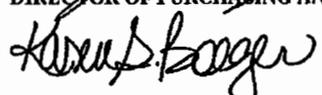




NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing
PO Box 809
Jefferson City, MO 65102-0809
<http://www.oa.mo.gov/purch>

CONTRACT NUMBER C212069001	CONTRACT TITLE DOC Legacy Systems Support
AMENDMENT NUMBER 005	CONTRACT PERIOD June 4, 2016 through June 3, 2017
REQUISITION NUMBER NR 300 31946000004	VENDOR NUMBER 4315161090 4
CONTRACTOR NAME AND ADDRESS Huber & Associates, Inc. 1400 Edgewood Drive Jefferson City, MO 65109	STATE AGENCY'S NAME AND ADDRESS State of Missouri OA/ITSD – Department of Corrections 301 W. High Street, Rm. 270 Jefferson City, MO 65102-0809
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: Contract C212069001 is hereby amended pursuant to the attached signed Amendment #005 dated 02/16/16, including the email from Elizabeth Huber of Huber & Associates dated 02/22/16.	
BUYER Roy Burgess	BUYER CONTACT INFORMATION Email: Roy.Burgess@oa.mo.gov Phone: (573) 751-1692
SIGNATURE OF BUYER 	DATE February 23, 2016
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT 	



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING
CONTRACT AMENDMENT

AMENDMENT NO.: 005
CONTRACT NO.: C212069001
TITLE: DOC LEGACY SYSTEMS SUPPORT
ISSUE DATE: 02/16/16

REQ NO.: NR 300 31946000004
BUYER: ROY BURGESS
PHONE NO.: (573) 751-1692
E-MAIL: roy.burgess@oa.mo.gov

TO: HUBER & ASSOCIATES, INC.
1400 EDGEWOOD DRIVE
JEFFERSON CITY, MO 65109

RETURN AMENDMENT NO LATER THAN: 02/24/16 AT 5:00 PM CENTRAL TIME TO THE DIVISION OF PURCHASING BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	shelby.loethen@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	Purchasing, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	Purchasing, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

STATE OF MISSOURI
OA/ITSD - DEPARTMENT OF CORRECTIONS
301 W. HIGH STREET, ROOM 270
JEFFERSON CITY, MO 65102

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Huber & Associates, Inc.		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Huber & Associates, Inc.	
MAILING ADDRESS 1400 Edgewood Dr.		IRS FORM 1099 MAILING ADDRESS 1400 Edgewood Dr.	
CITY, STATE, ZIP CODE Jefferson City, MO 65109		CITY, STATE, ZIP CODE Jefferson City, MO 65109	
CONTACT PERSON Elizabeth Huber		EMAIL ADDRESS ehuber@teahuber.com	
PHONE NUMBER 573-634-5000		FAX NUMBER 573-634-5500	
TAXPAYER ID NUMBER (TIN) 43-1516109	(TAXPAYER ID (FIN) TYPE (CHECK ONE)) <input checked="" type="checkbox"/> FFIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 43151610904	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) (NOTE: LLC IS NOT A VALID TAX FILING TYPE.) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 2/22/2016	
PRINTED NAME Elizabeth Huber		TITLE CEO	

AMENDMENT #005 TO CONTRACT C212069001

CONTRACT TITLE: DOC LEGACY SYSTEMS SUPPORT

CONTRACT PERIOD: JUNE 4, 2016 THROUGH JUNE 3, 2017

The State of Missouri hereby exercises its option to renew the above-referenced contract.

The contractor shall indicate on the attached pricing page(s) the firm fixed prices for the above contract period. Any price increase quoted must not exceed the maximum percentage increase stated in the contract (8%). The contractor shall understand and agree if the contractor responds with any renewal period pricing increase, such increase may result in a justification request or in the state conducting a new procurement process rather than accepting the contractor's proposed renewal option pricing.

All other terms, conditions and provisions of the previous contract period shall remain the same and apply hereto. The contractor shall sign and return this document, along with completed pricing, on or before the date indicated.

The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

PRICING PAGE

Description	Estimated Quantity	Unit of Measure	Firm, Fixed Unit Price for up to 160 hours per month (not to exceed 40 hours per week)	Firm, Fixed Unit Price for over 160 hours per month
Remote Support of the Department of Corrections' Legacy System	750 hours per year	Hour	\$0.00	\$150.00
After hour emergency answering services (nights, weekends, and holiday)	50 hours per year	Hour	\$0.00	\$225.00

Description	Unit of Measure	Firm, Fixed Unit Price
Remote Software Maintenance/Support and Enhancements for the DOC's Legacy Systems.	Year	\$285,500



NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
<http://www.oa.mo.gov/purch>

B22 12069

CONTRACT NUMBER C212069001	CONTRACT TITLE DOC Legacy Systems Support
AMENDMENT NUMBER 004	CONTRACT PERIOD June 4, 2015 through June 3, 2016
REQUISITION NUMBER NR 300 31945000005	VENDOR NUMBER 4315161090 4
CONTRACTOR NAME AND ADDRESS Huber & Associates, Inc. 1400 Edgewood Drive Jefferson City, MO 65109	STATE AGENCY'S NAME AND ADDRESS State of Missouri OA/ITSD - Department of Corrections 301 W. High Street, Rm. 270 Jefferson City, MO 65102-0809
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: Contract C212069001 is hereby amended pursuant to the attached signed Amendment #004 dated 06/17/15, including the email from Dustin Schanzmeyer of Huber & Associates dated 06/23/15.	
BUYER Roy Burgess	BUYER CONTACT INFORMATION Email: Roy.Burgess@oa.mo.gov Phone: (573) 751-1692
SIGNATURE OF BUYER  for ROY BURGESS	DATE June 23, 2015
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT 	



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
 CONTRACT AMENDMENT

AMENDMENT NO.: 004
 CONTRACT NO.: C212069001
 TITLE: DOC LEGACY SYSTEMS SUPPORT
 ISSUE DATE: 06/17/15

REQ NO.: NR 300 3194500005
 BUYER: ROY BURGESS
 PHONE NO.: (573) 751-1692
 E-MAIL: roy.burgess@oa.mo.gov

TO: HUBER & ASSOCIATES, INC.
 1400 EDGEWOOD DRIVE
 JEFFERSON CITY, MO 65109

RETURN AMENDMENT NO LATER THAN: 06/19/15 AT 5:00 PM CENTRAL TIME TO THE DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	Larissa.Bess@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	DPMM, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	DPMM, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

STATE OF MISSOURI
 OA/ITSD - DEPARTMENT OF CORRECTIONS
 301 W. HIGH STREET, ROOM 270
 JEFFERSON CITY, MO 65102

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Huber & Associates, Inc.
MAILING ADDRESS 1400 Edgewood Drive
CITY, STATE, ZIP CODE Jefferson City, MO 65109

LEGAL NAME OF ENTITY/INDIVIDUAL, FILED WITH IRS FOR THIS TAX ID NO. Huber & Associates, Inc
IRS FORM 1099 MAILING ADDRESS 1400 Edgewood Drive
CITY, STATE, ZIP CODE Jefferson City, MO 65109

CONTACT PERSON Elizabeth Huber		EMAIL ADDRESS ehuber@teamhuber.com	
PHONE NUMBER 573-634-5000		FAX NUMBER 573-634-5500	
TAXPAYER ID NUMBER (TIN) 43-1516109	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 43151610904	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt		(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)	
AUTHORIZED SIGNATURE 		DATE 06/17/15	
PRINTED NAME Elizabeth Huber		TITLE CEO	

AMENDMENT #004 TO CONTRACT C212069001

CONTRACT TITLE: DOC LEGACY SYSTEMS SUPPORT

CONTRACT PERIOD: JUNE 4, 2015 THROUGH JUNE 3, 2016

The State of Missouri hereby exercises its option to renew the above-referenced contract.

The contractor shall indicate on the attached pricing page(s) the firm fixed prices for the above contract period. Any price increase quoted must not exceed the maximum percentage increase stated in the contract (6%). The contractor shall understand and agree if the contractor responds with any renewal period pricing increase, such increase may result in a justification request or in the state conducting a new procurement process rather than accepting the contractor's proposed renewal option pricing.

All other terms, conditions and provisions of the previous contract period shall remain the same and apply hereto. The contractor shall sign and return this document, along with completed pricing, on or before the date indicated.

The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

PRICING PAGE

Description	Estimated Quantity	Unit of Measure	Firm, Fixed Unit Price for up to 160 hours per month (not to exceed 40 hours per week)	Firm, Fixed Unit Price for over 160 hours per month
Remote Support of the Department of Corrections' Legacy System	750 hours per year	Hour	\$0.00	<u>\$150</u>
After hour emergency answering services (nights, weekends, and holiday)	50 hours per year	Hour	\$0.00	<u>\$225</u>

Description	Unit of Measure	Firm, Fixed Unit Price
Remote Software Maintenance/Support and Enhancements for the DOC's Legacy Systems.	Year	<u>\$285,500</u>

Pettit, Earl

From: Dustin Schanzmeyer [DSchanzmeyer@teamhuber.com]
Sent: Tuesday, June 23, 2015 9:50 AM
To: Pettit, Earl, Burgess, Roy, Bess, Larissa
Cc: Kroeger, Pam, Debbie Shipley, Jim Buhr
Subject: RE: Missouri Contract C212069001 - Renewal

Earl,

Thank you for your help, the PAQ pricing will remain at \$150/hour. Please let us know if you need anything else.

Description	Unit of Measure	Firm, Fixed Hourly Rate
Firm, fixed hourly rate for PAQ Services. The hourly rate shall include all necessary travel and expenses.	Hour	\$ <u>150</u>

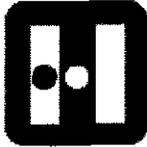
Thanks.

Dustin Schanzmeyer

Technical Sales Representative | Huber & Associates

Office 888 634 5000 | Mobile: 573.694.9370

DSchanzmeyer@teamhuber.com | www.teamhuber.com



Smarter IT Solutions

From: Pettit, Earl [<mailto:Earl.Pettit@oa.mo.gov>]
Sent: Monday, June 22, 2015 4:46 PM
To: Dustin Schanzmeyer
Cc: Burgess, Roy; Bess, Larissa
Subject: Missouri Contract C212069001 - Renewal

Dustin,

As we discussed, I am working on the renewal for Missouri contract C212069001 because Roy is out of the office.

In reviewing the renewal document that was sent to your office earlier this month, I found that Project Assessment Quotation (PAQ) pricing was not included on the pricing page. As I mentioned, contract C212069001 was amended in September 2014 to add Project Assessment Quotation (PAQ) provisions and the associated hourly rate of \$150 per hour. For convenience, I have attached a copy of amendment # 003 which added the PAQ pricing.

I can send a revised amendment with a line for the PAQ pricing or you can provide the hourly rate for PAQ pricing via response to this message.

Description	Unit of Measure	Firm, Fixed Hourly Rate
Firm, fixed hourly rate for	Hour	\$ _____

PAQ Services. The hourly rate shall include all necessary travel and expenses.		
--	--	--

Sincerely,

Earl

Earl T. Pettit
Buyer
State of Missouri - Office of Administration
Division of Purchasing & Materials Management
573-751-5430
earl.pettit@oa.mo.gov

This e-mail message and any documents attached to it are confidential and may contain information that is protected from disclosure by various federal and state laws, including the HIPAA privacy rule (45 C.F.R., Part 164). This information is intended to be used solely by the entity or individual to whom this message is addressed. If you are not the intended recipient, be advised that any use, dissemination, forwarding, printing, or copying of this message without the sender's written permission is strictly prohibited and may be unlawful.

Accordingly, if you are not the intended recipient, please notify the sender immediately by return e-mail or call (573) 634-5000, and then delete this message.

1. Indicate Contract Amendment Type

RENEWAL: 3 PERIOD OF 4 TOTAL

Renewal - % Increase Cost Savings
 Renewal - \$ Increase Cost Savings
 Renewal - W/O Increase 60% over original
 SFS Renewal - Prices In Original Contract
 SFS Renewal - Prices Not in Original Contract

EXTENSION PERIOD:
 Extension - 30-Day
 Termination
 Extension - \$ Increase Cost Savings
 Extension - W/O Increase
 Assignment
 Cancellation/Termination
 Other Amendment

Performance Security Deposit: \$ _____
 Surety Bond: \$ _____
 Annual Wage Order Number: _____
 Annual Wage Order Date: _____
 County(ies): _____
 Other Instructions: _____

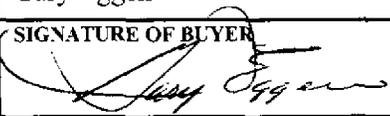
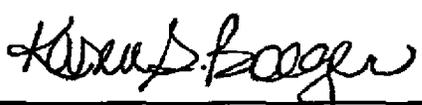
Task	Role	Initial	Date
2. Preliminary Tasks/Verifications:			
A. Section 34 040 6, RSMo	Buyer/Section Support	lb	6/16
B. DPMM Suspension List	Buyer/Section Support		
C. Federal Suspension - SAM.GOV	Buyer/Section Support		
D. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support		
E. Review of Participation Commitment Attainment - If app, Verify Receipt of 1 st Renewal - Blind/Shel Wkshp Affdvt	Buyer		
F. SFS Review/Justification - Insert Advertising Date, if applicable	Buyer		
3. Prepare Contract Amendment			
Buyer/Section Support		lb	6/16
4. Review/Approve Contract Amendment (If Signature Required)			
Buyer		RS	6/16
Initial Date	Supervisor	X	
	Section Manager	X	
	Asst Director	X	
	Director	X	
5. E-Mail/Fax Contract Amendment (If Signature Required)			
Buyer/Section Support		lb	6/16
Contractor E-Mail Address/Fax Number		pkroeger@teambhuber.com, dschanzmeyer@teambhuber.com	
State Agency Contact E-Mail Address		Tiffanie Meyer / Eric Pahl	
Section 34.040 6, RSMo, Letter		Follow-Up Notes	
6. Review Contract Amendment Response - Verifications:			
A. Renewal/Extension Pricing	Buyer/Section Support		
B. Section 34 040 6, RSMo	Buyer/Section Support		
C. Performance Security Deposit/Surety Bond	Buyer/Section Support		
D. Renewal/Extension with Cost Savings Language	Buyer		
E. Statewide Notice	Buyer		
F. SFS Authorized Limit \$	Buyer		
G. Contract Assignment Only Verifications - Complete unless completed in Step 2 above:			
1. E-Verify Exhibit/Affidavit/Documentation	Buyer/Section Support		
2. Assignment and Consent Form	Buyer/Section Support		
3. DPMM Suspension List	Buyer/Section Support		
4. Federal Suspension - SAM.GOV	Buyer/Section Support		
5. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support		
7. Prepare Contract Amendment Award Document/Statewide Notice			
Buyer/Section Support		lb	6/22
8. Review/Approve Contract Amendment Award Document			
Buyer		ep	6/23/15
Initial Date	Supervisor	X	
	Section Manager	X	
	Asst Director	X	
	Director	X	
9. Process Contract Amendment			
Buyer/Section Support		lb	6/23
AM 300 PMM		lb	6/23
Distribute E-Verify & SDV Documents			
E-Mail/Fax NOA to Contractor/Assignee & Agency Contact		lb	6/23
Copy/Save As Statewide Notice to Internet Folder			
10. Log Participation Commitment Information			
Central Support-Participation			
11. Image Contract Amendment Packet			
Central Support-Imaging		ep	7/7

No increase taken!



NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
<http://www.oa.mo.gov/purch>

CONTRACT NUMBER C212069001	CONTRACT TITLE DOC Legacy Systems Support
AMENDMENT NUMBER 003	CONTRACT PERIOD June 4, 2014 through June 3, 2015
REQUISITION NUMBER NR 300 31945000001	VENDOR NUMBER 4315161090 4
CONTRACTOR NAME AND ADDRESS Huber & Associates, Inc. 1400 Edgewood Drive Jefferson City, MO 65109	STATE AGENCY'S NAME AND ADDRESS State of Missouri OA/ITSD – Department of Corrections 301 W. High Street, Rm. 270 Jefferson City, MO 65102-0809
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: Contract C212069001 is hereby amended pursuant to the attached signed Amendment #003 dated 09/11/14.	
BUYER Gary Eggen	BUYER CONTACT INFORMATION Email: gary.eggen@oa.mo.gov Phone: (573) 751-2497
SIGNATURE OF BUYER 	DATE September 15, 2014
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT 	



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
 CONTRACT AMENDMENT

AMENDMENT NO.: 003
 CONTRACT NO.: C212069001
 TITLE: DOC LEGACY SYSTEMS SUPPORT
 ISSUE DATE: 09/11/14

BUYER: GARY EGGEN
 PHONE NO.: (573) 751-2497
 E-MAIL: gary.eggen@oa.mo.gov

TO: HUBER & ASSOCIATES, INC.
 ATTENTION: PAM KROEGER
 1400 EDGEWOOD DRIVE
 JEFFERSON CITY, MO 65109

REQUESTED RETURN DATE/TIME: 09/16/14 BEFORE 5:00 PM CENTRAL TIME

RETURN TO THE DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	gary.eggen@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	DPMM, P.O. Box 809, Jefferson City, Mo 65102-9809
COURIER/DELIVER TO:	DPMM, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

STATE OF MISSOURI
 OA/ITSD - DEPARTMENT OF CORRECTIONS
 301 W. HIGH STREET, ROOM 270
 JEFFERSON CITY, MO 65102

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Huber & Associates, Inc.		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Huber & Associates, Inc.	
MAILING ADDRESS 1400 Edgewood Drive CITY, STATE, ZIP CODE Jefferson City, MO 65109		IRS FORM 1099 MAILING ADDRESS 1400 Edgewood Drive CITY, STATE, ZIP CODE Jefferson City, MO 65109	
CONTACT PERSON Pam Kroeger		EMAIL ADDRESS pkroeger@teamhuber.com	
PHONE NUMBER 573-634-5000		FAX NUMBER 573-634-5500	
TAXPAYER ID NUMBER (TIN) 43-1516109	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) 4315161090 4
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) (NOTE: LLC IS NOT A VALID TAX FILING TYPE.) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 09-12-14	
PRINTED NAME Brent Christensen		TITLE Chief Operations Officer	

AMENDMENT #003 TO CONTRACT C212069001**CONTRACT TITLE:** DOC LEGACY SYSTEMS SUPPORT**CONTRACT PERIOD:** JUNE 4, 2014 THROUGH JUNE 3, 2015

Pursuant to Section 34.044 RSMo, which allows single feasible source procurement, the State of Missouri hereby desires to amend the contract to enable acquisition of services through the Project Assessment Quotation (PAQ) methodology, as defined herein. The primary services to be provided are to make revisions to the Point of Sale, Kiosk and other legacy DOC offender finance systems so that they can successfully interface with the newly developed Offender Finance System. Other services necessary for revision to the Point of Sale system may be provided upon approval from the Office of Administration, Information Technology Services Division (ITSD).

PAQs shall be developed based upon the hourly rate of \$150.00 which is the hourly rate referenced in the contract for support services required over the base number of hours provided per month (160). The hourly rate shall include all necessary travel and expenses.

All other terms, conditions and provisions of the previous contract period shall remain the same and apply hereto. The contractor shall sign and return this document, indicating agreement with the amended action, within five (5) business days of receipt of the amendment.

