

**HEALTH AND HUMAN RESOURCES BCF – COMMISSIONER'S OFFICE**

**RFQ BCF11006**  
**Commission to Study the**  
**Residential Placement of Children**

**June 29, 2010**

**Presented to:**  
**Health and Human Resources BCF – Commissioner's Office**  
**350 Capitol Street, Room 730**  
**Charleston, WV 25301-3711**

RECEIVED  
2010 JUN 30 AM 9:02  
WV PURCHASING  
DIVISION

**Presented by:**  
**The Center for Entrepreneurial Studies and Development, Inc.**  
**West Virginia University**  
**1062 Maple Drive, Suite B**  
**Morgantown, WV 26505**  
**(304) 293-5551**

## 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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

**THE CENTER FOR ENTREPRENEURIAL STUDIES AND DEVELOPMENT, INC. (CESD)**  
**RESPONSE TO STATE OF WEST VIRGINIA RFQ #BCF11006**

***Background:***

The Commission to Study Residential Placement of Children (the Commission) was established by legislative code (H.B. 2334) in 2005 and was reconstituted (S.B. 636) in 2010. The legislation mandated the Commission to study strategies and methods to reduce the number of children presently placed out-of-state, a system of care approach, barriers in developing needed services and how to fund these services, and other special issues and activities that were already being implemented in West Virginia that focused on certification issues regarding facilities. This continues to be the focus of the Commission.

The Bureau for Children and Families is seeking bids for the delivery of professional consultation, technical assistance, planning, facilitation, and report preparation services to assist with the work of the Commission. The selected vendor must be able to provide up to 175 hours of the following services/activities to the Commission.

- Provide consultation, technical assistance and meeting planning.
- Assist with the development of an agenda that address the needs of the group.
- Help prepare clear, concise, meaningful and achievable goals for planning sessions.
- Develop visual and analytical models.
- Provide phone/email consultation.
- Attend regular quarterly meetings and special meetings.
- Facilitate meetings to keep the group “on task”, “on target”, and “on time”.
- Recommend different approaches that can save time or produce better results.
- Document, review and distribute meeting results.
- Develop strategies for recommendations and implementation plans resulting from meetings.
- Develop post-session reports identifying actions items for implementation.
- Develop annual progress report.

The Center for Entrepreneurial Studies and Development, Inc. (CESD), a West Virginia nonprofit organization, has over 25 years of professional consultation, technical assistance, planning, facilitation, and report preparation experience working with numerous organizations, both public and private, in West Virginia. CESD is registered vendor of the State of West Virginia (ID 709051207) and accepts the State of West Virginia VISA purchasing card for payment of invoices.

***Documentation of Qualifications:***

CESD, under the project leadership of Dr. Carl Hadsell, has been engaged in a number of collaborative efforts that bring together numerous, diverse organizations all working toward improving the outcomes for West Virginia citizens, be it children or seniors. Examples of this work for public agencies include the Department of Education’s Task Force on Out-of-Home Education and the Department of Health and Human Resources’ Commission to Study the Residential Placement of Children and the Comprehensive Behavioral Health Commission. With over seven years of extensive work with Vision Shared, CESD assisted more than 500 state-wide volunteers involved in a myriad of projects, some of which addressed children issues. Throughout these efforts CESD strived to connect a number of different groups together and productively facilitate the necessary discussions and improvement actions.

From CESD’s project experiences, it has gained a strong understanding of state government operations and an appreciation of how nonprofit organizations, such as some of the providers of children’s services, contribute to successful outcomes in Commission work. CESD also brings practical expertise in team development and project

management from its private industry engagements to its Commission work. In the majority of these engagements, CESD has uses consistent planning principles and practices, effective meeting habits and team management materials that it has developed over its more than 25 years of experience. Action plans, after meeting action registers and ongoing progress reports are just a few tools that CESD uses to help organizations effectively complete the actions and achieve the goals outlined in their plans.

