



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

Solicitation

NUMBER
ISCN0098

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**KRISTA FERRELL
 304-558-2596**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

*eBridge Consulting
 304-736-2800*

SHIP TO

DEPARTMENT OF ADMINISTRATION
 WVOT NETWORKING SUPERVISOR
 1900 KANAWHA BLVD. E.
 BUILDING 5, 10TH FLOOR
 CHARLESTON, WV
 25305 304-558-5472

DATE PRINTED
06/06/2013

BID OPENING DATE: **06/27/2013** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-43		
PERIPHERAL DEVICES AND ACCESSORIES, COMPUTER SYSTEM						
REQUEST FOR QUOTATION (RFQ)						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH AN INVENTORY MANAGEMENT SYSTEM PER THE ATTACHED SPECIFICATIONS.						
***** THIS IS THE END OF RFQ ISCN0098 ***** TOTAL:						<u>\$13,985</u>
07/02/13 02:28:27 PM West Virginia Purchasing Division						

SIGNATURE *[Signature]* TELEPHONE **304-736-2800** DATE **7-2-13**
 TITLE **Business Development** FEIN **75-2879412** ADDRESS CHANGES TO BE NOTED ABOVE

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

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: Monday, June 17, 2013 at 5:00 PM EST

Submit Questions to:

Krista S. Ferrell, Buyer Supervisor

2019 Washington Street, East

P.O. Box 50130

Charleston, WV 25305

Fax: 304-558-4115

Email: krista.s.ferrell@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

Department of Administration, Purchasing Division
 2019 Washington Street East
 P.O. Box 50130,
 Charleston, WV 25305-0130

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID

BUYER: _____
 SOLICITATION NO.: _____
 BID OPENING DATE: _____
 BID OPENING TIME: _____
 FAX NUMBER: _____

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: Technical
 Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

Bid Opening Date and Time:

Thursday, June 27, 2013 at 1:30 PM EST

Bid Opening Location:

Department of Administration, Purchasing Division
 2019 Washington Street East
 P.O. Box 50130,
 Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.
9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **DEFINITIONS:** As used in this Solicitation / Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation / Contract.
 - 2.1 "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2 "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.
 - 2.3 "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.4 "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.
 - 2.5 "Purchase Order" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.
 - 2.6 "Solicitation" means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
 - 2.7 "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.8 "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on

and extends for a period of year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Reasonable Time Extension: At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within days.

One Time Purchase: The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall this Contract extend for more than one fiscal year.

Other: See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
- Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
 - Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
 - Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
 - One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.
- BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

[] **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of []. The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

[] **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

[] **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

[] **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

[] **INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award:

[] **Commercial General Liability Insurance:**
[] or more.

[] **Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

[] []

[] []

[] []

[] []

[] []

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

[] **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

[]	
[]	
[]	
[]	

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. **LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

10. **ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. **LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount

	for	

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

13. **ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.
14. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.
15. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
16. **FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
17. **PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."
18. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
19. **DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
20. **INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
21. **PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

22. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
23. **TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
24. **CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
25. **WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
26. **TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
27. **APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
28. **COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
29. **PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

30. **ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
31. **MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
32. **WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
33. **SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
34. **ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
35. **WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
36. **STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
37. **BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

- 38. HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at <http://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 Covered entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor. Additionally, the HIPAA Privacy, Security, Enforcement & Breach Notification Final Omnibus Rule was published on January 25, 2013. It may be viewed online at <http://www.gpo.gov/fdsys/pkg/FR-2013-01-25/pdf/2013-01073.pdf>. Any organization, that qualifies as the Agency's Business Associate, is expected to be in compliance with this Final Rule. For those Business Associates entering into contracts with a HIPAA Covered State Agency between January 25, 2013 and the release of the 2013 WV State Agency Business Associate Agreement, or September 23, 2013 (whichever is earlier), be advised that you will be required to comply with the 2013 WV State Agency Business Associate Agreement. For those Business Associates with contracts with a HIPAA Covered State Agency executed prior to January 25, 2013, be advised that upon renewal or modification, you will be required to comply with the 2013 WV State Agency Business Associate Agreement no later than September 22, 2014.
- 39. CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.
- 40. DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

- 41. LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor 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. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.
- 42. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of 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.
- 43. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this 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; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

- 44. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

- 45. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting,

supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 46. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 47. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 48. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

50. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.
- Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

51. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall 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. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

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.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or

such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of WV Office of Technology to establish a contract for the one time purchase of an Inventory Tracking Software.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item”** means WEB Based Inventory Tracking Software for Tracking of Broadband Technology Opportunities Program (BTOP).
 - 2.2 **“Pricing Page”** means the pages upon which Vendor should list its proposed price for the Contract Items in the manner requested. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A.
 - 2.3 **“RFQ”** means the official request for quotation published by the Purchasing Division and identified as ISCN0098.
3. **GENERAL REQUIREMENTS:**
 - 3.1 **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.
 - 3.1.1 The inventory tracking system must be Web based, and able to import/export multiple Microsoft Office files.
 - 3.1.2 Web based program must provide WVOT a means to track equipment and access inventory from any location, hosted by the vendor.
 - 3.1.3 Must be able to track equipment by use of barcode printing and scanning.
 - 3.1.4 Must display work-in-process by showing the current status of inventory.
 - 3.1.5 Must track over 1,500 locations.
 - 3.1.5 Must include multiple part location tracking.

