



CDI Corporation  
125 Lakeview Drive  
Charleston, WV 25313

October 9, 2013

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

Attention: Ms. Roberta Wagner – 304-558-0067  
Solicitation – HHR 14053A

Dear Roberta:

CDI Corporation has been a partner of the State of West Virginia providing Staff Augmentation services for over 20 years. Our consultants under the leadership and direction of the State are committed to their work and overall successful of the State. CDI is pleased to provide the State of West Virginia with a formal response to solicitation HHR 14053A for three (3) Application Programmer Analysts. We are pleased to present the following three candidates for consideration in support of this solicitation and believe you will find their qualifications to support this work will meet /exceed the qualification requirements.

1. Mr. Joseph Pryce
2. Mr. Ryan Love
3. Mr. Edwin Stoetzner

Enclosed you will find the following documents as required by the solicitation.

1. Resumes of Mr. Joseph Pryce, Mr. Ryan Love and Mr. Edwin Stoetzner
2. Qualification Table supporting page 19 item #3 Qualifications 3.1 – 3.1.9
3. Insurance Certificate Access Information
4. Contract Manager – Page 25 of Solicitation
5. HIPAA Business Associate Addendum acknowledgement
6. Pricing Page – Exhibit A
7. Purchasing Affidavit – page 36 of Solicitation
8. Certification and Signature Page 37 of Solicitation

If you have any questions regarding this response or require any additional information please do not hesitate to contact me at 571-332-1702.

Regards,  
Robert S. Strickland – Area Manager – CDI

10/11/13 03:59:22 PM  
West Virginia Purchasing Division

**EXPERIENCE SUMMARY:**

20+ years of Information Technology experience in Software Development for large companies and state government agencies. Utilizing Software AG's Natural as core software development platform since 1990, including **12 years of Natural/DB2** and 7 years of Natural/Adabas, **20+ years of TSO/ISPF and JCL**, 10+ years **Computer Associates-DB2/Platinum - RC/Update, RC/Query, PRF** tools, **8 years of Datalect's FORMQuest and Publisher**. Software development experience has been mainly in an IBM MVS or z/OS environment using TSO, JCL and CICS and other mainframe-based tools extensively.

**TECHNICAL SKILLS:**

Applications and Systems:

**Child Support IV-D** (10.5 years), non-IV-D state Government (1.5 years), Public Utilities (4 years), Manufacturing/Retail/Distribution (9+ years)

Mainframe Programming Languages

**Natural/DB2 (12 years)**, **Natural/ADABAS** (7 years), **MVS JCL (20+ years)**, COBOL II, PL/I, CULPRIT, Easytrieve Plus

Mainframe Tools

TSO/ISPF (20+ years), **Computer Associates DB2/Platinum - RC/Update, RC/Query, PRF (10+ years)**; **Software AG tools: EntireX (5 years)**, CONSTRUCT (3 years), PREDICT, PAC; CA7; IBM Alforms (7 years); QMF; IDMS DB/DC (5+ years); ADS/O; CICS; INDUS Passport; Endeavor; NDM; Fileaid

Mainframe Environments

IBM z/OS, OS/390, MVS, 741, 3090-XXX, 308X, 4381 CPU's. Xerox laser printing systems

EDI Tools

Connect:Mailbox, SuperTracs, EDI\*BENCH, GEIS, ADVANTIS

EDI Documents

Transmitting and receiving various versions of EDIFACT/ANSI-standard EDI documents (810, 820, 824, 850, 855, 856, 997). Use of EDI 820 for ACH and Federal Wire Electronic Funds Transfers.

Personal Computing and Internet Tools

Microsoft Office tools, including Word, Excel, Access and Outlook (multiple versions through Office 2013); Windows7/Vista/XP/NT/2000/98/95; MS DOS; VB.net; WordPerfect; Lotus 1-2-3; HTML; Adobe Photoshop; MS Internet Explorer

**EXPERIENCE:**

**CONSULTING EXPERIENCE:**

CDI Corporation – West Virginia Bureau for Child Support Enforcement  
September, 1999 – March, 2001; September, 2004 – August, 2013

- Successful **FORMQuest** implementation – 3.5 year conversion of OSCAR mainframe-based form printing to web-based solution, using Datalect's FORMQuest (8 years), FORMQuest Publisher (6 years), Software AG's EntireX. Since implementation in February, 2009, provided post-implementation support enhancements mostly of Child Support Federal, Legal and Administrative forms and packets (**10.5 years**), including generating FORMQuest forms in batch mode. **Total FORMQuest experience of 8 years.**

## Joseph Pryce

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- Performed analysis, design, development, testing, implementation and support for the following **(10.5 years)**: Enhanced the State of WV's **OSCAR Child Support** computer system, a **IV-D** computer system **(10.5 years)**, to comply with federal PRWORA requirements. Additional Federal certification requirements and other enhancements including: **US Postal Service's Address Change Service (ACS) (7 years)**, License Suspension/Denial, Financial Institution Data Matching (FIDM), development of numerous legal forms using **FORMQuest**, Publisher, IBM Alforms and AFP.
- Maintenance and enhancements performed using **Natural/DB2 (10.5 years)**, **CA-DB2/Platinum (RC/Update, RC/Query, PRF) (10.5 years)**, **IBM Alform, JCL (10.5 years)**, TSO (10.5 years), Mobius/Document Direct, IBM AFP batch form printing. Also used various Microsoft, Lotus and Novell desktop applications extensively, including MS Excel and MS Word.

