



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 3

List View

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

Procurement Folder: 1379271

Procurement Type: Central Master Agreement

Vendor ID: 000000174943

Legal Name: COGENT INFOTECH CORPORATION

Alias/DBA:

Total Bid: \$642,720.00

Response Date: 03/06/2024

Response Time: 12:54

Responded By User ID: Justin2796

First Name: Sonam

Last Name: Magoo

Email: govt-bids@cogentinfo.com

Phone: 412-212-1155

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC2400000011

Published Date: 3/1/24

Close Date: 3/6/24

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 1 -Professional Database Engineer (OT24116)

Total of Header Attachments: 3

Total of All Attachments: 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Professional Database Engineer - YR1	2080.0000	HOUR	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Professional Database Engineer - Optional YR2	2080.0000	HOUR	76.500000	159120.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Professional Database Engineer - Optional YR3	2080.0000	HOUR	78.000000	162240.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Professional Database Engineer - Optional YR4	2080.0000	HOUR	79.500000	165360.00

Comm Code	Manufacturer	Specification	Model #
80111609			

Commodity Line Comments:

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.



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
 Service - Prof

Proc Folder: 1379271		Reason for Modification:	
Doc Description: Addendum No 1 -Professional Database Engineer (OT24116)		Addendum No 1 is issued to publish questions and answers.	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-03-01	2024-03-06 13:30	CRFQ 0210 ISC2400000011	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000174943
Vendor Name : Cogent Infotech Corporation
Address : 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241
Street : 1035 Boyce Road, Suite 108
City : Pittsburgh
State : PA **Country :** USA **Zip :** 15241
Principal Contact : (412) 889-7700
Vendor Contact Phone: 412-889-7700 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Toby L Welch
 (304) 558-8802
 toby.l.welch@wv.gov


Vendor Signature X **FEIN#** 32-0083904 **DATE** 03/06/2024

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

ADDITIONAL INFORMATION

Addendum No 1 is issued for the following reasons:

1) To publish a copy of vendor questions with the agency's response.

---no other changes---

INVOICE TO	SHIP TO
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DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Professional Database Engineer - YR1	2080.00000	HOUR	\$75	\$156,000

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO	SHIP TO
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DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Professional Database Engineer - Optional YR2	2080.00000	HOUR	\$76.5	\$159,120

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON US	WV	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Professional Database Engineer - Optional YR3	2080.00000	HOUR	\$78	\$162,240

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON US	WV	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Professional Database Engineer - Optional YR4	2080.00000	HOUR	\$79.5	\$165,360

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2024-02-28

SOLICITATION NUMBER: CRFQ ISC2400000011
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:

Addendum No 1 is issued for the following reasons:

- 1) To publish a copy of vendor questions with the agency's response.

---no other changes---

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

CRFQ ISC240000011
PROFESSIONAL DATABASE ENGINEER (OT24116)
Vendor Questions

Q1. Is this a new position or an existing position? If this is an existing position, is it vacant or do you have an incumbent? In case there is an incumbent, do you intend to renew their services?

This position is currently filled via contract. This solicitation will result in a new contract.

Q 2. Will this position be required to start onsite from day one and be 100%onsite, or will any remote work be allowed? If this role is hybrid, how many times a week do you expect the candidate to travel for on-site visits? Are they going to be one-day visits or multiple day visits? Will proper notice be provided for the consultant to plan such a visit if they are not local?

It is anticipated that most of the work can be done remotely. The contractor must be onsite at the State's request and the State will do its best to provide ample notice when onsite work is required.

Q3. Will you cover the travel & lodging expenses?

See Section 8 of Specifications.

Q4. What will be the anticipated dates for interviews and for the Announcement of Vendor Selection?

Resumes will be reviewed, and interviews are not required. Vendor selection is announced when contract award is made.

Q5. Is a certification required or preferred for this role?

Please refer to the published specifications.

Q6. How many hours per week should the service be performed by the contractor?

It is anticipated to be a full-time position of 40 hours a week, Monday – Friday, with after-hours availability as needed.

Q7. Please also advise, how many candidates we can sbmit for this role?

Only one candidate will be hired. Vendors should submit the candidate that best meets the requirements.

Q8. Please also advise, what are the 3 main tools/technologies you want to see in the resumes?

Please refer to the published specifications.

Q.9 Is this a new contract, or are there any incumbents?

Please see Answer 1.

Q10 Is this an Onsite/Hybrid/Remote role?

See Answer 2.

CRFQ ISC240000011
PROFESSIONAL DATABASE ENGINEER (OT24116)
Vendor Questions

Q11 The document states we need to provide resumes upon request. Will the request be made after an award, or do we need to provide resumes with our submissions?

Prior to the award. It is preferred they be submitted with the bid; however, resumes must be provided upon request.

Q11 Do you require Resumes of candidates attached to the RFP submission? If yes, do we need to submit actual resumes for selected candidates or sample resume?

It is preferred that the resumes be submitted with the bid, but must be provided upon request. Resumes must be for the contractor the Vendor is submitting for consideration.

Q12 Is there are any additional documents or information that would aid in our understanding of the project?

Please refer to the published specifications.

Q13 What would be the number of awards you intend to give(approximate number)?

One.

Q14 Please provide us with an estimated NTE budget allocated for this contract.

The State does not provide budgetary information.

Q15 Is this an old contract or new contract?

Please see Answer 1.

Q16 What is the tentative start date of this engagement?

The State is aiming for an early April start date.

Q17 What is the work location of the proposed candidates?

Please see Answer 2. When onsite, the location is the WV Capitol Complex in Charleston, WV. Candidate may be required to travel to other state locations, but that is anticipated to be very minimal.

Q18 Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Please see Answer 1. No, the name and pricing will not be provided. Yes, any Vendor meeting the requirements is eligible to submit a bid.

Q19 Are there any pain points or issues with the current vendor(s)?

This question is not relevant to this solicitation.

Q20 Could you please share the previous spending on this contract, if any?

No.

CRFQ ISC240000011
PROFESSIONAL DATABASE ENGINEER (OT24116)

Vendor Questions

Q21 Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

The State is unsure what is meant by this question. All requirements are contained in the solicitation.

Q22 How many positions were used in the previous contract?

One.

Q23 How many positions will be required per year or throughout the contract term?

One.

Q24 If the proposed candidates are not available at the time of award; will the agency allow us to provide replacement personnel with similar or more skill sets?

Vendor can provide the State, in a timely manner, with any personnel meeting the requirements of the solicitation.

Q25 Can, we provide hourly rate ranges for the given positions?

No, bids must be firm-fixed price.

Q26 Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Please see Answer 2.

Q27 Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

See Answer 11.

Q28 How many candidate resumes can we submit?

See Answer 7.

Q29 Could you please provide the list of holidays?

State holidays can be found here:

<https://personnel.wv.gov/employees/benefits/pages/holidays.aspx>

Q30 Are there any mandated Paid Time Off, Vacation, etc.?

The contractor will have independent contractor status, and therefore, the State does not mandate or provide benefits.

Q31 What is the place of performance?

See Answer 17.

Q32 What percentage of work can be performed remotely?

See Answer 2.

CRFQ ISC2400000011
PROFESSIONAL DATABASE ENGINEER (OT24116)
Vendor Questions

Q33 If the position requires travel, how frequent would the travel be and to what locations?

No, travel is not required – only to work location when applicable.

Q34 Is there a U.S. Citizenship or U.S. Permanent Residency/Green Card requirement for a resource to perform on the contract?

All federal, state, and local applicable laws, rules, and regulations must be followed.

Q35 Is there a target start date for the contract or deadline date for starting the contract?

See Answer 16.

Q36 Is a proposed resource resume required with bid submittal?

See Answer 11.

Q37 What are the anticipated total hours of performance per annum on the contract?

See Answer 6.

Q38 What are considered the daily working hours for performance on the contract?

Working hours are an eight-hour period between 7:00AM – 5:00PM EST with after-hours availability as needed.

Q39 Is there any prebid meeting?

No.

Q40 Is it mandatory to attend the pre-bid meeting in person and if yes please mention the location, date and time.

No.

Q41 How many vendors will be awarded as a result of the RFQ?

See Answer 13.

Q42 . As a Maryland company can we submit a proposal? Is there a registration process in West Virginia to do business with the state and do we need to be registered prior to submitting a proposal?

Any Vendor meeting the required specifications will be considered. Yes, there is a registration and it must be completed prior to award.

Q43. Is this a new RFQ or is this a recompet? If recompet, can the incumbent submit a proposal?

See Answers 1 and 18.

Q44. Where is the work location? Is there a requirement for working onsite or can one work remotely?

Please see Answer 2 and 17.

CRFQ ISC240000011
PROFESSIONAL DATABASE ENGINEER (OT24116)

Vendor Questions

Q45. It appears that the first few pages of the RFQ are forms that need to be filled out and submitted. Beyond that it is unclear as to what else needs to be submitted as part of the proposal. Please clarify as to what needs to be submitted.

Pricing and resumes, preferred with bid, but upon request.

Q46. Is this a three year contract?

One initial year with three optional renewal years.

Q47. Do you require both the pricing and technical in the same package?

Yes.

Q48. Can this be submitted via email?

Please refer to Instructions included in the solicitation.

Q49. It is mentioned that responses to RFPs cannot be submitted via wvOASIS. As this is an RFQ can the response be submitted via wvOASIS?

Yes.

Q50. We are not registered in wvOASIS, please let us know how we can get registered

Please refer to this site for more information:

<https://www.state.wv.us/admin/purchase/VendorReg.html>

Q51 Will this be a single award?

Yes.

Q52 What is the expected turnaround time once the request is submitted?

See Answer 16.

Q53 Is it WVDOA's expectation that the vendor shall maintain a pool of database engineers for the contract duration that can be deployed at a go upon agency's request?

Only one Engineer is required for the work; however, Vendor must supply a new Engineer at the State's request.

Q55 Are we supposed to submit the HIPPA Business Associate Addendum with the proposal?

It can be submitted with the bid, but must be provided prior to award.

Q56 Is this bid open to all vendors or is there any pre-qualification required to submit a response to this bid?

There is no prequalification.

Q57 Do we submit resumes once selected or do we submit the resume of the candidate with the response?

CRFQ ISC240000011
PROFESSIONAL DATABASE ENGINEER (OT24116)
Vendor Questions

See Answer 11.

Q58 Is there currently an incumbent resource working in this role?

See Answer 1.

Q59 Is an incumbent firm supporting this contract/role, or is this a new role/contract?

See Answer 1.

Q60 Will this role be onsite 100%, hybrid or remote?

See Answer 2.

Q61 Do we need to submit a resume(s) with the RFQ?

See Answer 11.

Q62 What are the must-have skills for the resource?

Please refer to published specifications.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ ISC24*011

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Cogent Infotech Corporation

Company



Authorized Signature

03/06/2024

Date

Proposal Response For:
CRFQ-0210-ISC240000011-1
Professional Database Engineer

Due Date & Time:
March 6, 2024, at 01:30 PM EST

Proposed to:
State of West Virginia Department of Administration
1900 Kanawha Blvd E, Room E119
Charleston, West Virginia 25311, US



Proposed By:

COGENT Infotech Corporation
Justin Acord, Executive Vice President
HQ: 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241
Email: justin.acord@COGENTinfo.com | Phone: (412) 889-7700
Website: www.cogentinfo.com



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RESUMES OF CANDIDATES

S. NO	NAME	TOTAL EXPERIENCE
1.	Eric Zhang	8 years
2.	Syed Mazhar Ahmad	19 years
3.	Gowtham Ghattamaneni	12 years
4.	Tarik Mahmud	18 years
5.	Venkat Ramana	14 years
6.	Caroline Twalla	20 years

Resume for Candidate 1**Eric Zhang****Professional Summary:**

- A Senior Oracle DBA offering 8+ years of progressive experience, specializing in high-volume, high-visibility production and development environments. Skilled in designing and preparing database configurations for complex and resource-intensive applications.
- More than 8 years of experience in the Information Technology industry, especially in the database and Unix-like platform system administration such as Linux / IBM AIX / HP-UX / Oracle (Sun) Solaris / BSD.
- More than 8 years of experience in Oracle database administration, including design, development, implementation, migration, upgrading, maintenance and production support of complex database applications and huge data warehouse systems.
- First hands-on skills in AWS Cloud computing platform, migrating databases to Amazon RDS. Design, develop, and implement Oracle database instances on AWS for the development and production environments
- Around all aspects of Amazon Web Services infrastructures including EC2, VPC, Cloud Watch, S3, Elastic Load Balancers, Auto Scaling, AMIs, Cloud Formation, Security Group, Route 53, automation rehydration for EC2 instances and many other techniques and tools required for production operations.
- 6+ years of solid hands-on experience in Installation / Configuration / Performance Tuning / Troubleshooting Oracle Golden Gate (OGG) in Oracle to Oracle homogeneous environments and heterogeneous environments (including Oracle to Oracle and MS SQL Server to Oracle). Setting up Oracle Golden gate one way, two-way/bi-directional, active-to-active and active-to-passive data replication with conflict detection and resolutions. Extensive skills in upgrading OGG 11gR2 to 12c, configuring OGG in RAC high available environment.
- Deep understanding of Oracle Goldengate internal mechanism, OGG new features such as Integrated capture, native DDL capture, coordinate apply mode and multi-threaded replicate. Developed home-cooked OGG lag monitoring scripts and configured OGG monitoring plug-in in OEM (Oracle Enterprise Manager) 13c.
- Experience in Exadata hardware architecture including Storage, Grid and Infiniband. Deep understanding of key Exadata features including HCC (Hybrid Columnar Compression), Smart Scan, Smart Flash Cache, Storage Index and Storage Management.
- Proficient in Oracle database backup & recovery strategies plan and implementation such as user-managed backup, RMAN backup with/without catalogue, cold and hot backup, and full/incremental backup.
- Strong experience with monitoring, troubleshooting, and resolving database issues in a 24x7 production environment.
- Highly skilled in SQL and PL/SQL Tuning, TKProf, and Explain Plan. Expertise in monitoring and performance tuning of Oracle database through tuning application, memory and disk by using Statspack/AWR/ADDM/SQL Advisor.
- Six years of solid hands-on experience and outstanding troubleshooting skills in setting up / configuring / monitoring / Maintaining Oracle 10g/11g/12c RAC / ASM / Data Guard environments.
- Excellent English writing, verbal and communication skills. Strong team player and able to work alone. Highly self-motivated and able to adapt and learn new technologies quickly.

Education:

- Master's Degree in Computer Science: Maharishi University of Management

Certification:

- Oracle 10g OCP (Oracle Certified Professionals) 2010

Professional Experience

Liberty Mutual Indianapolis, IN

February 2020 ~ Present

Responsibility: Senior Database engineer and AWS Admin (Consultant)

- Perform CORE DBA tasks such as Database Administration on Oracle 10g/11g /12c environments, performance tuning, Schema creation, maintenance, and troubleshooting;
- Build, monitor and continuously develop a high-performance database infrastructure; Perform load testing and tuning application; SQL code, and database instance by using a wide range of technologies including ADDM, AWR, ASH, Statspack, OEM 13C Performance Manager and home-cooked scripts by using Korn shell/Python;
- Participate in the data modelling sessions to understand the data model and provide inputs based on the existing data to make sure designed model is technically feasible. Use a kettle to replicate data from Prod to data ware house;
- Architect, plan, design, develop, deploy and support Oracle 10g/11g /12c Active DataGuard environment. Implementation of Backup & Recover, Disaster Recovery;
- Maintain Oracle SQL and PL/SQL scripts, Unix Shell Scripts, debug and tuning;
- Provide expertise and make recommendations for physical database design, architecture, testing, performance tuning, and implementation of Oracle database;
- PostgreSQL Database administrator (PostgreSQL DBA) is responsible for the care and feeding of cloud relational PostgreSQL database systems. Monitor, identify, mitigate and troubleshoot PostgreSQL problems
- Install and configure Oracle Golden Gate on Prem and Amazon AWS cloud environments; Troubleshoot the issues during Oracle Golden Gate installation, replication, configuration, and Golden Gate extract, Pump, replicate; Perform tuning Golden Gate replications; Write OGG lag monitoring scripts and configure OGG monitoring plug-in in OEM (Oracle Enterprise Manager) 13c;
- Manage AWS services (EC2, RDS(PostgreSQL, Aurora, Oracle), Route 53, IAM, Config, cloud watch, S3) via CLI and API within a multi account production environment;
- Manage security, operations and governance on cloud platform/ technologies;
- Responsible for operations of Cloud service infrastructure, monitoring, and capacity management of proprietary Cloud based platform systems at web scale in a fully virtualized Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) operating environment;
- Migrate on prem Oracle Database to AWS EC2 or AWS RDS. Making migration plan depends on different factors like the size of the database, version and edition Oracle Database software, the database options, tools, and utilities that are available, the amount of time that is available for migration. Using different tools for migration like Oracle RMAN , Oracle Data Pump Export, Oracle Golden Gate.
- Setup automation job for rehydration. Due to the compliance rules, the AMI(Amazon Machine Image) need to be refreshed every 60s days at most. All EC2 instance should updated with the latest patches and security updates by using latest AMI. Writing Python code to call AWS API boto3, getting latest AMI and applied latest database patch as well. Setup Jenkins job call GitHub code to execute rehydration process.
- Monitor and identify capacity and performance issues for cloud services to ensure continued, uninterrupted operations;
- Work with internal customers and third-party vendor in advancing their strategic initiatives.

