



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

Request for Quotation

RFQ NUMBER
WIC60495

PAGE
1

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

RFQ COPY
TYPE NAME/ADDRESS HERE

VENDOR

Research & Management Solutions, LLC
 7 Brookside Place
 Morgantown, WV 26505
 Tel & Fax: (304) 598-5053
 Email: maya@rttekusa.com

SHIP TO

HEALTH AND HUMAN RESOURCES
BPH - NUTRITION SERVICES (WIC)
C/O DHHR MATERIALS MANAGEMENT
900 BULLITT STREET
CHARLESTON, WV
25301 **304-558-3417**

DATE PRINTED 05/28/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/28/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION THE WEST VIRGINIA DIVISION OF PURCHASING IS SOLICITING BIDS FOR THE WIC PROGRAM TO PROVIDE "HELP ME BE HEALTHY" PAMPHLETS PER THE ATTACHED SPECIFICATIONS. PLEASE NOTE THE FOLLOWING ATTACHMENTS: 1) WIC60495 SPECIFICATIONS 2) AFFIDAVIT 3) SAMPLE OF EACH BROCHURE 4) DISK WITH ARTWORK						
0001	15,000	EA		966-50	\$0.50	\$7,500
	PRINTING OF:			HELP ME BE HEALTHY 1 TO 1 1/2 YEARS		
0002	15,000	EA		966-50	\$0.50	\$7,500
	PRINTING OF:			HELP ME BE HEALTHY 1 1/2 TO 2 YEARS		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

SIGNATURE: *Maya R. Smith* TELEPHONE: (304) 598-5053 DATE: June 22, 06

TITLE: OWNER FEIN: 20-4108017 ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

ORIGINAL SIGNED BID TO:

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

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



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VENDOR

Research & Management Solutions, LLC
 7 Brookside Place
 Morgantown, WV 26505
 Tel & Fax: (304) 598-5053
 Email: maya@rtekusa.com

SHIP TO

**HEALTH AND HUMAN RESOURCES
 BPH - NUTRITION SERVICES (WIC)
 C/O DHHR MATERIALS MANAGEMENT
 900 BULLITT STREET
 CHARLESTON, WV
 25301 304-558-3417**

DATE PRINTED 05/28/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/28/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0003	10,000	EA		966-50	\$ 0.50	\$5,000.00
	PRINTING OF: HELP ME BE HEALTHY 2 TO 2 1/2 YEARS					
0004	10,000	EA		966-50	\$ 0.50	\$5,000.00
	PRINTING OF: HELP ME BE HEALTHY 2 1/2 TO 3 YEARS					
0005	10,000	EA		966-50	\$ 0.50	\$5,000.00
	PRINTING OF: HELP ME BE HEALTHY 3 TO 3 1/2 YEARS					
0006	10,000	EA		966-50	\$ 0.50	\$5,000.00
	PRINTING OF: HELP ME BE HEALTHY 3 1/2 TO 4 YEARS					
0007	8,000	EA		966-50	\$ 0.50	\$4,000.00
	PRINTING OF: HELP ME BE HEALTHY 4 TO 4 1/2 YEARS					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Maya Smith</i>	TELEPHONE (304) 598-5053	DATE June, 22, 06
TITLE OWNER	FEIN 20-4108017	ADDRESS CHANGES TO BE NOTED ABOVE

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
05/28/2006				

BID OPENING DATE: **06/28/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UQP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0008	8,000	EA		966-50	\$50	\$4000.00
	PRINTING OF: HELP ME BE HEALTHY 4 1/2 TO 5 YEARS					
0009	1	EA		966-50	\$500.00	\$500.00
	SHIPPING AND HANDLING					
	MUST HAVE MACINTOSH COMPUTER WITH QUARK AND ADOBE PHOTOSHOP TO OPEN PAMPHLET DISKS.					
	FULL COLOR...TRI-FOLD...FINISHED SIZE 5 1/4" X 8 1/4"					
	REPLACE OFFICE OF THE MARYLAND WIC PROGRAM INFORMATION WITH: WV WIC PROGRAM WEST VIRGINIA DEPARTMENT OF HEALTH & HUMAN RESOURCES PLEASE DELETE THE REPRESENTATIVE'S NAMES. ADD AT THE BOTTOM: ADAPTED FROM THE MARYLAND WIC PROGRAM					
	INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON JUNE 9, 2006. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO: ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Maya R Smith* TELEPHONE: (304) 598-5053 DATE: June 22, 06

