

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

Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

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Jennifer Baker 215 Mercere Street Beckley, WV 25801 HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL

454 MCDOWELL STREET WELCH, WV 24801 304

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



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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston WV 25205 0120 Charleston, WV-25305-0130-

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RFQ NUMBER

ADDRESS CORRESPONDENCE TO ATTENTION OF
COBERTA_WAGNER

304-558-0067 RFQ COPY TYPE NAME/ADDRESS HERE **HEALTH AND HUMAN RESOURCES** SH-P WELCH COMMUNITY HOSPITAL 454 MCDOWELL STREET Ğ WELCH, WV 24801 304-436-8710

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Rev. 9/25/07



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- 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.
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- 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes
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- 14. HIPAA Business Associate Addendum The West Viginia 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
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SIGNED BID TO:

Rev. 9/25/07

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



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State of West Virginia
Department of Administration
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Request for Quotation

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ROBERTA WAGNER 304-558-0067

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SIGNED BID TO:

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

REQUEST FOR QUOTATION

STATE OF WEST VIRGINIA

Department of Health and Human Resources Welch Community Hospital RFO #WEH90028

Part 1 GENERAL INFORMATION

1.1 Purpose:

The Acquisition and Contract Administration Section of the Purchasing Division "State" for the Department of Health and Human Resources, Bureau for Behavioral Health Facilities, Welch Community Hospital, "Agency" is soliciting Quotations to provide Consultant Dietitian Services for Welch Community Hospital's Dietary Department.

1.2 Project:

The mission or purpose of the project is to provide consultant dietitian services for the Dietary Department of Welch Community Hospital.

Part 2 OPERATING ENVIRONMENT

Location

Facility is located in McDowell County at Welch Community Hospital, 454 McDowell Street, Welch WV 24801

Background:

Welch Community Hospital is a 124 bed hospital, 59 of which are Long Term care beds. Acute care beds include: 8 Intensive care beds; 2 pediatric beds; 10 obstetrical beds and 45 medical/surgical beds. The hospital serves the counties of McDowell, Wyoming and Mingo with a total market population of about 83,000.

The following numbers represent the typical utilization encountered by the outpatient service area of Welch Community Hospital for the 2007 fiscal year:

Emergency Room Patients - 10,441

Observation Visits – 542

Clinic Patients – 25,524

Surgeries - 343

Deliveries - 78

Laboratory Tests – 771,015

Radiology -15,063

CAT Scans - 2,529

Ultrasound - 1,869

Mammography - 633

Respiratory Tests - 21,402

Electrocardiograms - 4,231

Admissions – 974

Long Term Card ADC (48 Patients per day) - 94%

Overall ADC (60 Patients per day) - 66%

Total Patient Days (17,514 Long Term Care and 4,496 Acute Care Days) – 22010

Outpatient Services Provided Are:

Primary Care and Family Practice in a Certified Rural Health Setting

Pediatric Clinic

Newborn Care

Internal Medicine

Surgery

Emergency Room Services

Radiology Services Including:

Diagnostic

CAT Scan

Ultrasound

Mammography

MRI

EKG, Cardiac Doppler Studies, Stress Testing and Respiratory Therapy Services Laboratory Services

Part 3 PROCUREMENT SPECIFICATIONS

3.1 General Requirements

The mission/purpose of this project is to provide Consultant Dietitian Services for Welch Community Hospital's Dietary Department. Vendor must provide eight (8) to twelve (12) hours of consulting time per week to include eight (8) hours on site per week. Consultants must be a Registered Dietitian for the providing of requested service and will be required to provide proof of Certification.

3.2 SCOPE OF WORK:

The vendor is to quote services of providing Consultant Dietitian Services, these services are to include, but are not limited to, the following:

- a. Consultant "must" provide eight (8) to twelve (12) hours of consulting timer per week, to include eight (8) hours on site per week.
- b. Consultant "must" provide services as required during regular workday working hours (Monday through Friday, on site hours may be performed between 8:00am to 6:00pm).
- c. Consultant "must" consult with Hospital's Dietary Manager (or a person designated by the Dietary Manager) in regard to the providing of nutritional assessment of each resident/patient nearly practical upon admission.

d. Consultant "must" consult with Hospital's Dietary Manager, (or a person designated by the Dietary Manager) in developing and documenting individual nutritional care plans for all residents/patients.

e. Consultant "must" visit residents/patients as necessary and document progress notes

in the medical charts.

