	NDBOP	\$225.00	\$225.00	1		Closed	9/29/2010 2:06:23 PM		Export
7.	100920WEB	Queue	9/23/2010 12:24:27 PM	NDBOP	\$200.00	\$200.00	1		Closed	9/29/2010 2:00:00 PM		Export
8.	92310-WHOLE	Queue	9/23/2010 10:10:12 AM	Pharmacy	\$300.00	\$300.00	2	Wholesaler	Closed	9/23/2010 2:20:08 PM		Export
9.	92310-PHARM	Queue	9/23/2010 9:55:54 AM	Pharmacy	\$350.00	\$350.00	2	Pharmacy	Closed	9/23/2010 2:13:52 PM		Export
10.	92310-TECHS	Queue	9/23/2010 9:38:28 AM	Pharmacy	\$205.00	\$205.00	7	Technician	Closed	9/23/2010 2:11:09 PM		Export
11.	100920WEB	Queue	9/20/2010 1:26:17 PM	NDBOP	\$200.00	\$200.00	1		Closed	9/21/2010 7:23:09 AM		Export
12.	91710-WHOLE	Queue	9/17/2010 1:49:15 PM	Pharmacy	\$900.00	\$900.00	6	Wholesaler	Closed	9/17/2010 3:53:45 PM		Export
13.	91710-PHARM	Queue	9/17/2010 10:16:04 AM	Pharmacy	\$925.00	\$925.00	5	Pharmacy	Closed	9/17/2010 3:56:13 PM		Export
14.	91710-INTERNS	Queue	9/17/2010 9:17:31 AM	Pharmacy	\$260.00	\$260.00	8	Intern	Closed	9/21/2010 2:48:48 PM		Export
15.	91710-TECHS	Queue	9/17/2010 8:53:25 AM	Pharmacy	\$135.00	\$135.00	6	Technician	Closed	9/17/2010 3:32:50 PM		Export

<< < 1 of 24
1 - 15 of 358 batches

BIG PICTURE State Board of Nursing

Custom Forms Editor

Form 1 of 1

Save All Forms to Document Repository

Title: OpenFormLetter

Format: PDF Marginal: 34" Layout: Portrait

Rich Text Format

HTML

Go

Existing Record

Home Address: 123 Door stg Rt

Assigned To

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BIG PICTURE State Board of Nursing

Record Menu Types Menu Search Menu Renew Admin Custom Reports Menu Help on Searching Portal

Queued

IND Records : Search for Records

SSN Firstname Lastname Home Address

License Status: ALL Accepted Pending

Provider Type: ALL ODRM DO

Search Assistant

No value (all) SEARCH

Any value (all) SEARCH

equal SEARCH

not equal SEARCH

match (wildcard) SEARCH

no match (wildcard) SEARCH

include multiple values SEARCH

omit multiple values SEARCH

<ul style="list-style-type: none"> View Records Search Records Insert New Record 	<table border="1"> <tr> <td>Hlth. Dept. MedAide</td> <td>1349</td> </tr> <tr> <td>Technician</td> <td>235</td> </tr> <tr> <td>Technician</td> <td>19</td> </tr> <tr> <td>Medaide</td> <td></td> </tr> </table>	Hlth. Dept. MedAide	1349	Technician	235	Technician	19	Medaide														
Hlth. Dept. MedAide	1349																					
Technician	235																					
Technician	19																					
Medaide																						
Certificates Records <ul style="list-style-type: none"> View Records Search Records Insert New Record 	DISCIPLINARY <table border="1"> <tr> <td>Disciplinary Type</td> <td>All</td> <td>RN/LPN</td> <td>UAP</td> </tr> <tr> <td>Active</td> <td></td> <td>158</td> <td>110</td> </tr> <tr> <td>Inactive</td> <td></td> <td>743</td> <td>319</td> </tr> <tr> <td>All</td> <td></td> <td>901</td> <td>429</td> </tr> </table>	Disciplinary Type	All	RN/LPN	UAP	Active		158	110	Inactive		743	319	All		901	429					
Disciplinary Type	All	RN/LPN	UAP																			
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Inactive		743	319																			
All		901	429																			
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Logout																						

State Board of Nursing

Record Menu | Types Menu | View All | Search Menu | Review Admin | Course Menu | Custom Reports Menu | Portal | Open Tasks