PROJECT ASSESSMENT QUOTATION (PAQ):

1. The contractor shall understand and agree that the state shall have the ability to request additional services related to the requirements of the contract, including but not limited to services necessary in order to accommodate revisions to the Point of Sale system. Upon request by the state, such additional services shall utilize the PAQ process as a means to (1) identify the specific tasks to be performed and (2) mutually agree upon the total price to be paid to the contractor upon completion of the specified tasks. The PAQ process shall occur in a controlled sequence of proposals and approvals by the state's designated project manager as outlined below.
2. The contractor shall understand and agree that the general protocol for PAQ workflow shall be as described below:

- a. **STEP 1: PAQ REQUEST**

The state agency's designated Project Manager will present a written request for each PAQ to the contractor, in a standard format. The state agency's request must explain the scope of the project and the tasks the state agency desires the contractor to perform, including applicable business and technical specifications. In addition, the state agency shall specify the evaluation criteria that shall be utilized to determine the PAQ award. The state agency's PAQ Request should include the following information:

Introduction/Overview: Brief description of the project. Information provided to acquaint the reader with the planned acquisition. In addition, the following information shall be provided:

- state agency name/address
- state agency designated Project Manager name, email, and phone number
- brief title of specific PAQ project
- PAQ issue date
- PAQ Response Due Date

Background: a description of how the project came to be, a description of why the project is being pursued, and how it relates to other projects. Summarization of any statutory authority or regulations

affecting the overall requirement; and identify any background materials attached to the PAQ. Also to be provided is any information pertaining to the state agency's business environment such as identification of hours of operation, as well as, the state agency's technical environment specific to the PAQ project which describes the technological infrastructure, systems, and programs operant within the organization.

Objectives: Specific objectives that the PAQ project will achieve. This section should provide a concise overview of the contract effort goals and objectives; and how the results or end products will be used.

Requirements/Tasks: listing of specifications/performance requirements, standards, locations, tasks, deliverables, schedule, and assumptions. This section defines the tasks that the contractor must complete for the PAQ project. This section should provide a detailed itemization and description of all of the project tasks which shall be completed by the contractor (i.e. project work), including requirements for and specified frequency of any required status reports; the specified project tasks *must be clearly stated and must be quantifiable.*

Deliverables: This section should clearly state what the contractor must deliver. If different tasks have different delivery requirements, they must be clearly identified along with times within which the contractor must deliver. A description of the acceptance criteria as well as what documentation the contractor must obtain from the state agency to verify the state agency's receipt and approval of the deliverable work product.

Government Furnished Property: This section should identify any government-furnished property provided to the contractor such as equipment, on-site work space, software tools, remote access, or specific data/information.

Security Requirements: This section should identify any unique security requirements associated with PAQ performance (when applicable). These requirements may include, but are not limited to, such items as: Special pass or identification requirements; Special security clearance requirements; or special escort requirements.

Place of Performance: This section should identify where the contractor's staff will be performing their work (*on-site at the state agency's facility(ies), off-site at the contractor's facility(ies), combination thereof, etc).*

b. **STEP 2: PAQ RESPONSE**

The contractor must respond (within a prescribed number of days as stated within the PAQ Request by the state agency) to each such PAQ request from the state agency's designated Project Manager with a PAQ Response which provides a statement of firm, fixed cost for the project, and technical/service solution to fulfill the PAQ Request. The contractor's PAQ Response should include at a minimum the following:

Project Overview: Statement of the contractor's understanding of the PAQ project and the business/technical needs of the project.

Resources: A description of the contractor's resources that shall be provided to fulfill the PAQ project to include but not limited to: human resources to be provided, facility/equipment/supply resources, etc. a description of the minimum qualifications for an individual with a human resource job classification category (i.e., database architect, programmer, etc) outlining the skills, experience and knowledge/education of the staff being offered for the PAQ project.

Approach/Methodology: A description of how the contractor will specifically go about completion of the work for the PAQ project. This description should include:

- Project Management Plan, project tracking and reporting the progress of the project, etc.
- A Work Breakdown Structure (WBS) to include a listing of the state agency's responsibilities.
- Functional definition of requirements that outlines how the services and/or features shall operate, look, and complete tasks for each PAQ requirement, specification, task. This description should describe how the requirements/specifications will be fulfilled by the proposed service offerings and to what degree the requirements are met and/or exceeded. This description should also include by whom, when, with what, why, where, etc., the requirements will be satisfied by the contractor's solution for the PAQ project.
- Change Control Plan,
- Issue Tracking Plan.
- Assumptions, and
- Quality Assurance (QA) Plan: A description should be included of the contractor's QA process to be utilized for the project tasks, schedule, deliverables, and testing in order to ensure that work related to the production of acceptable deliverables is on track and expectations are met or exceeded. The QA process is expected to be proactive to ensure not only that the schedule is met, but also that product and service quality is maintained.

Cost Response: Firm, fixed price(s) *per deliverable* to fulfill the PAQ Project, which at the sole discretion of the state agency may require inclusion of a 10% payment holdback for which the total firm, fixed price for all deliverables is \$75,000 or greater. All travel-related expenses must be included within the firm, fixed deliverable price. No separate or additional reimbursement shall be made for travel related expenses.

- i. The contractor shall agree and understand the firm, fixed price stated in the awarded PAQ Response shall not be increased unless the state agency requests a corresponding increase in the scope of work under the PAQ. In other words, if the contractor underestimates the level of effort in terms of personnel resources, the contractor shall not charge the state more than the total firm, fixed price for all deliverables unless the state later amends the PAQ to increase the scope of work. If the scope of work does not increase, the contractor shall complete all work agreed upon in the awarded PAQ at the firm, fixed total price stated in the PAQ Response. The contractor shall understand and agree federally funded projects may require added levels of PAQ cost response detail such as delineation of hourly rates and the number of hours used to derive the firm, fixed PAQ project cost(s).
 - ii. Unless stated in the PAQ Response, the state shall assume absolutely no other costs exist to satisfy the PAQ's requirements. Therefore, the awarded PAQ contractor shall be responsible for any additional costs.
 - iii. PAQ pricing shall be based on specific deliverable components of the project and shall not be based on monthly billing. If the contractor fails to deliver all the functionality/features specified in the PAQ for a given deliverable then payment for the deliverable shall be withheld until all functionality/features of that deliverable have indeed been provided to and accepted by the state agency. Payment shall not be made in advance for any deliverable; all payments shall be made in arrears (i.e., upon delivery and acceptance of a deliverable).
- c. **STEP 3: APPROVAL AND AWARD OF PAQ**
 The awarded contractor and the state agency's designated Project Manager must indicate mutual acceptance of the PAQ project by signing and dating the PAQ Response document. The state agency's designated Project Manager (1) must retain one signed copy; (2) must forward a copy of the awarded PAQ to the Division of Purchasing and Materials Management for inclusion in the contract file; and (3) must send one copy of the signed and awarded PAQ to the contractor.
- d. **STEP 4: AUTHORIZATION TO PROCEED/ PAQ PROJECT WORK**

An approved awarded PAQ alone does not constitute an authorization to proceed with project work. In accordance with paragraph 9c of the Terms and Conditions Request for Proposal, **before providing work on any project, the contractor must receive a properly authorized Purchase Order** except the state agency may authorize an obligation of less than \$3,000.00 pursuant to the terms of the contract without the official encumbrance of funds (i.e. without the issuance of a properly authorized Purchase Order). Project work shall include the contractor's completion of the tasks identified in the awarded PAQ.

e. **STEP 5: FORMAL ACCEPTANCE**

Upon the completion of all project work of a given PAQ, the contractor must notify the state agency's designated Project Manager in writing and shall submit an invoice in accordance with the PAQ deliverable compensation requirements as described in the awarded PAQ document. The state agency's designated Project Manager shall review, approve, and formally accept or reject the components of the PAQ project work in accordance with the turnaround time / WBS outlined in the PAQ. Once the PAQ project work has been formally accepted by the state agency, the contractor shall deliver the source code materials (if applicable) pertaining to the PAQ project work to the state agency within five (5) business days.

f. **STEP 6: COST RECOVERY FOR CONTRACTOR**

Project costs for the PAQ project work shall be reimbursable upon formal acceptance by the state agency's designated Project Manager in accordance with the deliverables for compensation outlined in the PAQ.

g. **GENERAL REQUIREMENTS**

- 1) *The contractor shall submit PAQ responses in a timely manner – typically 10 working days.*
- 2) Prior to the PAQ response due date, it shall be the contractor's responsibility to ask questions, request changes or clarification, or otherwise advise the requesting state agency if any language, specifications or requirements of the PAQ appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the PAQ to a single source. Any and all communication from contractors regarding specifications, requirements, competitive PAQ process, etc., must be directed to the state agency contact listed on the PAQ request document.
- 3) The requesting state agency reserves the right to officially amend or cancel a PAQ after issuance. The state agency shall notify all contractors of any amendment or cancellation.
- 4) The state agency's designated Project Manager reserves the right to reject any contractor-submitted PAQ that is non-compliant with the PAQ's mandatory requirements.
- 5) The contractor shall not be paid for the preparation of the PAQ response.
- 6) A PAQ Request, PAQ Response, and the contractor's project work must be within the scope of the performance requirements identified in the contract, which the contractor was awarded and must not change any provision of the contract.
- 7) Any changes to the PAQ, after the state's acceptance of the PAQ, must be formalized in writing as an official revision to the awarded PAQ. The format of PAQ revisions shall be consistent with the format of the awarded PAQ as outlined above, including the distribution of the original to the Division of Purchasing and Materials Management, a copy to the contractor and retaining a copy for the agency's designated Project Manager. No oral or informal (e.g. by e-mail) amendments, representations or agreements to modify the PAQ shall be enforceable.

- 8) The state agency's designated Project Manager shall have the right to terminate the PAQ at any time, for the convenience of the state agency, without penalty or recourse, by giving written notice to the contractor at least ten (10) business days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all developed source code, documents, data, reports, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the state agency's designated Project Manager become the property of the State of Missouri. The contractor shall be entitled to receive compensation at contract agreed upon prices for that work completed and accepted by the State pursuant to the PAQ prior to the effective date of termination.
- 9) The duration of any PAQ must not exceed the effective contract period. However, if valid renewal options remain in the contract, the state agency may allow the PAQ to continue contingent upon the DPMM exercising the available renewal option.
- 10) Project Assessment Quotation Invoicing: The contractor shall submit an invoice to the state agency within thirty (30) calendar days after completion of and in accordance with the mutually agreed upon deliverables for compensation for the contractor's project work (as specified in applicable Project Assessment Quotation).
- 11) Payment Holdback: At the sole discretion of the state agency, for any project for which the total firm, fixed price for all deliverables is \$75,000 or greater, the state agency may require ten percent (10%) of the project costs to be held back by the state agency and shall be paid to the contractor upon final acceptance by the state agency of the entire PAQ project completion and receipt by the state agency of an accurate invoice for the final deliverable. Payment holdback provisions described herein shall not be construed as a penalty.

The state agency may impose a payment holdback at its sole discretion when:

- The contractor fails to fulfill the mandatory requirements of the PAQ resulting in a deliverable being considered non-compliant with the PAQ requirements and the contractor fails to correct and resolve the issue within ten (10) business days or other timeframe as agreed to in writing by the state agency's Project Manager; or
 - The contractor fails to provide the state agency with an accurate invoice for all successfully completed and accepted deliverables for a PAQ project within forty-five (45) days after state agency acceptance of the deliverables.
- 12) If the PAQ project is canceled by the state agency due to reasons not attributable to the fault of the contractor prior to completion of the project, all payment holdback amounts retained by the state agency for that particular PAQ project shall be returned to the contractor.

1. Indicate Contract Amendment Type

RENEWAL: PERIOD OF TOTAL

Renewal - % Increase Cost Savings

Renewal - \$ Increase Cost Savings

Renewal - W/O Increase

SFS Renewal - Prices In Original Contract

SFS Renewal - Prices Not in Original Contract

Performance Security Deposit: \$

Surety Bond: \$

Annual Wage Order Number:

Annual Wage Order Date:

County(ies):

EXTENSION PERIOD:

Extension - 30-Day

Termination

Extension - \$ Increase Cost Savings

Extension - W/O Increase

Assignment

Cancellation/Termination

Other Amendment **SFS AMD.**

Other Instructions:

2.	Tasks	Route	Initial	Date
Preliminary Tasks/Verifications				
A.	Section 34.040.6, RSMo	Buyer/Section Support		
B.	DPMM Suspension List	Buyer/Section Support		
C.	Federal Suspension - SAM.GOV	Buyer/Section Support		
D.	Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support		
E.	Review of Participation Commitment Attainment - If app, Verify Receipt of 1 st Renewal - Blind/Shel Wkshp Affdvt	Buyer		
F.	SFS Review/Justification - Insert Advertising Date, if applicable	Buyer		
3.	Prepare Contract Amendment	Buyer/Section Support		
4.	Review/Approve Contract Amendment (If Signature Required)	Buyer		
	Initial	Supervisor	Section Manager	Asst. Director
	Date			
			<i>[Signature]</i>	<i>[Signature]</i>
				<i>9/11/14</i>
5.	E-Mail/Fax Contract Amendment (If Signature Required)	Buyer/Section Support	<i>[Signature]</i>	<i>9/11/14</i>
	Contractor E-Mail Address/Fax Number	<i>PKROEGER@TEAMHUBER.COM</i>		
	State Agency Contact E-Mail Address	<i>ANGIE PHILLIPS, PRESS CAMPBELL, RON THAMM</i>		
	Section 34.040.6, RSMo, Letter	Follow-Up Notes:		
6.	Review Contract Amendment Response - Verifications			
A.	Renewal/Extension Pricing	Buyer/Section Support	N/A	
B.	Section 34.040.6, RSMo	Buyer/Section Support	<i>[Signature]</i>	<i>9/16/14</i>
C.	Performance Security Deposit/Surety Bond	Buyer/Section Support	N/A	
D.	Renewal/Extension with Cost Savings Language	Buyer	N/A	
E.	Statewide Notice	Buyer	N/A	
F.	SFS Authorized Limit \$	Buyer	N/A	
G.	Contract Assignment Only Verifications - Complete unless completed in Step 2 above			
	1. E-Verify Exhibit/Affidavit/Documentation	Buyer/Section Support		
	2. Assignment and Consent Form	Buyer/Section Support		
	3. DPMM Suspension List	Buyer/Section Support		
	4. Federal Suspension - SAM.GOV	Buyer/Section Support		
	5. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support		
7.	Prepare Contract Amendment Award Document/Statewide Notice	Buyer/Section Support	<i>[Signature]</i>	<i>9/15/14</i>
8.	Review/Approve Contract Amendment Award Document	Buyer		
	Initial	Supervisor	Section Manager	Asst. Director
	Date			
			<i>[Signature]</i>	<i>[Signature]</i>
				<i>9/15/14</i>
9.	Process Contract Amendment	Buyer/Section Support		
	AM 300 PMM	Buyer/Section Support	<i>[Signature]</i>	<i>9.19.14</i>
	Distribute E-Verify & SDV Documents	Buyer/Section Support	<i>[Signature]</i>	<i>9.19.14</i>
	E-Mail/Fax NOA to Contractor/Assignee & Agency Contact	Buyer/Section Support	<i>[Signature]</i>	<i>9/16/14</i>
	Copy/Save As Statewide Notice to Internet Folder	Buyer/Section Support	N/A	
10.	Log Participation Commitment Information	Central Support-Participation	N/A	
11.	Image Contract Amendment Packet	Central Support-Imaging	<i>[Signature]</i>	<i>108</i>



State of Missouri

OFFICE OF ADMINISTRATION

Division of Purchasing and Materials Management

Contract Amendment Documentation

The following documentation consists of additional contract amendment documentation. The additional contract amendment documentation is not a part of the official contract amendment, but provides supporting information for the official contract amendment.

Office of Administration
Division of Purchasing and Materials Management

MEMORANDUM

To:  File
From: Gary Eggen
Re: Single Feasible Source Justification
Date: September 2, 2014

The Information Technology Services Division (ITSD) requires interface development in order to interface the new Offender Management System for the Department of Corrections to the state's existing Intervention Fees Integration System which was developed and is currently maintained by Huber & Associates. Interface development by other sources than Huber & Associates inhibits their ability to appropriately maintain the system and potentially voids the maintenance agreement and any outstanding warranties. As a result, the development of new interfaces is proprietary to and only available from Huber & Associates.

According to RSMo 34.044, a single feasible source can be utilized when the product/service requirement is proprietary and only available from a single provider. As a result, the above requirement for interface development services represents a proprietary requirement that meets the criteria as a single feasible source under RSMo 34.044. Therefore, the Division of Purchasing and Materials Management is pursuing this acquisition as a Single Feasible Source.

Single Feasible Source Purchase

Title: Huber & Associates Interface Development Services

Description: The Office of Administration, Information Technology Services Division requires interface development in order to interface the new Offender Management System for the Department of Corrections to the state's existing Intervention Fees Integration System which was developed and is currently maintained by Huber & Associates. Interface development by other sources than Huber & Associates inhibits their ability to appropriately maintain the system and potentially voids the maintenance agreement. As a result, the development of new interfaces are is proprietary to and only available from Huber & Associates. As a result, this represents a proprietary requirement that meets the criteria as a single feasible source under RSMo 34.044 and the State is pursuing this acquisition as a Single Feasible Source.

Agency: OA/ITSD-Corrections

Supplier: Huber & Associates

Buyer: Gary Eggen

Phone No: (573) 751-2497

E-Mail: gary.eggen@oa.mo.gov

**Posting/
Advertising
Date:**

Eggen, Gary

From: Crapenhof, Jim
Sent: Monday, August 25, 2014 4:12 PM
To: Eggen, Gary
Subject: FW: POS Conversion of Stored Procedures to Web Services

Gary, I hope Ron Thomas has approached you about using the ITSD/DOC Legacy support contract to hire Huber and Associates to perform major revisions to the Point of Sale system so it can successfully interface with the new Offender Finance System RKV has developed. It was suggested it a long time ago, but I can't seem to get an answer as to if this is going to be allowed or not. It has a clause for hiring them for \$150 per hour, once we exceed the 160 hours per month, so I don't think any amendment would be necessary.

If you need anything from me or Press or Ron, please let me know and I'll try to get it for you. In other words, if there is anything I can do to get this moving, just let me know. Thanks and call if any questions.

Jim Crapenhof
Office of Administration
Information Technology Services Division
301 W. High, Room 280
Jefferson City, MO 65101
Office No: 573-751-2961
E-mail: Jim.Crapenhof@oa.mo.gov

From: Campbell, Press
Sent: Monday, August 25, 2014 4:03 PM
To: Crapenhof, Jim
Subject: RE: POS Conversion of Stored Procedures to Web Services

I just spoke to Ron and he hadn't heard back from Gary on this yet. It was Ron's recollection that Gary thought we could use the contract as it existed since there is a clause that says we can purchase additional time beyond the monthly allotment but Gary was going to verify that and get back to ITSD. This is pretty much what you had thought from the beginning. Ron said you or I could follow up with Gary on this so please go ahead and contact Gary and let me know what you find out. Ron also said that Gary is out of the office today.

From: Crapenhof, Jim
Sent: Monday, August 25, 2014 3:29 PM
To: Campbell, Press
Subject: RE: POS Conversion of Stored Procedures to Web Services

Do you have any update as to how Ron is coming with Purchasing on amending the Legacy contract ? Or any objections to me asking Gary Eggen ? I don't want to step out of turn, but it's very important to me.

Jim Crapenhof
Office of Administration
Information Technology Services Division
301 W. High, Room 280
Jefferson City, MO 65101
Office No: 573-751-2961
E-mail: Jim.Crapenhof@oa.mo.gov

From: Campbell, Press
Sent: Monday, August 25, 2014 3:17 PM

To: Crapenhof, Jim
Subject: RE: POS Conversion of Stored Procedures to Web Services

Great, thanks for working on the production support. We also have to modify the existing Huber legacy support contract to cut out the legacy Inmate Banking system.

From: Crapenhof, Jim
Sent: Monday, August 25, 2014 11:46 AM
To: Campbell, Press
Subject: FW: POS Conversion of Stored Procedures to Web Services

Press, to put things in perspective, RKV is done with development, with the exception of any modifications needed to support POS and KIOSK integration. They can however work on implementation tasks, but it's my opinion, we must get Huber started on their work asap, since we'll have to repeat the process for the other stored procedures not yet addressed. I'm probably preaching to the choir, but I thought it appropriate to mention... Thanks and good luck, let me know if you need anything from me.

