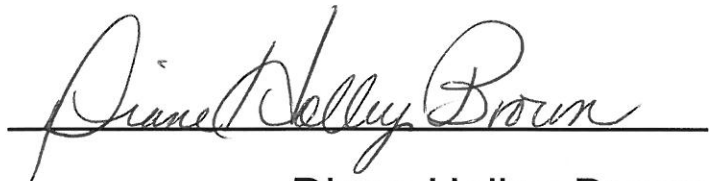


NOTICE

Please note that this bid from Unicon International Inc. for DOT17*71 was received at the Purchasing Division office prior to the established bid opening date and time on April 13, 2017 as noted on the coversheet of the electronic bid, but did not load properly at the public bid opening. This bid has since been loaded and is now posted.

A handwritten signature in cursive script, reading "Diane Holley-Brown", is written over a solid horizontal line.

Diane Holley-Brown
Assistant Purchasing Director



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 1

List View

General Information

[Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)

Procurement Folder: 293402

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0803

Vendor ID:

SO Doc ID: DOT1700000071

Legal Name: UNICON INTERNATIONAL INC

Published Date: 4/7/17

Alias/DBA:

Close Date: 4/13/17

Total Bid: \$0.00

Close Time: 13:30

Response Date:

Status: Closed

Response Time:

Solicitation Description:

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 293402
Solicitation Description : Addendum No. 1
Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-04-13 13:30:00	SR 0803 ESR04121700000004935	1

VENDOR
000000172998 UNICON INTERNATIONAL INC

Solicitation Number: CRFQ 0803 DOT1700000071

Total Bid : \$0.00 **Response Date:** 2017-04-12 **Response Time:** 10:36:15

Comments:

FOR INFORMATION CONTACT THE BUYER
 Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

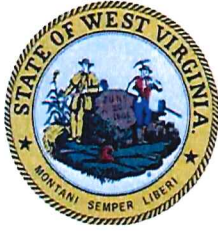
Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	APPLICATION PROGRAMMER ANALYST	0.00000	HOUR	\$43.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
81111600			

Extended Description :	APPLICATION PROGRAMMER ANALYST
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RESPONSE TO CRFQ
0803 DOT1700000071
MAINFRAME PROGRAMMER

FOR THE
STATE OF WEST VIRGINIA
DEPT. OF ADMINISTRATION
PURCHASING DIVISION

PREPARED BY
UNICON INTERNATIONAL, INC.

YOUR IT PARTNER FOR SUCCESS

April 13, 2017

Contact Information:

Megan E. Glenn
Client Services Manager
UNICON International, Inc.
241 Outerbelt Street
Columbus, OH 43213
(614) 861-7070
(614) 861-7096 – FAX
mglenn@unicon-intl.com
www.unicon-intl.com

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1. UNICON RESPONSE – CRFQ 0803 DOT1700000071

1.1 COVER LETTER

April 13, 2017

Ms. Melissa Pettrey, Buyer
Dept. of Administration, Purchasing Division
State of West Virginia
2019 Washington St. E
Charleston, WV 25305

Ms. Pettrey:

UNICON International, Inc. is privileged to present this response to the State of West Virginia's CRFQ 0803 DOT1700000071 for a Programmer Analyst. We believe our candidate has the experience to be an asset to Department of Transportation in this endeavor.

UNICON is an information technology (IT) consulting firm that has been in business since 1990. We are an Ohio corporation and our Federal Tax Identification number is 31-1306860. Our headquarters and principal place of business is located at 241 Outerbelt Street, Columbus, OH 43213-1529.

We are a registered State of West Virginia vendor, #000000172999 and are also a SWAM certified business, both Woman-owned and Minority-owned.

The following individuals at UNICON have authority to answer questions regarding this proposal:

<p>Megan E. Glenn, Client Services Manager UNICON International, Inc. 241 Outerbelt Street Columbus, OH 43213 mglenn@unicon-intl.com (614) 861-7070 (614) 861-7096 (fax)</p>	<p>Michael McAlear, Vice President UNICON International, Inc. 241 Outerbelt Street Columbus, Ohio 43213 mcalear@unicon-intl.com (614) 861-7070 (614) 861-7096 (fax)</p>
--	--

Should you have any additional questions or concerns, please do not hesitate to contact us. Thank you for the opportunity to participate in this process, and I look forward to working with OIT!

