



accelerate business excellence

Mahantech Corporation
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Charleston, WV 25301
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September 18, 2020

Bid Clerk
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305 US
Buyer: Crystal G Hustead

RECEIVED

2020 SEP 18 PM 12:52

WV PURCHASING
DIVISION

Re: Request for Proposal (Temporary IT Staffing for WVDHHR/OMIS
(Solicitation No: CRFQ 0511 MIS2100000002))

Dear Bid Clerk,

We appreciate the opportunity to propose our company as a potential resource to meet the requirements of the above-mentioned RFP for the State of West Virginia. Our proposal is built upon a proven history of success and we are sure that we can create a worthwhile business partnership with your agency.

In response to the solicitation number: **CRFQ 0511 MIS2100000002**, we have enclosed the following documents as required:

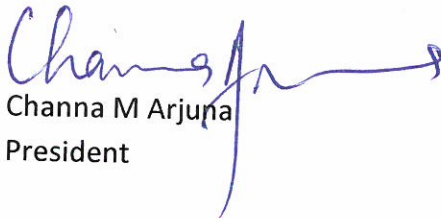
- 1) Cover Letter
- 2) CRFQ MIS2100000002_Solicitation Specifications
- 3) CRFQ MIS2100000002_Solicitation Terms and Conditions
- 4) Addendum 1 Acknowledgement Form
- 5) Addendum 2 Acknowledgement Form
- 6) Addendum 3 Acknowledgement Form
- 7) Addendum 2_Answers to Vendor Questions
- 8) Answers to Vendor Questions_Previous Solicitation

- 9) Disclosure of Interested Parties Form
- 10) Final_CRFQ_0511_MIS2100000002_4_WV_CRFQ_FORM
- 11) PLEASE READ-INSTRUCTIONS TO VENDORS
- 12) Provisions Required for Federally Funded Procurements (1)
- 13) Purchasing Affidavit
- 14) Certificate of Insurance

Mahantech Corporation provides Information Technology-related services to both government entities and private corporations. With experience covering more than 20 years, our management and staff understand the unique challenges faced by state government. We are experts in providing insight across multiple facets of IT and business collaboration. Mahantech Corporation is committed to working with its clients in the most efficient and cost-effective manner. Since 1998, Mahantech Corp. has been providing Information Technology staff augmentation services to multiple clients across the USA.

We look forward to the opportunity of working with you.

Sincerely,


Channa M Arjuna
President

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SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Health and Human Resources (WV DHHR), Office of Management Information Services (OMIS) to establish multiple open-end contracts for technical staffing services. This contract shall cover for the following position classifications:

1. Senior Web Application Analyst
2. Web Application Analyst
3. Senior Mainframe Application Analyst
4. Mainframe Application Analyst
5. Senior CRM Application Analyst
6. CRM Application Analyst
7. Senior SharePoint Application Analyst
8. SharePoint Application Analyst
9. Senior Application Oracle Database Administrator
10. Application Oracle Database Administrator
11. Senior Application DB2 Database Administrator
12. Application DB2 Database Administrator
13. Senior SQL Server Database Administrator
14. SQL Server Database Administrator
15. Senior COGNOS Analyst
16. COGNOS Analyst
17. Software Test Analyst
18. Help Desk Analyst
19. Business Analyst
20. Technical Writer
21. Information Systems Assistant
22. Imaging Operator
23. Programmer Analyst
24. Systems Programmer
25. Computer Operator

The position classifications listed above are to provide for the technical expertise to meet the contracted staffing needs for all entities within the WV Department of Health and Human Resources, Office of Management Information Services (OMIS) for support of our IT efforts. This includes support for all DHHR Agencies that might have the need for these specific services. These services would be used to develop modifications and enhancements to the computer systems for the end-user State agency, as well as mentor, provide technical training and support and provide "shadowing" opportunities for State analysts, among other tasks as defined

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by the end-user State agency on its Delivery Order for the services.

Though the majority of the requested services are likely to be for work in the metro-Charleston, WV area, during the life of the contract, the end-user Agency may be located in, and may request services be provided in the entire State of West Virginia.

BACKGROUND & CURRENT OPERATING ENVIRONMENT: The end-user Agencies manage many systems (some specifically designed for the Agencies) that support various applications for the State of West Virginia. These systems have varying platforms; mainframe Natural and DB2, client server PowerBuilder and Oracle, and web applications, Java and DB2, and Visual Studio/MVC and Oracle, among others. At times, these Agencies require additional technical expertise and support to accomplish specific project goals for these systems.

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 providing temporary staffing services for the list of classifications identified in Section 1 (above) and/or Section 4.1 (below) 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 "COGNOS" means IBM's COGNOS software.

2.5 "CRM" means Microsoft's Dynamics CRM software.

2.6 "DB2" means IBM's DB2 database software.

2.7 ".NET" means Microsoft's .NET or .NET Framework software.

2.8 "SDLC" means Software or Systems Development Life Cycle, a standard term to describe the process of planning for, creating, testing, and deploying

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software or systems applications.

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. Vendors shall be in business a minimum of five (5) years, providing similar information technology services. Vendors must provide documentation to indicate that their company meets this requirement prior to award; however, bidders may include this documentation with their bid.
- 3.2. Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of at least six (6) individuals within the listed classifications within the past five (5) years: documentation should include enough information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 1, above: the documentation should name the entity to whom the individual was supplied and provide contact information for that entity. Vendors must provide documentation to indicate that their company meets this requirement prior to award: however, bidder may include this documentation with their bid.

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 Senior Web Application Analyst:

- 4.1.1.1** Senior Web Application Analyst must have a minimum of five (5) years of .Net development experience with dynamic database driven enterprise level web applications.
- 4.1.1.2** Senior Web Application Analyst must have a minimum of five (5) years of experience in web development using ASP.Net, AJAX, Visual Studio (version 2008 or higher), .NET framework 2.0+, JavaScript and C#.
- 4.1.1.3** Senior Web Application Analyst must have a minimum of five (5)

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years of Relational Database experience.

- 4.1.1.4** Senior Web Application Analyst must have a minimum of five (5) years Data Design/Data Modeling experience.
- 4.1.1.5** Senior Web Application Analyst must have a minimum of five (5) years of Analysis and Design experience.
- 4.1.1.6** Senior Web Application Analyst must have a minimum of three (3) years of experience using ASP.Net MVC, WCF, jQuery and jQuery UI.
- 4.1.1.7** Senior Web Application Analyst must have a minimum of two (2) years of experience using a client side MVVM architectural model for building web applications.
- 4.1.1.8** Senior Web Application Analyst must have a minimum of two (2) years of experience with designing and developing applications using SOAP/ REST Web Services.
- 4.1.1.9** Senior Web Application Analyst must have a minimum of two (2) years of experience with Microsoft SharePoint Services/Server and Team Foundation Server (TFS) for team collaboration.
- 4.1.1.10** Senior Web Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.2 Web Application Analyst:

- 4.1.2.1** Web Application Analyst must have a minimum of three (3) years of .NET development experience with dynamic database driven enterprise level web applications.
- 4.1.2.2** Web Application Analyst must have a minimum of three (3) years of experience in web development using ASP. Net, AJAX, Visual Studio (version 2008 or higher), .NET framework 2.0+, JavaScript

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and C#.

- 4.1.2.3** Web Application Analyst must have a minimum of two (2) years of experience using ASP.Net MVC, WCF, jQuery and jQuery UI.
- 4.1.2.4** Web Application Analyst must have a minimum of three (3) years of Relational Database experience.
- 4.1.2.5** Web Application Analyst must have a minimum of two (2) years Data Design/Data Modeling experience.
- 4.1.2.6** Web Application Analyst must have a minimum of two (2) years of Analysis and Design experience.
- 4.1.2.7** Web Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.3 Senior Mainframe Application Analyst:

- 4.1.3.1** Senior Mainframe Application Analyst must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of five (5) years of equivalent work experience required.
- 4.1.3.2** Senior Mainframe Application Analyst must have a minimum of five (5) years of Mainframe Application development experience using COBOL, CICS, and JCL.
- 4.1.3.3** Senior Mainframe Application Analyst must have a minimum of five (5) years of Relational Database experience.
- 4.1.3.4** Senior Mainframe Application Analyst must have a minimum of five (5) years of Analysis and Design experience.
- 4.1.3.5** Senior Mainframe Application Analyst must have a minimum of three (3) years of experience as a lead analyst or in a senior analyst role.

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4.1.3.6 Senior Mainframe Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.4 Mainframe Application Analyst:

4.1.4.1 Mainframe Application Analyst must have a minimum of three (3) years of Mainframe Application development experience using COBOL, CICS and JCL.

4.1.4.2 Mainframe Application Analyst must have a minimum of three (3) years of Relational Database experience.

4.1.4.3 Mainframe Application Analyst must have a minimum of three (3) years of Analysis and Design experience.

4.1.4.4 Mainframe Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.5 Senior CRM Application Analyst:

4.1.5.1 Senior CRM Application Analyst must have a minimum of five (5) years of Microsoft Dynamics CRM development experience.

4.1.5.2 Senior CRM Application Analyst must have a minimum of five (5) years of experience in web development using ASP.Net, Visual Studio (version 2008 or higher), .NET Framework 2.0+, JavaScript and C#.

4.1.5.3 Senior CRM Application Analyst must have a minimum of five (5) years development experience with a complex, large-scale, N-Tier Application.

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- 4.1.5.4** Senior CRM Application Analyst must have a minimum of five (5) years of experience using SQL Server.
- 4.1.5.5** Senior CRM Application Analyst must have a minimum of five (5) years Data Design/Data Modeling experience.
- 4.1.5.6** Senior CRM Application Analyst must have a minimum of five (5) years of Analysis and Design experience.
- 4.1.5.7** Senior CRM Application Analyst must have a minimum of three (3) years of experience using ASP.Net MVC, WCF, jQuery and jQuery UI.
- 4.1.5.8** Senior CRM Application Analyst must have a minimum of two (2) years of experience with designing and developing application using SOAP/ REST Web Services.
- 4.1.5.9** Senior CRM Application Analyst must have a minimum of two (2) years of experience with Microsoft SharePoint Services/Server and Team Foundation Server (TFS) for team collaboration.
- 4.1.5.10** Senior CRM Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.6 CRM Application Analyst:

- 4.1.6.1** CRM Application Analyst must have a minimum of three (3) years of Microsoft Dynamics CRM development experience.
- 4.1.6.2** CRM Application Analyst must have a minimum of three (3) years of experience in web development using ASP.Net, Visual Studio (version 2008 or higher), .NET Framework 2.0+, JavaScript and C#.
- 4.1.6.3** CRM Application Analyst must have a minimum of two (2) years of experience using ASP.Net MVC, WCF, jQuery and jQuery UI.

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- 4.1.6.4** CRM Application Analyst must have a minimum of two (2) years of experience using SQL Server.
- 4.1.6.5** CRM Application Analyst must have a minimum of two (2) years Data Design/Data Modeling experience.
- 4.1.6.6** CRM Application Analyst must have a minimum of two (2) years of Analysis and Design experience.
- 4.1.6.7** CRM Application Analyst must have a minimum of one (1) year of experience with Microsoft SharePoint Services/Server and Team Foundation Server (TFS) for team collaboration.
- 4.1.6.8** CRM Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.7 Senior SharePoint Application Analyst:

- 4.1.7.1** Senior SharePoint Application Analyst must have a minimum of five (5) years of experience in web development using ASP.Net, Visual Studio (version 2008 or higher), .NET Framework 2.0+, JavaScript and C#.
- 4.1.7.2** Senior SharePoint Application Analyst must have a minimum of five (5) years of Analysis and Design experience.
- 4.1.7.3** Senior SharePoint Application Analyst must have a minimum of five (5) years of Microsoft SharePoint development experience, in conjunction with the use of InfoPath.
- 4.1.7.4** Senior SharePoint Application Analyst must have a minimum of three (3) years of experience using ASP.Net MVC, WCF, jQuery and jQuery UI.
- 4.1.7.5** Senior SharePoint Application Analyst must have a minimum of two (2) years of experience with designing and developing applications using SOAP/REST Web Services.