REQUEST FOR QUOTATION
ISCN0098 Inventory Tracking Software

- 3.1.6 Must include remote access to inventory at another location based on user rights.
- 3.1.7 Must be able to transfer orders from one location to another within the system.
- 3.1.7 Must track equipment stored in a warehouse and track inventory when parts arrive at end user.
- 3.1.9 Must provide a configurable dashboard for users.
- 3.1.10 Must provide a means to filter information and create reports based on information requirements.
- 3.1.11 Must be able to track by tag number, installation date, serial number and location.
- 3.1.12 Must be able to recognize duplicate entries.
- 3.1.13 Must be able to input similar parts with the click of a button.
- 3.1.14 Must be able to transfer data to different computer systems and networks.
- 3.1.15 Must track parts based on purchase order information.
- 3.1.16 Must provide WVOT a way to customize information contained in database as necessary.
- 3.1.17 Must include first year maintenance and support. Maintenance and support package must include; Software Releases, Unlimited Call-in Support (up to 10 minutes), Incidents (support calls exceeding 10 minutes), and Web Based Training.

4. CONTRACT AWARD:

- 4.1 **Contract Award:** The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.
- 4.2 **Pricing Page:** Vendor should complete the Pricing Page by filling in the price for the inventory tracking system cost plus the first year of updates and support. Vendor should include a quote with part numbers and descriptions of

the inventory tracking system. Vendor should fail to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

5. PAYMENT:

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

6.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order as the notice to proceed. Vendor shall deliver the Contract Items within five (5) working days after receiving the purchase order. Contract Items must be delivered to Agency at 1900 Kanawha Blvd. East, Bldg. 5, 10th Floor, Charleston, WV 25305 Attention: Justin McAllister.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

REQUEST FOR QUOTATION
ISCN0098 Inventory Tracking Software

- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

REQUEST FOR QUOTATION
ISCN0098 Inventory Tracking Software

Attachment A


Pricing Page

(1) Inventory Tracking System (up to 5 users)	\$ <u>11,590</u>
First year updates and support	\$ <u>2,395</u>
TOTAL	\$ <u>13,985</u>

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.

eBridge Consulting
(Company)


(Authorized Signature)

Ryan Blake, Business Development
(Representative Name, Title)

304-736-2800 304-736-2488
(Phone Number) (Fax Number)

6-27-13
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ISCN0098

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.

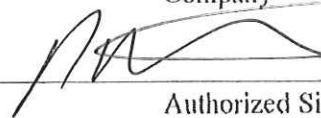
Addendum Numbers Received:

(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.

e Bridge Consulting
Company


Authorized Signature

6-27-13
Date

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

RFQ No. ISCN0098

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 exceeds 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: eBridge Consulting

Authorized Signature:  Date: 7-2-13

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

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.
- 7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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.

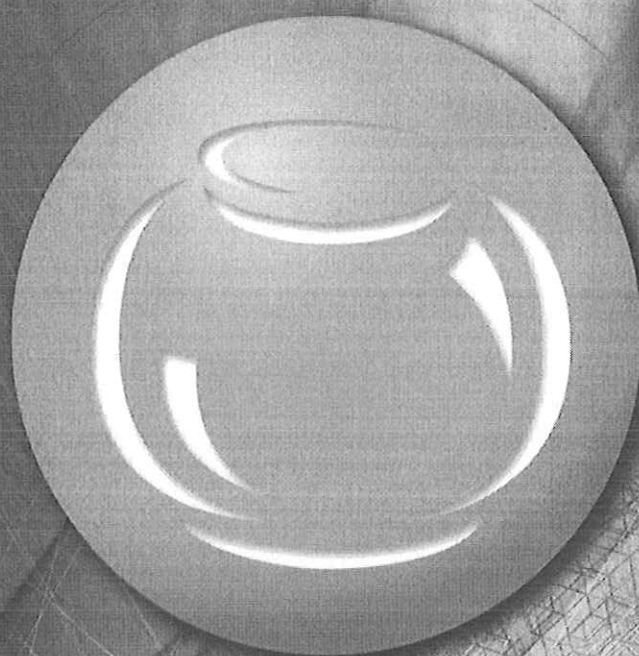
By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided 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: _____ Signed: _____

Date: _____ Title: _____

2012



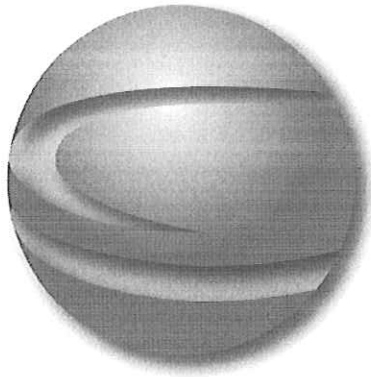
Fishbowl

10TH ANNIVERSARY EDITION

FISHBOWL ENTERPRISE

FISHBOWL ENTERPRISE—A ROBUST ERP/MRP TO SUPERCHARGE YOUR BUSINESS!

In today's market, where margins are shrinking and competition is heating up, businesses need a competitive edge to succeed. The edge you need could be as simple as doing what you're already doing but at a lower cost. Fishbowl Enterprise gives you the tools to cut expenses and boost productivity.



F I S H B O W L
enterprise™

Fishbowl Enterprise is a robust ERP/MRP system that combines all the tools you need at a fraction of the cost of other solutions. In fact, switching over to Fishbowl Enterprise can save you money right now because the one-time site license price in most cases is less than the price you pay ev-

ery year to renew the system you currently have. While your competition wastes money on expensive software, you'll grow your bottom line with Fishbowl Enterprise. Try it risk free with our 60-day return guarantee on the core product.

