



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

Header @ 5

List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1000852

Procurement Type: Central Contract - Fixed Amt

Vendor ID:

Legal Name: LOCAL DATA SOLUTIONS LLC

Alias/DBA:

Total Bid: \$190,000.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0506

SO Doc ID: MCH2200000005

Published Date: 3/24/22

Close Date: 3/30/22

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 5

Total of All Attachments: 5



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

**State of West Virginia
 Solicitation Response**

Proc Folder: 1000852
Solicitation Description: CARE COORDINATION SOFTWARE
Proc Type: Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2022-03-30 13:30	SR 0506 ESR03282200000005935	1

VENDOR
 000000163397
 LOCAL DATA SOLUTIONS LLC

Solicitation Number: CRFQ 0506 MCH2200000005

Total Bid: 190000

Response Date: 2022-03-28

Response Time: 22:13:05

Comments:

FOR INFORMATION CONTACT THE BUYER

Crystal G Husted
 (304) 558-2402
 crystal.g.husted@wv.gov

Vendor Signature X **FEIN#** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Care Coordination Software				85000.00

Comm Code	Manufacturer	Specification	Model #
43232300			

Commodity Line Comments:

Extended Description:

Care Coordination Software

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Optional Renewal Year 1				35000.00

Comm Code	Manufacturer	Specification	Model #
43232300			

Commodity Line Comments:

Extended Description:

Care Coordination Software
Optional Renewal Year 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Optional Renewal Year 2				35000.00

Comm Code	Manufacturer	Specification	Model #
43232300			

Commodity Line Comments:

Extended Description:

Care Coordination Software
Optional Renewal Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Optional Renewal Year 3				35000.00

Comm Code	Manufacturer	Specification	Model #
43232300			

Commodity Line Comments:

Extended Description:

Care Coordination Software
Optional Renewal Year 3



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
 Info Technology

Proc Folder: 1000852			Reason for Modification: ADDENDUM 3 TO PROVIDE ANSWERS TO VENDOR QUESTIONS
Doc Description: CARE COORDINATION SOFTWARE			
Proc Type: Central Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-03-24	2022-03-30 13:30	CRFQ 0506 MCH2200000005	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: *Local Data Solutions*
 Address: *144 Scenery Dr.*
 Street:
 City: *Morgantown*
 State: *WV* Country: *USA* Zip: *26505*
 Principal Contact: *Ty Petrice*
 Vendor Contact Phone: *304-641-1767* Extension:

FOR INFORMATION CONTACT THE BUYER
 Crystal G Hustead
 (304) 558-2402
 crystal.g.hustead@wv.gov

Vendor Signature X *Ty Petrice* FEIN# *26-2017671* DATE *3/28/2022*

ADDITIONAL INFORMATION

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR), BUREAU OF PUBLIC HEALTH (BPH), IS SOLICITING BIDS TO ESTABLISH A CONTRACT FOR SOFTWARE AS A SERVICE (SAAS), SOFTWARE LICENSING, TRAINING, AND IMPLEMENTATION OF CARE COORDINATION SOFTWARE TO BE USED ACROSS MULTIPLE PROGRAMS AND PROJECTS PER THE ATTACHED DOCUMENTS.

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		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH/MCH - MATERNAL CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Care Coordination Software	/	/	\$85,000.00	\$85,000.00

Comm Code	Manufacturer	Specification	Model #
43232300			

Extended Description:
Care Coordination Software

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH/MCH - MATERNAL CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Optional Renewal Year 1	/	/	\$35,000.00	\$35,000.00

Comm Code	Manufacturer	Specification	Model #
43232300			

Extended Description:
Care Coordination Software
Optional Renewal Year 1

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH/MCH - MATERNAL CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Optional Renewal Year 2	1	1	\$35,000.00	\$35,000.00

Comm Code	Manufacturer	Specification	Model #
43232300			

Extended Description:
Care Coordination Software
Optional Renewal Year 2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH/MCH - MATERNAL CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Optional Renewal Year 3	1	1	\$35,000.00	\$35,000.00

Comm Code	Manufacturer	Specification	Model #
43232300			

Extended Description:
Care Coordination Software
Optional Renewal Year 3

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2022-03-03

SOLICITATION NUMBER: CRFQ MCH2200000005
Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as CRFQ MCH2200000005 ("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-

Additional Documentation: This addendum is to answer vendor questions. No other changes.

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.

Question 1: Please clarify what you mean by tracking inventory distribution.

4.1.1.5 Care Coordination Tracking Tool must be able to track inventory distribution.

Answer 1: The Children with Special Health Care Needs (CSHCN) Program maintains a “lending library” of resources, including books, assistive technology devices, and physical supportive devices. The ability to track inventory of these items, their location(s), and check them in and out is desired.

Question 2: How many records of historical data need to be migrated?

4.1.3.5 Vendor is responsible for importing historic data from current care coordination tracking tool(s) for all Title V programs and/or projects currently utilizing coordination software.

Answer 2: Importing of historical records will begin with the CSHCN Program and are estimated to be approximately 220,000 for over 31,000 unique individuals. Over 83,000 of these records reside in ApplicationXtender document manager and will not necessarily be migrated but should be able to be integrated if possible.

Question 3: This is SaaS based software and there are no hardware requirements. There is no need for locked facilities regarding section 9.

9. FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to the 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.

Answer 3: This section pertains to access to secure facilities as needed (i.e., “*may require* access cards and/or keys to gain access to the Agency’s facilities”). This is standard language of the proposal and agree in this instance this section is not applicable.

Question 4: How many patient/client records will you need yearly

Answer 4: In 2019, approximately 12,000 children were in WV foster care for at least one day. Traditional participation in the CSHCN Program is approximately 1500 children. As both populations are tracked within the CSHCN Program, there is potential for an additional 13,500 records each year. Records are maintained for historical purposes for all children through age 21. This system will also be used for care coordination to support a federally funded project for supportive telehealth linkage between pediatric primary care providers and pediatric mental health care providers. As this is a new initiative, it is unknown how many referrals will be tracked at this time.

Question 5: Will you need any integrations ie. adt alerts etc...

Answer 5: We would not need ADT Medical Alert integration but would need assistance with internal integration of other data sets, as well as potential integration of the State Immunization Information

System, Gainwell (Medicaid TPA), and certain EHRs we have access to (e.g., WVU Medicine uses Epic and we have access to our member's EMRs in that system). Potential future expansion would include additional EHRs and new internal state systems as developed.

Question 6: Are the insurance requirements a mandate? Will you accept different coverages?

Answer 6: Per Section 8. Insurance in the General Terms and Conditions, vendor shall furnish proof of insurance coverages that are listed, coverages must be maintained throughout the life of the contract.

Question 7: Please clarify what needs to be configurable and put into production in 24-48 hours; is this an assessment?

4.1.1.6 Care Coordination Tracking Tool must be configurable to suit the individual needs of Title V Agency programs and projects. Configurable features by program and/or project must include assessment forms and follow-up process templates. For the purposes of this RFQ, configurable means changes can be made and put into production in 24 – 48 hours without modifying the code, re-testing or updating deployments.

Answer 7: The product must be easily modifiable through customizable templates to collect data should the need arise. For example, if a data request for a new data field is needed for legislative needs or agency priorities, we need the ability to collect that data as quickly as possible without having to wait for a product update weeks or months later.

Question 8: Please clarify what type of quarterly system updates you are looking for.

4.1.1.9 Care Coordination Tracking Tool must have a minimum of quarterly system updates.

Answer 8: Asking that systems when required to be updated take no less than 3 months to implement into a production environment.

Question 9: Please clarify what you mean by de identified

4.1.1.14 Care Coordination Tracking Tool must be able to provide deidentified data sets of all activity to the State for further analysis.

Answer 9: Deidentified data sets would not include identifiable information but be reported in aggregate for certain data points (e.g., how many children have a completed care plan in the system? How many referrals were made for a mental health service in each month?, etc.). Long-term, a dashboard/front page with key data elements would be desirable for a state level administrator user role for reporting to state and federal funders.

Question 10: Will virtual quarterly visits be acceptable?

4.1.1.17 Vendor will be available for virtual consultation with the State Title V agency no less than once a month and in-person consultation no less than once every 3 months (quarterly).

Answer 10: Virtual visits are acceptable at this time considering the ongoing national public health emergency related to COVID-19. However, vendors should include travel expenses into their budgets to include in-person consultation if requested by the State Title V Agency.

Question 11: Point 7, Performance Bond.

How is this applicable to a SaaS contract? Typically this is for construction contracts.

Answer 11: Section 7, only checked items are required for this solicitation.

Question 12: LABOR/MATERIAL PAYMENT BOND:

How is this applicable to a SaaS contract?

Answer 12: Section 7, only checked items are required for this solicitation.

Question 13: Certain and specific content/information will be provided in a vendor's bid response that is considered proprietary and confidential.

How can vendors communicate this information as such and be assured WV will not make this information publicly available?

Answer 13: (No. 31 from General Terms and Conditions - No. 21 Instructions to Vendors Submitting Bids)

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.

Question 14: Does WV require their contracting documentation to be used or will Vendor's contracts be accepted (MSA, BAA, SOW, etc.

Answer 14: Vendor must provide a copy of all applicable maintenance and support agreements prior to contract award for review and approval by the State of West Virginia and also use No. 19 (Third-Party Software) from the WV-96.

19. THIRD-PARTY SOFTWARE — *If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.*

Question 15: Will there be a security review?
If yes, how deep is the scope?

Answer 15: Yes,
There are no specific federal security protocols from the Health Resources and Services Administration (HRSA) at this time. Any security review would be based on requirements from the WV DHHR Office of Management Information Systems, Office of General Counsel, or an equivalent.

Question 16: Will a two-year initial term be considered instead of a one year?

Answer 16: Initial Term of contract will be one year.

Question 17: Where is the patient data coming from for care coordination efforts?

- o EMRs?
- o Claims data?
- o Manually entered?

Answer 17: Patient data is coming from several sources currently. EMRs, claims data, and manual entry data entry by teams of registered professional nurses and licensed social workers are all used.

Question 18: How many patient lives will be managed in the care coordination system?

Answer 18: Currently, there are over 31,000 patient lives documented in our Access database. These records are kept for historical reference through the age of 21.

Question 19: How many expected Authorized Users?