Sincerely,



Megan E. Glenn
Client Services Manager

1.2 REFERENCES – KATHY MORGAN

Candidate's Name:

Kathy (Roohollahi) Morgan

Company Name: Workforce WV		Contact Name: (Indicate Primary or Alternate) Ron Brotherton (Primary) Contact Title: Programmer/Analyst IV	
Company Address: 112 California Avenue		Contact Phone Number: 304-380-1361 Contact Email Address: Rbrother111@gmail.com	
Project Name: Unemployment Compensation System		Beginning Date of Employment 08/2010 @ 06/2002	Ending Date of Employment: 06/2012 @ 11/2003
<p>Description of services provided that are in line with those to be provided as part of this project: Increased federally mandated weekly client benefit program. Provided system training program system to dislocated workers. Increased security to client personal information. Created system to track clients newly hired. Updated phone benefit claims system.</p> <p>Description of how client work size and complexity are similar to this project: Multi-tier mainframe system including unemployment compensation, relocation and training program, tracking unemployment, and job services. The system is written as a segmented database on the mainframe with the largest record size IBM allows.</p>			

Company Name: WV Department of Transportation		Contact Name: (Indicate Primary or Alternate) Lynette Shaw (Alternate) Contact Title: Programmer/Analyst IV	
Company Address: Capitol Complex BLDG 5 Charleston WV		Contact Phone Number: 304-558-9509 Contact Email Address: Lynette.shaw@wv.gov	
Project Name: Department of Motor Vehicles System		Beginning Date of Employment 02/2006	Ending Date of Employment 06/2008
<p>Description of services provided that are in line with those to be provided as part of this project: Enhanced the Driver's system to come in line with Federal mandates for cohesion amongst states. Designed and created the Real Id system within Federal guidelines. Began work on the DMV Docketing system and computerized Driver's testing system.</p> <p>Description of how client work size and complexity are similar to this project: Multi-tier mainframe system spanning the Driver's system, social security verification, child support verification, driver's license production, and court docketing.</p>			

Company Name: WV Property Tax Division	Contact Name: (Indicate Primary or Alternate) Jeff Amburgy (Alternate) Contact Title: Director	
Company Address: 1124 Smith Street Charleston WV	Contact Phone Number: 304-558-0792 Contact Email Address: Jeff.amburgy@wv.gov	
Project Name: Real and Personal Property Assessment Systems	Beginning Date of Employment 12/2004 - 01/1994	Ending Date of Employment 07/2005 - 06/2002
<p>Description of services provided that are in line with those to be provided as part of this project: Converted real property appraisal system to fit guidelines for the state of WV. Designed and wrote the real property assessment, personal property assessment, and natural resources systems. Converted systems to an Oracle database. Provided State reporting and vendor files.</p> <p>Description of how client work size and complexity are similar to this project: Multi-tier mainframe system with 800 users. Maintained appraisals and calculated assessment records for reporting to county assessors and state officials.</p>		

Kathy A. Morgan

Professional Summary

Kathy is a seasoned COBOL Developer with over 20 years of experience developing COBOL. She has experience in several West Virginia State Agencies, including the Department of Transportation, Property Tax Division, and the Bureau of Employment Programs. She was a part of the team that created the WVOAH Docketing System. She has extensive experience in DB2. She is eager to add to her COBOL experience.

Kathy is located in Charleston, WV and is looking forward to the chance to interview with The State of West Virginia. Kathy is available for interview and start immediately.

Employment History

11/15 to Present Office Assistant
M@Z Developers; Charleston, WV

- Maintain company records of debit and credit activities
- Write proposals, contracts, and invoices
- Meet with homeowners to help define scope of a project

08/10 to 06/12 Programmer/Analyst II
Workforce WV; Charleston, WV

- Designed, developed, modified and maintained existing complex batch and on-line applications for a mainframe multi-tiered Unemployment Compensation system
- Worked on Reemployment Eligibility Assessment System and National Directory of New Hires System
- Complied with federal and state regulations /guidelines
- Consulted with users in the design of new applications, tested and implemented changes or designed system changes
- Extensive experience in the use of TSO, ISPF, VSAM/MVS, RACF, CICS, COBOL2, DYL280, SDF2, BMS and JCL on the OS/IBM390
- Also used Control-M, SQL, PL/SQL and DB2
- Created intranet applications using HTML and JavaScript within interactive CICS
- Wrote applications from segmented VSAM files (database structure) as well as standard VSAM files
- Provided users with system documentation

