SiTEK

NEW IDEAS. NEW SOLUTIONS.

Response to Lexington-Fayette Urban County Government

Information Technology Consulting and Technical Services

#RFP 5-2021

March 30, 2021

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SITEK Incorporated is pleased to present the Lexington Fayette Urban County Government with the enclosed response to Request for Proposal# 5-2021 for Information Technology Consulting and Technical Services. Having thoroughly reviewed the RFP and the attachments, SITEK clearly understands the request and we are confident that we can both meet and exceed the requirements outlined. We are enthusiastic to develop our strategic partnership with Lexington Fayette Urban County Government.

Our response details our capabilities related to the following services, as outlined in the RFP.
- Application Development
- Consulting Services

SITEK has the expertise, resources, dedication, and ability to partner with LFUCG to increase technology effectiveness, minimize down time and support costs, ensure data security, and maximize your investment in IT. We believe that our extensive experience and qualifications in the IT industry make us an ideal resource for the LFUCG.

We are happy to answer any questions you might have or provide additional information at any time to assist in our successful candidacy as your chosen provider. Please forward any questions regarding this solicitation response to me. My contact information is provided below.

On behalf of SITEK, thank you for the opportunity to serve you. We look forward to a long partnership with LFUCG.

Best regards,

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Company Overview

SITEK Inc. is a leading information technology provider and is a Certified Kentucky Minority Business Enterprise.

Our mission is to work closely with our customers to develop cost effective, high quality solutions through innovation to address global business challenges. Rapid developments in information technologies inspire us to address our customers' complex issues with our strategic solutions. We continue our focus and innovation to improve our customers' business processes and we design our products and services around customer requirements and our work is always focused on exceeding clients' expectations.

Through our inventive solutions, we retain our existing business partners and expand our customer base throughout America. SITEK provides skilled, qualified, experienced, and trained consultants to meet the needs of companies that are evolving to take advantage of ever-changing technology and ensures a skilled programmer works at each client site. Our modern, scalable and cost-effective software solutions transform your needs and ideas into unique and tailor-made solutions through our Rapid Application Development tools.

We are in the business of software consulting and we provide exceptional quality, optimum price and superior performance software development and consulting services such as Web applications, mobile applications, system integrations, cloud hosting and customized CRM solutions across multiple industries, helping organizations to enhance their existing applications, and creating a bespoke system to utilize resources and increase productivity. SITEK employs specialized skills in custom software development using custom software programming including (not limited to) .Net, ASP.net, C#, MS SQL, PHP, MySQL, Open Source, Java, AWS, Azure, CRM Solutions and MVC using Microsoft technologies. We continually refine our focus and innovation knowledge with the single goal to improve our customers' business processes.

SITEK has been providing information technology, advanced development and outsourcing services across multiple industries and sectors. Our workforce is spread across various technologies to develop and implement solutions in support of global clients.

Services include:
- Application services
    a. Develop and implement custom solutions for customers.
    b. Integrate customer applications.
    c. Enable customers to respond rapidly through uniform operational support processes.
    d. Provide cloud hosting services where needed.
- Infrastructure services
    a. Assist customer to implement on premise & HYBRID IT infrastructure services.
    b. Implement and support cloud hosting.
- Security services

a. Penetration testing using the tool ControlScan for PCI compliance and vulnerability scanning.

b. OWASP Security compliance including but not limited to:

I. SQL Injection

II. Cross side scripting

- Mobility application services

  a. Develop custom mobile applications to meet customer needs.

  b. Connect business applications with mobile apps.

- Workflows & Document solutions

  a. Develop & implement Workflows and document management.

  b. SharePoint administration

- Outsourcing and Placement Services

  - Staff Augmentation for IT application/solution support services both remote and on-site.

At SITEK our focus is to improve our client's business processes, and we design our products and services around detailed customer requirements, and our work is always focused on exceeding client expectations. As with every project engagement SITEK's assurances are to deliver:

- Commitment in SITEK's "Brand Equity" that drives complete customer satisfaction.
- Value in delivering projects on time, within budget, scope and utilizing the best technologies.
- Best-of-Practice methodologies ensuring continuous Project Management principles are followed.

We continually seek and add highly qualified individuals to the SITEK team. To facilitate this need, SITEK has nurtured strong relationships with the Commonwealth of Kentucky colleges and universities to hire and place candidates who can become senior consultants and programmers. Our strategy is to select the best resource available to hire, train, and place each person for specific projects allowing for the best coverage of resource(s) for the client, personnel development planning and continued education.

There is no project too small or too large for SITEK. SITEK accomplishes projects to complete satisfaction within the given timeframe and budget and delivers client-focused strategic solutions to clients in both public, and private sectors and non-profit domains. Engagement focus includes Government, Healthcare, Insurance, Manufacturing, Utilities, Education, and non-profit organizations. Examples of current projects include:

Public Sector

- City of Frankfort – Fire Department Portal Application – Converted the Legacy System to New System.
- City of Georgetown - PLL (Permit, License and Land) Created Crystal Reports and setup workflow processes.
- Electronic Health Record State Level Repository System – Subcontracted through Healthtech solutions to develop and support application for the following states

  o South Carolina

  o Alabama

  o DC

      o South Dakota
      o Louisiana

- National Guard Consequence Management Support Center. CoMSUPCEN.com is an application built to facilitate tracking of supplies and equipment to and from National Guard units in the United States and its territories. SITEK subcontracted through Integrity IT (Now The AME Group) to develop this application.
- Commonwealth of Kentucky – Subcontracted IT staffing services through Quantum Solutions

Non-Profit

- University of Kentucky
- Bluegrass Care Navigators
- Kentucky School Board Association
- Lexington Medical Society

Private Sector

- Aquatic Resource Management Solution
- Cumberland Surety Insurance
- Comtracts
- Clayward LLC
- Four Roses Distillery – Subcontracted through Solarity
- Ruggles Sign
- Solarity
- The AME Group

Vendor Requirements

SITEK appreciates this opportunity to partner with The Lexington-Fayette Urban County Government (LFUCG) to provide Information Technology Consulting and Technical Services. We are confident that the experience our team has in public sector settings as well as our knowledge of a deep and wide variety of technical languages and structures will prove to be a valuable asset to LFUCG. We pride ourselves in working with other providers to give our customers the best value and results.

TECHNOLOGY ASSESSMENT

SITEK staff possess deep and wide technology experience with .Net framework, Internet Information Servers, Visual Studio, VBA, JavaScript, C#, Visual Basic, ASP.NET, MS Access, PeopleSoft, and Microsoft Windows Servers. You will find details of this in the Technology Assessment in Attachment A.

SUPPORT SERVICES

At SITEK, we satisfy our customers support needs for all products that we develop. We are also known for going above and beyond to provide support for integrations with other 3rd party or legacy software.

After deployment into the production environment, we will provide sustained support to business users to aid their transition into their new system, as part of the go-live support we will perform the following activities.

- Monitoring open issues to resolution
- Resolve functional and technical issues
- Complete transition to customer production support team
- Update solution documentation
- Obtain solution transition to production acceptance SITEK utilizes the following ticketing tracking systems: TFS, DevOps, Jira, and BugTracker.net.

Four weeks of post-cutover support is typically included in the scope of work for development. Additional support is available at the standard rate of $110/hour for weekday support for issue resolution (Monday – Friday 7am-7pm) and $125/hour for night/weekend/holiday support for system critical issues.

 In needed, LFUCG stakeholders would be given user id and passwords to be able to submit tickets, view progress, and review the documented resolution. SITEK will also work within LFUCG's existing ticketing system if that is preferable.