Verizon Highlands Ranch, CO

December 2015 ~ December 2017

Responsibility: Senior Oracle DBA and GoldenGate Administrator (Consultant)

- Working as a DBA in the Database Support Team to support (daily On-Call rotation) production and non-production environments.
- Install the Oracle GoldenGate (OGG) software to implement one-way/two-way data replicate process, enable DML/DDL data replicate, setup the heart-beat table to monitor OGG replicat lag and provide real-time lag report.

- Implementing High Availability Oracle Golden Gate (OGG) from front-end OLTP environments to back-end Data Warehouse (ODS) systems on Oracle 11gR2 RAC environments.
- Application DBA leader for a large number of tuning projects. Working with third party developers on SQL code review and quality control. Performance load testing and tuning application, SQL code, and database instance by using a wide range of technologies including ADDM, AWR, ASH, OEM 13C Performance Manager and home-cooked scripts by using Korn shell/Perl.
- Participated in analysis and designing of Oracle Exadata Server for infrastructure and related projects. Assisted in integration of Exadata applications into current IT actionable events and solutions.
- Upgrading and migrating the database to different version depending on Business requirements. (For Example 10g R2 to 11gR2, 11gR2 to 12cR2 on different OS). Applying CPU, PSU and other patches using opatch utility.
- Duplicate all the non-production databases on Exadata server according the Data Warehouse development project's requirement. Help to compress large volume partition table by using Oracle HCC (Hybrid Columnar Compression) techniques.
- Partitioned tables Maintenance, adding new partitions, exchanging one year old partitions then archiving of the exchanged partitions, dropping or truncating of old portions.
- Monitor and fully analyze performance issues in production Oracle databases by using AWR/ADDM/OEM 13c and home-cooked scripts.
- Software and firmware maintenance of the Exadata storage servers in the Database machine including routine health check, patching and upgrades according to the suggestions from Oracle support department.
- Maintenance of production database and development database which includes table space management, user creation, and privileges, roles. support RMAN backup and recovery including physical backups and logical backups by using data pump(Exp/Imp) tool. Extensively develop and maintain Korn shell and Perl scripts.
- Worked on Sev1, Sev2 Issues and also providing 24x7 On-Call Support and provided on-call and day-to-day support.
- SQL Server and MySQL Database and database server configuration, monitoring, and performance tuning, solving issues involving data movement and data replication develop and maintain an in-depth understanding of the database architecture and the application functionality

Wells Fargo West Des Moines, IA**May 2013 ~ November 2015****Responsibility: Sr. Exadata DBA / Oracle Goldengate Specialist (Consultant)**

- Supporting more than 20 Oracle 10g/11g development/testing environments on Solaris/SPARC and Linux/X64 boxes. Help the developers and QAs to do troubleshooting about database issues.
- Monitor and fully analyze performance issues in production Oracle databases by using AWR/ADDM, statspack/tkprof tools
- Daily development / testing environment baseline backup and restore, develop and maintain administration scripts by using Perl/Korn shell.
- Installed, configured and maintained Oracle 11g Real Application Cluster (RAC) / ASM on Redhat Enterprise Linux 5.x boxes.
- Implemented 11g DataGuard Physical using DG Broker, and experienced with 11gR2 Data Guard new features Active Data Guard and Snapshot Standby.
- Implemented Oracle TDE to provide transparent encryption of stored data to support submission efforts with release of Oracle 11g R2.
- Partitioned tables Maintenance, adding new partitions, exchanging one year old partitions then archiving of the exchanged partitions, dropping or truncating of old portions.
- Analyze data model in the existing databases and validate compatibility with Oracle Golden Gate(OGG) replicated environment, use OGG to setup the replicated implementation from MS SQL Server to Oracle 11g.
- Modified database structures including tablespace, tables, views, triggers, stored procedures as well as configuration and storage allocation to support application enhancement.

- Oracle database performance testing, monitoring and analysis by using LoadRunner.
- Developing the main application control utility: by using perl, integrate apache web server into the application, get rid of the old iPlanet web server.
- General DBA daily jobs such as disk usage monitoring, table/index rebuild and reorganization as needed.
- Administrative Oracle Exadata database machine (include X3/X4/X5) administration, migration, health check, resource management, patching/upgrade and SQL tuning.
- Extensive experience in installation, configuration, tuning, and optimization of MySQL databases for Audit Project.

CitiBank Plano, TX**April 2012 ~ May 2013****Responsibility: Oracle DBA (Consultant)**

- Part of the Data Architecture team which supports development, test and production databases.
- Daily development / testing environment baseline backup and restore, develop and maintain administration scripts by using Perl/Korn shell.
- Installed, configured and maintained Oracle 11g Real Application Cluster (RAC) / ASM on Redhat Enterprise Linux 6.x boxes.
- Application DBA leader for a large number of tuning projects. Working with third party developers on SQL code review and quality control. Performance load testing and tuning application, SQL code, and database instance by using a wide range of technologies including ADDM, AWR, ASH, OEM Performance Manager and home- cooked scripts by using Korn shell/Perl.
- Worked on RMAN duplication, Cross-platform Transportable Tablespace.
- Implementation and support of 10g and 11g migrations and upgraded from Oracle 10g to Oracle 11g databases, including RAC (Real Application Clusters) databases on IBM AIX and Linux.
- Performed oracle Software Installations, Creation of new standalone and clustered databases.
- Administering and setting up of 10g RAC and clusterware and instances.
- Resolved RAC issues, OCR related issues, rebooting of faulty nodes, relocating the switched over services.
- Partitioned tables Maintenance, adding new partitions, exchanging one year old partitions then archiving of the exchanged partitions, dropping or truncating of old portions.
- Developed RMAN Backup strategies for cloning the test databases with the production environment and worked on RMAN active-active duplication.
- Supported development teams for all the database related issues and handled the critical issues like network failures and ASM DISK group errors and node failures in the RAC cluster.
- Generated Statspack/AWR reports using
- OEM from Oracle 11g database and analyzed the reports for Oracle wait events, time consuming SQL queries, tablespace and database growth.
- Used Explain Plan, Oracle hints and creation of new indexes to improve the performance of SQL statements. Involved in SQL Query tuning and provided tuning recommendations to Application jobs, time/CPU consuming queries
- Supported development teams for moving changes to different development, test levels and prepared documentations to move changes to the live production environment.
- 24/7 on-call support for the production environment.

Texas A&M University College station, TX**January 2010 ~ March 2012****Responsibility: Oracle Developer and Jr. Oracle DBA (Consultant)**

- Developed PL/SQL Packages, Procedures and Functions accordance with Business Requirements for loading data into database tables.
- Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, backups, replication, and other distributed data issues over a highly volume Terabyte Database.

- Created Oracle database objects (tables, partition tables, b-tree and bitmap indexes, constraints, views and materialized views), PL/SQL Procedures/Functions/Packages, SQL and Korn shell/Perl Scripts and develop transaction processes based on created objects to support business needs and reports needs. Developed UNIX shell scripts to perform a nightly refresh of the test system from Production databases.
- Designed, and developed Oracle PL/SQL ETL processes for loading data from internal systems using SQL Loader and External tables.
- Designed, developed and maintained oracle database schemas, tables, standard views, materialized views, synonyms, unique indexes, non-unique indexes, constraints, triggers, sequences, implicit cursors, explicit cursors, cursor for loops, reference cursors and other database objects.
- Performance tuning and optimize SQLs using explain tables, TKPROF utility, by setting database parameters, by using optimizer hints and using Analyze to compute statistics on tables.
- Designed Test Plan and Test Cases according to Functional Requirements and design specifications of the application and executed them with testers. Implemented Unit Testing Stored Procedures, Functions, Packages and Triggers.

REFERENCES			
Reference Name	Hassan Ahmed	Kevin Smith	Mishal Shamshad
Title	Manager	Manager	Manager
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Resume for Candidate 2

Syed Mazhar Ahmed

Professional Summary:

- With over 19+ years of extensive experience in the Information Technology realm, I have successfully operated on a Proficiency in deciphering and translating business requirements into technical specifications and architectural blueprints has been a cornerstone of my career.
- I possess hands-on expertise in a wide array of activities, including Oracle database installation, configuration, upgrades, backup and recovery, performance optimization, security implementation, and migrations from SQL Server, Sybase, and other platforms to Oracle.
- Proficient PostgreSQL Database Administrator with extensive experience in managing PostgreSQL databases, optimizing performance, ensuring data integrity, and implementing robust security measures.
- Adept at database design, query optimization, and seamless integration within various software environments.
- I have also gained exposure to database systems such as MS SQL Server, MySQL, PostgreSQL, Sybase, and DB2, enabling me to engage in database capacity planning, tuning, SQL optimization, and performance enhancement.
- Proficiently integrated MongoDB into database environments to leverage its NoSQL capabilities, enabling seamless data flow and synchronization with Oracle databases.
- Led data migration projects, maintained data consistency, and optimized performance, enhancing overall system efficiency.
- My skills extend to areas such as configuring Data Guard (both Physical & Logical), ASM, and PSU patching across Oracle versions 11g, 12C, and 13C.
- I am well-versed in Golden Gate configuration and maintenance, having worked with versions from 12c to 21.3.
- I have experience in both Classic and Microservice architectures of Golden Gate, along with the ability to craft SQL and PL/SQL scripts effectively.
- Experienced in designing data models tailored for Cassandra, including defining key spaces, column families, and partition keys to optimize data distribution and query performance.
- My professional journey has embraced modern paradigms, including DevOps practices and Cloud Technologies such as AWS and MS Azure.
- I possess a strong background in Data Engineering, with proficiency in managing resources like S3 and EC3 and employing Cost Management tools effectively.
- Throughout my career, I have navigated complex, large-scale projects, aligning seamlessly with SDLC, agile, and project management methodologies.
- These projects have spanned across various RDBMS platforms, including Oracle, MS SQL Server, and Sybase, further enriching my expertise.
- In summary, my extensive experience, technical acumen, and versatility in handling diverse technologies make me an asset in the Information Technology domain, with a proven track record of delivering results in complex, mission- critical projects.

Education:

- SQL Star International Ltd., ATC of Oracle Corp., Hyderabad, India Diploma in Oracle Client Server Technology (1995-1996)
- Universal Technologies Diploma Post Graduate Diploma in Computer Application (1997–1998)
- Devi Ahilya University, Indore, India Bachelor of Arts in Economics– 1988

Certifications:

- Oracle Certified Professional
- Microsoft Certified Professional

- PM54G Certification
- PM99G Certification

Skills list:

- Area Tools/Process Databases Oracle 7.x, 8.x, 9i, 10g, 11g, 12c, 19c MS SQL Server 7, 2000, 2008, 2012 MySQL, PostgreSQL, MongoDB 5.x, DB2, Sybase 12.5, 15.0
- Database Technologies ASM, Data guard (Physical & Logical), RAC, HADR, GRID Management, Cluster Ware, SoftLayer, Load Balancing, Multiplexing, MongoDB Atlas, Casandra
- Data Modelling IBM Info Sphere Rational Data Architect, Erwin Tools
- Tools TOAD, SQL Developer, OEM 11g, OEM 13C, OEM 19C, People Tools, Golden Gate Version 12.x to 21.x (Unidirectional and Bidirectional Mode), Attunity RMAN, Data Guard, SSIS, SSRS, PSU Patching, Data Domain, RMAN, GDS.
- Programming PL/SQL, PostgreSQL, Shell Scripting (BASH, KSH, PowerShell), Python, People Code, SQR, Excel Macros, EDB Postgres.
- GUI Power Builder, Visual Basic, Delphi, Developer 2000
- Quality HP QC, Rational Clear Quest, ITIL, ServiceNow
- Cloud AWS, Azure, VMWare
- Operating System Solaris, Linux, Windows, AIX, HP-UX, Unix

Professional Experience:

**Shell
Houston, TX
Software Architect**

November 2016 onwards

Responsibilities:

- My primary role here is to take care of the day-to-day activity of database, which includes database refresh, database monitoring, performance tuning and capacity planning.
- Configuration and Installation of Oracle 11g, Oracle 12c, Oracle 19C, installation and configuration of Golden Gate.
- Configured Golden Gate in Dev, ST, SIT, PERF, Pre-Prod and Production environment with Microservices.
- Including Golden Gate HA configuration and Hub Configuration.
- Applying the PSU patching, managing the Data Guard and ASM. Taking care on the database, like performance tuning, optimization, and DB security remediation etc.
- Worked on the POC for moving the database on Azure Cloud with benchmark testing on performance and load with upgradation to Oracle 19c.
- Managing and communicating with the offshore team.
- Implemented data replication strategies in Cassandra to ensure data redundancy and fault tolerance.
- Configured consistency levels to balance data availability and data consistency.
- Expert in PostgreSQL database installation, configuration, and maintenance, ensuring optimal performance and reliability.
- Communicate and handover the daily tasks to offshore team
- Database upgrade from 11g to 12c, and from 12c to 19c
- Configuring and Managing the Data Guard and Active Data Guard using OEM (12c & 13c)
- Database Upgrade from 10g, 11g to 12c, 19C
- Golden Gate installation, Configuration, and maintenance.
- Monitoring Golden Gate Process Extract/Pump & Replicate.
- Golden Gate Trail File Management.
- Configured Golden Gate for Production database with HA in Microsoft Azure.
- In production and Pre-Prod Golden Gate is configured based on hub methodology.

- Configured ASM Disk with Net app.
- Flashback setup for dev/test environment.
- Database performance tuning and Optimization on the new server.
- Capacity Planning of space management in Oracle Server and OS
- Writing new scripts using PL/SQL,
- Maintained Cassandra cluster security by configuring authentication and authorization mechanisms.
- Managed user access and roles to protect sensitive data.
- Optimization and tuning of database.
- Experienced in integrating Cassandra with other technologies and applications to meet specific business requirements.
- Demonstrates expertise in NoSQL databases, particularly Apache Cassandra, and stays up-to-date with industry trends.
- Managed PostgreSQL clusters, including high availability solutions such as replication and failover mechanisms.
- SQL Tuning and re-writing of the SQL where it's needed.
- SQL Profile implementation wherever required with good plan.
- Devise Backup and Recovery Strategy.
- PSU patching & AIX patching planning and implementation.
- Prepared and tested the plan for HA with Minimal downtime
- Developed and enforced standard operational processes.
- Engage with other Team Leads to ensure teams work collaboratively when required.
- Database performance tuning
- Worked in Data Domain
- Database security remediation
- Resolving the database tickets.
- Validating scripts on SQLS and pl/SQLS
- Preparing reports on database utilization
- Monitoring database using OEM 11g, 12C & 13C.

AT& T**May 2016 – Nov 2016****Dallas, TX****Senior Database Consultant****Responsibilities:**

- Installing & Configuring MS SQL Server and Oracle Database, doing capacity planning, creating tablespace accordingly.
- Preparing documents for all the activities. Planning backup policy, security and creating profile as per the client's requirements.
- Optimizing the SQL query and database to perform optimally.
- Proficient in managing Cassandra databases, including installation, configuration, and cluster maintenance.
- Ensured high availability and fault tolerance of Cassandra clusters.
- Database performance tuning
- Database Replication using Golden Gate and Materialized View.
- Up-gradation of Oracle Database from 10G to 12C
- PSU patching for 12c database as it gets released.
- Raising SR for oracle bugs and working along with Oracle Support to resolve.
- Validating scripts related to PL/SQL, SQL, Java, XML
- Configured SAMBA, APACHE, FT on red hat enterprise Linux and centOS5 servers.
- SQL Tuning, Applying SQL Profile
- Created scripts and automation routines for routine database tasks, simplifying maintenance and reducing manual intervention.

- Resolving the Tickets assigned to me on Database.
- Maintained Cassandra cluster security by configuring authentication and authorization mechanisms.
- Managed user access and roles to protect sensitive data. Optimization and tuning of database.
- Account administration on Red Hat Linux, UNIX and Novell NDS trees.
- Provided level 2 technical support to 3000+ users on Linux and windows environments.
- Update Linux and window and Exist hosts during patching cycle.
- Golden Gate Configuration and migration.
- Executing scripts for installation on Production database as per different projects
- Synchronization of Database between PROD, UAT, DEV and ST.

IBM**Sep 2015 – Apr 2016****Houston, TX – Bangalore, India****MOTIVA – SHELL****Lead Database Administrator & Architect****Responsibilities:**

- Managing the Database Team and Network team by assigning task as per the skill set.
- Installing & configuring the Oracle database and SQL Server 2012 on IBM Soft layer Cloud.
- Implemented RAC, AS
- Mand Data Guard for the new environment to have a High Availability.
- Prepared the installation document and plan the capacity planning.
- Preparing the plan and documentation for implementation and migration to new cloud environment.
- Coordinating with the onsite team
- Database Migration from Shell to Motiva Infrastructure (Soft layer)
- Database performance tuning and Optimization on the new server.
- Synchronization of Database between PROD, UAT, DEV and ST.
- Managing MongoDB databases.
- Successfully integrated MongoDB into existing database environments to leverage its NoSQL capabilities for specific use cases.
- Demonstrated expertise in designing and implementing solutions that involve both Oracle and MongoDB databases, ensuring seamless data flow and synchronization.
- Capacity Planning of space management in Oracle Server and OS
- Devise Backup and Recovery Strategy.
- Setup 3 nodes RAC for each Application Server for HA.
- Deployed update and patches to windows and Linux based PCs and servers.
- Experienced in creating data models that maximize Cassandras NoSQL database for efficient and scalable data storage.
- Capable of horizontally scaling Cassandra clusters to accommodate growing data requirements.
- Skilled in implementing security measures, such as authentication and authorization, to safeguard Cassandra data.
- Proficient in monitoring Cassandra clusters, diagnosing issues, and troubleshooting performance problems.
- Prepared and tested the plan for HA with Minimal downtime
- Provided support in data profiling, cleansing, and mapping activities.
- Developed and enforced standard operational processes.
- Engage with other Team Leads to ensure teams work collaboratively when required.