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4.1.7.6 Senior SharePoint Application Analyst must have a minimum of two (2) years of experience with Microsoft SharePoint Services/Server and Team Foundation Server (TFS) for team collaboration.

4.1.7.7 Senior SharePoint Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.8 SharePoint Application Analyst:

4.1.8.1 SharePoint Application Analyst must have a minimum of two (2) years of SharePoint development experience, in conjunction with the use of InfoPath.

4.1.8.2 SharePoint Application Analyst must have a minimum of two (2) years of Relational Database experience.

4.1.8.3 SharePoint Application Analyst must have a minimum of two (2) years of experience in web development using ASP.Net, Visual Studio (version 2008 or higher), .NET Framework 2.0+, JavaScript and C#.

4.1.8.4 SharePoint Application Analyst must have a minimum of two (2) years of experience using ASP.Net MVC, WCF, jQuery and jQuery UI.

4.1.8.5 SharePoint Application Analyst must have a minimum of two (2) years of Analysis and Design experience.

4.1.8.6 SharePoint Application Analyst must have a minimum of one (1) year of experience with designing and developing applications using SOAP/REST Web Services.

4.1.8.7 SharePoint Application Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and

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application analysts as well as business policy staff and workers.

4.1.9 Senior Application Oracle Database Administrator:

- 4.1.9.1** Senior Application Oracle Database Administrator must be an Oracle Database Administrator Certified Professional.
- 4.1.9.2** Senior Application Oracle Database Administrator must have a minimum of ten (10) years of experience with the maintenance and management of Oracle database systems.
- 4.1.9.3** Senior Application Oracle Database Administrator must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of six (6) years of equivalent work experience.
- 4.1.9.4** Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience in providing connectivity to an Oracle database.
- 4.1.9.5** Senior Application Oracle Database Administrator must have a minimum of five (5) years providing assistance to programming staff in debugging triggers, procedures, functions, and packages (PL/SQL Code).
- 4.1.9.6** Senior Application Oracle Database Administrator must have a minimum of five (5) years in optimizing SQL execution for Oracle SQL procedures, functions, packages and triggers.
- 4.1.9.7** Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience writing and maintaining UNIX/LINUX shell scripts in HP UNIX and/or RedHat LINUX environment.
- 4.1.9.8** Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience in Data Modeling.
- 4.1.9.9** Senior Application Oracle Database Administrator must have a minimum of five (5) years of experience in utilization of Oracle RMAN backup to include full and incremental backups and cloning

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a database.

4.1.9.10 Senior Application Oracle Database Administrator must have a minimum of two (2) years of experience with the utilization and administration of Oracle Warehouse Builder.

4.1.9.11 Senior Application Oracle Database Administrator must have a minimum of two (2) years in fine grain access control in an Oracle database.

4.1.10 Application Oracle Database Administrator:

4.1.10.1 Application Oracle Database Administrator must have a minimum of five (5) years of experience with the maintenance and management of Oracle database systems.

4.1.10.2 Application Oracle Database Administrator must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of three (3) years of equivalent work experience.

4.1.10.3 Application Oracle Database Administrator must have a minimum of two (2) years of experience in providing connectivity to an Oracle Database.

4.1.10.4 Application Oracle Database Administrator must have a minimum of two (2) years providing assistance to programming staff in debugging triggers, procedures, functions, and packages (PL/SQL Code).

4.1.10.5 Application Oracle Database Administrator must have a minimum of two (2) years in optimizing SQL execution for Oracle SQL procedures, functions, packages, and triggers.

4.1.10.6 Application Oracle Database Administrator must have a minimum of two (2) years of experience writing and maintaining UNIX/LINUX shell scripts in HP UNIX and/or RedHat LINUX

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environment.

4.1.10.7 Application Oracle Database Administrator must have a minimum of two (2) years of experience in utilization of Oracle RMAN backup to include full and incremental backups and cloning a database.

4.1.11 Senior Application DB2 Database Administrator:

4.1.11.1 Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience with the maintenance and management of DB2 database systems.

4.1.11.2 Senior Application DB2 Database Administrator must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of five (5) years of equivalent work experience.

4.1.11.3 Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience in managing permissions to a DB2 database.

4.1.11.4 Senior Application DB2 Database Administrator must have a minimum of five (5) years of providing assistance to programming staff in debugging triggers, procedures, functions, and packages.

4.1.11.5 Senior Application DB2 Database Administrator must have a minimum of five (5) years in optimizing SQL execution for DB2 SQL procedures, functions, packages, and triggers.

4.1.11.6 Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience in Data Modeling.

4.1.11.7 Senior Application DB2 Database Administrator must have a minimum of five (5) years of experience developing and performing disaster recovery procedures.

4.1.11.8 Senior Application DB2 Database Administrator should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited

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to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.12 Application DB2 Database Administrator:

- 4.1.12.1** Application DB2 Database Administrator must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of six (6) years of equivalent work experience.
- 4.1.12.2** Application DB2 Database Administrator must have a minimum of four (4) years of experience with the maintenance and management of DB2 database systems.
- 4.1.12.3** Application DB2 Database Administrator must have a minimum of three (3) years of experience in managing permissions to a DB2 database.
- 4.1.12.4** Application DB2 Database Administrator must have a minimum of three (3) years of providing assistance to programming staff in debugging triggers, procedures, functions, and packages.
- 4.1.12.5** Application DB2 Database Administrator must have a minimum of three (3) years in optimizing SQL execution for DB2 SQL procedures, functions, packages, and triggers.
- 4.1.12.6** Application DB2 Database Administrator must have a minimum of three (3) years of experience in Data Modeling.
- 4.1.12.7** Application DB2 Database Administrator must have a minimum of three (3) years of experience developing and performing disaster recovery procedures.
- 4.1.12.8** Application DB2 Database Administrator should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

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4.1.13 Senior SQL Server Database Administrator:

- 4.1.13.1** Senior SQL Server Database Administrator must have a minimum of five (5) years of experience with the operation, maintenance, and implementation of Microsoft SQL Server database (SQL Server 2008 and higher). This experience must include the candidate being proficient in T-SQL and package creation (stored procedures) and utilization.
- 4.1.13.2** Senior SQL Server Database Administrator must have a minimum of five (5) years of experience with the creation of databases and database primary objects in SQL Server.
- 4.1.13.3** Senior SQL Server Database Administrator must have a minimum of five (5) years of experience migrating prior versions of SQL Server to SQL Server 2012 on Windows servers. This must include the conversion of DTS packages to SSIS.
- 4.1.13.4** Senior SQL Server Database Administrator must have a minimum of five (5) years of experience installing, implementing, and monitoring SSIS and SSAS for SQL Server 2008.
- 4.1.13.5** Senior SQL Server Database Administrator must have a minimum of five (5) years of experience in command line Data Definition Language (DDL) operations and scripting.
- 4.1.13.6** Senior SQL Server Database Administrator must have a minimum of five (5) years of experience in backup and recovery of SQL Server databases.

4.1.14 SQL Server Database Administrator:

- 4.1.14.1** SQL Server Database Administrator must have a minimum of three (3) years of experience with the operation, maintenance, and implementation of Microsoft SQL Server database (SQL Server 2008 and higher). This experience must include the candidate being proficient in T-SQL and package creation (stored procedures) and utilization.

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- 4.1.14.2** SQL Server Database Administrator must have a minimum of three (3) years of experience with the creation of databases and database primary objects in SQL Server.
- 4.1.14.3** SQL Server Database Administrator must have a minimum of three (3) years of experience in backup and recovery of SQL Server databases.
- 4.1.14.4** SQL Server Database Administrator must have a minimum of two (2) years of experience migrating prior versions of SQL Server to SQL Server 2012 on Windows servers. This must include the conversion of DTS packages to SSIS.
- 4.1.14.5** SQL Server Database Administrator must have a minimum of two (2) years of experience installing, implementing, and monitoring SSIS and SSAS for SQL Server 2008.
- 4.1.14.6** SQL Server Database Administrator must have a minimum of two (2) years of experience in command line Data Definition Language (DDL) operations and scripting.
- 4.1.15 Senior COGNOS Analyst:**
 - 4.1.15.1** Senior COGNOS Analyst must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of five (5) years of equivalent work experience.
 - 4.1.15.2** Senior COGNOS Analyst must have experience in the successful implementation of medium and/or large-scale projects.
 - 4.1.15.3** Senior COGNOS Analyst must have a minimum of five (5) years of experience using the COGNOS suite of components including metadata Modeler and Report Developer specifically COGNOS V10 BI (or higher), Framework Manager, Transformer, Query Studio, Report Studio, Analysis Studio, Metric Studio, Business Insight and Business Insight Advanced.
 - 4.1.15.4** Senior COGNOS Analyst must have a minimum of five (5) years of experience with relational databases - Oracle required.

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- 4.1.15.5** Senior COGNOS Analyst must have a minimum of five (5) years of experience with Oracle Warehouse Builder.
- 4.1.15.6** Senior COGNOS Analyst must have a minimum of five (5) years of experience in requirements gathering, process and data analysis.
- 4.1.15.7** Senior COGNOS Analyst must have a minimum of five (5) years of experience working with various modeling techniques, data flow diagrams and workflow diagrams.
- 4.1.15.8** Senior COGNOS Analyst must have a minimum of five (5) years of experience installing, configuring, monitoring, and maintaining a COGNOS server environment.
- 4.1.15.9** Senior COGNOS Analyst must have a minimum of five (5) years of experience in administration of user permissions, user accounts and security profiles, Implement security at different levels in COGNOS Connection, Performance Tuning, Distribution Management, Scheduling, Installation of fix packs and knowledge in upgrading COGNOS to newer versions.
- 4.1.15.10** Senior COGNOS Analyst must have a minimum of five (5) years of experience with coding Database Stored Procedures, Functions and Packages.
- 4.1.15.11** Senior COGNOS Analyst must have a minimum of three (3) years of experience in creation of UAT Test Plans.
- 4.1.15.12** Senior COGNOS Analyst must have a minimum of three (3) years of experience in building Active Reports using COGNOS V10 BI (or higher).
- 4.1.15.13** Senior COGNOS Analyst must have a minimum of one (1) year of experience in the Administration of a Database as a primary or assistant DBA.

4.1.16 COGNOS Analyst:

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- 4.1.16.1** COGNOS Analyst must have a minimum of a Bachelor's degree in Computer Science or a related field from an accredited institution or a minimum of five (5) years of equivalent work experience.
- 4.1.16.2** COGNOS Analyst must have experience in the successful implementation of small and/or medium scale projects.
- 4.1.16.3** COGNOS Analyst must have a minimum of three (3) years of experience using the COGNOS suite of components including metadata Modeler and Report Developer specifically COGNOS V10/V8 BI (or higher), Framework Manager, Query Studio, Report Studio and Analysis Studio.
- 4.1.16.4** COGNOS Analyst must have a minimum of three (3) years of experience with relational databases - Oracle required.
- 4.1.16.5** COGNOS Analyst must have a minimum of one (1) year of experience with Oracle Warehouse Builder.
- 4.1.16.6** COGNOS Analyst must have a minimum of one (1) year of experience in requirements gathering, process and data analysis.
- 4.1.16.7** COGNOS Analyst must have a minimum of one (1) year of experience working with various modeling techniques, data flow diagrams and workflow diagrams.
- 4.1.16.8** COGNOS Analyst must have a minimum of one (1) year of experience installing, configuring, and maintaining a COGNOS server environment.
- 4.1.16.9** COGNOS Analyst must have a minimum of one (1) year of experience in creation of UAT Test Plans.
- 4.1.16.10** COGNOS Analyst must have a minimum of one (1) year of experience in administration of user permissions, user accounts and security profiles.

