




JOE MANCHIN III  
GOVERNOR

STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**  
2019 WASHINGTON STREET, EAST  
P. O. BOX 50130  
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.  
CABINET SECRETARY

DAVID TINCHER  
DIRECTOR

TO: Vendors

FROM: Jo Ann Adkins, Senior Buyer   
Purchasing Division

RE: DEBT07

DATE: March, 15, 2007

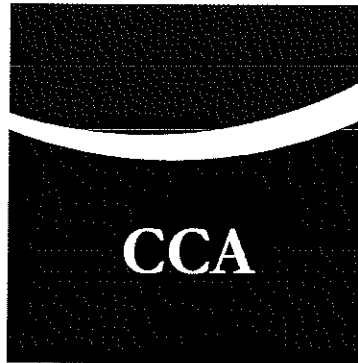
The "Request for Quotation" for Debt Collection Services, will not be scanned on the Internet due to the volume. Vendors may view the "Request for Quotation" at the office of the WV State Purchasing Division, 2019 Washington Street, East, Charleston, WV 25311. You may call me for an appointment at (304) 558-8802, fax: (304) 558-4115 or e-mail [joadkins@wvadmin.gov](mailto:joadkins@wvadmin.gov).

Request for Quotations received for the following:

Affiliated Group  
Alliance One  
CBCS  
Continental Services Group  
Creditors Interchange  
CCA  
General Revenue Corp  
Healthcare Financial – CAMC  
Municipal Services  
United Collection  
Value Recovery Holding  
Joseph Mann & Creed  
Penncro Associates  
Windham Professionals  
OSI Collection Service  
NCO Group Inc  
NRA Group

JA/rw

Cc: File



Proposal to Provide  
Collection Services  
to  
**State of West Virginia**

RFQ #DEBT07

Submitted To:

Ms. Jo Ann Adkins  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
P. O. Box 50130  
Charleston, WV 25305

March 15, 2006

From:

**CCA**  
700 Longwater Drive, Norwell, MA 020610  
Telephone: 800-886-9177    [www.collecto.com](http://www.collecto.com)    Fax: 781-681-5196

RECEIVED

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PURCHASING DIVISION  
STATE OF WV

**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 \$125.00 registration fee.
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.

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**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. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office 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.

**SIGNED BID TO:**

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

## DEBT07 PRICING PAGE

**VENDOR MUST COMPLETE THIS SCHEDULE**

**THE FEE STRUCTURE SUBMITTED TO THE STATE OF WEST VIRGINIA IS AS FOLLOWS:**

AGENCY	TYPE OF ACCOUNT	% OF AMOUNT COLLECTED
1. Colleges & Universities	Per Debt	15%
2. Workers' Compensation:	Delinquent Account	10%
	Default Account	10%
3. WV Department of Tax and Revenue:	New accounts	10%
	Levy Account – where our employee is instrumental in the preparation of the levies.	5.5%
4. Division of Environmental Protection:	Per Debt	10%
5. Other Spending Units:	Per Debt	10%
6. Rate of Second Placement	Per Debt	15%
	Colleges	20%

### BIDDER CONTACT INFORMATION

VENDOR: CCA

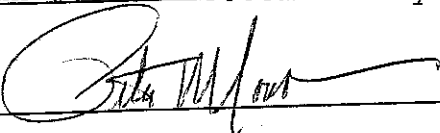
BIDDER NAME(PRINT) Peter Doolan

CONTACT NAME(PRINT) Lynn Loring

PHONE NUMBER: 800-886-9177

FAX NUMBER: 781-681-5196

E-MAIL: peter.doolan@collecto.com lynn.loring@collecto.com

BIDDER SIGNATURE: 

Vendor: CCA

Spending Unit:

Requisition No.: DEBT07

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1  X

No. 2  X

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.



Signature

CCA

Company

March 14, 2007

Date