IBM**Mar 2013 – Aug 2015****Germany - India****Vodafone (Germany)****Database Performance Architect****Responsibilities:**

- In this project I must optimize the performance of the SEPA (Single Euro Payments Area) application.
- Application is been built on Java, XML and the database is Oracle which is having 5 node RAC and there is multiple batch job which process the SEPA data and send it to Bank.
- It is a critical application with time bound report and any impact on performance may impact the business.
- Database performance tuning and optimization of existing scripts.
- Diagnosing of Database Contentions, % of Free Space, Invalid Objects etc.
- Planning of space management in Oracle Server and OS
- Created network architecture on AWS VPS, subnets, internet gate way, route table and NET setup.
- Reducing the size of the database by Archiving old data using PL/SQL scripts without hampering the business.
- Distributing equal load on each instance of database.
- Monitoring AWR and ASH report and taking precautionary measures when required.
- Partitioned the huge tables using hash, range, and list partitioning as per the data set.
- Worked across the tower to support other projects.
- Achieved HA (High availability) and FT (Fault tolerant) for AWS EC2 instances using the AWS technology like EC2, route53, ELB cloud watch, AWI (amazon machine images), VPC, subnets.
- Configured Oracle Fail Safe on Windows Server for Vodafone UK client.

IBM**Nov 2007 - Feb 2013****Middletown, New Jersey - USA & Bangalore – India****AT& T****DBA Lead & Delivery Manager****Responsibilities:**

- Implemented and managed the Oracle database and Sybase database.
- Planned and migrated Sybase to Oracle as per the requirement.
- Monitored the replication, implemented Golden Gate technology wherever materialized views are there.
- Administration and monitoring of the Sybase database.
- Apart from managing a team of 28 people by assigning task, giving feedback, and providing support on technical issues.
- Provided the project estimation for CR's and projects.
- Provide support for more than 50 interfaces and 162 databases of Oracle Database.
- Using IBM Info Sphere Data Architect tool to drill down the database to the minute detail which help us in re- designing and optimizing the existing database and help us in building the new interface for the SERVICE DELIVERY AND ASSURANCE application and help in enhancement the existing apps.
- Extensively using the IBM Rational Clear Quest tool to keep track of the bugs as well as complex process
- Experienced in using Rational Clear Case (a complete software configuration management tool) for sophisticated branching and graphical merge tools enabling concurrent access to files and efficient use of time.
- Key resource in preparing the estimation for the project for the database part by giving accurate and actual efforts for DB.
- Database performance tuning on Oracle 8i,9i,10g and 11g
- Database Replication using MVs, Oracle Streams and using Golden Gate technology.
- Doing the Golden Gate Configuration and Administration for data migration of new projects.
- Migration of Database from Sybase to Oracle.
- Patch Installation on Oracle database from 11.2.0.0 to 11.2.0.4, 11.2.0.6
- Preparing scripts for installation on Production database as per different projects
- Synchronization of Database between PROD, UAT, DEV and ST.
- Up-gradation of Oracle Database to higher version from 8i to 11g as per business policy
- Implementing the CR's as per the requirement of the project.
- Support the ETL, Dev team as per their requirement and project needs.
- Solving application related tickets within the SLA.

- User creation, maintenance for mongo DB database
- MongoDB Data Modelling and Query Optimization: Demonstrated expertise in designing efficient data models and optimizing queries in MongoDB, enhancing database performance, and ensuring optimal response times for applications.
- Migrated development-production Oracle data bases AWS RDS.
- Project Estimation for the new projects, estimated more than 1300 Projects and CR's
- Delivered projects and CR's of around 370 FTP for year 2012, 335 FTP for year 2011 related to database itself.
- Assisted in developing consistent distributed data bases by using shading and replication on AWS platform.
- Participated in design reviews and recommended improvements.

AT&T**May 2006 - Nov 2007****USA - India****Oracle & SQL Server DBA Lead****Responsibilities:**

- Successfully monitored and configured the Oracle Database and MS SQL Server database on cluster environment.
- Managed the Oracle database from version 8 to 9i.
- Used Oracle SQL loader to Load and to moved data across database systems and ensured the Dev, Test and Production databases are in sync for as per business requirements.
- Installed, configured & managed Oracle 9i databases.
- Maintaining and creation of Roles, Users and Users profiles.
- Efficient on-site coordination with the correct scripts and documents for implementing the changes into Production using Rational Clear Quest, Rational Req Pro, Rational Portfolio Manager and Quality Centre.
- Provided technical knowledge to developers and testers on DBA issues.
- Received appreciation from the clients and team members.
- Provide support for more than 20 interfaces.
- Database performance tuning and SQL tuning
- Patch Installation on oracle database for 9i database.
- Preparing scripts for installation on Production database as per different projects
- Up-gradation of Oracle Database to higher version
- Migration from one server to another server
- Support the Dev team as per their requirement
- Supporting the production team for Oracle and SQL Server
- Solving Tickets related to Oracle and SQL Server
- Solving application related tickets within the SLA.
- Project Estimation for the new CR's.

General Motors**Dec 2004 - Apr 2006****USA & Bangalore – India****Oracle DBA & DB2 Lead****Responsibilities:**

- Supported successfully on two different Flavors of database.
- Configured and Installed DB2 9.2 on AIX Server with client installation.
- Configured and Installed the Oracle on AIX 5.0 on IBM AIX Server.
- Provided technical support to development team on Oracle and DB2.
- Created script on SQL and PL/SQL as per the requirement from the client.
- Optimization of the Oracle database
- Tuning database at regular interval
- Installation of Oracle 9i on AIX server and configuration

- Installation of DB2 on AIX Dev Box.
- Preparing report daily for performance issue.
- Configuration of clients for Oracle and DB2.
- Supporting the development team
- Diagnosing of Database Contentions, % of Free Space, Invalid Objects etc.
- Prepare reports for backup logs
- Giving support on performance issue for another project
- Managing in house server as well as onshore database server remotely
- Raising CMWO (Change Mode Work Order) for any major changes to be done in the database server.
- Planning of space management in Oracle Server and OS

V-Empowers Inc.**Feb 2002 - Nov 2004****USA-India****Database & Network Administrator****Responsibilities:**

- Handling the database and network team, providing support for client on installation configuration and implementation of the application remotely.
- Monitored the database and network server on periodic basis and implemented scripts to keep the database optimized.
- Installation of Oracle & SQL Server
- Optimizing Resources for better performance
- Tuning database at regular interval
- Performance tuning of Oracle databases on Windows 2000
- Reduced query execution times significantly by tuning SQL scripts and made improvements to PL/SQL procedures to reduce data loading times.
- Worked with System Administrators to design, develop, and implement solutions to support development team.
- Managing Remotely SQL Server 2000 on the web using Terminal Client or PC Anywhere
- Maintaining the database of SQL Server on a 24/7 basis uptime.
- Documentation for work done on day-to-day basis
- Supporting technical hardware team

Indoamerican.Com Ltd**Mar 2000 – Aug 2001****New Delhi - India****Database Administrator****Responsibilities:**

- Build and deployed from the scratch, Oracle database for the dot com project.
- Implemented Microsoft Exchange server and part of the network administration team.
- Installation and Administration of Oracle 8i.
- Database Tuning in Oracle
- Proper backup plans of Oracle Server.
- Network Administration of Windows NT
- Managing Exchange Server
- Creating Entry program in Developer 2000 using Forms for data entry for the website www.bechokharido.com
- Created supporting Software for Entries/ Reports using D2k Forms/ Reports.
- Creating procedures and triggers for the web sites.
- Configuring the IIS for the website and hosting it on ISP servers and maintaining it remotely using VNC & Clients
- Analysed and designed the database for the site www.densonsindia.com and created all the necessary triggers and procedure.

- Supported development team for websites on data entry forms and reports using D2k.

Installation of the Oracle Database on the ISP server and managing the server remotely using VNC and doing the maintenance of the database remotely and keeping it uptime on a 24/7 basis with a simultaneous replication of the database at regular interval at development centre.

Trainings:

- Oracle Database 11G RAC Administration Ed1 Oracle Corporation
- Oracle Database 11G: Performance Tuning (Hosted) PRV Oracle Corporation
- Oracle Golden Gate 10.4: Troubleshooting and Tuning Ed 1 PRV Oracle Corporation
- Oracle Golden Gate Director 2.0 Essentials Ed 1 PRV Oracle Corporation
- Oracle Golden Gate 10.4 Fundamentals of Trans. Data Manag. Ed 1 PRV Oracle Corporation
- IBM ADM Account Process Training IBM
- Oracle 11G RAC Administration Ed1 PRV Oracle Corporation
- Oracle 11G New Features for Administration Ed 2 PRV Oracle Corporation
- AIX Advanced Topics IBM
- Oracle Database 10g: Backup and Recovery IBM
- Data Architecture, Data Modelling, E-R IBM
- Databases – Sybase IBM
- Shell Scripting, UNIX, PL/SQL IBM
- Lean Sigma W0-Workshop IBM
- SCME: Software Configuration Management IBM
- Telecom Domain Intermediate level IBM
- PM99G training PMI
- Project Management Fundamentals IBM

REFERENCES			
Reference Name	Byrnes Fritz	Johnny Marcos	Joseph Macon
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Resume for Candidate 3

Gowtham Ghattamaneni

Professional Summary:

- Experience on Data Migration from various on-premises database applications like Microsoft SQL server, Oracle, DB2, Teradata ERP Applications to Cloud based databases like Azure Managed Instance, Azure Synapsys, Azure Data Bricks and Snowflake using cloud storage system Azure Data Lake/Azure Blob Storage/AWS S3/Azure Data Factory/snow pipelines.
- Azure Data Factory (ADF), Integration Run Time (IR), File System Data Ingestion, Relational Data Ingestion.
- Worked in Mixed role Devops Azure Architect/System Engineering, network operations and Data Engineering
- Experience in Developing Spark Applications using Spark -SQL in Databricks for data extraction, transformation, and aggregation from multiple file formats for analysing and transforming the data to uncover insights into the customer usage patterns.
- Good understanding of Spark Architecture including Spark Core, Spark SQL, Data Frames, Spark Streaming, Driver Node, Worker Node, Stages, Executors and Tasks.
- Writing T-SQL Script for creation of database objects Stored Procedures, User Defined Functions, Triggers, Views, Sub Queries, Stored Procedures in T-SQL, /MySQL PL/SQL/ Sybase (ASE)/DB2/ Postgre SQL/Mongo DB.
- Writing Sub Queries to avoid complexity to join Data sets and Common table Expressions (CTE) for Temporary result set, Master Data Management.
- Involved in Query Optimization and Performance Tuning using SQL Profiler and Index Tuning Wizard.
- Worked on SQL Server 2014 migration from SQL Server 2012/2008R2 / 2008, Master in scripting for Homogenous and Heterogeneous sources Migration.
- Experienced with all phases of Data Warehouse development life cycle, from gathering requirements, testing, and identifying the Facts and Dimensions, creating Star and Snowflake schemas.
- Hands on Experience on ETL Process to Extract transform and Load data using (SSIS) and Informatica and reporting tools (SSRS Power BI and Tableau, Cognos) and experience IBM DataStage 11.5/DataStage 11.7
- Involved in creation of Tableau dashboards, KPI's and understanding of Tableau Server administration, security, and architecture.
- Experience in GCP Data Engineering tools like Big Query, Data prep, Data proc, Big Table.
- Hands on Experience on snowflake Data migration using Snow pipeline, Copy command and snow SQL.
- Experience in Backup Azure VMs with Recovery Service Vault and Configure Azure VMs with Azure Site Recover and Experience with Azure Migrate
- Good knowledge of Hadoop framework, Hadoop distributed file system and parallel processing and Ecosystems HDFS, Map Reduce, Hive, Pig, HBase, Sqoop and in Hadoop, AWS Red shift.
- Ability to configure SQL server to XML and HTML /JSON/API Web Services used to extract, store.
- Knowledge and Experience of ASP.NET, ADO .NET, C#, VB .Net, WCF, Web Services HTML, XML Java Script, CSS, VSS, TFS.
- Developed the map-reduce flows in Microsoft HDInsight Hadoop environment using python.
- Experience with Mainframe environment, transitioning from mainframe functions to data warehouse.
- Writing complex Access, Excel Macros with Excel VBA for different Business Environments.
- Experience in working with software methodologies like Agile, SCRUM, and Waterfall.

Education:

- Master of Engineering Hartford Connecticut.
- Bachelor of Engineering Nagarjuna University.

Skills List:

- **Platforms:** Windows XP/2003, 2008 Server/Vista/ Windows 7, Oracle 11g/10g/9i/8i, PL/SQL, SQL *PLUS, TOAD and SQL*LOADER, Net Framework 1.0/2.0/3.5/4.0, CSOM, SSOM, REST API, MS Excel APIs, Linux, FTP, REST and JSON.
- **Languages:** T-SQL, SQL, SQL*PL/SQL, MY SQL VB .NET, C#, HTML, MDX/DAX, Java script, Spring boot
- **RDBMS:** Microsoft SQL Server 2005/2008/2012/2014,2016 MS Access, DB2, Oracle 11g/10g, Tableau Desktop 7.0, 8.0,9.0
- **SQL Server Tools:** DTS, SSIS, SSAS, SSRS, SSMS, Azure Data Factory, Azure Data Lake, Data Bricks, Azure SQL Database, Azure SQL Data warehouse, Scala, Python, Spark SQL Power BI Configuration Manager, Enterprise Manager, Query Analyzer Profiler, Database Tuning Advisor, SAP BO data services 9.0, IBM's Data stage version 9.0.

Other Tools: MS Office Suite, MS Visio, Crystal Reports, MIS Reports, TFS, Share point 2013.

Professional Experience:

State Of state of Alabama

2023 'May' to 'Till Date

Chicago, IL (Remote)

Lead Databricks Data Engineer/Data Architect

Responsibilities:

- Implementing Data Integration from Legacy system DB2, VSAM and various other source systems and file formats from FACETS and EBT applications, to oracle database using spark sql in data bricks and scheduling jobs using Azure data factory.
- Develop Database Migration procedures, technical specifications, knowledge of Oracle Migration Utilities (Import/Export, RMAN etc.)/ SQL Server Migration Utilities (backup/restore), Postgre SQL, Sybase support documents and training guides.
- Experience on Configure and Use Azure Resources Azure Data Factory Azure Data Lake, Azure Blob storage, Azure Synapses, Azure Data Bricks, Databricks SQL – Delta Live Table.
- Azure Functions, Azure Key Vault, Logic Apps, Azure Data Explorer, Azure Event Hubs and HD insights for Batch and streaming process.
- Installing, configuring, and maintaining Databricks clusters and workspaces and Monitoring cluster performance, resource utilization, and troubleshooting issues.
- Performed Databricks administrator includes creating workspaces, configuring cloud resources, viewing usage data and setting up backup and recovery.
- Implementing and managing access controls and security policies to protect sensitive data in Databricks.
- Managing Databricks account identities, settings, and subscriptions and delegating the account admin and workspace admin roles to any other user
- Knowledge on DBT tools for query optimization.
- Managing Databricks account settings, setting up user provisioning, creating meta stores for Unity Catalog enablement and Managing identities across all workspaces in the account.
- Experience in managing and deploying azure cloud based infra structure and application and in managing Virtual Networks and subnets and integrating web applications.
- Created Virtual Machines and subnetwork security groups and virtual networks and NSG rules.
- Configuring and troubleshooting VPN connections site to site and point to site, vnet to vnet and vnet peering.
- Deploy and configure Storage Accounts, App Services, App Service Plans, App Service Environments, App Insights, Function Apps, Key Vaults, SQL DB, and other approved Azure resources.
- Experience in Data bricks Administration for Access management and Azure virtual network Databricks Storage (DBFS)o Azure Storage (ADLS).
- Experience deploying resources with PowerShell and CLI and Configure, modify, deploy ARM templates.
- Knowledge and Experience on Azure data bricks and big data tools, Hadoop ecosystem, Hive, spark, pig, Sqoop, flume. Snow SQL, Python and Databricks, Py Spark

- Experience on Google Cloud platform, GCP Big Query, cloud SQL, spanner and setup the GCP environment and then integrating the applications security, integration with AD, big data applications.
- Performed POC and research on GenAI for AI-centric application and solution to architecture with the latest design patterns and develop and solution architect and scale GenAI applications, focusing on LLMs for innovation.
- Integrated data using Generative AI applications using Python and Spark libraries and ML process in Data bricks.
- Good understanding of spark architecture for streaming and batch process using azure data bricks with Azure and AWS environments and configuring clusters in data bricks and managing clusters.
- Experience in Developing Spark Applications using Spark -SQL in Databricks for data extraction, transformation, and aggregation from multiple file formats for analyzing and transforming the data to uncover insights into the customer usage patterns extraction and transformation and loading data from source to target using Pysaprk and Spark SQL with data brick notebooks.
- Experience in data analytics using azure data bricks workspace, managing azure data bricks notebooks, and integrating data using delta lake using python and spark SQL.
- Knowledge of Databricks unity catalog for data governance and data management and CICD implementation using Azure Devops and Git repositories.
- Experience on AWS storage Using S3 containers and buckets and also experience access management in AWS (IAM) and able to transform data from AWS s3 to Azure and snowflake, Experience on AWS red shift and RDS data migration process and along with Infrastructure configuration in AWS cloud.
- Experience and Knowledge on AWS GLUE catalog, AWS Glue Data Brew, AWS lake formation, AWS data zone, and AWS Macie and AWS Red Shift and Tera form and Airflow, DAG.
- Tools used Jira confluence for ticketing and tracking, Service now, GitHub, SharePoint, Visio, Data bricks, Data Lake, Azure Data Factory, DB2, Microsoft SQL server, Postgre SQL, Sybase, UNIX, Python, PySpark and SQL.