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4.1.17 Software Test Analyst:

- 4.1.17.1** Software Test Analyst must have a minimum of a Bachelor's degree from an accredited college or university in computer science or related field, or a minimum of an Associate's degree from an accredited college, university, or business school in computer science or related field and a minimum of one (1) year of full-time computer programming experience, or a minimum of three (3) years of experience in the field or in a related area.
- 4.1.17.2** Software Test Analyst must have a minimum of three (3) years of experience in evaluating and testing new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to establishment guidelines. Must be able to write, revise, and verify quality standards and test procedures for program design and product evaluation to obtain a quality of software acceptable to the Agency.
- 4.1.17.3** Software Test Analyst must have a minimum of three (3) years of experience in developing, publishing, and implementing test plans.
- 4.1.17.4** Software Test Analyst must have a minimum of three (3) years of experience in writing and maintaining test automation. Must be able to evaluate, recommend, and implement automated test tools and strategies. Must develop, maintain, and upgrade automated test scripts and architectures for application products.
- 4.1.17.5** Software Test Analyst must have a minimum of three (3) years of experience in writing, implementing, and reporting the status of system test cases for testing. Must analyze test cases and provide regular progress reports. Must participate in the testing process through test review and analysis, test witnessing and certification of software.

4.1.18 Help Desk Analyst:

- 4.1.18.1** Help Desk Analyst must have a minimum of three (3) years of experience in providing technical assistance to computer system users on a variety of issues. Must identify, research, and resolve technical problems. Must respond to telephone calls, email, and

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personnel requests for technical support. Must document, track, and monitor the problem to ensure a timely resolution. Must answer questions to resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

4.1.18.2 Help Desk Analyst must have a minimum of one (1) year of experience in the field of a support office or in a related area.

4.1.18.3 Help Desk Analyst must have knowledge of commonly used Help Desk concepts, practices, and procedures within an Information Technology field. Relies on instructions and pre-established guidelines to perform the functions of the job.

4.1.18.4 Help Desk Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.19 Business Analyst:

4.1.19.1 Business Analyst must have a minimum of a Bachelor's degree from an accredited college or university in computer science or related field and a minimum of one (1) year of experience in the field or in a related area, or a minimum of an Associate's degree from an accredited college, university, or business school in computer science or related field and a minimum of three (3) years of full-time computer programming experience, or a minimum of five (5) years of experience in the field or in a related area.

4.1.19.2 Business Analyst must have a minimum of three (3) years of experience with standard concepts, practices, and procedures within application development. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

4.1.19.3 Business Analyst must have a minimum of three (3) years of experience with facilitating meetings or Joint Application

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Development (JAD) sessions in eliciting business requirements, operational constraints, and assumptions.

- 4.1.19.4** Business Analyst must have a minimum of three (3) years of experience in Systems Development Life Cycle (SDLC).
- 4.1.19.5** Business Analyst must have a minimum of three (3) years of experience in the review, analysis, and evaluation of business systems and user needs. Must formulate systems to parallel overall business strategies. Must prepare solution options and risk identification. Must create documents that contain detailed descriptions of user needs, program functions, and steps required to develop or modify computer programs. Must play an active role in acceptance testing, document results, reports issues and retests, as necessary. Must adhere to project standards.
- 4.1.19.6** Business Analyst must have a minimum of three (3) years of experience in preparing and documenting Functional and Technical Specifications for reporting and data warehouse work. Must assist with business warehouse/intelligence support and enhancements. Must assist in deployment and management of end-user reporting tools and platforms. Must work with IT and business project teams to understand reporting and data warehousing requirements and propose solutions. Must provide reporting knowledge transfer training to other team members.
- 4.1.19.7** Business Analyst must have a minimum of three (3) years of experience with relational database concepts, and client-server concepts. Works under general supervision; typically reports to a project leader or manager.
- 4.1.19.8** Business Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

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4.1.20 Technical Writer:

- 4.1.20.1** Technical Writer must have a minimum of an associate degree from an accredited college, university, or business school in computer science or related, or a minimum of two (2) years of experience in the field or in a related area.
- 4.1.20.2** Technical Writer must have a minimum of three (3) years of experience using knowledge of commonly used concepts, practices, and procedures within a particular field. Must rely on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment.
- 4.1.20.3** Technical Writer must have a minimum of three (3) years of experience composing technical documents, manuals, bulletins, brochures, publications, training manuals, and special reports. Must have experience organizing and coordinating the composition of materials and drafting of forms suitable for reproduction. Must review and edit prepared material and illustrations. Must develop and refine material for publication in journals and periodicals. Must prepare informational material for release to the mass media. Must work with agency staff in the development of formats, graphics, and the layout of publications. Must assist agency staff in preparing and refining material for speeches and other public presentations. May research product design, capabilities, and compatibility ranges.
- 4.1.20.4** Technical Writer must have a minimum of three (3) years of experience overseeing the writing, editing, publishing, and distribution of specification documents. Must review project resources and prepare analysis or summaries. Must have experience with the techniques and methods of planning, organizing, and writing various types of materials; of research methodology; and of policies, procedures, and regulations. Must conduct research; must compose, review, illustrate, and edit technical documents, materials, and reports; must communicate with staff; and must train others to develop these skills.

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4.1.21 Information Systems Assistant:

- 4.1.21.1** Information Systems Assistant must have a minimum of one (1) year of experience in data processing, word processing, computer operations, system monitoring, data job coordination or advanced level office work which involved operation a computer equipment.
- 4.1.21.2** Information Systems Assistant must have a minimum of one (1) year of experience maintaining hardware and software.
- 4.1.21.3** Information Systems Assistant must have a minimum of one (1) year of experience in backup and recovery procedures.
- 4.1.21.4** Information Systems Assistant must have a minimum of one (1) year of experience maintaining and preparing comprehensive and accurate reports such as inventory, electronic calendars, and database files.
- 4.1.21.5** Information Systems Assistant must have a minimum of one (1) year of experience purchasing computer hardware components.
- 4.1.21.6** Information Systems Assistant should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.22 Imaging Operator:

- 4.1.22.1** Imaging Operator must have a minimum of one (1) year of experience using Personal Computer based software such as data processing, word processing, database, spreadsheet or in electronic document management imaging or scanning documents.
- 4.1.22.2** Imaging Operator must have a minimum of one (1) year of experience using commonly used functional business processes, operations, policies, and business forms, including the relationship among them and to outside entities.
- 4.1.22.3** Imaging Operator must have a minimum of one (1) year of experience in analyzing situations, problems, information and take

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appropriate action and synthesize information and provide interpretation.

4.1.22.4 Imaging Operator must have a minimum of one (1) year of experience interacting with computer databases and other computer software.

4.1.22.5 Imaging Operator should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.23 Programmer Analyst:

4.1.23.1 Programmer Analyst must have a minimum of a Bachelor's degree from an accredited college or university in computer science or related field including but not limited to business data programming, business systems analysis, computer servicing technologies, information systems management, data processing or computer engineering, **OR** a minimum of an associate's degree and eighteen (18) months of equivalent work experience **OR** a minimum of three (3) years equivalent work experience.

4.1.23.2 Programmer Analyst must have a minimum of three (3) years of experience with database management, documentation project control techniques, data processing concepts and equipment usage.

4.1.23.3 Programmer Analyst must have a minimum of three (3) years of experience developing and maintaining complex systems and evaluate and analyze system requests to develop work plans for systems development and maintenance.

4.1.23.4 Programmer Analyst should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

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4.1.24 Systems Programmer:

- 4.1.24.1** System Programmer must have a minimum of a Bachelor's degree with twelve (12) semester hours credit in computer science OR a minimum of four (4) years of experience as a systems programmer or programmer analyst.
- 4.1.24.2** Systems Programmer must have a minimum of four (4) years of experience as a systems programmer or programmer analyst using two (2) or more programming languages.
- 4.1.24.3** Systems Programmer must have a minimum of four (4) years of experience in the design, execution, and operation of host resident software such as operating systems, database management, database structures and database communications systems.
- 4.1.24.4** Systems Programmer must have a minimum of two (2) years of experience solving data processing problems and evaluating technical proposals.
- 4.1.24.5** Systems Programmer should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.1.25 Computer Operator:

- 4.1.25.1** Computer Operator must have a minimum of one (1) year of experience in the operation, moving and installation of a variety of standard computer equipment including printers, scanners, and other devices.
- 4.1.25.2** Computer Operator must have a minimum of one (1) year of experience interpreting machine codes and error messages and take appropriate corrective action.
- 4.1.25.3** Computer Operator must have a minimum of one (1) year of experience in troubleshooting hardware and software issues and applying the necessary repairs.

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- 4.1.25.4** Computer Operator must have a minimum of one (1) year of experience in testing system software and applications.
- 4.1.25.5** Computer Operator must have a minimum of one (1) year of experience with system monitoring.
- 4.1.25.6** Computer Operator should have excellent communications skills (both verbal and written) to communicate with various stakeholders including, but not limited to, project managers, business analysts, database administrators and application analysts as well as business policy staff and workers.

4.2 VENDOR RESPONSIBILITIES

- 4.2.1** Bidders must provide an hourly rate for each position they expect to submit qualifications for proposed candidates when the need arises. When presenting candidates for review by the Agency, Vendor shall provide the qualifications of proposed candidates who meet all requirements of the RFQ.
- 4.2.2** Successful vendors must provide staffing as requested by the Agency. Assignments also may be for a specified period of time and quantity of hours as indicated on each delivery order. Consistent failure on the part of a successful vendor to fulfill requests from the Agency, or consistently being unresponsive to Agency's requests for staffing services, may be grounds for cancellation of the vendor's entire contract.
- 4.2.3** Successful vendors must provide hourly rates that are inclusive of all costs including, but not limited to, federal, state and local withholding taxes, social security & Medicare taxes as well as all unemployment compensation, workers 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.
- 4.2.4** Successful vendors shall provide the Agency with information on each staffing candidate according to the state and federal standards, including applications. Vendors must include a current resume and a completed qualification documentation for each candidate with their responses. Resumes will identify the candidate's qualifications listed in the requirements section above and will include copies as verification of degrees and

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certifications. Resume pages will be numbered (ex: 1 of 2, 2 of 2 etc...). These must be sent to the Agency along with the listing of possible candidates to interview.

- 4.2.5 Successful Vendor must provide (as requested) the legal documentation to support proof that their candidate is a U.S. citizen or eligible to work in the United States.
- 4.2.6 Successful vendor is prohibited from providing as a candidate any employee who was previously dismissed for disciplinary or performance reasons by any DHHR Facility or Office, whether as a full-time employee or as contract temporary staff.
- 4.2.7 Successful vendor having the first priority contract for any classification required by the Agency will be contacted first and will have 48 hours (2 business days) to **acknowledge the initial contact request for staffing** (in writing, by a means dictated by the Agency on the initial contact request, but likely by email or fax), and **must inform the Agency if they are able or unable to fulfill the request**. If unable to supply a candidate at the time, Vendor must provide a written waiver to the Agency within this same 48 hours (2 business days) timeframe. Failure to provide a written waiver will serve as a waiver as it pertains to the Agency's ability to proceed to contacting lower priority vendors. However, repeated failure to provide a written waiver may be grounds for cancellation of a vendor's entire contract (ie, all awarded classifications).

If able to supply candidate(s), Vendor must provide to the Agency a list of potential candidates for staffing needs within 2 weeks (10 business days) of the initial notification of need. Vendors must provide all documentation for every candidate who indicates they meet the requirements for the classification, including a qualifications document, template supplied by the agency, and resumes. Vendors may send multiple resumes so the agency may choose the most appropriate candidate.