02/06 to 06/08 Programmer/Analyst II
WV Dept. of Transportation; Charleston, WV

- Coded and maintained DB2 for COBOL application programs and assisted in the design for the federally mandated Real Identification System
- Worked with vendors in the production of the identification cards for the Driver's System(DMV)
- Designed JCL for a secure FTP site that transferred data to the Rapid Emergency Deployment System
- Helped create initial Court Docketing System
- Maintained existing Driver's System applications
- Met with users in the design and implementations of various applications and system enhancements

12/04 to 07/05

Programmer/Analyst II
WV Property Tax Division; Charleston, WV

- Performed Annual File Maintenance to roll data tax years' forward
- Worked on Natural Resource Appraisal System
- Loaded external coal data to value states producing and non-producing coal
- Provided flat file conversion data to be loaded to an Oracle database
- Wrote documentation to provide department with the ability to perform these tasks independently
- Provided reports and data for Legislative reporting
- Provided data to outside vendors and state officials
- Provided other outside contracting personnel with training to provide future support to agency

06/02 to 11/03

Programmer/Analyst II
WV Bureau of Employment Programs; Charleston, WV

- Developed, modified and maintained existing complex batch and on-line applications for a mainframe multiple statewide system
- Consulted with users to prepare new system programs and systems, tested and implemented changes or new applications
- Worked on Unemployment Insurance Compensation System and Trade Readjustment Allowance System
- Extensive experience in the use of TSO, ISPF, VSAM/MVS, RACF, CICS, COBOL2, DYL280, SDF2 and JCL on the OS/IBM390
- Also, have experience in SQL and HTML
- Wrote applications from segmented VSAM files (database structure) as well as a standard VSAM files
- Provided user and system documentation

01/94 to 06/02

Programmer/Analyst II
WV Property Tax Division; Charleston, WV

- Developed, modified and maintained existing complex batch and on-line applications for a mainframe multiple statewide system
- Consulted with users to prepare new system programs and systems, tested and implemented changes or new applications
- Extensive experience in the use of TSO, ISPF, VSAM/MVS, RACF, CICS, COBOL2, DYL280, SDF2 and JCL on the OS/IBM390
- Also, have experience in SQL and HTML. Provided user support to transfer system to an Oracle Database environment
- Experience in the use of BASIC, PLI, SAS, MS-DOS, UNIX, and Oracle 8 Developer 2000 and MS Access
- Provided data to vendors and county officials
- Provided RACF support for entire system
- Wrote user and systems documentation
- Spent time as sole in-house programmer for a five tier, 800-user system

Education & Certification

Associate of Computer Science – West Virginia State College

2. EXHIBIT A – PRICING PAGE

EXHIBIT A - PRICING PAGE

LOCATION - BUILDING 5, ROOM A-715 CHARLESTON, WV 25305					
Item Number	Description	Unit Cost	Unit of Measure	Estimated Yearly Quantity	Extended Cost
1	Application Programmer Analyst	\$43.00	Per Hour	2184	\$93,912.00
2	Optional Renewal Year two	\$43.00	Per Hour	2184	\$93,912.00
3	Optional Renewal Year Three	\$43.00	Per Hour	2184	\$93,912.00
4	Optional Renewal Year Four	\$43.00	Per Hour	2184	\$93,912.00
			TOTAL BID AMOUNT		\$375,648.00

3. ATTACHMENT: ORIGINAL RFQ – SIGNATURE PAGES

All signature pages from the original CRFQ document follow.



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

State of West Virginia
 Request for Quotation
 33 - Service - Misc

Proc Folder: 293402

Doc Description: PROGRAMMER ANALYST

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-03-21	2017-04-11 13:30:00	CRFQ 0803 DOT1700000071	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:

UNICON International, Inc.
 241 Outerbelt St.
 Columbus, OH 43213
 Phone: 614-861-7070
 Contact: Megan E. Glenn

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X *Megan E. Glenn*

FEIN # *31-1306860*

DATE *4/5/17*

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 Transportation to establish a contract for technical mainframe application programmer-technical staffing services. This will be an Open-End services contract for a Mainframe Application Programmer Analyst, per the attached bid requirements, specifications and terms and conditions.