Safeway (Albertsons Companies, Inc)
Chicago, IL(Remote)

2021 'Sep' to 'April 2023'

Lead Data Engineer/Data Architect

Responsibilities:

- Analyze, design, and build Modern data solutions using Azure Pass service to support visualization of data. Understand current production state of application and determine the impact of new implementation on existing business processes.
- Perform Data Analysis and Data Migration from other databases to snowflake able to use snow pipe, copy command and snow park for data integration process from various source systems.
- Perform data mapping documents from source system to target system and convert the scripts as per new version EDW data warehouse and validate the data from source system to destination.
- Involved in ETL Process to create snow pipelines and Data factory pipelines to extract transform load data from data lake to Snowflake using Azure data factory, Data Bricks and Snowflake data warehousing and Master Data Management.
- Experience in managing and deploying azure cloud based infra structure and application and in managing Virtual Networks and subnets and integrating web applications.
- Extract Transform and Load data from source systems to Azure data storage services using combination of Azure Data Factory, T-SQL, Spark SQL and U-SQL/Mongo DB/ Postgre SQL, Sybase and Azure Data Analytics. Data Ingestion to one or more Azure Services (Azure Data Lake, Azure Storage, Azure SQL, Azure DW) and Processing data in Azure Data bricks.
- Knowledge of DBT tools for query optimization.
- Has hands-on knowledge creating validations and rules using collibra Data quality.
- Design and implement data quality workflows, data quality scorecards, and data quality dashboards in Collibra.
- Worked with business users on Data Governance, Data Quality or Data Stewardship and data analytics.
- Has hands-on knowledge creating validations and rules using collibra Data quality.

- Installing, configuring, and maintaining Databricks clusters and workspaces and Monitoring cluster performance, resource utilization, and troubleshooting issues.
- Managing Databricks account settings, setting up user provisioning, creating meta stores for Unity Catalog enablement and Managing identities across all workspaces in the account.
- Experience on Data bricks Administration for Access management and Azure virtual network Databricks Storage (DBFS) o Azure Storage (ADLS).
- Experience on Data bricks Administration for Access management and Azure virtual network Databricks Storage (DBFS) o Azure Storage (ADLS).
- Experience in GCP Data Engineering tools like Big Query, Data prep, Data proc, Big Table, Big Query, Dataflow
- AI Building Blocks, Looker, Cloud Data Fusion) and Data vault.
- Writing T-SQL statements and SQL server objects tables, views and stored procedure and temp tables and table variables and CTE's and functions.
- Experience on Google Cloud platform, GCP Big Query, cloud SQL, spanner and setup the GCP environment and then integrating the applications security, integration with AD, big data applications.
- Performed POC and research on GenAI for AI-centric application and solution to architecture with the latest design patterns and develop and solution architect and scale GenAI applications, focusing on LLMs for innovation.
- Integrated data using Generative AI applications using Python and Spark libraries and ML process in Data bricks.
- Created Data Model in Power Pivot by Establishing the Relationship Between the tables.
- Writing bash and shell scripts to automate the script conversions and deployment process in between multiple environments.
- Interact With front end applications by Web and Client/Server Application development using Microsoft .NET Framework with C# and programming languages and JavaScript and experience in calling API'S and Extract data from API calls by GET, put methods, and worked on .net MVC web applications.
- Experience on AWS storage Using S3 containers and buckets and also experience access management in AWS (IAM) and able to transform data from AWS s3 to Azure and snowflake, Experience on AWS red shift and RDS data migration process and along with Infrastructure configuration in AWS cloud.
- Experience and Knowledge on AWS GLUE catalog, AWS Glue Data Brew, AWS lake formation, AWS data zone, and AWS Macie and AWS Red Shift and Tera form and Airflow, DAG.
- Implemented CICD Using Azure Devops repositories and Git release pipelines Adding new branches and merge to collaboration and publish branches and automated deployment to multiple environments by ARM templates
- Tools used Jira confluence for ticketing and tracking, Service now, GitHub, SharePoint, Visio, Snowflake, Data bricks, Data Lake, Azure Data Factory, DB2, Microsoft SQL server, Postgre SQL, Sybase, UNIX, Python.

International Monetary Fund (IMF)

2019 Dec to 2021 Aug

Washington D.C

Data Warehouse Specialist/ Data Architect/ ETL Developer

Responsibilities:

- Design and implement database solution in Azure SQL Data Warehouse, Azure SQL
- Architect & implement medium to large scale BI Solution on Azure using Azure Data Platform services (Azure Data Lake, Data Factory, Data Lake Analytics, Stream Analytics, Azure SQL DW, HDInsight/Databricks, NoSQL DB/Mongo DB).
- Design & implement migration strategies for traditional system on Azure (Lift and shift/Azure Migrate, other third-party tools and AWS Glue.
- Perform data modelling, entity relationships, Normalization process and Data Integrity process.
- Migrating data from on-Premises SQL Server Databases to cloud-based Azure SQL Managed instance.
- Perform data governance process like access/permissions, metadata, and data lineage using cloud based collibra metadata management tool.

- Experience in GCP Data Engineering tools like Big Query, Data prep, Data proc, Big Table, Big Query, Dataflow AI Building Blocks, Looker, Cloud Data Fusion) and, Tera form, Ansible and Data vault.
- Collaborate with business, IT, and data governance teams to understand data quality requirements and standards.
- Define roles and responsibilities related to data governance and ensure clear accountability for stewardship of the company's principal information assets using collibra.
- Create and maintain common data dictionaries and the tools or methods that support data standards for an organization.
- Knowledge of best practices on Process Sequence, Dictionaries, DQ Lifecycles, Naming Convention, Version Control
- Perform data profiling and analysis to identify data quality issues, data anomalies, and data improvement opportunities.
- Monitor and report on data quality trends and issues, providing actionable insights for continuous improvement.
- Design and implement data quality workflows, data quality scorecards, and data quality dashboards in Collibra.
- Worked with business users on Data Governance, Data Quality or Data Stewardship and data analytics.
- Has hands-on knowledge creating validations and rules using collibra Data quality.
- Creating ETL Mappings using Informatica Power center 10.5 Designer and worked on various informatica transformations lookup and filter aggregated router, expression transformation and Workflow creation by Informatica Power center designer and Monitor the ETL sessions using Informatica Power Center Monitor and Performed ETL error handling.
- Coordinate external data sources to eliminate redundancy and streamline the expense related to those services.
- Developing and implementing data standards, guaranteeing metadata is captured correctly, and creating methods for monitoring and reporting any data incidents.
- Working on Azure Data factory and Data Lake, Azure Blob storage, to move data from on-premises to Azure SQL server databases and Azure Synapse, Data Bricks and Snowflake data warehousing and experience in IBM DataStage 11.5/DataStage 11.7
- Creating ETL Mappings using Informatica Power center 10.5 Designer and worked on various informatica transformations lookup and filter aggregated router, expression transformation and Workflow creation by Informatica Power center designer and Monitor the ETL sessions using Informatica Power Center Monitor and Performed ETL error handling.
- Used to work with integration runtime to create linked services and to create data factory pipelines, data sets and data flows and Azure Databrick, Data Capture and Data curation.
- Perform the performance tuning and query tuning to improve the Performance and to reduce the applications.
- Writing T-SQL statements and SQL server/ Postgre SQL, Sybase objects tables, views and stored procedure and temp tables and table variables and CTE's and functions.
- Perform some of the database maintenance tasks backup and restore database scripts and working closely with dba's to resolve the blocking locking issues and deployment and production issues.
- Interact With front end applications by Web and Client/Server Application development using Microsoft .NET Framework with C# and programming languages and JavaScript and embedded visualization and API requirements SOAP and REST API calls by using GET, PUT Methods, and worked on .net MVC web applications.
- Deploy and configure; VNETS, Subnets, NSG's, Route tables, Azure Firewalls, App Gateways, Load balancers.
- Secure PaaS resources with Service Endpoints and Private Endpoints
- Good knowledge of Hadoop framework, Hadoop distributed file system and parallel processing and Ecosystems HDFS, Map Reduce, Hive, Pig, HBase, Sqoop and in Hadoop, AWS Red shift and Data Bricks, Pyspark, Scala.

- Experience on AWS storage Using S3 containers and buckets and also experience access management in AWS (IAM) and able to transform data from AWS s3 to Azure and snowflake, Experience on AWS red shift and RDS data migration process and along with Infrastructure configuration in AWS cloud.
- Experience and Knowledge on AWS GLUE catalog, AWS Glue Data Brew, AWS lake formation, AWS data zone, and AWS Macie and AWS Red Shift and Tera form.
- Working on Power BI Services and Power BI Desktop, Power Pivot, Power Query and Power view, DAX functions to create reports, dashboards and KPI's, create reports using tableau and Cognos.
- Development of test framework using the and Python Automation for execution of tests in batch using Shell scripting.

Environment: MS SQL Server 2012/2014/2016/2017/2019, T-SQL, SSIS 2008/2012/2015/2017, and SQL Azure Cloud Services. Oracle 11g/10g, Oracle9i/8i Tableau Desktop 9.0. Power BI Desktop and Services.

State of MO- Department of Health and Senior Services (DHSS)

2019 Jan to 2019 Dec

Jefferson City, MO

Azure Data Engineer

Responsibilities:

- Migrating data from on-Premises SQL Server Databases to Azure SQL Server databases.
- Creating Data warehouse architecture and designing the data warehouse schema and structure of Data warehouse and build the data warehouse in star and snowflake methods.
- Working on Azure Data factory and Data Lake, Azure Blob storage to move data from on-premises to Azure SQL server databases Azure Synapse.
- Used to work with integration runtime to create linked services and deploying ssis packages and Azure Databrick.
- Creating ETL SSIS Packages and data conversion and error handling in SSIS packages and schedule SQL server Agent jobs.
- Perform the performance tuning and query tuning to improve the Performance and to reduce the applications and report server down time.
- Writing T-SQL statements and SQL server objects tables, views and stored procedure and temp tables and table variables and CTE's and functions.
- Perform some of the database maintenance tasks backup and restore database scripts and working closely with dba's to resolve the blocking locking issues and deployment and production issues.
- Interact With front end applications by Web and Client/Server Application development using Microsoft .NET Framework with C# and programming languages and programming languages and JavaScript and embedded visualization and Backend scripting/parsing using Perl and Python.
- Detail-oriented Financial Analyst with hands-on experience in quantitative / statistical analysis, and forecasting budgeting, accounting, and forecasting with Excel VBA and tableau and Cognos.
- Developed Tableau data visualization and concepts, including table calculations, sophisticated joins, and data structures.
- Working on Power BI Services and Power BI Desktop, Power Pivot, Power Query and Power view, DAX functions to create reports, dashboards and KPI's, create reports using tableau and Cognos.

Environment: MS SQL Server 2012/2014/2016/2017, T-SQL, SSIS 2008/2012/2015/2017, and SQL Azure Cloud Services. Oracle 11g/10g, Oracle9i/8i Tableau Desktop 9.0. Power BI Desktop and Services.

Market Source

2018 Jan to 2019 Jan

Atlanta, GA

Integration Developer

Responsibilities:

- Integrating the Data from different Data sources and Third-party Applications using REST and Soap API's
- Working with SQL AZURE Data Bases and writing the scripts Create Data Base Objects within the SQL AZURE and Knowledge and working experience on Data Lake and data factory.
- Interact With front end applications by Web and Client/Server Application development using Microsoft .NET Framework with C# and VB.NET as programming languages.

- Writing T-SQL, PL/SQL/MySQL Joins, correlated and non-correlated Sub Queries to avoid complexity to join Data sets and Common table Expressions (CTE) for Temporary result and Temporary tables and Pivoting tables.
- Creating SSIS and Modify/optimize existing SSIS packages to accomplish ETL Process for Data Warehouse Development and Claims.
- Worked on Azure AD B2C identity management to create users delete users and update the users to AD.
- Ability to configure SQL server to XML and HTML /JSON/API Web Services used to extract and store in database.
- Worked Hadoop eco system Hive worked on Managed tables and External tables and interactive and iterative operation on hdfs file systems using hive.
- Worked on ETL techniques using Informatica Power Center 9.x to Extract and Transform data from various data sources such as flat files, mainframe VSAM files, RDBMS OLTP source and Load to the Transactional/Dimensional Databases.
- Deploy and configure WAF policies and Configure Azure Firewall Rules and NSG rules.
- Deploy Azure resources in compliance with Azure Policies
- Configure IAM permissions to Azure resources and Configure Manage Identities and Service Principal
- Experience on Azure Active directory experience.
- Develop new VBA code (Excel) and modify/optimize any existing VBA (Macros) code, if necessary, Pivot tables.
- Working on Power BI Services and Power BI Desktop, Power Pivot, Power Query and Power view, DAX functions to create reports, dashboards and KPI's, create reports using tableau and Cognos.

Environment: MS SQL Server 2012/2014/2016/2017, T-SQL, SSIS 2008/2012/2015/2017, and SQL Azure Cloud Services. Oracle 11g/10g, Oracle9i/8i Tableau Desktop 9.0. Power BI Desktop and Services.

CVS Health

2015 March to 2018 Jan

Woonsocket, RI

SQL BI /Tableau/Data warehouse Developer

Responsibilities:

- Writing New T-SQL, PL/SQL/ Teradata/Mongo DB queries for Table design and creation.
- Involved in Data Warehouse Design and Development by using star Schema Design Method.
- Migrated Data from SQL server 2012 to SQL Server 2014.
- Implemented stored procedures with proper Set Commands and enforced business rules via checks and constraints.
- Writing T-SQL, PL/SQL/MySQL Joins, correlated and non-correlated Sub Queries to avoid complexity to join Data sets and Common table Expressions (CTE) for Temporary result and Temporary tables and Pivoting tables.
- Used to Work with Teradata utilities (T-SQL, B-TEQ, Fast Load, Multi Load, Fast Export, Trump, Visual Explain, Query man), Teradata parallel support and UNIX Shell scripting, API.
- Performance tuning to optimize any existing queries to speed up performance with modifications in removed unnecessary columns eliminated redundant and inconsistent data by applying Normalization techniques, established joins, and created indexes whenever necessary.
- Review/modify current database design for better performance.
- Implement database management tasks backup and restore and recovery and disaster recovery and high availability.
- Used to work with troubleshooting and resolving database integrity issues, performance issues, blocking and deadlocking issues, replication issues, connectivity issues, security issues etc.
- Creating SSIS and Modify/optimize existing SSIS packages to accomplish ETL Process for Data Warehouse Development and Claims.
- Designed, developed, and deployed custom reports to Report Manager in MS SQL Server environment using SSRS 2012 to Create Data Driven, Drill Through, Drill Down, Tabular, Matrix reports & created charts, graphs using SQL Server 2012 Reporting Services (SSRS).

- Interact With front end applications by Web and Client/Server Application development using Microsoft .NET Framework with C# and programming languages.
- Created action filters, parameters, and calculated sets for preparing dashboards and worksheets in Tableau.
- Connecting to different data sources to blend and model data within the Tableau server 9.0 to create interactive dash boards for reporting and analyzing of data.
- Good Analytic capabilities in analyzing data, reporting requirements, identifying KPIs, insights and trends.
- Worked with Power BI mobile app and created mobile layouts to view reports and dashboards effectively.
- Good Experience on DAX and OLAP, OLTP in Data Warehouse Development (EDW)
- Detail-oriented Financial Analyst with hands-on experience in quantitative / statistical analysis, and forecasting budgeting, accounting, and forecasting with Excel VBA.
- Develop new VBA code (Excel) and modify/optimize any existing VBA (Macros) code, if necessary, Pivot tables.
- Wrote Scripts in Unix/Linux/Perl, Python Script, and Shell scripting for migration process.
- Subscribe and connecting to SQL AZURE Data Bases and writing the scripts Create Data Base Objects within the SQL AZURE Data Lake and Big data Knowledge and AWS redshirt Knowledge.
- Ability to configure SQL server to XML and HTML /JSON/API Web Services used to extract and store and Expert Excel user including VBA programming and Python scripting.
- Proven experience working with large teams, in Agile/Scrum models required.