Answer 19: We would expect no fewer than 30 Authorized Users to begin with. Different user roles and profiles will be needed.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ MCH220000005

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

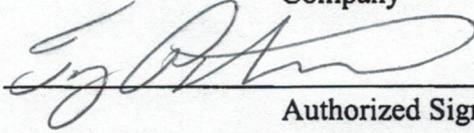
Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Local Data Solutions
Company

Authorized Signature
3/28/2022
Date

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

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.

Ty Petrice, CEO
(Name, Title)

Ty Petrice, CEO
(Printed Name and Title)

144 Scenery Dr., Morgantown, WV 26505
(Address)

304-641-1767 / 304-205-0676
(Phone Number) / (Fax Number)

ty@localdatasolutions.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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Local Data Solutions
(Company)

Ty Petrice, CEO
(Authorized Signature) (Representative Name, Title)

Ty Petrice, CEO
(Printed Name and Title of Authorized Representative)

3/28/2022
(Date)

304-641-1767 / 304-205-0676
(Phone Number) (Fax Number)

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: Local Data Solutions Address: 144 Scenery Dr
Morgantown, WV 26505

Name of Authorized Agent: Ty Petrice Address: 144 Scenery Dr., Morgantown, WV 26505

Contract Number: CRFQ MCH2200000005 Contract Description: Care Coordination Software

Governmental agency awarding contract: WV DHHR

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.

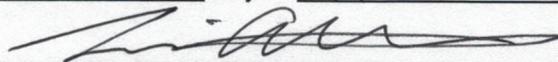
Signature:  Date Signed: 3/16/2022

Notary Verification

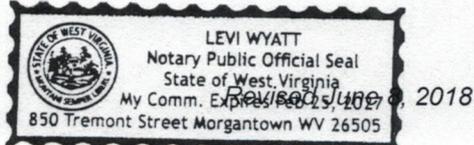
State of West Virginia, County of Monongalia:

I, Ty Mitchell Petrice, 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 16th day of March 2022.


Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____





West Virginia Care Coordination System (WVCCS)

Project Proposal

Local Data Solutions, LLC

Mar 28, 2022

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Overview

The West Virginia Department of Health and Human Resources, Bureau for Public Health, Office of Maternal, Child and Family Health (OMCFH) wishes to establish a contract for a West Virginia Care Coordination System (WVCCS) to be used by the State Title V across multiple programs and projects. In addition, the system will serve as the Care Coordination platform supporting the federal Health Resources and Services Administration (HRSA) Pediatric Mental Health Care Access (PMHCA) Program through the American Rescue Plan Act. The system will be maintained and hosted on Vendor's website during the term of the contract. This proposal outlines how Local Data Solutions, LLC, would fulfill the requirements of that contract.

Local Data Solutions, LLC

Local Data Solutions, LLC (LDS), is a software-development company based in Morgantown, West Virginia, serving local, state, and federal agencies and West Virginia businesses. We provide cost-effective software design, development, and Microsoft Azure cloud-hosting services to businesses and institutions. Our approach to software development ensures businesses and institutions can leverage modern technologies to address everything from simple web presence to the most complicated of business processes. Every application LDS develops is uniquely tailored for each customer's needs and business model.

LDS was established in 2008 by Senior Software Developers Ty Petrice and Parmjit Singh. Both Ty and Parmjit have worked on several major projects at LDS while simultaneously advancing their development skills by working on contracts for the Centers for Disease Control and Prevention's National Institute for Occupational Safety and Health (NIOSH). At NIOSH, they have been and continue to be involved in the development of a wide range of software applications for public health and safety, in areas from mining safety to publications and website control, to the health aftereffects from the collapse of the World Trade Center on 9/11. Over the last 10 years, they have worked on literally dozens of small, medium, and large systems for the Health Effects Laboratory Division and the Division of Safety Research, serving as project leads and managing numerous other software developers and supporting staff.

A custom application solution requires professional planning from the beginning, and our experienced analysts and programmers have a comprehensive understanding of the technical and personal aspects involved in software development, including requirements analysis, UX/UI design approaches, programming, system infrastructure, and more. Our highly trained team uses modern and proven approaches with technologies to determine and address your organization's needs. LDS maintains **cyber liability insurance** of at least **\$5,000,000** for hosting secure data in systems that we develop.

Professional History

LDS has developed multiple significant projects for West Virginia University (WVU) and WVDHHR:

WVU Birth Score Database (WVU & WVDHHR)

[Dashboard](#) and [Client](#) Application

LDS is hosting and implementing new features for the Birth Score database system for the WVU Research Corporation and the **West Virginia Department of Health and Human Resources (WVDHHR)**. This system collects childbirth information from more than 35 hospitals and clinics across the state of West Virginia. The collected data are used to identify and track infants who are at the highest risk for health and developmental problems, to ensure these children have access to appropriate health and special-care systems. The hospital uses a screening checklist to identify babies with a greater likelihood of health problems in the first year of life. The families of at-risk children residing in West Virginia will be referred to doctors of their choice, as well as to **Office of Maternal, Child, and Family Health (OMCFH)** Health Check Program Specialists, or Right From The Start Program nurses or social workers (called Designated Care Coordinators), who are available to offer information and support services.

LDS significantly expanded this system's capabilities and functionality, while ensuring it also complies with HIPAA and meets or exceeds federal information-technology security requirements.