Should a vendor not respond within the allowed number of days from the original notice of the Agency need (eg, 2 days to confirm/waiver a request; 10 business days to provide a list of candidates), the vendor with the second priority contract and other priority vendors for the classification will be contacted and given the opportunity to provide needed staffing. Evaluation will be completed in order of priority.

This second vendor will follow the same process as the first vendor; then the third vendor, and so on, until either a vendor successfully provides a staffing candidate, or all vendors qualifying for award of a contract for that

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classification are contacted. No second opportunity to meet the need will be given to any vendor until all vendors have been contacted in order of award.

The Vendor's provided candidate must consistently perform the contracted duties as outlined in these specifications or in the project-specific scope included within any Delivery Order. The Agency will notify the awarded vendor if a Vendor's employee fails to consistently perform the contracted duties. The Agency may, as part of this notification, request the Vendor replace the candidate; if so, the Vendor has 2 weeks (10 business days) from this notification to provide the qualifications for a replacement. If the vendor provided a candidate under false documentation, that will be grounds for cancellation of the Delivery Order.

- 4.2.8** The successful candidate(s) will be required to present a timesheet for approval on a regular basis not less than a one (1) week period and not more than monthly.
- 4.2.9** 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 departure, and must replace the candidate with another candidate meeting or surpassing all the requirements for the filled classification listed in Section 4.1 of this contract to maintain continuity of services. Vendor must provide to the Agency a list of potential candidates for the replacement staffing needs within 2 weeks (10 business days) of the notification of replacement. Vendors must provide documentation and resumes for every candidate which indicates their meeting the requirements for the classification. Vendors may send multiple resumes so that the agency may choose. Any interruption of service greater than ten (10) business days will be grounds for cancellation of the Delivery Order. If the Agency needs to issue a secondary Delivery Order to cover any cancelled Delivery Order, they are not required to contact or acquire waivers from any vendor for which they had previously contacted to fill the classification (copies of the original waivers and documentation regarding the cancellation should be kept in the files for both the original the replacement Delivery Order(s)).
- 4.2.10** Successful Vendors and candidates 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, and random or periodic audit of user activity may be conducted by the Agency.

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4.3 DUTIES AND RESPONSIBILITIES OF THE AGENCY

4.3.1 Ordering Procedure: Agency will notify (in writing) the successful Vendor with the current priority for any classification of the number of candidates needed, the total number of hours required for the assignment/project, the proposed length of the assignment, the basic description of the project for which the candidate will be used, and any assignment/project-specific requirements. Agency may issue multiple notifications to the same vendor to simultaneously request the same or different classifications, for the same or different assignments; the Agency has full discretion on how they wish to organize and issue notifications to the Vendor with current priority; the Vendor may confirm or waive any individual notification in its entirety, but may not partially confirm or waive a notification without express written approval of the Agency (ie, the Agency should indicate on its notification for more than a single quantity of any classification whether or not it is willing to allow the Vendor to partially confirm or waive.) For example, the Agency requires two Technical Writers for an assignment. If they are willing to allow the first priority Vendor to provide one while waiving the other, they should indicate this in the notification.

Upon receipt of required documents, interviews will be conducted, and review of qualifications will be performed by the Agency in order to verify the candidate meets the requirements for the requested classification.

After the Agency has chosen the candidate from those provided by the Vendor, the Agency will notify the vendor for a signed, dated quote (see Vendor Responsibilities, above), then complete a Delivery Order noting the Candidate, the Hourly Rate, the Quantity of Hours required for the project, start and end dates for the Delivery Order/Project, and any other information or requirements pertinent to the project for each classification requested.

Delivery Orders in excess of \$250,000.00 shall require processing as Centralized Delivery Orders through the WV State Purchasing Division. Orders of \$250,000.00 or under will be processed as Agency Delivery Orders. Signed, dated vendor quote shall be included with each Delivery Order (ie, scanned and electronically attached in wvOASIS).

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

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

4.3.4 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 an independent contractor and an employee is complex and can require an 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 this issue at:

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

IRS – <http://www.irs.gov/Businesses/Small-Businesses-&-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, each agency must ensure that factors relating to the broad categories of behavioral control, financial control, and the type of relationship between the state and the temporary worker will not cause the independent contractor relationship to be construed 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 each agency review the IRS and DOL publications found at the links above and obtain further assurance from their respective internal legal counsel to maintain the independent contractor status of individuals and entities hired under this contract.

4.3.5 It is the sole responsibility of the Agency to insure that they are notifying the appropriately prioritized vendor for each classification; the Vendor is not responsible for determining if the Agency has acquired the necessary waiver from, or documented the non-responsiveness of, any other vendor in order for them to be appropriately contacting the current Vendor.

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5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide the Agency with a purchase price for all of the Contract Services, and it is the State's intent to award multiple contracts to insure that every classification can be adequately supplied during the life of the Contract. Each classification will be considered separately for award purposes. The qualified bidder providing the lowest Total Price on the Pricing Page for a classification will be awarded the First Priority Contract for that classification. The qualified bidder providing the second lowest Classification Total Hourly Rate for a classification will be awarded the Second Priority Contract for that classification, and so on, until such time that at most five (5) Contracts are awarded for that classification. Bidders may be awarded none, any or all classifications, as is necessary to award for each classification.

Upon award of the resulting Contract(s), a spreadsheet will be included with each Contract indicating the priority each vendor has for each awarded classification. An indicator of "1" on the spreadsheet contract Pricing Synopsis shall indicate First Priority; "2" shall indicate Second Priority, etc.

5.2 Pricing Page: Vendor should complete the Pricing Page by providing the all-inclusive hourly rate to provide a candidate meeting the requirements for each classification. 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. However, Vendors may opt to bid only certain classifications. If not bidding a classification/commodity line, bidders should clearly note a "no bid" or "N/A" on their bid. Vendors may opt to bid different hourly rates for each renewal year.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Crystal.G.Hustead@wv.gov

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.

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- 7. PAYMENT:** Agency shall pay only the hourly rate 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.
- 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.
 - 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.

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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.

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: Channa M Arjuna
Telephone Number: 304-720-2246
Fax Number: 304-720-2247
Email Address: carjuna@mahantech.com

GENERAL TERMS AND CONDITIONS:

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

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

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

☒ **Term Contract**

Initial Contract Term: This Contract becomes effective on
upon award _____ and extends for a period of one (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

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

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

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

☐ **Other:** See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☒ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

☐ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

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

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

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

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐

☐

☐

☐

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

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: 1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: 1,000,000.00 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☒ **Workers Compensation \$1,000,000.00**

☒ ***STATE OF WEST VIRGINIA MUST BE LISTED AS AN ADDITIONAL INSURED ON INSURANCE CERTIFICATE

☒ ***CERTIFICATE HOLDER SHOULD READ AS FOLLOWS:
WV DHHR
PURCHASING
ONE DAVIS SQUARE, CHARLESTON, WV 25301

☐

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. [Reserved]

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☒ N/A _____ for _____

☐ Liquidated Damages Contained in the Specifications

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"), provided that both the Other Government Entity and the Vendor agree. Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

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

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

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

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

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

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

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

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

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a

“substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

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

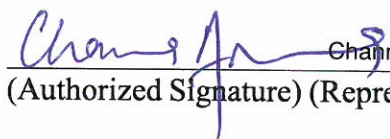
44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

45. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

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.

Channa M Arjuna, President
(Name, Title)
CHANNA M ARJUNA, PRESIDENT
(Printed Name and Title)
405 Capitol St, Ste 101, Charleston, WV 25301
(Address)
304-720-2246 / 304-720-2247
(Phone Number) / (Fax Number)
carjuna@mahantech.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.

MAHANTECH CORP
(Company)
 Channa M Arjuna, President
(Authorized Signature) (Representative Name, Title)
CHANNA M ARJUNA, PRESIDENT
(Printed Name and Title of Authorized Representative)
09/17/2020
(Date)
304-720-2246 / 304-720-2247
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ MIS2100000002

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)

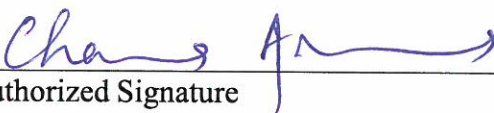
- ☐ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5

- ☐ 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.

MAHANTECH CORP

Company



Authorized Signature

09/17/2020

Date

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

SOLICITATION NUMBER: CRFQ MIS2100000002
Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To add estimated quantities for bidding purposes. Quantities may be more or less than the estimates provided.
2. To add the Disclosures of Interested Parties form and Purchasing Affidavit that were inadvertently not included in the solicitation documents.

No other changes

Bid opening remains September 17, 2020 at 1:30 PM

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

Terms and Conditions:

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

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: MIS2100000002

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:

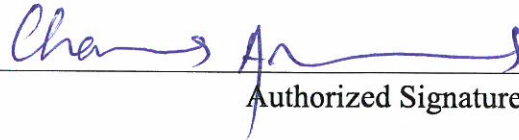
(Check the box next to each addendum received)

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

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

MAHANTECH CORP

Company



Authorized Signature

09/17/2020

Date

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

SOLICITATION NUMBER: CRFQ MIS2100000002
Addendum Number: 2

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To provide answers to vendor questions

No other changes

Bid opening remains September 17, 2020 at 1:30 PM

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

Terms and Conditions:

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

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: MIS2100000002

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

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

MAHANTECH CORP

Company



Authorized Signature

09/17/2020

Date

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

Revised 6/8/2012

SOLICITATION NUMBER: CRFQ MIS2100000002

Addendum Number: 3

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To extend bid opening to September 18, 2020 at 1:30 PM

Due to system wide issues in WVOasis, the bid opening has been extended one day in order to give vendors the ability to respond by alternate methods as described in Section 6 of the Instructions to Vendors Submitting Bids.

If experiencing error when downloading documents, please contact the Oasis helpdesk for technical assistance

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

Terms and Conditions:

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

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: MIS2100000003

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:

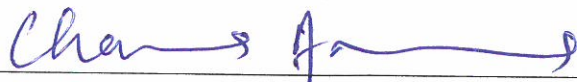
(Check the box next to each addendum received)

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

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

MAHANTECH CORP

Company



Authorized Signature

09/18/2020

Date

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

CRFQ MIS2100000002

Addendum 2

Q1: Is there a checklist for what is required for the submittal, if so could you share which document it is on?

A1: This information is provided in the Instructions to Vendors submitting Bids

Q2: Are labor categories allowed to be added to this contract after award?

A2: No

Q3: Are you looking for ceiling bill rates or bill rate ranges?

A3: No, there is not a price cap per classification. At most five (5) contracts are awarded for each classification. These contracts will be ranked with the lowest bidder as the priority one vendor and so on.

Q4: Is there a set markup between pay and bill rates?

A4: No

Q5: Do you have to have a physical location in WV to be eligible for this contract?

A5: The bidder does not have to have a physical location in WV.

Q6: Will extra points be awarded for local companies?

A6: If a vendor wants preference they have to fill out the WV-10 State of West Virginia Vendor Preference Certificate <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>. See Section 15 of the Instructions to Vendors Submitting Bids for which commodities vendor preference would apply.

Q7: Is there a subcontracting requirement?

A7: No

Q8: What percentage of contract employees are brought on full time as state employees?

A8: We do not recruit contracted employees for state employment. If a contracted employee is interested in state employment, they will have to apply and follow the same process as other interested persons.

Q9: Is there a buyout if a contract employee is brought on full time?

Q9: No

Q10: How long will this contract run?

A10: See solicitation General Terms and Conditions section 3 for contract term

Q11: Is subcontracting allowed?

A11: yes

Q12: Are sample resumes required for each labor category?

A12: Not for each classification, See Contract Section 3 Qualifications.

