



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

**Solicitation**

NUMBER
HHR14053A

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 MANAGEMENT INFORMATION SERVICE  
 321 CAPITOL STREET, SUITE 200  
 CHARLESTON, WV  
 25301 304-558-9195

DATE PRINTED
09/27/2013

BID OPENING DATE: 10/15/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM IS ISSUED:		
				1. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ABOVE SOLICITATION.		
				2. TO PROVIDE VENDORS A COPY OF THE MANDATORY PRE-BID MEETING SIGN-IN SHEETS.		
				3. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				***** END OF ADDENDUM NO. 1 *****		

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	6,864	HR	946-30	APPLICATION PROGRAMMER ANALYST FOR ONLINE SUPPORT		
0002	6,864	HR	946-30	RENEWAL FOR YEAR 2 BASED ON HOURLY RATE FOR 2288		
0003	6,864	HR	946-30	RENEWAL FOR YEAR 3 BASED ON HOURLY RATE FOR 2288		
***** THIS IS THE END OF RFQ HHR14053A ***** TOTAL:						

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**SOLICITATION NUMBER: HHR14053A**  
**Addendum Number: 1**

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

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

1. To provide answers to Vendors' questions.
2. To provide Vendors a copy of the mandatory pre-bid meeting sign-in sheets.
3. To provide Addendum Acknowledgement.

**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

## HHR14053A Addendum 1

### VENDOR QUESTIONS - 09/27/2013

1. Are they new posts? Is there any incumbent?  
**RESPONSE: No. and No.**
2. Can out-of-state vendors bid?  
**RESPONSE: Yes.**
3. Since we are an out-of-state vendor, can we telecommute in the mandatory pre-bid conference? If so, please give us the telephone # and pass code.  
**RESPONSE: No.**
4. How many resumes can we submit? Can we submit less than 3?  
**RESPONSE: 3 or more. AND No.**
5. Do you expect us to provide consultants who will work under WV DHHR's management and supervision (staff augmentation)? If so, do you plan to award only 1 vendor or more than 1 vendor?  
**RESPONSE: Yes. 1 vendor.**
6. If not, do you expect the awarded vendors to provide consultants and manage the deliverables (deliverables-based project)?  
**RESPONSE: The consultants are employees of the vendor, but projects will be managed by DHHR MIS. However, the successful candidates will need to provide the deliverables defined in the RFQ.**
7. Will you interview our proposed candidates?  
**RESPONSE: No.**
8. Do we need to submit references for our firm and our proposed candidates?  
**RESPONSE: No.**
9. Do you have an instruction on the proposal outline? Should we provide some information about our corporate overview...?  
**RESPONSE: No. AND No.**
10. Please confirm all we need to submit are:
  - Completed forms from page 26 to page 38 of the RFQ.  
**RESPONSE: Forms from pages 25 to 38 must be completed.**
  - Proposed candidates' resumes?  
**RESPONSE: Yes, but documentation for each individual's qualifications is needed.**
11. Regarding the Mandatory Pre-bid conference in Sept 23 for the HHR14053A-03 Programmer Analysts, can we use telecommute call to join since we are in Atlanta, GA?  
**RESPONSE: No.**

12. Please clarify requirements on section 4 (pg 20-22)... is the vendor expected to complete all these deliverables to the State? Is it a deliverables based contract?

**RESPONSE: Consultants are expected to complete deliverables to DHHR MIS. AND Yes.**

13. How many vendor (s) expected to be awarded? Can more than one vendor be awarded?

**RESPONSE: One. AND No.**

14. Any preferences given to MBE or local vendors?

**RESPONSE: There is a Resident Vendor Preference allowed.**

15. Can we submit candidates with h1B visa?

**RESPONSE: Yes**

# SIGN IN SHEET

Page 1 of 2

Request for Proposal No. HR14053A

PLEASE PRINT

Date: 9/23/13

**\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD.**

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>CDI Corporation</u>	<u>125 Lakeview Drive</u>	PHONE <u>304-722-8926</u>
Rep: <u>Paula Dickens</u>	<u>Cross Lanes WV 25202</u>	TOLL FREE
Email Address: <u>Paula.Dickens@cdicorp.com</u>		FAX <u>888-535-3412</u>
Company: <u>FENWICK TECHNOLOGIES</u>	<u>405 CAPITOL ST. SUITE 608</u>	PHONE <u>304.720.5151x249</u>
Rep: <u>MARC D. BEACON</u>	<u>CHARLESTON, WV 25301</u>	TOLL FREE
Email Address: <u>marc.beacon@fentech.com</u>		FAX <u>304.720.3257</u>
Company: <u>Arkstek, Inc.</u>	<u>2851 Sparker Rd,</u>	PHONE <u>(919)610-1172</u>
Rep: <u>Gnareswar Elopolu</u>	<u>Suite #220</u>	TOLL FREE
Email Address: <u>sai@arkstek.com</u>	<u>Aurora, CO 80014</u>	FAX <u>(720)-235-0204</u>
Company: <u>DHHR/MIS</u>	<u>ONE DAVIS SQUARE</u>	PHONE <u>304-558-8825</u>
Rep: <u>JEANI BEST</u>	<u>SUITE 200</u>	TOLL FREE
Email Address: <u>jean.l.best@wv.gov</u>	<u>CHARLESTON, WV 25301</u>	FAX
Company: <u>DHHR/Purchasing</u>	<u>One Davis Square</u>	PHONE <u>304-558-1998</u>
Rep: <u>Donna McCormick</u>	<u>Suite 100</u>	TOLL FREE
Email Address: <u>donna.l.mccormick@wv.gov</u>	<u>Charleston, WV 25301</u>	FAX

**SIGN IN SHEET**

Request for Proposal No. HHR14053A

PLEASE PRINT

Date: 9/23/13

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD-

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>DHHR MIS</u> Rep: <u>PAUL B SHANNON</u> Email Address: <u>PAUL.B.SHANNON@WV.GOV</u>	<u>ONE DAVIS SQ, SUITE 200</u> <u>CHARLESTON, WV</u>	PHONE <u>304-558-2419</u> TOLL FREE FAX
Company: <u>DHHR WV MIS</u> Rep: <u>Judy A Young</u> Email Address: <u>Judy.A.Young@wv.gov</u>	<u>ONE DAVIS SQ, Suite 200</u> <u>Charleston WV</u>	PHONE <u>304-558-1867</u> TOLL FREE FAX
Company: <u>WV DHHR OMIS</u> Rep: <u>DARLENE THOMAS</u> Email Address: <u>darlene.f.thomas@wv.gov</u>	<u>ONE DAVIS SQUARE</u> <u>CHARLESTON, WV</u> <u>25301</u>	PHONE <u>304.558.9145</u> TOLL FREE FAX
Company: <u>WV DHHR - OMIS</u> Rep: <u>Brenda L. Howell</u> Email Address: <u>Brenda.L.howell@wv.gov</u>	<u>ONE DAVIS Square, Suite 200</u> <u>Charleston, WV</u> <u>25301</u>	PHONE <u>304.558.5869</u> TOLL FREE FAX
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE TOLL FREE FAX





**Marc Beacom**  
*Sr. Technical Recruiter*

405 Capitol Street, Suite 608  
Charleston, WV 25301  
[www.fentech.com](http://www.fentech.com)

Ph: 304.720.5151 ext 245  
Fax: 304.720.3257  
[marc.beacom@fentech.com](mailto:marc.beacom@fentech.com)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: HHR14053A**

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

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Company

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Authorized Signature

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Date

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

Revised 6/8/2012