Core Product

Fishbowl Enterprise Site License Transform your business from surviving to thriving with Fishbowl Enterprise! Now you can manage your inventory, finances and many other aspects of your business in one centralized location by using our 20-user site license. Make the most of your employees' time and seriously slice the cost of doing business with the help of Fishbowl Enterprise!

Bundled Components

- 4 Day On-Site Training
- Premium Inventory Control Audit
- Fishbowl Mobile Warehouse
- 1 Janam XG100 Handheld Computing Device (Hardware)
- Premium Tech Support for Setup
- 1-Year Customer Support and Maintenance Plan
- 5 Hours of Custom Report Writing
- Monthly Training Webinars
- 30-day Free Trial of eFileCabinet Desktop Solution
- Core Product Satisfaction Guarantee



SEAMLESS QUICKBOOKS INTEGRATION

Fishbowl Inventory is the most popular inventory management solution among QuickBooks users because it's designed to

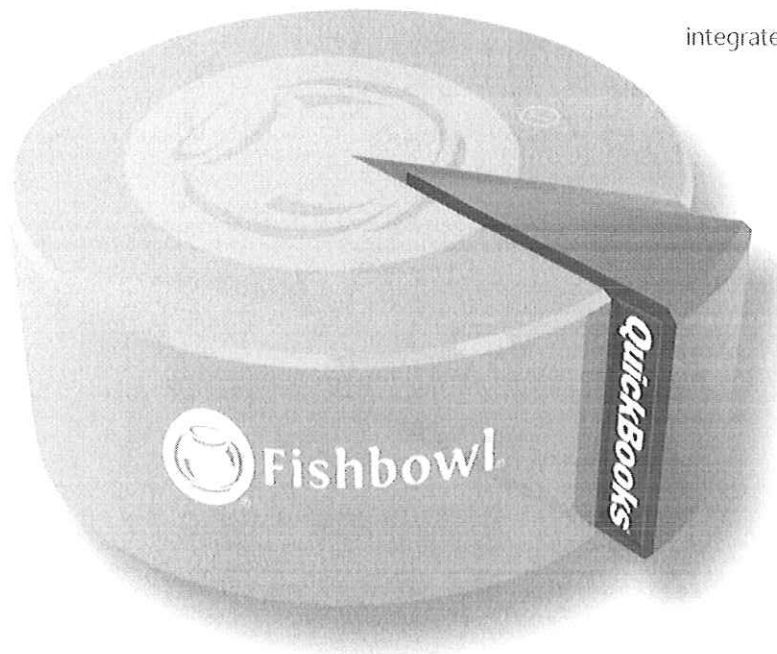
integrate exclusively with QuickBooks. Fishbowl in-

stantly updates your accounting records

when you order or sell products, and

QuickBooks automatically generates

the corresponding documents.



The combination of Fishbowl and QuickBooks:

- *Saves time by eliminating unnecessary steps*
- *Simplifies your inventory management and accounting tasks*
- *Keeps your financial records accurate*

In addition to its superb QuickBooks integration, Fishbowl offers many

other features and benefits. Keep reading to find even more!



SIMPLIFY BUSINESS PROCESSES

Take control of your business with the help of Fishbowl Inventory 2012. As you grow and face more complex challenges, you need a flexible inventory management solution that can meet your logistical needs now and in the future.



For the past decade, Fishbowl has been helping businesses like yours successfully make the transition from small to midsize. Our inventory management software offers the same features as high-end solutions but for a fraction of the price.



WITH FISHBOWL 2012

With the 10th-anniversary edition of Fishbowl Inventory, we give you all the tools you need to take your

business to the next level, including:

- Automatic reorder points
- Barcoding hardware and software
- Customer relationship module (add-on)
- Cycle counting
- Manufacturing tools (add-on)
- Multiple warehouse tracking
- Point of sale (add-on)
- QuickBooks integration
- Report customization
- Tracking by serial number, lot number and expiration date
- And many others!



WHOLESALE DISTRIBUTION

Wholesale distributors need both the power and flexibility of Fishbowl Inventory to keep their business running smoothly. With Fishbowl's inventory management tools, you can:

- Pick, pack and ship products quickly
- Avoid stockouts and overstocks
- Manage multiple locations

"The time Fishbowl saves on a daily operations basis is equivalent to two office people per day. It saves time, allowing us to do more with less staff, integrates into one piece of software and prevents setting up more workstations."

Tim Balsimo
FOUNDER AND CEO
QUALITY PET PRODUCTS, INC.

