



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 2

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 270123

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0506

Vendor ID: VS0000009518

SO Doc ID: WEH1700000006

Legal Name: vTech Solution Inc.

Published Date: 12/6/16

Alias/DBA:

Close Date: 1/3/17

Total Bid: \$528,256.00

Close Time: 13:30

Response Date: 01/03/2017

Status: Closed

Response Time: 11:57

Solicitation Description: Medical Laboratory Technicians
MLT & Medical Technicians MT

Total of Header Attachments: 2

Total of All Attachments: 2



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 270123

Solicitation Description : Medical Laboratory Technicians MLT & Medical Technicians MT

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-01-03 13:30:00	SR 0506 ESR01031700000003009	1

VENDOR
VS0000009518 vTech Solution Inc.

Solicitation Number: CRFQ 0506 WEH1700000006

Total Bid : \$528,256.00 **Response Date:** 2017-01-03 **Response Time:** 11:57:02

Comments: Hello April,
 Greetings from vTech Solution Inc.
 I am Mohsin Shaikh, working as a Sr. Client Relationship Executive here, at vTech. We are a Managed IT Services firm based out of Washington DC with a primary focus on Cloud Computing and Professional Services.
 Please find attached our response to "Solicitation: WEH1700000006 - Medical Laboratory Technicians MLT & Medical Technicians MT" opportunity from Division of Health, WV. Kindly acknowledge the receipt and let us know if we may be of any further assistance.

FOR INFORMATION CONTACT THE BUYER
 April Battle
 (304) 558-0067
 april.e.battle@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Medical Laboratory Technicians (MLT) (Regular Hours)	4160.00000	HOUR	\$35.000000	\$145,600.00

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Regular Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Medical Laboratory Technicians (MLT) (Overtime Hours)	1040.00000	HOUR	\$52.500000	\$54,600.00

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Overtime Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Medical Laboratory Technicians (MLT) (Holiday Hours)	192.00000	HOUR	\$35.000000	\$6,720.00

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Holiday Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Medical Technicians (MT) (Regular Hours)	4160.00000	HOUR	\$45.000000	\$187,200.00

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.2 Temporary Staffing of Medical Technologist (MT) (Regular Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Medical Technicians (MT) (Overtime Hours)	1040.00000	HOUR	\$67.500000	\$70,200.00

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :	4.1.2 Temporary Staffing of Medical Technologist (MT) (Overtime Hours)
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Medical Technicians (MT) (Holiday Hours)	192.00000	HOUR	\$45.000000	\$8,640.00

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :	4.1.2 Temporary Staffing of Medical Technologist (MT) (Holiday Hours)
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Medical Laboratory Technicians (MLT) Permanent Placement Fee	2.00000	EA	\$12,096.000000	\$24,192.00

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :	5.2 Permanent Placement Fee* Medical Laboratory Technicians (MLT)
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Medical Technicians (MT) Permanent Placement Fee	2.00000	EA	\$15,552.000000	\$31,104.00

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :	5.2 Permanent Placement Fee* Medical Laboratory Technologist (MT)
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Request For Quotation

TEMPORARY STAFFING OF MEDICAL LABORATORY TECHNICIANS (MLT) AND MEDICAL TECHNOLOGIST (MT)

Centralized Request for Quote (CRFQ)
Solicitation: WEH1700000006

April Battle

Buyer

Department of Administration

Purchasing Division

2019 Washington ST E

Charleston, WV 25305

Email: april.e.battle@wv.gov



VTECH SOLUTION
You Seek, We Deliver.

1100 H Street, N.W. Suite 450, Washington DC 20005

202.241.0167 (O) | 866.733.4974 (F)

Email: rfp.vtech@vtechsolution.com

DUE DATE: DECEMBER 03, 2017; 1:30 P.M. (EST)

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1. RFQ COVER PAGE



Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Request for Quotation
34 — Service - Prof

Proc Folder: 270123

Doc Description: Medical Laboratory Technicians MLT & Medical Technicians MT

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-12-06	2017-01-03 13:30:00	CRFQ 0506 WEH1700000006	1

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Name, Address and Telephone Number:

Vendor Name: vTech Solution Inc.
Address: 1100 H Street, N.W. Suite 450, Washington DC 20005
Telephone#: 202-241-0167

FOR INFORMATION CONTACT THE BUYER

April Battle
(304) 558-0067
april.e.battle@wv.gov

Signature X

FEIN # **20-4271088**

DATE **12/29/2016**

All offers subject to all terms and conditions contained in this solicitation



ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Health and Human Resources (WVDHHR), Bureau for Behavioral Health and Health Facilities (BHBF), Welch Community Hospital to establish an open-end service contract to supply temporary staffing for medical laboratory technicians and/or medical technologist for the in-house laboratory within Welch Community Hospital.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST WELCH WV24801 US		PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST WELCH WV 24801 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Medical Laboratory Technicians (MLT) (Regular Hours)	4160.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :

4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Regular Hours)

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST WELCH WV24801 US		PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST WELCH WV 24801 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Medical Laboratory Technicians (MLT) (Overtime Hours)	1040.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :

4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Overtime Hours)

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST WELCH WV24801 US		PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST WELCH WV 24801 US	



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Medical Laboratory Technicians (MLT) (Holiday Hours)	192.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :
4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Holiday Hours)

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-436-8708		PROCUREMENT OFFICER - 304-436-8708	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
WELCH COMMUNITY HOSPITAL		WELCH COMMUNITY HOSPITAL	
454 MCDOWELL ST		454 MCDOWELL ST	
WELCH	WV24801	WELCH	WV 24801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Medical Technicians (MT) (Regular Hours)	4160.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :
4.1.2 Temporary Staffing of Medical Technologist (MT) (Regular Hours)

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-436-8708		PROCUREMENT OFFICER - 304-436-8708	
HEALTH AND HUMAN RESOURCES		HEALTH AND HUMAN RESOURCES	
WELCH COMMUNITY HOSPITAL		WELCH COMMUNITY HOSPITAL	
454 MCDOWELL ST		454 MCDOWELL ST	
WELCH	WV24801	WELCH	WV 24801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Medical Technicians (MT) (Overtime Hours)	1040.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :
4.1.2 Temporary Staffing of Medical Technologist (MT) (Overtime Hours)



INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST		PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST	
WELCH	WV24801	WELCH	WV 24801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Medical Technicians (MT) (Holiday Hours)	192.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :
4.1.2 Temporary Staffing of Medical Technologist (MT) (Holiday Hours)

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST		PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST	
WELCH	WV24801	WELCH	WV 24801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Medical Laboratory Technicians (MLT) Permanent Placement Fee	2.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :
5.2 Permanent Placement Fee* Medical Laboratory Technicians (MLT)

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST		PROCUREMENT OFFICER - 304-436-8708 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL 454 MCDOWELL ST	
WELCH	WV24801	WELCH	WV 24801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Medical Technicians (MT) Permanent Placement Fee	2.00000	EA		



Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description :

5.2 Permanent Placement Fee* Medical Laboratory Technologist (MT)

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions Due	2016-12-20



	Document Phase	Document Description	Page 6
WEH1700000006	Final	Medical Laboratory Technicians MLT & Medical Technicians MT	of 6

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Contract Manager: Haresh Vataliya
Telephone Number: 202-241-0167
Fax Number: 866-733-4974
Email Address: rfp.vtech@vtechsolution.com

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Haresh Vataliya – Director – Client Relationship

(Name, Title)

Haresh Vataliya – Director – Client Relationship

(Printed Name and Title)

1100 H Street, N.W. Suite 450, Washington DC 20005

(Address)

202-241-0167 / 866-733-4974

(Phone Number) / (Fax Number)

rfp.vtech@vtechsolution.com

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

vTech Solution Inc.

(Company)

Haresh Vataliya, Director - Client Relationship

(Authorized Signature) (Representative Name, Title)

Haresh Vataliya, Director - Client Relationship

(Printed Name and Title of Authorized Representative)

12/29/2016

(Date)

202-241-0167 / 866-733-4974

(Phone Number) (Fax Number)

2. GENERAL INFORMATION

CAPABILITY STATEMENT



Inc. 5000 list 2015:
11th fastest growing company in the
District of Columbia



Haresh Vataliya (Director)

Haresh@vTechSolution.com
(202) 241.0167

Sahil Khan (VP Operation)

Sahil.k@vTechSolution.com
(202) 644.9774

1100 H street, N.W. Suite 450,
Washington DC, 20005

www.vTechSolution.com

Corporate Overview

VTECH SOLUTION INC. is a Small, Women-owned, and Minority-owned Business based out of Washington, DC providing Managed Staffing Services since 2006 with a primary focus on Professional Services and Temporary Staff Augmentation .

Our senior leadership has over 25 years of experience in the field of staff augmentation and has expertise in resourcing, researching and delivering best qualified candidates for our clients in government and federal sector

We have strong policies for confidentiality and information security, labor wages and various certificates. Our team is fully aware and complies with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects. We also maintain 97% customer retention, guaranteeing total customers satisfaction as each client account with us has one dedicated point of contact from our Client Relations department, supported by a team of highly-trained individuals.

Partners



Key Business Areas

vTech is committed to provide top-quality Contingent, temp-to-hire, and Permanent staffing services. From entry-level to upper level management, the company specializes in office and administrative positions in a variety of industries.

MEDICAL & PHARMACEUTICALS

Medical Advisor, Medical Affairs Analyst, Medical Affair Manager, Medical Assistant, Clinical Coordinator, Clinical Data Analyst, Medical Admin Specialist.

ACCOUNTING & FINANCE

Accountant, Accounting Clerk, Accounts Payable/Receivable, Billing Clerk, Compensation Analyst, CPA, Payroll Professionals, Credit Risk Analyst, Audit Manager Loan Specialist, Senior Accountant, Tax Accountant.

ADMINISTRATIVE

Administrative Assistant, Claims Examiner/ Processor, Clerk, Data Entry, File Clerk, Human Resources Assistant, Management Assistant, Receptionist, Typist, Underwriter.

CUSTOMER SERVICE

Account Management, Helpdesk Operations, Customer Service Representative, Enrolment Representative, Provider Claims Representative.

EXECUTIVE PLACEMENT

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Director, Vice President.

INFORMATION TECHNOLOGY

Business Analyst, CISSP Professionals, Database Support, EHR Implementation Specialist, Engineers, Help Desk Support, HRIS Analyst, Network Engineers & Technicians, Systems Analyst.



CERTIFICATIONS AWARDED

District of Columbia

CBE (Certified Business Enterprise) - DSLBD
DBE (Disadvantage Business Enterprise) - DDOT
LDBE(Local Disadvantaged Business Enterprise) - MWAA

Commonwealth of Virginia

DBE (Disadvantage Minority Business Enterprise)

State of Maryland

DBE (Disadvantage Minority Business Enterprise) - MDOT

Commonwealth of Pennsylvania

SDB (Small Diverse Business)

STRONG PRESENCE IN

1. Arizona
2. Washington D.C.
3. Georgia
4. Illinois
5. Maine
6. Maryland
7. Massachusetts
8. Michigan
9. New Jersey
10. New York
11. North Carolina
12. Ohio
13. Oklahoma
14. Oregon
15. Pennsylvania
16. Texas
17. Virginia
18. Washington

OUR MSP PARTNERS





MAJOR CLIENTS

Clover

citi



Public Health
Prevent. Promote. Protect.

Fairfield Department of Health



Catholic Health Initiatives

BAYVIEW
PHYSICIANS GROUP

WELLS FARGO



MTS



DC.gov

AARP

NAICS CODES

- 541511 - Custom Computer Programming Services
- 541512 - Computer Systems Design Services
- 541513 - Computer Facilities Management Services
- 541519 - Other Computer Related Services
- 541690 - Other Scientific and Technical Consulting Services
- 561320 - Temporary Help Services
- 541990 - Other Professional, Scientific, and Technical Services
- 518210 - Data Processing, Hosting, and Related Services
- 517919 - All Other Telecommunications
- 519190 - All Other Information Services
- 541618 - Other Management Consulting Services

CONTRACT VEHICLES

- GSA Schedule (70) {IT Services}
- GSA Schedule (736) {Temporary Administrative & Professional Staffing}
- Seaport-e Prime
- State of Maryland | CATS+
- Prince George County | CATS II

COMPANY DESIGNATIONS

- SAM Registration Status: Active
- Cage: 6MR43
- D-U-N-S: 00-634-5212
- GSA Schedule (70), (736): GS-35F-464AA