CESD strongly believes in accountability, or measuring and communicating progress toward agreed upon actions and goals. In the majority of its work, CESD uses various performance measurement and analytical tools to benchmark progress. Again, CESD's experience in private industry helps in applying process improvement to its work with Commissions. CESD also has extensive work in shaping and writing a variety of reports and documenting processes, including significant design work in large group processes. The covers of a sampling of the reports CESD has been responsible for producing, including a recent Performance Measures Report for Vision Shared, are included in this proposal package. Full copies are available upon request. CESD has also helped in the design, development and maintenance of web sites in support of Commission communication work.

The project team includes Dr. Carl Hadsell (project manager), Matt West, and Holly Clark. The bio sketches of each team member are attached (See Attachment 1).

The following table lists specific projects and references that reflect CESD's experience in consultation, technical assistance, planning and facilitating meetings, developing strategies and implementation plans for group recommendations and report preparation. In some cases, the key reference has moved to another position, but each has a contact person who should be able to speak to what CESD performed on the project. Copies of degrees for the project lead are enclosed.

<b>Position</b>	<b>Indication of Where Mandatory Requirements/ Qualifications Can be Found</b>	
Master in Business Administration, Human Services (Social Work, Psychology, or Criminal Justice).	Holly Clark	Master of Science, Industrial Engineering
	Carl Hadsell	Master of Business Administration, Doctorate of Education, Business Administration
	Matt West	Master of Business Administration
Five years experience in consultation, technical assistance, planning and facilitating meetings, developing strategies and implementation plans for group recommendations and report preparation for public agencies.	MVB Bank Larry Mazza CEO	Analysis, new organization structure, including job descriptions and roles and responsibilities. (2007 – 2010)
	Petroleum Development Corporation (PDC) John DeLawder VP HR/Administration	Analysis, new organization structure, including job descriptions and roles and responsibilities, and leadership training activities. (2005 – 2010)
	Department of Health & Human Resources Martha Y. Walker Secretary (former)	Leadership development program design and delivery of training. (2005 - 2009)
	Office Institutional Education Programs Frank Andrews Superintendent (retired)	Facilitation of Out of Home Care Education Task Force. (2004 – 2006)
	Comprehensive Behavioral Health Commission Vicki Jones Commissioner	Analysis, planning and facilitation for Comprehensive Behavioral Health Commission. (2007 -2010)
	Lewis County Economic Development Authority Doug Parsons Executive Director	Provided technical assistance and facilitation of meetings to assist with their strategic planning. (2008 – 2010)
	Toothman Rice, PLLC Tom Aman Managing Member	Analysis, new organization structure, including job descriptions and roles and responsibilities, and leadership training activities. (2005 – current)
	Vision Shared Scott Rotruck Chairman (former)	Assisted more than 500 state-wide volunteers involved in a myriad of projects. (2002 – 2010)
	Commission for Residential Placement Sue Hage Assistant Commissioner	Organizational development of Commission workplace and report. (2005 – 2010)
	WV System of Care Linda Watts Director	Designed, developed and facilitated Community Forums Best Practices. (2009 – 2010)
Barbour County Development Authority Lisa Sharp Executive Director	Provided technical assistance and facilitation of meetings to assist with their strategic planning. (2009 – 2010)	

Three of five years experience within the areas of child welfare, juvenile justice, education and behavioral health, preferably in West Virginia.	Commission for the Study of the Residential Placement of Children Sue Hage Assistant Commissioner	Organizational development of Commission workplace and report. (2005 – 2010)
	Department of Health & Human Resources Martha Y. Walker Secretary (former)	Leadership development program design and delivery of training. (2005 - 2009)
	Office Institutional Education Programs Frank Andrews Superintendent (retired)	Facilitation of Out of Home Care Education Task Force. (2004 – 2006)
	Comprehensive Behavioral Health Commission Vicki Jones Commissioner	Analysis, planning and facilitation for Comprehensive Behavioral Health Commission (2007 -2010)
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	WV System of Care Linda Watts Director	Designed, developed and facilitated Community Forums Best Practices. (2009 – 2010)

**Vendor Bid Summary Sheet:**

Estimated # of hours annually:

175 hours services/All inclusive Hourly Rate: \$130.00 Annual Cost \$22,750.00

Vendor Signature: \_\_\_\_\_

Date: 6/29/10 \_\_\_\_\_

## Attachment 1



**Holly K. Clark**  
**Professional Associate**

**Experience**

- Over two years of experience
- Has worked with organizations in government, manufacturing, service, and higher education