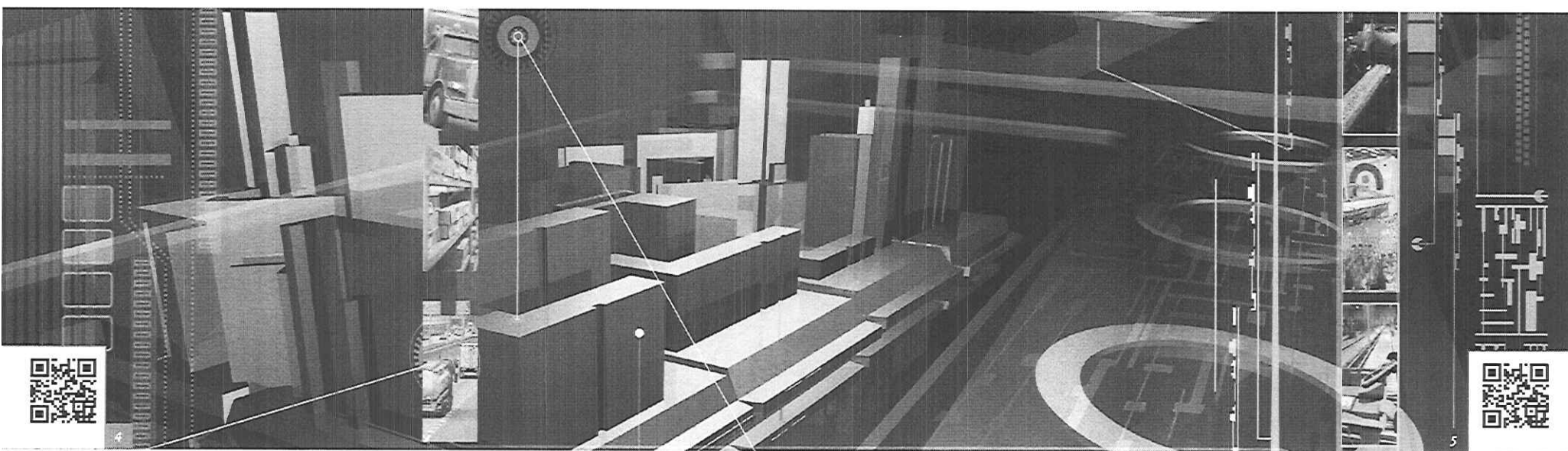
"Fishbowl Inventory pretty much runs our whole business... I would recommend it to anyone looking for an enterprise level inventory management solution."

Randy Schiefer
ACCOUNTING MANAGER
PACIFIC VALLEY DAIRY

MANUFACTURING

Manufacturers benefit in many ways by using Fishbowl's Manufacturing Option. Fishbowl gives you several competitive advantages, including the ability to:

- Simplify complex processes
- Keep track of many parts
- Integrate seamlessly with QuickBooks



THE EVOLUTION OF DISTRIBUTION

TAKE YOUR WHOLESALE DISTRIBUTION TO A WHOLE NEW LEVEL

Here are three of the biggest benefits distributors enjoy by using Fishbowl to manage inventory:

Pick, Pack and Ship Products Quickly

Wholesale distributors need to move fast to get products to their customers, as well as to avoid stockouts and product spoilage. That's why

By cutting down on your levels of slow-moving inventory, you reduce the risk of losing money on spoiled or outdated products. You also keep more capital that you can put toward expanding your business. On the other hand, by having enough inventory in stock, you make your customers happy and avoid lost sales.

Manage Multiple Locations

HELP AVOID STOCKOUTS & OVERSTOCKS

Fishbowl uses barcodes, automatic purchase orders and other tools to let you efficiently pick, pack and ship products. You can check inventory in and out of your warehouse by scanning a barcode or entering product numbers into a wireless mobile device. You're not tied to a computer terminal.

Avoid Stockouts and Overstocks

Idle inventory is a problem for many distributors. So is out-of-stock inventory. Whether you have too much or too little inventory in stock, the end result is lost revenue. It's a big challenge to find the right balance of inventory on hand. Fishbowl helps you find that balance.

MANAGE MULTIPLE LOCATIONS

As distributors grow and face the challenge of managing inventory in multiple locations, they need an advanced system to handle it. Fishbowl provides excellent tools to help you quickly transfer products between locations and track them each step of the way with lot numbers, serial numbers and other criteria.

With Fishbowl, you can closely monitor product levels in each of your locations so if you're in danger of running out of products in one location, you can move fast to transfer some from another location where you have a surplus. All of this is aimed at boosting your bottom line and keeping your business on the right track as you grow.



THE FACTS ON MANUFACTURING

FISHBOWL'S MANUFACTURING OPTION PRODUCES STRONG RESULTS

Fishbowl's Manufacturing Option offers a variety of order tracking and inventory management features so manufacturers can enjoy the following benefits:

Simplify Complex Processes

As manufacturers grow and expand their product line, they have to coordinate increasingly

The Manufacturing Option makes the task of finding parts and products easier. All you have to do is type in a product number or scan its barcode and Fishbowl will show you where to find it, how many you have on hand and when you should reorder. This helps you organize your warehouse(s) to maximize efficiency by storing parts and products for specific jobs close together. If you have multiple locations, it

SIMPLIFY COMPLEX PROCESSES

complex processes. Fishbowl helps simplify these processes by automatically generating manufacture orders, work orders, bills of materials and other essential documents when customer orders come in. It also reminds manufacturers to reorder parts and products when they get low. Fishbowl is designed to make managing your business more manageable.

Keep Track of Many Parts

Manufacturers must focus on the little details, as well as the big picture, to be successful. For example, high-tech products often require many small pieces to function properly. To avoid production delays and ensure high-quality products, manufacturers should use Fishbowl's Manufacturing Option.

TRACK MANY PARTS

can also help you know which locations to store certain items at.

Integrate Seamlessly with QuickBooks

Fishbowl is a big time saver. It integrates seamlessly with QuickBooks so that when you order a new product or fill a customer's order, your accounting software and inventory management software get updated with the same information at the same time. No more double data entry. And you can trust that your records are accurate because you don't have to enter information into your system by hand. Fishbowl gives you the tools you need to save time and money. Check out more of Fishbowl's features in the feature list in the back pocket.



"Fishbowl Inventory changed our business (First Place Supply) — an industrial supply distributor, with multiple warehouses and multiple sales offices. Connecting sales to the warehouse, sales to accounting, and accounting to the warehouse is a monumental task when you're trying to do everything in QuickBooks. After processing thousands of orders, adding 700 vendors and thousands of products...the only thing we'll need are more user licenses as our company continues to grow with the help of Fishbowl Inventory. Fishbowl has by far been the best money we invested in our business this year."