Ps, I started the PAQ for production support last week and making good head way.

Jim Crapenhof
Office of Administration
Information Technology Services Division
301 W. High, Room 280
Jefferson City, MO 65101
Office No: 573-751-2961
E-mail: Jim.Crapenhof@oa.mo.gov



Transaction ID: NR 300 31945000001

ITSD/DOC WOULD LIKE TO CREATE A SFS CONTRACT WITH HUBER AND ASSOCIATES TO PROVIDE UPDATE SERVICES TO THEIR POS CANTEN SYSTEM. HUBER HAS BEEN MAINTAINING THE POS SYSTEM UNDER CONTRACT C212069001

ITSD/DOC CONTACT IS PRESS CAMPBELL 573-522-4649

SUPPORTING DOCUMENTATION WILL BE SENT TO GARY EGGEN - RUSS CRAIGHEAD

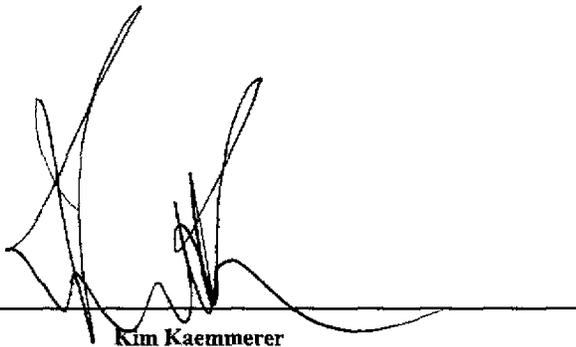
AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
CITY OF ST. LOUIS

} S.S.

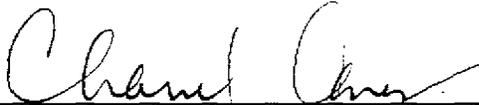
Before the undersigned Notary Public personally appeared **Kim Kaemmerer** on behalf of **ST. LOUIS DAILY RECORD** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **September 05, 2014** edition and ending with the **September 05, 2014** edition, for a total of 1 publications:

09/05/2014



Kim Kaemmerer

Subscribed & sworn before me this 5th day of Sept, 2014
(SEAL)



Notary Public

CHANEL JONES
Notary Public - Notary Seal
State of Missouri
Commissioned for St. Louis County
My Commission Expires: August 08, 2016
Commission Number: 14307721

STATE REQUEST FOR BIDS

The Division of Purchasing is soliciting sealed bids to be received by 2:00 P.M. on the dates specified below for various agencies of the State of Missouri. The specifications may be obtained on the internet at <https://www.moolb.mo.gov>. Questions regarding obtaining specifications may be directed to (573) 751-2387.

- B1E15034** - Electrofishing Control Box 09/18/14; **B1E15035** - Channel Catfish 09/19/14; **B1E15037** - Dairy Products - NECC and WERDCC 09/15/14; **B1E15044** - Sport Utility Vehicles (Non-Fleet) 09/10/14;
- B2E15026** - Insights Units 09/18/14;
- B3Z15044** - Abandoned Property Identification & Collection Services 09/26/14

It is the intent of the State of Missouri, Division of Purchasing to purchase each the following as a single feasible source without competitive bids. If suppliers exist other than the ones identified, please call (573) 751-2387 immediately.

- 1. Huber & Associates Interface Development Services supplied by Huber & Associates
 - 2. MOBIUS Integrated Library Software Services supplied by MOBIUS
- 10602046 City Sep 5, 2014

AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI
COUNTY OF JACKSON

} S.S.

Page 1 of 1

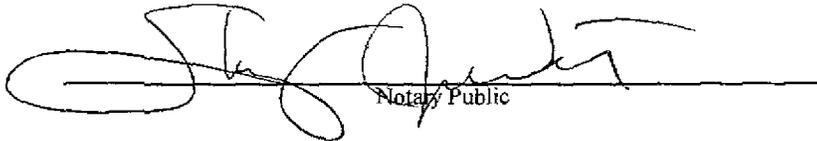
Before the undersigned Notary Public personally appeared **Peter Crawford** on behalf of **THE DAILY RECORD, KANSAS CITY** who, being duly sworn, attests that said newspaper is qualified under the provisions of Missouri law governing public notices to publish, and did so publish, the notice annexed hereto, starting with the **September 03, 2014** edition and ending with the **September 03, 2014** edition, for a total of 1 publications:

09/03/2014

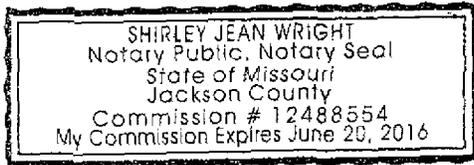


Peter Crawford

Subscribed & sworn before me this 4th day of Sept, 2014
(SEAL)



Notary Public



REQUEST FOR BIDS

The Division of Purchasing is soliciting sealed bids to be received by 2:00 P.M. on the dates specified below for various agencies of the State of Missouri. The specifications may be obtained on the Internet at <https://www.moolb.mo.gov>.

Questions regarding obtaining specifications may be directed to (573) 751-2387.

B1E15034 - Electrofishing Control

Box 09/18/14; **B1E15035** - Channel

Catfish 09/19/14; **B1E15037** - Dairy

Products - NECC and WERDCC

09/15/14; **B1E15044** - Sport Utility

Vehicles (Non-Fleet) 09/10/14;

B2E15026 - Insights Units 09/18/14;

B3Z15044 - Abandoned Property

Identification & Collection Services

09/26/14

It is the intent of the State of Missouri, Division of Purchasing to purchase each the following as a single feasible source without competitive bids. If suppliers exist other than the ones identified, please call (573) 751-2387 immediately.

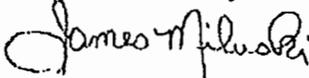
1. Huber & Associates Interface Development Services supplied by Huber & Associates 2. MOBIUS Integrated Library Software Services supplied by MOBIUS

10601622 Jackson Sep 3, 2014



NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
<http://www.oa.mo.gov/purch>

CONTRACT NUMBER C212069001	CONTRACT TITLE DOC Legacy Systems Support
AMENDMENT NUMBER 002	CONTRACT PERIOD June 4, 2014 through June 3, 2015
REQUISITION NUMBER NR 300 31944000003	VENDOR NUMBER 4315161090 4
CONTRACTOR NAME AND ADDRESS Huber & Associates, Inc. 1400 Edgewood Drive Jefferson City, MO 65109	STATE AGENCY'S NAME AND ADDRESS State of Missouri OA/ITSD – Department of Corrections 301 W. High Street, Rm. 270 Jefferson City, MO 65102-0809
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: Contract C212069001 is hereby amended pursuant to the attached signed Amendment #002 dated 04/15/14.	
BUYER Roy Burgess	BUYER CONTACT INFORMATION Email: roy.burgess@oa.mo.gov Phone: (573) 751-1692 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE April 24, 2014
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT 	



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
CONTRACT AMENDMENT

AMENDMENT NO.: 002
CONTRACT NO.: C212069001
TITLE: DOC LEGACY SYSTEMS SUPPORT
ISSUE DATE: 04/21/14

REQ NO.: NR 300 31944000003
BUYER: ROY BURGESS
PHONE NO.: (573) 751-1692
E-MAIL: roy.burgess@oa.mo.gov

TO: HUBER & ASSOCIATES, INC.
1400 EDGEWOOD DRIVE
JEFFERSON CITY, MO 65109

RETURN AMENDMENT NO LATER THAN: 04/11/14 AT 5:00 PM CENTRAL TIME TO THE DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	Larissa.Bess@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	DPMM, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	DPMM, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

STATE OF MISSOURI
OA/ITSD - DEPARTMENT OF CORRECTIONS
301 W. HIGH STREET, ROOM 270
JEFFERSON CITY, MO 65102

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Huber & Associates, Inc	LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Huber & Associates, Inc.
MAILING ADDRESS 1400 Edgewood Drive	IRS FORM 1099 MAILING ADDRESS 1400 Edgewood Drive
CITY, STATE, ZIP CODE Jefferson City, MO 65109	CITY, STATE, ZIP CODE Jefferson City, MO 65109

CONTACT PERSON Pam Kroeger		EMAIL ADDRESS pkroeger@teahuber.com
PHONE NUMBER 573-634-5000		FAX NUMBER 573-634-5500
TAXPAYER ID NUMBER (TIN) 43-1516109	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 4315161090 4
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt <small>(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)</small>		
AUTHORIZED SIGNATURE 		DATE 04/15/14
PRINTED NAME Brent Christensen		TITLE Chief Operations Officer

AMENDMENT #002 TO CONTRACT C212069001

CONTRACT TITLE: DOC LEGACY SYSTEMS SUPPORT

CONTRACT PERIOD: JUNE 4, 2014 THROUGH JUNE 3, 2015

The State of Missouri hereby exercises its option to renew the above-referenced contract.

The contractor shall indicate on the attached pricing page(s) the firm fixed prices for the above contract period. Any price increase quoted must not exceed the maximum percentage increase stated in the contract (4%). The contractor shall understand and agree if the contractor responds with any renewal period pricing increase, such increase may result in a justification request or in the state conducting a new procurement process rather than accepting the contractor's proposed renewal option pricing.

All other terms, conditions and provisions of the previous contract period shall remain the same and apply hereto. The contractor shall sign and return this document, along with completed pricing, on or before the date indicated.

The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

PRICING PAGE

Description	Estimated Quantity	Unit of Measure	Firm, Fixed Unit Price for up to 160 hours per month (not to exceed 40 hours per week)	Firm, Fixed Unit Price for over 160 hours per month
Remote Support of the Department of Corrections' Legacy System	750 hours per year	Hour	\$0.00	\$150
After hour emergency answering services (nights, weekends, and holiday)	50 hours per year	Hour	\$0.00	\$225

Description	Unit of Measure	Firm, Fixed Unit Price
Remote Software Maintenance/Support and Enhancements for the DOC's Legacy Systems.	Year	\$285,500



NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
<http://www.oa.mo.gov/purch>

CONTRACT NUMBER C212069001	CONTRACT TITLE DOC Legacy Systems Support
AMENDMENT NUMBER 001	CONTRACT PERIOD June 4, 2013 through June 3, 2014
REQUISITION NUMBER NR 300 31943000007	VENDOR NUMBER 43151610904
CONTRACTOR NAME AND ADDRESS Huber & Associates, Inc. 1400 Edgewood Drive Jefferson City, MO 65109	STATE AGENCY'S NAME AND ADDRESS State of Missouri OA/ITSD – Department of Corrections 301 W. High Street, Rm. 270 Jefferson City, MO 65102-0809
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: Contract C212069001 is hereby amended pursuant to the attached signed Amendment #001 dated 03/26/13.	
BUYER Roy Burgess	BUYER CONTACT INFORMATION Email: roy.burgess@oa.mo.gov Phone: (573) 751-1692 Fax: (573) 526-9816
SIGNATURE OF BUYER <i>Roy Burgess</i>	DATE 4/09/13
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT <i>James Miluski</i>	



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
CONTRACT AMENDMENT

AMENDMENT NO.: 001
CONTRACT NO.: C212069001
TITLE: DOC LEGACY SYSTEMS SUPPORT
ISSUE DATE: 03/26/13

REQ NO.: NR 300 31943000007
BUYER: ROY BURGESS
PHONE NO.: (573) 751-1692
E-MAIL: roy.burgess@oa.mo.gov

TO: HUBER & ASSOCIATES, INC.
1400 EDGEWOOD DRIVE
JEFFERSON CITY, MO 65109

RETURN AMENDMENT NO LATER THAN: 04/04/13 AT 5:00 PM CENTRAL TIME TO THE DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	Roy.burgess@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	DPMM, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	DPMM, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

STATE OF MISSOURI
OA/ITSD - DEPARTMENT OF CORRECTIONS
301 W. HIGH STREET, ROOM 270
JEFFERSON CITY, MO 65102

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Huber & Associates, Inc.
MAILING ADDRESS 1400 Edgewood Drive
CITY, STATE, ZIP CODE Jefferson City, MO 65109

LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Huber & Associates, Inc.
IRS FORM 1099 MAILING ADDRESS 1400 Edgewood Drive
CITY, STATE, ZIP CODE Jefferson City, MO 65109

CONTACT PERSON Pam Kroeger		EMAIL ADDRESS pkroeger@camhuber.com	
PHONE NUMBER 573-634-5000		FAX NUMBER 573-634-5500	
TAXPAYER ID NUMBER (TIN) 43-1516109	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 43151610904	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt		(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)	
AUTHORIZED SIGNATURE 		DATE 03-26-13	
PRINTED NAME Brent Christensen		TITLE Chief Operations Officer	

AMENDMENT #002 TO CONTRACT C212069001

CONTRACT TITLE: DOC LEGACY SYSTEMS SUPPORT

CONTRACT PERIOD: JUNE 4, 2013 THROUGH JUNE 3, 2014

The State of Missouri hereby exercises its option to renew the above-referenced contract.

The contractor shall indicate on the attached pricing page the firm fixed prices for the above contract period. Any price increase quoted must not exceed the maximum percentage increase stated in the contract (2% increase).

The contractor shall understand and agree that due to the state's budgetary constraints, if the contractor responds with any renewal period pricing increase, such increase may result in the state conducting a new procurement process rather than accepting the contractor's proposed renewal option pricing.

All other terms, conditions and provisions of the previous contract period shall remain the same and apply hereto. The contractor shall sign and return this document, along with completed pricing, on or before the date indicated.

The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

PRICING PAGE

Description	Estimated Quantity	Unit of Measure	Firm, Fixed Unit Price for up to 160 hours per month (not to exceed 40 hours per week)	Firm, Fixed Unit Price for over 160 hours per month
Remote Support of the Department of Corrections' Legacy System	750 hours per year	Hour	\$0.00	\$150
Description	Estimated Quantity	Unit of Measure	Firm, Fixed Unit Price for up to 5 hours per month	Firm, Fixed Unit Price for over 5 hours per month
After hour emergency answering services (nights, weekends, and holiday)	50 hours per year	Hour	\$0.00	\$225

Description	Unit of Measure	Firm, Fixed Unit Price
Remote Software Maintenance/Support and Enhancements for the DOC's Legacy Systems.	Year	\$285,500

**DIVISION OF PURCHASING AND MATERIALS MANAGEMENT
CONTRACT RENEWAL/AMENDMENT
ROUTING GUIDE**

Action Performed	Route	Initials	Date
1. Initiate Preparation Instructions (If applicable)	Buyer	<u>RS</u>	<u>3/26</u>
Renewal <input checked="" type="checkbox"/> Amendment _____ Admin. _____			

- (1a) % Increase with Signature Required
- _____ (1b) \$ Increase with Signature Required
- _____ (2) Asking to Extend
- _____ (3) No Increase, Signature not Required
- _____ (4a) % Increase, Bond Required, Signature Required
- _____ (4b) \$ Increase, Bond Required, Signature Required
- _____ (4c) No Increase, Bond Required, Signature Required
- _____ Per Bond \$ _____ Sur Bond \$ _____
- _____ Other -- See Attached

Increase/Decrease	Description
(1)	renewal period of (4)
\$ 2%	_____
\$ _____%	_____
\$ _____%	_____

2. Prepare Renewal/Amendment	Section Support	<u>RS</u>	<u>3/26</u>
------------------------------	-----------------	-----------	-------------

HB600	Blind/Shelter Participation	M/WBE Participation
Follow Up / <input checked="" type="checkbox"/> No Follow up	Follow Up / <input checked="" type="checkbox"/> No Follow up	Follow Up / <input checked="" type="checkbox"/> No Follow up
Date: <u>3/25/13</u>		

Contractor's Email Address: _____

3. Approve Renewal/Amendment	Buyer	<u>RS</u>	<u>3/26</u>
	Purch Mgr.	_____	_____
	Section Mgr.	_____	_____
	Assist. Dir.	_____	_____
4. Reproduce and Mail Amendment if signature is required	Section Support	<u>RS</u>	<u>3/26</u>
<i>Return 4/04</i>			
5. Prepare Award of Renewal/Amendment & Statewide Notice	Buyer	_____	_____
6. Type Acceptance Language & Statewide Notice	Section Support	_____	_____
7. Approve, Sign Award & Statewide Notice	Buyer	<u>RS</u>	<u>3/27</u>
	Purch Mgr.	_____	_____
	Section Mgr.	_____	_____
	Assist. Dir.	_____	_____
8. Process in SAM II AM _____	<u>Section Support</u>	<u>RS</u>	<u>4/9</u>
(8a) Advise MBE/WBE Report Coordinator of Completed Renewal/Updated Subcontractor Information	Section Support	_____	_____
9. Process (Copy and Distribute) Renewal/Amendment	Section Support	<u>RS</u>	<u>4/9</u>
10. Image Document	Central Support	<u>CF</u>	<u>4/22</u>



State of Missouri

OFFICE OF ADMINISTRATION

Division of Purchasing and Materials Management

Contract Amendment Documentation

The following documentation consists of additional contract amendment documentation. The additional contract amendment documentation is not a part of the official contract amendment, but provides supporting information for the official contract amendment.

Burgess, Roy

From: Stoll, Gary
Sent: Tuesday, April 09, 2013 7:54 AM
To: Burgess, Roy
Subject: RE: NR 300 31943000007 Renewal C212069001

Please proceed with the renewal at the price offered by Huber & Assoc.

Thanks

Gary Stoll, CPPB

Purchasing Manager
Missouri Department of Corrections
(573)-526-6402

From: Burgess, Roy
Sent: Tuesday, April 09, 2013 7:53 AM
To: Stoll, Gary
Subject: RE: NR 300 31943000007 Renewal C212069001

An ok will suffice to verify to renew at the renewal pricing. Yes, ITSD did the NR.

Thanks,

Roy Burgess
State of Missouri
Office of Administration
Division of Purchasing and Materials Management
Phone: (573) 751-1692
Fax: (573) 526-9816
U.S.M.C. Veteran

From: Stoll, Gary
Sent: Tuesday, April 09, 2013 7:49 AM
To: Burgess, Roy
Subject: FW: NR 300 31943000007 Renewal C212069001

Roy,
Do you need anything from us other than an ok? I believe ITSD did the NR?

Gary Stoll, CPPB

Purchasing Manager
Missouri Department of Corrections
(573)-526-6402

From: Lenger, Lenard
Sent: Tuesday, April 09, 2013 7:45 AM
To: Stoll, Gary
Cc: Wood, Susan; Crapenhof, Jim
Subject: FW: NR 300 31943000007 Renewal C212069001

Gary, please execute an amendment for renewal the legacy support contract with Huber's. Let me know if you need anything from me.

Susan, Gary will need a requisition to renew.

Thank you both.

From: Burgess, Roy
Sent: Tuesday, April 09, 2013 7:41 AM
To: Lenger, Lenard
Subject: NR 300 31943000007 Renewal C212069001

Huber & Associates submitted renewal pricing at the same price as the original contract period even though they were allowed a 2% increase. See the attached spreadsheet.