Consultant "must" assist in the development of residents/patients logs which provide current information relating to resident's/patient's diet order as well as food preferences and a record of resident/patient visitation.

g. Consultant "must" routinely and regularly visit the Hospital at prearranged times and for sufficient duration to provide continuing liaison with medical and nursing staff and to advise administration, counsel residents/patients and provide guidance to the Dietary Manager.

h. Consultant "must" assist in establishing procedures of Quality Assurance to assure the consistency and quality of all services provided.

Consultant "must" attend Hospital's initial and annual orientation.

j. Consultant "must" submit record/documentation of each service rendered to Dietary

Manager on a weekly basis.

k. Consultant "must" provide assistance for Hospital to meet requirements for participation and payment associated with third-party payment programs in regard to specific services provided.

Consultant "must" participate in the education programs conducted by Hospital and

shall perform required teaching functions.

m. Consultant "must" provide requested services in conformance with all requirements of the Department of Health and Human Resources, Federal and State Constitutions and all applicable Federal and State statutes and regulations.

Special Terms and Conditions: 3.3

3.3.1 Performance Bonds: N/A

Insurance Requirements: 3.3.2

Insurance certificates are required prior to award but are not required at the time of bid. The vendor shall present evidence of insurance at the time of award in the types and amounts required by the Agency and acceptable to the State. Included in the required insurance coverage shall be the following:

Professional and Comprehensive General Liability Insurance: \$500,000 1. per occurrence and \$1,000,000 annual aggregate.

Policy must show Hospital as Memorandum Holder.

Invoices and Progress Payments:

The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Invoices

may not be submitted more than once monthly and State Law forbids payment of invoices prior to receipt of services.

Part 4 COST PROPOSAL

4.1 Quantity Description

Unit Cost Total Cost

624 hours Charges per hour:

\$ 87.85 \$ 54,444.00

(Estimated eight (8) to twelve (12) hours/week x 52 weeks a year.)

Award will be made to the lowest total cost bid.

Hours NOT TO EXCEED 624 hrs. per year

STATE OF WEST VIRGINIA

Purchasing Division

PURCHASING 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 owed 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 exceed 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: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

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: Laker & Raker of Beekley	, uc
Authorized Signature:	Date: 06-23-08
Burchasing Affidavit (Pavised 06/14/07)	



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

Request for Quotation

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

Jennifer Baker 215 Mercers Street Beckley, WV 25801

HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL

454 MCDOWELL STREET WELCH, WV 24801

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HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL

454 MCDOWELL STREET WELCH, WV 24801 304

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

Request for Quotation

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WEH90028

ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER

304-558-0067

HEALTH AND HUMAN RESOURCES WELCH COMMUNITY HOSPITAL

454 MCDOWELL STREET WELCH, WV 24801

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ROBERTA WAGNER

304-558-0067

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REQUEST FOR QUOTATION

STATE OF WEST VIRGINIA

Department of Health and Human Resources Welch Community Hospital RFO #WEH90028

Part 1 GENERAL INFORMATION

1.1 Purpose:

The Acquisition and Contract Administration Section of the Purchasing Division "State" for the Department of Health and Human Resources, Bureau for Behavioral Health Facilities, Welch Community Hospital, "Agency" is soliciting Quotations to provide Consultant Dietitian Services for Welch Community Hospital's Dietary Department.

1.2 Project:

The mission or purpose of the project is to provide consultant dietitian services for the Dietary Department of Welch Community Hospital.

Part 2 OPERATING ENVIRONMENT

Location

Facility is located in McDowell County at Welch Community Hospital, 454 McDowell Street, Welch WV 24801

Background:

Welch Community Hospital is a 124 bed hospital, 59 of which are Long Term care beds. Acute care beds include: 8 Intensive care beds; 2 pediatric beds; 10 obstetrical beds and 45 medical/surgical beds. The hospital serves the counties of McDowell, Wyoming and Mingo with a total market population of about 83,000.