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS INFORMATION SERVICE DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM 920 CHARLESTON WV25305-0430 US	DIVISION OF HIGHWAYS INFORMATION SERVICE DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM 920 CHARLESTON WV 25305-0430 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	APPLICATION PROGRAMMER ANALYST	0.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
81111600			

Extended Description :

APPLICATION PROGRAMMER ANALYST

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Question submission deadline @ 10:00 A.M.	2017-03-30

DOT1700000071	Document Phase Draft	Document Description PROGRAMMER ANALYST	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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.

Megan E. Glenn, Client Services Manager

(Name, Title)

MEGAN E. GLENN, Client Services Manager

(Printed Name and Title)

241 Outerbelt St. Columbus, OH 43213

(Address)

o: 614-861-7070 d: 614-759-3358 c: 773-750-0647 f: 614-861-7096

(Phone Number) / (Fax Number)

mglenn@unicon-intl.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.

UNICON INTL

(Company)

Megan E. Glenn, Megan E. Glenn, Client Services Manager

(Authorized Signature) (Representative Name, Title)

Megan E. GLENN, Client Services Manager

(Printed Name and Title of Authorized Representative)

4/4/17

(Date)

p: 614-759-3358 f: 614-861-7096

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
Mainframe Application Programmer

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of WV Department of Transportation to establish a contract for technical mainframe application programmer technical staffing services. This will be an Open-End services contract that will provide the services of a Mainframe Application Programmer Analyst on an hourly rate basis.

The Mainframe Programmer Analyst position is needed to provide technical expertise to meet the temporary contracted staffing needs for the Department of Transportation (DOT) Information Services Division. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the Division of Motor Vehicles (DMV) and Office of Administrative Hearings (OAH).

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 Services”** means application software analysis, programming support and development, code review, project reporting and project management services necessary for the day-to-day operations of the DMV Drivers’ Systems and the OAH Docketing Systems as more fully described in these specifications.

- 2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

- 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

- 2.4 **“AAMVA”** is the American Association of Motor Vehicle Administrators is a national origination that is charged with improving highway safety and identification security by promoting uniform standards for all areas related to driver licensing.

- 2.5 **“ACD”** is the AAMVA Code Dictionary.

- 2.6 **“DB2”** or DataBase 2 is a Relational DataBase Management System designed by IBM to operate in a mainframe environment.

- 2.7 **“CA”** is a company that develops programming tools for the IBM mainframe environment.

- 2.8 **“COBOL”** is a programming language designed for use in an IBM enterprise mainframe environment.

REQUEST FOR QUOTATION
Mainframe Application Programmer

- 2.9 “CICS”** Customer Information Control System (CICS) is a family of mixed language application services that provide online transaction management connectivity for applications on IBM Mainframe systems.
- 2.10 “CD31”** means a sanitized Commercial Driver License Data File.
- 2.11 “CDLIS”** a system mandated by the Commercial Motor Vehicle Safety Act of 1986 and is a nationwide computer system that enables licensing agencies to ensure that each commercial driver has only one driver’s license and one complete driver record.
- 2.12 “FMCSA”** means the Federal Motor Carrier Safety Administration
- 2.13 “JCL”** means Job Control Language.
- 2.14 “PRF”** means Pseudo Random Function and is a tool utilized on an IBM mainframe system.
- 2.15 “RC/UPDATE”** is a tool that allows for programming updates to a DB2 database in an IBM mainframe environment.
- 2.16 “RC/QUERY”** is a tool that allows for programming updates to a DB2 database in an IBM mainframe environment.
- 3. QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
- 3.1.** The Application Programmer Analyst must have at least (10) ten years of paid full-time experience programming in IBM Mainframe COBOL/CICS/DB2 environment. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be submitted with the vendor’s bid, but will be required before award of contract.
- 3.2.** The Application Programmer Analyst must have at least (10) ten years of paid full-time experience in designing and maintaining enterprise level complex CICS/DB2 applications. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be submitted with the vendor’s bid, but will be required before award of contract.