Important Notice:

For technical assistance in WVOasis.gov, please contact the Oasis helpdesk at:

Phone (304) 558-6708

Toll Free (855) 666-8823

Mon-Fri (7am to 4:30pm)

Excluding State Holidays

helpdesk@wvOASIS.gov

For alternate methods of responding to this CRFQ, please review section 6 of the Instructions to Vendors Submitting Bids

If vendors have already submitted a bid, Addendum Acknowledgement Forms may be faxed to 304-558-3970. Please ensure that the solicitation number and company name are included on the fax cover sheet with instructions to include the acknowledgement form with the bid submission. Confirmation of receipt of bids and addendum acknowledgment forms cannot be made due to bids being considered sealed until the official bid opening date and time. For bids submitted by fax, all pages must be received prior to the 1:30 bid opening.

Questions and Answers Addendum 1

Group 1

Q1: My company is a foreign business (State of New York and Illinois), do we need to register with the WV Purchasing Division to submit the RFQ response (we are registered with vss.wvoasis.gov)?

A1: As a vendor you are not required to be registered in order to submit a response however, you must be registered in order to be awarded a contract. See Section 32 Licensing of the General Terms and Conditions for all registration requirements.

Q2: Due to the present situation, whether the work will be remotely performed or on location?

A2: During this present situation, work can be handled remotely with the following stipulations.

- 1 The vendor/candidate must fulfill all processing requirements even if they are within our state. Such as fingerprints if necessary.
- 2 The candidate must be prepared to work on site continuously when the situation is resolved and on-site work resumes.
- 3 The vendor/candidate is responsible for the transport and security of hardware and software, during initial receipt and future need.

Q3: How many resumes need to be submitted for each position?

A3: During the solicitation you may submit as few or as many resumes as you wish. The number of positions needed will be provided when services are needed.

Q4: Is there any price cap for each requirement?

A4: No, there is not a price cap per classification. At most five (5) contracts are awarded for each classification. These contracts will be ranked with the lowest bidder as the priority one vendor and so on.

Q5: There are 25 requirements, therefore, we want time extension (about a week) for the due date, if possible?

A5: Yes, one week will be permitted.

Group 2

Q6: For each role listed, the hours seem to be 300 hrs. Is that the maximum number of hours the person would bill in a year?

A6: The 300 hrs. are an estimate. The hours and time frame will be specified on each delivery order. The maximum length of a delivery order is one (1) year with the maximum hours of 2,288.

Q7: Do you expect these roles to be part-time or full time (40 hours) a week for the duration of the contract?

A7: Yes, It is expected that most of these positions will be full-time (40) hours per week for the duration of the delivery order. However, the delivery order may request a part-time position.

Q8: Is there a local preference being given for this contract?

A8: If a vendor wants preference they have to fill out the WV-10 State of West Virginia Vendor Preference Certificate <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>. See Section 15 of the Instructions to Vendors Submitting Bids for information on what commodities vendor preference is applicable to.

Q9: Do we have to respond to all the category?

A9: No, you may respond to as many or as few individual classifications as you want.

Q10: Who are the incumbent companies currently?

A10: Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q11: How many vendors does the state intend to award a contract for?

A11: At most five (5) contracts are awarded for each classification. These contracts will be ranked with the lowest bidder as the priority one vendor and so on. See Contract Section 5.1 Contract Award.

Q12: Is performance Bond a Mandatory?

A12: No

Q13: If the consultant submitted for the above positions are not available, due to some reasons or he gets other assignment can we replace same with new consultant

A13: Yes, a candidate can be replaced if the delivery Order is in place. See Contract section 4.2.9 Vendor Responsibilities. "If during the term of the Delivery Order the candidate placed by the vendor leaves the company"...

During the delivery order process the vendor has a two-week period to submit resumes for review if after this period no candidate is selected then it goes to the next vendor. See Contract Section 4.2.7 Vendor Responsibilities.

Group 3

Q14: Do you allow the E-mail proposal submission as COVID-19 situation unfold?

A14: No, bids must be submitted by one of the appropriate methods listed in Section 6 of the Instructions to Vendors Submitting Bids.

Q15: Is this the new contract or do you have already prequalified companies for this contract?

A15: This is a new contract. All bids will be reviewed and ranked.

Q16: When would announce the final awardees?

A16: We are effective looking at September\October.

Q17: How many number of vendors would be award for this contract?

A17: At most five (5) contracts are awarded for each classification. These contracts will be ranked with the lowest bidder as the priority one vendor and so on. See Contract Section 5.1 Contract Award.

Q18: Is proposing unit prices are fixed for the entire contract?

A18: Yes, the unit prices/hourly rates will stay in affect for the life of the contract.

Q19: We are assuming that **Total price = Unit price * Qty**
Could you please confirm whether our assumption corrector not?

A19: Yes, the total price for each classification will be the unit price\hourly rate multiplied by the Qty. Remember this quantity of 300 is just an estimate. The grand total of the contract will be a summation of all the total prices for the classifications. The maximum quantity per classification per solicitation is 2,288.

Q20: How we can receive the staffing needs to the awarded vendors (Let say email / portal / website)?

A20: The agency needing staffing will reach out to the awarded vendors via email.

Q21: Could you please let us know approximately flow of " **staffing needs**" per month?

A21: Staffing needs will be evaluated and requested as needed. All staffing needs are not known at this point.

Group 4

Q22: We have an existing contract OTTEMP-H which has been extended until June 30, 2021. Is this bid related to the same existing contract? Do the existing vendors bid on this?

A22: This is not the same contract. Existing vendors would need to bid on this contract in order to have bid considered.

Q23: Based on the purchase history, we understand that positions have been filled by Beacon Systems Inc , MAHANTECH CORP and 22ND CENTURY TECHNOLOGIES INC? On what basis have the positions

been sent to these vendors whereas we haven't received any position requests yet? Please clarify if this is related to the same contract.

A23: This is a new contract; no awards have been given at this point. When all bids are received by the closing date, they will be reviewed, ranked, and awarded (to not more than 5 vendors). Once awarded then a delivery order will be submitted and awarded using the ranking. See Contract Section 5.1 Contract Award.

Group 5

Q24: Due to the current COVID-19 pandemic situation, will new contractors be allowed to initially work remotely?

A24: During this present situation, work can be handled remotely with the following stipulations.

- 1 The vendor/candidate must fulfill all processing requirements even if they are within our state. Such as fingerprints if necessary.
- 2 The candidate must be prepared to work on site continuously when the situation is resolved and on-site work resumes.
- 3 The vendor/candidate is responsible for the transport and security of hardware and software, during initial receipt and future need.

Q25: 5.1 - Please clarify how the contract will be awarded on "total price". Is that the total of all 4 years, or year 1 only? Many other recent multi-year contracts from the State of WV have been awarded on Year 1 pricing.

A25: Yes, the total price for each classification will be the unit price\hourly rate multiplied by the Qty. Remember this quantity of 300 is just an estimate. The grand total of the contract will be a summation of all the total prices for the classifications. The maximum quantity per classification per solicitation is 2,288.

Q26: Are comparable skills acceptable?

Examples:

Version control: Git vs TFS, Telerik framework vs Angular, Sharepoint vs other content management solutions like Confluence, etc.

A26: If the requirement says must have then it must be the skills identified, not substitutes are allowed.

Q27: Will any vendor preference be taken into consideration (i.e. Vendor Preference Certificate)?

A27: If a vendor wants preference they have to fill out the WV-10 State of West Virginia Vendor Preference Certificate <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>
See Section 15 of the Instructions to Vendors Submitting Bids for information on what commodities vendor preference is applicable to.

Group 6

Q28: The previous contract says each description quantity history of 2200 hrs but in the current solicitation became 300 hrs. Please clarify on hours?

A28: The 300 hrs. are an estimate. The hours and time frame will be specified on each delivery order. The maximum length of a delivery order is one (1) year with the maximum hours of 2,288.

Q29: What is the budget allocated to this contract?

A29: Each delivery order is set for a maximum of one (1) year. Budgets will be approved with each delivery order.

Q30: How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?

A30: This is a new contract with new delivery orders. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Group 7

Q31: Is there will be any preference given to local vendors?

A31: If a vendor wants preference they have to fill out the WV-10 State of West Virginia Vendor Preference Certificate <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>

Q32: Is this bid a re-compete of an ongoing contract? If yes, then please share the details of the incumbents.

A32: No, it is not a re-compete.

Q33: How many temporary resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent.

A33: Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q34: When was the existing contract got started, and what is the annual monetary spent value of the current contract since inception?

A34: There is no contract currently in place for these services for the Department of Health and Human Resources, Office of Management Information Services. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q35: Is there any defined Not-To-Exceed (NTE) budget of this bid for the base term?

A35: No, at most five (5) contracts are awarded for each classification. These contracts will be ranked with the lowest bidder as the priority one vendor and so on. See Contract Section 5.1 Contract Award.

Q36: How many vendors does the division intend to award?

A36: At most five (5) contracts are awarded for each classification. These contracts will be ranked with the lowest bidder as the priority one vendor and so on. See Contract Section 5.1 Contract Award.

Q37: Is there any possibility of the due date to get extended?

A37: Yes, one week will be permitted.

Q38: What are the total working hours of every resource per year?

A38: The 300 hrs. are an estimate. The hours and time frame will be specified on each delivery order. The maximum length of a delivery order is one (1) year with the maximum hours of 2,288.

Q39: Is the department is looking for the sample resumes? If yes, then how many resumes per position?

A39: Not for each classification, See Contract Section 3 Qualifications.

Group 8

Q40: Could you please clarify that the mode of submission for the above captioned is portal?

A40: Submission should be through wvOASIS. See Section 6 of Instructions to Vendors Submitting Bids for appropriate methods for submitting a response.

Q41: Apart from the quotations of the line items mentioned in the RFQ do the department need anything else in the response (example: experience, qualification of firm, etc.)

A41: Yes, See Contract Section 3 Qualifications.

Group 9

Q42: Bid Opening – will there be a video link or is it only in-person?

A42: The virtual bid opening links are listed on the West Virginia Purchasing Division's website at <http://www.state.wv.us/admin/purchase/covid.html>

Q43: We have been in business for 4 years and 8 months. But we have local and national clients and meet all the requirements. Are we still qualified to submit a proposal?

A43: To be considered for an award a proposal must be submitted.

Q44: Do we need to sign the "Disclosure of Interested Parties to Contracts" and "PURCHASING AFFIDAVIT" forms? Or these are not applicable for this RFQ?

A44: The Disclosure of Interested Parties to Contracts and the Purchasing Affidavit should be submitted with bid, they are not required with the bid response. However, both forms must be provided by the successful vendor prior to contract award.

Group 10

Q45: Is this a new requirement? If not, please provide the current vendor(s) providing the service.

A45: Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

This is a new contract; no awards have been given at this point. When all bids are received by the closing date, they will be reviewed, ranked, and awarded (to not more than 5 vendors). Once awarded then a delivery order will be submitted and awarded using the ranking. See Contract Section 5.1 Contract Award.

Q46: Provide the total number of temporary staffs on current assignments?

A46: There is no contract currently in place for these services for the Department of Health and Human Resources, Office of Management Information Services. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q47: Provide a copy of the proposal of all current vendors providing temporary IT staffing contract, including rate/cost sheets.

A47: Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q48: What are the most frequently used job categories in the subject matter RFQ?

A48: Previously they were Senior Web Application Analyst, Business Analyst, Help Desk Analyst, and Technical Writer. There are new categories as well.

Q49: What is the average length of the assignment?

A49: One (1) year

Q50: Is there any preference to local vendor?

A50: If a vendor wants preference they have to fill out the WV-10 State of West Virginia Vendor Preference Certificate <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>. See Section 15 of the Instructions to Vendors Submitting Bids for information on what commodities vendor preference is applicable to.

Q51: List of benefits current employees receiving from the incumbent.