West Virginia Home Visitation System (WVHVS, WVDHHR)

[Admin Dashboard](#) and [Home Visit Portal](#) Application

The WV Home Visitation System involves partnerships at federal, state and community levels to assist families in meeting their parenting goals. Programs are available at no cost to families across the state. Programs are delivered by local home visitors who have received extensive training in evidence-based curriculums. The family makes the choice to enroll and invite home visitors into their home. All programs can be initiated during pregnancy and continue to age three to five. Using a family-centered, asset-building approach, families determine what issues they want to address. The intent of the program is to partner with families so children grow up healthy, strong and ready to learn. LDS is developing and is hosting the administration dashboard and home visit portal applications.

West Virginia Newborn Hearing Screening (WV NHS, WVDHHR)

[Dashboard](#) and [Client](#) Application

In 1998, the **West Virginia state legislature amended Chapter Sixteen of the Code of West Virginia by adding Articles 22A and 22B**. Article 22A requires the testing of newborn infants for hearing loss and requires that physicians or midwives attending a live birth ensure that a test for hearing loss is performed. Article 22B authorizes the Bureau for Public Health to establish and implement the Birth Score program and requires that hospitals, birthing facilities, attending physicians, and other persons attending a birth determine a birth score.

LDS has recently developed and is hosting the Newborn Hearing Screening system, a case-management system for the **WVDHHR**. This system is designed to automate and simplify many of the tasks related to managing infants with hearing loss or impairment. In addition, the system produces annual reports that will be submitted to the CDC. This system is **HIPAA-compliant** and meets or exceeds federal information-technology security requirements.

West Virginia Prenatal Risk Screening Instrument (WV PRSI, WVDHHR)

[Dashboard](#) and Client Application

The **West Virginia Prenatal Risk Screening Instrument (WV PRSI)** is the tool REQUIRED by WV law to be submitted by every maternity provider of care for women in West Virginia. The PRSI is required for all West Virginia women on their initial obstetrical visit regardless of payment source. Providers shall notify the woman of any identified high-risk conditions and provide referrals as necessary. All information is used only for data analysis of at-risk/high-risk pregnancies and planning purposes by public health officials.

LDS is in process of developing and is hosting the WV PRSI system, a **case-management system** for the **WVDHHR**. This system is designed to automate and simplify many of the tasks related to managing PRSI instrument data. In addition, the system will produce annual reports that will be submitted to the CDC. The application will be composed of two separate interfaces. The first interface is for internal administrators of the system. The administrators be able to manage all user roles, approve/deny medical provider registration upon their own internal verification process, manage medical provider password resets, and review/report on submissions. The second interface is for the medical providers. Medical providers be able to apply for an account, manage their account information, request a password reset, create, edit, manage and submit PRSI forms. This system is **HIPAA-compliant** and meets or exceeds federal information-technology security requirements.

WVU Center for Excellence in Disabilities (CED, WVU)

[Dashboard](#) Application

Established in 1978, the **Center for Excellence in Disabilities (CED)** is in Morgantown, West Virginia and has a satellite office in Big Chimney, West Virginia with staff located in offices across the state to better serve clients in their communities. CED serve as a resource to the

community in the areas of education, research and service as it relates to the needs of people with disabilities.

WVU Center of Excellence for Disabilities web-based system consolidates the current databases supporting 20+ programs under one unified umbrella. This consolidation leads to unified view of the member/client medical data records across different programs.

Faculty And Compensation Tracking System (FACTS, WVU)

[Dashboard](#) Application

The **West Virginia University School of Medicine** tool to manage faculty compensation tracking. The application migrated and duplicated the legacy MS Access database functionality, add role-based access, and provide additional functionality such as tracking history of changes. This system is designed to automate and simplify many of the tasks related to faculty, residents and courtesy members onboarding, contracts documentation, management, and reporting requirements. The system integrates with Multi-factor Authentication implemented and used by HSC Information Technology Services seamlessly. This system is also **HIPAA-compliant** and meets or exceeds federal information-technology security requirements.

West Virginia Center for End-of-Life Care e-Directive Registry Management System (WV EoL, WVU)

[Dashboard](#) Application

The WV e-Directive Registry, established by the WV Center for End-of-Life Care, allows patients to securely store their advance care planning forms and have them readily available for treating health care providers. The e-Directive Registry is the nation's most comprehensive database of its kind. LDS has developed and hosting e-Directory Registry management system for WV EoL, WVU that simplifies, organize, and manages data workflows for patient documents and information. This Registry management system houses and makes available to treating health care providers West Virginians' advance directive forms, do not resuscitate (DNR) cards, and POST forms. The e-Directive Registry allows these forms to be available 24/7 in the event of an emergency.

West Virginia Network for Infection Control and Epidemiology (WV-NICE, WVU-Marshall University & WVDHHR)

[WV NICE](#)

The **West Virginia Network for Infection Control and Epidemiology (WV-NICE)** is a collaborative effort between Marshall University and West Virginia University to create regional consultation centers for infection prevention and control. The project is funded by grants awarded to the **School of Medicine at both institutions through West Virginia Department of Health and Human Resources (WVDHHR)**. The mission is to provide expert advice, education, and training in the areas of infectious diseases, infection control and infection prevention to facilities and organizations in West Virginia. This will enhance access to evidence-based infection prevention and control strategies for all West Virginians

Student Rotations System, School of Nursing, WVU

[Student Rotations](#)

The rotations system provides nursing students with online patient and activity logs. It also lets faculty manage students, preceptors, and site information. The system provides faculty with the ability to run custom reports and statistics. Administrators of the system can manage the application data, submission deadlines, preceptors, and sites information.