CONTACT INFORMATION

- Phone: (202) 644.9774
- Fax: (866) 733 4974
- Email: Info@vTechSolution.com
- Website: www.vTechSolution.com

MAIN COMPANY OFFICES

DISTRICT OF COLUMBIA

1100 H Street, NW, Suite 450,
Washington, DC 20005

1025 Connecticut Ave. NW, Suite 511,
Washington, DC 20036

VIRGINIA

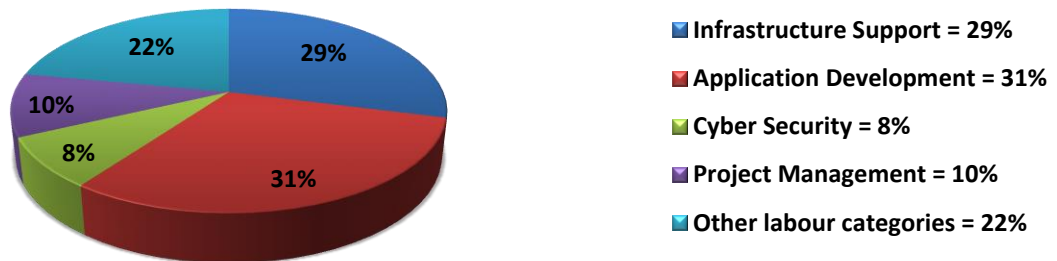
42730 Freedom Street
Chantilly VA 20152



QUALIFICATIONS TO SERVE

- vTech's Resource Pool:** vTech has a strong pool of pre-screened, qualified and experienced resources specifically for labor categories like Infrastructure Support, Application Development, Cyber security and Project Management for which we wish to offer our services. The company has developed an extensive resources database across several technologies & regions for its future staffing requirements for Customers. Our pool has more than 98,000 resources, out of which around 7,840 (approx 8%) are from West Virginia and from nearby metropolitan areas and out of those 7,840 resources:

vTech's IT Resource Pool



- vTech's Team Experience:** vTech Team has a combined total industry experience of more than 25 years. Over the period, vTech has built a unique expertise that is shared by all of our employees and associates. vTech has strong sourcing teams with expertise in resourcing and placement for Commercial and Government Sector. Our team has strong understanding of policies for confidentiality and information security, labor wages and various certificates. Our team is fully aware and complies with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects. We adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution.
- BBB Accredited company:** We are Better Business Bureau (BBB) accredited company with A+ rating.
- 2015 Inc. 5000 Honours:** We are listed in Inc. 5000 listing for the fastest growing companies in USA; Ranked 1142 nationally and ranked **11th** fastest growing company for government services in District of Columbia with a growth rate 371% in last 3 years.
- 2016 Inc. 5000 Honours:** We are listed in Inc. 5000 listing for the fastest growing companies in USA; Ranked 1053 nationally and ranked **13th** fastest growing company for government services in District of Columbia with a growth rate 371% in last 3 years.
- Financial Strength & Capability:** With current annual revenue exceeding \$3.8 Million, vTech has experienced consistent Y-O-Y growth with its strong emphasis on quickly applying new and emerging technology and platforms in its implementations. The company is financially strong and sound, well-funded, owns company office in Washington DC and having direct & remote support services in various regions of US sub-continent to deliver and implement projects on time.



3. KEY PERSONNEL'S

The names and titles of all key management personnel who will be involved with supervising the services rendered under this project.

SN	KEY MANAGEMENT PERSONNEL	DESIGNATION	QUALIFICATION	TOTAL EXPERIENCE
1	Mr. Haresh Vataliya	Director – Client Relationship	Masters in Information System Management	14 Years
2	Mr. Kapil Patel	Director – Operations	Masters of Science, Mechatronic Systems Engineering	13 Years
3	Mr. Sahil Khan	Dedicated Account Manager for Division Of Health	Master of Business Administration	12 Years

The above mentioned representatives will be the point of contact for managing and correcting any disputes related to this project. This representative will also be responsible for the preparation and submittal of invoices and reports by the due date defined, as well as any other correspondence relating to this project and its activities.

SN	PROPOSED PERSONNEL	DESIGNATION	QUALIFICATION
1	Julia M Peyton	Medical Laboratory Technician	Associates in Applied Science
2	Hidayah Anderson	Medical Technologist	Master Degree Program in Medical and Research Technology



ACCOUNT MANAGER – SAHIL KHAN

PROFESSIONAL HISTORY:

- 8+ years of working experience with multi-national organisation and international exposures.
- Extensive experience in IT Recruitment, client relationship, leadership and strong management aptitude in IT industry.
- Exclusive work in recruiting SAP/ERP Professionals for almost 4+ plus years
- Major Skills working for ERP:

SAP Modules:

- Technical Skills: ABAP (APO ABAP, Workflow ABAP), BASIS, Basis Security,
- Niche Skills: BW (BI/BPS), EP (Webdynpro), XI
- Functional Skills:
- FMS modules: FICO, FICO with SEM,
- HCM Modules: HR payroll, HR TM, ABAP HR (Techno Functional)
- PP, MM, PLM-PM, PLM-PP, PLM-PS, APO-PPDS, APO-SNP DP
- CRM Service line: CRM Technical (ABAP CRM), CRM Functional,
- SAP IS: ISU CRM, ISU ABAP, ISU FICA, IS-Oil & Gas, IS Retail
- SAP Project Manager.
- SCM PLM: Agile PLM, Ariba, Smarteam, Enovia VPM 4, PLM E-Matrix, Wind-chill, TCE,

ACCOMPLISHMENTS

- Managed HR and general administrative functions in India & Dubai.
- Proposed Information management approach to accelerate Operon's business growth
- Established management structure for ICS Solutions in India
- Initiated new performance management approach for ICS Solutions, India

EDUCATION:

Bachelor of commerce from Maharaja Sayajirao University, Vadodara, Gujarat, India
 Master's Degree in Business Administration from Pondicherry University, India.

RELEVANT EXPERIENCE & QUALIFICATIONS:

vTech Solution Inc.