IPC Technologies, Inc. – Virginia Retirement System (VRS)

July, 2003 – June, 2004

- Maintain, enhance and support **Natural**/Adabas Retirement System for the Commonwealth of Virginia. Technical environment and tools used: **Natural**, Adabas, CONSTRUCT, TSO, **JCL**, Predict.
- Serve as part of a maintenance team, aggressively attacking the backlog of problem requests. My programming efforts were focused on supporting the VRS member services department. Significant accomplishments include automating the process to load, update and disposition accounts/funds of members with dormant or inactive accounts.

Food Lion, LLC

February, 2002 – November, 2002

- Maintain, enhance and support Retail Pricing and Promotion **Natural**/Adabas systems. Technical environment and tools used: **Natural**, Adabas, CONSTRUCT, **DB2**, TSO, **JCL**, Predict, IBM S/390.
- Duties include: Support marketing and promotion management clients, implement enhancements, quality assurance, performance tuning, thorough documentation and 24-hour on call support.

CEP, Inc. – R.J. Reynolds Tobacco

March, 2001 – November, 2001

- Extensively use **Natural** with **DB2** and Adabas to maintain, enhance and support RJR's Partners Sales and Marketing system. Maintenance and enhancements were performed using primarily **Natural/DB2** in an IBM mainframe environment with various other interfacing platforms. Technical environment included the following tools: **Natural 2.2.8**, **DB2**, Adabas, **JCL**, PAC, Endeavor, Predict, CA7.
- Partners provides reporting on customer distribution/inventory volumes and the front-end data and processes for issuing incentive payments to strategic customers. It is a highly visible and very volatile system made up of 400-500 **Natural** objects (50% online, 50% batch). 24-hour on call support.

CDI Corporation – CACI Account at Virginia Department of Medical Assistance Services (DMAS)

March, 1999 to August, 1999

- Data Exchange Project Lead for the Independent Verification and Validation of the Medicaid Year 2000 Project.
- Interviewed subject matter experts for application background information necessary to determine Y2K-compliance testing requirements and created an inventory of external data exchanges. Performed independent research using various sources, including the internet, for X12 EDI and NSF compliance information.

## Joseph Pryce

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- Performed analysis and designed and developed a database system for this inventory using Microsoft Access 97, including queries, reports and a small data entry and reporting user interface using forms.
- Tools used on this project: MS Access 97, MS Word 97, MS Excel, Windows 95, Eicon Access, Novell GroupWise, MS Internet Explorer, TSO, Librarian, **JCL**, COBOL.

Modis Consulting – Duke Energy  
February, 1998 – February, 1999

- Maintenance and enhancements of Workflow application using various tools including **Natural**/Adabas and PL/I.
- Year 2000 cleanup and remediation of various application components.
- Developed Adabas-to-SYBASE data extract and load.

CDI Corporation - IBM Account at Continental General Tire  
August, 1997 – February, 1998

- As the EDI Project Leader, I was the primary contact for all EDI and trading partner issues. I was responsible for managing the maintenance and development workloads of up to 3 consultants on the EDI staff. This is a mature, high-volume EDI environment with many very large trading partners (GM, Ford, Wal-Mart and Sears to name a few). High volumes of Invoices (810) PO's (850) and ASN's (856) were transacted daily via direct and Value Added Network (GEIS and ADVANTIS) communications. EDI translations were done with a combination of IMS-based COBOL II programs and GE BENCHMARK and MAPMATE. These programs interfaced closely the SAP system. Gained extensive experience in the use of Sterling Commerce's SuperTracs communications software.
- Developed project plan to convert from SuperTracs to Connect:Mailbox. Attended formal Sterling off-site training in Connect:Mailbox.

Northeast Utilities

August, 1994 – August, 1997

- Led the technical effort to analyze, design, develop and implement an Electronic Funds Transfer (EFT) system using ANSI-standard Electronic Data Interchange (EDI) documents. My involvement in this project spanned all activities from requirements gathering to implementation. This involved interfacing with representatives from NU's Treasury and Accounts Payable departments and EFT representatives from Shawmut Bank. The technologies involved were **Natural** and **COBOL** programs and General Electric's proprietary EDI software BENCHMARK.
- Performed various enhancements and modifications to the corporate on-line time entry system using **Natural/DB2 (2 years)**.

Perdue Farms, Inc.

April, 1994 - August, 1994

- Designed and developed a Freezer Inventory reporting subsystem. This involved a series of 11 on-line and batch programs all of which were developed using standard or customized CONSTRUCT models.
- Designed and developed a Sales & Marketing reporting subsystem. These reports summarized customer sales data by sales period and location and were used to help support a \$11 million distribution center expansion decision.

## EMPLOYMENT EXPERIENCE

United Technologies - Otis Elevator Company



## Joseph Pryce

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May, 1989 to April, 1994

### **Lead Programmer/Analyst**

Analyzed user requirements and documented detail functional specifications for an integrated and portable Parts and Service Distribution System. Developed vital Customer Order and Warehouse Management modules using the **Natural**/ADABAS tools. Analyzed, designed and developed an integrated Billing system using **Natural**/ADABAS with CONSTRUCT. Supervised and administered the workload for junior staff members on the Billing project. Also conducted internal training classes on **Natural**/ADABAS, PREDICT and Excelerator.

Allied-Signal Aerospace, Bendix Cheshire Operations

August, 1987 to May, 1989

### **Senior Programmer/Analyst**

Analyzed, designed, developed and supported all IDMS manufacturing applications. Implemented Cullinet's Bill Of Materials, Inventory and Shop Floor Control Modules. Installed software and hardware for bar coding data collection system to support Shop Floor Control. Led the technical efforts in these implementations and made valuable recommendations to all levels of management.