**Education/Training**

- MSIE            West Virginia University            1999
- BSIE            West Virginia University            1996
- Diploma of Digital Design, Art Institute of Pittsburgh    2000
- Registered Engineer Intern, State of West Virginia

**Areas of Emphasis**

- Employee involvement
- Workforce development
- Training technologies
- Market assessment and business development
- Web and graphic design

**Anticipated Role**

- Small project management
- Facilitation
- Research

**Representative Project Experience**

- Developed structured job training manuals for a CNC machine shop and a motor assembly company
- Performed time studies and developed structured job training manuals for a construction equipment manufacturer
- Facilitated a train-the-trainer session with employees from a chemical manufacturer
- Instructed WVU's Career Success Academy classes
- Facilitated team-building training with WVU's student government leaders
- Delivered a workshop regarding workplace skills to the Mercer County Four-H Camp
- Assisted in the development of a data collection survey and database that is used to gather information regarding West Virginia's workforce development needs
- Coordinated a workforce development project involving nearly 300 employers
- Assisted with design, modification, and implementation of survey instruments used in a variety of assessments
- Assisted with feasibility studies, market analysis, competitive analysis, and interpretation of survey results
- Created relational databases (including writing specialized queries) for the Career Success Academy, West Virginia Division of Natural Resources, and the West Virginia Education Alliance
- Serve as webmaster for CESD's online offerings

**Dr. Carl D. Hadsell**  
**Managing Director**

**Experience**

- Over 30 years of experience
- Has worked with over 100 organizations in manufacturing, energy, healthcare, retail, service, government, education (all levels), and the non-profit sector

**Education/Training**

- MBA, 1970 EdD, 1982 West Virginia University

**Areas of Emphasis**

- Organizational development and effectiveness
- Strategic planning and business/marketing development planning
- Leadership development (coaching, mentoring)
- Employee involvement and teaming processes
- Understanding customer requirements
- Continuous quality improvement initiatives
- Human resources training and development
- Integrated product development/concurrent engineering
- Market research and analysis, feasibility studies (other research studies)
- Performance metrics
- Professional facilitation

**Anticipated Role**

- Project oversight and management
- Research
- Facilitation

**Representative Project Experience**

- Worked with organizations, through a leadership or management team, to complete enterprise-wide strategic planning and organizational development initiatives
- Implemented total quality management and employee involvement processes in over a dozen organizations from manufacturing organizations to a law firm
- Provided technical assistance to a number of enterprises related to organizational development and business model issues, including appropriate internal and/or external assessments, leadership development, and process analysis
- Provided design assistance and facilitated delivery of "all hands" visioning and strategic planning sessions for organizations, public and not-for-profit
- Served as prime project manager/lead researcher for major study projects (e.g., efficiency in the court system, identification of skills required for West Virginia's future workforce and college-bound populations, effective principal leadership, manufacturing housing industry)
- Supported through technical assistance and facilitation a number of special government Commissions and Task Forces on a myriad of topics to include development of final reports and presentations material
- Completed program organization effectiveness assessment initiatives for both public and non-profit entities
- Conducted market research and business strategic planning for businesses seeking expansion or enhanced operations
- Assisted a number of state agencies in implementing continuous quality improvement in state government, offering leadership training and working through organizational development and working relationship issues
- Created materials and taught courses in facilitation to include advanced coaching principles and practices
- Provided strategic planning support for Glenville State College

**Matt West**  
**Professional Associate**

**Experience**

- Over eight years of operations, marketing and project management experience with over 30 organizations in manufacturing, service, technology, higher education and government

**Education/Training/Certifications**

- MBA Duke University, The Fuqua School of Business 2007
- BSIE West Virginia University 2002
- Operations Management Leadership Program, General Electric 2004
- Six Sigma Green Belt, General Electric
- Registered Engineer Intern, State of West Virginia

**Areas of Emphasis**

- Continuous improvement initiatives (Lean, Six Sigma, TQM)
- Operations and supply chain management
- Industrial engineering
- Strategic planning
- Performance management and metrics