Nov 2012 – Present

Account Manager

Responsibilities:

- Building relationship with clients.
- Receiving work orders from the clients.
- Understanding client objectives alongside vTech's vision of contract success in order to analyze the Contract's potential and creates a Contract Plan/Strategy to minimize risks to both vTech and the client, set goals for the Contract and ensure that the Contract produces usable Case Studies.
- Managing an incumbent workforce of contingent workers.
- Workforce planning and candidate attraction analysis.
- Ensuring that all contractual requirements are consistently met.
- Consistently seeking new innovations and improvements to the service.
- Supporting Hiring Managers through the recruitment process.
- Escalating concerns and risks to the Account Director.



QX LTD

December 2011 – October 2012

Sr. IT & ERP Recruiter

Responsibilities:

- Recruited for some extremely niche skills permanent roles in Infosys and IBM across the UK and Europe.
- Managed full life cycle recruitment process, including advising job description and compensation band, sourcing, screening, interviewing, and making selection recommendations for prospective employees.
- Directly sourced for candidates with experience and ability to fill niche skills roles whose values align with corporate culture.
- Developed strategies to source and maintain a highly qualified candidate pool.
- Adapted with creative recruitment solutions including direct recruiting, Headhunting, internet searches (e.g. Google, LinkedIn, Facebook, XING & Twitter), and developing incentive campaigns for referrals.
- Educated leaders on best practices for employee selection
- Niche skills currently include Oracle, SAP, Middleware, IFS specialists, PEGA, Websphere, Webmethods and Savvion specialists, CRM specialists & Ecommerce in the UK & Europe.

Collabera

Nov 2010 – Nov 2011

Sr. IT & ERP Recruiter

Responsibilities:

- Assisted account managers in the maintenances of major client accounts like IBM, Accenture & AT&T.
- Successfully done Recruiting mainly for the following skills: SAP modules ABAP, BASIS, FICO, MM, SD, HR, BW, PM, PS, PP, QM, CRM, SRM, TAO, WM, XI, Java, C++, C#, .Net, ETL Informatica, Cognos, Oracle/DB2/Sybase/Informix, SQL, Oracle Application.
- Understood client's requirements and job orders in terms of roles, skills and technology.
- Searched and screening qualified candidates utilizing various job boards like Dice, Monster, Career Builder and Naukri.com.
- Tracked the recruitment process from requisition, sourcing, screening, interviewing, negotiating rates, qualifying to final submission to client, background check, scheduling drug test and delivery of candidates.
- Responsible for full recruitment life cycle process.

Operon Middle East – Dubai, UAE

Jan 2009 – Nov 2010

HR Administrator

Responsibilities:

- Managed a wide gamut of HR and general administrative functions of the organisation.
- Drafted office correspondence and letters; maintaining insurance policies of company's assets including renewal of policies whenever due and attending insurance claims.
- Scheduled meeting and arranging logistic and other materials that may be required for the meeting.
- Prepared minutes of the meeting and taking concurrence from the concerned executives.
- Assisted HR Manager for the remittance of PF, gratuity and bonus; involved in the maintenance of statutory registers and forms.
- Created and maintaining employee data base and preparing a comprehensive MIS.
- Ensured facility management with respect to any basic service providers like BESCO (Electricity Board), RTO, Telephone dept, BDA, etc and liaising with the concerned authorities to set right any short comings.
- Acted as single point of contact between the branch office and our Head office with reference to anything pertaining to admin and HR activities or share any info regarding the policies.



Quickstart Resource Management

June 2007 – Dec 2008

Sr. Technical Recruiter/Supervisor

Responsibilities:

- Responsible for maintaining daily, weekly and monthly report
- Monitoring/Overseeing the team in the end-to-end process of recruitment
- Exclusive work in recruiting SAP/ERP Professionals. Worked on both contract & permanent positions.
- Worked on requirements of SAP modules and
- Arranging of Initial technical screening of SAP consultants with our existing employees.
- Sourced candidates through search engines, Headhunting, referrals, networking, etc.
- Oversee the day-to-day re-sourcing and data maintenance activities of a team of re-sourcers ensuring that procedures, standards and service levels are adhered to.
- Understanding client's needs and job orders in terms of roles, skills and technology
- Coordinate the actions of multiple re-resources on high- priority requests, providing daily turnaround of requests into shortlists.
- Responsible for full life cycle recruitment process
- Maintaining accurate and up-to-date information relating to the running of the office as required
- Searching and screening qualified candidates through Headhunting and various job boards
- Excellent ability to identify client needs on every requirement with quick response time.
- Tracking the recruitment process from requisition, sourcing, screening, interviewing, negotiating rates and qualifying to final submission to client

I-Link Software Pvt.Ltd

Nov 2006 - June 2007

Senior IT Technical recruiter

Responsibilities:

- Assisting Account Managers, Client/Contract Management, Resource Management and client & consultant relationship
- Assisted account managers in the maintenances of two major client accounts.
- Understood client's requirements and job orders in terms of roles, skills and technology.
- Searched and screening qualified candidates through Headhunting and various job boards like Dice, Monster and Net Temps.
- Successfully done Recruiting mainly for the following skills: Different SAP modules, Java, C++, C#, .Net, ETL Informatica, Cognos, Oracle/DB2/Sybase/Informix, SQL and Oracle Application.
- Tracked the recruitment process from requisition, sourcing, screening, interviewing, negotiating rates and qualifying to final submission to client.
- Responsible for full recruitment life cycle process.
- Responsible for maintaining daily, weekly and monthly report of two major accounts.
- Created and maintained relationship with outside resources (H-1 companies, skill specific resource providers.....etc).
- Supervision of junior recruiters for recruiting process to fill contract, contract to hire and permanent positions for IT projects.
- Provided guidelines to junior recruiters in their searches for qualified candidates.
- Conducted detailed phone interview with candidates with match their skills, as well as their personalities with that of the client's needs and environment.