SOFTWARE DEVELOPMENT

SITEK will employ a Hybrid Project Methodology approach for the LFUCG starting with a traditional waterfall methodology for planning. Working closely with our Stakeholders we develop a detailed system requirements and design documents. Once both sides tentatively agree on the potential scope of the project, SITEK will refine our overall project estimates and provide the Stakeholders a more precise budget and timeline for project completion. This estimate will likely vary from the initial rough order of magnitude budget estimate provided during the RFP process and response.
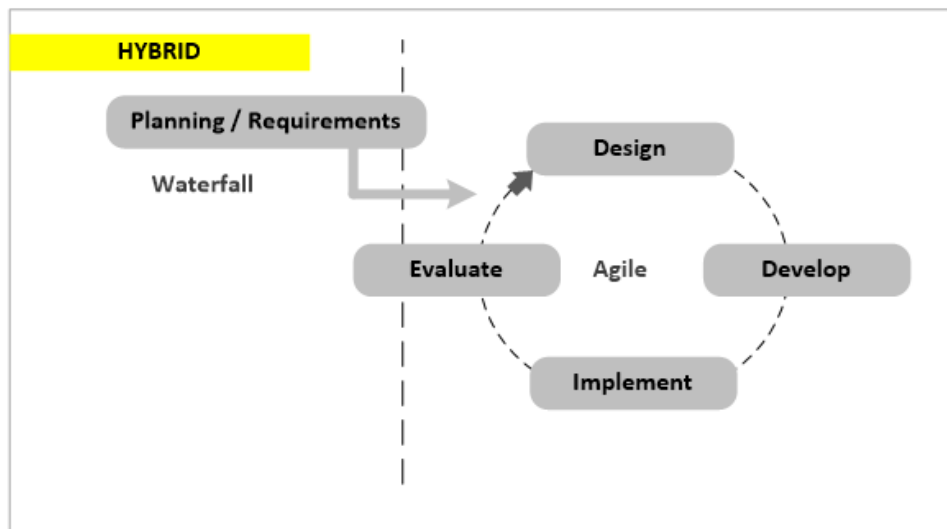
Upon completion of the high-level requirements, SITEK will provide an enhanced project estimation based on the completed and approved design document. The design document will include mockup screens, screen functionality, field types, both screen and field validation. Based on the feedback received from the client SITEK with make the needed changes and resubmit the design document for final approval.

Once final approval is approved and signed off on, SITEK will proceed with initiating the development and data migration. Development will occur in iterations based on the Agile Scrum Methodology. This Project Methodology involves frequent SITEK Stakeholder interactions to ensure initial development starts off strong and in the right direction.

Scrum Methodology provides an incredibly flexible, iterative development lifecycle where release will be generated every two to four weeks (in what are known as sprints.) This methodology allows for the refinement of the requirements and design over the entire software development life cycle. Also, this framework also allows for a highly transparent and cooperative process between SITEK and the Stakeholders providing a better sense of project progress when compared with traditional waterfall approach.

Toolset to Track Requirement/Tickets/Source Control
SITEK have experience with tool set Microsoft's Team foundation server/Azure DevOps/Jira/BugTracker.net will be used to manage the project in the following ways:
Tracking of user stories, managing the sprints, backlog, and also any issues or change requests.
Source code management, which allows for use of the version control system.
Capture of requirements and test cases. TFS/DevOps/Jira/BugTracker.net are fully integrated for proper traceability between work efforts and requirements.
SITEK manages source/version control using the following tools: TFS/GitHub/CodeCommit/SVN.

Project Management Plan
SITEK attributes our application development success to two factors. First, we are relentless in our desire to make sure that our customers are satisfied, and we go out of our way to get there. Second, we are diligent in our development process. Our varied experience has allowed us to develop a PMBOK based process for software development that can be customized to fit both the customer and the implementation.

Project Life Cycle

Project Preparation

This initial phase of the project provides planning and preparation for application development. The project team will be identified and on boarded, project work environment will be setup and the project standards will be defined.

Requirements

At SITEK, we know that a clear understanding of the user requirements, both functional and non-functional are key to a success project. In order to clearly document customer and user needs, at SITEK we:

- Record rationale for each documented requirement
- Describe the individual requirements in a systematic and structured way
- Use teams (customer, testers, project manager) to review the requirement
- Get customer approval for all requirements
- Accept changes to requirements only through a pre-defined change management process
- Analyze the effect of change request in the project application in the development
- Track and monitor the changes made to the requirements document to the corresponding change requests

We believe that it is important for project stakeholders to have a clear point of reference during the life of an application development project. This baseline will, at minimum list the business problems to be solved and the high-level functionality included in the implementation. For medium or large-scale projects we recommend that an independent requirements and design effort be completed. These consulting activities can be engaged as part of a complete software development project or ad hoc services based on need. The deliverables for these efforts include:

- **Assessment and Gap Analysis**

  Generally, the information provided by a client is a good start for assessing the gap between what is in place and what is requested. However, SITEK can do our own GAP analysis to ensure nothing has been overlooked. The gap analysis will also focus on streamlining existing business processes.

- **User Requirements**

  We begin this process by writing user stories, this is usually done by in person interviews with end users and decision makers. These stories are written in plain English and are technology agnostic. They should paint a complete picture of each type of user and their needs as they relate to the work.

- **Design documents**

  Design documents provide a detailed portrait of the complete application. Usually, they include detailed descriptions of the functionality described in the user stories. These descriptions are

accompanied by screen mockups with details down to the field level. Any integration or data migration requirements will be identified and defined in this document.

- **Architecture and Technology Recommendations**

  Based on the functionality defined in the design documents, our solutions architects will make a recommendation for the technical requirements for the system. These will include infrastructure and software inclusions as well as software development framework recommendations.

User Interface (UI) Development

This component is the User Interface or UI. This is what the user sees. As the primary interaction point, The UI may undergo multiple deployments and sprints prior to completion.

Database Development

The database elements used for storage of information in a database. The structure and functions will also undergo a great many updates over the life of the project.

Solution Architecture

The following principles are used to develop most solution architectures.

- **Availability and Reliability** – Designed for high availability and emphasis on high reliability.
- **Flexibility** – The ability for non-technical administrators to change configurations of application components as processes or regulations require.
- **Extensibility** – Components can be added in future without affecting the overall solution design.
- **Integration** – The solution should be designed with an awareness of opportunities for current or future integration with other systems.
- **Separation of Concerns** –Individual components of the solution architecture work independently and also combine to make the entire solution work.
- **Scalability**– The solution will be designed for future growth of functionality, usage, hardware and software upgrades.
- **Usability** – SITEK utilizes responsive web design to render optimally on a variety of devices and windows or screen sizes.

Change Management

Change Controls will be used to formally alter scope when necessary. A Scope change may incur an increase in cost. The change control document when executed will include:

- Change Description
- Reason for Change
- Cost and Schedule Variance +/-
- Updated Project Plan reflecting change.

Change Control Board

SITEK recommends the implementation of a Change Control Board (CCB). This organization will manage change in the environment and work to reduce risks associated with those changes. CCB tasks will include:

- CCB will review new change requests entered in Change log.
- CCB will review detailed description of the requested change, benefits, and implications to project and determine whether to proceed with further analysis or reject the change request based on the merit of the original request.
- CCB will reject all change requests that can be delayed or not required in this phase of the project
- CCB will send change request back to the Team Lead and the Business Process Owner to complete the required initial analysis.
- Approved changes will be included in the project plan and informed the project team to start work on the change request.

QUALITY MANAGEMENT

Quality is a hallmark of SITEK's products and services. We see high quality as not an added value but an essential basic requirement. Quality does not only relate solely to the end products and services SITEK provides but also relates to the way our employees do their job and the work processes they follow to produce products or services. SITEK prides itself in being a company that places quality assurance as a top priority. We perform peer reviews of all deliverables before they are submitted to clients. The peer reviews will be performed by the team members and the Project Manager.

DEPLOYMENT

SITEK will prepare an operational checklist to minimize the technical risk and ensure a smooth start to production operations. We will ensure the availability and maintainability of the new system. As part of the go-live operational check list, we will perform the following.

- Check the settings for operating systems, Databases and applications
- Examine the performance critical business process
- Check all the application interfaces and remote connections to other applications
- Complete the cut-over activities including testing and user training
- Finalize the all the business activities for application go-live
- Final preparation of servers to resolve all the critical issues
- Prepare key user knowledge transfer and solution walkthrough

TRAINING

End-user training is another key component of any software implementation. SITEK assists in a variety of ways depending on the client's needs. SITEK is experienced and comfortable with both train-the-trainer and direct delivery.

- Develop system administrator manual.
- Develop end user manuals for each key system role.
- Deliver in-person or web-based live training.
- Record and publish web-based training sessions.
- Develop quick reference check-lists for end users.

GO-LIVE SUPPORT

After deployment into the production environment, we will provide sustained support to business users to aid their transition into their new system, as part of the go-live support we will perform the following activities.

- Monitor open issues to resolution.
- Resolve functional and technical issues.
- Complete transition to customer production support team.
- Update solution documentation.
- Obtain solution transition to production acceptance.

TRANSITION TO OPERATIONS

Service Transition is the phase where new or changed services are transitioned into Service Operations, or support while controlling the risks of service failure and business disruption. Activities performed within this phase include:

- Planning and managing the capacity and resources needed to package, build, test, and deploy a release into production.
- Evaluating the service capability and risk profile prior to release.
- Creating repeatable build and installation mechanisms that can be used to deploy releases into test and production environments.
- Ensuring that services can be managed, operated and supported in accordance with requirements established in Service Design.
- An updated service portfolio consisting of all new or changed service components.
- An updated service package that defines the services offered to the customer.
- An updated transition plan that is used to move the planned services into operations.