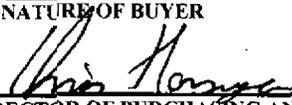
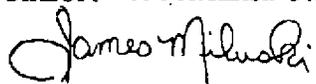
Please let me know your decision to proceed with the renewal pricing. Thanks,

Roy Burgess
State of Missouri
Office of Administration
Division of Purchasing and Materials Management
Phone: (573) 751-1692
Fax: (573) 526-9816
U.S.M.C. Veteran



NOTICE OF AWARD

State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
<http://www.oa.mo.gov/purch>

SOLICITATION NUMBER B2Z12069	CONTRACT TITLE DOC Legacy Systems Support
CONTRACT NUMBER C212069001	CONTRACT PERIOD June 4, 2012 through June 3, 2013
REQUISITION NUMBER NR 300 31941200001	VENDOR NUMBER 4315161090 4
CONTRACTOR NAME AND ADDRESS Huber & Associates, Inc. 1400 Edgewood Drive Jefferson City, MO 65109	STATE AGENCY'S NAME AND ADDRESS State of Missouri OA/ITSD – Department of Corrections 301 W. High Street, Rm. 270 Jefferson City, MO 65102-0809
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The proposal submitted by Huber & Associates, Inc. in response to B2Z12069 is awarded for Remote Software Maintenance\Support and Enhancements. Optional Kiosk Hardware Maintenance and iSeries Systems Support shall be excluded from the contract.	
BUYER Chris Korsmeyer	BUYER CONTACT INFORMATION Email: Chris.Korsmeyer@oa.mo.gov Phone: (573) 751- 4578 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE June 1, 2012
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT 	



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
REQUEST FOR PROPOSAL (RFP)

RFP NO.: B2Z12069
TITLE: DOC Legacy Systems Support
ISSUE DATE: 3/15/12

REQ NO.: NR 300 31941200001
BUYER: Chris Korsmeyer
PHONE NO.: (573) 751-4578
E-MAIL: chris.korsmeyer@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 4/3/12 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN PROPOSAL TO: (U.S. Mail) DPMM or (Courier Service) DPMM
PO BOX 809 PO BOX 809
JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE YEAR

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

State of Missouri Office of Administration,
Information Technology Services Division – Department of Corrections
301 W High St, RM 270
Jefferson City, MO 65102-0809

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 01/26/12). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Huber & Associates, Inc.		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Huber & Associates, Inc.	
MAILING ADDRESS 1400 Edgewood Drive		IRS FORM 1099 MAILING ADDRESS 1400 Edgewood Drive	
CITY, STATE, ZIP CODE Jefferson City, MO 65109		CITY, STATE, ZIP CODE Jefferson City, MO 65109	
CONTACT PERSON Elizabeth Huber		EMAIL ADDRESS ehuber@teamhuber.com	
PHONE NUMBER 573-634-5000		FAX NUMBER 573-634-5500	
TAXPAYER ID NUMBER (TIN) 43-1516109	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 431516109 04	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE	
PRINTED NAME Elizabeth Huber		TITLE CEO	



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Letter of Transmittal

April 3, 2012

Mr. Chris Korsmeyer
Buyer
State of Missouri
Division of Purchasing and Materials Management
301 West High Street, Room 630
Jefferson City, MO 65101
E-Mail: Chris.Korsmeyer@oa.mo.gov

REF: DOC Legacy Systems Support

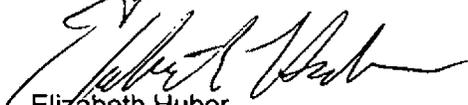
Dear Mr. Korsmeyer:

Huber & Associates, Inc. is pleased to respond to the State of Missouri's Request for Proposal for Legacy Systems Support for the Department of Corrections. Submission of this proposal constitutes acceptance by Huber & Associates of all conditions contained in the RFP, including the evaluation factors as deemed appropriate by the State of Missouri.

We are excited for this opportunity to continue to expand our partnership with the State of Missouri and the Department of Corrections. This proposal reflects our long-term commitment to helping the State achieve your business objectives. We are confident that our team has the knowledge, experience, and resources available to support your requirements.

Thank you for your time and consideration. We look forward to answering any questions from the Evaluation Committee. Please feel free to contact us either by phone or email.

Sincerely,


Elizabeth Huber
CEO


Pam Kroeger
Director of Software Development



Executive Summary

Huber & Associates is very pleased to respond to RFP B2Z12069 for DOC Legacy Systems Support. The "Legacy Systems" defined in the RFP are a group of systems that Huber & Associates has been very proud to not only support for the DOC, but to have also been involved in their design and creation.

We are proud to have been involved in the design, creation, and support of these systems because of the value that these systems provide to the DOC.

This value has been recognized in the prestigious awards the Offender Finance Office of the DOC has received for its innovation and efficiencies gained in implementing the systems supported through this RFP response:

- 2009 Governor's Award for Quality and Productivity for the Offender Debit Card program
- 2010 Bright Idea's program through the Ash Center for Democratic Governance and Innovation at the John F. Kennedy School of Government at Harvard University for the Offender Kiosk systems.

The DOC has invested with Huber & Associates to design, build, support, and enhance these systems over the past fifteen years beginning in 1998 with our support of your effort to implement a Y2K version of the Inmate Banking software and to develop a new Y2K version of the Canteen Point of Sale system (although the relationship between the DOC and Huber & Associates began over 10 years earlier with system support of your AS/400 and iSeries computers).

The Point of Sale system expanded our applications development relationship with the DOC, and it established a reputation for Huber & Associates' ability to design, build and implement solutions for the DOC in a timely fashion and at bargain prices – not only was the Point of Sale application built for a cost that was 1/3 less than the nearest competitor's price, but the improvements it included over the system it replaced provided savings that completely paid for the new system and its support over time.

The systems that we support at the DOC have paid for themselves in hard dollar benefits to the DOC. These savings continue every day, providing huge benefits to the DOC which far outweigh the support costs.



As these systems provide invaluable benefits to the DOC, it is imperative that the systems function for the DOC as flawlessly as possible every day. Therefore, the support provided for these systems must be solid, reliable and dependable.

The RFP lists the General Performance Requirements necessary to support the DOC Legacy Systems, and Huber & Associates is committed to going beyond those requirements to continue to provide the DOC with outstanding, comprehensive customer support.

To keep these Legacy systems performing optimally, the DOC personnel need to know that they can call for help 24 hours a day, seven days a week without having to wonder:

- Whom do I call?
- Which number do I call?
- Is my problem covered on a contract?
- Is my problem an application issue? A hardware systems issue? A network issue?
- If my problem is an application issue, which application?
- Is my problem "outside the scope" of my support contract?
- Is the solution to my problem a "fix" or an "enhancement?"
- Do I have to do extensive problem determination before I call for help to save the DOC money?

The DOC personnel also need to know that as systems change, they can rely on their support vendor to make the necessary adjustments to allow operations to smoothly continue without having to continually get out new RFPs for this additional support.

The DOC also needs to be confident that the support is being provided in a cost effective manner, and that the State receives value for each dollar spent.

We have developed our response to this RFP not only to handle the detailed specifications listed in the RFP, but also to be flexible enough to handle requirements not specifically requested by the RFP. For example, several systems have inadvertently been omitted from the RFP (such as Releases, Check Reconciliation, Constituent Services, and the Child Support Interface), and we are confident that the DOC will continue to need to have them supported. We have, therefore, included support for those systems in our response. We have designed a response that will provide the DOC with support for all the systems that Huber & Associates now supports for the DOC.

The flexibility we have designed into our response will also cover the DOC as systems change. The DOC OPII systems are in the process of being replaced by MOCIS. The Legacy Systems contain numerous interfaces to the OPII systems which will have to be replaced or modified as the MOCIS



modules are implemented. We have, therefore, included the ability for the DOC to use Huber & Associates for the replacement or modification of those interfaces in our response, allowing the DOC to avoid the expense of producing and evaluating and awarding additional RFPs for this additional support.

Huber & Associates is very pleased to be able to continue to provide outstanding personnel to the DOC to support this contract. Our support team will continue to be led by Pam Kroeger who has over 25 years of Information Technology experience in Correctional Institutions, ten of which she gained at the DOC. Of our over 60 employees, almost all are available in some capacity to support the DOC with strong programming, systems and administrative expertise.

Huber & Associates not only has the personnel required to support the DOC, but also has the facilities, systems and infrastructure required to support the Legacy Systems. Since our company's beginning in 1986, we have invested in the same systems that our clients use to allow us to provide support and training on those systems. In the summer of 2004, Huber & Associates moved its headquarters into a newly renovated facility in Jefferson City, Missouri, containing almost 20,000 square feet of office space, classroom space, and raised-floor computer room space. This facility includes an IBM Business Partner Innovation Center; one of only a limited number of IBM-approved centers in the country. This facility has helped Huber & Associates expand and better support our clients by allowing us to provide additional training, planning, implementation, testing, disaster recovery and high availability services.

Our Innovation Center houses nine different IBM iSeries and/or Power Systems with i/os. We provide our own test and development environments allowing us to avoid stressing the DOC systems. We also have a test WebSphere Intel server in our data center and provide the production one on the floor of the State Data Center to support the Kiosk and Point of Sale Systems. Although the support of this WebSphere server at the State Data Center is not specifically included in the RFP specifications, Huber & Associates intends to support that server as well through this contract under the Optional Service for Kiosk Hardware Maintenance.

Our Innovation center also houses many other servers with applications that we use to provide support to our customers. In 2007, we installed an industry leading Professional Services Automation tool called ConnectWise to provide Huber & Associates with a powerful Help Desk and Ticketing system to help us document, track and respond to the DOC issues.

Our Method of Performance includes 24 hour a day, seven days a week support. Any time of the day or night, the DOC personnel can call our main number, 573-634-5000, for support. This number is always answered in person, never via an automated response. Our staff at Huber & Associates answers the number Monday through Friday from 8:00 am to 5:00 pm, and our answering service



picks it up after hours. Any after hour calls are immediately "live transferred" to Huber & Associates personnel, typically Jim Huber, himself. Mr. Huber gathers information from the caller and uses his over 30 years of problem solving experience to determine the best course of action. He then dispatches the call to the Huber & Associates personnel most appropriate to handle the situation, and he requires the employees handling the situation to give him regular updates until the issue is resolved. This commitment to excellent customer support has given us the reputation of providing "extreme, 'always on' customer service."

In this document, we have strived to give the DOC a response which covers the support requirements documented in the RFP, but also includes the flexibility to cover support requirements not specifically stated. Our goal is to provide the DOC with a response that allows you to get all the Huber & Associates support you need in a fashion that is easily budgeted, cost effective, and provides value for each dollar spent.

Our pricing structure creatively balances the DOC's need for an undetermined number of hours of support with the need for quality, experienced support personnel with unsurpassed knowledge of the DOC environment, and the need for the facilities and infrastructure to back that support.

Our support structure includes our investment in the high quality personnel and infrastructure required to provide the 24 hours per day, seven days a week support the DOC needs – these investments in personnel and infrastructure are fixed costs and are not based on the number of hours actually called upon to perform. Therefore, you will see these costs reflected in the "Other Required Costs" pricing section of the bid.

To ensure that our offer is cost effective and provides value for each dollar spent, we have set our hourly support rates to be determined by the number of hours used per month providing that support. A base number of hours are expected and included in our fixed costs, and, therefore priced at no additional hourly cost to the DOC in the Required Costs section.

Our pricing structure is based upon our experience providing support to the DOC for the past 26 years. For example, in 2011, Huber & Associates provided over 2000 hours in support of the systems at the DOC during normal business hours, and we were called for help after hours on average once weekly. We believe the number of hours of support required in 2011 is a good predictor of the hours that will be required in the future. We used the historical support requirement in our pricing structure.

We also believe it is in the best interest of the DOC and of Huber & Associates to provide an avenue to all the services that Huber & Associates provides the DOC through this one contract. This consolidation of support contracts removes any confusion as to which contract vehicle is appropriate



to use from the DOC point of view, and allows Huber & Associates to offer cost savings and additional price performance to the DOC as it allows us to remove some administrative overhead of managing multiple contracts. The consolidation of Huber & Associates services into one contract will result in streamlined administration and cost savings to the DOC.

To provide this streamlined administration and provide additional cost savings to the DOC, we have included an A.2.1 Section in our RFP response for these additional services. Specifically, these services are in support of the Kiosk system hardware and the iSeries infrastructure environment. Huber & Associates took over the hardware maintenance of the Kiosk systems several years ago, and by doing so, significantly improved the reliability and availability of the machines. Today, each correctional institution individually contracts with Huber & Associates for the maintenance of these machines; Huber & Associates is offering significant discounts on that maintenance if it is acquired through this consolidated contract. These discounts also include the support of the over 100 Point of Sale workstations at no additional charge.

Huber & Associates is very pleased to have had the opportunity over these last 26 years to work with the DOC. We are also very pleased to have this opportunity to respond to RFP B2Z12069 for DOC Legacy Systems Support which will allow us to continue to support the DOC in the years to come. We believe our RFP response provides the DOC with 24 hour per day, seven days per week access to the people, knowledge, facilities and infrastructure required to provide the support needed. We also believe our RFP response delivers this support with a very flexible and cost effective pricing structure.

Thank you for this opportunity.



Exhibit A – Pricing Pages

The offeror shall provide firm, fixed pricing for support services for the Department of Corrections' legacy systems pursuant to all mandatory requirements herein. The offeror must clearly describe the required firm, fixed hourly rates necessary to meet the RFP requirements herein. The offeror must indicate any other relevant information related to the pricing of their proposed products/services.

A.1 REQUIRED COSTS:

The offeror shall provide firm, fixed pricing for the specified items listed in the table below. Pricing shall include all applicable costs necessary to provide remote support of the systems.

DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	FIRM, FIXED UNIT PRICE FOR UP TO 160 HOURS PER MONTH (Not to Exceed 40 Hours Per Week)*	FIRM, FIXED UNIT PRICE FOR OVER 160 HOURS PER MONTH*
Remote Support of the Department of Corrections' Legacy Systems	750 Hours Per Year	Hour	\$0	\$150

DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	FIRM, FIXED UNIT PRICE FOR UP TO 5 HOURS PER MONTH*	FIRM, FIXED UNIT PRICE FOR OVER 5 HOURS PER MONTH*
After Hour Emergency Answering Services (nights, weekends and holidays)	50 Hours Per Year	Hour	\$0	\$225

**The 160 hour limit per month (not to exceed 40 hours per week) for 8:00 am – 5:00 pm support and the 5 hour limit for after-hours support are based upon the actual hours that were requested for support in 2011. We believe the number of hours of support requested in 2011 is a good predictor of the hours that will be required in the future.*



A.2 OTHER REQUIRED COSTS:

The offeror must state any other required one-time firm, fixed costs and all annual costs (maintenance/support, licensing, etc.) necessary to meet the RFP requirements herein. The offeror must indicate any other relevant information related to the pricing of their proposed products/services necessary to meet the mandatory requirements of the RFP.

DESCRIPTION	UNIT OF MEAS.	FIRM, FIXED UNIT PRICE	EXPLANATION/ COMMENTS
<p>Remote Software Maintenance/Support and Enhancements for the DOC's Legacy Systems:</p> <ul style="list-style-type: none"> a. Intervention Fees Integrations Systems b. Inmate Revolving Fund Debt Collection c. Department of Revenue Tax Intercept Debt Offset d. Kiosk Software e. Offender Finance f. Point of Sale Software g. Real Vision Imaging System <p><i>The following systems were not specifically referenced in the RFP, but these systems will also be supported:</i></p> <ul style="list-style-type: none"> - Child Support Interface between DSS & DOC - Release System - Check Reconciliation System - Constituent Services 	<p>Year</p>	<p>\$285,500</p>	<p>This price includes access to Huber & Associates' Staff within 1 hour of phoning in a request, 24 x7 x 365. This allows Huber to maintain or acquire qualified staff with all the necessary skills to maintain the DOC legacy systems. This price also includes the necessary software, software license fees, hardware, hardware maintenance fees, office space and supplies needed for Huber staff to process the DOC's requests.</p>



A.2.1 OPTIONAL COSTS:

DESCRIPTION	UNIT OF MEAS.	FIRM, FIXED UNIT PRICE	EXPLANATION/ COMMENTS
<p>Kiosk Hardware Maintenance</p> <p><i>*This price is a 20% savings on what the DOC is currently paying for kiosk hardware maintenance.</i></p> <p><i>*Each Institution purchasing Kiosk Hardware Maintenance off this contract will also receive Point of Sale Hardware Maintenance at no extra charge, resulting in a savings of approximately \$3,600/month or over \$43,000/year.</i></p> <p><i>*Hardware replacement parts are not included in this price.</i></p>	<p>Per Kiosk/Per Month</p>	<p>\$36*</p>	<p><i>Description of Support:</i></p> <ul style="list-style-type: none"> • 24x7 Phone Support for problem determination and issue resolution • 72-hour Problem Resolution/Turnaround • Remote Monitoring of equipment • Remote reboot of equipment • Support and maintenance of POS/Kiosk Application Server • Support of Info^Mate operating system • On-site installation of new or used equipment (If necessary) • On-site troubleshooting (If Necessary) • Equipment Warranty Administration • Ordering and Shipping replacement Equipment • Parts Depot • Testing of failed equipment <p><i>Equipment Covered:</i></p> <ul style="list-style-type: none"> • Touch Screen Monitors • Keyboards • USB Keys • Info^Mate Client • Kiosk Dell Computers • POS Scanners • POS Printers • Cables



iSeries Systems Support (8:00 a.m. – 5:00 p.m., Monday – Friday)	Hour	\$150.00	<i>iSeries System & Infrastructure Support</i> <i>Examples include:</i> <ul style="list-style-type: none"> • Configuration & Installation • OS Upgrades & Migrations • System Management & Administration • Performance Tuning & Capacity Planning • Site Preparation • Storage Integration
iSeries Systems Support – (After Hours, Weekends, Holidays)	Hour	\$225.00	<i>iSeries System & Infrastructure Support</i> <i>Examples include:</i> <ul style="list-style-type: none"> • Configuration & Installation • OS Upgrades & Migrations • System Management & Administration • Performance Tuning & Capacity Planning • Site Preparation • Storage Integration

A.3 RENEWAL PERIOD PRICING:

The Division of Purchasing and Materials Management shall have the sole option to renew the contract in four (4) year increments, or a portion thereof, for a maximum total of four additional years for provision of system maintenance and support.

The offeror must indicate below the maximum allowable percentage of price increase or guaranteed minimum percentage of price decrease applicable to the renewal option periods. If a percentage is not quoted (i.e. left blank), the state shall have the right to execute the option at the same price(s) quoted for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.



All increases or decreases shall be calculated against the ORIGINAL contract price, NOT against the previous year's price. A CUMULATIVE CALCULATION SHALL NOT BE UTILIZED.

The percentages indicated below will be used in the cost evaluation to determine the potential maximum financial liability to the State of Missouri.

NOTICE: DO NOT COMPLETE BOTH A MAXIMUM INCREASE AND A MINIMUM DECREASE FOR THE SAME RENEWAL PERIOD.

	<u>Maximum Increase</u>	OR	<u>Minimum Decrease</u>
1st Renewal Period:	original price + <u>2</u> %	OR	original price - _____ %
2nd Renewal Period:	original price + <u>4</u> %	OR	original price - _____ %
3rd Renewal Period:	original price + <u>6</u> %	OR	original price - _____ %
4th Renewal Period:	original price + <u>8</u> %	OR	original price - _____ %



Exhibit B – Experience/Reliability of Organization, Expertise of Personnel

EXHIBIT B EXPERIENCE AND EXPERTISE OF PERSONNEL (Evaluation is 50 points)

The evaluation of the offeror's experience and expertise of personnel shall be subjective based on the ability of the offeror to perform the requirements stated herein. Therefore, the offeror should present detailed information regarding the organization's experience and expertise of proposed personnel. The following information should be provided by the offeror in order to assist the State of Missouri in evaluation of the offeror's experience and expertise of personnel. The state reserves the right to use this information, including information gained from any other source, in the evaluation process.

B.1 EXPERIENCE:

1. The offeror should describe any previous contract experiences of a similar maintenance and support responsibility and technologies involved as described in this RFP. The offeror should describe in detail their experience with required specifications described in this RFP.

Huber Response:

The best possible previous contract experience for a vendor to have in support of this RFP is to have the experience that Huber & Associates has – we have been the vendor responsible for the design, creation, and support of these systems for the past 15 years!