Rishabh Software Pvt. LTD

April 2005 – Nov 2006

Senior IT Technical Recruiter

Responsibilities:

- Excellent ability to identify client needs on every requirement with quick response time.
- Understood client needs and job order in terms of roles, skills and technology.
- Searched and screened qualified candidates utilizing various job boards like Dice, Monster and Net Temps.
- Successfully done Recruiting mainly for the following skills: Different SAP modules, Java, C++, C#, .Net, ETL Informatica, Cognos, Oracle/DB2/Sybase/Informix, SQL and Oracle Application.
- Tracked the recruitment process from requisition, sourcing, screening, interviewing, negotiating rates and qualifying to final submission to client.
- Responsible for full recruitment life cycle process.
- Responsible for maintaining daily, weekly and monthly report of two major accounts.
- Created and maintained relationship with outside resources (H-1 companies, skill specific resource providers.....etc).
- Supervision of junior recruiters for recruiting process to fill contract, contract to hire and permanent positions for IT projects.
- Provided guidelines to junior recruiters in their searches for qualified candidates.
- Conducted detailed phone interview with candidates with match their skills, as well as their personalities with that of the client's needs and environment.
- Consistently and positively contributed to the organisation's growth.
- Familiar with US geography, time zones, visas & work type.
- Duties include direct sourcing, network internet searching, employee referrals and 3rd party agencies, cold calling, calling through existing database, visiting customer sites, resume writing and working with outplacement firms.

Ethos Info Services (International Call Centre)

Nov 2003 – March 2005

Customer Sales Repetitive

Responsibilities:

- Customer assistance & sales service
- Responsible to achieve monthly target.
- Responsible to provide valuable information to the consumer.
- Responsible to convince consumer to purchase our product.



MEDICAL LABORATORY TECHNICIAN – JULIA M PEYTON

SUMMARY

- Accomplished and energetic Medical Laboratory Technician with a solid history of achievement in the laboratory.
- Consistently 60% better turnaround times than comparable shifts.
- Motivated leader with strong organizational and prioritization abilities.
- Excellent written and verbal communication skill.

EDUCATION & CERTIFICATION

Associates in Applied Science from Southern West Virginia Community and Technical College
ASCP Certified

May 2014
Jun 2014

SKILLS

- Computers and electronics.
- Quality control analysis.
- Critical thinking.
- Chemistry.
- Hematology.
- Blood banking.
- Serology.
- Urinalysis.

EXPERIENCE:

Boone Memorial Hospital, Madison WV

Oct 2013 – Present

MLT (Medical Laboratory Technician)

- Conduct chemical analyses of body fluids, such as blood or urine, using microscope or automatic analyzer to detect abnormalities or disease and enter findings into computer.
- Conduct blood tests for transfusion purposes and perform blood counts.
- Examine cells stained with dye to locate abnormalities.
- Set up, maintain, calibrate and clean medical laboratory equipment.
- Soli understanding and knowledge of laboratory equipment maintenance and calibration.
- Collect blood or swabs from patients, observing principles of asepsis to obtain blood sample.
- Analyze the results of tests to ensure conformity to specifications.
- Involved in explaining the test procedures to patients and get relieve them from their anxiety.
- Conducted appropriate clinical test preparation and processing procedures.
- Analyze and record test data to issue reports that use charts and graphs.
- Prepare standard volumetric solutions or reagents to be combined with samples, following standardized formulas.
- Prepared and maintain proper records, files, documents and reports.
- Obtain specimens for isolation and cultivation of microorganisms.
- Draw from arteries, using arterial collection techniques.
- Provide sample analysis to physicians to assist in diagnosis.
- Perform collection, testing, and resulting of all waived kit tests.



MEDICAL TECHNOLOGIST – HIDAYAH ANDERSON

PROFESSIONAL EXPERTISE:

- Experienced Research Scientist with years of laboratory training and scientific protocols
- Proficient in performing numerous sophisticated research techniques such as Elisas, Cell Cultures, PCR, RIA, HIA FACS Caliber, Flow Cytometer, Western Blot, ELISpot, Microscopy, PBMC Isolation, and many other analytes.
- Broad understanding of Good Clinical Laboratory Practice (GCLP), FDA, & CGMP
- Open to New challenges in pursuit of opportunities to optimize set career advancements
- Able to perceive the larger picture in research, procedural alignments with the aim of ensuring accuracy and compliances
- Excellent in Quality Control, Quality Assurance, Record keeping, and Technical writing, Internet, and Microsoft programs
- Dependable, flexible, and able to work as a cooperative team member

EDUCATION:

University of Maryland Baltimore	2013-2014
Master Degree Program in Medical and Research Technology	
Montgomery College, Takoma Park, MD	2008-2012
Associate degree in Surgical Technology.	
Makerere University, Uganda	2003-2006
Bachelor’s in Biomedical Laboratory Technology	
Equivalent to US Bachelor Degree, World Education Service (WES) Certified	
Kyambogo University, Uganda	1998-2001
Diploma in Science Laboratory Technology in Biology	
Equivalent to US Associates Degree, World Education Service (WES) Certified	

PUBLICATIONS:

- Anderson H and Stains J. (2015). Cyclic AMP a Putative Second Messenger Communicated by Cx 43 Gap Junctions in Bone.
- UMB Archive: <http://archive.hshsl.umaryland.edu/handle/10713/4367>
ProQuest: <http://search.proquest.com/docview/1651622087>
- Gupta A, Anderson H, Moorer M, Ren M, and Stains J. (2015). Communication of cAMP by Connexin43 Gap Junctions Regulates Osteoblast Signaling and Gene Expression

PROFESSIONAL DEVELOPMENT:

University of Maryland Baltimore

CITI Trainings; IACUC

- Reactive chemicals, working with mice, chemical safety, blood borne pathogens
- Environmental management, radiation safety; UMB
- Radiation safety, Humane handling; UMB
- Certificate in Good Clinical Laboratory Practice (GCLP),
- Graduate Student Association Representative UMB (2013-2014)



CERTIFICATIONS

- Medical and research Technology by UMB
- Biomedical Laboratory Technologist certified by World Education Services
- Science Laboratory Technologist/Biology certified by World Education Services
- Certified Surgical Technologist.
- Computer skills; Microsoft Office Excel, Word, PowerPoint, Outlook, Minitab, Soft Max, Nautilus, Watson, MYSTAT, JMP
- Academic Awards
- Maryland Higher Education Scholarships Awards, (2013-2014)
- Honor student PHI THEKA KAPPA Honor Society, Montgomery College (2011-2014)
- Multi-Cultural Excellence Award, Montgomery College (2011)
- Montgomery County Women Bar Scholarship Award (2011)
- Volunteer Work
- University of Maryland Oncology Department, summer intern (2013)
- International Student Organization Committee member, UMB (2013-2014)
- Women Empowerment Group, Montgomery County Silver Spring, MD (2010-2014)
- Red Cross in Silver Spring and Rockville (2015)
- Career Network Ministry Mclean Bible Church