Environment: MS SQL Server 2012/2014, T-SQL, SSIS 2008/2012, SSRS 2012/2014 and MySQL5.0.22 and 5.1.24 Oracle 11g/10g, Oracle9i/8i Tableau Desktop 9.0 and Azure Cloud Services.

Bajaj Auto Ltd
Hyderabad, India

2012 May to 2014 Dec

SQL Server SSIS/SSRS/SSAS Developer

Responsibilities:

- Written Stored Procedures and SQL scripts both In SQL server and PL SQL ' server.
- Designed T-SQL scripts to identify long running queries and blocking sessions.
- Created database objects like tables, views, indexes, stored-procedures, triggers, and user defined functions.
- Normalization and De-Normalization of tables.
- Developed Backup and Restore scripts for SQL server 2005.
- Installed and Configured SQL server 2005 with latest service packs.
- Written T- SQL queries for the retrieval of the data.
- Developed administrative tasks of SQL Server of performing daily Backups and Recovery procedures.
- Maintained the security, integrity, and availability of SQL Server.
- Ability to identify and resolve bottle necks specifically related to fragmentation, locking (page level, row level, and leaf level), blocking and memory and resource contention.

Environment: SQL Server 2008R2, T-QL, SQL Server 2008/2005 Oracle 9i, Visual Basic, SSIS, SSRS 2005/2008, Excel.

REFERENCES			
Reference Name	Neeraj Uppal	Gowrinatha reddy veerabali	Barkilign Lera
Title	Solution Architect	Team Lead	Manager
Company Name	International Monetary Fund	International Monetary Fund	Safeway Albertsons
Phone number	5408424657	4843185537	443-637-2344
Email Address	confidential	gowri.reddi@gmail.com	barkilignlera2@gmail.com

Resume for Candidate 4**Tarik Mahmud****Professional Summary:**

- I am an IT leader highly focused on security, virtual and cloud computing, constantly adopting cutting edge technologies and IT best practices.
- I am an Experienced IT Solutions Architect with 20 years of Database, Systems Engineering, and Project Management, IT consulting, Solutions architecture and proven success as agent of change.
- Successful in enterprise strategic planning and providing comprehensive IT solutions within large complex organizations.
- My professional progression has prepared me for challenging leadership roles. I am seeking any of the following Remote positions to contribute with remarkable creativity and work ethic and will utilize strong business intelligence to increase productivity and profitability, with new challenges and opportunities to build upon my expertise.
- Sr. SQL Database Administrator (Architect) (20 yrs. experience)
- Sr. Enterprise Backup Architect - Netback up, Rubrik, Cohesity, VIM (8 yrs. experience)
- IT Project Manager - PMP (8 yrs. experience)
- Systems Engineer/ Windows / Active Directory (8 yrs. experience)
- Jr SharePoint Administrator (8 yrs. experience)

Education:

- Bachelor of Science in Occupational and Technical Studies (OTS), Major in IT and Industrial development Old Dominion University, Norfolk, VA. USA
- Associate Degree in Applied Science in Information Technology (IT), Major in Computer Network Administration Northern VA Community College, Sterling, VA. USA
- Associate Degree in General Science Northern VA Community College, Sterling, VA. USA
- Honours: Dean's Honour Lists (NVCC)

Certifications:

- PMP
- CISSP (In Progress)
- Security + (In Progress)
- CASP + (In Progress)
- CISM (In Progress)
- CISA (In Progress)
- Scrum Alliance Certified Scrum Master (CSM).
- MCSE (SQL 2012R2)
- MCITP (SQL 2008R2)
- Microsoft Certified Technology Specialist (SQL 2008 R2)
- Microsoft Certified Database Administrator (SQL 2008 R2)
- Oracle Database Administration Oracle 11g (SQL/PL-SQL, Database Administration, Backup & Recovery, and Performance Tuning and Networking) from Learning Tree.
- SQL Server Database Administration Training from Learning Tree.
- HP Accredited Integration Specialist –Automations Tools (AIS).
- Java Development Training from Learning Tree.
- Advanced SCCM Administration From Microsoft (System Centre Configuration Manager)
- Xceedium/PAM (Privileged Access Management) Advanced Administration from CA
- Veritas Netback up Troubleshooting and Maintenance from Veritas
- SharePoint Administration from Critical Path Inc.

Skills List:

- Sr. SQL Database Architect
- Sr. Systems Engineer
- Sr. Netback up Administrator
- SharePoint Administrator
- Project Management
- IT best practices
- Managing vendors
- Enterprise Application Integrations
- Building relationships
- Establishing SLAs
- Contract negotiation
- Capacity Planning and Requirements
- IT Solutions design and planning
- Progressive system/design
- Cyber Security Analyst
- Database and VM Performance Tuning.
- GIT and CI/CD (branching, commits, cherry picking and similar workflows)
- Scripting with VB, Python, Shell Scripting, PowerShell.

Professional Experience:**DHS, Washington DC****Mar 2015 – Present****Database Architect/Systems Engineer/PM****Project Description: DHS**

- The DHS conducts and supervises independent audits, investigations, and inspections of the programs and operations of DHS, and recommends ways for DHS to carry out its responsibilities in the most effective, efficient, and economical manner possible.

Major responsibilities performed in OIG:

- Database Architect: –HA, DR, Performance tuning, SSMS, BI, SSIS, SSRS Engineering and Design.
- System Engineering: -VMWare/Windows/Lync/SAN/SharePoint/SCCM/SCO MA administration & Design.
- SharePoint Administrator: Maintained existing environment and supported daily Ops needs
- Netback up Administrator: Redesigned, Administration, Retention policy, Upgraded Software and Tape Libraries to Latest.
- CA PAM Administrator: (Privileged Access Management) Administration, Implemented Zero Trust Model.
- Monitoring: SCOM/Change Auditor/Spotlight Administrator
- IT Architect: Redesigned existing Netback up, Database Systems, created robust System Engineering and Friendly IT Helpdesk Support, automated Monitoring Alerts for Database, NetBackup, Servers, VMs, SAN, Network, and Datacenter.

Database Administration:

- Installed and configured SQL Server 2019, 2016, 2014, 2012, 2008R2, SQL Server 2008, and 2005 on Windows Server 2008R2 and 2003, SQL Server 2000 on Windows 2000 advance Server.
- Automating Database tasks (Created jobs, alerts, and schedules for database maintenance tasks) using SQL Server Agent.
- Created UNIX Bash Shell Scripting using AWK & SED and executed using Crontab for database Error report email distribution.
- Install and troubleshoot client connectivity software, such as ODBC, Microsoft 2008/2005/2000 client, MS Access.

- Created SSIS (SQL Server Integration Services) packages in SQL Server 2008R2, 2008, 2005 Integration Services (SSIS) and migrated DTS packages to SSIS packages.
- Created and modified stored procedures, triggers and functions
- Performed database backups, restored database from backup, and developed recovery procedures.
- Migration - Performed database migration from Oracle to SQL Server 2008R2.
- Standby and Mirroring – Configured and Maintained Standby using log shipping and database mirroring in SQL Server 2008R2 and 2005 for high availability.
- Configured Peer to Peer replication for High Availability Solution.
- Managed all Publisher, Distributor and Subscriber database environments for replication.
- Performed performance monitoring using Customized Scripts on system tables using DMVs, DMFs, Activity Monitor, SQL Server profiler, Windows performance monitor and Database engine tuning advisor to analyse and fine tuning of long running queries, dead locks, blockings and stored procedures and slow running servers.
- Run DBCC to check physical and logical consistency of database and Rebuilding indexes.
- Reporting Services – Installed, Configured and Administered SQL Server 2008/2005 Reporting Service.
- Besides that managed reports and helped developers in designing and developing reports
- Security Management - Access and security management like creating Logins with appropriate roles, creating users and groups and granting and revoking privileges for data security.
- SP (Service Pack) - Applied Service Packs patch and hot fixes for database.
- Documentation - Created documentation for installation, monitoring procedures, security policies, configuration changes, migration procedures.

As a Solution Architect

- Implemented IT systems Infrastructure Architect with distributed systems. Guided the planning of enterprise-wide infrastructure directions based on market developments and enterprise vision.
- Established and advanced strategic direction of corporate IT systems infrastructure.
- Led the definition of hardware platform and technologies established as corporate standards to be used within specific initiatives.
- Worked with the vendors to minimize cost of ownership.
- Provided server infrastructure specification for various business line technologies to provide IT solutions.
- Deploy models and system sizing metrics integrating business and application requirements.
- Analyse new logical and physical functionality for integration into existing corporate IT infrastructure.
- Design and implement VMware virtual servers.
- Administrate VMware vCenter storage and planning.
- Application performance and capacity planning. IT Systems Requirements analysis and design.
- Saved \$1 Mi dollar by using cheap NAZ Storage then expensive 5TB of SAN to be reclaimed.
- 500 VM virtual server design builds that replaced physical servers and Windows 2003 server remediation's that resulted in estimated \$1 million dollar savings over physical servers.
- Support Applications: Web/App servers, IIS Web servers, Microsoft SQL DB and Enterprise Oracle
- Applications, PCI applications, and Voice and Data network applications. Also worked on deploying PCI /Security Applications and Virtual appliances.
- Technical Architect for DHS OIG Headquarter Datacentres and 72 field office Datacentres.
- Reviewed budget goals and saved \$4 million in new hardware expenses by consolidating databases and application System Engineering

Netback up Administration

- Performed NBU client installations.
- Configured and managed backup systems.
- Worked with Netback up versions 6.5 through 10.1
- Streamlined system backup procedures.
- Conducted daily tape management.

- Developed and implemented updated backup policies.
- Performed daily system monitoring duties.
- Assisted with new software testing and installation.
- Performed system backup duties and routine checks.
- Handled Netback up support issues.
- Trained new members of IT team in NBU procedures.
- Configured Netback up client properties.
- Performed and supervised NBU testing.
- Prepared daily and weekly system performance reports.
- Applied patches and performed regular system updates

SharePoint Administration

- Creating and maintaining SharePoint features including Web Applications, site collections, lists and libraries, forms, web parts, and workflows.
- Integrated SQL server reporting services SSRS with SharePoint in Staging and Prod Environment.
- Administering the day-to-day operations of SharePoint 2010 farms.
- Writing PowerShell scripts to configure and automate routine administrative tasks.
- Providing SharePoint technical support if any issues are identified by business team.
- Experienced with SharePoint central administration and security options.
- Experienced with enterprise search, workflow and collaboration.

Windows Administration

- Performed daily File Permissions tasks and resolved broken chain issues.
- Created SOP on File Permissions for Helpdesks.
- Troubleshoot IIS, Application Pool, Local Security Policy, and Logon as Service issues.
- Setup and maintain Windows Clusters for Database servers.
- Install & configure Maintenance, Migration and Administration of MS Windows Server 2008 & 2012 Physical and Virtual Builds.
- Proficient in maintenance, admin and support of over 70 Windows Servers and 700 workstations in current environment.
- Active Directory Services; Active Directory Group Policy Objects (GPO); Group Policy Management
- Server hardware planning & implementation, troubleshooting and maintenance.
- Sorted complex issues pertaining to hardware and network failure
- Monitored both Hardware and Software systems for errors and updated them regularly to maintain proper functioning and flow of information.
- Excellent knowledge of the process involved with decommissioning of servers.
- TCP/IP Network Troubleshooting
- Experience supporting Enterprise anti-virus, anti-spam, filtering, logging, encryption and email tracking.
- Basic knowledge of PowerShell commands and how to perform non-GUI tasks for windows AD.

Basic Lync Administration

- Maintained and backed up Lync database.
- Account Creation for new employees
- Name Change on existing employees
- Troubleshooting Frontend Service issues

Basic SCCM Administration

- Configured and Maintained RRSR Reporting Service Databases.
- Updating operating systems (patching). Advertising applications for user driven deployment of approved applications in application catalog
- Provide application technology and operating system support through the distribution of applications, packages, and updates.
- Provide client configuration support, building, testing, upgrading and replacing applications and packages

- Provided tier III support to Tier I & II support teams for SCCM and O/S related issues.
- Used remote control viewer to resolve client issues.

Basic SCOM Administration

- Installation and configuration of SCOM Servers and Maintain SCOM Database
- Discover and Deploy Client to all Domain Windows Systems
- Ongoing maintenance & administration of System Centre Operations Manager
- Monitor: Monitor Systems and resolve Alerts related to the Windows Systems

Change Auditor Administration

- Performed Side by Side upgrade from version 6.0(win2008) to 9.2 (win2012)
- Maintained databases and disk growth to support smooth operations.
- Created purge and archive jobs for all events.
- Expert in Folder History Search and Active Directory Logs Xceedium/PAM Administration (Privileged Access Management)
- Setup, Configure and Networking of Prod and DR PAM Servers.
- Setup Clustering between Prod and DR.
- Supported Patch, hotfix, CU and New Release Upgrades.
- Performed License Renewal and upgrade.
- Randomize and enforced password and Policy for all Privileged Accounts.
- Created Master Account for Password Randomization.
- Created Target Applications and Groups for Domain.
- Created Common Device Group for all web console and combined all devices uses adm account.
- Admin account on boarding and synced all admin accounts.
- Installed DHS/Treasury certificates for integration.
- Enabled PIV Login to PAM for LDAP AD Accounts.
- Configured Web Consoles Access to Verisign, McAfee, VMware, iDrac, SAN, Network Devices
- NTP Server Configuration on both Prod & DR.
- Security Best Practice: Assign appropriate role to all users.
- Set the password randomization for 30 days, and if the password is checked out, have it randomize within 8 hours.
- Experienced fixing Java and compatibility view Issues with IE.

Basic VMWare Administration

- Basic VMware administration including VM Creation, install VMware Tools, modification as needed.
- Installing and configuring the windows servers with specific requirements on the VMware.
- Creating and Deploying of Virtual Machines from Templates, creating Snapshots, cloning of VMs for future Deployments.
- Monitor health check for hosts, VM objects, alarms, hardware issues, resource bottlenecks, LUN with low disk space.
- Installation and configuration of Win 2008 and 2012 servers with the required roles and functions, troubleshoot server.

Basic SAN Administration

- Experience in Administering Apple Promise SAN, Dell Equal Logic SAN, Oracle ZFS NAS and Synology.
- Create/Increase/decrease/delete disk volumes, moving volumes to different VMs.

Environment: MS SQL Server 2012R2, 2008R2, 2005, 2000, Windows Server 2012R2, 2008R2, 2003, SAN, VMWare, SCOM, SCCM, SharePoint 2010.

Accenture, Washington DC

Aug 2009 – Mar 2015

Lead Database Administration/UNIX/Windows/Mainframe Systems Administration

- Project Description: Department of Education COD (cod.ed.gov / Studentloan.gov / teach-ats.ed.gov)

- U.S. Department of Education's Common Origination and Disbursement (COD) - Financial Aid Administrators, Servicers, or other officials can use this site to perform a variety of functions related to student/award/disbursement data for Pell, Direct Loan, and Campus-Based programs.

Major responsibilities performed:

- Always ON 2012: Successfully configured, maintained, troubleshot, Created Documentation and Best practices.
- Configured Peer to Peer replication for High Availability Solution.
- Installed and configured SQL Server 2012, 2008R2, SQL Server 2008, and 2005 on Windows Server 2008R2 and 2003, SQL Server 2000 on Windows 2000 advance Server.
- Automating Database tasks (Created jobs, alerts, and schedules for database maintenance tasks) using SQL Server Agent.
- Created UNIX Bash Shell Scripting using AWK & SED and executed using Crontab for database Error report email distribution.
- Install and troubleshoot client connectivity software, such as ODBC, Microsoft 2008/2005/2000 client, MS Access.
- Created SSIS (SQL Server Integration Services) packages in SQL Server 2008R2, 2008, 2005 Integration Services (SSIS) and migrated DTS packages to SSIS packages.
- Created and modified stored procedures, triggers and functions
- Performed database backups, restored database from backup, and developed recovery procedures.
- Migration - Performed database migration from Oracle to SQL Server 2008R2.
- Standby and Mirroring – Configured and Maintained Standby using log shipping and database mirroring in SQL Server 2008R2 and 2005 for high availability.
- Configured Peer to Peer replication for High Availability Solution.
- Managed all Publisher, Distributor and Subscriber database environments for replication.
- Performed performance monitoring using Customized Scripts on system tables using DMVs, DMFs, Activity Monitor, SQL Server profiler, Windows performance monitor and Database engine tuning advisor to analyse and fine tuning of long running queries, dead locks, blockings and stored procedures and slow running servers.
- Run DBCC to check physical and logical consistency of database and Rebuilding indexes.
- Reporting Services – Installed, Configured and Administered SQL Server 2008/2005 Reporting Service.
- Besides that managed reports and helped developers in designing and developing reports
- Security Management - Access and security management like creating Logins with appropriate roles, creating users and groups and granting and revoking privileges for data security.
- SP (Service Pack) - Applied Service Packs patch and hot fixes for database.
- Documentation - Created documentation for installation, monitoring procedures, security policies, configuration changes, migration procedures.
- Database Monitoring – Used Quest Spot Lite to monitor and diagnose different problems.
- Used ERWIN to carry out Logical and Physical data modelling
- Configured Business Intelligence and Data Warehousing with SSAS
- Performed Cube Development with SSAS
- Used SSIS to Load Data Warehouses
- Wrote MDX Queries
- Performed Data Mining with Analysis Services
- Configured Analysis Services Security
- Configuring and managing Virtual disks, Disk Mirrors and RAID 0, 1, 5 and 10 levels.