Huber & Associates has experience with providing 24x7 support to many of our other clients as well. Several examples would be the support we provide for Active Network (the company providing Hunting & Fishing licenses for the State of Missouri), the City of Lee's Summit, all of our over 100 Enterpol Public Safety software clients, and our Huber Advantage clients. For these clients, we provide remote monitoring, 24x7 support, and extensive problem determination and resolution.

Description of Current DOC Support of Legacy Systems:

We have provided Missouri Department of Corrections (DOC) with software support of legacy systems since 1998, and support on Kiosk hardware in all of the Institutions for the last six years.



The Inmate Banking System was written by the AIMS Corporation. The DOC hired Huber & Associates to help AIMS implement this system in 1999, and we have been supporting it since that time. AIMS went out of business several years ago, and they did not supply source code to this system. However, Huber & Associates is very familiar with the Object Control Language, the data base files, and the application itself, which enables us to efficiently support this legacy system.

In 1999, Huber & Associates was hired to custom write a Canteen Point-of-Sale system for the DOC; and the following year we implemented this system at every institution in the State.

In 2000, we wrote the Inmate Revolving Fund Debt Collection System. Since that time, we have implemented and supported Intervention Fee Systems and the DOR Debt Offset Tax Intercept System and integrated them into the Inmate Revolving Fund Debt Collection System.

In 2009, Huber and Associates was hired by the DOC to write a replacement to the AIMS Inmate Banking Software. Since then, Huber & Associates has worked with the DOC to replace and add several Inmate Banking systems, including: Mandatory Savings, Releases, Check Reconciliation, Inmate Payroll, Budget, Batch Processing, Debt Collection, Reporting, and Invoicing. These systems are part of the management of the Inmate Account fund.

We have installed the Real Vision Imaging (RVI) system and integrated it with several of the Offender Finance Systems.

Kiosk and Canteen Point of Sale are also systems Huber & Associates has developed and supported for the DOC. We provide support remotely for Kiosk applications, Kiosk hardware, and Kiosk operating system software. We also provide and support the Kiosk/POS WebSphere server. We are able to provide this support with access granted to us through the DOC to the network and systems. Using tools we have developed to monitor each Kiosk by location, unit id and IP address, we are able to take over any kiosk machine for problem resolution. We also provide support remotely via telephone and email and can usually walk users through "how to's" on troubleshooting and hardware installation. We provide help and instructions to end users about how to use the hardware and the software, often at the end user's request by telephone or by email. Each issue that is reported to Huber & Associates is resolved as quickly as possible.

Huber & Associates has written and continues to support other applications for the DOC, including Constituent Services (CStar) and the Scanner Gun System for POS. We are also



currently working on creating an interface between DSS and the DOC to process child support collections. The support for this new interface will also be covered by this contract.

The DOC Offender Finance Systems use a wide variety of technologies, including: RPG36, RPG, RPGLE, CL, OCL, Java, WebSphere, SQL, Visual Basic, Real Vision, Lansca, Query 400, .net, Linux, OS400, and Microsoft. Not only is Huber & Associates very knowledgeable about the wide variety of applications in use at the DOC, but we are also proficient in all of these technologies. It takes many full-time employees to support this complicated DOC environment.

- a. The offeror should provide information that documents the depth and number of resources (i.e., financial, supplies, facilities, infrastructure, and human resources) to ensure completion of all RFP requirements. The offeror should document how sufficient resources will be provided to the State of Missouri.

Huber Response:

Huber & Associates has available resources to ensure successful completion of all RFP requirements. Because of our close proximity to the Missouri Department of Corrections, we can provide immediate, as-needed resources throughout the duration of this project. We are committed to providing all the resources necessary to ensure success!

Human Resources:

Huber & Associates will provide outstanding personnel to the DOC to support this contract. Our support team will continue to be led by Pam Kroeger who has over 25 years of Information Technology experience in Correctional Institutions, ten of which she gained at the DOC. Of our over 60 employees, almost all are available in some capacity to support the DOC with strong programming, systems and administrative expertise.

Facilities, Supplies, and Infrastructure:

Huber & Associates not only has the personnel required to support the DOC, but also has the facilities, systems and infrastructure required to support the Legacy Systems. Since our company's beginning in 1986, we have invested in the same systems that our clients use to allow us to provide support and training on those systems. In the summer of 2004, Huber & Associates moved its headquarters into a newly renovated facility in Jefferson City, Missouri,



containing almost 20,000 square feet of office space, classroom space, and raised-floor computer room space.

Huber & Associates' Class 1/Class A facility, located at 1400 Edgewood Drive, Jefferson City, Missouri, includes:

- 150kW backup diesel generator
- Weekly fully loaded generator testing
- Redundant heating and air conditioning
- Dual factor electronic access controls for exterior doors and Data Center
- 7 x 24 security
- 24-Hour video surveillance
- 7 x 24 fire, smoke, temperature, & medical emergency monitoring
- Disaster protection, including fire, earthquake, & flood suppression

This facility includes an IBM Business Partner Innovation Center, one of only a limited number of IBM-approved centers in the country; it has helped Huber & Associates expand and offer better support to our clients through additional training, planning, implementation, testing, disaster recovery and high availability services.

Our Innovation Center houses nine different IBM iSeries and/or Power Systems with i/os. We provide our own test and development environments allowing us to avoid stressing the DOC systems. We also have a test WebSphere Intel server in our data center and provide the production server on the floor of the State Data Center to support the Kiosk and Point of Sale Systems. Although the support of this WebSphere server at the State Data Center is not specifically included in the RFP specifications, Huber & Associates intends to support that server as well through this contract, under the Optional Service for Kiosk Hardware Maintenance.

Our Innovation center also houses many other servers with applications that we use to provide support to our customers. In 2007, we installed an industry leading Professional Services Automation tool called ConnectWise to provide Huber & Associates with a powerful Help Desk and Ticketing system to help us document, track and respond to DOC issues.

Financial:

Huber & Associates is proud to be in our 26th year of business. In all of those years, Huber & Associates has never maintained any long-term debt. We have substantial lines of credit (totaling over 4.5 million dollars) with our suppliers such as Arrow Electronics, Ingram Micro,



Tech Data, and IBM. We also have an excellent relationship with several local banks. You may contact Mr. David Myer at Central Bank (573-634-1234) or Mr. Jim Vossen at Hawthorn Bank (573-761-6100) for references.

In 2011, 2010, and 2009, we had \$31 million, \$25 million, and \$27 million respectively in sales, making Huber & Associates one of the largest IBM Business Partners in the Midwest.

2. The offeror should describe the nature of the offeror's business, type of services performed, etc. The offeror should describe the history of the company. The offeror should provide number of years' experience providing services as described in this RFP as well as the number of years working with the with the State of Missouri contracting process.

Huber Response:

Huber & Associates is proud to be in our 26th year of business. Throughout these 26 years, our company has evolved from a hardware sales oriented company to a services provider company.

Business Nature & Structure of Huber & Associates:

Huber & Associates has over 60 employees divided into seven departments consisting of our three overlay departments: Sales, Marketing, and Accounting; and our four primary services departments: Enterpol, Technical Services, Systems Engineering, and Prime Focus Development.

Our Enterpol department develops and supports public safety applications, primarily for police and sheriff's offices in local government. Enterpol has over 100 installations, primarily in Missouri, Kansas, and Ontario, Canada.

Our Technical Services department specializes in networking, solutions involving Intel servers, and providing remote support through our Huber Advantage offerings. This team provides support which allows many of our clients to avoid hiring their own IT staff.

Our Systems Engineering department provides support for the IBM Power System platforms. This support includes remote monitoring, installations, migrations, and problem determination/troubleshooting.

Our Prime Focus department is primarily focused on the State of Missouri Department of Corrections. This team has been responsible for the design, implementation, and support of the DOC's Legacy Systems.

Overview of Huber & Associates' Services:

To achieve our position as an innovative, one-stop technology solution and services provider, Huber & Associates has built a consulting, sales and services organization that provides best-of-breed technologies from across a full spectrum of systems, including hardware, software, storage, networking, and security.

The table below summarizes some of our many services offerings.

<p>Systems & Storage Implementation:</p> <ul style="list-style-type: none"> * Sizing/configuration/installation * Hardware/OS upgrades and migrations * Software installation * Unix, Windows, and Linux implementations * System mgmt. and admin. * Performance tuning / capacity planning * Health checks * Disk and tape storage integration * Site preparation <p>Server & Storage Simplification:</p> <ul style="list-style-type: none"> * Assessment services * Consolidation/optimization/virtualization * Clustering * Logical partitioning (LPAR) <p>Networking:</p> <ul style="list-style-type: none"> * Network analysis and design * Network implementation * Switches and routers * LAN/WAN solutions <p>Data Protection:</p> <ul style="list-style-type: none"> * Disaster recovery (DR) * High availability * Backup and recovery 	<p>Security:</p> <ul style="list-style-type: none"> * Security auditing * Security consulting * Security design and implementation * Firewall Policy Review * Anti-Virus and Anti-SPAM * Intrusion detection/prevention <p>Application Development, Integration, & Modernization</p> <ul style="list-style-type: none"> * Lotus, WebSphere, Java, DB2, Visual Basic/.Net, Rational, RPG, PHP, Microsoft SQL, MySQL * Custom application design * Database design/implementation * Web site design and setup * Web enablement <ul style="list-style-type: none"> Portals Electronic commerce Web content management <p>Collaborative Processes</p> <ul style="list-style-type: none"> * Lotus Notes * Lotus Messaging & Conferencing * Microsoft Exchange * Active Directory * Sharepoint <p>Document Imaging</p> <ul style="list-style-type: none"> * Capture, store, manage, re- 	<ul style="list-style-type: none"> trieve, and route documents * Link to business applications <p>IBM Hardware & Software Asset Management</p> <ul style="list-style-type: none"> * Support options that best match operational and budget requirements * Advance notice of renewal dates * Asset-tracking database <p>Managed Services</p> <ul style="list-style-type: none"> * Remote monitoring of client networks, systems and applications * Web site hosting * Hosted disaster recovery * Remote backups * Offsite tape storage * Staff augmentation * "On demand" services <p>Client Training</p> <ul style="list-style-type: none"> * Classroom Training * Mentoring/Skills transfer <p>Enterpol Public Safety Solution</p> <ul style="list-style-type: none"> * CAD, RMS, JMS
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Company History:

Huber & Associates was launched in 1986 by two electrical engineers who had the minds for computer systems and the hearts for helping people find solutions to problems.

A few years earlier, Jim and Elizabeth Huber met at the University of Missouri-Columbia. After graduating from the College of Engineering, each went on to gain valuable experience with



IBM computer systems. Elizabeth wrote technical manuals, trained users, and supported customers, and Jim installed computer systems and helped businesses optimize their use.

In 1986, they took two life-changing steps: They launched a marriage and a business. With both having roots in mid-Missouri, it was the natural place to plant their computer consulting business. Our company initially operated out of Jim and Elizabeth's first home, where gray metal computer processors served as end tables. In the early years, Jim installed IBM computers for business customers, and Elizabeth joined him in the business on weekends, while continuing to work for IBM during the week.

The business grew quickly, as our reputation for solving technical challenges spread among business, government, and education clients. While continuing as an IBM business partner, Huber also began customizing software programs to help clients accomplish complex tasks. One of the first was a computerized system to track the volumes of constituent mail received by the Missouri Governor's Office.

In 1993, Elizabeth began working for the family company full-time and became chief executive officer and majority shareholder. That allowed Jim to devote himself completely to the role of chief technology officer. Huber & Associates became certified as a woman-owned and operated company.

While expertise in cutting-edge technology has been key to our business success, Elizabeth also credits Jim's early experience in public safety. As a teenager, he worked as a dispatcher in the county sheriff's office, gaining an appreciation for going to the aid of people in distress.

"Even today, he's like a fireman looking for a fire," Elizabeth says. "He loves to help people. If a business has lost its email or accounts receivable, it's just as much a crisis as an automobile accident is. We take this job of helping people very seriously. Jim's background has been a driving force in the business and its culture."

Huber & Associates is known for our "extreme, always-on" customer service. Even in the middle of the night, it's "the number to call if you have a real Mayday," says one of our long-time clients, Pat Siebeneck, Database Administrator for the Missouri Farm Bureau. "When they come in to assess the situation, they really take a personal interest in the project. They ask questions and do research to make valuable judgments. It's not just a business to them. They care so much," she says.

Our company has grown rapidly, serving customers throughout Missouri and other Midwestern states. By our 25th anniversary in 2011, our \$25 million company employed over



60 people working in the company's 20,000-square-foot headquarters in Jefferson City, Missouri, a branch office in Springfield, Missouri, and five other satellite locations.

The professionals hired by Huber & Associates commit to the company's established culture of customer service. Our employees do not think of working for Huber as a job, but as a commitment to one-on-one customer relationships.

Our company's business mission is to help people find solutions through technology. Innovative solutions have included:

- A kiosk system enabling the Missouri Department of Corrections inmates to view their personal accounts and purchase telephone time
- A cell phone application enabling Missouri Department of Conservation agents to confirm hunting and fishing licenses while the agents remain in the field
- An electronic fax receipt system to enhance efficiency of an order fulfillment system for a nationwide textbook distribution center
- A Web-based customer ordering system with automatic inventory updates for a large Midwest specialty food supplier

Although Huber & Associates serves customers in a broad variety of industries, our company has developed a niche in public safety with Enterpol, a software product that automates emergency dispatch and jail management systems. Huber's customers come in all sizes. One of our employees, Sondra Allen, a developer, was one of Huber's first customers when she worked at the Missouri Baptist Convention. "I had a tiny budget, but Huber took just as good of care of us as its big customers. That speaks volumes about why our business has grown."

Huber & Associates has earned the distinction as an IBM Premier Business Partner and serves as a Business Partner Innovation Center. The company is also a Microsoft Gold Partner and was selected for the 2009 Best of Jefferson City Award in the Computer Integrated Systems Design category by the U.S. Commerce Association.

Huber & Associates also strives to be a strong community partner by supporting local schools and churches, the Samaritan Center, Salvation Army, Special Learning Center, and Vogelweid Learning Center. The firm has served as a sponsor of numerous local civic and charity events, including the Heart Ball, Chamber Gala, and Zonta Women of Achievement Luncheon.

Elizabeth and Jim are dedicated to professionally mentoring employees to promote advancement, and Elizabeth mentors youth as a volunteer elementary basketball coach.

Their business philosophy includes three equally important guiding rules:

- Make the workplace fun
- Help people
- Generate a profit to make it possible to continue the first two

State of Missouri & Local Government Experience:

The "Legacy Systems" defined in the RFP are a group of systems that Huber & Associates has been very proud to not only support for the DOC, but to have also been involved in their design and creation.

The DOC has invested with Huber & Associates to design, build, support, and enhance these systems over the past fifteen years beginning in 1998 with our support of your effort to implement a Y2K version of the Inmate Banking software and to develop a new Y2K version of the Canteen Point of Sale system (although the relationship between the DOC and Huber & Associates began over 10 years earlier with system support of your AS/400 and iSeries computers).

Huber & Associates has been a strategic partner for the State of Missouri for 26 years, successfully performing ongoing hardware, software, and services engagements with almost every department in the State. Currently, we hold over 175 IT certifications and have a group of engineers, developers, project managers and system architects who have extensive, hands-on experience with Missouri's infrastructure environment. We have been involved in the design and creation of systems that have received numerous awards and recognitions for the State, including awards in excellence for the development of the KIOSK system at the State of Missouri Department of Corrections.

We currently hold multiple contracts that the State of Missouri can use to procure IBM hardware, software, and services, including:

- Contract #C209049002 – IBM Systems and Peripherals for IBM pSeries (RISC 6000) and iSeries (AS/400) products
- Contract #C206048002 – Comprehensive Service Agreement including IBM Maintenance for IBM pSeries (RISC 6000) and iSeries (AS/400) and Peripherals
- Contract #C208010002 – IBM Systems and Peripherals – Storage



- o Contract #C209054002 – IBM Software
- o Contract #C211034001 – PC Prime Vendor Contract, awarded to World Wide Technologies with Huber & Associates as a sub-contractor

We also partner on an on-going basis with other vendors to provide the services and support needed for additional State of Missouri contracts, including the IT Statewide Consulting Services, Cisco contract, etc. Combining the knowledge and consulting skills of our government specialists with other partners, Huber & Associates brings our public sector clients significant value in pricing, solutions, services, and support.

Huber & Associates' in-depth experience with state and local government agencies comes in part from sales & support of our own suite of custom applications that provide core functionality for public safety agencies – our Enterpol Solutions for Public Safety. Enterpol, which is installed at a multitude of state and local public safety agencies across the United States and Canada, has three major modules: multi-jurisdictional Computer Aided Dispatch (CAD), centrally-accessible Records Management (RMS), and full-featured Jail Management (JMS). Officers of the Missouri Department of Natural Resources are using Enterpol in their vehicles as their records management solution. This secure solution allows them to continue working when they are connected, as well as disconnected, from wireless access points throughout the state of Missouri.

Huber & Associates retains a highly qualified team of application developers dedicated to development and support of public safety and other government applications. Huber & Associates has developed a number of tools for government clients, helping them contain costs, improve performance, and serve the public better. Following are just a few examples:

Info^Mate Kiosk Solution for Corrections Facilities – Huber & Associates has developed inmate-accessible touch screen kiosks located within Corrections institutions. Leveraging IBM WebSphere® Application Server, Info^Mate kiosk allows an inmate to retrieve data from a DB2 database and integrates it with the inmate banking application residing on an IBM System i® server, enabling inmates to check their bank accounts, buy phone time, and place their canteen order.

Smart Phone Application for Conservation Agents – Huber & Associates has created and supported a permit query application for smart phones so that Conservation Protection agents in the field can query the Point Of Sale and Arrest record database stored on the phone to know the permit status of a person.



Internet-based Emergency Management Training System – Huber & Associates has developed and supported an online training application for State Emergency Management Agencies that allows participants to view up-to-the-minute class schedule information, enroll for training, and check their transcript online with a secure User ID and Password. Customizable by state personnel, this automated training system saves SEMA staff time and resources previously required to answer questions and manually enter registrations. The managing organization can print reports, class rosters, certificates, mailing labels, budget stats, letters, and custom documents.

State Tier II Automated Reporting System (STTARS) – Huber & Associates' Online Tier II Reporting System makes Tier II report submission easier. Organizations submit their hazardous materials directly to the SEMA web site, avoiding hours of manual data entry from submitted paperwork.

Correspondence Tracking System (CTS) – Huber & Associates has created a correspondence tracking system to help government agencies log and assign correspondence from constituents and other agencies and organizations (including letters, emails, fax, phone calls, walk-ins, etc.)

Inventory Management Tool – Huber & Associates offers and supports an online tool to help manage clients' inventory. We track key inventory information, including: type, model, serial number, and product description. In addition, maintenance data such as Start & Stop Dates, Software Subscription, Supportline, Alerts & Software Renewal is maintained, giving us the ability to quickly and easily tell our clients what they have on maintenance now, alert them to what's coming off warranty/service within the fiscal year, and provide information needed for next year's budgetary numbers – 'must have' information for making renewal decisions.

3. The offeror should describe its organization and the organization of its proposed subcontractor's(s) organization(s) as it relates to the reliability and market strength/stability of the organization.

Huber Response:

Huber & Associates is proud to be in our 26th year of business. It would be interesting to review the local Yellow Page ads under Computer Support for the last 26 years. You would find Huber & Associates' advertisement listed there every single year, but very few other vendors. This is an example of our market strength and stability throughout those years.



Even the Huber & Associates Jefferson City facility demonstrates our stability. This facility was originally built as a hospital and therefore was designed to withstand fires, floods, tornadoes, and earthquakes. The word "solid" comes to mind as you approach the building, and this stability and dependability is incorporated into the foundation of our company.