PROFESSIONAL EXPERIENCE

Covance Laboratories Inc, Chantilly VA

09/2015- 07/2016

Research Assistant II Bio A

- Analyzed biological or chemical samples using Radio Immuno Assay (RIA) for various compounds in compliance with SOPs and regulatory agency.
- Conducted ElisAs, maintained study documentation and laboratory records following GLP and GMP guidelines
- Performed quality control review of data, samples and informed Study Director, Principal Investigator of problems, deviations, and participated in corrective action problems.
- Analyzed data using software namely; Nautilus, Soft Max, Watson, & Microsoft Programs

Qiagen, Germantown, MD USA

04/2015-08/2015

R&D Research Scientist II

- Conducted various experiments such as ElisAs, Verification assays, Stability studies, Monitor using QuantiFeron assay protocols, Data Analysis using JMP and complied with CGMP

Washington Adventist Hospital, Takoma Park, MD USA

01/2015 -03/2015

Volunteer Cardiac Research, Surgical Department, and Front desk

- Performed filing and record keeping, data management and assist patients

University of Maryland Baltimore MS Program, MD USA

2013-2014

Student Intern, Teacher assistant, & Summer Volunteer

- Performed various assays, namely; cell cultures, luciferase assays, trans well-chamber assays, ElisAs, Parachute assays, immune fluorescence, lavage extraction etc
- Performed PCR Assays, Western blot, Protein & RNA extractions, genotypic assays,



Professional Health Care Agency, Bethesda MD USA 2010-2013

Certified Nurse Assistant/Certified Medication Technician

- Provided health care needs to patients based on their care

John's Hopkins Hospital Baltimore, MD and Dr.'s Hospital Lanham 2011-2012

Clinical Training Surgical Tech student, Montgomery College

- Scrubbed OBG/Y, Genital Urinary, ENT, & Robotic Procedures.

Walter Reed HIV/AIDS Project, Uganda 2001-2005

Head of Department; GLP Certified Cell Processing Laboratory

- Organized and performed analysis, specimen acquisitions, pre-analytical, analytical and post analytical processes following GLP.
- Supervised, scheduled, and managed logistics and supplies.
- Analyzed specimen using several techniques such as viral load determination, PCR, serological assays such as ELISAs, ELISpot, and others

Research Associate;

Bio Chemistry Clinical and Diagnostic Laboratory

- Determined liver and renal Parameters using Cobas Integra, and PCR assays
- Analyzed specimens for HIV/Aids testing, Hepatitis B & C, HPV, using serology assays, neutralization assays, and confirmed with WB

REFERENCE

Reference Name	Ivana Vucenik
Title (Peer, coworker, Supervisor, Customer, End-User, Subordinate)	Program Coordinator
Company Name	University of Maryland Baltimore
Phone Number	410-706-1832
E-mail address	ivucenik@som.umaryland.edu

Reference Name	Nadia Allen
Title (Peer, coworker, Supervisor, Customer, End-User, Subordinate)	Program Manager
Company Name	Qiagen
Phone Number	301-944-7336
E-mail address	Nadia.allen@qiagen.com

Reference Name	Lori Williamson
Title (Peer, coworker, Supervisor, Customer, End-User, Subordinate)	Supervisor
Company Name	Covance
Phone Number	240-632-3736
E-mail address	employmentverification@covance.com

RECOMMENDATION



Department of Medical and Research Technology

Allied Health Building
100 Penn Street, Room 340
Baltimore, MD 21201
410 706 7664 | 410 706 0073 FAX

<http://medschool.umaryland.edu/dmrt>

November 11, 2016

To Whom it May Concern:

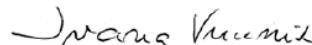
Ms. Hidayah Anderson has asked me to write a letter of reference on her behalf for the purpose of job application.

I have known Hidayah for almost five years in my teaching and mentoring capacity as an associate professor and as a Graduate Program Director in the Department of Medical and Research Technology (DMRT), University of Maryland School of Medicine, Baltimore. Ms. Anderson obtained her MS degree from our program in Spring 2015. Hidayah is a hard-working and personable student. I was able to observe her academic progress and strong interest in both basic research and applied laboratory sciences, demonstrated in her course work and in assigned laboratory and research projects. She showed a genuine interest in his academic undertakings and demonstrated a solid grasp of medical and scientific laboratory principles and procedures. Working with Dr. Joseph Stains on her thesis, she mastered many delicate and novel molecular biology techniques.

It has been a pleasure to work with Hidayah. She is diligent, reliable, but also enthusiastic and polite, and works well with others.

I can state that Ms. Anderson has demonstrated persistence, dedications to her goal, and a profound commitment to her ideas and values. I am happy to recommend her and encourage you to review her application favorably. Should you need any additional information please feel free contact me at 410-706-1832.

Sincerely,



Ivana Vucenik, PhD
Associate Professor and Graduate Program Director
Department of Medical and Research Technology
University of Maryland School of Medicine
100 Penn Street, Rm 405 C
Baltimore, MD 21201
Phone: 410 706 1832; Fax: 410 706 5229
E-mail: ivucenik@som.umaryland.edu



DENTISTRY • LAW • MEDICINE • NURSING • PHARMACY • SOCIAL WORK • GRADUATE STUDIES

Davidge Hall is the historical symbol of the University of Maryland School of Medicine - America's oldest public medical school, founded in 1807.



4. PRICING PAGE – EXHIBIT A

Pricing Page

Exhibit A

**Temporary Staffing of Laboratory Technicians
CRFQ WEH1700000006**

WVOASIS LINE #	Description/Equipment	Estimated # of Hours	Unit Price	Extended Price
1	4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Regular Hours)	4,160 Regular Hours	\$35.00	\$145,600.00
2	4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Overtime Hours)	1,040 Overtime Hours	\$52.50	\$54,600.00
3	4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Holiday Hours)	192 Holiday Hours	\$35.00	\$6,720.00
4	4.1.2 Temporary Staffing of Medical Technologist (MT) (Regular Hours)	4,160 Regular Hours	\$45.00	\$187,200.00
5	4.1.2 Temporary Staffing of Medical Technologist (MT) (Overtime Hours)	1,040 Overtime Hours	\$67.50	\$70,200.00
6	4.1.2 Temporary Staffing of Medical Technologist (MT) (Holiday Hours)	192 Holiday Hours	\$45.00	\$8,640.00
	Grand Total Cost			\$472,960.00

7	5.2 Permanent Placement Fee* Medical Laboratory Technicians (MLT)			\$12,096.00
8	5.2 Permanent Placement Fee* Medical Laboratory Technologist (MT)			\$15,552.00

***One time placement fee for each permanently placed employee by the vendor.**

The estimated numbers of hours listed on the cost sheet are for bidding purposes only. The vendor will be required to provide actual quantities needed, be it more or less.