0 Selected | Print | Previous | Record 1 of 4 | Next | List

IND Records : View/Update an Existing Record

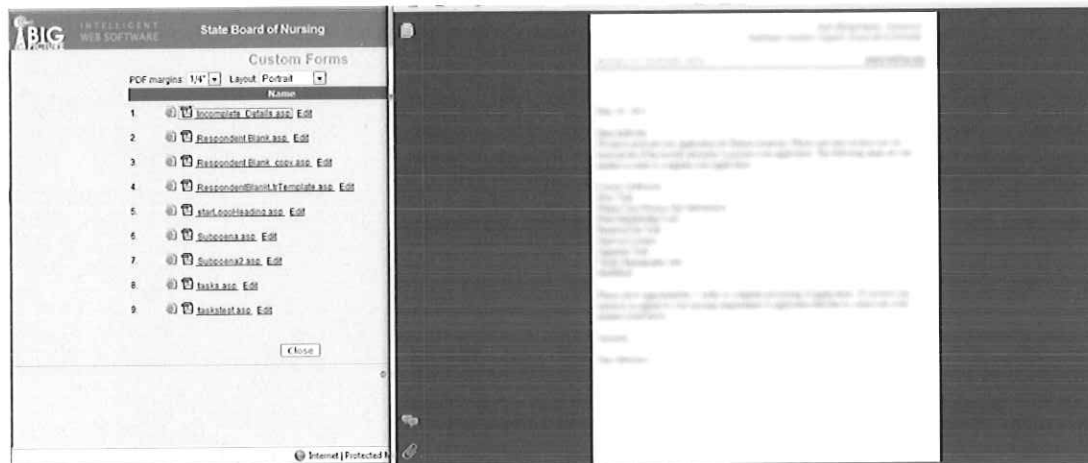
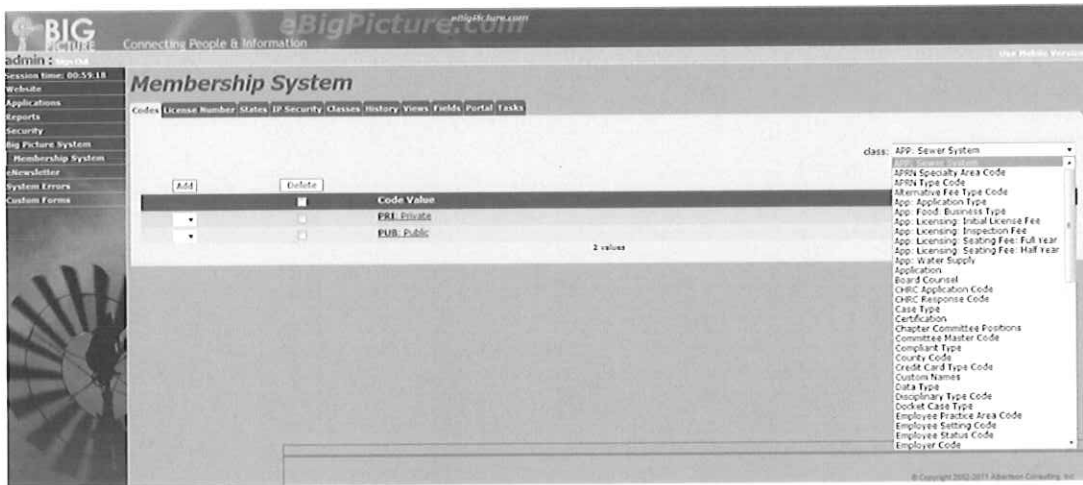
DOB: 12-14-1978 | First Name: Jim | Last Name: Roper | Home Address: 123 Door stop Rd

License | Other | Contact History | Resources | Reminders | **Tasks** | Certificates Records | Complaint Records | Compliance Records | Docket Records | Investigation Records | Subpoena Records

Task	Due Date	Status	Completion Date	Comments	Assigned To
1. Test Test					
2. Patient Care Practice Site Information					
3. Print Membership Card					
4. National Exit Test					
5. Submit License					
6. Submit Test					
7. Submit Test					
8. Verify Demographic info					
9. Submit					
10. Request Records w/o Subpoena	4/29/2011	In Process			DR
11. Assign Investigator	3/30/2011	Closed			DR
12. Schedule interview with complainant	3/29/2011	In Process		test	Copy-Frazier
13. Post Action to Website	4/13/2011	In Process			DR
14. Schedule interview with complainant	5/20/2011	In Process			DR