Mead Corporation

Dayton, Ohio

March, 1984 to March, 1987

### **Programmer**

Developed and modified CICS and batch IDMS database applications using PLI as the host language. Interacted with users and senior analysts to resolve problem requests. Played a major role in developing a CICS-based Order Entry system and conducted training sessions to groups of twenty or more users.

## **EDUCATION:**

Bachelor of Science in Computer Information Systems

DeVry Institute of Technology; Columbus, Ohio

Dean's List and Presidential Honor Society (all terms)

Graduated with honors - October, 1985

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CDI Resume - Joseph Pryce

| 3. Qualifications  | Experience Required | Joseph Pryce's Experience |
|--|---------------------|---------------------------|
| 3.1 - Qualifications submitted below in support of minimum qualifications  |                     |                           |
| 3.1.1 - Application Programmer Analyst must have 10 years of experience in mainframe NATURAL for DB2 environment   | 10                  | 12                        |
| 3.1.2 - Application Programmer Analyst must have minimum of 8 years Job Control Language (JCL) experience  | 8                   | 20                        |
| 3.1.3 - Application Programmer Analyst must have a minimum of 10 years of experience working with a State IV-D computer system   | 10                  | 10.5                      |
| 3.1.4 - Application Programmer Analyst must have a minimum of 10 years of Analysis and Design experience   | 10                  | 20                        |
| 3.1.5 - Application Programmer Analyst must have a minimum of 8 years experience using Computer Associates (CA) DB2 Tools - RC/Update, RC/Query and PRF                          | 8                   | 10.5                      |
| 3.1.6 - Application Programmer Analyst must have a minimum of 2 years experience with the federal OCSE-157 form and requirements or child support legal administrative documents | 2                   | 10.5                      |
| 3.1.7 - Application Programmer Analyst must have a minimum of 5 years experience with Datalect's FORMQuest form building software  | 5                   | 8                         |

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CDI Resume - Joseph Pryce

3.1.8 Successful vendor must provide legal documentation to support that their candidate is a US Citizen or eligible to work in the United State

Y/N

Y

3.1.9 - The successful vendor must provide documentation to support a background criminal records check (CIB). This must be completed within 6 months after the contract is awarded

Completed Y/N

Y

**Ryan J. Love**

**EDUCATION:**

Software AG; Building Natural Applications; 3/99  
Doreen Evans Associates, Inc.; Requirement Specification and Systems Analysis Using System Architecture; 6/98  
The Inteq Group, Inc.; Data Modeling and Relational Data Design; 5/98  
United States Marine Corps; Instructors Training Course; 4/96  
United States Marine Corps; Entry Level COBOL Programming; 10/94

**SKILLS:**

Natural programming, COBOL programming, SQL, JCL, TSO/ISPF, DB2, Adabas, Predict, Computer Associates-DB2/Platinum RC Update/RC Query/PRF, AI Forms, FORMQuest, N2O, LAN Administrator, Computer Security Specialist, Microsoft Windows, Microsoft Office, Lotus Smartsuite, Banyan VINES network software, Analysis, Design, Implementation of systems, programs, and reports.

**EXPERIENCE:**

**State of West Virginia, Bureau for Child Support Enforcement 1999-2013**

Application Programmer/Analyst

As part of the PWORA project, I analyzed, designed, coded, and implemented numerous critical parts of the OSCAR system, a state IV-D computer system. Created and maintained the Federal OCSE-157 report programs for yearly federal audit for the past 11 years. I have also worked on numerous pieces of the system to enhance the OCSE-157 reporting capabilities as well as helping system functionality. Created and modified forms in the AI Forms environment for 7 years. Worked on the Datalect FORMQuest forms system project for the past 6 years. Worked with Datalect's FORMQuest form-building software to create and maintain source groups and DB2 stored procedures during this implementation. Worked on both legal and administrative child support forms in the project. Worked in both batch and online environments of the system. Modified and retrieved data using CA-DB2/Platinum RC Update/RC Query/PRF. Worked closely with the customers on all aspects of job. Systems used: Natural in DB2 environment, SQL, Computer Associates-DB2/Platinum RC Update/RC Query/PRF, Predict, TSO, JCL, AI Forms, FORMQuest.

**State of Colorado, Child Support Enforcement Division 1998-1999**

Application Programmer/Analyst

As part of the Enforcement team I analyzed, designed, coded, and implemented numerous applications within the state IV-D computer system. Worked with both the person and financial sides of system along with enforcement piece. In charge of 4 different systems, doing all enhancements and maintenance. Worked with customers to remedy problems with existing system, and created numerous reports for users. Systems used: Natural in Adabas environment, Predict, CICS, TSO, JCL.

**United States Marine Corps, G6, 3rd Force Service Support Group 1997 - 1998**

Application Programmer/Analyst, LAN technician, Computer Security Specialist

Created numerous programs and reports for my command. Assisted in implementation and maintenance of Local Area Networks. In charge of all security for my command which included both mainframe and PC security. Systems used: Natural in Adabas environment, CICS, TSO, JCL, Banyan, Norton Anti Virus.

**United States Marine Corps, Information Services Management Div 1994 - 1997**

Application Programmer/Analyst

As a part of the Logistics team I maintained numerous COBOL programs already implemented. Analyzed, designed, coded and implemented, as system lead, a unit wide supply system, also assisted on numerous other systems. Worked with the customers on all aspects of new systems, problems, and changes. Systems used: Natural in Adabas environment, CICS, TSO, JCL.