Evaluation and Award Criteria: This is a progressive award contract and the award will be made to the Vendors with the lowest Grand Total to the highest Grand Total (respectively) meeting the required mandatory specifications. Example: Lowest will be Vendor "A", second lowest will be Vendor "B" and so on.



Use of this contract will work the same. Agency must contact the lowest bid first and if they cannot provide the agency needs within the time frame allowed in the attached specifications, Agency will then contact the next lowest bidder and so on, until one of the vendors awarded the contract, can cover the immediate needs.

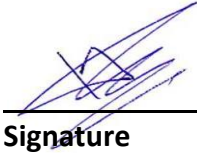
Use of this contract will work the same. Agency must contact the lowest bid first and if they cannot provide the agency needs within the time frame allowed in the attached specifications, Agency will then contact the next lowest bidder and so on, until one of the vendors awarded the contract, can cover the immediate needs.

vTech Solution Inc.
Vendor Name (Printed)

Solicitation: WEH1700000006
Purchase Order Address

1100 H Street, N.W. Suite 450, Washington DC 20005
Vendor Remit-To Address:

Haresh Vataliya
Vendor Authorized Representative (Printed)


Signature

12/29/2016
Date

202-241-0167
Telephone

866-733-4974
Fax

rfp.vtech@vtechsolution.com
E-mail

10+
Number of Years in Business

202-241-0167
Emergency Telephone Number

REFERENCES

REFERENCES:

Company Name Department of Health (DOH), DC
Representative Michael Etekochay
Address 899 North Capitol Street NE 5th Floor Washington, DC 20002
Telephone # (202) 727-5840

Company Name Department of Healthcare & Finance
Representative Jim Borda
Address _____
Telephone # 757-272-2824

Company Name University of Massachusetts, Medical School
Representative Don Joubert
Address 333 South St., Suite 450, Shrewsbury, MA 01545
Telephone # (774)455-7866

5. EXHIBIT C – HIPAA BUSINESS ASSOCIATE ADDENDUM

EXHIBIT C

WV STATE GOVERNMENT

HIPAA BUSINESS ASSOCIATE ADDENDUM

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

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

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

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

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

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

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

2. Permitted Uses and Disclosures.

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

3. Obligations of Associate.

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

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

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

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

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

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

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

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

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

Addendum Administration.

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

and subcontractors to assist the Agency with any HIPAA required accounting of disclosures survives the termination of the underlying Agreement.

- c. **Termination for Cause.** Associate authorizes termination of this Agreement by Agency, if Agency determines Associate has violated a material term of the Agreement. Agency may, at its sole discretion, allow Associate a reasonable period of time to cure the material breach before termination.
- d. **Judicial or Administrative Proceedings.** The Agency may terminate this Agreement if the Associate is found guilty of a criminal violation of HIPAA. The Agency may terminate this Agreement if a finding or stipulation that the Associate has violated any standard or requirement of HIPAA/HITECH, or other security or privacy laws is made in any administrative or civil proceeding in which the Associate is a party or has been joined. Associate shall be subject to prosecution by the Department of Justice for violations of HIPAA/HITECH and shall be responsible for any and all costs associated with prosecution.
- e. **Survival.** The respective rights and obligations of Associate under this Addendum shall survive the termination of the underlying Agreement.

5. General Provisions/Ownership of PHI.

- a. **Retention of Ownership.** Ownership of the PHI resides with the Agency and is to be returned on demand or destroyed at the Agency's option, at any time, and subject to the restrictions found within section 4.b. above.
- b. **Secondary PHI.** Any data or PHI generated from the PHI disclosed hereunder which would permit identification of an individual must be held confidential and is also the property of Agency.
- c. **Electronic Transmission.** Except as permitted by law or this Addendum, the PHI or any data generated from the PHI which would permit identification of an individual must not be transmitted to another party by electronic or other means for additional uses or disclosures not authorized by this Addendum or to another contractor, or allied agency, or affiliate without prior written approval of Agency.
- d. **No Sales.** Reports or data containing the PHI may not be sold without Agency's or the affected individual's written consent.
- e. **No Third-Party Beneficiaries.** Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than Agency, Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.
- f. **Interpretation.** The provisions of this Addendum shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provisions in this Addendum. The interpretation of this Addendum shall be made under the laws of the state of West Virginia.
- g. **Amendment.** The parties agree that to the extent necessary to comply with applicable law they will agree to further amend this Addendum.
- h. **Additional Terms and Conditions.** Additional discretionary terms may be included in the release order or change order process.



AGREED:

Name of Agency: Welch Community Hospital

Name of Associate: vTech Solution Inc.

Signature: _____

Signature: _____

Title: C.E.O.

Title: Director – Client Relationship

Date: _____

Date: 12/29/2016

Form - WVBAA-012004
Amended 06/26/2013

APPROVED AS TO FORM THIS 26th
DAY OF Jan 20 17
Patrick Morrissey
Attorney General
BY _____

Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. PHI not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Associate: **vTech Solution Inc.**

Name of Agency: **WVDHHR/BHHFF/Welch Community Hospital**

Describe the PHI (do not include any actual PHI). If not applicable, please indicate the same.

Any and all personally identifiable information including but not limited to patient name, address, date of birth, Social Security Number, telephone number, and insurance information.

Any and all protected health information including but not limited to patient diagnosis, lab test, radiological exams, physical health exams, and/or treatment procedures.

6. PURCHASING AFFIDAVIT

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: VTECH SOLUTION INC.