* Indicates a required field

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License	Name	Check #	Name on Check	Check Date	Paid
286	Gregory Amundson				\$100.00
					Batch 100831WEB Totals: \$100.00
746	Fera Pharmaceuticals, LLC				\$200.00
					Batch 100902WEB Totals: \$200.00
914	Brianna Pankow	1116	PANKOW	8/27/2010	\$35.00
915	Brittany Wilson	2071	WILSON	8/26/2010	\$35.00
916	Heather Trehus	5056	Trehus	9/1/2010	\$35.00
1199	Sarah Paintner	3207	Paintner	8/30/2010	\$10.00
					Batch 9310-TECH Totals: \$115.00
358	Bard Medical Division of C.R. Bard Inc	72915	BARD	8/17/2010	\$150.00
532	HealthSource Distributors, LLC	6495	HealthSource	8/19/2010	\$150.00
976	Sanofi-aventis U.S. LLC	9633110	Sanofi-aventis	8/17/2010	\$150.00
977	Sanofi-aventis U.S. LLC	9632330	Sanofi-aventis	8/10/2010	\$150.00
877	Schwarz Pharma LLC	15894	Beckloff	7/13/2010	\$150.00
996	Wallace Pharmaceuticals Inc	712055	Meda	6/28/2010	\$150.00
367	Cephalon Inc	10030144	Cephalon	6/18/2010	\$200.00
					Batch 9310-WHOLE Totals: \$1,100.00
284	Kelsey Wolfe	10030144			\$10.00
					Batch 100914WEB Totals: \$10.00
917	David Campbell	1012	Campbell	9/9/2010	\$35.00
918	Tennielle Lemar	3299	Lemar	9/8/2010	\$35.00
919	Alicia Walen	647	Walen	9/7/2010	\$35.00
1200	Darrell Bruce	52787	MONEY ORDER	9/10/2010	\$10.00
1208	Brian King	1004	King	9/7/2010	\$10.00
1140	Danielle Wold	1786	Wold	8/24/2010	\$10.00
					Batch 91710-TECHS Totals: \$135.00
292	Brittney Black	1322	Black	1322	\$100.00
551	Nidhi Dubey	1113	Shukla	9/2/2010	\$100.00
137	Mikhail Elias	1582	Elias	8/26/2010	\$10.00
160	Stephanie Keller	1088	Keller	9/14/2010	\$10.00
149	Dhiren Patel	CASH	CASH	CASH	\$10.00
162	Alan Patterson	MoneyGram	MoneyGram	9/14/2010	\$10.00

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admin | [Home](#) | [Logout](#)

Session time: 00:59:08

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- [Applications](#)
- [Reports](#)
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- [Big Picture System](#)
- [Membership System](#)
- [eNewsletter](#)
- [System Errors](#)
- [Custom Forms](#)

eNewsletter

Newsletters [Log](#) [Send](#)

Newsletter Display [List](#)

Recipient Address (for testing): [Send](#)

[Add to Contact History](#)

Sender: North Dakota Board of Nursing [grossman@ndbon.org]

Subject: RN/LPN License renewal notice

Message: Your RN, LPN, APRN, &/or SPN license will expire 12/31/2010. Please go to the ND Board of Nursing website at www.ndbon.org to renew your license between October 1, 2010 and December 31, 2010.

Notes:

BIG Connecting People & Information
>Welcome, Pharmacy Logout Renew Admin Batch Admin Awaiting Updates Participants
View All Master View Pharmacy View History View Insert Search Help

Batch # dantest [< >] Record 1 of 1 Find Record # Cash Total \$0.00 - Applied \$0.00 > (3-0-0)