A51: Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q52: List of client mandates holidays

A52: The candidate may be given the approval to work during client holidays depending on the work. See attached The State Pay/Holiday Schedule.

Q53: List of vacation and holidays current employees receiving from the incumbent.

A53: See attached State Pay/Holiday Schedule.

Q54: What is Mandate Living wage and Supplemental benefits.

A54: This is between the vendor and the temporary staff. The State is not part of this agreement.

Q55: Details on benefits package current incumbent providing to temp staff.

A55: This is between the vendor and the temporary staff. The State is not part of this agreement.

Q56: Please confirm, Is it mandatory to utilize the subcontractor for this contract.

A56: No, it is not mandatory.

Q57: It is mandate to provide the business License/ certification of West Virginia with the Proposal submission?

A57: As a vendor you are not required to be registered in order to submit a response however, you must be registered in order to be awarded a contract. See Section 32 Licensing of the General Terms and Conditions for all registration requirements.

Q58: Please confirm, the references is required for this contract? if yes, how many references you required.

A58: See Contract Section 3 Qualifications. Individual classification references are not required.

Q59: Please confirm, we need to submit Price Sheet with the bid response or after the award?

A59: With the bid response.

Q60: Please confirm, we need to submit separate price sheet or in the bid response ?

A60: With the bid response.

Q61: Please confirm, we need to submit our bid response electronically through wvOASIS?

A61: Faxed bids are acceptable but submission via WV OASIS is encouraged and recommended. If you need assistance with WV Oasis please call 855-666-8823. ****Emailed bids will not be accepted.**** Bids can be delivered USPS, couriered or hand delivered. See Section 6 of the Instructions to Vendors Submitting Bids for further information on bid submissions.

Q62: Please provide clarity on the submission of the proposal: ***which delivery method you accepted to submit the bid response?***

A62: Faxed bids are acceptable but submission via WV OASIS is encouraged and recommended. If you need assistance with WV Oasis please call 855-666-8823. ****Emailed bids will not be accepted.**** Bids can be delivered USPS, couriered or hand delivered. See Section 6 of the Instructions to Vendors Submitting Bids for further information.

Q63: Please confirm , we need to submit the below forms with bid response:

- **Disclosure of Interested Parties to Contracts.**
- **Purchasing Affidavit**

A63: These must be submitted prior to award.

Group 11

Q64: This is in regards to the subject mentioned RFP. With reference to Section 4.2.1 of the RFQ, do we have to propose candidate resumes for every category while submitting our response?" Also, please provide the historical spending on this contract.

A64: Resumes are to be provided during the delivery order process not during the contract bid process. You may provide a bid on as many or as few classifications as you want. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Group 12

Q65: What does Optional Renewal Year 1 and Optional Renewal Year 2 mean? RFP Page 1, Section Final_CRFQ_0511.

A65: This means that the state has the option to renew this contract. Bids should include rates for each renewal year for the classifications.

Q66: Where can we find the Addendum Acknowledgment form? RFP Page 46, Section 8- Addendum Acknowledgment.

A66: It is provided with the addendum.

Q67: If applicable, what Unit Price will be applied? RFP Page 47, Section 14- Unit Price

A67: In order to calculate total cost, the unit price will be multiplied by the quantity. If a mathematical error were to occur the unit price will be the cost for that line item.

Q68: What is viewed as a "discrepancy in the Vendor's Bid"? RFP Page 47, Section 14- Unit Price

A68: In order to calculate total cost, the unit price will be multiplied by the quantity. If a mathematical error were to occur the unit price will be the cost for that line item.

Q69: Is there a format or form needed to submit the Bid as a Small, Women-Owned, or Minority-Owned Business? How do you get certified for a W.Va CSR & 148-22-9? RFP Page 47, Section 16- Small, Women-Owned, or Minority-Owned Business

A69: If a vendor wants preference they have to fill out the WV-10 State of West Virginia Vendor Preference Certificate <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>. See Section 15 of the Instructions to Vendors Submitting Bids for information on what commodities vendor preference is applicable to. For information regarding the preference for Small, Women-Owned, or Minority-Owned Business, please refer to the West Virginia Purchasing Division's website under the Vendor Registration section. The following link will direct you to the Vendor Registration section of the West Virginia Purchasing Division's website: <http://www.state.wv.us/admin/purchase/VendorReg.html>

Q70: RFP specifies that "The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract Award". Is it expected that proof of the below insurance requirements be included in this bid? *Please elaborate.*

- a. Commercial General Liability – 1 Million
- b. Automobile Liability Insurance – 1 Million

Worker's Compensation – 1 Million

RFP Page 54, Section 8- Insurance

A70: Proof of insurance coverage must be provided prior to award.

Q71: Please explain what an "Apparent successful Vendor" means? RFP Page 54, Section 8- Insurance

A71: The vendor with the lowest bid meeting all required specifications

Q72: When will the required Reports be due by the Vendor? RFP Page 60, Section 40- Reports

A72: No we do not require reports

Q73: According to section 4.2.3, can we assume that it is the 'loaded' hourly rate? If so, how much travel would be required for each classification in order to include it on the final hourly rate? RFP Page 87, Section 4.2.3

A73: Typically for the job, travel is not required once the candidate is onsite. Off site meetings are local to site.

Q74: How large is the IT Department?

A74: The Office of Management Information Services has approximately 117 staff.

Q75: How many consulting resources did the IT Department utilize in 2019?

A75: Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q76: How many resources is the IT Department looking to use in 2021 - 2022?

A76: That number is not determined at this time. Each delivery order will identify the staffing needs.

Q77: What was your IT spend for 2019?

A77: Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q78: Have to be our own W2 or can they be subcontractors?

A78: This is the choice of the vendor as long as they are covered under the liability insurances that is required.

Q79: Are there any specific licensing required by us or any of our subcontractors to work this RFP?

A79: Candidate Certifications and licenses will be specified in the individual classification requirements.

Q80: Is this for the Cost Sheet? Meaning, is this the form that you need us to present with the hourly rates? Final_ CRFQ_Form (1-42)

A80: The cost can be entered in WVOASIS

Q81: What does Optional renewal year 1, optional renewal year 2, ...Optional renewal 3 years, mean? Final_ CRFQ_Form (1-42)

A81: This means that the state has the option to renew this contract. Bids should include rates for each renewal year for the classifications.

Q82: Can you further explain Qty 300.000? Final_ CRFQ_Form (1-42)

A82: The 300 hrs. are an estimate. The hours and time frame will be specified on each delivery order. The maximum length of a delivery order is one (1) year with the maximum hours of 2,288.

2020
Pay/Holiday Calendar

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1 New Year's Day
Jan 20 Martin Luther King Jr.
Feb 17 Presidents Day
May 25 Memorial Day

Jun 9 Primary Election Day
Jun 19 West Virginia Day (Observed)
Jul 3 Independence Day (Observed)
Sep 7 Labor Day

Oct 12 Columbus Day
Nov 3 General Election Day
Nov 11 Veterans Day
Nov 26 Thanksgiving Day

Nov 27 Day After Thanksgiving
Dec 24 Christmas Eve (1/2 Day)
Dec 25 Christmas Day
Dec 31 New Year's Eve (1/2 Day)

Pay Day  Holiday  Pay Day/Holiday 

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or "Interested parties" means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Mahantech Corp Address: 405 Capitol St, Ste 101
Charleston, WV 25301

Name of Authorized Agent: Channa M Arjuna Address: 405 Capitol St, Ste 101, Charleston, WV 25301

Contract Number: CRFQ 0511 MIS2100000002 Contract Description: Temporary IT staffing for WVDHHR/OMIS

Governmental agency awarding contract: _____

☒ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

☒ Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

☒ Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

☒ Check here if none, otherwise list entity/individual names below.

Signature: 

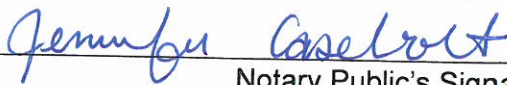
Date Signed: 09/17/2020

Notary Verification

State of West Virginia, County of Kanawha:

I, Channa M Arjuna, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 17th day of September, 2020.



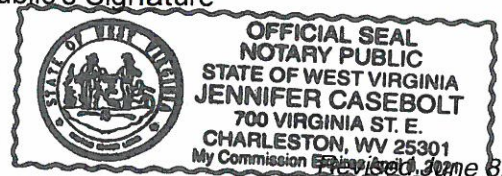
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



Received June 8, 2018



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

State of West Virginia
Centralized Request for Quote
Miscellaneous

Proc Folder: 776701

Doc Description: TEMPORARY IT STAFFING FOR WVDHHR/OMIS

Reason for Modification:

ADDENDUM 3-TO EXTEND BID
OPENING DATE

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-09-17	2020-09-18 13:30	CRFQ 0511 MIS2100000002	4

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : MAHANTECH CORP

Address :

Street : 405 Capitol St, Ste 101

City : Charleston

State : WV

Country : USA

Zip : 25301

Principal Contact : Channa M Arjuna

Vendor Contact Phone: 304-720-2246

Extension: 1001

FOR INFORMATION CONTACT THE BUYER

Crystal G Hustead
(304) 558-2402
crystal.g.hustead@wv.gov

**Vendor
Signature X**

FEIN# 34-1855567

09/18/2020

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

ADDITIONAL INFORMATION

REBID OF CRFQ MIS2100000001

THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES (WV DHHR), OFFICE OF MANAGEMENT INFORMATION SERVICES (OMIS) TO ESTABLISH MULTIPLE OPEN-END CONTRACTS FOR TECHNICAL STAFFING SERVICES, PER THE ATTACHED DOCUMENTS.

THE POSITION CLASSIFICATIONS LISTED WITHIN THE SOLICITATION ARE TO PROVIDE FOR THE TECHNICAL EXPERTISE TO MEET THE CONTRACTED STAFFING NEEDS FOR ALL ENTITIES WITHIN THE WV DEPARTMENT OF HEALTH AND HUMAN RESOURCES, OFFICE OF MANAGEMENT INFORMATION SERVICES (OMIS) FOR SUPPORT OF OUR IT EFFORTS. THIS INCLUDES SUPPORT FOR ALL DHHR AGENCIES THAT MIGHT HAVE THE NEED FOR THESE SPECIFIC SERVICES. THESE SERVICES WOULD BE USED TO DEVELOP MODIFICATIONS AND ENHANCEMENTS TO THE COMPUTER SYSTEMS FOR THE END-USER STATE AGENCY, AS WELL AS MENTOR, PROVIDE TECHNICAL TRAINING AND SUPPORT AND PROVIDE "SHADOWING" OPPORTUNITIES FOR STATE ANALYSTS, AMONG OTHER TASKS AS DEFINED BY THE END-USER STATE AGENCY ON ITS DELIVERY ORDER FOR THE SERVICES.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS

INVOICE TO

HEALTH AND HUMAN RESOURCES
MANAGEMENT INFORMATION SERVICE
ONE DAVIS SQUARE, RM 211
CHARLESTON WV 25301
US

SHIP TO

HEALTH AND HUMAN RESOURCES
MANAGEMENT INFORMATION SERVICE
321 CAPITOL ST, STE 200
CHARLESTON WV 25301
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Web Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Senior Web Application Analyst Optional renewal year 1	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Web Application Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior Web Application Analyst Optional renewal year 2	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Web Application Analyst Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Senior Web Application Analyst Optional renewal year 3	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Web Application Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Web Application Analyst	2288.00000	HOUR	\$ 50.49	\$ 115,521.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Web Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Web Application Analyst Optional renewal year 1	2288.00000	HOUR	\$ 50.49	\$ 115,521.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Web Application Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Web Application Analyst Optional renewal year 2	2288.00000	HOUR	\$ 50.49	\$ 115,521.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Web Application Analyst Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Web Application Analyst Optional renewal year 3	2288.00000	HOUR	\$ 50.49	\$ 115,521.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Web Application Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Senior Mainframe Application Analyst	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Mainframe Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Senior Mainframe Application Analyst Optional renewal yr 1	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Mainframe Application Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Senior Mainframe Application Analyst Optional renewal yr 2	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Mainframe Application Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Senior Mainframe Application Analyst Optional renewal yr 3	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Mainframe Application Analyst Optional renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Mainframe Application Analyst	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Mainframe Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Mainframe Application Analyst Optional renewal year 1	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Mainframe Application Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Mainframe Application Analyst Optional renewal year 2	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Mainframe Application Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Mainframe Application Analyst Optional renewal year 3	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Mainframe Application Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Senior CRM Application Analyst	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior CRM Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Senior CRM Application Analyst Optional renewal year 1	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior CRM Application Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Senior CRM Application Analyst Optional renewal year 2	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior CRM Application Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Senior CRM Application Analyst Optional renewal year 3	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior CRM Application Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	CRM Application Analyst	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