Jack McCann
FIRST PLACE SUPPLY, INC

FISHBOWL MOBILE WAREHOUSE

Fishbowl Mobile Warehouse is your wireless inventory solution for significantly increasing your inventory accuracy and worker productivity. Reduce frustration and costly mistakes by eliminating data entry errors so you always have an accurate inventory count. Save time and money by using Fishbowl Mobile Warehouse for your inventory management needs. It runs exclusively on Windows Mobile 5 and 6.

Inventory Accuracy

Fishbowl Mobile can make your inventory records almost 100% accurate. Studies show that even a well-trained data entry operator will make at least one typo every 300 keystrokes. Scanning barcodes vastly reduces data en-

INVENTORY RE- CORDS ALMOST 100% ACCURATE

try errors to around 1 in 10 million. So you not only have better data accuracy, but you can also enter data much faster. Fishbowl Mobile brings the impressive accuracy and speed of barcodes to your warehouse.

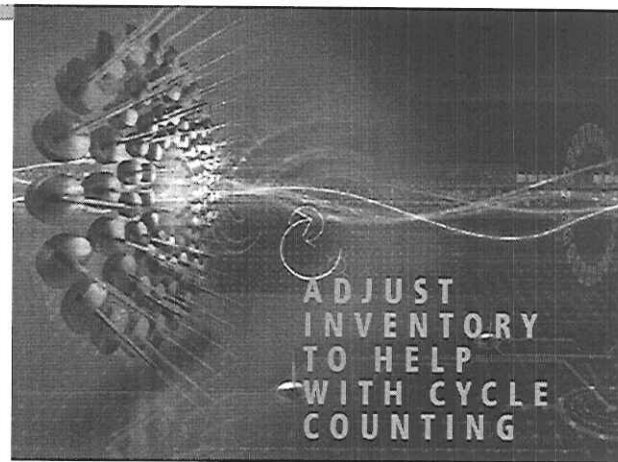
FISHBOWL MOBILE WAREHOUSE

Receiving Process

Several product features can also substantially reduce errors in the receiving process. For example, when you receive inventory into your warehouse, if you scan a barcode then it doesn't matter if you scan the UPC code or the barcode with the vendor's number. Fishbowl Mobile automatically associates those numbers with your part number and brings it into your inventory. With Fishbowl Mobile, you can quickly receive parts using their serial numbers, lot numbers, revision numbers and expiration dates.

Improved Productivity

Fishbowl Mobile has the power to increase your workers' productivity. A mobile wireless device can direct you through your warehouse to the products you're looking for. This cuts down on the time it takes to fill an order. Instead of having to print a ticket, you can simply use a mobile device to find and pick products. Fishbowl allows cluster picking, which lets you pick products for up to 10 orders at the same time. You can also



set up single-batch picks where you pick all single line item sales orders at the same time. With all of these features in the palm of your hand, you're no longer tied to computer terminals to update your inventory. All transactions happen in real time, providing an up-to-the-minute picture of the state of your warehouse.

Other Benefits

Other benefits of Fishbowl Mobile Warehouse include the ability to:

1. Adjust inventory to help with cycle counting.
2. Transfer inventory to other locations in your warehouse or onto a truck.
3. Save time and money with greater speed and efficiency.

Fishbowl
MOBILE
Warehouse



SALESPPOINT: POINT OF SALE SOLUTION

SalesPOINT
BY FISHBOWL

SalesPoint is a powerful point of sale solution that is designed to integrate with Fishbowl Inventory 2012. It gives small and midsize businesses the ability to:

- Instantly process payments at a cash register
- Accept debit and credit cards
- Use touchscreen technology and an intuitive setup
- Instantly update inventory records in Fishbowl when you make sales
- Scan product numbers, UPCs and SKUs to speed up checkouts

Benefits of Using SalesPoint

Here is an example of a small business that has enjoyed many benefits by using Fishbowl's point of sale system:

Sole Envy is one of the first companies to start using SalesPoint. They wanted to go green while saving green, and Fishbowl gave them the power to meet those goals. The eco-friendly small business turned to Fishbowl because of its seamless integration with QuickBooks and user-friendly point of sale solution. Fishbowl helped them cut costs, compete with larger shoe stores and track a growing number of shoe designs. Now they have the right tools to keep growing and offering shoes that are good for the environment.

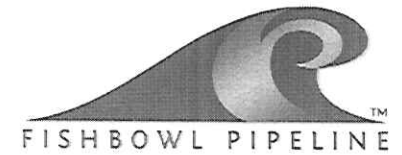
SalesPoint makes paying quick and easy for your customers. Scan the QR code to learn more and get a free trial.



10

PIPELINE: CUSTOMER RELATIONSHIP MODULE

Pipeline is a cloud-based customer relationship module (CRM) that is a great add-on to Fishbowl's inventory management software. In today's fast-paced business environment, you need a CRM to help you keep track of all your relationships with leads, customers, suppliers and vendors.



**TRACK RELATIONSHIPS
WITH LEADS, CUSTOMERS,
SUPPLIERS AND VENDORS**

Key Features

Some of the main features you'll find in Pipeline include:

- Custom fields
- Customer account tracking
- Integration with Fishbowl Inventory 2012
- Integration with Outlook
- Lead conversion
- Lead tracking
- Opportunity tracking
- Task tracking

Pipeline can be purchased separately from Fish-

bowl. You can access it via tablets, smartphones and other mobile devices, making it a convenient resource for on-the-go businesspeople.