TITLE: OWNER FEIN: 20-4108017 ADDRESS CHANGES TO BE NOTED ABOVE

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PURCHASER

Research & Management Solutions, LLC
 7 Brookside Place
 Morgantown, WV 26505

Tel & Fax: (304) 598-5053
 Email: maya@rttekusa.com

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BID OPENING DATE: **06/28/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UQP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 EMAIL: RWAGNER@WVADMIN.GOV</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p><input checked="" type="checkbox"/> BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p><input type="checkbox"/> BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p><input type="checkbox"/> BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Maya Bennett</i>	TELEPHONE (304) 598-5053	DATE June 22, 06
TITLE OWNER	FEIN 20-4108017	ADDRESS CHANGES TO BE NOTED ABOVE

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 7 Brookside Place
 Morgantown, WV 26505
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HEALTH AND HUMAN RESOURCES
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 900 BULLITT STREET
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 25301 304-558-3417

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BID OPENING DATE: 06/28/2006	BID OPENING TIME		01:30PM	

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>(X) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Maya R Smith</i>	TELEPHONE <i>(304) 598-5053</i>	DATE <i>June 22, 06</i>
TITLE <i>OWNER</i>	FEIN <i>20-408017</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE: 06/28/2006 BID OPENING TIME: 01:30PM				

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>Maya</u> <u>MAYA R. SUNIL</u></p> <p>DATE: <u>June 22-06</u></p> <p>SIGNED: <u>Maya Sunil</u></p> <p>TITLE: _____</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: Maya Sunil TELEPHONE: (304) 598-5053 DATE: 06, 22, 06

TITLE: OWNER FEIN: 20-40807 ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia
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BID OPENING DATE: 06/28/2006 BID OPENING TIME 01:30PM				

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED ALONG WITH A CONVENIENCE COPY TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>BID MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----ROBERTA WAGNER/FILE 22-----</p> <p>RFQ. NO.:-----WIC60495-----</p> <p>BID OPENING DATE:-----JUNE 28, 2006-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----Fax: (304) 598-5053-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----MAYA R. SUNIL-----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: Maya Sunil TELEPHONE: (304) 598-5053 DATE: June 22, 06

TITLE: OWNER FEIN: 20-4108017 ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE: **06/28/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ WIC60495 ***** TOTAL:						<u>\$43,500.00</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Maya S...</i>	TELEPHONE (304) 598-5053	DATE 06, 22, 06
TITLE OWNER	FEIN 20-4108017	ADDRESS CHANGES TO BE NOTED ABOVE

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STATE OF WEST VIRGINIA
PURCHASING CONTINUATION SHEET

Buyer:	Page	Req. or P.O. No.:	9
		WIC60495	

Spending Unit:
WVDHHR Office of Nutrition Services

Item No.:	Quantity	Description	Unit Price	Amount
		<p>Replace Office of the Maryland WIC Program information with WV WIC Program West Virginia Department of Health and Human Resources</p> <p>Please delete the Representative's names.</p> <p>Add: Adapted from the Maryland WIC Program at Bottom</p> <p>Printer must supply "Proof for Approval" prior to printing.</p> <p>Completion Date - July 17, 2006</p> <p>Shipping/Handling must be included in the cost & must be FOB Destination.</p>		

AFFIDAVIT

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: MAYA R. SUNIL

Authorized Signature: Maya Sunil Date: 06/22/06

RTEK

Research and Management Solutions LLC
PO Box 4226
Star City WV 26504

June 23, 2006

Re: Job Quotation No. WIC 60495

Dear Ms. Roberta Wagner,

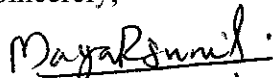
Please find attached the quote for WIC brochures. RTEK is a relatively new company and have no prior experience in bidding for a government contract; therefore I apologize in advance for the mistakes. We are very small; I actually get the help from my family members for the business whenever needed. As this particular business contract is bigger, timed, and need in-house printing; I will be hiring a part time helper from the WV work force sources. And also, I will have to approach the bank or SBA for a line of credit.

As these two things are contingent upon receiving the contract from the government, I have concern about the completion date of July 17th of 2006. Currently, RTEK design and outsource the printing jobs to keep the cost down. However, we are very enthusiastic about expanding our graphic design services to printing/publishing, and also to facilitate training people in Information Technology field.

I will be attending a business conference/community meeting in Florida from 29th June to July 4th of 2006 and will be back by 5th of July. I assume that there is no need to have the presence of companies who bid at the time of opening the bid. I have provided home/office address for future correspondence and look forward to work with the government for the good cause-helping women and children.

Thank you.

Sincerely,



Maya Sunil