FREQUENTLY USED DOCUMENTS

The following table describes the most frequently used documents in a software development project.

Document	Description
User Requirements (Requirement Specifications)	Comprised of user stories and technical constraints, this document sets the baseline for the functionality that is required for a development project. It is the source of record for the detailed design document and should be updated throughout the project as new requirements are discovered or as old requirements are deemed unnecessary.

Detailed Design (Functional & technical design documents)	Intended to visually illustrate the functionality of the application, this document will contain mockups of screen designs, with detail down to the field level. It will show how each user requirement will be implemented. Including security and validations.
Architecture and Technology Recommendations	Usually a Visio diagram, the architecture model will outline any hardware or software requirements for the project and list the development technologies to be employed.
Vision and Scope	An essential part of planning a development project; the vision and scope document provides a narrative for all project stakeholders that tells the story of the application in question. It should clearly define what is included and excluded from the project.
Testing documents	Unit testing, integration testing & user acceptance test documents
Estimate	The estimate will provide a breakdown of the expected effort need to complete the project. Estimates should include development costs as well as total cost of ownership where possible.
Stakeholders	The stakeholder's document will list all resources and define their role in the project.
Communications Plan	This document will establish an overall framework for assessing the unique set of communication needs for the Project. Specifically, it will identify audiences that require information, appropriate methods for relaying information
Risks Analysis	A list and analysis of identified risks to determine the impact if it were to occur and the likelihood of its occurrence.
Gap Analysis	A gap analysis is done to ensure nothing has been overlooked. The gap analysis will also focus on streamlining existing business processes.
Test Plan	This document details the objectives, and processes for testing the application. The plan typically contains a detailed understanding of the eventual workflow.
Project Plan	A formal, approved document used to guide both project execution and project control. Usually a Microsoft Project Document.
Status Reports	Communication between the project manager, the client and the internal team to periodically update everyone as to where the project is in relation to where it should be at that point in time.
Change Controls	These documents are used to formally alter scope when necessary. The change control document when executed will include a description of the change, the reason and the cost.
Transition Plan	This document lays out the tasks and activities that need to take place to efficiently deliver a project from the development or pilot environment to the production and support.

STAFFING STRATEGIES

SITEK understands the benefits that a long-term approach to staffing can bring to its clients. Our strategic staffing plan is the process of identifying and addressing the long-term staffing needs of our clients to successfully implement their business plans and strategies. Our effort includes:

- Defining the number and types of employees need to implement the plans effectively,
- Identifying the staffing resources currently available between both parties,
- Projecting the supply talent that will available throughout the project for which the requirements have been defined,
- Developing and implementing staffing plans/actions that are needed to close out the project successfully.

Testing is comprised of:

Unit Testing – Automated testing of each component as it is developed.
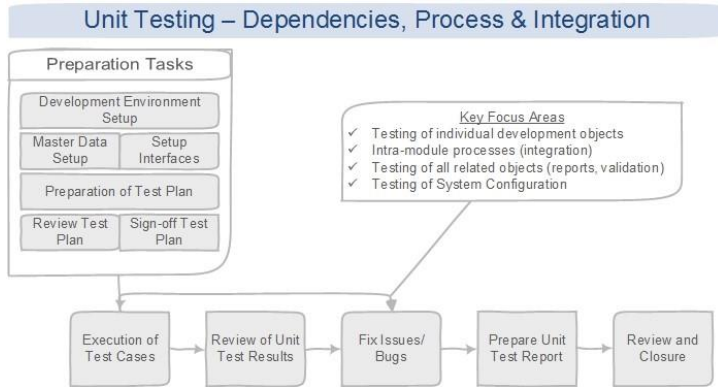
Integration Testing – The testing of interaction between the new application and external applications. Some aspects of this testing will likely require client involvement.
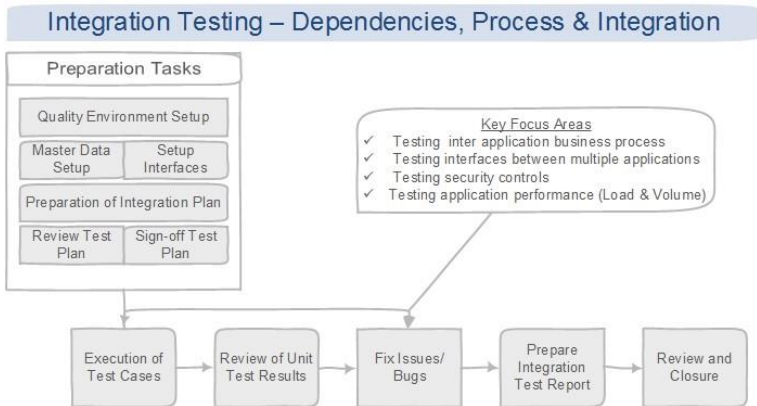
User Acceptance Testing (UAT) - Once a release candidate is built, User Acceptance Testing of the application will be arranged. These tests will be conducted at the client site by agency users who will use the application in their work.

- Will use test copies of production quality data and will connect to test versions of integrated applications.
- User manuals and contextual help will be available for testers and recommendations for revisions will be accepted during the tests.
- User feedback will be collected and reviewed and any necessary changes to the application will be made and retested.

Automation Test Process – This process includes planning, execution, and maintenance of automation scripts.

Automation Planning

1. Test Tool Selection – Test Tool is selected based on the technology and the AUT (Application Under Test) is built on. Selenium WebDriver is the automation tool we are using in our applications to test since it is an open source, freeware and portable tool.
2. Scope of Automation – Scope of automation is the area of the AUT which will be automated.
3. Planning, Design and Developing: During this phase Automation plan is developed, which contains following details:
4. Framework design and its features
5. In-Scope and Out-of-Scope items of automation
6. Automation test bed preparation
7. Schedule and Timeline of scripting and execution

Automation Test Execution - Automation Scripts are executed during this phase. The scripts need input test data before there are set to run. Once executed detailed test reports will be provided. Execution can be performed using the automation tool directly. These are the steps followed to execute the test scripts:

1. Testware (involves test case, test plan, test document etc..) version control and configuration management
2. Selecting the subset of test cases to run
3. Set-up and/or record environmental variables
4. Run the test cases
5. Monitor test activities
6. Capture relevant results
7. Compare actual with expected results
8. Report analysis of pass/fail

Maintenance - As new functionalities are added to the system under test with successive cycles, automation scripts need to be added, reviewed and maintained for each release cycle. Maintenance becomes necessary to improve effectiveness of automation scripts.

Performance Test – Load Testing

Load testing is performed to determine a system's behavior under both normal and anticipated peak load conditions. It helps to identify the maximum operating capacity of an application as well as any bottlenecks and determine which element is causing degradation.

We are using Microsoft Visual Studio tools for analyzing the application performance. The popular load testing tools available also provide insight into the causes for slow performance.

There are numerous possible causes for slow system performance, including, but not limited to, the following:
- Application server(s) or software

- Database server(s)
- Network – Latency, congestion, etc.
- Client-side processing
- Load balancing between multiple servers

VERSION CONTROL

Version control – Microsoft's Team Foundation Server (TFS)/DevOps, SVN, and/or GitHub will be used to manage the project in the following ways:

- Source code management
- Branching
- Merging

IMPLEMENTATION OR RELEASE MANAGEMENT

For release management (see diagram below)
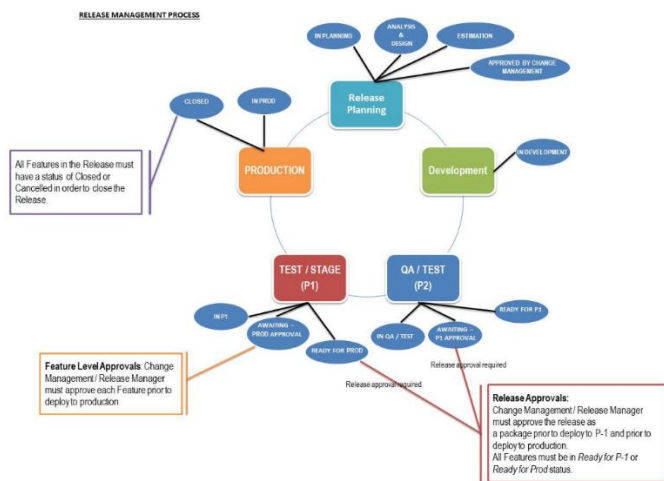
The goal of Release Management is to take a holistic view of a change to an IT service and ensure that all aspects of a release, both technical and nontechnical, are considered together. SITEK Release Management will:

- Adhere to any LFUCG Release Policies.
- Ticket tracking tools may be used to capture all incidents (bug/enhancement/requirement/test results).