UNIX Administration

- Skilled in Planning, Configuration, Administration, and Maintenance of UNIX Solaris and Redhat/CentOS Systems.
- Install, Administer and maintain various Sun and x86 Servers running Solaris 8/9/10,
- Red Hat Enterprise Linux 4/5 and SUSE Linux Enterprise Server 9/10.

- Extensive knowledge in UNIX Bash Shell Scripting using AWK and SED and Crontab.
- Monitor Performance on Solaris 8/9/10, Red Hat Enterprise Linux 4/5 and SUSE Linux Enterprise Server 9/10.
- Configured Zones and Zones File system for Resource Sharing in Solaris 10.
- Prepared Shell Scripts for Process Automation, File System, Hardware and Network Alerts.
- Creating and Managing User and Group Administration and Access Privilege Setting with SUDOERS on Solaris, Red Hat Enterprise Linux and SUSE Linux Enterprise Server.

Environment: MS SQL Server 2012, 2008R2, 2005, 2000, Windows 2000 Advanced Server, Windows Server 2003 Enterprise Edition and Windows Server 2008 Enterprise Edition, Raid 10 storage.

Hobson's Inc , Fairfax, VA

Nov 2007 – July 2009

Lead SQL Database Administrator / Systems Engineer

Project Description: Bridge Builder

- This project was about merging Hobsons EMT (Enrolment Management Technology) Solutions and Applyyourself Inc.
- Hobsons EMT has provided high-tech cross-media solutions that help colleges and universities reach a wide range of students at all stages of the student lifecycle.
- These technology solutions help institutions power their ideas, save them time, reduce their costs, become more productive, and better serve their key constituents.

Project Description: Common App

- The Common Application is a membership organization that provides reliable services that promote access and integrity in the college application process.
- They serve students, member institutions, and secondary schools by providing applications online and in print – which students and school officials may submit to any of the nearly 350 Client colleges and universities that promote access by evaluating students using a holistic selection process.

Project Description: iClass

- iClass is the main product of AY (Apply Yourself) Inc. which provides universities, corporations, non-profit organizations, and government agencies the tools they need to recruit for enrolment.

Major responsibilities performed:

- Installed and Configure SQL Server 2000, 2005, 2008 in test and production environment.
- Upgrade databases from SQL Server 2000 to 2005 and 2000, 2005 to 2008 in test and production environment.
- Migrated MS Access 2003 databases into SQL Server 2008.
- Closely worked with business analyst to collect requirements & make systems available ASAP
- Work experience and strong knowledge in disaster recovery drills
- Rebuild Servers (Restore & Recovered from tape/CD backup) from backup Configured Log Shipping from Production to Standby Server (Running as Reporting Server)
- Assisted SQL developers to optimize SQL queries and Stored Procedures.
- Grant internal/external developers to development servers.
- Created Backup strategy for production and development environment.
- Analyse current maintenance and configuration; evaluate and adjust as required.
- Create effective data models, advocate proper data access and database maintenance, and determine and document strategies to resolve business requirements using database structures.
- Effectively articulate database requirements to non-database teams.
- Review developer SQL queries and stored procedure for optimization and security purposes, Security Management.
- Assist SQL developers to optimize SQL queries and Stored Procedures
- Used DBCC to check physical and logical consistency of database
- Working experience with SQL Server Integration Services (SSIS), DTS, ETL
- BCP to import & export data from flat files
- MS Access to MS SQL Server databases, Excel.

- Export & Import data from Oracle Database, MySQL, and Access Database including flat files like text, excel.
- Working experience with SQL Server Reporting Services (SSRS). Work with Microsoft SQL Reports to prepare reports for users and project teams.
- Used DTS, SSIS, BCP to import data from different sources like Oracle, My SQL into SQL Server Databases.
- Used Backward & Forward Engineering for designed Logical & Physical Data Modelling using ERWin, Visio, and SQL Server Data Diagram.
- Involved in creating and modifying tables, Index (Cluster/Non-Cluster), Constraints (Unique/Check), Views, Stored Procedures, Triggers.

Environment: Windows Server 2003, MS SQL Server 2008 R2/2008/2005/2000, Erwin 7.1 & Microsoft Visio 2003.

Choice Point Government Services, MacLean, VA

Dec 2004 – Sep 2007

SQL Database Administrator / Systems Engineer

- iMapData has thousands of databases in all government and business sectors. iMapData delivers relevant and tailored information via a revolutionary, easy-to-use, web-based, map interface enabling businesses and government agencies to create maps and reports by accessing and merging various information sets including telecommunications, energy, infrastructure, government, political, businesses, taxes, regulations, jobs, demographics, and other specific industry data.

Major responsibilities performed:

- Responsible for Installation, Configuration and Administration of SQL Server 2005 on Windows 2003 Servers & Installation of Service Packs & hot fixes.
- Worked with database design team and development team for database design and implementation, used Visio for database design and SQL 2005 for development.
- Documentation of process involved while upgrading SQL server 2000 to 2005.
- Prepared Documentation for Disaster Recovery plan and used Log-Shipping for synchronizing databases as part of High Availability.
- Enhanced query performance with modification in TSQL queries, removing unnecessary columns, eliminating redundant and inconsistent data, normalizing database, establishing necessary joins, creating useful clustered index and non-clustered indexes.
- Monitoring SQL Server logs to ensure whether the backup operations, batch commands, scripts have completed successfully.
- Performance tuning and testing stored procedures, indexes and triggers using Database Engine tuning advisor and SQL server profiler.
- Monitoring SQL server performance using profiler to find the performance and dead locks.
- Used copy Data Base option to copy relatively small databases between servers in online mode.
- Created Maintenance Plans for Regular Backups and Rebuilding of Indexes.
- Creating SSIS Packages by using advanced tools (i.e. pivot Transformation, Derived Columns, Condition Split, Aggregations) to perform Data Conversion, Consolidation, Cleansing, Scrubbing, loading and data transformation.
- Successfully migrated data between different heterogeneous sources such as flat file, Excel and SQL Server 2005 using SSIS.
- Developed, deployed and monitored SSIS Packages. Implemented Incremental Load and Data cleaning by creating Dynamic SSIS package.
- Documented different Stages of data transformation, procedures and scripts involved in the database.
- 24 X 7 On Call support periodically.

Environment: Database: MS SQL Server 2000/2005, Access, Excel, Tools: SSIS, SSAS, Third Party Tools: MS Excel.

References			
Reference Name	Olubusuyi	Donna Lynne	Nathan Felton
Title	Manager	Manager	Project Manager
Company name	Accenture	Choice Point	Choice Point Government Services
Phone Number	(202) 876-5536	(916) 303-0935	(571) 359-3475
Email Address	olbusuyi@hotmail.com	DonnaLynne.2019@gmail.com	nathanfelton32@gmail.com

Resume for Candidate 5**Venkat Ramana****Professional Summary:**

- DBA with 12+ years of experience in providing production, Development and Testing support.
- Extensive experience in database migrations.
- Experience in working as Production Database Administrator performing core administration tasks for oracle 9i, 10g, 11g & 12/19c (Cloud), Golden Gate and MSSQL 2008R2, 2014, 2016, 2017 2019 standalone/Cluster and MYSQL 5.x & 8.x Databases.
- Experience in working on Cloud environments for Oracle and Azure.
- Interaction with clients on daily basis for requirement gathering, clarifications, resolutions and status update.
- Good Documentation skills: Make documents for every new thing implemented and resolved.
- Automation of the DBA tasks so as to reduce the day-to-day burden of the DBA monitoring activities and get rid of the Human errors.
- Working in 24*7 environments and providing on call support as well.
- License, Information Security AMC, Audits including PCI, ITAR, SAR & GDPR Compliance, Requisition, Procurement, CR, Incident Management, Oracle Enterprise Cloud Computing, Windows Azure Amazon Web Services.
- Used various Project Management services like BMC, JIRA for handling service requests and tracking issues.

Education:

- Bachelor of Technology in Electrical & Electronics Engineering Jawaharlal Nehru Technological University – India 2008

Skills List:

- Operating Systems: UNIX, LINUX, IBM-AIX, HP-UX, Exadata & Windows servers
- Languages: SQL & Shell Scripting
- DATABASES: Oracle 9i, 10g, 11g, 12c & 19c and Golden Gate, MYSQL 5.x 8.x, MSSQL server 2008R2, 2014, 2016, 2017 & 2019 and Azure SQL.
- Database Tools: OEM, RMAN, SQLLOADER, Oracle Client, Oracle Netca, Data pump, Data guard, SSMS, Azure portal & Data dog.

Professional Experience:**AF Group/Emergent Holding Alpharetta, GA
Senior Database Engineer****January 2023 to Present**

- Operations and maintenance of Oracle RAC databases.
- Operations and maintenance of MSSQL/Azure servers and databases.
- Replication/cloning of Production databases using Oracle Golden gate.
- Operations and maintenance of databases on cloud environments.
- SQL Server Installation, Configuration, Data Migration & Up gradation, SQL to Azure SQL Database migrations, High Availability & Disaster Recovery and Performance Improvement.
- Experience in troubleshooting production issues. Proficient with scheduling jobs with SQL Server Agent.
- Configuring of SQL server clustering 2008/2008R2/2012 (Active/Passive and Active/Active).
- Good experience with implementing DR solutions or High Availability of database Servers using Clustering, Log Shipping, DB mirroring and Replication.
- Performed MYSQL replication setup and administration Master-Slave and Master-Master.

- Performance tuning on daily basis for preventing issues and providing capacity planning using MYSQL Enterprise Monitor.
- Experience in applying Hotfixes, Patches and Service packs to keep the database at current Patch level per Microsoft Standards.
- Experience on SQL to Azure SQL migrations and their back-out plans.
- Periodic purging of databases to ensure that the space and storage of the databases are properly managed.
- Generating AWR, ADDM & ASH reports for analysing Database performance issues.
- Creating SQL Profiles and baselines for the problematic queries as and when required.
- Stats gathering of the DB objects on weekly basis.
- Monitoring long running/Blocking/Top activity sessions using OEM 12c and taking necessary action.
- Checking table/index level fragmentation on ado basis.
- Monitoring alert log files.
- Checking Roman backup's status.
- Supporting application team with data extractions for various activities.

Environment: Oracle 9i, 11gR2, 12c, 19c & Golden Gate, MSSQL 2008R2, 2014, 2016, 2017 & 2019, LINUX, UNIX, HP-UX, Exadata, IBM-AIX & windows servers

Munich Re Alpharetta, GA
Database Administrator

July 2022 – Jan 2023

- Operations and maintenance of Azure SQL databases.
- Operations and maintenance of MSSQL/Azure servers and databases.
- Replication/cloning of databases using SSMA.
- Operations and maintenance of databases on cloud environments.
- SQL Server Installation, Configuration, Data Migration & Up gradation, SQL to Azure SQL
- Database migrations, High Availability & Disaster Recovery and Performance Improvement.
- Experience in troubleshooting production issues.
- Proficient with scheduling jobs with SQL Server Agent.

Environment: Azure SQL PAAS & IAAS, Oracle and SQL Server Databases.

Celcom India
Database Administrator (Team Lead)

September 2015 to April 2022

- Operations and maintenance of Oracle RAC databases.
- Installation, configuration Maintenance of MYSQL databases.
- Configuration and maintenance of Master slave replication for MYSQL databases.
- Operations and maintenance of MSSQL/Azure servers and databases.
- Replication/cloning of Production databases using Oracle Golden gate.
- Operations and maintenance of databases on cloud environments.
- SQL Server Installation, Configuration, Data Migration & Up gradation, SQL to Azure SQL
- Database migrations, High Availability Disaster Recovery and Performance Improvement.
- Experience in troubleshooting production issues. Proficient with scheduling jobs with SQL Server Agent.
- Configuring of SQL server clustering 2008/2008R2/2012 (Active/Passive and Active/Active).
- Good experience with implementing DR solutions or High Availability of database Servers using Clustering, Log Shipping, DB mirroring and Replication.
- Performed MYSQL replication setup and administration Master-Slave and Master-Master.
- Performance tuning on daily basis for preventing issues and providing capacity planning using MYSQL Enterprise Monitor.
- Experience in applying Hotfixes, Patches and Service packs to keep the database at current Patch level per Microsoft Standards.
- Experience on SQL to Azure SQL migrations and their back-out plans.

- Periodic purging of databases to ensure that the space and storage of the databases are properly managed.
- Generating AWR, ADDM & ASH reports for analysing Database performance issues.
- Creating SQL Profiles and baselines for the problematic queries as and when required.
- Stats gathering of the DB objects on weekly basis.
- Monitoring long running/Blocking/Top activity sessions using OEM 12c and taking necessary action.
- Checking table/index level fragmentation on adhoc basis.
- Monitoring alert log files.
- Checking Rman backup's status.
- Supporting application team with data extractions for various activities.

Environment: Oracle 9i, 11g, 12c, 19c, MSSQL 2008R2, 2014, 2016, 2019, Azure SQL, MYSQL 5.5, 5.7, 8.0, RHEL, OEL, OEM, Golden Gate & Exadata

**Novo Nordisk Denmark
Database Administrator**

July 2014 to September 2015

- Operations and maintenance of MSSQL servers and databases.
- Configuring of SQL server clustering 2008/2008R2/2012 (Active/Passive and Active/Active).
- Implementation of SQL server clustering 2008/2008R2/2012(Active/Passive and Active/Active).
- Experienced in Troubleshooting production issues. Proficient with SQL Server Management Studio, SQL Query Analyser, SQL Server Business Intelligence studio, scheduling jobs with SQL Server Agent, and SQL Profiler.
- Strong Relational Database Management System (RDBMS) knowledge and experience.
- Experience in migration of Data from Excel, Flat file to MS SQL Server by using BCP, DTS and SSIS utilities.
- Generating Health Reports of Server Performance.
- Installations & Configurations of 11GR2 two node RAC Databases.
- Creation of Disks from the provisioned LUNs for ASM files system creation.
- Installations & Configurations of ASM Disk Groups.
- Installation & Configuration of OEM Grid control.
- Conversion of databases from Non-RAC to RAC using Roofing utility.
- Taking Backups & Restoring OCR Files VOTING DISKS.
- Load balancing on both server side and client side.
- Adding the Cluster node to existing cluster.
- Experience on Maintaining RAC Databases.
- Provided regular DBA support for the database servers.
- Installations and configurations of Oracle 11g on various UNIX Flavours.
- Good experience in Oracle Installations and Oracle Database Upgrades.
- Experience in Migrating databases from one platform to other platform Oracle Data Migration Assistant.
- Experience in creating table spaces and monitoring their growth and Resize or add more data files to database or table spaces for space related issues.
- Created Users, Groups, Roles, Profiles and assigned users to groups and granted privileges and permissions to appropriate groups.
- Reorg the Table spaces on scheduled basis.
- Gathering the database statistics to improve performance.
- Monitoring the alert log files on regularly.
- Experience in Data Guard configured Physical Standby and tested for switchover, failover for the production databases.
- Generating AWR, ADDM & ASH reports for analysing Database performance issues.

Environment: Oracle 10g, 11gR2, RAC, RHEL, OEL, Putty, SQL Developer, OEM, SIEBEL CRM, SOA, Oracle EBS, Web logic

Ericsson India, Hyderabad
Jan 2011 to Jun 2014
Oracle DBA

- Software uploading & data administration for 3g audits to 1400 INDUS sites in A.P
- Installations and configurations of Oracle 10g, 11g on various UNIX Flavours.
- Good experience in Oracle Installations and Oracle Database Upgrades.
- Experience in Migrating databases from one platform to other platform Oracle Data Migration Assistant.
- Experience in creating table spaces and monitoring their growth and Resize or add more data files to database or table spaces for space related issues.
- Created Users, Groups, Roles, Profiles and assigned users to groups and granted privileges and permissions to appropriate groups.
- Reorg the Table spaces on scheduled basis.
- Gathering the database statistics to improve performance.
- Experience in Applying patches using O Patch utility.
- Experience in taking the online and offline backups on weekly and Monthly basis.
- Monitoring the alert log files on regularly.
- Experience in cloning the databases through Hot/Cold and RMAN utility.
- Experience in Data Guard configured Physical Standby and tested for switchover, failover for the production databases.
- Good knowledge in ASM (Automatic Storage management)
- Experience on Maintaining RAC Databases
- Adding the Cluster node to existing cluster.
- Cloning the RAC databases to Non RAC databases and Non RAC to RAC databases.
- Taking Backups Restoring OCR Files VOTING DISKS.
- Load balancing on both server side and client side.
- Having Knowledge to up gradation of cluster database from and 10.2.0.1 to 10.2.0.4 and 10.2.0.4 to 11g.
- Migrating databases from one platform to other platform Oracle Data Migration Assistant.
- Cloning the databases to RAC to NON-RAC & NON-RAC to RAC through Hot/Cold and RMAN utility.