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CDI Resume - Mr. Ryan Love

| 3. Qualifications  | Experience Required | Ryan Love's Experience |
|--|---------------------|------------------------|
| 3.1 - Qualifications submitted below in support of minimum qualifications  |                     |                        |
| 3.1.1 - Application Programmer Analyst must have 10 years of experience in mainframe NATURAL for DB2 environment   | 10                  | 14                     |
| 3.1.2 - Application Programmer Analyst must have minimum of 8 years Job Control Language (JCL) experience  | 8                   | 18                     |
| 3.1.3 - Application Programmer Analyst must have a minimum of 10 years of experience working with a State IV-D computer system   | 10                  | 15                     |
| 3.1.4 - Application Programmer Analyst must have a minimum of 10 years of Analysis and Design experience   | 10                  | 18                     |
| 3.1.5 - Application Programmer Analyst must have a minimum of 8 years experience using Computer Associates (CA) DB2 Tools - RC/Update, RC/Query and PRF                          | 8                   | 14                     |
| 3.1.6 - Application Programmer Analyst must have a minimum of 2 years experience with the federal OCSE-157 form and requirements or child support legal administrative documents | 2                   | 12                     |
| 3.1.7 - Application Programmer Analyst must have a minimum of 5 years experience with Datalect's FORMQuest form building software  | 5                   | 6                      |



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CDI Resume - Mr. Ryan Love

3.1.8

3.1.8 Successful Vendor must provide legal documentation to support that their candidate is a US Citizen or eligible to work in the United States

Y/N

Y

3.1.9 - The successful vendor must provide documentation to support a background criminal records check (CIB). This must be completed within 6 months after the contract is awarded

Completed Y/N

Y

# Mr. Edwin Stoetzner

## PROFILE

Accomplished IT professional with twenty-two years of experience as a programmer analyst, both on staff and as a consultant. Extensive background in analyzing, designing, coding, debugging, testing, implementing, and maintaining various NATURAL and COBOL mainframe, AS/400 COBOL, and PC based computer systems.

## SUMMARY OF SKILLS

**Applications:** Child Support, Financial, Insurance, Logistics/Supply, Manpower, Manufacturing, Sales/Marketing  
**Operating systems:** z/OS, OS/400, Microsoft Windows  
**DBMS:** ADABAS, DB2  
**Languages:** ADA, AS/400 COBOL, CL, COBOL, JCL, NATURAL, SQL  
**Software:** Microsoft Office, N2O, Predict, TSO/ISPF, TSO/SDSF, FORMQuest Publisher, EntireX, Computer Associates DB2/Platinum (RC/Update, RC/Query, PRF)

## EXPERIENCE

**CDI Corporation - WV Bureau for Child Support Enforcement - Charleston, WV** Dec 1999 – Aug 2013  
Contracted as an application programmer analyst to perform modifications and enhancements for both online and batch programs for West Virginia's IV-D child support enforcement system enabling them to achieve PRWORA federal certification. (Dec 99 – Aug 13).

Analyzed and designed numerous system enhancements to improve functionality and support for meeting federal and state IV-D requirements which included rewriting and maintaining the child support order system. These programming tasks were accomplished using the mainframe with NATURAL in a DB2 environment to support their online programs and JCL to support their batch jobs. (Dec 99 – Aug 13)

Supported both federal and West Virginia's IV-D child support legal and administrative documents by creating, modifying or obsoleting these documents as requirements are constantly changing to support their needs. (Dec 99 – Aug 13)

Analyzed, designed, coded and tested the conversion of West Virginia's IV-D mainframe based child support legal and administrative documents to a web-based document generation system using Datalect's FORMQuest form-building software. Created numerous COBOL/DB2 stored procedures to reduce transaction costs. (Jan 06 – Aug 13).

Maintained DB2 tables using Computer Associate's DB2 tools - RC/Update, RC/Query and PRF (Dec 99 – Aug 13).

Mainframe - z/OS, TSO/ISPF, TSO/SDSF, JCL, COBOL, NATURAL, DB2, SQL, Predict, EntireX, Datalect's FORMQuest, Computer Associates DB2/Platinum (RC/Update, RC/Query, PRF).

**AVX Corporation – Myrtle Beach, SC** Jul 1998 – Nov 1999  
Contracted to perform modifications and enhancements for both online and batch programs for AVX's sales and marketing systems. Rewrote NATURAL programs from report to structured mode. Replaced COBOL calls with NATURAL programs. Analyzed, designed, coded and tested AVX's Radio Frequency Bar Code system. This new manufacturing subsystem uses a bar code scanner to keep track of inventory being stored or retrieved from a warehouse.

Mainframe - z/OS, TSO, JCL, NATURAL, ADABAS, N2O.

**NASA - Marshall Space Flight Center – Huntsville, AL**

Aug 1997 - June 1998

Contracted to perform modifications and enhancements for both online and batch programs for NASA's Supply Management System (NSMS). Wrote a new online subsystem which gave NSMS the capability to receive a file containing Flight Hardware Part information and allow NSMS through a batch process, to reserve, issue or procure the parts needed by the engineers that don't have access to the online system.

Mainframe - z/OS, TSO, JCL, NATURAL, ADABAS.

**Policy Management Systems Corporation (PMSC) – Blythewood, SC**

Dec 1995 - July 1997

Worked as staff on PMSC's Property & Casualty insurance systems as a programmer analyst for multiple customer accounts. Responsibilities included: analyzing customer technical issues; maintaining their libraries; being on-call for daily cycle abends; as well as supporting the customer on-site. Other responsibilities included designing, coding, testing, implementing, and documenting online and batch COBOL programs that covered numerous lines of businesses for our insurance clients.