Future Features

While Pipeline is currently able to keep track of leads, conversions and customers, as any good CRM should do, over time it will be able to do much more. Fishbowl plans to add new features that will bring its inventory software into the cloud and give you even more flexibility in when and where you manage your inventory. Scan the QR code to sign up for a free trial of Pipeline.



11

FISHBOWL AS A STANDALONE...

In addition to its status as the #1 inventory management software for QuickBooks users, Fishbowl Inventory is becoming known as a great standalone tool for organizations seeking a powerful asset tracking solution. These organizations include NASA and the Mississippi State Department of Health (MSDH).

NASA needs to make sure astronauts have both the right types and amounts of food before they take off for the International Space Station because there are no supermarkets in space. However, they face a big problem of product spoilage and loss of nutrients over time. They store most food products at room temperature, so it's important

...AND AS AN ASSET TRACKING SOLUTION

Hurricane Katrina, MSDH wanted to make sure they were prepared for natural disasters. To do that, they needed to more efficiently distribute resources to medical facilities across the state. So they started using Fishbowl to track their medical supplies, and the results have been stunning.

set tracking system received a 99% efficiency rating from their federal partners. Also, they used Fishbowl to efficiently deliver flu vaccines to 374 institutions across Mississippi in 2009 to combat the H1N1 flu virus.

MSDH is now recognized as a national leader in receiving, organizing and distributing federal medical supplies during times of crisis. Their as-

Whether you're looking for the best QuickBooks-compatible inventory management software or a great deal on world-class asset tracking software, Fishbowl is the right solution for you.

OTHER WELL-KNOWN USERS OF FISHBOWL AS A STANDALONE ASSET TRACKING SOLUTION*



Mercedes-Benz



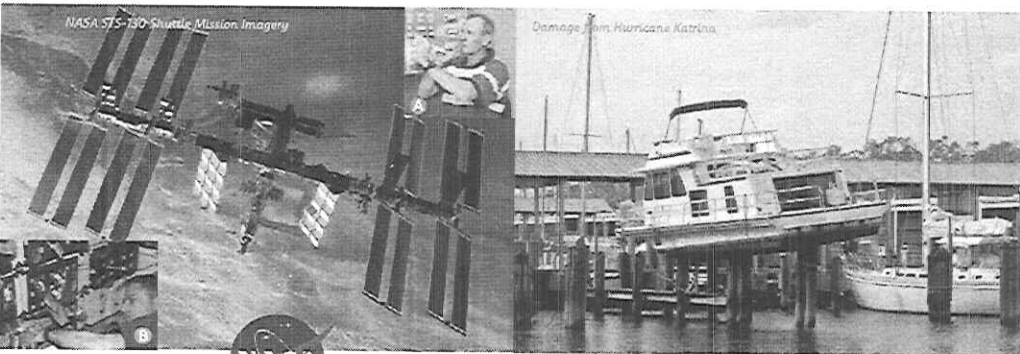
NASA

Space food has come a long way since the early Apollo missions. As astronauts' food supplies grew over the years from simple applesauce to more than 180 food items, NASA has turned to more advanced solutions for asset tracking and management. They started using Fishbowl Inventory to manage all the raw ingredients for their astronauts' food supply. Today, with the help of barcodes and other technology, they track food products through the production process to their final destination in space.

to cycle through them in an appropriate amount of time. They're still trying to find the perfect balance between shelf life and nutritional value, and Fishbowl will continue to serve an essential role as they make improvements.

Mississippi State Department of Health

MSDH enjoyed a particularly dramatic turnaround in their asset tracking system a few years ago with Fishbowl's help. After witnessing the devastation of



1. Astronaut Brian Duffy, STS-92 mission commander, samples a beverage during a crew food evaluation session. NASA STS-92 Shuttle Mission Imagery.

2. Richard A. Cordino, STS-90 mission commander, calls out food on the mid-deck of the Earth-orbiting Space Shuttle Columbia on the way to the International Space Station. NASA STS-90 Shuttle Mission Imagery.

* This is a partial list of customers who have purchased Fishbowl Inventory to use as a standalone solution for tracking assets or consumption of goods. The software was purchased by a department, division, or group within the larger organization. The use of a logo does not constitute an endorsement of any kind by these organizations. Logo use is simply to visually list names of companies or organizations that have chosen Fishbowl Inventory as a software solution.



FISHBOWL SUCCESS STORIES



Chung's Gourmet Foods saves thousands of dollars every month with its combination of Fishbowl and QuickBooks. Chung's had the enviable problem of growing so rapidly they were barely able to keep up with production. Their old inventory system wasn't adequate, so they switched to Fishbowl



and their overall production improved dramatically.



Prince Michel Vineyard & Winery, a successful Virginia winemaker, faced supply shortages because of their outdated inventory management system. Thankfully, the company found Fishbowl and they soon balanced their inventory levels so they always have enough to meet demand without overstocking. Their customer service has never been better.



Pacific Valley Dairy is an established ice-cream producer that distributes its products to 400 locations in the Midwest. To handle this huge distribution network, the company turned to Fishbowl. Fishbowl has excellent tools for handling transfers between multiple locations. The company continues to grow and meet demand with the help of QuickBooks and Fishbowl.



Steps To Literacy produces educational materials for schools across the country. They work with several of the largest school districts in the country, including the New York City Board of Education. As they grew, they struggled to ship products fast enough to fill customer orders on time. By using Fishbowl's pick/pack/ship tools, the company cut delivery times by as much as two weeks and reduced their on-hand inventory by 30%. Steps To Literacy is running leaner than ever, and it's still growing strong.