Environment: Oracle 10g, 11gR2, RAC, RHEL, OEL, Putty, SQL Developer, OEM, SIEBEL CRM, ETL, & Informatics

Loop Mobiles India, Hyderabad
Sep 2009- Dec-2010
Oracle DBA

- Loop mobile legal document verification for 340 sites using data management tool.
- Provided regular DBA support for the database servers.
- Creation of oracle users, oracle roles, granting privileges and profiles etc.
- Configuring archive log mode for Database.
- Managing redo logs, checking alert log and trace files for errors.
- Managing the physical and logical objects of the database.
- Monitor physical and logical backup strategies.

Environment: Oracle 10gR2, RHEL, Putty, SQL Developer, OEM, Siebel CRM, OBIEE

References:

References:			
Reference Name	Chiram Littleton	BYRON BUNTON	JASON F. GUMBS
Title	Chief Director	Senior Manager	Lead Developer
Company name	Af Group	Munich Re	Munich Re
Phone Number	310-435-6014	(813) 777-9809	404-551-0080
Email Address	chiram.littleton@gmail.com	bunton.byron@gmail.com	jason@cod-it.tech

Resume for Candidate 6**Caroline Twalla****Professional Summary:**

- Over 20+ years of SQL 2000, 2005, 2008 R2, 2012, 2014, 2016, 2017, 2019, 2022, SSIS ETL, SSAS, SSRS. Subject Matter Expert on database design, performance issues, disaster recovery, backups, and database maintenance.
- Experience in AWS & Azure cloud environment
- Experience in AWS data migration from on-premises to AWS cloud and testing and configuring data management frameworks including encryption, and masking
- Experience in SQL Server Integration Services (SSIS), SQL Server Reporting Services (SSRS) and SQL Server Analysis Services (SSAS).
- Experience in installation, configuration and administration of SQL Server Clustering and High Availability, BI report development on Windows OS System.
- Experience with Oracle 10g, and 11g database administrator, 7+ years of Business Intelligence Administration with strong concentration in Database Administrator. Understanding of design, configuration, Implementation and maintenance of high-availability and scalable architectures.
- Experience configuring Always On, SQL Log Shipping, DB Mirroring, and Replication.
- Experience with installation on of SQL Server on standalone and Cluster Servers.
- Experience with database and application tuning using a variety of MS SQL database monitoring tools, Backup and Recovery, Database Migration, Replication and Managing Databases High Availability on Sun Cluster.
- Experience writing stored procedures and query tuning on high transaction systems.
- Experience with database and application tuning using a variety of SQL Server database monitoring tools SQL Profiler, System Monitor, Performance Monitor, Activity Monitor, Dynamic Management Views and Function, SQL Server Extended Events, Database Engine Tuning Advisor
- Over 25+ Technical and Team Lead experience
- Over 20+ Database Administration experience
- Over 7+ AWS and Azure Cloud experience
- Over 10+ Business Intelligence Administration experience
- Over 10+ Systems Administration experience

Education:

- Bachelor of Science in Computer Science, Minor: Business Administration School: University of Maryland Eastern Shore September 1996 – May 2000
- 11868 College Backbone Rd, Princess Anne, MD 21853

Certifications:

- AWS Certified Solutions Architect Associate
- AWS Certified Database Specialty
- Microsoft Azure Data Fundamentals Certification
- Microsoft Azure Database Administrator Certification
- SQL Server 2012 and 2014 Certification
- Microsoft Certified System Engineer Security (MCSA)
- Microsoft Certified Professional Security (MCP)
- Oracle 11g Certification (OCP)
- Network +, Security +
- Linux Red Hat, Sun Solaris Certified Network Administrator (SCNA)

Skills List:

- Database: Microsoft SQL Server 2008, 2012, 2014, 2016, 2017, 2019, 2022, Oracle Database Server 12c,
- 11g, 10g, Oracle MySQL 5.6, 5.7, FOCUS, Microsoft Access
- Operating Systems: Windows Servers 2008, 2012r2, 2019, Linux- Red Hat 6.0, 6.5, 7, 8, 9.0, HP-UX 11.x
- GUI/Applications: Microsoft SMS, Microsoft SharePoint Portal, Remedy, Microsoft Project, Microsoft Visio, Oracle Forms, Oracle Discoverer, WebFOCUS BI Portal, Oracle SQL Navigator
- Web Development: Team Foundation Server, WebFOCUS Portal, Korn, Shell scripting, Oracle SQL Scripting
- Reporting Tool: SQL Server SSIS, SSRS, SSAS, Information Builders WebFOCUS BI, Oracle Forms, Oracle Reports
- Mapping Tool: ArcGIS for Server, ArcGIS for Desktop, ArcGIS License Manager, ArcGIS Portal
- SAN Storage: EMC SAN, Dell SAN iSCSI PowerVault
- Virtualization: AWS EC2, RDS, Microsoft Azure, Hyper-V, VMware

Professional Experience:

Applied Insight 1850 Towers Cres Plaza, Tysons, VA

June 2016 – March 2024

Client - USMS - U.S. Marshals Service

Lead AWS SQL Server Database Administrator

- **Overview:** Manage a team of 9 DBAs administering and supporting infrastructure, ensuring stability, security, and accessibility of databases in two Data Centers. Responsibilities include migrating the On-Prime database to AWS EC2 instances, and RDS Cloud instances. Install, and configure High Availability-Clustering, mirroring, log shipping, and replication. Administer, design, implement, document, and maintain enterprise support environment for multiple database instances. Configure and maintain database backups, agent job management, provisioning security, patching SQL Cluster and SQL Nodes.
- Team Lead of SQL DBA, Oracle DBA and MySQL database administrator responsible for enabling and supporting database technologies to ensure the organization meets its business goals.
- Design, deploy, configure, and manage cloud infrastructure and database services.
- Configure and manS3 basket for data storage and database backup.
- Migrate application to AWS cloud using Refactoring and Re-architecting approach.
- Automatic and provision cloud environments using APIs, CLI and scripts.
- Lead DBA, architecture, and application teams to drive database migration to the Cloud.
- Migrate the On-Prime database to the AWS RDS Cloud database.
- Migrate On-Prime databases to Azure SQL Managed Instance and SQL Server on Azure Virtual Machines
- Configure VPCs, Subnets, availability zones, and EC2 instances to support database infrastructure workloads.
- Configure Elastic Load Balancer to manage the traffic to the Ec2 instances.
- Configure Auto-scaling groups for more availability of infrastructure based on business needs and automate services using AWS services.
- Trouble-shoot and identify performance and connectivity issues for the instances hosted in the AWS platform, leverage appropriate AWS services.
- Working closely with government stockholders to plan and design infrastructure, continuity, and disaster recovery. Establishing the standards for disaster recovery, data retention, database security, and industry-standard monitoring.
- Install and configure Always-On High Availability and Disaster recovery on SQL Server 2019 on Windows 2019 OS

- Develop, implement, and maintain Enterprise application architecture, and process flow charts for the Change Control Technical Review Board (CCTRB) meeting and the Change Control Board (CCB) meeting.
- Responsible for maintenance, configuration, and deployment of all existing and new instances of SQL Server 2008 R2, 2012, 2014, 2016, and 2017 including development, implementation and maintenance of administrative procedures.
- Responsible for administering and supporting infrastructure, ensuring the stability, security and accessibility of 3 Nodes Cluster Server in two Data Centers
- Configure and deployment SQL Server AlwaysOn High Availability Solutions
- Provide database administration support for a variety of database technologies in conjunction with applications which use the software. Manage local and remote server environments.
- Manage and administer enterprise SQL Server, assist in the designing, planning, and implementation of disaster recovery policies and procedures.
- Responsible for designing, building, maintaining, and documenting conceptual, logical, physical and dimensional data models. Creates SQL code needed to create physical databases.
- Support the existing Microsoft Cluster Environment for SQL Server 2008 R2
- Manage and test database backup and recovery plans, ensure that storage, archiving, backup and recovery procedures are functioning correctly.
- Apply upgrades to existing database systems, meeting functional requirements.
- Configure SQL Server monitoring tools and diagnose and troubleshoot common performance CPU, memory, deadlocks and I/O bottlenecks.
- Implement SQL Server Security Technical Implementation Guide (STIG) for standardizing security.
- Responsible for the development, reviewing and updating documentation and creating install scripts.
- Managed project calendar and planned milestones, deliverables, activities to alert responsible staff and collaborators to ensure timely delivery of products and reports.

Kforce Staffing 1025 Connecticut Ave., N.W. Washington, DC

June 2013 – March 2016

Client - NASA - National Aeronautics and Space Administration

Lead Microsoft SQL Database Administrator

Overview: Responsibility included design, create, manage and optimize a full range of required databases to meet company needs. Serves on complex assignments, particularly concerning large database environments configured with high availability and high access requirements. Administer, maintain, develop and implement policies and procedures for ensuring the security and integrity of the company databases.

- Responsible for the management of MS SQL Server software versions, installations, and upgrades of MS SQL database from 2008 to 2012 across all production and non-production environments.
- Installed and configured MS SQL database Server 2014
- Performed on-site, day-to-day production, staging, QA and development MS SQL Server database administration tasks including maintenance, troubleshooting, tuning, optimization, installation, upgrades, and data migration across multiple data centres and multiple database server architectures and systems
- Performed Oracle database 11g data migration to MS SQL Server 2012
- Designed and maintained complex SSIS, SSAS and T-SQL-based ETL processes.
- Analyzed, designed, developed, maintained and optimized Star Schema dimensional data warehouses in SQL Server.
- Developed, documented, and conducted performance tuning of stored procedures, views, triggers and functions.
- Performed ETL job scheduling and ETL package dependencies troubleshooting.
- Created virtual infrastructure in a Microsoft Azure cloud that supports our custom NASA databases and applications
- Build cloud management services for monitoring, log collections, security scanning and code repositories.

- Developed Database Archiving, Data Conversion and Batch Data interface using SQL Server Integration Services (SSIS).
- Provided technical leadership for large-scale projects and ensured development using industry-standard code guidelines and best practices.
- Conducted code and created deployment scripts, performed troubleshooting and analysis to assess the root cause of data issues
- Perform MS SQL Server Enterprise backup and recovery.
- Troubleshoot performance issues, replication issues, and operational issues for MS SQL Database.
- Refreshed development and test databases with production data as requested
- Enforced user access control based on the company compliance policy.
- Provided weekly, quarterly and ad-hoc audit reports to Information Security Officers.
- Involved in complete Software Development Life Cycle (SDLC) Requirement Specification, Requirement Analysis and Design, Coding and Testing, Deployment and Support.
- Managed the consistent delivery of high-quality service defined by SLAs. Write, maintain, and file necessary system documentation and procedures by using the Agile Software Development Lifecycle (SDLC)

VisualSoft INC, Vienna, VA

December 2010 – June 2013

Client - FDIC – Federal Deposit Insurance Corporation

Microsoft Oracle/SQL DBA Team Lead

Overview: Led a team of 3 SQL DBAs to administrator FDIC MS SQL Server, performed design and structure, configured and provided security access to database data and reporting to end-users. Provided BI reports to upper management.

- Serving as the primary MS SQL database and Application DBA in the Microsoft environment
- Configured SQL Server Clustering and High availability including mirroring, log shipping, and failover clustering.
- Created and managed multiple database environments and configured capacity planning for different databases.
- Monitored, and maintained database systems and troubleshoot problems
- Maintain data integrity, security, encryption, and compliance for databases.
- Perform database tuning, generate traces, and execution plans, identify performance issues, deadlocks and contention
- Created and managed constraints indexes and custom reports.
- Support software developers with database operations.
- Provided monitoring availability and performance of MS SQL production databases
- Provided archiving and shrinking of MS SQL databases.
- Developed and documented database standards, policies, and procedures to enable standardization, ensure integrity, and promote accountability
- Managed and administered high-availability production SQL Servers, test and development instances both physical and on the cloud
- Analyzed and tuned database performance related to data storage, query and stored-procedure performance and general processing
- Performed tuning and optimization of application queries & logic as the data sets grew and new applications were added.
- Performed ETL and data transformation processes design, creation and tuning.
- Designed and implemented logical and physical data modelling. Designing data model components to achieve efficient storage utilization and optimal query performance.
- Troubleshoot, resolve and maintain database design and release documentation, and work closely with the Engineering and Development Team to design and implement new solutions.
- Performed memory, application, and disk I/O tuning and eliminated database contention from table locks, latches and wait-for events.

- Configured and set up IIS, Tomcat web servers and infrastructure.
- Designed MS SQL backup and disaster recovery.
- Performed database security and user administration via roles, profiles, privileges, synonyms and auditing.
- Involved in complete Software Development Life Cycle (SDLC) Requirement Specification, Requirement Analysis and Design, Coding and Testing, Deployment and Support.

Powersolv, Reston, VA

September 2008 - December 2010

Client - Federal Motor Carrier Safety Administration (FMCSA) CDL - Commercial Drivers License Division

Lead Oracle / Microsoft SQL Database Administrator

Overview: Project lead on the Symfony and PHP website development running on Windows virtualization Servers. Manage a team of 15 administrators, 3 Linux Admins, 4 DBAs', 2 architecture Admins, 2 Testers and 4 application developers to develop Symfony and PHP website and migrate database from Oracle to SQL Server for government client (Commercial Drivers License Division (CDL)).

- Managed 15 administrators and developers to develop Symfony and PHP websites and migrate database from Oracle to SQL Server
- Developed, implemented and maintained Enterprise application architecture, and process flow charts for Change Control Technical Review Board (CCTRB) meeting and the Change Control Board (CCB) meeting.
- Managed the consistent delivery of high-quality service defined by SLAs. Write, maintain, and file necessary system documentation and procedures by using the Agile Software Development Lifecycle (SDLC)
- Responsibility included installation, administer and support of database infrastructure, ensuring the stability, security and accessibility
- Installed, designed, deployed, configured and maintained MS SQL database to provide a highly available and scalable database.
- Migrated Oracle 10g database data to MS SQL database for CDL project.
- Troubleshoot connectivity issues and performance of the database and I/O issues.
- Troubleshoot and resolve database integrity, performance, blocking and deadlocking, replication, log shipping, and security issues on MS SQL server.
- Coordinated and supervised database changes and testing.
- Prepared software requirements, specifications and prototypes for translation into structured application programs.
- Configured, debugged, integrated test and documented new applications.
- Created and enhancements of forms, reports, underlying logic and interface components on development projects as assigned.
- Monitored and maintained daily ETL jobs and batch processes
- Designed, implemented and monitored data security.
- Configured and managed database backups, recovery procedures and testing backed up to a DR site
- Reviewed and analyzed database design and integration of systems, and recommended enhancements and improvements.

Powersolv, Reston, VA

April 2007 – September 2008

Federal Client - Environmental Protection Agency (EPA)

Senior Microsoft SQL Database Administrator

Overview: Client (Environmental Protection Agency (EPA)) - Serve as a Project Lead and Sr. Microsoft SQL DBA provides schema development, system configuration and support for .Net application developers in developing the EPA Fuel applications.

- Serving as the primary MS SQL DBA providing installation, configuration and deployment of SQL Database Servers.

- Troubleshoot and resolved database integrity, performance, blocking and deadlocking, replication, log shipping, connectivity, and security issues on MS SQL server.
- Detect and troubleshoot SQL Server-related CPU, memory, I/O, disk space, and other resource contention.
- Document processes and procedures for MS SQL Server. Provided SQL Database Operational support to tech users
- Managed project calendar and planned milestones, deliverables, and activities to alert responsible staff and collaborators to ensure timely delivery of products and reports.
- Developed and managed project-related presentation materials.
- Respond to internal/external project information requests. Maintained project meeting minutes and related materials.
- Managed contracts and relations with external developers and collaborators of EPA; communicate with project partners on project goals, requirements, and scheduling of deliverables.
- Proposed, designed, and implemented solutions, which adhere to best practices related to business objects in data architecture, standards, methodologies, and applicable tools.
- Provided technical expertise and actively participated in creating systems development, software, hardware, and application development standards, procedures and policies
- Optimized hardware usage and reduced I/O issues. Perform memory, application, and disk I/O tuning and eliminate database contention from table locks, latches and wait events

Technology Corporation, Fairfax, VA

May 2005 – April 2007

Federal Client - Financial Management Service (FMS) Government-Wide Accounting (GWA)

Oracle Database Administrator / WebFOCUS BI Admin

Overview: Client (Financial Management Service (FMS)) – Government-wide Accounting and Reporting Modernization is the system of record, replacing STAR. WebFocus BI Software was FMS corporate accounting and reporting system that maintains all general accounting information. Provides reliable, timely and useful information and streamlines the central accounting, reporting and reconciliation processes.