Authorized Signature:  Date: 12/14/2016

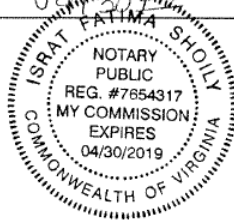
State of VA

County of Fairfax, to-wit:

Taken, subscribed, and sworn to before me this 14th day of December, 2016

My Commission expires 04/30/2019, 2019

AFFIX SEAL HERE



NOTARY PUBLIC



Purchasing Affidavit (Revised 08/01/2015)

7. VENDOR PREFERENCE CERTIFICATE

PREFERENCE CERTIFICATE

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

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

1. Application is made for 2.5% 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;
Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
_____ Bidder is a non resident 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% 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% vendor preference for the reason checked:
_____ Bidder is a non resident vendor that employs a minimum of one hundred state residents, or a non resident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,



- 4. Application is made for 5% 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% 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% 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) rescind the contract or purchase order; 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.

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: vTech Solution Inc.

Signed: 

Date: 12/29/2016

Title: Haresh Vataliya – Director – Client Relationship

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



8. CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER KUNDRA INSURANCE AGENCY, INC P. O. BOX 889 CENTREVILLE, VA 20122	CONTACT NAME: VIPEN K. KUNDRA PHONE (A/C, No, Ext): 703-222-3672 FAX (A/C, No): 703-222-3757 E-MAIL ADDRESS: <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center; border-bottom: 1px solid black;">NAIC #</td> </tr> <tr> <td>INSURER A: SENTINEL INSURANCE COMPANY</td> <td style="text-align: center;">11000</td> </tr> <tr> <td>INSURER B: HARTFORD ACCIDENT AND INDEMNITY CO.</td> <td style="text-align: center;">22357</td> </tr> <tr> <td>INSURER C: HARTFORD FIRE INSURANCE COMPANY</td> <td style="text-align: center;">19682</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: SENTINEL INSURANCE COMPANY	11000	INSURER B: HARTFORD ACCIDENT AND INDEMNITY CO.	22357	INSURER C: HARTFORD FIRE INSURANCE COMPANY	19682	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															
INSURED VTECH SOLUTION INC 1025 CONNECTICUT AVE. N.W. SUITE 511 WASHINGTON, DC 20036															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC	SUBR	B/S/D	W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					42 SBA UH4678	05/16/2016	03/04/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> UM/UIM \$1,000,000					42UEC N11853	03/04/2016	03/04/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					42 SBA UH4678	05/16/2016	03/04/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N			N/A	42 WEC CS7523	03/24/2016	03/24/2017	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	PROFESSIONAL (E&O), PRIVACY & SECURITY-CYBER LIABILITY					42 TE0296143-16	05/16/2016	03/04/2017	\$1,000,000/\$2,000,000 \$25,000 Rentention

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 (C)-Employee Theft-Client Premises--\$1,000,000--\$10,000 ded--Hartford Fire Insurance Co. Policy# 42 TP 0288920-16--Eff date 03/04/2016 to 03/04/2017

CERTIFICATE HOLDER Additional Insured	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE VIPEN K. KUNDRA
---	---



9. ACKNOWLEDGEMENT OF ADDENDUM

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: CRFQ 0506 WEH1700000006

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)

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

- Addendum No. 6
- Addendum No. 7
- Addendum No. 8
- Addendum No. 9
- 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.

vTech Solution Inc.

Company

Authorized Signature

12/29/2016

Date

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

Revised 11/30/2016

**Temporary Staffing of Laboratory Technicians
CRFQ WEH1700000006**

WVOASIS LINE #	Description/Equipment	Estimated # of Hours	Unit Price	Extended Price
1	4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Regular Hours)	4,160 Regular Hours	\$35.00	\$145,600.00
2	4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Overtime Hours)	1,040 Overtime Hours	\$52.50	\$54,600.00
3	4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Holiday Hours)	192 Holiday Hours	\$35.00	\$6,720.00
4	4.1.2 Temporary Staffing of Medical Technologist (MT) (Regular Hours)	4,160 Regular Hours	\$45.00	\$187,200.00
5	4.1.2 Temporary Staffing of Medical Technologist (MT) (Overtime Hours)	1,040 Overtime Hours	\$67.50	\$70,200.00
6	4.1.2 Temporary Staffing of Medical Technologist (MT) (Holiday Hours)	192 Holiday Hours	\$45.00	\$8,640.00
	Grand Total Cost			\$472,960.00
7	5.2 Permanent Placement Fee* Medical Laboratory Technicians (MLT)			\$12,096.00
8	5.2 Permanent Placement Fee* Medical Laboratory Technologist (MT)			\$15,552.00

***One time placement fee for each permanently placed employee by the vendor.**

The estimated numbers of hours listed on the cost sheet are for bidding purposes only. The vendor will be required to provide actual quantities needed, be it more or less.

Evaluation and Award Criteria: This is a progressive award contract and the award will be made to the Vendors with the lowest Grand Total to the highest Grand Total (respectively) meeting the required mandatory specifications. Example: Lowest will be Vendor "A", second lowest will be Vendor "B" and so on.

Use of this contract will work the same. Agency must contact the lowest bid first and if they cannot provide the agency needs within the time frame allowed in the attached specifications, Agency will then contact the next lowest bidder and so on, until one of the vendors awarded the contract, can cover the immediate needs.

Use of this contract will work the same. Agency must contact the lowest bid first and if they cannot provide the agency needs within the time frame allowed in the attached specifications, Agency will then contact the next lowest bidder and so on, until one of the vendors awarded the contract, can cover the immediate needs.

vTech Solution Inc.
Vendor Name (Printed)

Solicitation: WEH1700000006
Purchase Order Address

1100 H Street, N.W. Suite 450, Washington DC 20005
Vendor Remit-To Address:

Haresh Vataliya
Vendor Authorized Representative (Printed)


Signature

12/29/2016
Date

202-241-0167
Telephone

866-733-4974
Fax

rfp.vtech@vtechsolution.com
E-mail

10+
Number of Years in Business

202-241-0167
Emergency Telephone Number

REFERENCES:

Company Name Department of Health (DOH), DC
Representative Michael Etekoachay
Address 899 North Capitol Street NE 5th Floor Washington, DC 20002
Telephone # (202) 727-5840

Company Name Department of Healthcare & Finance
Representative Jim Borda
Address _____
Telephone # 757-272-2824

Company Name University of Massachusetts, Medical School
Representative Don Joubert
Address 333 South St., Suite 450, Shrewsbury, MA 01545
Telephone # (774)455-7866