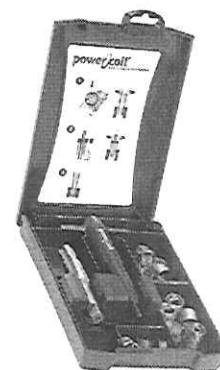


For more details on these success stories or to read other Case Studies, visit our website at fishbowlinventory.com/cases/studies/

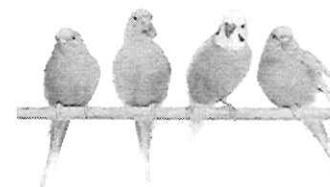
HAPPY FISHBOWL CUSTOMERS



Crossroad Distributor Source faced intense competition for their place as a top distributor in the industrial, aerospace, electronic and fastener industries. The company needed an inventory management solution that could monitor multiple locations. Fishbowl exceeded their expectations, helping them achieve a 100% on-time delivery record and much more.



Quality Pet Products had been in business for 10 years when they realized they needed to find one solution for all their inventory management processes. Fishbowl is that solution. Using Fishbowl's order management and inventory tracking services, Quality Pet Products finally met



the strict safety standards to become AIB certified, and dramatically increased their order-fulfillment speed.



SATISFACTION GUARANTEE

FISHBOWL OFFERS THE BEST SATISFACTION GUARANTEE IN THE INDUSTRY!

We know that Fishbowl customers who are properly trained have a 92% satisfaction rating in our software. That's one of the reasons why we are the #1 inventory management solution for QuickBooks users. To give you even more confidence in our product, we offer the best Satisfaction Guarantee in the inventory management software industry.

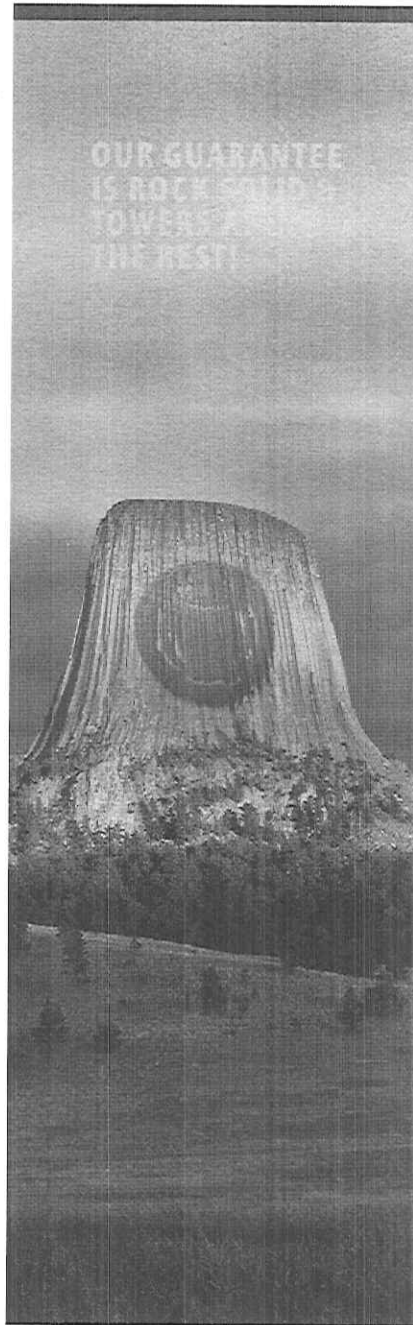
Our guarantee is straightforward. If you buy our software, plus a qualifying package for on-site training, in-house training or remote training, we'll give you 120 days after your training ends to put our software through the ringer. If after 120 days you are not satisfied with Fishbowl, we'll refund 100% of your software purchase. That's our way of saying we are confident our product will deliver the results you expect.

If you're looking at other inventory management solutions, ask them if they will match our satisfaction guarantee. We offer

robust inventory software that gives you the most features for the best price. Fishbowl is the competitive advantage you've been looking for!



OUR GUARANTEE
IS ROCK SOLID &
TOWERS &
THE RESULT



FISHBOWL ROI TOOL

Fishbowl Inventory is such a powerful inventory management solution that it often pays for itself within just a few short months (or even weeks) of being implemented by a company. It does this by:

- *Cutting the amount of inventory in stock to optimal levels*
- *Boosting efficiency in ordering and receiving products*

ever made because it keeps saving them money year after year.

Before you even purchase Fishbowl, you can see how much time and money it will save your company with the help of our ROI Tool. Enter some of your financial and time management data into Fishbowl's ROI Tool to automatically calculate how



- *Reducing workforce and payroll costs thanks to the added efficiency*
- *Allowing warehouse managers to do more in a shorter amount of time*

quickly Fishbowl will pay for itself. After you reach that point, all the money Fishbowl saves you will go straight back into growing your business.

Many of our customers report that the software is one of the best business investments they've

See for yourself how much money you can save with Fishbowl by scanning the QR code to go directly to our ROI Tool.



FISHBOWL INVENTORY TRAINING

Fishbowl offers a variety of training resources to guide you through the process of getting your inventory management software up and running.

Fishbowl's training and support specialists are dedicated to your satisfaction with our software. They are one of the reasons why we earn such a high customer-satisfaction rating and why The Sleeter Group named Fishbowl an Awesome QuickBooks Add-on for three years in a row. Doug Sleeter said:

offer several training options.

- *Web-Based Training* – A Fishbowl inventory specialist will show you how our software meets your company's specific needs via an online meeting. You can purchase one-on-one training for an additional fee.
- *Onsite Training* – Have one of our inventory specialists come to your company's office and give your staff hands-on training. This is a valuable option because it

can help your entire staff learn how to use Fishbowl quickly and efficiently.