- Served as a Senior Oracle / DB2 DBA providing schema development, system configuration and support for application developers; in developing of payment and processing applications.
- Installed, configured and maintained Oracle GoldenGate
- Configured Oracle GoldenGate active-active High Availability
- Configured and maintained Oracle GoldenGate Security, monitored Oracle GoldenGate processing and performed performance tuning
- Configured mapping and manipulating data, associating replicated data with metadata in Oracle GoldenGate
- Performed Oracle GoldenGate application patches, initialized the transaction logs, and shut down the system
- Develop WebFocus Financial applications, and executes all phases of systems and programming activities including, design, coding, debugging, documentation and testing.
- Identify and implement changes to the WebFocus BI application
- Developed and enhanced BI reports, models and Cubes and provided support building solutions pertaining to Predictive and Big data
- Managed project calendar and planned milestones, deliverables, and activities to alert responsible staff and collaborators to ensure timely delivery of products and reports.
- Refreshed test/development databases with production data.
- Duties include writing export/import, SQL * Loader and data pump scripts for loading data to production and testing databases.
- Create data modelling for oracle databases (ERD) using Erwin for both Logical and physical database design.
- Implement views, triggers, and stored procedures for the database. Create SQL, PL/SQL scripts to pull data for reporting for GWA accountants and business analysts.

Think Tank Inc., Silver Spring, MD
Federal Client NOAA Fisheries - Office for Law Enforcement
Windows & SQL Server Administrator

September 2003 – May 2005

Overview: NOAA Fisheries Office for Law Enforcement provides enforcement of laws that protect and conserve living marine resources and their natural habitat. The database system and front-end application Vessel Monitoring System (VMS) - (SMARTRAC), tracks vessels positioning and provides agents with this information. Applications Managed - Microsoft SharePoint Server, SharePoint Portal, Microsoft SMS, Microsoft Exchange Server, VPN Terminal Server, ArcGIS Server, Microsoft Project, Microsoft Visio.

- OS: RedHat and Windows 2003, 2008 Servers and Microsoft SQL Server.
- Installed, configured and deployed SQL Server environment running on Windows 2003 servers.
- Configured SQL Server Replication to capture and replicate data from NOAA offices in Silver Spring, MD to NOAA offices in Seattle, Washington office and distribute feeds to all NOAA regional offices.
- Perform daily monitoring of stream replication to verify data loads are synchronized within all NOAA regional environments.
- Responsible for systems availability, reliability, and data integrity of infrastructure services to include, SQL Databases, SharePoint Portal, Terminal Services/Remote Desktop Services, DNS, DHCP, WINS, File, Print and Web/Application servers.
- Supported, administered, troubleshoot, and configured, system security, installation, deployment, maintenance, and high availability design for Enterprise SharePoint Server.
- Created and designed change control procedures used by the Office for Law Enforcement.
- Installed, configured and deployed SQL Servers on different environments running Windows 2003 servers, and Windows 2008. Configured, designed and documented Server Automation.

References

Reference Name	Brain Popovich	Philip Mango	Joseph Ssenwogerere
Title	Manager	Manager	Manager
Company name	U.S. Marshals Service	National Aeronautics and Space Administration	Federal Motor Carrier Safety Administration
Phone Number	540-340-4181	202-367-6668	(408) 644-7027
Email Address	brainpopovich@gmail.com	philipmango@gmail.com	josephssenwogerere65@gmail.com



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
 Service - Prof

Proc Folder: 1379271		Reason for Modification:	
Doc Description: Professional Database Engineer (OT24116)			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-02-21	2024-03-06 13:30	CRFQ 0210 ISC2400000011	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000000174943
Vendor Name : Cogent Infotech Corporation
Address : 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241
Street : 1035 Boyce Road, Suite 108
City : Pittsburgh
State : PA **Country :** USA **Zip :** 15241
Principal Contact : (412) 889-7700
Vendor Contact Phone: (412) 889-7700 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Toby L Welch
 (304) 558-8802
 toby.l.welch@wv.gov


Vendor Signature X **FEIN#** 32-0083904 **DATE** 03/06/2024

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology (WVOT) to establish an open-end contract for a professional database engineer per the specifications and terms and conditions as attached hereto.

5.1.1 Contract Services #1 - Professional Database Administrator: The Vendor must provide a (DBA) contractor to provide support of SQL Database, Server Administration, ColdFusion, Biztalk, Dynamics GP, MS Dynamics CRM, Hyland OnBase and PSIGEN.

For further details on the Contractor's responsibilities please review attached specification document attached hereto.

INVOICE TO**SHIP TO**

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON WV
US

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Professional Database Engineer - YR1	2080.00000	HOUR	\$75	\$156,000

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO**SHIP TO**

DEPARTMENT OF
ADMINISTRATION
OFFICE OF TECHNOLOGY
1900 KANAWHA BLVD E,
BLDG 5 10TH FLOOR
CHARLESTON WV
US

WV OFFICE OF
TECHNOLOGY
BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Professional Database Engineer - Optional YR2	2080.00000	HOUR	\$76.5	\$159,120

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Professional Database Engineer - Optional YR3	2080.00000	HOUR	\$78	\$162,240

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Professional Database Engineer - Optional YR4	2080.00000	HOUR	\$79.5	\$165,360

Comm Code	Manufacturer	Specification	Model #
80111609			

Extended Description:

Fill out an hourly rate into the unit price field. The quantity amount is estimated for evaluation purposes only. The actual hours used may vary depending on usage.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2024-02-28

	Document Phase	Document Description	Page 4
ISC2400000011	Draft	Professional Database Engineer (OT24116)	

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 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 emails should have the solicitation number in the subject line.

Question Submission Deadline: **Wednesday February 28, 2024 @ 3:00 p.m.**

Submit Questions to: **Toby L Welch**
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-3970
Email: Toby.L.Welch@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 on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through *wvOASIS*, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, 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*. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via email. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in *wvOASIS* are deemed to be electronically signed.

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.

For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in *wvOASIS*. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus n/a convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

Revised 8/24/2023

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER: Toby L Welch

SOLICITATION NO.: CRFQ ISC2400000011

BID OPENING DATE: Wednesday March 6, 2024

BID OPENING TIME: 1:30 p.m.

FAX NUMBER: 304-558-3970

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: 03/06/2024 @ 1:30 p.m.

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: 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: 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 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. 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.

23. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

24. ISRAEL BOYCOTT CERTIFICATION: Vendor's act of submitting a bid in response to this solicitation shall be deemed a certification from bidder to the State that bidder is not currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel. This certification is required by W. Va. Code § 5A-3-63.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, 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: The Initial Contract Term will be for a period of One (1) Year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

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:

the contract will continue for _____ years;

the 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).

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.

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

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/Award Document 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.

Construction: This Contract is for construction activity more fully defined in the specifications.

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 of 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 in this section must be provided to the Purchasing Division by the Vendor as specified:

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 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 that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: \$1,000,000 per occurrence.

Automobile Liability Insurance in at least an amount of: \$1,000,000 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: \$1,000,000 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.

9. WORKERS' COMPENSATION INSURANCE: 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. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

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:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

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: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

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, included in the Contract, 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. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

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 regarding 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 www.state.wv.us/admin/purchase/privacy.

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 NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they 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.

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. NO DEBT CERTIFICATION: 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. By submitting a bid, or entering into a contract with the State, Vendor is affirming 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, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. 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.

39. 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.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, 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.

41. 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.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. 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
 2. 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.

42. 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.

43. 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 disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work 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.

44. 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.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of 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.

(Printed Name and Title) Justin Acord, Executive Vice President
(Address) 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241
(Phone Number) / (Fax Number) (412) 889-7700 / (412) 774-1515
(email address) Justin.acord@cogentinfo.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; 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; 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; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Cogent Infotech Corporation
(Company) _____

(Signature of Authorized Representative) _____
Justin Acord, Executive Vice President (03/06/2024)
(Printed Name and Title of Authorized Representative) (Date) _____
(412) 889-7700 / (412) 774-1515
(Phone Number) (Fax Number) _____
Justin.acord@cogentinfo.com
(Email Address) _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ ISC240000011

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Cogent Infotech Corporation

Company



Authorized Signature

03/06/2024

Date

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

REQUEST FOR QUOTATION
Professional Database Engineer (OT24116)

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology (WVOT) to establish an open-end contract for the services of a Professional Database Engineer. This Database Engineer will work alongside other Database Engineers and Database Administrators in Enterprise Solution Services to design, execute, and maintain Microsoft SQL Server, Microsoft Dynamics, and Hyland OnBase based infrastructure for the WVOT, to include all such systems hosted by, and especially those directly managed by WVOT. This Engineer will also, and more primarily, develop and ensure the proper functioning of databases within this environment, as well as applications and reports leveraging them, as needed. Finally, this Database Engineer will provide support for said infrastructure and developed systems while providing documentation and training to current WVOT employees regarding the particulars thereof.

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 a contract employee in the form of a Professional Database Engineer 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 **“SQL”** means Structured Query Language. It is a query language used for accessing and modifying information in a database. SQL is commonly used for database development and management. SQL is often pronounced as "sequel" or as "S-Q-L".

3. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1. The Vendor must provide, upon request, a resume for its proposed personnel for the WVOT's review. The WVOT reserves the right to independently verify any information.
 - 3.1.1. The Vendor must provide a Database Engineer with at least five years (5) experience in the following applied knowledge and skill sets:
 - 3.1.1.1. Microsoft SQL Server 2008 R2, 2012, 2014, 2016, 2019, 2022
 - 3.1.1.2. Microsoft SQL Server Reporting Services 2008 R2, 2012, 2014, 2016, 2019, 2022
 - 3.1.1.3. Microsoft SQL Management Studio

REQUEST FOR QUOTATION
Professional Database Engineer (OT24116)

- 3.1.1.4.** Microsoft Windows Server 2008 R2, 2012, 2016, 2019
 - 3.1.1.5.** Microsoft PowerShell 4.0 or greater
 - 3.1.1.6.** Microsoft Dynamics CRM 2011, 2013, and Dynamics 365
 - 3.1.1.7.** Microsoft Dynamics GP 2013, 2016 and 2018
 - 3.1.1.8.** Microsoft Biztalk Server
 - 3.1.1.9.** Hyland OnBase
 - 3.1.1.10.** Ademero Content Central
 - 3.1.1.11.** IBM Data Studio 4.1
 - 3.1.1.12.** Google Workspace
 - 3.1.1.12.1.** Google Sheets
 - 3.1.1.12.2.** Google App Sheets
 - 3.1.1.12.3.** Google Looker Studio
 - 3.1.1.13.** Visual Studio 2013, 2016 and 2019
 - 3.1.1.13.1.** C#.NET
 - 3.1.1.13.2.** ASP.NET
 - 3.1.1.13.3.** Entity Framework
 - 3.1.1.13.4.** ADO.NET
 - 3.1.1.14.** Adobe ColdFusion 9, 11, 18
- 3.1.2.** The Vendor must provide a Database Engineer with a minimum of five (5) years of paid experience working on projects in the Government sector and a minimum of three (3) years in health care, insurance, or related sector. The Database Engineer must provide details in their resume of experience in participating in the following:
- 3.1.2.1.** Designing, implementation, administration, monitoring, tuning, backup, migration, and providing support for the initial architecture of the database

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- 3.2.3. Reconciliation and remediation of Microsoft Dynamics GP ERP billing tables and general Dynamics GP interfacing.
- 3.2.4. Knowledge and expertise in the Ademero Content Central Document Management System for the establishment of scanning/document management workflows and secure system integration with Dynamics CRM and other solutions.
- 3.2.5. Knowledge and expertise in Hyland OnBase workflow management and data structuring.
- 3.2.6. Proper implementation within ASP.NET applications of Entity Framework and ADO.NET (OLE DB and ODBC) data access paradigms appropriate to their intended use cases.

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 Contract Services Deliverable # 1 - Professional Database Engineer: The Vendor must provide a Professional Database Engineer to provide design, implementation, and maintenance of complex SQL Server based infrastructure and database solutions, along with training and knowledge transfer to current employees working for the Office of Technology in Enterprise Solution Services. The Database Engineer provided will be additionally, or more specifically, responsible for the following:

4.1.1.1 Design and implementation of multiple highly available, and scalable, single and multi-tenant SQL Server environments, with a preference for SQL Server 2019 or newer.

4.1.1.2 Facilitating migration of existing databases or instances from legacy infrastructure into newly established virtual environments.

4.1.1.3 Developing procedures, documentation, training, and execution of knowledge transfer to at least two other WVOT staff for all developed and maintained systems within the WVOT hosted SQL Server, OnBase, and Dynamics environments.

4.1.1.4 Providing analytics regarding system health, growth capacity, and other metrics of benefit to WVOT and our customers.

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- 4.1.1.5 Analysis of complex queries and execution plans for the determination of need regarding the maintenance of indices to provide optimal performance for various use-cases, whether by creation, alteration, or deletion.
- 4.1.1.6 Use and instruction in the SQL Server Reporting Services, Power BI, and Google Looker Studio to develop specialized reports both for our customers and for internal reporting.
- 4.1.1.7 Use and instruction in the SQL Server Integration Services, Azure Data Factories, Biztalk, and other such tools to migrate and transform data through complex ETL.
- 4.1.1.8 Maintain and enhance ASP.NET and ColdFusion applications leveraging database systems supported by the Engineer when necessary alongside other project development team members.

4.2 Health Insurance Portability and Accountability Act: In addition to what is covered by the Confidentiality in the General Terms and Conditions included with this solicitation, Vendor and any candidate they provide are required to sign the HIPAA/Business Associate Addendum (BAA) with an Appendix 1, which indicates the specific Protected Health Information (PHI), specifically written for the project for which WVOT is requesting the candidate, prior to the start of the contract. The BAA is included with this solicitation.

4.3 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.

4.4 The WVOT reserves the right to request for any reason, and the Vendor must supply, a new contractor for the WVOT's use under the scope of this contract.

4.5 Optional Annual Renewals: Vendor should include in their bid the cost of optional Annual renewals for years 2, 3, and 4. These optional Annual renewals will be initiated by the Agency, agreed to by the Vendor, and formalized via Change Order issued by the Purchasing Division.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

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5.2 Pricing Page: Vendor should complete the Pricing Page by providing an hourly rate for the DBE. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. 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: Toby.L.Welch@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.
- 7. PAYMENT:** Agency shall pay 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. Remote work is routinely and explicitly allowed, unless an in-person presence is specifically requested one week in advance.
- 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.

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10. VENDOR DEFAULT:

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

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

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

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

10.1.4. Failure to remedy deficient performance upon request.

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

10.2.1. Immediate cancellation of the Contract.

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

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: Justin Acord
Telephone Number: (412) 889-7700
Fax Number: (412) 774-1515
Email Address: Justin.acord@cogentinfo.com

WV STATE GOVERNMENT

HIPAA BUSINESS ASSOCIATE ADDENDUM

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

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

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

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

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

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

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

2. Permitted Uses and Disclosures.

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

3. Obligations of Associate.

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

f. Support of Individual Rights.

- i. Access to PHI.** Associate shall make the PHI maintained by Associate or its agents or subcontractors in Designated Record Sets available to Agency for inspection and copying, and in electronic format, if requested, within ten (10) days of a request by Agency to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.524 and consistent with Section 13405 of the HITECH Act.
- ii. Amendment of PHI.** Within ten (10) days of receipt of a request from Agency for an amendment of the PHI or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such PHI available to Agency for amendment and incorporate any such amendment to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.526.
- iii. Accounting Rights.** Within ten (10) days of notice of a request for an accounting of disclosures of the PHI, Associate and its agents or subcontractors shall make available to Agency the documentation required to provide an accounting of disclosures to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR §164.528 and consistent with Section 13405 of the HITECH Act. Associate agrees to document disclosures of the PHI and information related to such disclosures as would be required for Agency to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528. This should include a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years from the date of disclosure, or longer if required by state law. At a minimum, such documentation shall include:

 - the date of disclosure;
 - the name of the entity or person who received the PHI, and if known, the address of the entity or person;
 - a brief description of the PHI disclosed; and
 - a brief statement of purposes of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.
- iv. Request for Restriction.** Under the direction of the Agency, abide by any individual's request to restrict the disclosure of PHI, consistent with the requirements of Section 13405 of the HITECH Act and 45 CFR § 164.522, when the Agency determines to do so (except as required by law) and if the disclosure is to a health plan for payment or health care operations and it pertains to a health care item or service for which the health care provider was paid in full "out-of-pocket."
- v. Immediate Discontinuance of Use or Disclosure.** The Associate will immediately discontinue use or disclosure of Agency PHI pertaining to any individual when so requested by Agency. This includes, but is not limited to, cases in which an individual has withdrawn or modified an authorization to use or disclose PHI.

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

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

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

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

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

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

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

4. Addendum Administration.

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

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

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

5. General Provisions/Ownership of PHI.

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

AGREED:

Name of Agency: Cogent Infotech Corporation Name of Associate: _____

Signature: 

Signature: _____

Title: Executive Vice President

Title: _____

Date: 03/06/2024

Date: _____

Form - WVBA-012004
Amended 06.26.2013

APPROVED AS TO FORM THIS 26th
DAY OF Jan 20 11

Patrick Morrissey
Attorney General
BY _____

Appendix A

Name of Associate: **West Virginia Office of Technology**

Name of Covered Entities: **West Virginia Public Employees Insurance Agency**

Describe the PHI:

Any individually identifiable health information as defined by federal law, held or maintained by the above covered entities including information related to an individual's health condition, the provision of care to the individual, payment information for the provision of healthcare. The PHI may be the past, present or future protected health information of an individual in the context of this agreement. The PHI may contain individual identifiers including name, address, birthdate or Social Security numbers. Specific types of information include but is not limited to health insurance information; testing, lab results or diagnostic information; health status; medical history including past physical or mental health conditions; healthcare providers rendering services; all related to individuals.