Personal Information <input type="button" value="Edit Info"/>		Billing Information	
License Number: 4885	Name: Brent A Albertson	Type: Credit Card	Amount: \$ 3500
Address: 5304 S. Napa St	City: Spokane	Type: Visa	Number: <input type="text"/>
State: WA	Zip+4: 99223	Exp. Date: 12 - 2010	
Telephone: 5094742213	Birth Date: 2/2/1900	<input type="button" value="View Billing History"/>	
Email: Brent.Albertson@providence.org			
Fee Information			
<input checked="" type="checkbox"/> OUT_STATE_PHARMACIST_RENEWAL - \$35.00			
Out of State Pharmacist License Renewal - \$35.00		3500	<input type="button" value="Add"/>
Out of State Pharmacist License Renewal - \$35.00			
Out of State Pharmacist License Renewal Late - \$60.00			
ANNUAL WHOLESALE DRUG MANUFACTURER/(REVERSE) DISTRIBUTOR/WAREHOUSE LICENSE - \$150.00			
ANNUAL WHOLESALE DRUG MANUFACTURER/(REVERSE) DISTRIBUTOR/WAREHOUSE LICENSE LATE - \$200.00			
(Address change fee - \$10.00)			
Bill of Rights Sign - \$10.00			
From In Active already paid \$75 - \$25.00			
From Out of State already paid \$35 - \$65.00			
In State Pharmacist License Renewal - \$100.00			
In State Pharmacist License Renewal Late - \$125.00			
Inactive In State Pharmacist License Renewal - \$75.00			
Inactive In State Pharmacist License Renewal Late - \$100.00			
Law Book Price - \$35.00			
Legal expenses reimbursed - \$0.00			
Lifetime - \$0.00			
Lists for sale - \$35.00			
Miscellaneous Reimbursements - \$0.00			
Mason Statement Sign - \$10.00			
Money unsolicited for no service - \$0.00			
NSF Checks that are replaced - \$0.00			
New Technician - \$35.00			
Out of State Pharmacist License Renewal - \$35.00			
Out of State Pharmacist License Renewal Late - \$60.00			
Out of State Pharmacy or Drug Store Renewal - \$175.00			
Out of State Pharmacy or Drug Store Renewal Late - \$225.00			
Pharmacist Intern License Renewal - \$100.00			
Pharmacist Intern License Renewal Pre-Pharmacy or Other PharmD - \$10.00			
Pharmacist Intern License Renewal Year 5+ - \$0.00			
Pharmacist Late Fee - \$25.00			
Pharmacy Late Fee - \$225.00			

BIG INTELLIGENT WEB SOFTWARE **North Dakota Board of Nursing**

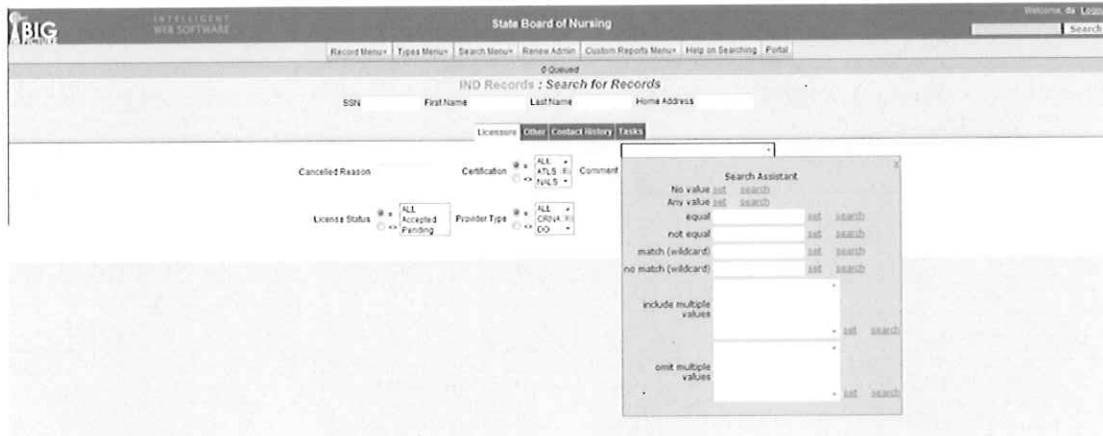
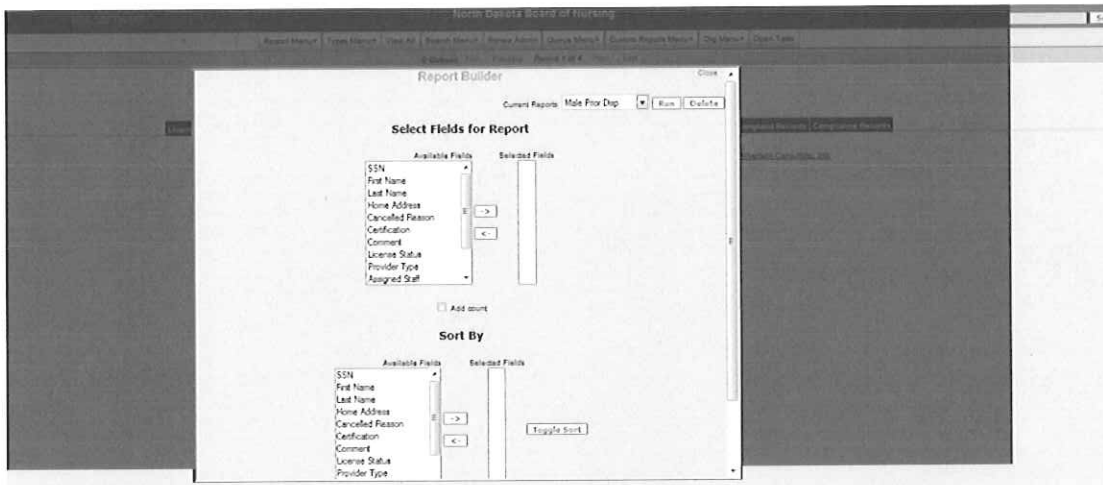
Record Menu Types Menu View All Search Menu History View Renew Admin Queue Menu Custom Reports Menu Org Menu