CRM Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	CRM Application Analyst Optional renewal year 1	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

CRM Application Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	CRM Application Analyst Optional renewal year 2	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

CRM Application Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	CRM Application Analyst Optional renewal year 3	2288.00000	hour	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:
CRM Application Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Senior SharePoint Application Analyst	2288.00000	hour	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:
Senior SharePoint Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Senior SharePoint Application Analyst Opt Ren Year 1	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior SharePoint Application Analyst Opt Ren Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Senior SharePoint Application Analyst Opt Ren Year 2	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior SharePoint Application Analyst Opt Ren Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Senior SharePoint Application Analyst Opt Ren Year 3	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior SharePoint Application Analyst Opt Ren Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	SharePoint Application Analyst	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

SharePoint Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	SharePoint Application Analyst Optional Renewal Year 1	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

SharePoint Application Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	SharePoint Application Analyst Optional Renewal Year 2	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

SharePoint Application Analyst Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	SharePoint Application Analyst Optional Renewal Year 3	2288.00000	HOUR	\$64.99	\$148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

SharePoint Application Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
33	Senior Application Oracle Database Administrator	2288.00000	HOUR	\$ 59.99	\$137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Application Oracle Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
34	Senior Application Oracle Database Administrator Opt Ren Yr1	2288.00000	HOUR	\$ 59.99	\$137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
35	Senior Application Oracle Database Administrator Opt Ren Yr2	2288.00000	HOUR	\$ 59.99	\$137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
36	Senior Application Oracle Database Administrator Opt Ren Yr3	2288.00000	HOUR	\$ 59.99	\$137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Application Oracle Database Administrator Opt Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
37	Application Oracle Database Administrator	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Application Oracle Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
38	Application Oracle Database Administrator Opt Ren Yr1	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Application Oracle Database Administrator Opt Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
39	Application Oracle Database Administrator Opt Ren Yr2	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Application Oracle Database Administrator Opt Ren Yr2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
40	Application Oracle Database Administrator Opt Ren Yr3	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Application Oracle Database Administrator Opt Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
41	Senior Application DB2 Database Administrator	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Application DB2 Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
42	Senior Application DB2 Database Administrator Opt Ren Yr 1	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
43	Senior Application DB2 Database Administrator Opt Ren Yr 2	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
44	Senior Application DB2 Database Administrator Opt Ren Yr 3	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior Application DB2 Database Administrator Opt Ren Yr 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
45	Application DB2 Database Administrator	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Application DB2 Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
46	Application DB2 Database Administrator Opt Ren Yr1	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Application DB2 Database Administrator Opt Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
47	Application DB2 Database Administrator Opt Ren Yr2	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Application DB2 Database Administrator Opt Ren Yr2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
48	Application DB2 Database Administrator Opt Ren Yr3	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Application DB2 Database Administrator Opt Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
49	Senior SQL Server Database Administrator	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior SQL Server Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
50	Senior SQL Server Database Administrator Optional Ren Yr1	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior SQL Server Database Administrator Optional Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
51	Senior SQL Server Database Administrator Optional Ren Yr2	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior SQL Server Database Administrator Optional Ren Yr2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
52	Senior SQL Server Database Administrator Optional Ren Yr3	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior SQL Server Database Administrator Optional Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
53	SQL Server Database Administrator	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

SQL Server Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
54	SQL Server Database Administrator Opt Ren Yr1	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

SQL Server Database Administrator Opt Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
55	SQL Server Database Administrator Opt Ren Yr2	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

SQL Server Database Administrator Opt Ren Yr2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
56	SQL Server Database Administrator Opt Ren Yr3	2288.00000	HOUR	\$ 54.99	\$ 125,817.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

SQL Server Database Administrator Opt Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
57	Senior COGNOS Analyst	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior COGNOS Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
58	Senior COGNOS Analyst Optional Renewal Yr 1	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior COGNOS Analyst Optional Renewal Yr 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
59	Senior COGNOS Analyst Optional Renewal Yr 2	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior COGNOS Analyst Optional Renewal Yr 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
60	Senior COGNOS Analyst Optional Renewal Yr 3	2288.00000	HOUR	\$ 64.99	\$ 148,697.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Senior COGNOS Analyst Optional Renewal Yr 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
61	COGNOS Analyst	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

COGNOS Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
62	COGNOS Analyst Optional Renewal Year 1	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

COGNOS Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
63	COGNOS Analyst Optional Renewal Year 2	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

COGNOS Analyst Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
64	COGNOS Analyst Optional Renewal Year 3	2288.00000	HOUR	\$ 59.99	\$ 137,257.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:
COGNOS Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
65	Software Test Analyst	2288.00000	HOUR	\$ 39.99	\$ 91,947.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:
Software Test Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
66	Software Test Analyst Optional Year 1	2288.00000	HOUR	\$ 39.99	\$ 91,947.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Software Test Analyst Optional Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
67	Software Test Analyst Optional Year 2	2288.00000	HOUR	\$ 39.99	\$ 91,947.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Software Test Analyst Optional Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
68	Software Test Analyst Optional Year 3	2288.00000	HOUR	\$ 39.99	\$ 91,947.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Software Test Analyst Optional Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
69	Help Desk Analyst	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Help Desk Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
70	Help Desk Analyst Optional renewal year 1	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Help Desk Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
71	Help Desk Analyst Optional renewal year 2	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Help Desk Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
72	Help Desk Analyst Optional renewal year 3	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Help Desk Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
73	Business Analyst	2288.00000	HOUR	\$ 40.00	\$ 91,520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Business Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
74	Business Analyst Optional Renewal Year 1	2288.00000	HOUR	\$ 40.00	\$ 91,520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Business Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
75	Business Analyst Optional Renewal Year 2	2288.00000	HOUR	\$ 40.00	\$ 91,520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Business Analyst Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
76	Business Analyst Optional Renewal Year 3	2288.00000	HOUR	\$ 40.00	\$ 91,520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Business Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
77	Technical Writer	2288.00000	HOUR	\$ 40.00	\$ 91,520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Technical Writer

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
78	Technical Writer Optional Renewal Year 1	2288.00000	HOUR	\$ 40.00	\$ 91,520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Technical Writer Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
79	Technical Writer Optional Renewal Year 2	2288.00000	HOUR	\$ 40.00	\$ 91,520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Technical Writer Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
80	Technical Writer Optional Renewal Year 3	2288.00000	HOUR	\$ 40.00	\$ 91,520.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Technical Writer Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
81	Information Systems Assistant	2288.00000	HOUR	\$ 34.99	\$ 80,057.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Information Systems Assistant

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
82	Information Systems Assistant Optional renewal year 1	2288.00000	HOURL	\$ 34.99	\$ 80,057.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Information Systems Assistant Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
83	Information Systems Assistant Optional renewal year 2	2288.00000	HOURL	\$ 34.99	\$ 80,057.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Information Systems Assistant Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
84	Information Systems Assistant Optional renewal year 3	2288.00000	HOUR	\$ 34.99	\$ 80,057.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Information Systems Assistant Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
85	Imaging Operator	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Imaging Operator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
86	Imaging Operator Optional renewal year 1	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Imaging Operator Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
87	Imaging Operator Optional renewal year 2	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Imaging Operator Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
88	Imaging Operator Optional renewal year 3	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Imaging Operator Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
89	Programmer Analyst	2288.00000	HOUR	\$ 44.49	\$ 101,793.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Programmer Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
90	Programmer Analyst Optional renewal year 1	2288.00000	HOUR	\$ 44.49	\$ 101,793.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Programmer Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
91	Programmer Analyst Optional renewal year 2	2288.00000	HOUR	\$ 44.49	\$ 101,793.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Programmer Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
92	Programmer Analyst Optional renewal year 3	2288.00000	HOUR	\$ 44.49	\$ 101,793.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Programmer Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
93	Systems Programmer	2288.00000	HOUR	\$ 44.49	\$ 101,793.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Systems Programmer

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
94	Systems Programmer Optional renewal year 1	2288.00000	HOUR	\$ 44.49	\$ 101,793.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Systems Programmer Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
95	Systems Programmer Optional renewal year 2	2288.00000	HOUR	\$ 44.49	\$ 101,793.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Systems Programmer Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
96	Systems Programmer Optional renewal year 3	2288.00000	HOUR	\$ 44.49	\$ 101,793.12

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Systems Programmer Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
97	Computer Operator	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Computer Operator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
98	Computer Operator Optional renewal year 1	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Computer Operator Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
99	Computer Operator Optional renewal year 2	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Computer Operator Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
100	Computer Operator Optional renewal year 3	2288.00000	HOUR	\$ 30.00	\$ 68,640.00

Comm Code	Manufacturer	Specification	Model #
80111608			

Extended Description:

Computer Operator Optional renewal year 3

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	VENDOR QUESTION DEADLINE	2020-09-10

	Document Phase	Document Description	Page 53
MIS2100000002	Final	TEMPORARY IT STAFFING FOR WVDHHR/OMIS	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

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

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

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

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

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting

are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

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

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: September 10, 2020 at 10:00 AM

Submit Questions to: Crystal Hustead

2019 Washington Street, East

Charleston, WV 25305

Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)

Email: Crystal.G.Hustead@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:

Department of Administration, Purchasing Division

2019 Washington Street East

Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:

BUYER: Crystal Hustead

SOLICITATION NO.: CRFQ MIS2100000002

BID OPENING DATE: September 17, 2020

BID OPENING TIME: 1:30 PM

FAX NUMBER: 304-558-3970

Revised 01/09/2020

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

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

BID TYPE: (This only applies to CRFP)

☐ Technical

☐ Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: September 17, 2020 at 1:30 PM

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

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

equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

☐ This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or

minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

Provisions Required for Federally Funded Procurements

1. **Federal Funds:** This purchase is being funded in whole or in part with Federal Funds and is subject to the requirements established in 2 CFR § 200. Pursuant to 2 CFR § 200.317 the provisions of 2 CFR §§ 200.322 and 200.326 are expressly included in this solicitation below and incorporated into any contract resulting from this solicitation by reference.
2. **2 CFR §200.322 Procurement of recovered materials:** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
3. **§200.326 Contract provisions:** Pursuant to the requirements contained in 2 CFR §§ 200.317 and 200.326, the following provisions are included any contract resulting from this solicitation, to the extent that the provisions are applicable.
 - (A) At a minimum, the administrative, contractual, or legal remedies contained in W. Va. CSR § 148-1-5 and the applicable definitions contained in W. Va. CSR § 148-1-2 apply to any contract resulting from this solicitation in instances where contractors violate or breach contract terms for contracts for more than the simplified acquisition threshold currently set at \$150,000 (which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908).

West Virginia Code of State Rules § 148-1-5 states:

§ 148-1-5. Remedies.

5.1. The Director may require that the spending unit attempt to resolve any issues that it may have with the vendor prior to pursuing a remedy contained herein. The spending unit must document any resolution efforts and provide copies of those documents to the Purchasing Division.