The following numbers represent the typical utilization encountered by the outpatient service area of Welch Community Hospital for the 2007 fiscal year:

Emergency Room Patients – 10,441

Observation Visits - 542

Clinic Patients - 25,524

Surgeries - 343

Deliveries - 78

Laboratory Tests – 771,015

Radiology - 15,063

CAT Scans - 2,529

Ultrasound - 1,869

Mammography - 633

Respiratory Tests – 21,402

Electrocardiograms - 4,231

Admissions – 974

Long Term Card ADC (48 Patients per day) – 94%

Overall ADC (60 Patients per day) – 66%

Total Patient Days (17,514 Long Term Care and 4,496 Acute Care Days) - 22010

Outpatient Services Provided Are:

Primary Care and Family Practice in a Certified Rural Health Setting

Pediatric Clinic

Newborn Care

Internal Medicine

Surgery

Emergency Room Services

Radiology Services Including:

Diagnostic

CAT Scan

Ultrasound

Mammography

MRI

EKG, Cardiac Doppler Studies, Stress Testing and Respiratory Therapy Services Laboratory Services

Part 3 PROCUREMENT SPECIFICATIONS

3.1 General Requirements

The mission/purpose of this project is to provide Consultant Dietitian Services for Welch Community Hospital's Dietary Department. Vendor must provide eight (8) to twelve (12) hours of consulting time per week to include eight (8) hours on site per week. Consultants must be a Registered Dietitian for the providing of requested service and will be required to provide proof of Certification.

3.2 SCOPE OF WORK:

The vendor is to quote services of providing Consultant Dietitian Services, these services are to include, but are not limited to, the following:

- a. Consultant "must" provide eight (8) to twelve (12) hours of consulting timer per week, to include eight (8) hours on site per week.
- b. Consultant "must" provide services as required during regular workday working hours (Monday through Friday, on site hours may be performed between 8:00am to 6:00pm).
- c. Consultant "must" consult with Hospital's Dietary Manager (or a person designated by the Dietary Manager) in regard to the providing of nutritional assessment of each resident/patient nearly practical upon admission.

- d. Consultant "must" consult with Hospital's Dietary Manager, (or a person designated by the Dietary Manager) in developing and documenting individual nutritional care plans for all residents/patients.
- e. Consultant "must" visit residents/patients as necessary and document progress notes in the medical charts.
- f. Consultant "must" assist in the development of residents/patients logs which provide current information relating to resident's/patient's diet order as well as food preferences and a record of resident/patient visitation.
- g. Consultant "must" routinely and regularly visit the Hospital at prearranged times and for sufficient duration to provide continuing liaison with medical and nursing staff and to advise administration, counsel residents/patients and provide guidance to the Dietary Manager.
- h. Consultant "must" assist in establishing procedures of Quality Assurance to assure the consistency and quality of all services provided.
- i. Consultant "must" attend Hospital's initial and annual orientation.
- j. Consultant "must" submit record/documentation of each service rendered to Dietary Manager on a weekly basis.
- k. Consultant "must" provide assistance for Hospital to meet requirements for participation and payment associated with third-party payment programs in regard to specific services provided.
- 1. Consultant "must" participate in the education programs conducted by Hospital and shall perform required teaching functions.
- m. Consultant "must" provide requested services in conformance with all requirements of the Department of Health and Human Resources, Federal and State Constitutions and all applicable Federal and State statutes and regulations.

3.3 Special Terms and Conditions:

3.3.1 Performance Bonds: N/A

3.3.2 Insurance Requirements:

Insurance certificates are required prior to award but are not required at the time of bid. The vendor shall present evidence of insurance at the time of award in the types and amounts required by the Agency and acceptable to the State. Included in the required insurance coverage shall be the following:

1. Professional and Comprehensive General Liability Insurance: \$500,000 per occurrence and \$1,000,000 annual aggregate.

Policy must show Hospital as Memorandum Holder.

3.3.3 Invoices and Progress Payments:

The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Invoices

may not be submitted more than once monthly and State Law forbids payment of invoices prior to receipt of services.

Part 4 COST PROPOSAL

4.1 Quantity Description

Unit Cost Total Cost

624 hours Charges per hour:

\$ 87, 8 \$ 54, 444 · 9

(Estimated eight (8) to twelve (12) hours/week x 52 weeks a year.)

Award will be made to the lowest total cost bid.

Hours NOT TO EXCEED 624 hrs. per year

STATE OF WEST VIRGINIA

Purchasing Division

PURCHASING 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 owed 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 exceed 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: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

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: Laker & Poller of Beekley,	uc
Authorized Signature:	Date: 06-23-08
Purchasing Affidavit (Revised 06/15/07)	