Huber & Associates has never maintained any long-term debt. We have substantial lines of credit (totaling over 4.5 million dollars) with our suppliers such as Arrow Electronics, Ingram Micro, Tech Data, and IBM. We also have an excellent relationship with several local banks. You may contact Mr. David Myer at Central Bank (573-634-1234) or Mr. Jim Vossen at Hawthorn Bank (573-761-6100) for references.

In 2011, 2010, and 2009, we had \$31 million, \$25 million, and \$27 million respectively in sales, making Huber & Associates one of the largest IBM Business Partners in the Midwest.

Huber & Associates has over 60 employees divided into seven departments consisting of our three overlay departments: Sales, Marketing, and Accounting; and our four primary services departments: Enterpol, Technical Services, Systems Engineering, and Prime Focus Development.

Our Enterpol department develops and supports public safety applications, primarily for police and sheriff's offices in local government. Enterpol has over 100 installations in Missouri, Kansas, and Ontario, Canada.

Our Technical Services department specializes in networking, solutions involving Intel servers, and providing remote support through our Huber Advantage offerings. This team provides support which allows many of our clients to avoid hiring their own IT staff.

Our Systems Engineering department provides support for the IBM Power System platforms. This support includes remote monitoring, installations, migrations, and problem determination/troubleshooting.

Our Prime Focus department is primarily focused on the State of Missouri Department of Corrections. This team has been responsible for the design, implementation, and support of the DOC's Legacy Systems.

4. The offeror should describe any other companies and organizations that are strategic partners or alliances. Explain what benefit(s) the agency will receive from these alliances and/or partners as it relates to the provision of the required system and services described



herein. Offeror should disclose any corporate affiliations regarding other service organization affiliations, etc.

Huber Response:

As a Premier IBM Business Partner, Microsoft Gold, and Cisco Premier Partner, Huber & Associates has access to IBM, Microsoft, and Cisco's sales, support, and implementation teams, so when our partners and clients do business with us, they not only gain access to the wealth of expertise available at Huber & Associates, but also to the huge resources of these other partners.

We also partner with a specific group within IBM, STG Lab Services, which gives us access to a vast pool of experienced IBM programmers and systems analysts, which we have used to supplement our design and programming services at the DOC. In addition, we supplement our design and programming services with Leeward Associates, a local development company.

We have also partnered with KIOSK Information Systems, an industry leader in the design and manufacturing of self-service kiosks, to provide the kiosk systems used at the DOC.

As a State of Missouri certified WBE, Huber & Associates also partners on an on-going basis with other vendors to provide the services and support needed for additional State of Missouri contracts, including the IT Statewide Consulting Services contract, the Prime Vendor contract, and the Cisco contract.

Combining the knowledge and consulting skills of our government specialists with these other partners, Huber & Associates brings you significant value in pricing, solutions, services, and support.

5. The offeror should describe their maintenance and support experience with legacy application systems for correctional institutions in the United States. The offeror should describe in detail the number of years' experience they have providing maintenance and support for legacy applications and describe the legacy applications they have supported as described in this RFP.

Huber Response:

The best possible previous contract experience for a vendor to have in support of this RFP is to have the experience that Huber & Associates has – we have been the vendor responsible for the design, creation, and support of these systems for the past 15 years!

The "Legacy Systems" defined in the RFP are a group of systems that Huber & Associates has been very proud to not only support for the DOC, but to have also been involved in their design and creation.

The DOC has invested with Huber & Associates to design, build, support, and enhance these systems over the past fifteen years beginning in 1998 with our support of your effort to implement a Y2K version of the Inmate Banking software and to develop a new Y2K version of the Canteen Point of Sale system (although the relationship between the DOC and Huber & Associates began over 10 years earlier with system support of your AS/400 and iSeries computers).

Huber & Associates provides both phone and online support for the following systems:

Intervention Fees (IF) - This system has multiple functions and uses multiple technologies. First, this system was written to replace the vendor Fieldware who tracked and collected intervention fees for probation and parole. Below is a list of all the components associated with Intervention Fees that we support:

- Interface between OPII/MOCIS and Inmate Revolving Fund (IRF) collections system to pick up new inmates being added to the program and new information regarding their program.
- Batch Processing System for IRF – processes batch payments from the DOC SCAN system, Collector Solutions, and any batches that may be manually entered.
- Interface between IRF and Collector Solutions, Inc. (CSI) to pick up IF payments daily.
- Interface daily between IRF and Collector Solutions to send them a file of all inmates on the program and the debt owed.
- Interface daily between IRF and the DOC SCAN system to send the DOC SCAN server a file of all inmates on the program and the debt owed.
- Web services supplied to Verizon 24/7 to handle information for those calling in and using the Interactive Voice Response (IVR) solution. This verifies inmates pin# and allows them to retrieve balance information and see if a payment has been received based on a payment #.
- Web Site that allows inmates to review IRF information on line as well as make a payment through a link to CSI.
- Kiosks and Kiosk IRF application that runs at every P&P site around the state that allows clients to view IRF information as well as make a payment through a link to CSI.

- Late Payment Notices – on the 15th of every month we create a file of all clients/inmates who are late on their payments. We send this file to the state printing shop to print and send out late notices.
- Monitoring Software to monitor all Kiosks to make sure they are up and running.

Inmate Revolving Fund Debt Collections - This system was written to invoice and take payments for the IRF. It runs on the iSeries. It was written in Lansa and uses DB2 database files. IRF funds include loans, halfway house, electronic monitoring, and intervention fees. P&P use this data to review debts owed by their clients.

DOR Tax Intercept Debt Offset – This system was written to interface with DOR's tax refunds. Once a week, a file of all IRF debt owed is sent to DOR for processing. Every week a file of debt amount intercepted is picked up via ftp and applied to the IRF Collection System.

Kiosk Software - The purpose of this system is to provide information and limited function to the inmate. This system allows inmates to serve themselves by giving them the ability to look up their account information. It also allows them to purchase phone time and place canteen orders. This system runs WebSphere on a Linux server. This server is owned by Huber & Associates and is located at the State Data Center. The code running this system is written in Java and executes stored procedures on the iSeries to access the DB2 database and flat files from inmate banking.

Offender Finance (Inmate Banking) – This system was written in 1984 by AIMS. It was updated in 1999 to become Y2K compliant. This system is written in RPG 36 and runs on the iSeries in the System 36 environment. (The System 36 environment is no longer supported by IBM.) AIMS went out of business several years ago, and they did not provide source code. Huber has maintained and supported this system since 2000. All data files are flat files; they are not DB2 tables.

All the following additions or replacements to the Offender Finance system are written in RPGLE using SQL where possible. All new database files are in DB2. These systems run on the iSeries and interface with the existing inmate banking database.

- **Mandatory Savings** – This system was a new addition to the inmate banking system. It calculates and captures how much money is required to be saved for transportation home, based on the inmate's release date and the amount of an inmate's payroll. The money is put in an inmate savings account.



- **Payroll** - This system was a new addition to the inmate banking system which replaced the old payroll system. It calculates and captures how much money is owed based on the type of payroll an inmate is assigned to and how many units he or she worked. It also saves funds for work release payroll savings and maintenance as required by policy and procedure. When payroll is run, it deposits funds to each inmate's account.
- **Debt Collection** - This system was a new addition to the inmate banking system. It calculates and captures how much money is owed by an inmate based on judgments and debts an inmate has. It also collects funds nightly as money is deposited on each inmate's account. There are rules set up on different debts. These rules set amount collected for each debt type against specified transaction types based on the priority assigned. This system is flexible and allows the end user to setup new debt types and rules to process each debt type.
- **Batch Processing** - This system was a new addition to the inmate banking system. Several vendors supply wire transfers to the department daily. These funds are associated with specific inmates. Each wire transfer received is put in a batch and posted to the inmates account nightly.
- **Budget** - This is a new system that tracks the budget for each payroll type for each institution. At the beginning of each year, each institution sets up its budget numbers for payroll in this system. Every time a payroll is processed, the total dollars paid out is entered into the payroll budget system.
- **Invoicing** - This is a system we wrote for Offender Finance to send out payroll invoices to agencies providing jobs for offenders.
- **Reporting** - Several reports have been created by Huber & Associates for the support of Offender Finance. New ad hoc reports are requested periodically for ongoing and one time use.
- **Nightly Processing** - This system was written by AIMS. Huber & Associates helps support issues with this process and have helped to improve this process by replacing all the batch updates that previously ran as part of this process. Huber & Associates routinely receives after hours phone calls from the State Data Center to help resolve issues encountered by the night operators.
- **Balancing** - It is necessary for Offender Finance to balance accounts on a daily basis. Huber & Associates assists the Offender Finance staff when the accounts are out of



balance by searching data electronically for areas that might be out of balance or for transactions that equal the amount that is out of balance. Huber & Associates also tries to determine the cause of the balancing issue.

- **Releases** – This system was a new addition to the inmate banking system. It calculates and captures how much money an inmate is due at the time of his or her release. The institution also runs a release module that is written in Visual Basic. The end result of this system is to remove all funds from an inmate's accounts and make the funds available to the released inmate via a release debit card. Currently we interface with JPay to supply the cards.
- **Check Reconciliation** – This is part of the Inmate Banking system. We receive check files from the bank monthly and interface those to the banking system to mark checks as cancelled.

Point of Sale (POS) Software - This system runs the canteen point of sale operations for inmates to spend their banking funds. This system runs under WebSphere on a Linux server. This server is owned by Huber & Associates and is located at the State Data Center. The code running this system is written in Java which executes stored procedures on the iSeries to access the DB2 database and flat files from inmate banking. This system includes a minimal inventory component. There are over 100 POS Info^Mate client PCs that run POS in the institutions around the department.

- **POS Scanner Gun** – This is a new component to POS Inventory and Order Delivery. It will soon be piloted at FRDC. The purpose of this system is to process orders, do a physical inventory count, help with receiving, and create a digital confirmation of each POS order when it is delivered to a housing unit.

Real Vision Imaging (RVI) – This system was purchased by the DOC to capture document images. This system runs on the iSeries and stores images currently on the iSeries. Huber & Associates has written several systems to interface with RVI: Inmate Correspondence; Payroll; IRF; Releases; Debt Collection; Purchasing; and Constituent Services.

Child Support Interface to DSS – We are currently working on creating an interface between DSS and DOC to process child support collections for DSS.

Constituent Services - This system is a stand-alone system written in RPGLE on the iSeries to track correspondence from constituents. Each inquiry or piece of information is logged



into the system and associated images are scanned and stored in RVI. This system checks both inmate banking and OPII/MOCIS to validate inmate information.

6. The offeror should provide reference contact information (name, role in service provided, phone, and e-mail), please verify correct e-mail address prior to submitting, for services similar to the scope of the RFP. Utilizing the table below (or in a similar format), the offeror should provide up to three references that may be contacted. In addition, the offeror should provide up to two references that may be contacted for any/each subcontractor that the offeror proposes to utilize to meet the requirements of the RFP. Please clearly indicate which references are for subcontractor(s). Please make sure the contact information, including the email addresses, are current, correct and available for reference contact.

The evaluator's inability to contact a reference due to incorrect or inaccurate reference information or failure of the reference contact person to respond shall be considered an invalid reference.



REFERENCE #1	
Contracting Agency/Entity Client Name:	State of Missouri Department of Corrections
Contact Name:	Rodney Kueffer
Contact Title:	Offender Finance Officer
Description of Role/Responsibility the above contact person had in referenced contact work:	Project Sponsor
Contact Phone Number:	573-751-3188
Contact Email Address:	rodney.kueffer@doc.mo.gov
Applicable Dates of Contract Work	1998 - Ongoing
Description of Services	Huber & Associates is a strategic technical solutions partner for the State of Missouri DOC, providing and supporting numerous customized application services for the agency. For example, we have written and continue to maintain the Institution's Canteen Point-of-Sale application, Kiosk and Offender Banking Systems.



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REFERENCE #2	
Contracting Agency/Entity Client Name:	State of Missouri Office of Administration ITSD
Contact Name:	Theresa Roedel
Contact Title:	Computer Information Technology Specialist
Description of Role/Responsibility the above contact person had in referenced contact work:	Major Stakeholder and Subject Matter Expert for the DOC Offender Phone System
Contact Phone Number:	573-522-2783
Contact Email Address:	theresa.roedel@oa.mo.gov
Applicable Dates of Contract Work	1998 - Ongoing
Description of Services	Huber & Associates provides support for the offender telephone system. This support has included providing all the interfaces between the offender telephone system and the DOC inmate banking, offender management, point of sale, and kiosk systems to enable the implementation of debit calling and viewing of offender call history. This support has also included PIN administration and problem resolution related to interfaces to the offender telephone system.



REFERENCE #3

Contracting Agency/Entity Client Name:	Missouri State Highway Patrol
Contact Name:	Doris Fisher
Contact Title:	Programmer Analyst Manager
Description of Role/Responsibility the above contact person had in referenced contact work:	Project Sponsor
Contact Phone Number:	573-751-9000 Ext: 2203
Contact Email Address:	Doris.Fisher@mshp.dps.mo.gov
Applicable Dates of Contract Work	2004 - Present
Description of Services	Huber & Associates provides 24x7 support for MSHP's CJO4 criminal records application and iSeries hardware.



REFERENCE #4	
Contracting Agency/Entity Client Name:	Missouri Department of Natural Resources
Contact Name:	Lucas Anderson
Contact Title:	Park Ranger
Description of Role/Responsibility the above contact person had in referenced contact work:	Park Ranger and key contact for other Park Rangers in the field for Enterpol training and questions
Contact Phone Number:	573-760-2708
Contact Email Address:	lucas.anderson@dnr.mo.gov
Applicable Dates of Contract Work	Ongoing since Enterpol Selection and Deployment to DNR (2004)
Description of Services	Huber & Associates licenses and supports our Enterpol Public Safety software for the Missouri Department of Natural Resources.

B.2 EXPERTISE OF PERSONNEL:

1. The offeror should provide detailed information about the experience and qualifications, including any applicable certifications, of the personnel proposed for each personnel classification provided in response to the RFP and identify whether the staff is that of the *contractor or subcontractor*.
 - The information submitted should clearly identify previous experience of the person in performing similar services and should include beginning and ending dates, a description of the role of the person in such performances, results of the services performed, and whether the person is proposed for the same services for the State of Missouri.
2. The offeror should provide previous work assignments of the proposed personnel that are similar to the work they will be responsible for under the subsequent contract.
3. If personnel are not yet named, the offeror should provide:
 - Detailed descriptions of the required employment qualifications; and
 - Detailed job descriptions of the position to be filled, including the type of person proposed to be hired.

Huber Response:

The best possible previous contract experience for a vendor to have in support of this RFP is to have the experience that Huber & Associates has – we have been the vendor responsible for the design, creation, and support of these systems for the past 15 years!

Huber & Associates' relationship with the DOC began in 1988 with system support of your AS/400 and iSeries computers.

In 1998, we supported your effort to implement a Y2K version of the Inmate Banking software, and we also developed a new Y2K version of the Canteen Point of Sale system.

The Point of Sale system expanded our applications development relationship with the DOC, and it established a reputation for Huber & Associates' ability to design, build and implement solutions for the DOC in a timely fashion and at bargain prices – not only was the Point of Sale application built for a cost that was 1/3 less than the nearest competitor's price, but the improvements it included over the system it replaced provided savings that completely paid for the new system and its support over time.



Huber & Associates designed & developed the Intervention Fees Integration Systems in 2011. These systems were written in RPG & JAVA with a mixture of SQL, FTP, CL components and interfaces with Inmate Banking, Inmate Revolving Fund Debt Collection System, OP11, MOCIS, Verizon IVR, DOC Scan system and CSI Payment Solutions. The Integration Systems include a Batch Processing System, a Report module, an Invoicing system, a web site and a kiosk application. The database is DB2 which resides on the iSeries. The environment is a mix of RPG legacy code and Java running on a Websphere server.

Over the years, Huber & Associates has not only proven we have the technical skills to create and support the DOC's legacy systems, but we have demonstrated the knowledge and ability to offer innovative ideas to the DOC. Such innovations have included the Kiosk concept, the Inmate Pin card, the Info^mate secure client, and rules-driven applications offering the DOC flexibility and freedom from costly program changes.

Huber & Associates is very pleased to be able to continue to provide outstanding personnel to the DOC in support of this new contract. We will continue to utilize the talented team of application developers, technical consultants, and certified project managers who have been supporting the DOC in the past. Our support team will continue to be led by Pam Kroeger who has over 25 years of Information Technology experience in Correctional Institutions, ten of which she gained at the DOC. Of our company's over 60 employees, almost all are available in some capacity to support the DOC with strong programming, systems and administrative expertise.

Following is the core team we have in place to continue to support this contract.

Title of Position: Director of Software Development

<p>Name of Person:</p>	 <p>Pam Kroeger</p>
<p>Educational Degree (s): include college or university, major, and dates</p>	<p>University of Missouri, Columbia, MO (1980 – 1982) Lincoln University, Jefferson City, MO (1982 – 1984) A.A.S. Computer Science</p>
<p>Specialized Training Completed:</p>	<p><i>PMI Certified Project Management Professional, September 2005</i> IBM Information Management DB2 Technical Sales Professional (v1), October 31, 2009 WebSphere Portal Technical Sales Professional (v1), November 3, 2009 IBM Information Management Optim Technical Sales Professional, November 13, 2009</p>
<p># of years' experience in area of service proposed to provide:</p>	<p>26 years</p>
<p>Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships</p>	<p>Huber & Associates' Employee: 17 Years</p>
<p>Describe this person's responsibilities over the past 12 months.</p>	<p>Director of Software Development – has led department of application developers supporting and enhancing legacy systems described in this RFP</p>
<p>Previous employer(s), positions, and dates</p>	<p>Department of Corrections, Data Processing Specialist 1987 – 1996</p>



<p>Previous work assignments similar to the work under this contract</p>	<p>Pam has supported Offender Finance Systems during her 10 years of employment with MO Department of Corrections and during her 17 years of employment with Huber & Associates. She is responsible for the creation of the DOC Kiosk Systems, and Point of Sale. She helped develop most of the Offender Finance Systems that are running at the DOC today. She has worked with a variety of customers designing, developing, implementing and supporting a wide variety of applications. She has worked with Criminal Records, Point of Sale, Consumer Affairs, Accounting Systems, Inventory Systems, Member Management Systems, Highway Patrol, Attorney General, and Public Safety.</p>
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Title of Position: Development/Support	
Name of Person:	 Sondra Allen
Educational Degree (s): include college or university, major, and dates	Southwest Baptist University B.A. Mathematics, 1976
Specialized Training Completed:	IBM Certified Specialist AS/400 RPG IV Programmer IBM Certified DB2 9 Fundamentals 2012 IBM Certified DB2 9.7 Linux,Unix,Windows 2012
# of years' experience in area of service proposed to provide:	35 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Huber & Associates' Employee: 21 Years
Describe this person's responsibilities over the past 12 months.	Lead developer for the DOC Offender Banking Systems and all iSeries RPG related systems
Previous employer(s), positions, and dates	Missouri Baptist Convention Director of Data Processing Nov. 1981 – Nov. 1984, Nov. 1985 – Nov. 1989 Missouri Department of Revenue Programmer Analyst May 1981 – Nov. 1981 Missouri State Court Administrator Programmer Analyst



	<p>Sept. 1980 – May 1981</p> <p>Missouri State Highway Patrol Programmer Aug. 1976 – Aug. 1980</p>
<p>Previous work assignments similar to the work under this contract:</p>	<p>Missouri Department of Corrections, 1999 - Present Provides application support and development for Offender Finance systems including Inmate Revolving Fund Debt Collection System, Inmate Banking, Kiosk, Point of Sale, DOR Debt offset, and child support</p>