West Virginia Health Careers and Opportunity Program, Health Sciences and Technology Academy (WVU)

[HSC Healthcare Opportunities](#)

The Health Careers and Opportunity Program (HCOP) provides students with online application submission and evaluation surveys for various health career programs and allows counselors to evaluate applications and view statistics. System administrators can manage the application data, submission deadlines, and all counselor functionalities.

West Virginia Prescription Drug Abuse Quitline, Health Sciences and Technology Academy (WVU)

This online application collects survey data for the West Virginia Prescription Drug Abuse Quitline. The application is written in asp.net using SQL Server database and allows a staff member to search for an existing record for a caller or to add a new caller to the system. The system provides a selection of surveys to complete and guides the user through each question and possible responses within the surveys. Responses are recorded so that administrative staff can run reports on the database.

Microsoft Azure Secure Applications Platform

Historically, complete regulated or standard-compliant system solutions were difficult for a small business to provide, as they required significant investment and resources. However, LDS now has the ability to provide enterprise-level solutions. LDS will utilize the Microsoft Azure cloud platform for the proposed project, to create a Secure Application Platform capable of meeting the strictest security standards. This will allow applications with even the most private and sensitive data, including Personally Identifiable Information (PII) and Protected Health Information (PHI), to exist on the platform.

Once created, the Secure Applications Platform will be available as the core of a secured and accredited environment, providing a flexible solution for the Department's current case management system as well as future application needs. The environment is being built to address internal WVU policies, state and federal law, and standards for a healthcare solution. Similar applications with data categorization at or below the current configuration can be co-located within the platform. This could leverage the certified servers if no system conflicts or competing needs with existing applications are identified during a full integration assessment by LDS. LDS has chosen to utilize Microsoft Azure because it offers the following advantages (cited from <http://azure.microsoft.com/en-us/support/trust-center>):

Design and Operational Security

- **Security Centers of Excellence.** The Microsoft Digital Crimes Unit, Microsoft Cybercrime Center, and Microsoft Malware Protection Center provide insight into evolving global security threats.
- **Security Development Lifecycle (SDL).** Since 2004, all Microsoft products and services have been designed and built from the ground up using its Security Development Lifecycle - a comprehensive approach for writing more secure, reliable and privacy-enhanced code.
- **Operational Security Assurance (OSA).** The Microsoft OSA program provides an operational security baseline across all major cloud services, helping ensure key risks are consistently mitigated.
- **Assume Breach.** Specialized teams of Microsoft security engineers use pioneering security practices and operate with an "assume breach" mindset to identify potential vulnerabilities and proactively eliminate threats before they become risks to customers.
- **Incident Response.** Microsoft operates a global 24x7 event and incident response team to help mitigate threats from attacks and malicious activity.

Security Controls and Capabilities

- **24-hour monitored physical security.** Datacenters are physically constructed, managed, and monitored to shelter data and services from unauthorized access as well as environmental threats.
- **Monitoring and logging.** Security is monitored with the aid of centralized monitoring, correlation, and analysis systems that manage the large amount of information generated by devices within the environment and providing timely alerts. In addition, multiple levels of monitoring, logging, and reporting are available to provide visibility to customers.
- **Patching.** Integrated deployment systems manage the distribution and installation of security patches. Customers can apply similar patch management processes for Virtual Machines deployed in Azure.
- **Antivirus/Antimalware protection.** Microsoft Antimalware is built in to Cloud Services and can be enabled for Virtual Machines to help identify and remove viruses, spyware and other malicious software and provide real time protection. Customers can also run antimalware solutions from partners on their Virtual Machines.
- **Intrusion detection and DDoS.** Intrusion detection and prevention systems, denial-of-service attack prevention, regular penetration testing, and forensic tools help identify and mitigate threats from both outside and inside of Azure.
- **Zero standing privileges.** Access to customer data by Microsoft operations and support personnel is denied by default. When granted, access is carefully managed and logged. Data center access to the systems that store customer data is strictly controlled via lock box processes.
- **Isolation.** Azure uses network isolation to prevent unwanted communications between deployments, and access controls block unauthorized users. Virtual Machines do not receive inbound traffic from the Internet unless customers configure them to do so.
- **Azure Virtual Networks.** Customers can choose to assign multiple deployments to an isolated Virtual Network and allow those deployments to communicate with each other through private IP addresses.
- **Encrypted communications.** Built-in SSL and TLS cryptography enables customers to encrypt communications within and between deployments, from Azure to on-premises datacenters, and from Azure to administrators and users.
- **Private connection.** Customers can use ExpressRoute to establish a private connection to Azure datacenters, keeping their traffic off the Internet.

- **Data encryption.** Azure offers a wide range of encryption capabilities up to AES-256, giving customers the flexibility to implement the methods that best meets their needs.
- **Identity and access.** Azure Active Directory enables customers to manage access to Azure, Office 365 and a world of other cloud apps. Multi-Factor Authentication and access monitoring offer enhanced security.

Independent Verification

By providing customers with compliant, independently verified cloud services, LDS and Microsoft make it easier for customers to achieve compliance for the infrastructure and applications they run in Azure. Microsoft provides Azure customers with detailed information about security and compliance programs, including audit reports and compliance packages, to help customers assess Azure services against their own legal and regulatory requirements.