Midrange - OS/400, AS/400 COBOL, CL.

**U.S. Marine Corps - Information Systems Management Division (ISMD)  
Camp Lejeune, NC**

Sept 1991 - Nov 1995

Financial Systems

Served as the Financial Lead Analyst programmer with responsibilities in personnel, project, and training management.

Supervised 5 Marines and coordinated all financial programming activities, which included systems for the Marine Corps Southeast Region as well as maintaining these systems as one of the on-call programmers by troubleshooting nightly batch abends.

Developed and implemented major enhancements for the Headquarters Marine Corps sponsored local Standard Accounting Budgeting and Reporting System (SABRS).

Provided analysis, designed, coded, tested, implemented, and documented programs for the Defense Civilian Pay System. This application enabled the Base Comptroller at Camp Lejeune to monitor the pay of 1600 civilians currently employed by the base.

Analyzed, designed, coded, tested, implemented, and documented ADA programs for the ISMD phone system. This PC based system is an automated tracking system that captures all telephone calls made from within the ISMD; extracts the chargeable calls and generates a report for a specified period of time.

Mainframe - z/OS, TSO, JCL, NATURAL, ADABAS.

Logistics Systems

Assisted in the design, coding, testing, implementation, and documentation of the Automated Requisition System using online and batch programs for this menu driven system. Converted COBOL programs to NATURAL. Coded and implemented test JCL along with production JCL necessary to run both COBOL and NATURAL programs in batch mode.

Mainframe - z/OS, TSO, JCL, NATURAL/ADABAS.

Manpower Systems

Provided continued enhancements and changes for Camp Lejeune's Military Personnel System and the Dependent Information online system.

Mainframe - z/OS, TSO, JCL, NATURAL/ADABAS.

**EDUCATION**

Mohawk Valley Community College  
Associate in Applied Science Degree - Data Processing, Programming & Systems

|  |                               |
|--|-------------------------------|
| COBOL Programming                                | USMC/Computer Sciences School |
| NATURAL 2 Basic                                  | USMC/ISMD                     |
| ADA Programming                                  | USMC/Computer Sciences School |
| NATURAL 2 Intermediate                           | Software AG                   |
| Software Requirements, Analysis & Specifications | Technology Exchange           |
| Software Quality Assurance                       | Technology Exchange           |
| Software Project Management                      | Technology Exchange           |
| EntireX  | Software AG                   |

**AWARDS**

Honor Award for Outstanding Academic Achievement – COBOL Programming Course  
The Armed Forces Communication & Electronics Association

Certificate of Achievement for contributions to West Virginia to achieve federal PRWORA Certification  
West Virginia Bureau for Child Support Enforcement

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CDI Resume - Edwin Stoetzner

| 3. Qualifications  | Experience Required | Edwin Stoetzner's Experience |
|--|---------------------|------------------------------|
| 3.1 - Qualifications submitted below in support of minimum qualifications  |                     |                              |
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| 3.1.2 - Application Programmer Analyst must have minimum of 8 years Job Control Language (JCL) experience  | 8                   | 20                           |
| 3.1.3 - Application Programmer Analyst must have a minimum of 10 years of experience working with a State IV-D computer system   | 10                  | 13                           |
| 3.1.4 - Application Programmer Analyst must have a minimum of 10 years of Analysis and Design experience   | 10                  | 20                           |
| 3.1.5 - Application Programmer Analyst must have a minimum of 8 years experience using Computer Associates (CA) DB2 Tools - RC/Update, RC/Query and PRF                          | 8                   | 13                           |
| 3.1.6 - Application Programmer Analyst must have a minimum of 2 years experience with the federal OCSE-157 form and requirements or child support legal administrative documents | 2                   | 13                           |
| 3.1.7 - Application Programmer Analyst must have a minimum of 5 years experience with Datalect's FORMQuest form building software  | 5                   | 7                            |

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CDI Resume - Edwin Stoetzner

3.1.8 Successful vendor must provide legal documentation to support their candidate is a US Citizen or eligible to work in the United States

Y/N

Y

3.1.9 - The successful vendor must provide documentation to support a background criminal records check (CIB). This must be completed within 6 months after the contract is awarded

Completed Y/N

Y



## Insurance Certificate Access

Supporting: State of West Virginia - Department of Administration  
Purchasing Division

Solicitation: HHR14053A

Dear Valued Client;

As a result of today's technology we are able to expedite and enhance how we deliver our insurance information to our valued customers. We now offer an online Memorandum of Insurance (MOI) as evidence of CDI's insurance. The MOI will enable you to obtain current information on our insurance program at any time by using the web address listed below. Please retain this website address so that you can refer to it in the future. Please note that the website address is case sensitive.

MOI Web Address: [www.marsh.com/moi?client=0798](http://www.marsh.com/moi?client=0798)

This online service is provided through our insurance broker, Marsh. You will be asked to read and agree to the terms and conditions of access to the website from Marsh prior to printing or viewing our MOI.

Should you have any questions, the Marsh contact person listed on the MOI website is available to assist you in accessing this information.

Regards,  
CDI Corporation

## REQUEST FOR QUOTATION

### HHR14053A Three Senior Application Programmers

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#### 11. MISCELLANEOUS

11.1 Contract Manager – During its performance of this contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this contract. Vendor should list its Contract manager and his or her contact information below.