5.2. Contract Cancellation.

5.2.a. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.a.1. The vendor agrees to the cancellation;

5.2.a.2. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.a.3. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.a.4. The existence of an organizational conflict of interest is identified;

5.2.a.5. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition.

5.2.a.6. Violation of any federal, state, or local law, regulation, or ordinance.

5.2.b. The Director may cancel a purchase or contract for any reason or no reason, upon providing the vendor with 30 days' notice of the cancellation.

5.2.c. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

5.2.d. Re-Award. The Director may award the cancelled contract to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) without a subsequent solicitation if the following conditions are met:

5.2.d.1. The next lowest responsible bidder (or next highest scoring bidder if best value procurement) is able to perform at the price contained in its original bid submission, and

5.2.d.2. The contract is an open-end contract, a one-time purchase contract, or a contract for work which has not yet commenced.

Award to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) will not be an option if the vendor's failure has in any way increased or significantly changed the scope of the original contract. The vendor failing to honor contractual and legal obligations is responsible for any increase in cost the state incurs as a result of the re-award.

5.3. Non-Responsible. If the Director believes that a vendor may be non-responsible, the Director may request that a vendor or spending unit provide evidence that the vendor either does or does not have the capability to fully perform the contract requirements, and the integrity and reliability necessary to assure good faith performance. If the Director determines that the vendor is non-responsible, the Director shall reject that vendor's bid and shall not award the contract to that vendor. A determination of non-responsibility must be evaluated on a case-by-case basis and can only be made after the vendor in question has submitted a bid. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

5.4. Suspension.

5.4.a. The Director may suspend, for a period not to exceed one (1) year, the right of a vendor to bid on procurements issued by the Purchasing Division or any state spending unit under its authority if:

5.4.a.1. The vendor has exhibited a pattern of submitting bids and then requesting that its bid be withdrawn after bids have been publicly opened. For purposes of this provision, a pattern is two or more instances in any 12 month period.

5.4.a.2. The vendor has exhibited a pattern of poor performance in fulfilling his or her contractual obligations to the State. Poor performance includes, but is not limited to, two or more instances of any of the following: violations of law, regulation, or ordinance; failure to deliver timely; failure to deliver quantities ordered; poor performance reports; and failure to deliver commodities, services, or printing at the quality level required by the contract.

5.4.a.3. The vendor has breached a contract issued by the Purchasing Division or any state spending unit under its authority and refuses to remedy that breach.

5.4.a.4. The vendor's actions have given rise to one or more of the grounds for debarment listed in section 5A-3-33d.

5.4.b. Vendor suspension for the reasons listed in section 5.4 above shall occur as follows:

5.4.b.1. Upon a determination by the Director that a suspension is warranted, the Director will serve a notice of suspension to the vendor.

5.4.b.2. A notice of suspension must inform the vendor:

5.4.b.2.A. Of the grounds for the suspension;

5.4.b.2.B. Of the duration of the suspension;

5.4.b.2.C. Of the right to request a hearing contesting the suspension;

5.4.b.2.D. That a request for a hearing must be served on the Director no later than five (5) working days of the vendor's receipt of the notice of suspension;

5.4.b.2.E. That the vendor's failure to request a hearing no later than five (5) working days of the receipt of the notice of suspension will be deemed a waiver of the right to a hearing and result in the automatic enforcement of the suspension without further notice or an opportunity to respond; and

5.4.b.2.F. That a request for a hearing must include an explanation of why the vendor believes the Director's asserted grounds for suspension do not apply and why the vendor should not be suspended.

5.4.b.3. A vendor's failure to serve a request for hearing on the Director no later than five (5) working days of the vendor's receipt of the notice of suspension will be deemed a waiver of the right to a hearing and may result in the automatic enforcement of the suspension without further notice or an opportunity to respond.

5.4.b.4. A vendor who files a timely request for hearing but nevertheless fails to provide an explanation of why the asserted grounds for suspension are inapplicable or should not result in a suspension, may result in a denial of the vendor's hearing request.

5.4.b.5. Within five (5) working days of receiving the vendor's request for a hearing, the Director will serve on the vendor a notice of hearing that includes the date, time and place of the hearing.

5.4.b.6. The hearing will be recorded and an official record prepared. Within ten (10) working days of the conclusion of the hearing, the Director will issue and serve on the vendor, a written decision either confirming or reversing the suspension.

5.4.c. A vendor may appeal a decision of the Director to the Secretary of Administration. The appeal must be in writing and served on the Secretary no later than five (5) working days of receipt of the Director's decision.

5.4.d. The Secretary, or his or her designee, will schedule an appeal hearing and serve on the vendor, a notice of hearing that includes the date, time and place of the hearing. The appeal hearing will be recorded and an official record prepared. Within ten (10) working days of the conclusion of the appeal hearing, the Secretary will issue and serve on the vendor a written decision either confirming or reversing the suspension.

5.4.e. Any notice or service related to suspension actions or proceedings must be provided by _____ certified mail, return receipt requested.

5.5. Vendor Debarment. The Director may debar a vendor on the basis of one or more of the grounds for debarment contained in West Virginia Code § 5A-3-33d or if the vendor has been declared ineligible to participate in procurement related activities under federal laws and regulation.

5.5.a. Debarment proceedings shall be conducted in accordance with West Virginia Code § 5A-3-33e and these rules. A vendor that has received notice of the proposed debarment by certified mail, return receipt requested, must respond to the proposed debarment within 30 working days after receipt of notice or the debarment will be instituted without further notice. A vendor is deemed to have received notice, notwithstanding the vendor's failure to accept the certified mail, if the letter is addressed to the vendor at its last known address. After considering the matter and reaching a decision, the Director shall notify the vendor of his or her decision by certified mail, return receipt requested.

5.5.b. Any vendor, other than a vendor prohibited from participating in federal procurement, undergoing debarment proceedings is permitted to continue participating in the state's procurement process until a final debarment decision has been reached. Any contract that a debarred vendor obtains prior to a final debarment decision shall remain in effect for the current term, but may not be extended or renewed. Notwithstanding the foregoing, the Director may cancel a contract held by a debarred vendor if the Director determines, in his or her sole discretion, that doing so is in the best interest of the State. A vendor prohibited from participating in federal procurement will not be permitted to participate in the state's procurement process during debarment proceedings.

5.5.c. If the Director's final debarment decision is that debarment is warranted and notice of the final debarment decision is mailed, the Purchasing Division shall reject any bid submitted by the debarred vendor,

including any bid submitted prior to the final debarment decision if that bid has not yet been accepted and a contract consummated. 5.5.d. Pursuant to West Virginia Code section 5A-3-33e(e), the length of the debarment period will be specified in the debarment decision and will be for a period of time that the Director finds necessary and proper to protect the public from an irresponsible vendor.

5.5.e. List of Debarred Vendors. The Director shall maintain and publicly post a list of debarred vendors on the Purchasing Division's website.

5.6. Damages.

5.6.a. A vendor who fails to perform as required under a contract shall be liable for actual damages and costs incurred by the state.

5.6.b. If any commodities delivered under a contract have been used or consumed by a spending unit and on testing the commodities are found not to comply with specifications, no payment may be approved by the Spending Unit for the merchandise until the amount of actual damages incurred has been determined.

5.6.c. The Spending Unit shall seek to collect damages by following the procedures established by the Office of the Attorney General for the collection of delinquent obligations.

(B) At a minimum, the termination for cause and for convenience provisions contained in W. Va. CSR § 148-1-5.2 and the applicable definitions contained in W. Va. CSR § 148-1-2 apply to any contract in excess of \$10,000 resulting from this solicitation.

West Virginia Code of State Rules § 148-1-5.2 states:

5.2. Contract Cancellation.

5.2.a. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.a.1. The vendor agrees to the cancellation;

5.2.a.2. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.a.3. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.a.4. The existence of an organizational conflict of interest is identified;

5.2.a.5. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition.

5.2.a.6. Violation of any federal, state, or local law, regulation, or ordinance.

5.2.b. The Director may cancel a purchase or contract for any reason or no reason, upon providing the vendor with 30 days' notice of the cancellation.

5.2.c. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "**federally assisted construction contract**" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

41 CFR § 60-1.3 defines "Federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

Accordingly, to the extent that this contract meets the definition of a "federally assisted construction contract" under 41 CFR Part 60-1.3, the following clause is included:

41 CFR 60-1.4 - Equal opportunity clause. (b) *Federally assisted construction contracts.*

In accordance with the requirements of described above, and except as otherwise provided in the applicable regulations, the following language is hereby incorporated into any contract resulting from this solicitation involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may

request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

(D) Davis-Bacon Act, as amended (40 U.S.C.3141–3148). Any construction contract resulting from this solicitation hereby requires compliance with the Davis-Bacon Act (40 U.S.C.3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor

Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors are required to pay wages not less than once a week.

Any construction contract resulting from this solicitation hereby requires compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, any contract resulting from this solicitation in excess of \$100,000 that involve the employment of mechanics or laborers hereby requires compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended— Any contract resulting from this solicitation in excess of \$150,000 hereby requires compliance with all applicable standards, orders or regulations issued pursuant to **the Clean Air Act (42 U.S.C. 7401–7671q.)** and the Federal Water Pollution Control Act as amended (**33 U.S.C. 1251–1387**).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)— Any contract resulting from this solicitation will not be awarded to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.”

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)— Any contract resulting from this solicitation requires compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: **MAHANTECH CORP**

Authorized Signature: *Chang*

Date: **09/17/2020**

State of **WEST VIRGINIA**

County of **KANAWHA**, to-wit:

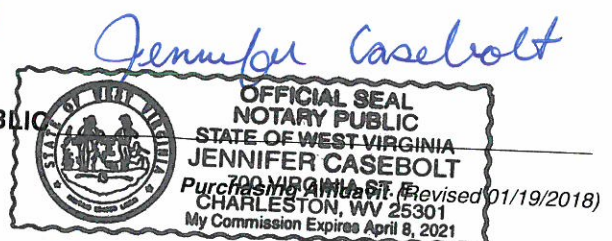
Taken, subscribed, and sworn to before me this **17** day of **SEPTEMBER**, 20**20**.

My Commission expires **4.8**, 20**21**.

AFFIX SEAL HERE



NOTARY PUBLIC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/16/2020

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 have ADDITIONAL INSURED provisions or 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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

USI Ins Svcs C/L Charleston
1 Hillcrest Drive East
Charleston, WV 25311
304 347-0611

CONTACT NAME: Kim Pearrell

PHONE (A/C, No, Ext): 304-381-3414

FAX (A/C, No):

E-MAIL ADDRESS: kim.pearrell@usi.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Hartford Casualty Insurance Company 29424

INSURER B: Hartford Fire Insurance Company 19682

INSURER C: Hartford Fire Insurance Company 19682

INSURER D: Sentinel Insurance Company Ltd. 11000

INSURER E:

INSURER F:

INSURED

Mahantech Corporation
405 Capitol Street, Suite 101
Charleston, WV 25301

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	ADDL INSR	SUBR WVD	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40SBAIK0906	07/20/2020	07/20/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40UECHB0533	07/20/2020	07/20/2021	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 type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$10,000 <input type="checkbox"/> DED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40SBAIK0906	07/20/2020	07/20/2021	EACH OCCURRENCE \$6,000,000 AGGREGATE \$6,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	40WECID7460	07/20/2020	07/20/2021	PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Crime			40BDDHS4983	07/20/2020	07/20/2021	\$1,000,000 Limit
A	Errors & Omission			40SBAIK0906	07/20/2020	07/20/2021	\$3,000,000 Each Glitch \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
State of West Virginia is listed as additional insured as required by contract.

CERTIFICATE HOLDER

State of West Virginia, WV DHHR
Purchasing
One Davis Square
Charleston, WV 25301

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

James P. Crouse