Title of Position: Development/Support	
Name of Person:	 Michael Dirks, Leeward Associates
Educational Degree (s): include college or university, major, and dates:	Masters of Business Administration William Woods University, Fulton, Missouri 2004 Computer Science, Bachelor of Science University of Missouri-Columbia, Columbia, Missouri 2001
# of years' experience in area of service proposed to provide:	12 years
Previous employer(s), positions, and dates:	Leeward Associates / Owner Huber & Associates / MoDOC 2011 -2012 Rose International / MoDOT 2009 – 2012 Rose International / Mo DNR 2008 – 2009 Rose International/ MoDOC 2006 – 2008 Ajilon Consulting / 3M 2006 Tier Technologies / 2004 – 2006 Rose International / 2003 – 2004 Shelter Insurance 2001 – 2003
Previous work assignments similar to the work under this contract:	Missouri Department of Corrections Info-Mate Kiosk, POS, Intervention Fees 2011- Present Other DOC Systems 2004 - 2008 COI Hiring Automated Roadbook LENS Modifications Offender Imaging Java and WebSphere

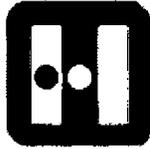
Title of Position: Development/Support	
Name of Person:	 Darin Dutcher
Educational Degree (s): include college or university, major, and dates:	Central Missouri State University, Warrensburg, MO 1987-1990, Marketing & Management
Specialized Training Completed:	IBM Certified Application Developer – Lotus Notes & Domino 8.5, January 21, 2010 4995 Programming with the Microsoft .NET Framework using Microsoft Visual Studio 2005, December 15, 2010 Workplace Forms Technical Sales Professional (v1), October 29, 2009 WebSphere Portal Technical Sales Professional (v1), October 29, 2009 IBM Certified Application Developer – Lotus Notes and Domino 8, January 22, 2009 IBM Certified Application Develop – Lotus Notes and Domino 7, January 21, 2008 Certified Lotus Specialist (CLS) in Application Development for R5, June 20, 2001 Certified Lotus Professional (CLP) in Application Development for R5, June 20, 2001 Certified Lotus Specialist (CLS) in Application Development for R6 Certified Lotus Professional (CLP) in Application Development for R6, June 18, 2001
# of years' experience in area of service proposed to provide:	13 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Huber & Associates' Employee: 9 Years



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<p>Describe this person's responsibilities over the past 12 months.</p>	<p>Missouri Department of Corrections, 2010 - Present Support kiosk hardware, support and implementation; Responsible for hardware installation and support of the rollout of Missouri DOC new Point of Sale system</p>
<p><i>Previous employer(s), positions, and dates</i></p>	<p>Shelter Insurance Programmer</p>
<p>Previous work assignments similar to the work under this contract</p>	<p>Designer of the Huber & Associates' portion of the Intervention Fees website; Lead Hardware Support for Missouri Department of Corrections' Kiosks; Website Designer</p>

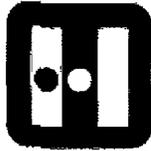
Title of Position: Development/Support	
Name of Person:	 Suresh Desu
Educational Degree (s): include college or university, major, and dates:	University of Missouri-Rolla Master of Science, Computer Science
# of years experience in area of service proposed to provide:	10 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships:	Huber & Associates' Employee: 3 Years
Describe this person's responsibilities over the past 12 months:	Point of Sale, Kiosk, POS Scanner Gun Application, Intervention Fees, County Collector and Assessor Software applications, Conservation SmartPhone Application
Previous employer(s), positions, and dates:	<p>ABB Engineering Design System Project Lead Nov 2005 – October 2009 Played a key role in the design and development of the Engineering Design system. The Design system is the backbone of the company. All orders go through the design system for either new designs or verifying existing designs. Also developed programs to give system-wide visibility to the entire plant</p> <p>Phelps County, Rolla, MO County Collection And Assessment Project Lead March 2005 – November 2005 Designed, developed and implemented the county collection and assessment software for Phelps County. The program assesses all of Phelps county residents and generates tax bills for the residents. The collection program sends the bill and collects the taxes from the residents. The system also</p>



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	<p>generates exhaustive reports to track the different activities at the Assessor & Collector's departments.</p> <p>Missouri Dept Of Revenue Homestead Exemption Act Senior Developer November 2004 - March 2005 Multiple design, development, & support activities</p>
<p>Previous work assignments similar to the work under this contract:</p>	<p>Design, Development, & Support of the DOC Intervention Fees Systems and POS Scanner Gun System.</p>

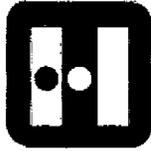
Title of Position: Manager of Technical Support Services	
Name of Person:	 Matt Sekelsky
Educational Degree (s): include college or university, major, and dates:	University of Central Missouri – Warrensburg (2002-2006) BS in Computer Science and Mathematics
Specialized Training Completed:	<ul style="list-style-type: none"> • IBM Certified Deployment Professional for IBM Tivoli Storage Manager V6.1 • IBM Certified Specialist for IBM Bladecenter • IBM eServer Certified Specialist for IBM p5 and pSeries Technical Sales Support • IBM Certified Specialist for IBM System P Solution Sales V5.3 • IBM Certified Specialist eServer pSeries/p5 Administration and Support for AIX 5.3 • IBM Systems Expert pSeries Enterprise Technical Support • IBM Certified Systems Expert eServer Enterprise Technical Support for AIX 5.3 • IBM Virtualization Engine Sales Professional • IBM Certified Storage Administrator for IBM Tivoli Storage Manager V6.1
# of years' experience in area of service proposed to provide:	10+ years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships:	Huber & Associates' Employee: 6 Years
Describe this person's responsibilities over the past 12 months:	<p>Leads a team of technical engineers providing remote support to many of our networking clients</p> <p>Designed and created the Kiosk Info^Mate Operating System</p>



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	Proficient in Linux Operating System
Previous work assignments similar to the work under this contract:	Technical support and implementation experience in a variety of operating systems including Linux, AIX, and Windows. Extensive knowledge of Tivoli Storage Manager, the IBM System Storage product line, and backup methodologies. Experience working with state and corporate customers to engineer systems solutions incorporating IBM System P, System X, Bladecenter, and Tivoli Storage Manager.

Title of Position: Systems Engineer	
Name of Person:	 Paul Jackson
Educational Degree (s): include college or university, major, and dates	<p>Linn Technical College, 1977-1979 Associate of Science Degree – Digital Technology</p> <p>Three Rivers Community College, 1975-1976 Pre-engineering courses</p>
Specialized Training Completed:	<p>IBM Certified Advanced Technical Expert – Power Systems with IBM I, May 8, 2009 IBM Certified Specialist – High-End disk for Open Systems Version 1, May 8, 2009 IBM Certified Specialist – IBM BladeCenter V4, May 7, 2009 IBM Certified Specialist – Power Systems Technical Support for I, May 7, 2009 IBM Certified System Administrator – System I v5.07.11, May 5, 2009 IBM Certified Specialist – System I Integration with BladeCenter and System x VI, May 16, 2008 IBM Certified Systems Expert – System I Tech Design and Implementation (including i5/OS V5R4), May 15, 2008 IBM Certified Specialist – System I Technical Solutions – Design (including i5/OS V5R4), May 15, 2008 IBM Certified Systems Expert – eServer iSeries LPAR Technical Solutions V5R3, May 18, 2006 IBM Certified Systems Expert – eServer i5 iSeries Technical Solutions V5R3, November 10, 2005 IBM Certified Specialist- eServer i5 iSeries Technical Solutions Implementer V5R3, November 10, 2005 IBM Certified Specialist- eServer iSeries Technical Solutions Designer V5R3, November 10, 2005 IBM Certified Specialist – eServer iSeries Windows Integration Technical Solutions V5R3, June 30, 2005 Microsoft Certified Professional Specialist (MCPS), October</p>



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	10, 2003 Midleaders Online Training, 1/2002 – 12/2002 A+ 2001 Hardware & Operating System Certification Courses; Networking Essentials; Object-Oriented Analysis & Design; MSSQL Server 7 Administrator Certification Courses; Visual Basic 6.0; Windows 2000 MCSE 70-210 Certification Courses
# of years experience in area of service proposed to provide:	30 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Huber & Associates' Employee: 9 Years
Previous employer(s), positions, and dates	US Foodservice 1995 – 2003 Data Processing Operations Support Analyst IBM Corporation 1979-1994 Customer Engineer
Previous work assignments similar to the work under this contract	Provides 24x7 support for IT Infrastructure to a variety of Huber & Associates customers, including the Missouri Department of Corrections

Title of Position: Account Executive, State of Missouri	
Name of Person:	 Jim Buhr
Educational Degree (s): include college or university, major, and dates	Linn Technical College Degree in Electronic Engineering
Skills/Specialties	IBM iSeries; IBM Enterprise Systems, (Systems, DASD, Tape Drives, and Communication Controllers), IBM/InfoPrint Printing Solutions (Cut sheet, Fanfold, Impact, OEM, RISC Based Processors)
# of years' experience in area of service proposed to provide:	25+ years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Huber & Associates' Employee: 5 Years
Describe this person's responsibilities over the past 12 months.	Jim is responsible for customer account management for both private and public sector clients in the mid-Missouri area. This includes hardware, software and services sales. Jim is also responsible for establishing and maintaining vendor relationships and contracts; working closely with IBM in obtaining lease and maintenance contracts and special bids; cost analysis of contracts and projects; preparation of proposals; and working closely with clients to maintain their satisfaction.
Previous employer(s), positions, and dates	IBM Corporation 1987 - 2007 IBM Account Customer Engineer, responsible for customer satisfaction and providing maintenance services to mid-Missouri customers.

Title of Position: President/Chief Technology Officer	
Name of Person:	 Jim Huber
Educational Degree (s): include college or university, major, and dates	University of Missouri, Columbia, MO Graduated in 1982 Bachelor of Science – Electrical Engineering
# of years experience in area of service proposed to provide:	30 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Huber & Associates' President/Chief Technology Officer
Describe this person's responsibilities over the past 12 months.	Project management/oversight; needs assessments; application design; systems designs; network design; wiring and cabling design and installation; problem determination and resolution; implementation and services for infrastructure upgrades, OS installation & maintenance, system configuration, & network attachments; server consolidations;

Title of Position: Chief Executive Officer	
Name of Person:	 Elizabeth Huber
Educational Degree (s): include college or university, major, and dates	University of Missouri – Columbia Graduated in 1982 Bachelor of Science - Electrical Engineering.
# of years experience in area of service proposed to provide:	30 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Huber & Associates' Chief Executive Officer
Describe this person's responsibilities over the past 12 months.	Growing revenue and profit for Huber & Associates Forming strategic partnerships Leading senior management team Recruiting and hiring employees



Exhibit C – Method of Performance

EXHIBIT C METHOD OF PERFORMANCE (Evaluation is 50 points)

The evaluation of the offeror's proposed method of performance shall be subjective based on the requirements stated herein. Therefore, the offeror should present detailed information regarding the proposed method of performance. The state reserves the right to use this information, including information gained from any other source, in the evaluation process.

It is the offeror's responsibility to make sure all products and services proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the products and services proposed; however, the evaluator does have sufficient technical background to conduct an evaluation when presented complete information.

C.1 Method of Performance: The offeror should present a written narrative, which demonstrates the method or manner in which the offeror proposes to satisfy these requirements and at a minimum include information pertaining to the following areas:

1. The offeror should describe how it proposes to approach the maintenance and support of the DOC's legacy systems including the number of staff utilized for each respective phase or deliverable and how it will provide continuous personnel and other resources necessary throughout the term of the contract.

Huber Response:

Overview:

To keep these Legacy systems performing optimally, the DOC personnel need to know they can call for help 24 hours a day, seven days a week without having to wonder:

- Whom do I call?
- Which number do I call?
- Is my problem covered on a contract?
- Is my problem an application issue? A hardware systems issue? A network issue?
- If my problem is an application issue, which application?
- Is my problem "outside the scope" of my support contract?
- Is the solution to my problem a "fix" or an "enhancement?"
- Do I have to do extensive problem determination before I call for help to save the DOC money?



The DOC personnel need to know that as systems change, they can rely on us to make the necessary adjustments to allow operations to continue smoothly without having to continually generate new RFPs for this additional support.

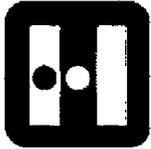
The DOC also needs to be confident that the support is being provided in a cost effective manner, and that the State receives value for each dollar spent.

We have developed our response to this RFP not only to handle the detailed specifications listed in the RFP, but also to be flexible enough to handle requirements not specifically requested by the RFP. For example, several systems have inadvertently been omitted from the RFP (such as Releases, Check Reconciliation, Constituent Services, and the Child Support Interface), and we are confident that the DOC will continue to need to have them supported. We are, therefore, including support for those systems in our response.

We have designed a response that will provide the DOC with support for all the systems that Huber & Associates currently supports for the DOC.

The flexibility we have designed into our response will also cover the DOC as systems change. The DOC OPII systems are in the process of being replaced by MOCIS. The Legacy Systems contain numerous interfaces to the OPII systems which will have to be replaced or modified as the MOCIS modules are implemented. We have, therefore, included the ability for the DOC to use Huber & Associates for the replacement or modification of those interfaces in our response, allowing the DOC to avoid the expense of producing and evaluating and awarding additional RFPs for this additional support.

Huber & Associates will provide the DOC with support 24x7x365. Any time of the day or night, the DOC personnel can call our main number, 573-634-5000, for support. This number is always answered in person, never via an automated response. Our staff at Huber & Associates answers this phone Monday through Friday from 8:00 am to 5:00 pm, and our answering service picks it up after hours. Any after hour calls are immediately "live transferred" to Huber & Associates' personnel, typically Jim Huber himself. Mr. Huber gathers information from the caller and uses his over 30 years of problem solving experience to determine the best course of action. He then dispatches the call to the Huber & Associates personnel most appropriate to handle the situation, and he requires the employees handling the situation to give him regular updates until the issue is resolved. This commitment to excellent customer support has given us the reputation of providing "extreme, 'always on' customer service."



Method of Performance:

During regular 8 to 5 working hours, the DOC may either call 573-634-5000 or email HELP@TEAMHUBER.COM with an issue or request. We suggest that if you have an urgent issue, that you call and request assistance. Calls will be answered live, and the DOC will request to speak with someone regarding their issue. At that time, the call will either be transferred to one of our support people or a message will be taken for a support person to call you back within one hour of our Help Desk taking your call.

Each call/issue will be logged into our service ticket system and given a priority based on the impact of the issue. Each support person will log the time it takes to record, research, and resolve the problem. Each issue will be documented stating the DOC OHD service ticket number, the issue or request, the analysis and the resolution. Huber & Associates personnel will request an OHD ticket before continuing with the service request. When the issue/request has been completed, a report of the issue/request will be emailed to the DOC.

Most issues will be researched and resolved by the same team of Developers that wrote the original system. More than 95% of Huber & Associates' employees are full-time employees and not temporarily hired contractors. Most of the developers that developed the Offender Finance systems have been employed by Huber & Associates for many years and are skilled not only with the technologies that were used to develop the systems, but also in the design and purpose of the applications.

Huber & Associates will provide support remotely for the DOC Legacy Systems. We are able to do this with access granted to us through the DOC to the network and the DOC systems. We have also developed monitoring software that allows us to monitor, troubleshoot, and take over any kiosk machine remotely as long as the kiosk is visible on the network.

Huber & Associates has our own test environment, including a Websphere server and an iSeries computer. When programming changes are required to resolve issues, we will test them on our system before deploying them to the DOC iSeries or other servers. This deployment can be done remotely by Huber & Associates' programmers.

Huber & Associates will host monthly meetings with the DOC personnel to review status of any outstanding issues.



The RFP lists the General Performance Requirements necessary to support the DOC Legacy Systems, and Huber & Associates is committed to going beyond those requirements to continue to provide the DOC with outstanding, comprehensive customer support.

C.2 Economic Impact to Missouri - the offeror should describe the economic advantages that will be realized as a result of the offeror performing the required services. The offeror should respond to the following:

- Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.

Huber Response:

Huber & Associates is a Missouri company, headquartered in Jefferson City. Support services for the DOC Legacy Systems will be provided by Huber & Associates employees who are Missouri residents.

- Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.

Huber Response:

Huber & Associates has had prior economic impact returned to the State of Missouri as follows: \$233,000, \$193,000, and \$184,000 remitted in Missouri payroll withholding taxes during 2011, 2010 and 2009 respectively. Missouri sales tax revenue generated was approximately \$428,000, \$320,000, and \$270,000 in 2011, 2010, and 2009. In addition, Missouri unemployment tax totaled \$9,400, \$9,900, and \$9,300 in 2011, 2010, 2009.

- Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

Huber Response:

Huber & Associates' corporate headquarters is centrally located in Jefferson City, Missouri. The facility is approximately 20,000 square feet and includes office space for sales, technical, and administrative staff; training facilities; a Data Center and Business Partner Innovation Center; and space for disaster recovery sites. The corporate headquarters in Jefferson City houses 47 of the company's 62 employees. Huber & Associates also leases approximately



1,300 square feet of office space in Springfield, MO, for its sales, technical, and administrative team which services the southern portion of Missouri and surrounding states. There are five employees at this location. Huber & Associates has remote sales staff in St. Louis, Columbia, and Kansas City, providing coverage for both the eastern and western areas of the state. 56 of our 62 employees are Missouri residents. Our Missouri payroll for 2011 was \$4,799,000. Much of that payroll is spent locally and positively affects the local economy.

- C.3** Addendum To Offeror's And/Or 3rd Party's Pre-Printed Terms And Conditions Documents: By signing the signature block below the offeror and/or 3rd Party hereby declares understanding and agreement with the following: (1) that the language of this RFP shall govern in the event of a conflict with his/her proposal, including any pre-printed terms and conditions documents such as software license agreements, maintenance support services agreements, professional services agreements, etc., that are submitted as part of his/her proposal, and (2) any of the offeror's and/or 3rd Party terms and conditions contained in the submitted pre-printed terms and condition documents that conflict with the RFP B2Z12069's terms and conditions, shall have no force or effect and are hereby considered invalid. All other terms and provisions of the offeror's and/or 3rd Party's pre-printed terms and conditions documents that are not in conflict with the RFP shall apply hereto.

SIGNATURE REQUIRED	
	4/2/12
AUTHORIZED SIGNATURE	DATE
Elizabeth Huber	CEO
PRINTED NAME	TITLE
Huber & Associates, Inc.	
OFFEROR'S COMPANY NAME	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
3RD PARTY'S COMPANY NAME	



NOTE: FAILURE TO PROVIDE ADEQUATE INFORMATION TO COMPLETELY ADDRESS THE SPECIFIED EVALUATION CRITERIA WILL AT LEAST RESULT IN MINIMAL SUBJECTIVE CONSIDERATION AND MAY RESULT IN REJECTION OF THE OFFEROR'S PROPOSAL.



Performance Requirements

This section of the RFP includes requirements and provisions relating specifically to the performance requirements of the contractor. The contents of this section include mandatory requirements that will be required of the successful offeror and subsequent contractor. Response to this section by the offeror is requested in the Exhibit section of this RFP. The vendor's response, whether responding to a mandatory requirement or a desired attribute will be binding upon the vendor in event the proposal is accepted by the state.

2.1 General Performance Requirements:

2.1.1 The contractor must provide software maintenance and support remotely for the DOC's Offender Financial Services' computer software applications on an as needed, if needed basis. The applications that must be maintained and supported include, but are not necessarily limited to the following:

- a. Intervention Fees Integration Systems;
- b. Inmate Revolving Fund Debt Collection;
- c. Department of Revenue Tax Intercept Debt Offset;
- d. Kiosk Software;
- e. Offender Finance;
- f. Point of Sale Software; and
- g. Real Vision Imaging System.

Huber Response:

Huber & Associates agrees to provide software maintenance and support remotely for the DOC's Offender Financial Services' computer software applications listed above, as well as some additional applications not defined in the RFP.

Huber & Associates will also support any future software in which we have been involved in the development.