Contract manager: Robert S. Strickland

Telephone Number: 571-332-1702

Fax Number: 1.888.535.3412

Email Address: [Robert.strickland@cdicorp.com](mailto:Robert.strickland@cdicorp.com)

WV STATE GOVERNMENT

HIPAA BUSINESS ASSOCIATE ADDENDUM

This Health Insurance Portability and Accountability Act of 1996 (hereafter, HIPAA) Business Associate Addendum ("Addendum") is made a part of the Agreement ("Agreement") by and between the State of West Virginia ("Agency"), and Business Associate ("Associate"), and is effective as of the date of execution of the Addendum.

The Associate performs certain services on behalf of or for the Agency pursuant to the underlying Agreement that requires the exchange of information including protected health information protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (the "HITECH Act"), any associated regulations and the federal regulations published at 45 CFR parts 160 and 164 (sometimes collectively referred to as "HIPAA"). The Agency is a "Covered Entity" as that term is defined in HIPAA, and the parties to the underlying Agreement are entering into this Addendum to establish the responsibilities of both parties regarding HIPAA-covered information and to bring the underlying Agreement into compliance with HIPAA.

Whereas it is desirable, in order to further the continued efficient operations of Agency to disclose to its Associate certain information which may contain confidential individually identifiable health information (hereafter, Protected Health Information or PHI); and

Whereas, it is the desire of both parties that the confidentiality of the PHI disclosed hereunder be maintained and treated in accordance with all applicable laws relating to confidentiality, including the Privacy and Security Rules, the HITECH Act and its associated regulations, and the parties do agree to at all times treat the PHI and interpret this Addendum consistent with that desire.

NOW THEREFORE: the parties agree that in consideration of the mutual promises herein, in the Agreement, and of the exchange of PHI hereunder that:

1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
  - a. **Agency Procurement Officer** shall mean the appropriate Agency individual listed at: <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>.
  - b. **Agent** shall mean those person(s) who are agent(s) of the Business Associate, in accordance with the Federal common law of agency, as referenced in 45 CFR § 160.402(c).
  - c. **Breach** shall mean the acquisition, access, use or disclosure of protected health information which compromises the security or privacy of such information, except as excluded in the definition of Breach in 45 CFR § 164.402.
  - d. **Business Associate** shall have the meaning given to such term in 45 CFR § 160.103.
  - e. **HITECH Act** shall mean the Health Information Technology for Economic and Clinical Health Act. Public Law No. 111-05. 111<sup>th</sup> Congress (2009).

- f. **Privacy Rule** means the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Parts 160 and 164.
- g. **Protected Health Information or PHI** shall have the meaning given to such term in 45 CFR § 160.103, limited to the information created or received by Associate from or on behalf of Agency.
- h. **Security Incident** means any known successful or unsuccessful attempt by an authorized or unauthorized individual to inappropriately use, disclose, modify, access, or destroy any information or interference with system operations in an information system.
- i. **Security Rule** means the Security Standards for the Protection of Electronic Protected Health Information found at 45 CFR Parts 160 and 164.
- j. **Subcontractor** means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.

## 2. Permitted Uses and Disclosures.

- a. **PHI Described.** This means PHI created, received, maintained or transmitted on behalf of the Agency by the Associate. This PHI is governed by this Addendum and is limited to the minimum necessary, to complete the tasks or to provide the services associated with the terms of the original Agreement, and is described in Appendix A.
- b. **Purposes.** Except as otherwise limited in this Addendum, Associate may use or disclose the PHI on behalf of, or to provide services to, Agency for the purposes necessary to complete the tasks, or provide the services, associated with, and required by the terms of the original Agreement, or as required by law, if such use or disclosure of the PHI would not violate the Privacy or Security Rules or applicable state law if done by Agency or Associate, or violate the minimum necessary and related Privacy and Security policies and procedures of the Agency. The Associate is directly liable under HIPAA for impermissible uses and disclosures of the PHI it handles on behalf of Agency.
- c. **Further Uses and Disclosures.** Except as otherwise limited in this Addendum, the Associate may disclose PHI to third parties for the purpose of its own proper management and administration, or as required by law, provided that (i) the disclosure is required by law, or (ii) the Associate has obtained from the third party reasonable assurances that the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party by the Associate; and, (iii) an agreement to notify the Associate and Agency of any instances of which it (the third party) is aware in which the confidentiality of the information has been breached. To the extent practical, the information should be in a limited data set or the minimum necessary information pursuant to 45 CFR § 164.502, or take other measures as necessary to satisfy the Agency's obligations under 45 CFR § 164.502.

### 3. Obligations of Associate.

- a. **Stated Purposes Only.** The PHI may not be used by the Associate for any purpose other than as stated in this Addendum or as required or permitted by law.
- b. **Limited Disclosure.** The PHI is confidential and will not be disclosed by the Associate other than as stated in this Addendum or as required or permitted by law. Associate is prohibited from directly or indirectly receiving any remuneration in exchange for an individual's PHI unless Agency gives written approval and the individual provides a valid authorization. Associate will refrain from marketing activities that would violate HIPAA, including specifically Section 13406 of the HITECH Act. Associate will report to Agency any use or disclosure of the PHI, including any Security Incident not provided for by this Agreement of which it becomes aware.
- c. **Safeguards.** The Associate will use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the PHI, except as provided for in this Addendum. This shall include, but not be limited to:
  - i. Limitation of the groups of its workforce and agents, to whom the PHI is disclosed to those reasonably required to accomplish the purposes stated in this Addendum, and the use and disclosure of the minimum PHI necessary or a Limited Data Set;
  - ii. Appropriate notification and training of its workforce and agents in order to protect the PHI from unauthorized use and disclosure;
  - iii. Maintenance of a comprehensive, reasonable and appropriate written PHI privacy and security program that includes administrative, technical and physical safeguards appropriate to the size, nature, scope and complexity of the Associate's operations, in compliance with the Security Rule;
  - iv. In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information.
- d. **Compliance With Law.** The Associate will not use or disclose the PHI in a manner in violation of existing law and specifically not in violation of laws relating to confidentiality of PHI, including but not limited to, the Privacy and Security Rules.
- e. **Mitigation.** Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the PHI by Associate in violation of the requirements of this Addendum, and report its mitigation activity back to the Agency.