0 Queued NOT Flagged for NURSIS Export
 N Records : [View/Update an Existing Record](#)

License Type: RN

Name: ROBERT Middle Maiden Name: JAMES Mothers Maiden Name: ZAWADKA

Demographics	Licensure	Initial/Additional License	Docket Records	Fees	Disciplinary	APRN	SPRN	Exam/Endorsement	Exam Date	CHRC	WP	KARE Results	Contact History	Resources	Remind
Application	CHRC Form Sent	Fingerprint Cards Sent	Cards Form Fee to BCI	CHRC Complete Date	Application	Investigation Records	Subpoena Records	Processing Fee Received	CHRC Form Received	Fingerprint Cards Received	BCI Fee Received				
Date Results Received from BCI	Comments-Results rec'd from BCI	Fingerprints Rejected from BCI	Comments-Rejected BCI other than FP	Date-Rejected from BCI other than FP	2nd Fingerprint cards to applicant	Retake Fingerprint Cards returned	Retake Fingerprint Cards to BCI	2nd Set Fingerprints rejected from BCI	SSN & Birthdate check to BCI	Returned to Applicant	Received from Applicant	Resent to BCI			



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Nurse Practices Act

Administrative Rules & Regulations

CNA Testing

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Unlicensed Assistive Person & Medication Assistant

Workplace Impairment Program

Inspections

Inspection Report Forms

[Camping.asp](#)

[foodservice.health.asp](#)

[foodservice.old.asp](#)

[foodservice.test.asp](#)

[foodservice.asp](#)

[foodservice.asp.LCK](#)

[foodservice_copy.asp](#)

[Lodging.asp](#)

SEARCH

ONLINE SERVICES

Updates & Verifications

- Verify Permits, Licenses, Registrations, Discipline History
- Name/Address Update

Licensure (RN, LPH, APRN, SPRN)

- License by Exam
- License by Endorsement
- Application Status
- Renewal

Unlicensed Assistive Person/ Medication Aide

- Renewal

North Dakota Board of Nursing :: 919 South 7th Street, Suite 504 :: Bismarck, ND 58504

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Practice

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Workplace Impairment Program

Inspections

Upload PDF: Browse... Upload

Food Service Inspection Submission Form

General Info

Facility: Date: District:

Inspector: Purpose: Received by:

Violations

Immediate Action	Violation #	Correction Due Date	Violation Comments
	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Row](#)

Personnel

Person In Charge: Available, knowledgeable, certified manger

Employee Health: Healthy, restrictions & exclusions followed

Employee Hygiene: Handwashing, good hygienic practices

Employee Practices: Clean clothes, hair restraints, fingernail maint., jewelry, eating/drinking

Food

Food Source: Approved, safe, unadulterated, approved additives, proper receiving temperature

Food Protection

Contamination by Employees: Bare hand contact avoided, single-use gloves and utensils used