**Anticipated Role**

- Small project management
- Facilitation
- Research

**Representative Project and Leadership Experience**

- Implemented Lean Manufacturing for national and international businesses in both discrete and continuous manufacturing settings
- Performed process re-engineering project to analyze and implement an improved packaging and shipping operation for large multi-national company and its subsidiaries
- Performed outsourcing risk analysis for national network of small service businesses
- Developed numerous inventory, production, and capacity planning tools for manufacturing and service organizations
- Assisted design, testing, and implementation of multiple automation processes for a materials business
- Designed and implemented continuous improvement program for international manufacturing organization
- Developed ergonomics program, including training and compliance assessment, for small organizations
- Performed customer needs assessment for large and small manufacturing, service, and government organizations
- Conducted market and industry research to assist organizations in formulating and assessing supply chain strategy
- Designed decision support systems for organizations to streamline repetitive tasks and improve data accuracy
- Developed and delivered technical training for multiple organizations and industries
- Provided supply chain leadership for \$30 MM product line in international location
- Supervised 30+ hourly employees on \$100 MM product line
- Guest speaker at Duke University, West Virginia University, and Central European University on Six Sigma and Organizational Strategy



West Virginia University

Office of the University Registrar

June 21, 2010

To Whom It May Concern:

This is to certify that CARL DONALD HADSELL, SS# 233-74-0927,  
graduated from West Virginia University with the following degrees:

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION  
with a major in Marketing on August 19, 1969, with Honors

MASTERS IN BUSINESS ADMINISTRATION with a major  
in Business Administration on August 15, 1970

DOCTOR OF EDUCATION on May 16, 1982

A handwritten signature in black ink, appearing to read 'Steve Robinson'.

Steve Robinson, Ph.D.  
University Registrar

Academic Affairs  
Research  
Extension and Public Service  
Information Technology

PO Box 6009  
Morgantown, WV 26506-6009

# Mapping the Vision: 2005 - 2010

A Strategic Plan for High Performing  
Institutional Education Programs

OFFICE OF INSTITUTIONAL EDUCATION PROGRAMS  
*Transforming Lives Through Education*

**WEST VIRGINIA**  
Department of  
**EDUCATION**

# **Advancing New Outcomes:**

*Findings, Recommendations & Initial Actions of the  
West Virginia Commission to Study Residential Placements of Children*