- Collaborate with those organizations outside of SITEK that impact LFUCG services to plan and ensure impacted stakeholders are involved and that the service is appropriately tested (from a customer's perspective) following implementation.
- Consider other planned releases (originating inside and outside of LFUCG) to analyze impacts and, wherever possible, coordinate efforts (such as packaging Release Units).
- Ensure that there is proper distinction made between development, implementation, and testing roles and responsibilities to optimize the integrity of the release function.
- Release Management will have an active role in all changes to the LFUCG production environment.
- Release notes will be prepared for the release with all tickets, scripts to execute and any configuration changes.
- All releases will be tested and signed off from change management prior to production implementation and post production implementation.
    - The LFUCG Release Manager ensures that adequate testing has been performed prior to submitting a release package to Change Management for approval to go to production. After the release has been implemented, the testing is repeated to ensure the release was implemented successfully.
- Post-release monitoring.
- Releases will include a back out strategy wherever appropriate.
- Release versioning: Major number is updated when platform changes. Minor numbers are updated for version releases.

CODE QUALITY

SITEK will adhere to the LFUCG policies and also SITEK follows the coding standard as listed below:

- Naming Convention Pascal case for classes and methods and Camel case for variables/parameters.
- Remove all unused code.
- Comment all the functions and Procedures with following
    - Author – who created
    - Date Created
    - Description
- Code reusability –reuse the function/procedure if it is used in multiple places. Use user control or partial class if same functionality is used in several screens example (SSN, phone format, address).
- Code consistency.
- Code readability – For other developers to read the code and ease maintenance of application.
- Proper implementation of exception handling and logging of exception.
- Screen layout as per American Disability Act (ADA).
- Disposing of unmanaged resources.
- Make sure methods have less lines of code, not more than 15 to 20 lines.
- Timely check in/check out of the files/pages at source control.

AGENCY REQUESTS

In terms of a project request, SITEK would appreciate as detailed request as possible. SITEK understands the request writing process and questions will always arise, but to remedy that strong open lines of communication would be requested to successfully meet the expectations of both parties.

After receiving a project request SITEK's first steps would be to attempt to grasp what the specific request is for, that being a new enhancement, modification to an existing system, or something else. We would review the current process or application and determine what is required to complete the project. Next steps would include a written proposal detailing the project request broken down in phases for completion. This will include a project timeline and budgetary changes.

If this is a request once the project has been initiated and signed off on this request would follow our agreed upon change order process. This process keeps both parties accountable to the project timeline and budget.

CONSULTING

Requirements Gathering

Whether acting as a consultant or a software design and implementation partner, at SITEK, we know that a clear understanding of the user requirements, both functional and non-functional are key to a success project. In order to clearly document customer and user needs, at SITEK we:

- Record the rationale for each documented requirement.
- Describe the individual requirements in a systematic and structured way.
- Use teams (customer, testers, project manager) to review the requirements.
- Obtain and document customer approval for all requirements.

We believe that it is important for project stakeholders to have a clear point of reference during the life of any project. This baseline will, at minimum list the business problems to be solved and proposed solutions. The deliverables for requirements documentation projects typically include:

- **Assessment and Gap Analysis**
  Generally, the information provided by a client is a good start for assessing the gap between what is in place and what is requested. However, SITEK can do our own GAP analysis to ensure nothing has been overlooked. The gap analysis will also focus on streamlining existing business processes.
- **User Requirements**
  We begin this process by writing user stories, this is usually done by in person interviews with end users and decision makers. These stories are written in plain English and are solution agnostic. They should paint a complete picture of each type of user and their needs as they relate to the work.

Document Deliverables

User Requirements (Requirement Specifications)	Comprised of user stories translated into functional and non-functional requirements.

IT Project Management

SITEK will provide the following internal controls to ensure the project stays on track, on budget, and completed on-time. The Project Manager (PM) leading the project will be an experienced project management professional who will provide detailed status reports on a weekly basis to verify tasks and deliverables have been completed and signed-off as outlined.

The sponsor and all shareholders of the project will be provided a Project Management Plan detailing all phases of the project. Within the plan, the PM will define the internal controls used to manage the project to successful completion. Those controls will at minimum include:

- **Scope Management**

    SITEK will work with the LFUGC steering committees and stakeholders to clearly define the project, its deliverables, and verification.

- **Work Breakdown Structure**

    SITEK will develop a WBS (Work Breakdown Structure) that encompasses the work that will be executed by the development team. It will breakdown the project scope into tasks requiring no more than 40 hours to complete, so the project team can stay on-time and provide the functional deliverables.

- **Deployment Plan**

    SITEK will detail the defining sequence of operations to carry out and deliver the agreed upon enhancements.

- **Change Control Management**

    This will be a formal process established to enable the entire project team to modify the scope of the project using clearly defined controls and policies.

- **Schedule/Time Management**

    SITEK will establish the policies, procedures, and required documentation to ensure timely project completion.

- **Cost Management**

    SITEK will monitor and manage project expenditures during the entire project life cycle to mitigate the risk of exceeding the established budget.

- **Quality Management**

    SITEK will develop a process to ensure that the product delivered will be high-quality and provide long-term service.

- **Human Resource Management**

SITEK will select and assign the best most qualified resources to meet the staffing needs. We will develop employee relations policies and procedures, so the project's overall goals and objectives are met with limited interruptions to the current business environment.

- **Communications Management**

    SITEK will define the communication requirements for the project and how information and any feedback received from project stakeholders will be distributed. This document will be used to articulate the project's goals in measurable ways.

- **Risk Management**

    SITEK will develop a plan to quickly identify any potential problems before they occur so that risk strategies can be planned and put into place throughout the project to mitigate any adverse impacts to the project objectives.

- **Issue Management**

    SITEK will develop a plan to identify and document project issues. All issues will be reviewed carefully and assessed to prevent any delays in the project timeline.

    A sample issue escalation process is listed below.

    - Issue identification - Identify issue and document within the issue tracking tool.
    - Validation and Prioritization - Determine if the item is an issue, risk, or a change request. Assign the priority.
    - Analysis and Potential Impact - analyze and assess the impact to the project
    - Tracking and Reporting - Monitor the issue tracking tool weekly and clearly document progress.
    - Resolution and Closure - Resolved Yes/No, No, revisit the issue and escalate, if needed, Yes, document solution

- **Vendor Management**

    SITEK will continue to develop successful relationships to the benefit of all parties. The process will incorporate strategies to foster strong vendor relationships.

    Strategies will include:

    - Regular and mandatory communications to monitor performance and accountability
    - Engage vendors in key strategy sessions, utilize their expertise
    - Build long-term vendor partnerships
    - Align the vendor to provide not only a reasonable price but high quality

STAFFING SERVICES

As staffing opportunities are presented, SITEK evaluates the needs of the project against the skillsets of our internal resources first.

For functional skillsets (Business Analysts, Project Managers, Informaticists, Education/Training Specialists, and Program Managers), an initial evaluation is done by Mary Aycock, IT Consultant and Project Manager followed by a review of SITEK President, Ganesh Sivagurunathan.

For technical skillsets (Application Programmers, Implementation and Go-Live Support, Database Administration Services, Cyber Security Specials and Risk Analysts, Integration Specialists, Technical Services and Desktop Support, Citrix, Storage, Data Center, Window, and AV Support) an initial needs analysis is done by Mary Aycock, followed by a technical skillset review by either Srikrishnan Senthil or Christian Antonio and finally review of SITEK President, Ganesh Sivagurunathan.

If SITEK's internal resource pool does not have a strong selection of candidates, our HR administrator will begin to post positions and reach out to our partners to find the right candidate. Once she has selected potential candidates, they will follow the same review process as our internal resource pool.

Qualifications are determined based on functional or technical skillset, project experience, and industry knowledge with preference given to candidates with "boots on the ground" experience in the most similar setting. In addition to these key qualifiers, we also look for candidates who will best fit in the organization's culture, environment, and structure.

Candidates within our internal resource pool will require little in the way of screening other than for organizational fit as our reviewing staff are familiar with their project experience, skillsets, and organizational climate fit.   Other candidates will be screened via in-person and on-line technical interviews, online technical tests, reference checks, background checks, verification of authority to work in the United States, and if required by the client drug testing.

Cost of Services

The standard hourly rates for all services offered by SITEK Inc. are $110 / hr for most technical support and $125/hr for most consulting services. See the table below for full breakdown. All employees are local so there are no associated travel expenses.