REQUEST FOR QUOTATION
Mainframe Application Programmer

- 3.3. The Application Programmer Analyst must have least (8) eight years of paid full-time experience programming with JCL in an enterprise mainframe environment. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be submitted with the vendor's bid, but will be required before award of bid.
- 3.4. The Application Programmer Analyst must have least (10) ten years of paid full-time experience programming in enterprise mainframe database analysis and design. The Application Programmer must also have experience working in a regulated environment either at the federal or state level. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be submitted with the vendor's bid, but will be required before award of bid.
- 3.5. The Application Programmer Analyst must have least (5) five years of paid full-time experience using Computer Associates DB2 Tools – RC/Update and PRF. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be submitted with the vendor's bid, but will be required before award of bid.
- 3.6. The Application Programmer Analyst must have least seven (7) years of paid full-time experience working with the WVOAH Docketing System. Vendor shall provide Agency with supporting documentation, such as, a resume to support the required years of experience to meet the qualifications. Documentation should be submitted with the vendor's bid, but will be required before award of contract.
- 3.7. The Application Programmer Analyst must have at least (8) eight years of experience working with the federal and state legal requirements regarding Commercial Driver Licensing and the WV Drivers System.
- 3.8. The Application Programmer Analyst must have at least (10) ten years full-time experience working with the American Association of Motor Vehicle Administrators (AAMVA) applications which interfaces with the WV Drivers' System. These applications include the Commercial Driver's Licensing Information System (CDLIS), the Problem Driver Pointer System (PDPS) and the Social Security Online Verification and the Unified Network Interface.

REQUEST FOR QUOTATION
Mainframe Application Programmer

3.9. All references to experience requirements listed in this RFQ shall be demonstrated through references provided in the candidate resumes as described above. WVDOT will verify such experience by contacting the references provided in the resumes. In the event WVDOT is unable to confirm experience based on reference information, this may result in disqualification. The vendor will be required to provide resume documentation prior to bid award.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 The vendor shall provide the Agency with an all-inclusive hourly rate for the contract services listed below on an open-end continuing basis. The individual supplied by the vendor to fulfill the Contract Services must meet or exceed the mandatory requirements shown below:

4.1.1.1 Mainframe Application Programmer Analyst must create and implement modifications to the WV DMV Drivers' License System to meet the AAMVA CDLIS Modernization Federal requirements which will allow WV to create a clean CDL file (CD31).

4.1.1.2 Mainframe Application Programmer Analyst must perform enhancements to the DMV Driver License system to incorporate the new ACD codes as dictated by the Federal Motor Carriers Safety Administration (FMCSA).

4.1.1.3 Mainframe Application Programmer Analyst must perform enhancements to the DMV Drivers' License System to satisfy the requirements of the FMCSA to interface with the WV Court System to comply with the requirement that all convictions involving a Commercial Driver License holder or Commercial Motor Vehicle must be added to the driver's record within (10) days from conviction date for compliance with federal law.

4.1.1.4 Mainframe Application Programmer Analyst must perform enhancements to the DMV Drivers' License System as required to establish the interface with the new WV DMV Cash Register system.

REQUEST FOR QUOTATION
Mainframe Application Programmer

4.1.1.5 Mainframe Application Programmer Analyst must perform enhancements to the current DMV Driver' License System to ensure compliance with continual changes in both Federal and State laws.

4.1.1.6 Mainframe Application Programmer Analyst must perform enhancements and ensure the day-to-day operation of the DMV Drivers' License System resulting from mainframe system upgrades and new programming requests submitted by DMV.

4.1.1.7 Mainframe Application Programmer Analyst must perform enhancements and maintain the day-to-day operation of the OAH docketing system resulting from mainframe system upgrades and new programming requests submitted by the OAH.

4.1.1.8 Mainframe Application Programmer Analyst must perform daily operational support to both the DMV Driver' License System and the OAH docking system. Operational Support includes, telephone support provided to end users, attending meetings, developing and conducting training and troubleshooting problems as they occur. Some examples of enhancements that would be required, include the development of a state-to-state interfaced based on mandated made by Federal and State regulatory authorities. The candidate would be required to develop code to programmatically meet these mandates. This would also involve system design, documentation, meeting with agency personnel, system testing and training.

5. VENDOR RESPONSIBILITIES:

5.1 The successful vendor will provide an hourly rate that is inclusive of all costs including, but not limited to federal, state and local withholding taxes, social security and Medicare taxes as well as all unemployment compensation, worker's compensation, general and professional liability premiums. All overhead for the vendor and fringe for the candidate must be included in the successful vendor's hourly rates. All travel expenses must be included in the vendor's hourly rates.