- f. **Support of Individual Rights.**
- i. **Access to PHI.** Associate shall make the PHI maintained by Associate or its agents or subcontractors in Designated Record Sets available to Agency for inspection and copying, and in electronic format, if requested, within ten (10) days of a request by Agency to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.524 and consistent with Section 13405 of the HITECH Act.
  - ii. **Amendment of PHI.** Within ten (10) days of receipt of a request from Agency for an amendment of the PHI or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such PHI available to Agency for amendment and incorporate any such amendment to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.526.
  - iii. **Accounting Rights.** Within ten (10) days of notice of a request for an accounting of disclosures of the PHI, Associate and its agents or subcontractors shall make available to Agency the documentation required to provide an accounting of disclosures to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.528 and consistent with Section 13405 of the HITECH Act. Associate agrees to document disclosures of the PHI and information related to such disclosures as would be required for Agency to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528. This should include a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years from the date of disclosure, or longer if required by state law. At a minimum, such documentation shall include:
    - the date of disclosure;
    - the name of the entity or person who received the PHI, and if known, the address of the entity or person;
    - a brief description of the PHI disclosed; and
    - a brief statement of purposes of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.
  - iv. **Request for Restriction.** Under the direction of the Agency, abide by any individual's request to restrict the disclosure of PHI, consistent with the requirements of Section 13405 of the HITECH Act and 45 CFR § 164.522, when the Agency determines to do so (except as required by law) and if the disclosure is to a health plan for payment or health care operations and it pertains to a health care item or service for which the health care provider was paid in full "out-of-pocket."
  - v. **Immediate Discontinuance of Use or Disclosure.** The Associate will immediately discontinue use or disclosure of Agency PHI pertaining to any individual when so requested by Agency. This includes, but is not limited to, cases in which an individual has withdrawn or modified an authorization to use or disclose PHI.



- g. **Retention of PHI.** Notwithstanding section 4.a. of this Addendum, Associate and its subcontractors or agents shall retain all PHI pursuant to state and federal law and shall continue to maintain the PHI required under Section 3.f. of this Addendum for a period of six (6) years after termination of the Agreement, or longer if required under state law.
- h. **Agent's, Subcontractor's Compliance.** The Associate shall notify the Agency of all subcontracts and agreements relating to the Agreement, where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum. Such notification shall occur within 30 (thirty) calendar days of the execution of the subcontract and shall be delivered to the Agency Procurement Officer. The Associate will ensure that any of its subcontractors, to whom it provides any of the PHI it receives hereunder, or to whom it provides any PHI which the Associate creates or receives on behalf of the Agency, agree to the restrictions and conditions which apply to the Associate hereunder. The Agency may request copies of downstream subcontracts and agreements to determine whether all restrictions, terms and conditions have been flowed down. Failure to ensure that downstream contracts, subcontracts and agreements contain the required restrictions, terms and conditions may result in termination of the Agreement.
- j. **Federal and Agency Access.** The Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI, as well as the PHI, received from, or created or received by the Associate on behalf of the Agency available to the U.S. Secretary of Health and Human Services consistent with 45 CFR § 164.504. The Associate shall also make these records available to Agency, or Agency's contractor, for periodic audit of Associate's compliance with the Privacy and Security Rules. Upon Agency's request, the Associate shall provide proof of compliance with HIPAA and HITECH data privacy/protection guidelines, certification of a secure network and other assurance relative to compliance with the Privacy and Security Rules. This section shall also apply to Associate's subcontractors, if any.
- k. **Security.** The Associate shall take all steps necessary to ensure the continuous security of all PHI and data systems containing PHI. In addition, compliance with 74 FR 19006 Guidance Specifying the Technologies and Methodologies That Render PHI Unusable, Unreadable, or Indecipherable to Unauthorized Individuals for Purposes of the Breach Notification Requirements under Section 13402 of Title XIII is required, to the extent practicable. If Associate chooses not to adopt such methodologies as defined in 74 FR 19006 to secure the PHI governed by this Addendum, it must submit such written rationale, including its Security Risk Analysis, to the Agency Procurement Officer for review prior to the execution of the Addendum. This review may take up to ten (10) days.
- l. **Notification of Breach.** During the term of this Addendum, the Associate shall notify the Agency and, unless otherwise directed by the Agency in writing, the WV Office of Technology immediately by e-mail or web form upon the discovery of any Breach of unsecured PHI; or within 24 hours by e-mail or web form of any suspected Security Incident, intrusion or unauthorized use or disclosure of PHI in violation of this Agreement and this Addendum, or potential loss of confidential data affecting this Agreement. Notification shall be provided to the Agency Procurement Officer at [www.state.wv.us/admin/purchase/vrc/agencyli.htm](http://www.state.wv.us/admin/purchase/vrc/agencyli.htm) and,

unless otherwise directed by the Agency in writing, the Office of Technology at [incident@wv.gov](mailto:incident@wv.gov) or <https://apps.wv.gov/ot/ir/Default.aspx>.