Labor Category	Regular Hourly Rate	Night/Weekend/Holiday Rate
Software Development	$110/hr	$125/hr
Database Design	$110/hr	NA
Consulting	$125/hr	NA
Server Application Implementation	$110/hr	$125/hr
Enterprise DevOps & Cloud	$125/hr	NA

This fee schedule is included in Attachment B.

Company Information

Founded in 2006 and headquartered in Lexington, Kentucky, SITEK provides technology driven solutions for clients large and small.   SITEK has delivered solutions for clients in diverse industries including; Government, Non-Profit, Healthcare, Education, Manufacturing, Utilities and Mining. SITEK also provides innovative solutions to technology staffing needs. SITEK has the experience to place qualified candidates in the U.S. delivering the right resources for any company. SITEK is Kentucky Certified Minority owned Business Enterprise.

Company name and Address

SITEK INC
1040 Monarch St, Suite 205,
Lexington, KY 40513

Business Partners

- Healthtech Solutions LLC
- The AME Groups LLC
- Solarity LLC
- Quantum Solutions
- Merit Staffing
- Infovision INC
- Fleming Technical Resources
- Source 360 Group INC
- Loblolly Consulting LLC

Staff Resumes

GaneshBabu Sivagurunathan – Technical Project Management, Architecture, Development (25+ years)

Ganesh has diverse experience as Technical Advisor, Technical Lead, System Designer, System Architect, Solution Provider, and Programmer Analyst and Developer. He has experience in a variety of industries, including Health Services, IT firms, Automotive, Insurance, Government, Federal, and Finance. He successfully leads various Enterprise applications, client-server and Internet-based project teams within the limits of HIPAA and ADA. Ganesh's skillset including, outstanding organizational leadership and strong technical, managerial, business, and functional skills.

Ganesh's role in the LFUCG project will be interacting with the customer on any business needs, requirement/information gathering and detail design document, Architecture, estimation of hours for each task, reporting project status report every two weeks to the customer, assigning developers to the project, change control and delivery of the project in time and budget, and sign-off on the project. Ganesh has extensive experience in Microsoft technologies such as asp.net, c#, vb.net, CSS, HTML, SQL Server 2000, 2005, 2008, 2012 and 2014, visual studio 2003, 2005, 2008, 2010, 2012, 2013, 2015, 2017,

and 2019, team foundation server, SVN, MVC, Angular, Type script, Jquery, Telerik control, WCF, Crystal report, SSRS, .net framework 2.0, 3.0, 3.5, 4.0, 4.5 and 4.6.2, Visio, REST API, web API, and Agile methodology for SDLC.

Mary Aycock– Project Manager PMP (18 years)

PMP certified Project Manager with experience as Project Manager, Systems Manager, Functional Team Lead, Enterprise Resource Systems Analyst (PeopleSoft), Systems Analyst, Business Analyst, and Operations Analyst. Experience includes project management, fit/gap analysis, system selection, business process development, training development and delivery, post-cutover support, and upgrade management for ERP, HR/Payroll, Document Management, Learning Management, Variance Management software solutions in the Education, Healthcare, and Food & Beverage industries.

At Florida State University, Mary led the Grants team in selecting and implementing PeopleSoft (8.4) Grants, Contracts, Projects, Billing, and Accounts Receivable. She was also the grants representative for the implementation of PeopleSoft HR, Time and Labor, General Ledger, Commitment Control, Purchasing, ePro, Travel and Expenses, and Asset Management. Her team (as a part of the larger Finance team) completed the implementation of each of the listed PeopleSoft finance modules in under two years from RFP to go-live and the HR modules in under two and a half years from RFP to go-live. As Florida State University was an early adopter of PeopleSoft Grants, Mary was able to be heavily involved with the PeopleSoft team through the Product Advisory Group (PAG). Mary was a member of the PeopleSoft Grants PAG, track chair for the PeopleSoft Higher Education Users Group conference, and eventually Chair of the Grants PAG representing Grants interests on the Combined Financials PAG. Serving on these committees gave Mary a broader view into the needs and uses of PeopleSoft from a global perspective. Mary also managed the training program and databases for PeopleSoft HR and Financials modules for the 8.4 to 8.9 upgrade.

Mary managed the administrative information systems for Bluegrass Care Navigators (formerly Hospice of the Bluegrass) for seven years. There, she led HRIS vendor selection, fit-gap, implementation, & support transitioning from ADP to Paycor for an annual cost savings of 40K and increased functionality (added time and attendance management). Mary implemented a SAAS document management system for all patient and office bills. She also led the NetCommunity, Volunteer and Event Management implementation and transfer from on-prem to cloud donor management with Blackbaud Raiser's Edge. Mary implemented a variance management system for employee, patient, and medication variances in Dynamics 365. She transitioned the agency from Moodle to Relias Learning Management system. Implemented Office 365 SharePoint, OneDrive, Yammer, & Stream replacing on-prem file share. Led upgrades for on-prem (Dynamics Great Plains, ImageNow) and SAAS systems (Paycor HR to Paycor Perform HR). As the agency rebranded from Hospice of the Bluegrass to Bluegrass Care Navigators to reflect their growing number of business lines, Mary managed the rebranding initiatives and was primarily responsible for the updates to the external website, the launch of a community platform, the Board of Directors website and content management system. Mary administered quarterly Phishing campaigns, represented all administrative systems with patient data in HIPAA security audits and remediation, participated in disaster recovery planning and testing. She also managed the administrative systems support team including the Web Developer and SharePoint Developer.

Additionally, in the Healthcare sector, Mary led projects to organize phishing campaigns and education, build a scheduling system for on-call physician practices across the bluegrass, and build a patient tracking system.

In the Food and Beverage industry, Mary led a project to restructure the Chart of Accounts to enable the distillery to track expenses to strategic initiatives, cost per unit, and return on investment. She also performed audits and reclassification of $13M in Sales and Marketing expenditures and provided recommendations on best practice spending.

Sri Senthil – Architecture, Development (15 + years)

Professional expertise in Full Stack Micorosoft.Net Technologies, Open source and complete Software development Life Cycle. Expertise in architecting and developing web application, converting legacy system, Hybrid mobile application development and setting up the environment On-Premise as well as in cloud technologies using Azure and AWS.

Sri's expertise in developing Web-based applications and Windows-based Application using Microsoft Technologies, mobile development using Xamarin and other web technologies such as open-source PHP, WordPress and MySQL. His role in the LFUCG project will be the development lead. He will coordinate with the developer on the assigned task, report project status to Ganesh/Mary daily, set up the source control, set up the development environment, deploy the project to test environment and production environment, and go live support.

Sri has extensive experience in Microsoft and open source technologies such as ASP.NET 5, .NET Core 2.0, 3.0, 3.1, C#, VB.NET, CSS4, HTML 5, SQL Server 2000, 2005, 2008, 2012, 2014 and 2016, Visual studio 2005, 2008, 2010, 2012, 2013, 2015, 2017 and 2019, Team Foundation Server, SVN, MVC.NET, Angular 2.0, 4.0, 5 .0, 6.0 ,Type script 2.0, 2.7, 3.0, 3.7, jQuery, Telerik control, WCF, Crystal report, SSRS, .net framework 2.0, 3.0, 3.5, 4.0, 4.5, 4.6.2, 4.7, Visio, REST API, Web API, SOAP, Xamarin, Imagenow for document management, Amazon Web service, Azure, Active directory, and Agile methodology for SDLC, Entity Framework 5.0,6.0, Entity Framework Core 2.0, 3.0, 3.1, ADO.NET, IIS 11, 10, 8, Node.Js, Gulo, Bower, ReachJS, Bootstrapping, SSRS, SSIS, JSreporting, Telerik Reporting, NUnit, Log4Net, Selenium tools for testing, OAuth, OpenConnect, Identity Server, ADFS, PHP 7, Wordpress 5.6, Apache Server, XML, XSLT, CSS4, LESS.

Sri has expertise in installing Web Server features and roles, installing and setting up Active Directory and domain controllers, installing and managing Internet Information services, Installing and setting up SQL Server, MySQL database servers. Expertise in setting up and managing Microsoft Azure resources, virtual machines, SQL Database, Elastic Search, Storage. Expertise in setting up and managing Amazon Web Services resources, EC2, Elastic Beanstalk, Load balancing, Lambda Functions, Simple Mail Service, Cloud Watch, Code Formation, Code commit, S3. Expertise in setting up and managing web site domains and DNS records.

Christian Antonio – Architecture, Development (26+ years)

Professional expertise in Full Stack Micorosoft.Net Technologies, Dynamic CRM and complete Software development Life Cycle. Expertise in architecting and developing web application, converting legacy system, migrating the data from the Legacy System to new system and Data Warehouse/ETL.