Contamination During Storage: Clean/dry location, protected, covered, original containers, labeled

Cross Contamination Prevented, separated, sequestered

<ul style="list-style-type: none"> Home Search Recent Searches <ul style="list-style-type: none"> Search 1 - Inspection Search 2 - Inspection Search 3 - Facility Search 4 - RN/LPN Search 5 - RN/LPN RN/LPN Records <ul style="list-style-type: none"> View Records Search Records Insert New Record UAP Records <ul style="list-style-type: none"> View Records Search Records Insert New Record Employer Records <ul style="list-style-type: none"> View Records Search Records Insert New Record Certificates Records <ul style="list-style-type: none"> View Records Search Records Insert New Record Complaint Records <ul style="list-style-type: none"> View Records Search Records Insert New Record Compliance Records <ul style="list-style-type: none"> View Records Search Records Insert New Record Docket Records <ul style="list-style-type: none"> View Records Search Records Insert New Record Facility Records <ul style="list-style-type: none"> View Records Search Records Insert New Record 	<p>FACILITIES ☐</p> 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1079064	1/1/2025	Complaint		34938																																																																																																																															
1079071	7/12/2011	Complaint		34938																																																																																																																															
1079072	7/7/2011	Complaint		34938																																																																																																																															
1079073	7/7/2011	Complaint	dalbertson	34938																																																																																																																															
1079075	7/6/2011	Routine		34938																																																																																																																															
1079076	7/6/2011	Complaint		34938																																																																																																																															
1079070	6/29/2011	Complaint	dalbertson	34938																																																																																																																															
Name	Record ID	Date / Time	Type																																																																																																																																
The Porch		7/8/2011 3:15:19 PM	Email																																																																																																																																
DANIEL ALBERTSON	R26168	5/26/2011 2:23:26 PM	Mail																																																																																																																																
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The Porch	test	Adobe Acrobat Document (895 KB)	7/8/2011 3:17:30 PM																																																																																																																																
Dave's House of Pancakes	inspectionform	Adobe Acrobat Document (895 KB)	6/16/2011 3:23:14 PM																																																																																																																																
	test88	XLSX Document (110 KB)	5/20/2011 9:57:40 AM																																																																																																																																
Dave's House of Pancakes	test.pdf	XLSX Document (110 KB)	5/19/2011 1:24:38 PM																																																																																																																																
Task	Due Date	Record Type																																																																																																																																	
Schedule interview with complainant	3/29/2011	Complaint																																																																																																																																	
Assign Investigator	3/30/2011	Investigation																																																																																																																																	
Post Action to Website	4/13/2011	Docket																																																																																																																																	
Request Records w/o Subpoena	4/29/2011	Investigation																																																																																																																																	
Schedule interview with complainant	5/20/2011	Complaint																																																																																																																																	
Follow up on Violations	5/31/2011	Inspection																																																																																																																																	
Schedule First Inspection	6/3/2011	Facility																																																																																																																																	
Task	Due Date	Record Type																																																																																																																																	

Welcome, Daniel [Logout](#)

Regulatory Licensing Demo

Record Menu | Types Menu | View All | Search Menu | Renew Admin | Add | Custom Reports Menu | Portal | Open Tasks

0 Queued | First | Previous | Record 1 of 1 | Next | Last

Inspection Records : View/Update an Existing Record

Inspection ID: 1079075 | Date: 07/06/2011 | Purpose: Routine

Received by: Larry | Inspected by: | Facility: Dave's House of Pancakes | District #: 14

Resources

Name	Size	Type	Date
foodservice	230 KB	Adobe Acrobat Document	7/8/2011 3:54:39 PM

* Indicates a required field.

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Record Menu ▾ Types Menu ▾ View All Search Menu ▾ Renew Admin Add Custom Reports Menu ▾ Portal Open Tasks

0 Queued First Previous **Record 1 of 1** Next Last

Inspection Records : View/Update an Existing Record

Inspection ID 1075075 Date 07/05/2011 Purpose Routine ▾
Received by Larry Inspected by* Facility Dave's House of Pancakes ▾
District # 14

Violations Inspection Scoring Contact History Resources Reminders Tasks

Violation #	Correction Due Date	Violation Comments
1	8/1/2011	No Hair Nets
2	8/15/2011	Hand Washing

* Indicates a required field.
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