Huber & Associates will provide both phone and online support for the following systems. Any other software that we are asked to support should be agreed upon by Huber & Associates before support of those applications becomes part of this contract.

Intervention Fees - This system has multiple functions and uses multiple technologies. First, this system was written to replace the vendor Fieldware who tracked and collected

intervention fees for probation and parole. Below is a list of all the components associated with Intervention Fees that we support:

- Interface between OPII/MOCIS and Inmate Revolving Fund (IRF) collections system to pick up new inmates being added to the program and new information regarding their program.
- Batch Processing System for IRF – processes batch payments from the DOC SCAN system, Collector Solutions, and any batches that may be manually entered.
- Interface between IRF and Collector Solutions, Inc. (CSI) to pick up IF payments daily.
- Interface daily between IRF and CSI to send them a file of all Inmates on the program and the debt owed.
- Interface daily between IRF and the DOC SCAN system to send the DOC SCAN server a file of all inmates on the program and the debt owed.
- Web services supplied to Verizon 24/7 to handle information for those calling in and using the IVR solution. This verifies inmate's pin# and allows them to retrieve balance information and see if a payment has been received based on a payment #.
- Web Site that allows inmates to review IRF information on line as well as make a payment through a link to CSI.
- Kiosks and Kiosk IRF application that runs at every P&P site around the state that allows clients to view IRF information as well as make a payment through a link to CSI.
- Late Payment Notices – on the 15th of every month, we create a file of all clients/inmates who are late on their payments. We send this file to the state printing shop to print and send out late notices.
- Monitoring Software to monitor all Kiosks to make sure they are up and running.

Inmate Revolving Fund Debt Collections - This system was written to invoice and take payments for the IRF. It runs on the iSeries. It was written in Lansa and uses DB2 database files. IRF funds include loans, halfway house, electronic monitoring, and intervention fees. P&P use this data to review debts owed by their clients.

DOR Tax Intercept Debt Offset – This system was written to interface with DOR's tax refunds. Once a week, a file of all IRF debt owed is sent to DOR for processing. Every week a file of debt amount intercepted is picked up via ftp and applied to the IRF Collection System.

Kiosk Software - The purpose of this system is to provide information and limited function to the inmate. This system allows inmates to serve themselves by giving them the ability to look up their financial account information. It also allows them to purchase phone time and place canteen orders. This system runs WebSphere on a Linux server. This server is owned by Huber & Associates and is located at the State Data Center. The code running this system

is written in Java and executes stored procedures on the iSeries to access the DB2 database and flat files from inmate banking.

Offender Finance (Inmate Banking) – This system was written in 1984 by AIMS. It was updated in 1999 to become Y2K compliant. This system is written in RPG 36 and runs on the iSeries in the System 36 environment. (The System 36 environment is no longer supported by IBM.) AIMS went out of business several years ago, and they did not provide source code. Huber has maintained and supported this system since 2000. All data files are flat files; they are not DB2 files.

All the following additions or replacements to the Offender Finance system are written in RPGLE using SQL where possible. All new database files are in DB2. These systems run on the iSeries and interface with the existing inmate banking database.

- **Mandatory Savings** – This system was a new addition to the inmate banking system. It calculates and captures how much money is required to be saved for transportation home based on the inmate's release date and the amount of an inmate's payroll. The money is put in an inmate savings account.
- **Payroll** - This system was a new addition to the inmate banking system which replaced the old payroll system. It calculates and captures how much money is owed based on the type of payroll an inmate is assigned to and how many units he or she worked. It also saves funds for work release payroll savings and maintenance as required by policy and procedure. When payroll is run, it deposits funds to each inmate's account.
- **Debt Collection** - This system was a new addition to the inmate banking system. It calculates and captures how much money is owed by an inmate based on judgments and debts an inmate has. It also collects funds nightly as money is deposited on each inmate's account. There are rules set up on different debts. These rules set amount collected for each debt type against specified transaction types based on the priority assigned. This system is flexible and allows the end user to setup new debt types and rules to process each debt type.
- **Batch Processing** - This system was a new addition to the inmate banking system. Several vendors supply wire transfers to the department daily. These funds are associated with specific inmates. Each wire transfer received is put in a batch and posted to the inmates' accounts nightly.

- **Budget** – This is a new system that tracks the budget for each payroll type for each institution. At the beginning of each year, each institution sets up its budget numbers for payroll in this system. Every time a payroll is processed, the total amount paid out is entered into the payroll budget system.
- **Invoicing** – This is a system we wrote for Offender Finance to send out payroll invoices to agencies providing jobs for offenders.
- **Reporting** – Several reports have been created by Huber & Associates for the support of Offender Finance. New ad hoc reports are requested periodically for ongoing and one time use.
- **Nightly Processing** – This system was written by AIMS. Huber & Associates helps support issues with this process and has helped to improve this process by replacing all the batch updates that previously ran as part of this process. Huber & Associates routinely receives after hours phone calls from the State Data Center to help resolve issues encountered by the night operators.
- **Balancing** – It is necessary for Offender Finance to balance accounts on a daily basis. Huber & Associates assists the Offender Finance staff when the accounts are out of balance by searching data electronically for areas that might be out of balance or for transactions that equal the amount that is out of balance. Huber & Associates also tries to determine the cause of the balancing issue.
- **Releases** – This system was a new addition to the inmate banking system. It calculates and captures how much money an inmate is due at the time of his or her release. The institution also runs a release module that is written in Visual Basic. The end result of this system is to remove all funds from an inmate's accounts and make the funds available to the released inmate via a release debit card. Currently we interface with JPay to supply the cards.
- **Check Reconciliation** – This is part of the Inmate Banking system. We receive check files from the bank monthly and interface those to the banking system to mark checks as cancelled.

Point of Sale (POS) Software - This system runs the canteen point of sale operations for inmates to spend their banking funds. This system runs under WebSphere on a Linux server. This server is owned by Huber & Associates and is located at the State Data Center. The code running this system is written in Java which executes stored procedures on the iSeries



to access the DB2 database and flat files from inmate banking. This system includes a minimal inventory component. There are over 100 POS Info^Mate client PCs that run POS in the institutions around the department.

- **POS Scanner Gun** – This is a new component to POS Inventory and Order Delivery. It will soon be piloted at FRDC. The purpose of this system is to process orders, do a physical inventory count, help with receiving, and create a digital confirmation of each POS order when it is delivered to a housing unit.

Real Vision Imaging (RVI) – This system was purchased by the DOC to capture document images. This system runs on the iSeries and stores images currently on the iSeries. Huber & Associates has written several systems to interface with RVI: Inmate Correspondence; Payroll; IRF; Releases; Debt Collection; Purchasing; and Constituent Services.

Child Support Interface to DSS – We are currently working on creating an interface between DSS and DOC to process child support collections for DSS.

Constituent Services - This system is a stand-alone system written in RPGLE on the iSeries to track correspondence from constituents. Each inquiry or piece of information is logged into the system and associated images are scanned and stored in RVI. This system checks both inmate banking and OPII/MOCIS to validate inmate information.

2.1.2 The contractor must provide the following services to be included in the firm, fixed cost for software support:

- a. The contractor must provide live help desk support as the single initial point of contact, Monday through Friday 8:00AM to 5:00PM Central Time, excluding state holidays.
 - 1) The contractor must provide basic help desk support and instructions for all applications.
 - 2) The contractor must provide trouble shooting and problem resolution.
 - 3) The contractor must fix/repair all software issues identified by the DOC.

Huber Response:

Huber & Associates agrees to provide live help desk support as the single initial point of contact, Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Time, excluding State

holidays. These services are covered in the required firm, fixed cost tables outlined in Exhibit

A. Huber & Associates' will provide:

- 1) Basic help desk support and instructions for all applications
- 2) Trouble shooting and problem resolution
- 3) Fixes/repairs for all software issues identified by the DOC

Note: For performance issues, Huber & Associates will assist OA ITSD personnel.

b. The contractor must provide emergency answering service for nights, holidays and weekends, with paging access of knowledgeable, experienced contractor staff.

Huber Response:

Huber & Associates agrees to provide emergency answering service for nights, holidays and weekends, with paging access of knowledgeable, experienced staff.

Any time of the day or night, the DOC personnel can call our main number, 573-634-5000, for support. This number is always answered in person, never via an automated response. Our staff at Huber & Associates answers the number Monday through Friday from 8:00 am to 5:00 pm, and our answering service picks it up after hours. Any after hour calls are immediately "live transferred" to Huber & Associates personnel, typically Jim Huber, himself. Mr. Huber gathers information from the caller and uses his over 30 years of problem solving experience to determine the best course of action. He then dispatches the call to the Huber & Associates personnel most appropriate to handle the situation, and he requires the employees handling the situation to give him regular updates until the issue is resolved. This commitment to excellent customer support has given us the reputation of providing "extreme, 'always on' customer service."

2.1.3 The support provided by the contractor must consist of fixing any programming errors for each of the software applications described herein.

a. Notification and Communication:

- 1) The contractor's issue/problem notification process must include an ITSD On-Line Help Desk (OHD) Ticket for tracking and verification purposes.
- 2) The OHD ticket must contain the name and contact information of the individual reporting the issue and a brief description of the problem.



- 3) The contractor must respond within one hour of notification by the DOC/designee including the receipt of an ITSD On-Line Help Desk (OHD) Ticket.
- 4) In situations the DOC deems critical, and upon written request, the contractor must provide the DOC with hourly progress reports via telephone or email to designated ITSD staff which describes the progress made, anticipated time for problem resolution, and/or final resolution to issue.
- 5) The contractor must contact the state agency designee when eight hours have been spent on one OHD ticket without successful issue/problem resolution for authorization to continue or direction. Upon notification and verification of the issue/problem resolution, the OHD ticket will be updated and closed by ITSD staff.

Huber Response:

Huber & Associates understands and agrees to comply as stated.

Huber & Associates will respond within one hour of notification by phone. Each call/issue will be logged into our service ticket system and given a priority based on the impact of the issue. Each support person will log the time it takes to record, research, and resolve the problem. Each issue will be documented stating the DOC OHD service ticket number, the person reporting the issue, the issue or request, the analysis and the resolution. Huber & Associates personnel will request an OHD ticket before continuing with the service request. When the issue/request has been completed, a report of the issue/request will be emailed to the DOC.

- 2.1.4 All invoices submitted for payment must be itemized to include the contract number, the OHD ticket number, the date(s) of service, the number of hours expended on the issue, the hourly rate charged, and total amount requested. A detailed description of the issue/problem resolution and the date of issue/problem resolution must be included, or if the issue/problem was not resolved, a description of what service was performed must be fully described.
- a. Services provided at less than one hour shall be prorated to the nearest 15 minute increment.

Huber Response:

Huber & Associates understands and agrees to comply as stated.

- 2.1.5 For the Intervention Fees Integrations Systems and the Kiosk Software the contractor must have the ability to support the kiosk applications remotely to resolve issues.

Huber Response:

Huber & Associates will provide support remotely for the DOC Legacy Systems and the Kiosk Software. We are able to do this with access granted to us through the DOC to the network and the DOC systems. We have also developed monitoring software that allows us to monitor, troubleshoot, and take over any kiosk machine remotely as long as the kiosk is visible on the network.

- 2.1.6 Upon award of contract, the contractor shall provide the DOC with the names and contact information (call down list) for all contacts, including after hours and emergency contacts.

Huber Response:

Upon award of contract, Huber & Associates will provide the DOC with the names and contact information (call down list) for all contacts, including after hours and emergency contacts.

- 2.1.7 Immediately after contract award, the contractor must work with the ITSD/DOC Client Services Manager/designee to obtain access to the DOC information system.

Huber Response:

Immediately after contract award, Huber & Associates will work with the ITSD/DOC Client Services Manager/designee to ensure access to the DOC information systems.

- 2.1.8 The contractor shall understand and agree that this is not an exclusive contract and that the state agency reserves the right to secure maintenance and support services from other sources, at any time, if deemed in the best interests of the state agency.

Huber Response:

Huber & Associates understands and agrees to comply as stated.

- 2.1.9 A Missouri Uniform Law Enforcement System (MULES) background check must be conducted for each of the contractor's employees before access to any DOC computer system is granted.



Huber Response:

Huber & Associates understands and agrees to comply as stated.

2.2 Software Piracy Prohibition:

- 2.2.1 No state or other public funds payable under the contract shall be used for the acquisition, operation, or maintenance of computer software in violation of United States copyright laws or applicable licensing restrictions. The contractor hereby warrants and certifies that the contractor has in place appropriate systems and controls to prevent such improper use of public funds. Under no circumstances in the course of providing products, services, or any other performance of their duties/obligations to the state shall the contractor directly or indirectly utilize tools, equipment, and/or software programs that are in violation of third parties' legal copyrights. If the state determines that the contractor is in violation of this paragraph, the state may exercise any remedy available at law including, without limitation, immediate termination of the contract and any remedy consistent with United States copyright laws.

Huber Response:

Huber & Associates understands and agrees to comply as stated.

2.3 Illicit Code:

- 2.3.1 The contractor must warrant that unless necessary to perform valid duties under this contract or can be verified and documented as to not cause harm to the state's operating environment and/or utilization of the system, any system programs developed or provided by the contractor under this contract to the State of Missouri shall: (i) contain no hidden files; (ii) not replicate, transmit, or activate itself without control of a person operating computing equipment on which it resides; (iii) not alter, damage, or erase any data or computer programs without control of a person operating the computing equipment on which it resides; (iv) contain no virus or similar code known or unknown to the contractor; (v) contain no enabled restrictive key, node lock, time-out or other function, whether implemented by electronic, mechanical, or other means, which limits/hinders the use or access to any software programs based on residency on a specific hardware configuration, frequency of duration of use, or other limiting criteria (the matters described in (i) - (v) comprise illicit code).

Huber Response:

Huber & Associates understands and agrees to comply as stated.



2.3.2 Provided and to the extent any program has the foregoing attributes described in (i) through (iv) above, and notwithstanding any other provision of this contract to the contrary, the contractor shall be considered in default of this contract, and no cure period shall apply unless contractor can demonstrate that it took reasonable steps to prevent the presence of Illicit Code in the Licensed System, in which case contractor may receive a cure period of forty-eight (48) business hours to remove the Illicit Code. At the request of the State of Missouri, the contractor must remove any such illicit code from the Licensed System. In addition to any other remedies available to it under this contract, the State of Missouri reserves the right to pursue any civil and/or criminal penalties available to it against the contractor. The contractor agrees, in order to protect the State of Missouri from damages which may be intentionally or unintentionally caused by the introduction of such illicit code to the State of Missouri's computer network, no software, plug-in, or other electronic file shall be installed, executed, or copied on the State of Missouri's equipment without the express approval of the agency's Program Manager.

Huber Response:

Huber & Associates understands and agrees to comply as stated.

2.3.3 If the software contains a restrictive key, expiration date, or other limiting function as described in (v) above, such restrictive function must be disabled or otherwise prevented from expiring, limiting or hindering the use or access of the software or data under this contract.

Huber Response:

Huber & Associates understands and agrees to comply as stated.



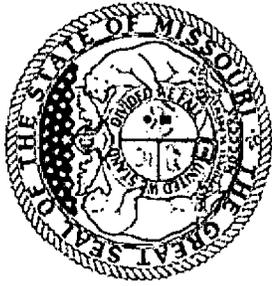
Exhibit D – Participation Commitment

EXHIBIT D PARTICIPATION COMMITMENT

Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or Service-Disabled Veteran Business Enterprise (SDVE) Participation Commitment – If the offeror is committing to participation by or if the offeror is a qualified MBE/WBE and/or organization for the blind/sheltered workshop and/or a qualified SDVE, the offeror must provide the required information in the appropriate table(s) below for the organization proposed and must submit the completed exhibit with the offeror's proposal.

For Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) Participation, if proposing an entity certified as both MBE and WBE, the offeror must either (1) enter the participation percentage under MBE or WBE, **or** must (2) divide the participation between both MBE and WBE. If dividing the participation, do not state the total participation on both the MBE and WBE Participation Commitment tables below. Instead, divide the total participation as proportionately appropriate between the tables below.

WBE Participation Commitment Table		
(The services performed or the products provided by the listed WBE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)		
Name of Each Qualified Women Business Enterprise (WBE) proposed	Committed Percentage of Participation for Each WBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed WBE
1. Huber & Associates, Inc.	100%	Huber & Associates is sole provider of proposed solution.
2.	%	
3.	%	
4.	%	
Total WBE Percentage:	100%	



State of Missouri
Office of Administration
Office of Supplier and Workforce Diversity

Kelvin L. Simmons
Commissioner of Administration

Alan K. Green
Director

This is to certify Huber & Associates, Inc. qualifies as a Woman-Owned Business Enterprise that has met the eligibility criteria established by the State of Missouri, Office of Administration.

Alan K. Green

Alan K. Green, Director, Office of Supplier and Workforce Diversity

Certification Number W00715 Date of Issue 5/21/2010 Date of Expiration 6/1/2013



Exhibit E – Certification Regarding Debarment

EXHIBIT E

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- 1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Elizabeth Huber, CEO

Name and Title of Authorized Representative


Signature

4-2-2012
Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.



5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.



Exhibit F – Business Entity Certification

EXHIBIT F
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The contractor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "**business entity**" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "**business entity**" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "**business entity**" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.



EXHIBIT F, continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that **Huber & Associates, Inc.** (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor's name and the MOU signature page completed and signed by the contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency or Public University*** to Which Previous E-Verify Documentation Submitted: Department of Homeland Security – Verification Division

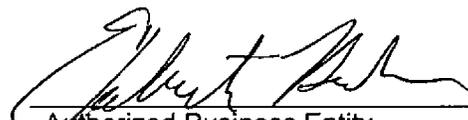
(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: 01/14/2009

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted:

unknown
(if known)

Elizabeth Huber
Authorized Business Entity
Representative's Name (Please Print)


Authorized Business Entity
Representative's Signature

180036
E-Verify MOU Company ID Number

ehuber@teamhuber.com
E-Mail Address

Huber & Associates, Inc.
Business Entity Name

04/03/12
Date



HUBER
& ASSOCIATES
Smarter IT Solutions

FOR STATE USE ONLY

Documentation Verification Completed By:

Chris Moraga
Buyer

5-29-12
Date



Exhibit G – Miscellaneous Information

EXHIBIT G MISCELLANEOUS INFORMATION

Outside United States: If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the offeror **MUST** disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the United States?	Yes _____	No <u> X </u>
Describe and provide details: N/A		

RFP/Contract Coordinator Contact Information: If different from the information provided on the front page of the RFP, the offeror should provide all necessary contact information including the RFP Coordinator and Contract Coordinator if awarded a contract, etc.

RFP COORDINATOR CONTACT INFORMATION <i>i.e. person to be contacted for questions and other coordination activities regarding the offeror's proposal</i>	
NAME:	Elizabeth Huber
JOB TITLE:	CEO
PHONE:	573-634-5000
FAX #:	573-634-5500
EMAIL:	ehuber@teamhuber.com

CONTRACT COORDINATOR CONTACT INFORMATION <i>i.e. person to be contacted for questions and other coordination activities regarding an awarded contract</i>	
NAME:	Pam Kroeger
JOB TITLE:	Director of Software Development
PHONE:	573-634-5000
FAX #:	573-634-5500
EMAIL:	pkroeger@teamhuber.com



Employee Bidding/Conflict of Interest: Offerors who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror and/or any of the owners of the offeror's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:		N/A
	In what office/agency are they employed?	
	Employment Title:	
Percentage of ownership interest in offeror's organization:		_____ %

iber & Assoc., Inc.
400 Edgewood
Jefferson City, MO 65109

DPMW
301 W. High. Room 630
Jefferson City, MO 65101
Attn: Klaus Kersmeyer

ROUND 312 MW 352 01-10PM

RFP B2Z12069
DOC Legacy Systems Support