In addition, Microsoft has developed an extensible compliance framework that LDS utilizes to enable us to design and build services using a single set of controls, to speed up and simplify compliance across a diverse set of regulations and rapidly adapt to changes in the regulatory landscape. More information on specific compliance programs is available here:

<https://www.microsoft.com/en-us/TrustCenter/Compliance/default.aspx>.

- ISO 27001/27002
- SOC 1/SSAE 6/ISAE 3402 SOC 2
- Cloud Security Alliance CCM
- FedRAMP
- FISMA
- FBI CJIS (Azure Government)
- PCI DSS Level 1
- HIPAA
- CDSA
- Food and Drug Administration 21 CFR Part 11
- FERPA
- FIPS 140-2
- CCCPPF

LDS Software-Development Process Overview

LDS will utilize project management techniques based on PMI's Project Management Body of Knowledge (PMBOK), versions 5 and 6, to establish requirements for and build a web-based performance and case management system to coordinate services and integrate information for children and youth with special healthcare needs. This will provide for a full Software Development Life Cycle (SDLC), and ensure the West Virginia Office of Maternal, Child, and Family Health receives a well thought-out and completely coordinated end product.

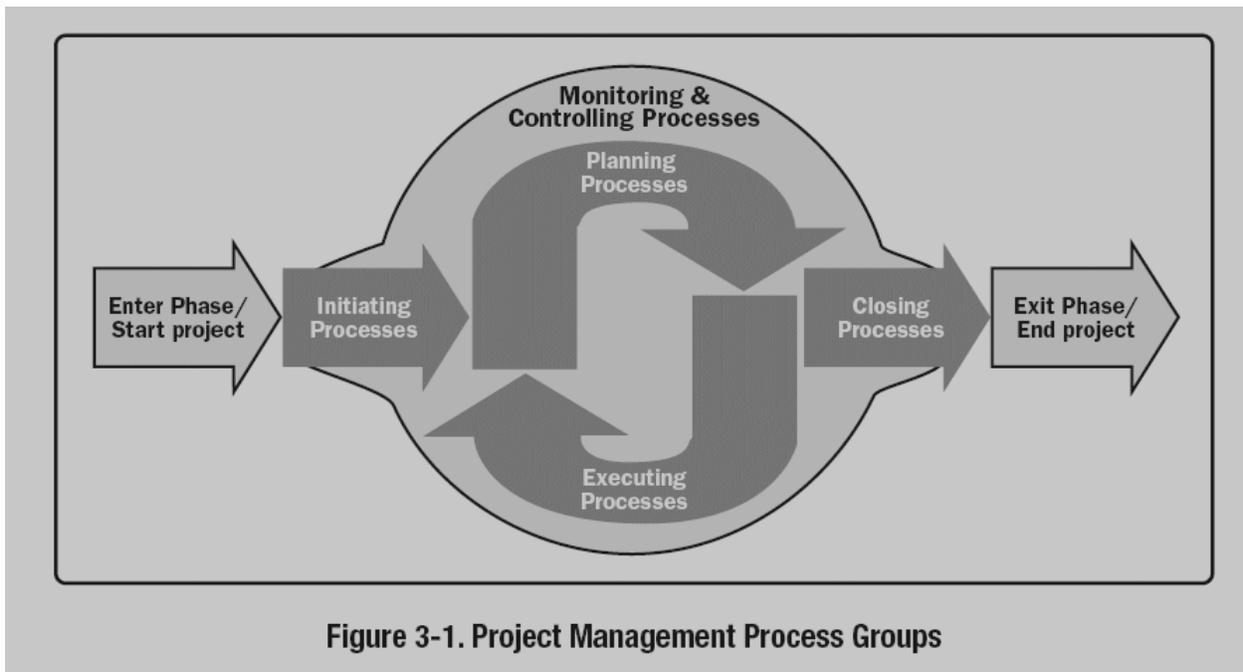


Figure 3-1. Project Management Process Groups

Project Management Process Groups are linked by the outputs which are produced. The Process Groups. A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Fifth Edition (ENGLISH) (Kindle Locations 1376-1377). Project Management Institute. Kindle Edition.

LDS's high-level process steps are:

1. Initiating
2. Planning
3. Executing
4. Monitoring and Controlling
5. Closing and Exiting (project completion)
6. Ongoing Maintenance and Support

The first steps are crucial for effective project planning, and LDS invests great care and deliberation in these initial stages. Before any design or development occurs, we make certain to involve key stakeholders in numerous discussions and thoroughly understand their goals and

concerns for the project. Only then do we are being project planning, in accordance with the stakeholders' needs and desires.