REQUEST FOR QUOTATION
Mainframe Application Programmer

- 5.1.1.** Successful vendors shall provide the Agency with information for the candidate according to state and federal standards, including applications. These should be included in the bid submission along with documentation required to support the candidate's qualifications. Documents will be required prior to award of contract.
- 5.1.2.** The Vendor's provided candidate must consistently perform the contracted duties as outlined in these specifications and in accordance with the delivery order issued against this open-end contract.
- 5.1.3.** The successful candidate will be required to present a timesheet for approval on a weekly basis.
- 5.1.4.** If during the term of the Delivery Order the candidate placed by the vendor leaves the company and/or has to be replaced; the vendor must give written notice to the Agency within one (1) business day, explaining the circumstances of the departure, and must replace the candidate with another candidate meeting or surpassing all the requirements for the classification listed sections 3 and 4 to maintain continuity of services. Vendor must provide the Agency a list of potential candidate for replacement staffing needs within 2 weeks (10 business days) of the notification of replacement. Vendor must provide documentation and resumes for every candidate which indicates their meeting the classification. Vendors may send multiple resumes so that the agency may make the selection. Any interruption of service greater than (10) business days will be grounds for cancellation of the Delivery Order.
- 5.1.5.** The successful vendor and candidate must comply with all Agency policies and procedures. Any access or user accounts issued to a candidate to permit work in the State computing environment are subject to revocation without notice.
- 5.1.6** Prior to award, all personnel performing services for the candidate being supplied under the resulting shall be subject to initial and periodic background checks using the WV State Police electronic fingerprint capture system. In the case of a disqualification due to a criminal background refusal, the basis for disqualification shall be a conviction of any felony or crime related to theft, gambling or involving moral turpitude. Upon award, Vendor will work with WVDOT personnel to identify personnel that complete the necessary background check requirements.

5.2. DUTIES AND RESPONSIBILITIES OF THE AGENCY:

Revised 10/27/2014

REQUEST FOR QUOTATION
Mainframe Application Programmer

5.2.1. Ordering Procedure: Agency will issue an Agency Delivery Order to the successful vendor requesting the total number of hours for the position defined in sections 3 and 4. The total number of hours per Delivery Order will not exceed 2,184 hours per year.

5.2.2. Successful Vendor's candidate shall work under Agency supervision. The Agency shall be solely responsible to provide the candidate with day-to-day guidance in the execution of responsibilities at the Agency.

5.2.3. Agency reserves the right to terminate the candidate selected for the position providing services to the Agency without cause if it is determined in the best interest and wellbeing of the Agency. Termination would occur by cancellation of the remainder of the Delivery Order and does not require prior notification to the Vendor.

5.2.4. Independent Contractor Status: The purpose of this contract is to obtain temporary services that are provided by individuals or entities as independent contractors and not as employees of the State of West Virginia. The distinction between independent contractor and an employee is complex and can require analysis of 20 or more factors relating to the circumstances of each contract. The Internal Revenue Service and the U.S. Department of Labor have provided guidance on the issue at:

IRS – <http://www.irs.gov/pub/irs-pdf/p15a.pdf>

IRS– <http://www.irs.gov/Business/Small-Business-&Self-Employed/Independent-Contractor-Self-Employed-or-Employee>

DOL – <http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp>

Prior to utilizing the services available under this contract, the agency and Vendor must ensure that the factors relating to the broad categories of behavioral control, financial contract, and the type of relationship between the state and the temporary worker will not cause the independent contractor relationship to be constructed as an employee/employer relationship. Items that must be considered, include but are not limited to, the degree of control exercised by the State over the temporary worker relating to performance of the job and the degree to which the temporary worker is integrated into the State's system. The Purchasing Division recommends that the agency and Vendor review the IRS and DOL publications found at the links above and obtain further assurances from their respective internal legal counsel to

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maintain the independent contractor status of individuals and entities under this contract.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with an open contract to provide an hourly rate for the services described in this RFQ. Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

Contract will be evaluated on all lines but will only be awarded on first year. Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

5.2 Pricing Page: Vendor should complete the Pricing Page by completing Exhibit A with an hourly rate unit price and total annual rate for 2184 hours. Then complete the same for each of the optional years. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. Vendor's are able to download the Exhibit A Pricing Page from the wvOASIS VSS website for this solicitation.