- *Fishbowl Training Videos* – This is the fastest way to get your questions answered. Fishbowl provides more than 60 training videos on a variety of topics ranging from asset tracking to work order creation. Scan the QR code to visit the Web page with all of our training videos.

FISHBOWL CUSTOMER SUPPORT

Fishbowl's support staff is the best in the industry. Here is what one of our customers said about us:

"I've used many accounting, inventory and software programs, and I've never encountered support as great as that from Fishbowl Inventory. I send an email and before I know it, I get a reply. And not just a reply – but a reply that actually answers my questions and makes sense. The program was easy

Another way to get a quick response is through email. Our inventory specialists usually respond to questions within an hour or two. You can email them at: support@fishbowlinventory.com.

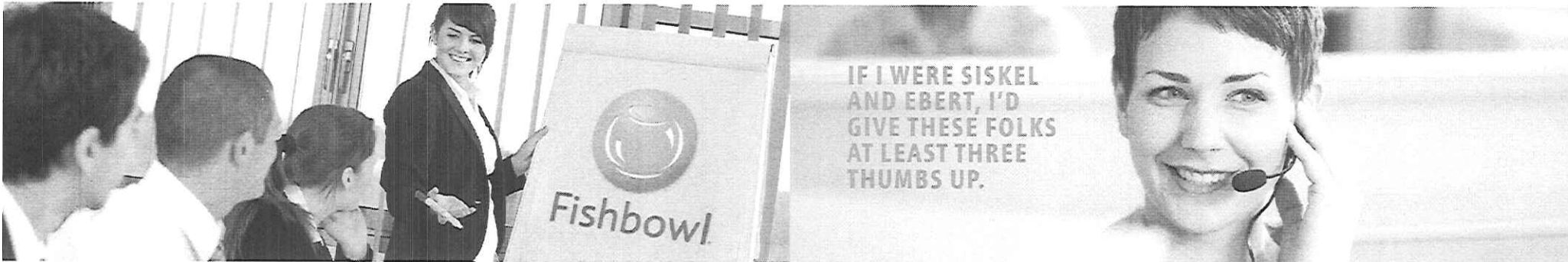
If you have questions after our regular business hours, but you need them answered now, you can use our After-Hours Support. For a fee, you can resolve issues by talking to one of our inventory specialists on the phone on weeknights and Saturdays.

Please visit our website to find these and other Fishbowl support resources, including:

- *FAQ*
- *Fishbowl Updates*
- *Fishbowl Wiki & Support Forum*
- *Technical Support Requests*
- *Maintenance & Support Packages*

to use and the online tutorials and help are great. If I were Siskel and Ebert, I'd give these folks at least three thumbs up." (Source: <http://marketplace.intuit.com>)

One of the best ways to get answers from our support team is through Live Chat, which is available on fishbowlinventory.com.



"[Fishbowl] has shown outstanding customer support. [It] provides the highest level of support to both end users and consultants. This area is a key element to the overall satisfaction of an add-on product."

You can become an expert at Fishbowl's software in just a few days with the help of our inventory specialists and online resources. We



LILYPAD: MOBILE INVENTORY MANAGEMENT

With LilyPad, you can gain access to Fishbowl Inventory on your smartphone, tablet and laptop! You can check your inventory levels, place orders and perform other inventory management tasks from virtually anywhere through a mobile device.

This is a great time saver. You don't have to be in

the office to stay on top of your inventory anymore. If you're constantly going on business trips or need to be away from the office for extended periods of time, the usefulness of LilyPad becomes clear.

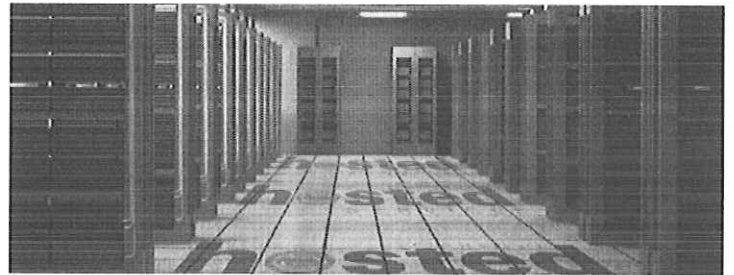
Email info@lilypadsolutions.com or call 631.870.1640 to learn more about this exciting service.

FISHBOWL HOSTED SERVICES



Fishbowl Hosted Services lets you access business files and software from virtually anywhere without having to maintain a server or worry about security. All of your data is stored on a secure server offsite. You can also get Fishbowl, Microsoft Office and other software solutions pre-installed and ready to run on your computers. That way, you don't even have to bother with the installation process.

With Fishbowl Hosted Services, you pay a month-



ly fee based on the number of users and amount of disk space you require. For many companies, this is a much cheaper solution than having to update software and equipment year after year. These updates are done for you automatically. Fishbowl Hosted Services is a great way to cut down on your IT costs!

Visit www.fishbowlinventory.com/products/fishbowl-hosted-services to learn more and sign up for this hosting service.



FISHBOWL INVENTORY WORKS FOR YOU,
WHETHER YOU ARE BIG OR SMALL, A
QUICKBOOKS USER OR A STANDALONE

*Sign up for a personalized web demo by scanning the
QR code on the bottom right, going to our website at
www.fishbowlinventory.com or by calling one of our
inventory specialists at 1.800.774.7085 extension 2*



Fishbowl.

580 East Technology Ave • Suite C2500 • Orem, UT 84097



SCHEDULE
A DEMO





Fishbowl®