Christian is a Microsoft Certified Professional with experience in Microsoft.NET technologies and the complete Software Development Life Cycle (SDLC). He has expertise in developing Web-based applications and Windows-based Application using Microsoft Technologies and other web technologies. He has strong experience in Data Analysis, Data Migration, Data Validation, Data Import, and Data Export through the use of SQL Server Integration Services (SSIS). He has also experience in building custom business application in Microsoft Dynamics 365 using model-driven apps in PowerApps. Christian's role in the LFUCG will be Archtiect/.net development where he will work on assigned LFUCG project tasks. Christian has extensive experience in Microsoft technologies such as asp.net, c#, vb.net, CSS3, HTML5, SQL Server 2000, 2005, 2008, 2012 and 2014, visual studio 2005, 2008, 2010, 2012, 2013, 2015 2017, and 2019, Team foundation server, SVN, MVC, Angular 2.0, 4.0, Type script, Jquery, Telerik control, WCF, Crystal report, SSRS, .net framework 2.0, 3.0, 3.5, 4.0, 4.5 and 4.6.2, Visio, REST API, web API, and Active directory and Agile methodology for SDLC.

Joshua Taylor - Sr Developer (5+ Yrs experience)

Professional expertise in Full Stack Micorosoft.Net Technologies, open source and complete Software development Life Cycle. Expertise in developing web application and desktop applications.

Joshua is a senior developer and has been working with the SITEK team since February 2017. Joshua's role in the role in LFUCG project will be SR developer where he will work on assigned LFUCG project tasks. Joshua has experience in Microsoft technologies such as asp.net, .net core 1.0-3.0, c#, vb.net, CSS3, HTML5, SQL Server 2008, 2012 and 2014, visual studio 2013, 2015, 2017, and 2019, Visual Studio Code, Team foundation server, SVN, MVC, .net framework, 4.5 and 4.6.2, web API, DotNet CLI, and Agile methodology for SDLC

Non-Microsoft technology includes Angular 2.0-8.0, TypeScript, JQuery, Git, WordPress, PHP, Linux (Debian based distros), NodeJS, and Python.

Ashish Pandiri – Sr Developer (6 years)

Professional expertise in Full Stack Micorosoft.Net Technologies, and complete Software development Life Cycle. Expertise in developing web application and desktop applications.

 Ashish is a Sr .NET Developer and has been working with the SITEK team since December 2018. Ashish's role in LFUCG project will be Sr .NET Developer where he will work on the assigned LFUCG project tasks. Ashish has experience in Microsoft technologies such as .NET Framework (versions 4.5/4.7.2), .NET Core (3.*), Visual Studio 2017 and 2019, ASP.NET Web Forms, ASP.NET Core (2/3), ASP.NET Web API, C#.NET, VB.NET, Entity Framework 6, and Entity Framework Core 3.0 and in front end technologies such as HTML 5, CSS 3, CSS frameworks - Bootstrap 4.*/ Semantic UI, JavaScript, TypeScript, Angular Framework

(Versions - 4,6,8,9,10), Angular Material, jQuery, AJAX and proficient with tools such as Team Foundation Server, GitHub Desktop, and SVN. Ashish also has experience in cloud technologies such as AWS micro services and Azure DevOps.

Revathi Mukkamla – Sr Developer (6 years)

Professional expertise in Full Stack Micorosoft.Net Technologies, and complete Software development Life Cycle. Expertise in developing web application and desktop applications.

Revathi is a Sr .NET Developer and has been working with the SITEK team
since August 2015. Revathi's role in LFUCG project will be Sr .NET Developer where She will work on the assigned LFUCG project tasks. Revathi has experience in Microsoft technologies such as .NET Framework (versions 4.5/4.7.2), Visual Studio 2015, 2017, ASP.NET Web Forms, ASP.NET Web API, C#.NET, VB.NET, Entity Framework 6, and in front end technologies such as HTML 5, CSS 3, CSS frameworks - Bootstrap 4.*, JavaScript, TypeScript, jQuery, AJAX and proficient with tools such as Team Foundation Server, GitHub Desktop, and SVN. Revathi also has experience in cloud technologies such as Azure DevOps.

Maria Preeti Michael – Sr Developer (6 years)

Professional expertise in Full Stack Micorosoft.Net Technologies, and complete Software development Life Cycle. Expertise in developing web application and desktop applications.

Maria is a Sr .NET Developer and has been working with the SITEK team since Feb 2016. Maria's role in LFUCG project will be Sr .NET Developer where She will work on the assigned LFUCG project tasks. Maria has experience in Microsoft technologies such as .NET Framework (versions 4.5/4.7.2), Visual Studio 2015, 2017, . ASP.NET Web Forms, ASP.NET Web API, C#.NET, VB.NET, Entity Framework 6, and in front end technologies such as HTML 5, CSS 3, CSS frameworks - Bootstrap 4.*, JavaScript, TypeScript, jQuery, AJAX and proficient with tools such as Team Foundation Server, GitHub Desktop, and SVN.

Staff Location and Pay rates:
The standard hourly rate for all services offered by SITEK Inc. is $110 /hr for most services and $125/hr for Consulting and Cloud/DevOps services. For detailed rate information, see Attachment B.

Name	Location	Travel and Living Expense	Indicate if the staff is Sub-contracted or an employee
Ganeshbabu Sivagurunathan	Lexington, KY	No	Employee
Sri Senthil	Lexington, KY	No	Employee
Christian Antonio	Lexington, KY	No	Employee
Mary Aycock	Lexington, KY	No	Employee
Ashish Pandiri	Lexington, KY	No	Employee
Josh Taylor	Lexington, KY	No	Employee

Revath Mukkamala	Frankfort, KY	No	Employee
Maria Preeti	Lexington, KY	No	Employee

Company Longevity

SITEK has been providing technology and consulting services since its inception in 2006.

References

City of Frankfort Fire Department - Frankfort Fire Department Portal (FFD Portal)

SITEK developed a web-based application to facilitate FFD admin and staff (Chief, Battalion Chief, Captain, Sergeants, and Fire fighters) to manage department information such as Employee Information, Employee Certifications, Daily Roster, Creating and Managing Daily Logs, Maintenance Requests, Company Training, Department Events, Personal Protective Equipment (PPE), Award Nominations, Document Management, and Reports. The System replaced from the legacy system written in Drupal, PHP and MySQl to Microsoft .net technologies.

Wayne Brisco, Chief
wbriscoe@frankfort.ky.gov
502.875.8511

Shaun Cladwell, Assistant Chief
scaldwell@frankfort.ky.gov
502.875.8511

University of Kentucky - Multiple Projects

Social Profile Project
Social profile is a plugin developed to create a public facing profile for faculty in the WordPress application. These users add information about themselves regarding their academics including training, classes offered in the current semester, published works, etc.

ASK LMS Project
LMS is an education platform used by UK to educate students on various topics relating to social work. Students are able to enroll for courses which can consist of streamed videos, web pages, zoom meetings and quizzes. Students may receive a certificate upon completion of a course depending on the settings for a course. This application relies heavily on wp-courseware and WooCommerce for functionality.

ASK –VIP Portal
ASK provides monthly support groups for foster and adoptive families. The also offer a parent mentoring program, training opportunities, a lending library, state resource information, and more. Provides support and education for foster and adoptive families in Kentucky.

Foster-Mentor Program

The purpose of the Mentorship Program is to match a mentee with a mentor from UK's experienced staff who have the experience, knowledge, and insight that assists the mentee in meeting their professional goals. This program is designed to foster professional development and career growth and provides an opportunity for two colleagues to establish a trusting mentor/mentee partnership. Mentors will share their professional and organizational knowledge, experience, and contacts while serving as a sounding board and guide for career-focused conversations. Mentees will share their professional skills, career and networking goals, along with their individual development plans to direct the conversations and learning.

George Humlong, Foster Parent Training
GeorgeHumlong@uky.edu
859.257.2106

HealthTech Solutions

SLR (State Level Repository) is a web-based application for the Medicaid incentive payment program. System which included XML based interfaces with the National Level repository, an attestation process, reporting and a work flow solution. SITEK subcontracted to work on following state SLR projects for development and Support: South Carolina SLR, DC SLR, Alabama SLR, South Dakota SLR and Louisiana SLR System.