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay an hourly rate for up-to 2184 hours per year, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

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9. FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures. This includes, but is not limited to, agreeing to and submitting the attached Exhibit "B", WVDMV PII Acknowledgement form, and Exhibit "C" Notice of State of West Virginia Confidentiality Policies and Information Security Accountability Requirements.

9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

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10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

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

Contract Manager: Megan E. Glenn

Telephone Number: 614-759-3358

Fax Number: 614-861-7096

Email Address: mglenn@unicon-intl.com

EXHIBIT A - PRICING PAGE

LOCATION - BUILDING 5, ROOM A-715 CHARLESTON, WV 25305					
Item Number	Description	Unit Cost	Unit of Measure	Estimated Yearly Quantity	Extended Cost
1	Application Programmer Analyst	\$43.00	Per Hour	2184	\$93,912.00
2	Optional Renewal Year two	\$43.00	Per Hour	2184	\$93,912.00
3	Optional Renewal Year Three	\$43.00	Per Hour	2184	\$93,912.00
4	Optional Renewal Year Four	\$43.00	Per Hour	2184	\$93,912.00
TOTAL BID AMOUNT					\$375,648.00

Evaluation will be the Total Bid Amount for all items requested. The Awarded Contract will be for First Year only.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

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

DEFINITIONS:

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

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

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: UNICON International, Inc.

Authorized Signature: Megan E. Glenn Date: 4/4/17

State of Ohio

County of Franklin, to-wit:

Taken, subscribed, and sworn to before me this 4th day of April, 2017.

My Commission expires 05/18, 2018.



Jennifer Wheeler
Notary Public, State of Ohio
My Commission Expires 05-18-2018

NOTARY PUBLIC Jennifer Wheeler
Purchasing Affidavit (Revised 08/01/2015)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DOT1700000071

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 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.

UNICON International, Inc.

Company

Megan E. Allen

Authorized Signature

April 12, 2017

Date

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

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 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% 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 nonresident vendor that employs a minimum of one hundred state residents, or a nonresident 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: UNICON Intl.
Date: 4/4/17

Signed: Megan E. Glenn
Title: Client Services Manager

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



JIM JUSTICE
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

JOHN A. MYERS
CABINET SECRETARY
DAVID TINCHER
DIRECTOR

UNICON INTERNATIONAL INC
241 OUTERBELT ST
COLUMBUS, OH 43213

APRIL 11, 2017

DEAR MS. GLENN,

THIS IS TO NOTIFY YOU THAT YOUR REQUEST FOR CERTIFICATION AS A SMALL BUSINESS, A WOMEN-OWNED BUSINESS, OR A MINORITY-OWNED BUSINESS, HAS BEEN APPROVED ON THE BASIS OF YOUR REPRESENTATIONS THAT THE VENDOR NAMED ABOVE MEETS THE DEFINITION OF A SMALL BUSINESS, A WOMEN-OWNED BUSINESS, OR A MINORITY-OWNED BUSINESS AS SET FORTH IN THE WEST VIRGINIA CODE OF STATE RULES 148-22-1, ET SEQ. THIS CERTIFICATION BECOMES EFFECTIVE:

4/11/2017

AND SHALL AUTOMATICALLY EXPIRE WITHOUT NOTICE TWO YEARS AFTER THE EFFECTIVE DATE UNLESS REVOKED BY THE PURCHASING DIRECTOR OR UPON EXPIRATION PURSUANT TO CSR 148-22-8. TYPE OF CERTIFICATION:

Minority Owned Business *Women Owned Business*

TO MAINTAIN CERTIFICATION WITHOUT LAPSE, A CERTIFIED BUSINESS SHALL APPLY TO RENEW ITS CERTIFICATION AT LEAST 60 DAYS PRIOR TO THE END OF THE TWO-YEAR CERTIFICATION PERIOD. COMPLETE RENEWAL INSTRUCTIONS, RECERTIFICATION FORMS, AND A LIST OF ALL CERTIFIED BUSINESSES ARE AVAILABLE ONLINE AT:

[HTTP://WWW.STATE.WV.US/ADMIN/PURCHASING/VENDORREG.HTML](http://www.state.wv.us/admin/purchasing/vendorreg.html)

IF YOU HAVE QUESTIONS, CONTACT THE PURCHASING DIVISION AT 304-558-2306.

SINCERELY,

LU ANNE COTTRILL

ACTING VENDOR REGISTRATION

WV PURCHASING DIVISION