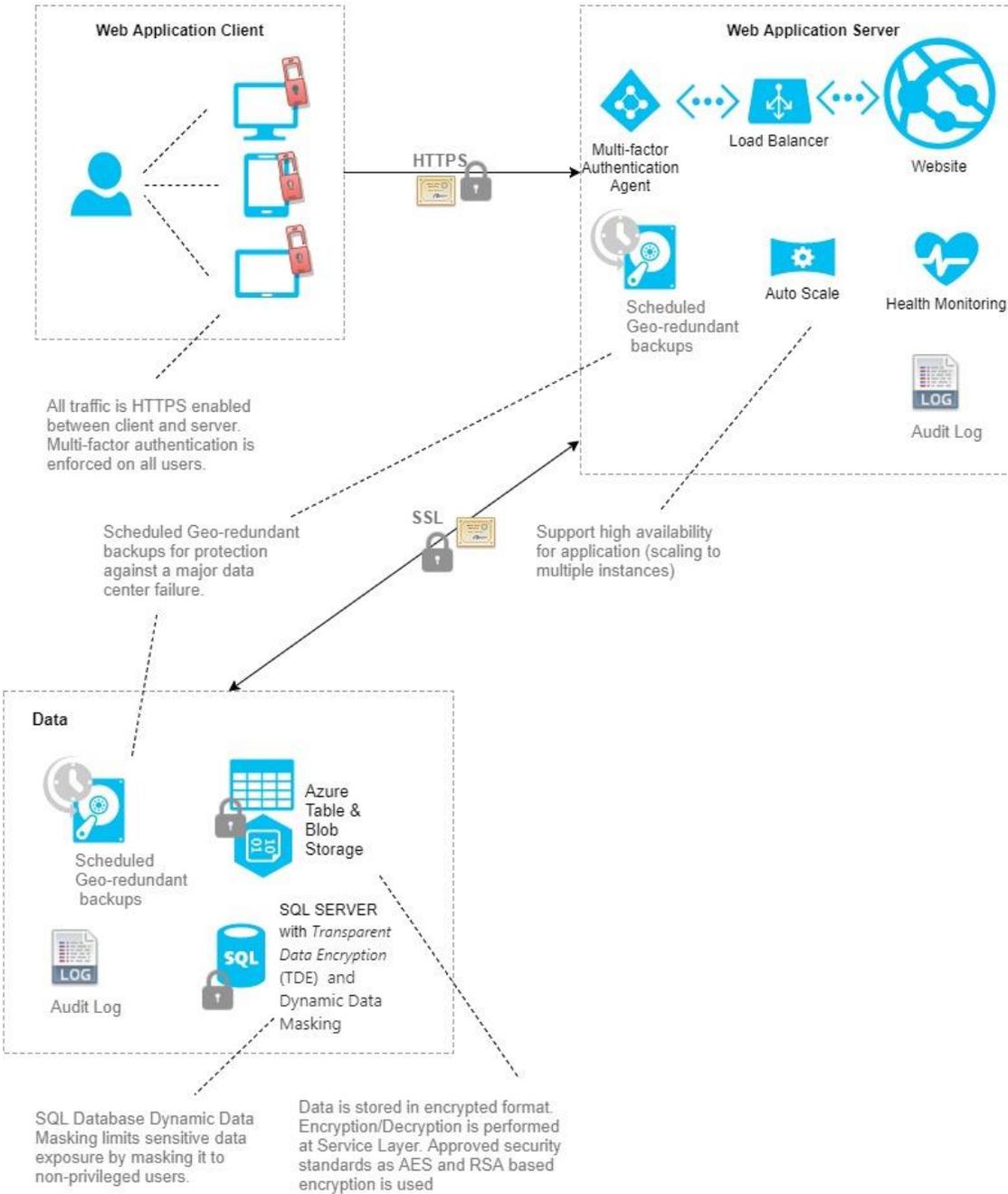
Careful, thorough planning clarifies the system needs and efficiencies, and once planning activities are complete, we again consult with the client regarding the overall design. Prior to execution, the client will have repeated opportunities to review and sign off on the design, and this approval launches the execution of project development.

In the execution stage, all requirements and use cases of the project are correctly implemented and unit tested for positive completion. Throughout these stages, we continuously monitor and control elements to ensure that each of the necessary project steps and activities are happening for the overall success of the project. As the project components are completed, further system, integration, and regression testing occur until the entire system has been completed, with several successfully working modules that make up the whole. Once execution and testing activities have been completed and the system has been thoroughly alpha- and beta-tested, the system will go live in phases in order to monitor system efficiencies and ensure each component functions as intended.

In the closing phase, all stakeholder requirements and use cases are cross-checked with the design, and the stakeholders again sign off on the project. Only after all design components have been checked and approved is the base system considered closed. At that point, the system moves into operational mode, and the client examines and signs off on LDS's continued maintenance and support activities.

Architecture Overview

West Virginia Home Visitation Program Application Network Diagram



Statement of Work / Mandatory Requirements:

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

Population Health Care Coordination Tracking Tool

- *Care Coordination Tracking Tool must be compliant with the Health Insurance Portability and Accountability Act (HIPAA/<https://www.hhs.gov/hipaa/for-professionals/index.html>), including integrated HIPAA-compliant video appointments with screen sharing functionality and HIPAA-compliant secure messaging.*

LDS system will be compliant with the Health Insurance Portability and Accountability Act (HIPAA/<https://www.hhs.gov/hipaa/for-professionals/index.html>), including integrated HIPAA-compliant video appointments with screen sharing functionality and HIPAA-compliant secure messaging.

- *Care Coordination Tracking Tool must be able to support communication between the State Title V Agency and its target population and allow connections for continuous support for populations who have need of follow-up support services including customizable email, voice, and/or text messaging.*

LDS system will be able to support communication between the State Title V Agency and its target population and allow connections for continuous support for populations who have need of follow-up support services including customizable email, voice, and/or text messaging.