The Associate shall immediately investigate such Security Incident, Breach, or unauthorized use or disclosure of PHI or confidential data. Within 72 hours of the discovery, the Associate shall notify the Agency Procurement Officer, and, unless otherwise directed by the Agency in writing, the Office of Technology of: (a) Date of discovery; (b) What data elements were involved and the extent of the data involved in the Breach; (c) A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or confidential data; (d) A description of where the PHI or confidential data is believed to have been improperly transmitted, sent, or utilized; (e) A description of the probable causes of the improper use or disclosure; and (f) Whether any federal or state laws requiring individual notifications of Breaches are triggered.

Agency will coordinate with Associate to determine additional specific actions that will be required of the Associate for mitigation of the Breach, which may include notification to the individual or other authorities.

All associated costs shall be borne by the Associate. This may include, but not be limited to costs associated with notifying affected individuals.

If the Associate enters into a subcontract relating to the Agreement where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum, all such subcontracts or downstream agreements shall contain the same incident notification requirements as contained herein, with reporting directly to the Agency Procurement Officer. Failure to include such requirement in any subcontract or agreement may result in the Agency's termination of the Agreement.

- m. **Assistance in Litigation or Administrative Proceedings.** The Associate shall make itself and any subcontractors, workforce or agents assisting Associate in the performance of its obligations under this Agreement, available to the Agency at no cost to the Agency to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against the Agency, its officers or employees based upon claimed violations of HIPAA, the HIPAA regulations or other laws relating to security and privacy, which involves inaction or actions by the Associate, except where Associate or its subcontractor, workforce or agent is a named as an adverse party.

#### 4. Addendum Administration.

- a. **Term.** This Addendum shall terminate on termination of the underlying Agreement or on the date the Agency terminates for cause as authorized in paragraph (c) of this Section, whichever is sooner.
- b. **Duties at Termination.** Upon any termination of the underlying Agreement, the Associate shall return or destroy, at the Agency's option, all PHI received from, or created or received by the Associate on behalf of the Agency that the Associate still maintains in any form and retain no copies of such PHI or, if such return or destruction is not feasible, the Associate shall extend the protections of this Addendum to the PHI and limit further uses and disclosures to the purposes that make the return or destruction of the PHI infeasible. This shall also apply to all agents and subcontractors of Associate. The duty of the Associate and its agents

AGREED:

Name of Agency: CDI Corporation

Name of Associate: Elvin Stetzer

Signature: [Signature]

Signature: [Signature]

Title: Area Manager

Title: Programmer/Analyst

Date: 10/9/13

Date: 10/3/13

Form - WVBA-012004  
Amended 06.26.2013

APPROVED AS TO FORM THIS 26th  
DAY OF Jan 20 13  
Patrick Morrisey  
Attorney General  
BY [Signature]

AGREED:

Name of Agency: CDI Corporation

Name of Associate: Ryan J. Love

Signature: [Handwritten Signature]

Signature: [Handwritten Signature]

Title: Area Manager

Title: IT Consultant

Date: 10/9/13

Date: 10/03/2013

Form - WVBAA-012004  
Amended 06.26.2013

APPROVED AS TO FORM THIS 26<sup>th</sup>  
DAY OF Jan 20 13  
BY [Signature]  
Patrick Morrissey  
Attorney General

AGREED:

Name of Agency: CDI Corporation

Name of Associate: JOSEPH PRYCE

Signature: [Handwritten Signature]

Signature: [Handwritten Signature: Joseph Pryce]

Title: Area Manager

Title: I.T. CONSULTANT

Date: 10/9/13

Date: OCTOBER 3, 2013

Form - WVBA-012004  
Amended 06.26.2013

APPROVED AS TO FORM THIS 26<sup>th</sup>  
DAY OF Jan 20 13  
BY [Handwritten Signature]  
Patrick Morrissey  
Attorney General

EXHIBIT A

PRICING PAGES FOR HHR 14053A

| ITEM# | Description  | Hourly Rate | Price Per Year |
|-------|--|-------------|----------------|
| 1     | 3 Application Programmer Analysts' Contract cost for 1 year (2288 hours per Analyst) | \$84.50     | \$580,008.00   |
| 2     | Renewal for Year 2 (2288 hours per Analyst)  | \$85.75     | \$588,588.00   |
| 3     | Renewal for Year 3 (2288 hours per Analyst)  | \$87.00     | \$597,168.00   |
|       | TOTAL COST   |             | \$1,765,764.00 |

\*\*Award will be made to the lowest overall total cost meeting all specifications

Vendor Name: CDI Corporation

Vendor Address: 125 Lakeview Drive, Charleston, WV 25313

Remit to Address: CDI Corporation  
PO Box 532428  
Charlotte, NC 28290-2428

Phone #: 571-332-1702

Fax #: 888-535-3412

Email: robert.strickland@cdicorp.com

Signature: 

10/9/13  
Date



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: CDI Corporation

Authorized Signature: [Signature] Date: 10/8/2013

State of Virginia

County of Fauquier, to-wit:

Taken, subscribed, and sworn to before me this 8 day of October, 2013.

My Commission expires 9/30, 2014.



NOTARY PUBLIC [Signature]

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, I certify that I have reviewed this Solicitation in its entirety, understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

CDI Corporation

(Company)



(Authorized Signature)

Robert Strickland, Area Manager

(Representative Name, Title)

571-332-1702

(Phone Number)

888-535-3412

(Fax Number)

10-9-13

(Date)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: HHR14053A**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

CDI Corporation  
Company

[Signature]  
Authorized Signature

10/9/13  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012