Sandeep Kapoor, Chief Executive Officer
sandeep@healthtechsolutionsonline.com
502.330.0726

Frank Lassiter, Chief Operating Officer
frank@healthtechsolutionsonline.com
502.803.0121

City of Georgetown

Support for CityWorks PLL - permits, licensing and land—gives agencies direct control of their business processes. Designed to simplify applications for customers and streamline workflows for staff, Cityworks PLL helps local governments and utilities deliver better service to their communities. The City of Georgetown did not contract for support for this software. SITEK was able to assist by creating reports and correcting issues in the existing CityWorks PLL program. SITEK configured workflows for various inspections for City of Georgetown in the application including:
- Accessory Structure
- Duplex / Multi Family
- HVAC Residential
- Mobile or Modular Home
- Sign
- State Jurisdiction

Brennen Mayhew, Engineering Technician
wbrennen.mayhew@georgetownky.gov
502.570.8272

Mark Pitzer, Building Inspection
mark.pitzer@georgetownky.gov
502.863.9802

Bluegrass Care Navigators

Patient Tracker SITEK developed an application in Dynamics 365 for Bluegrass Care Navigators (BCN) that bridges data between the 3rd Party Document Management System that stores all invoices received for BCN patients and summarizes the data for import into BCN's accounting system Great Plains Dynamics. This patient tracker application produces vendor remittance reports detailing the costs paid by patient and date of services. It also produces reports that summarize and reconcile the data by general ledger (GL) account. BCN uses the application to search for detailed information on invoices paid by vendor, patient, date of service, or GL account. This information is provided as back up when requested by auditors.

Croswell Chambers, Chief Information and Security Officer
cchambers@bgcarenav.org
859.269.6886

Kentucky School Board Association

Policy Service System (PSS) - SITEK developed PSS, a web-based application developed using Microsoft technologies to replace legacy document management system used to handle policies, procedures, and handbooks for its subscribers.
Testimony from Matt: "Ganesh and his team have been a valuable strategic partner for us. They have consistently delivered dependable results on-time and on-budget. Their ability to creatively engineer solutions for some of our most complex technical challenges has significantly improved the IT operations of our association."

Matt Wells, Technology Manager
matt.wells@ksba.org
502.783.2713

Ruggles Sign
The Tracker tool that provides Ruggles an automated, electronic, and paperless capability to manage customer information and move work through the workflow process, manage customer information, as well as route and track maintenance Tasks. SITEK also developed a mobile app for the Tracker user to capture the picture for the given job and upload the picture from field into project manager job folder. This eliminated manually taking the picture and uploading manually to the system.

Billy Gayheart, IT Manager
billyg@rugglessign.com
859.879.1199 ext. 134

Attachment A

Attachment A contains a list of the technologies used by the Lexington-Fayette Urban County Government.

Technology	Experience	Comments
Microsoft Windows Server (2012, 2016) and the latest generally available release (currently Windows Server Version 2019)	5 Years, 5 employees	
Microsoft Windows 8, 10 Desktop		
Microsoft 365, Architecture and Design		
Microsoft PowerShell	2 years, 3 employees	
Microsoft Active Directory	4 years, 4 employees	
Microsoft Exchange 2016, 2019		
AIX versions 5.x, 6.x, 7.x, 8.x, 9.x		
Linux – Various Distributions	2 years, 1 employee	
IBM i Operating System		
IBM i5/OS2 Operating System		
Internet Information Server (IIS)	9.2 years, 5 employees	
F5 BigIP		
VMware VirtualCenter		
VMware ESXi		
Microsoft Access	12.5 years, 4 employees	
Microsoft SQL Server (2012 – 2019)	6.25 years, 7 employees	
IBM DB/2 Database		
SharePoint Services (on premise and cloud)	2 years, 1 employee	
Microsoft .NET Framework 3+	9 years, 7 employees	Also .net core 1.1, 2.0, 3.0, & 3.1
ESRI ArcGIS Enterprise (10.8.1 +)		
ESRI ArcGIS Desktop – ArcMap (10.8.1 +)		
ESRI ArcGIS Desktop – ArcGis Pro (2.6 +)		
ESRI ArcGIS Online		
ESRI ArcGIS API for Javascript		
ESRI ArcGIS API for Python		
Visual Studio	12 years, 7 employees	2005, 2008, 2010, 2012, 2013, 2015, 2017, 2019
VBA	15 years, 3 employees	
Python	1 year, 1 employee	
JavaScript	10 years, 7 employees	
HTML5	5 years, 7 employees	
C#	10 years, 7 employees	
C++		
Ruby		
Technology	**Experience**	**Comments**
Ruby on Rails	1 year, 3 employees	
Visual Basic 6.0	6.5 years, 4 employees	

ASP.NET	9.5 years, 7 employees	
VB.NET	5 years, 7 employees	
jQuery	6 years, 7 employees	
Web Services	8 years, 6 employees	
PHP Development	3 years, 3 employees	
Apache HTTP Web Server	3 years, 1 employee	
RPG Freeform		
BCD Presto		
ADO	6.5 years, 4 employees	
Moodle		
AJAX	6 years, 7 employees	
Node.js	2 years, 3 employees	
Chef, Puppet, Troposphere		
Amazon Web Services (AWS) Architecture	3 years, 2 employees	
Amazon Web Services (AWS) DevOps	3 years, 2 employees	
Microsoft Azure Architecture	2 years, 4 employees	
Microsoft Azure DevOps	2 years, 4 employees	
Palo Alto Firewalls		
Splunk		
Extreme Networks – wired and wireless		
Switching & Routing (SPBm)		
Vulnerability Scanning (Nessus)		ControlScan, Netsparker
Patch Management		
IBM BigFix/HCL		
PeopleSoft HCM 9.2, PUM 36 and higher		Peoplesoft HCM 8.4, 8.9
PeopleSoft FSCM 9.2, PUM 37 and higher		Peoplesoft FSCM 8.4, 8.9
PeopleTools 8.57.11		

Attachment B

Attachment B contains a list of services the Lexington---Fayette Urban County Government may need provided. Please use the notes column to identify any information that should be considered during the vendor selection process. Exceptions to billing should be included in the notes, e.g. weekend rate adjustments.

Service		Rate	Notes
Software Development	ASP.NET C# JavaScript Ruby Ruby on Rails C++ HTML5 VB.NET Python Visual Basic 6.0 ESRI ArcGIS ADO 2.X + Web Services Microsoft Access RPG Freeform BCD Presto jQuery	$110/hr $110/hr $110/hr $110/hr $110/hr $110/hr $110/hr $110/hr $110/hr NA $110/hr $110/hr NA NA $110/hr	$125 After Hours/Weekends
Database Design	SQL Server SQL Server Express MySQL ESRI Enterprise Geodatabase Oracle	$110/hr $110/hr $110/hr NA $110/hr	
Consulting	Disaster Recovery/Bus Continuity Technical Requirements Gathering IT Strategic Planning IT Governance IT Project Management Certified Project Management (PMP) Network Technologies Software Development PeopleSoft HCM (9.2) PeopleSoft FSCM (9.2) ESRI ArcGIS Enterprise Portal Requirements and Design	NA $125/hr NA NA $125/hr $125/hr NA $125/hr $125/hr $125hr NA $125/hr	
Service		Rate	Notes

Server Application Implementation	Microsoft SharePoint Microsoft Project Server Microsoft SQL Server Microsoft Exchange Microsoft Windows VMware Virtual Center VMware ESX ESRI ArcGIS Enterprise Apache HTTP Web Server	$110/hr NA $110/hr NA NA NA NA NA $110/hr	
Training	Microsoft SharePoint Microsoft Project Server Microsoft SQL Server Visual Studio Team Suite Visual Studio 2008 VMware ESRI ArcGIS (Online, Portal & Pro)	Not Available	
Network Support	F5 BigIP Microsoft Active Directory Microsoft Windows VMware	Not Available	
Information Security	Policy Development and Review Planning and Analysis Penetration Testing Vulnerability Testing Risk Management Assessment Info Security Audit and Compliance Info Security Remediation Info Security End-User Training	Not Available	
Enterprise DevOps & "Cloud"	Cloud Architecture and Design Code Deployment and Maintenance Enterprise System Administration Version Control Infrastructure as Code (IaC) Platform as a Service (Paas) Software as a Service (SaaS) Infrastructure as a Service (IaaS)	$125/hr $110/hr $125/hr $110/hr $125/hr $125/hr $125/hr $125/hr	

Appendices

Affidavit

AFFIDAVIT{PRIVATE }

Comes the Affiant, <u>Ganesh Babu Sivagurunathan</u>, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is <u>Ganesh Babu Sivagurunathan</u> and he/she is the individual submitting the proposal or is the authorized representative of <u>SITEK Incorporated</u>, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

S. Ganeshan

STATE OF _Kentucky_

COUNTY OF _Fayette_

The foregoing instrument was subscribed, sworn to and acknowledged before me by _Ganesh Babu Sivagurunathan_ on this the _26_ day of _March_, 20 _21_

My Commission expires: _July 12, 2023_
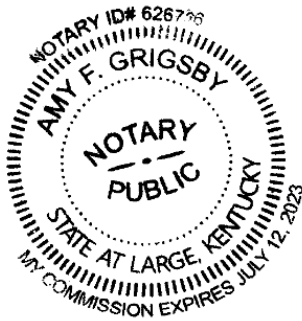
NOTARY PUBLIC, STATE AT LARGE

Equal Opportunity Agreement

EQUAL OPPORTUNITY AGREEMENT
{PRIVATE }

<u>The Law</u>

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.

- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.

- Section 503 of the Rehabilitation Act of 1973 states:

  The Contractor will not discriminate against any employee or applicant for employment
  because of physical or mental disability.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.

- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

  The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

****

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

<u>Bidders</u>

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

S. Ganesh Basu
Signature

<u>SITEK Incorporated</u>
Name of Business

Page **10** of **44**

Equal Opportunity and Affirmative Action Statements

SITEK's Equal Opportunity Statement

Equal Employment Opportunity Statement Equal Employment Opportunity has been, and will continue to be, a fundamental principle at SITEK, Inc., where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, military or veteran status, or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

Affirmative Action Plan

SITEK, Inc is a Minority-owned business. SITEK sponsors and staffs a booth at the MBE Conference in Lexington. We staff a booth at Job Fairs at Eastern Kentucky University.   Additionally, we are an advisory board member for the Computer Science Department at Eastern Kentucky University. Through these and other methods, we strive to hire staff that represent the gender and ethnic diversity of available candidates in Central Kentucky.

Workforce Analysis Form

Name of Organization: SITEK, INC

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino		Asian (Not Hispanic or Latino		American Indian or Alaskan Native (not Hispanic or Latino		Two or more races (Not Hispanic or Latino		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	2									1	1					1	1
Professionals	13	1	1							9	2					10	3
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical	1										1						1
Skilled Craft																	
Service/Maintenance																	
Total:	16	1	1							10	4					11	5

Prepared by: Ganesh Babu Sivagurunathan, President   **Date: 03/25/2021**

LFUCG MWDBE Participation Form

Bid/RFP/Quote Reference #RFP#5-2021

The MWDBE subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately.

MWDBE Company, Name, Address, Phone, Email	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. SITEK, Inc. 1040 Monarch St, STE #205 Lexington, KY 40513 contact@siteksolutions.com	All		100%
2.			
3.			
4.			

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Ganesh Babu Sivagurunathan, President   03/25/2021

_____
Company Representative

MWDBE Certificate

COMMONWEALTH OF KENTUCKY

UNITED WE STAND

DIVIDED WE FALL
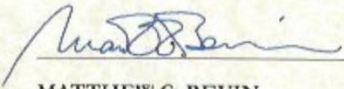
MATTHEW G. BEVIN
GOVERNOR

WILLIAM M. LANDRUM III
SECRETARY
FINANCE AND ADMINISTRATION CABINET
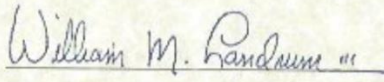
MWBE MINORITY & WOMEN
BUSINESS ENTERPRISE

This certificate acknowledges that

SITEK Incorporated

has been certified as a Minority Business Enterprise
by the Commonwealth of Kentucky.

MATTHEW G. BEVIN
GOVERNOR

KENTUCKY
MINORITY WOMEN
BUSINESS ENTERPRISE
CERTIFICATION PROGRAM

Expiration: August 30, 2022

WILLIAM M. LANDRUM III
SECRETARY
FINANCE AND ADMINISTRATION CABINET

LFUCG Statement of Good Faith Efforts

LFUCG STATEMENT OF GOOD FAITH EFFORTS
Bid/RFP/Quote # RFP #5-2021 Information Technology and Consulting Services

By the signature below of an authorized company representative, we certify that we have utilized the following Good Faith Efforts to obtain the maximum participation by MWDBE business enterprises on the project and can supply the appropriate documentation.

N/A   Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms to participate.

N/A   Included documentation of advertising in the above publications with the bidders good faith efforts package

N/A   Attended LFUCG Central Purchasing Economic Inclusion Outreach event

N/A   Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs of subcontracting opportunities

X   Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms

N/A   Requested a list of MWDBE subcontractors or suppliers from LFUCG Economic Engine and showed evidence of contacting the companies on the list(s).

N/A   Contacted organizations that work with MWDBE companies for assistance in finding certified MWBDE firms to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.

N/A   Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less

that seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.

N/A Followed up initial solicitations by contacting MWDBEs to determine their level of interest.

N/A Provided the interested MWBDE firm with adequate and timely information about the plans, specifications, and requirements of the contract.

N/A Selected portions of the work to be performed by MWDBE firms in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MWDBE participation, even when the prime contractor may otherwise perform these work items with its own workforce

N/A Negotiated in good faith with interested MWDBE firms not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.

N/A Included documentation of quotations received from interested MWDBE firms which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.

N/A Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE goals.

N/A Made an effort to offer assistance to or refer interested MWDBE firms to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal

N/A Made efforts to expand the search for MWDBE firms beyond the usual geographic boundaries.

* Other - any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE participation.

Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement. Documentation of Good Faith Efforts are to be submitted with the Bid, if the participation Goal is not met.

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

_____SITEK INC_____   ___Ganesh Babu Sivagurunathan_____
Company   **Company Representative**

_____3/26/2021_____   _____President_____
Date   **Title**

* SITEK is an exhibitor at the Lexington Bluegrass Area Minority Business Expo (MBE).

General Provisions

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

    The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.

3. Addenda: All addenda, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.

4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.

5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.

6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".

7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.

8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,

10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.

11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.

12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

   A. Termination for Cause

   (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties

   (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include

a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.

    (3)   A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:

        (a)   Failure to perform the contract according to its terms, conditions and specifications;

        (b)   Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;

        (c)   Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;

        (d)   Failure to diligently advance the work under a contract for construction services;

        (e)   The filing of a bankruptcy petition by or against the contractor; or

        (f)   Actions that endanger the health, safely or welfare of the LFUCG or its citizens.

    B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13.   Assignment of Contract: The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.

14.   No Waiver: No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any

right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.

15. Authority to do Business: The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.

16. Governing Law: This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

17. Ability to Meet Obligations: Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.

18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.

19. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion,

to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.

20. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.

_____
Signature

3/26/2021
Date

Certificate of Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:			
TechInsurance an Insureon company	PHONE (A/C, No. Ext): (800) 668-7020		FAX (A/C, No): 877-826-9067	
TechInsurance 30 N. LaSalle, 25th Floor, Chicago, IL 60602	E-MAIL ADDRESS:			
	INSURER(S) AFFORDING COVERAGE			NAIC #
	INSURER A : Hartford Casualty Insurance Company			29424
INSURED	INSURER B : Philadelphia Indemnity Insurance Company			18058
Sitek Incorporated	INSURER C : Hartford Multi-State			00914
1040 Monarch St Ste 205, Lexington, KY, 40513-1998	INSURER D : Philadelphia Indemnity Insurance Company			18058
	INSURER E : Philadelphia Indemnity Insurance Company			18058
	INSURER F :			

COVERAGES   **CERTIFICATE NUMBER:**   **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✔ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✔ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ✔ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Yes		46SBMIE6392	10/4/2020	10/4/2021	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ✔ HIRED AUTOS ✔ NON-OWNED AUTOS	Yes		46SBMIE6392	10/4/2020	10/4/2021	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	✔ UMBRELLA LIAB ✔ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ✔ RETENTION $ 10,000	Yes		46SBMIE6392	10/4/2020	10/4/2021	EACH OCCURRENCE	$
							AGGREGATE	$
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? No (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		46WBCRW5673	10/4/2020	10/4/2021	✔ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	Fidelity Bond 3rd Party CLI			PHSD1558987	10/28/2020	10/28/2021	Each Occurrence	$1,000,000
D	Professional Liability (Errors and Omissions)			PHSD1589598	12/17/2020	12/17/2021	Occurrence/Aggregate	$1,000,000 / $1,000,000
E	Cyber Liability			PHSD1589601	12/17/2020	12/17/2021	Each Occurrence	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is named as Additional Insured as their interests may appear in regards to general liability.

CERTIFICATE HOLDER	CANCELLATION
LFUCG 200 East Main Street, Lexington, KY 40507	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)   The ACORD name and logo are registered marks of ACORD

Company Information Sheet

Firm Submitting Proposal: SITEK, Inc

Complete Address: 1040 Monarch Street; Suite 205; Lexington, KY 40513

                           Street   City   Zip

Contact Name: Ganeshbabu Sivagurunathan   Title: President

Telephone Number: 859.312.7415   Fax Number: 859.209.1399

Email address: ganesh@siteksolutions.com