- *Care Coordination Tracking Tool must be able to document and track all modes of communication and services available to the target population.*

LDS system will be able to document and track all modes of communication and services available to the target population.

- *Care Coordination Tracking Tool must be able to document all program and service enrollment barriers.*

LDS system will be able to document all program and service enrollment barriers.

- *Care Coordination Tracking Tool must be able to track inventory distribution.*

LDS system will be able to track inventory distribution.

- *Care Coordination Tracking Tool must be configurable to suit the individual needs of Title V Agency programs and projects. Configurable features by program and/or project must include assessment forms and follow-up process templates. For the purposes of this RFQ, configurable means changes can be made and put into production in 24-48 hours without modifying the code, re-testing or updating deployments.*

LDS system will be configurable to suit the individual needs of Title V Agency programs and projects.

- *Care Coordination Tracking Tool must provide feedback to participating programs and projects through weekly reporting including, but not limited to, caseloads, contacts attempted, contacts made and status changes.*

LDS system will provide feedback to participating programs and projects through weekly reporting including, but not limited to, caseloads, contacts attempted, contacts made and status changes.

- *Care Coordination Tracking Tool must also be configurable (see 4.1.1.7) to include additional support services, barriers, notes, etc. once the initial configuration is complete.*

LDS system will be configurable to include additional support services, barriers, notes, etc. once the initial configuration is complete.

- *Care Coordination Tracking Tool must have a minimum of quarterly system updates.*

LDS system will have a minimum of quarterly system updates.

- *Care Coordination Tracking Tool must be able to generate reports and identify high-risk health related comorbidities.*

LDS system will be able to generate reports and identify high-risk health related comorbidities.

- *Care Coordination Tracking Tool must have capacity to support no less than fifty (50) simultaneous users performing routine transactions with a no less than 0.50 second delay, with routine maintenance checks.*

LDS system will have capacity to support fifty (50) or more simultaneous users performing routine transactions with a no less than 0.50 second delay, with routine maintenance checks.

- *Care Coordination Tracking Tool must allow authorized users to collect and share population information.*

LDS system will allow authorized users to collect and share population information.

- *Care Coordination Tracking Tool must provide a 360° view of Title V program and/or project participants across all Title V programs and/or projects to users with appropriate authority.*

LDS system will provide a 360° view of Title V program and/or project participants across all Title V programs and/or projects to users with appropriate authority.

- *Care Coordination Tracking Tool must be able to provide de-identified data sets of all activity to the State for further analysis.*

LDS system will provide de-identified data sets of all activity to the State for further analysis as needed.

- *Vendor shall provide a dedicated success consultant to the State to work with all Title V programs and/or projects and oversee all SaaS training and services to all Title V programs and/or projects.*

LDS will provide a dedicated success consultant to the State to work with all Title V programs and/or projects and oversee all SaaS training and services to all Title V programs and/or projects.

- *Vendor shall provide established documented procedures for software enrollment.*

LDS will provide established documented procedures for software enrollment.

- *Vendor will be available for virtual consultation with the State Title V agency no less than once a month and in-person consultation no less than once every 3 months (quarterly).*

LDS will be available for virtual consultation with the State Title V agency no less than once a month and in-person consultation no less than once every 3 months.

▪ **Evaluation**

- *Vendor must provide transparent access to ALL State Title V Agency data for ongoing BPH inquiry.*

LDS will provide transparent access to ALL State Title V Agency data for ongoing BPH inquiry.

▪ **Training and Implementation**

- *Upon execution of the contract, vendor must provide to BPH all training materials relative to its care coordination tracking tool.*

LDS will provide all training materials relative to its care coordination tracking tool.

- *Vendor must provide implementation and support services necessary to sustain care coordination and data collection for all Title V programs and/or projects in the State of West Virginia.*

LDS will provide implementation and support services necessary to sustain care coordination and data collection for all Title V programs and/or projects in the State of West Virginia.

- *Vendor must provide training and implementation services with each Title V program or project, as identified by BPH, within 72 hours of gaining access to the vendor’s care coordination tracking tool. Training delivery method will be determined based on program or project need and preference.*

LDS will provide training and implementation services with each Title V program or project, as identified by BPH, within 72 hours of gaining access to the vendor’s care coordination tracking tool.

West Virginia Home Visitation Program System Cost

System Development & Hosting Cost

Task	Qty.	Unit Price	Total Price
Web Based Data Collections System	1	\$85,000.00	\$85,000.00
Optional Renewal Year 1	1	\$35,000.00	\$35,000.00
Optional Renewal Year 2	1	\$35,000.00	\$35,000.00
Optional Renewal Year 3	1	\$35,000.00	\$35,000.00
Subtotal			\$190,000.00

Contact Information and Staffing

Business/Contractual Contact

Name	Ty Petrice, MSE
Role	Program Manager/CEO
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Technical Resources Contacts

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References

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Project	WV Birth Score Program
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Name	Kathy Cummons
Position	Director, DIVISION OF RESEARCH, EVALUATION, AND PLANNING
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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: Local Data Solutions

Authorized Signature: [Signature] Date: 3/16/2022

State of West Virginia

County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this 16th day of March, 2022

My Commission expires February 25th, 2022.

AFFIX SEAL HERE

NOTARY PUBLIC Levi Andrew Wyatt [Signature]

Purchasing Affidavit (Revised 01/19/2018)