**INTERNAL WORKING DRAFT FOR COMMISSION REVIEW**



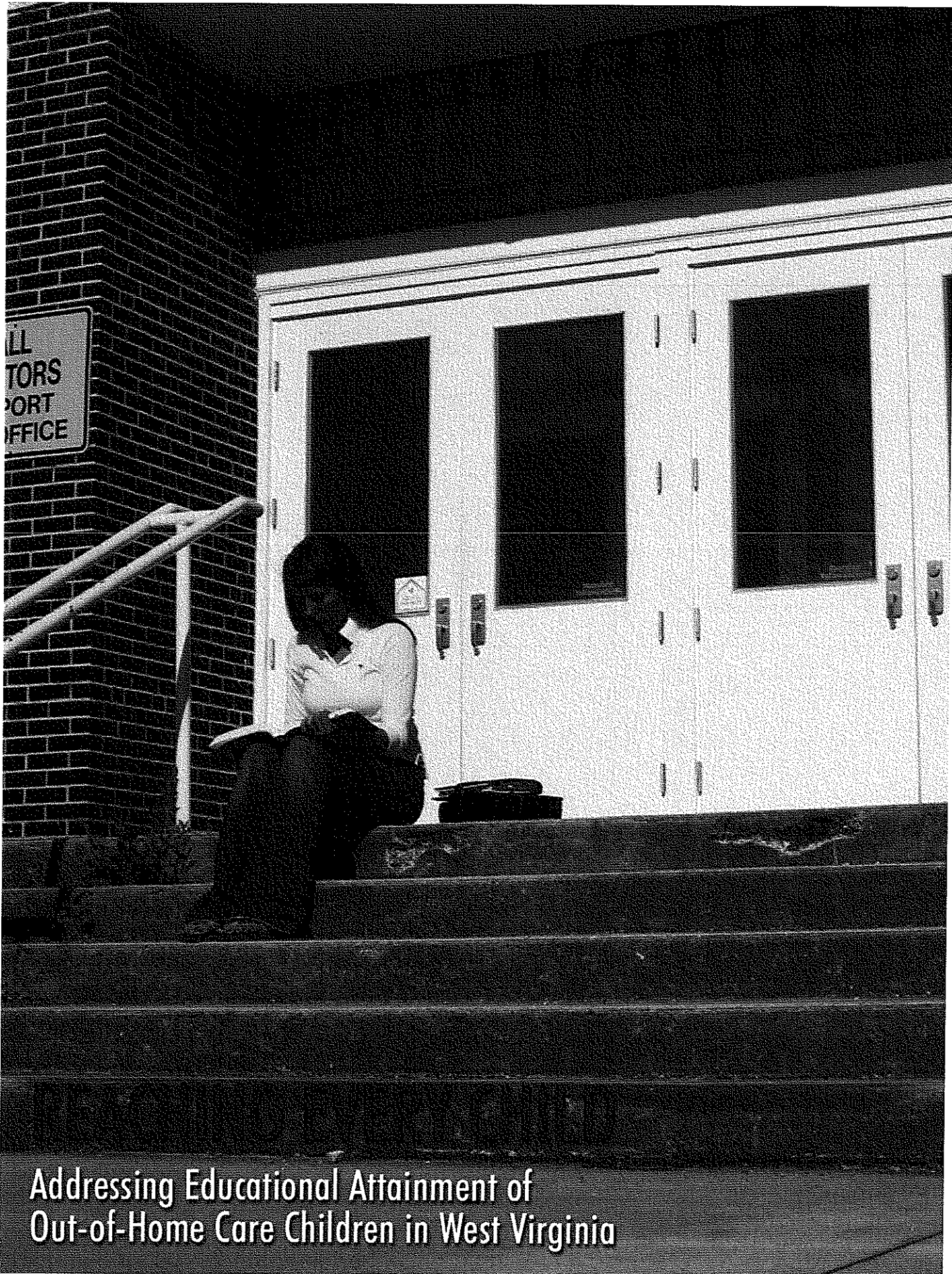
**March 15, 2006**

**Submitted to**

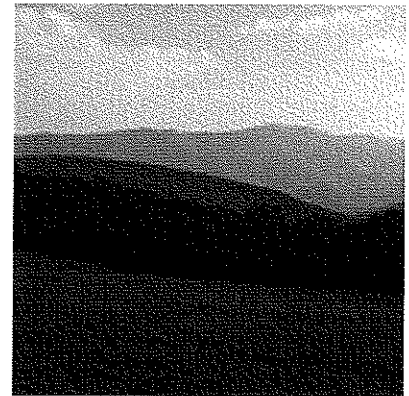
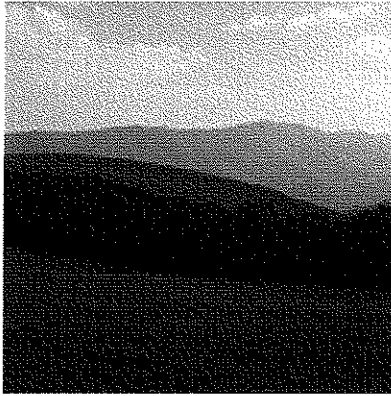
**The Joint Commission on Government and Finance  
West Virginia Legislature**

**Submitted by**

**Martha Y. Walker, Chair  
Cabinet Secretary  
Department of Health & Human Resources**



Addressing Educational Attainment of  
Out-of-Home Care Children in West Virginia



# Realizing Our Potential:

## Transforming West Virginia's Behavioral Health System

### WORKING REPORT

November 17, 2008

Presented to:

West Virginia Legislative Oversight Commission on  
Health & Human Resources Accountability (LOCHHRA)

Chairmen: Senator Roman Prezioso & Delegate Don Perdue

Presented by:

West Virginia Comprehensive Behavioral Health Commission





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:  
**BCF11006**

PAGE:  
**1**

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

**VENDOR**  
 \*709051207      304-293-5551  
 CESD INC  
 WVU COLLEGE OF ENGINEERING  
 PO BOX 6070  
 MORGANTOWN WV 26506-6070

**SHIP TO**  
 HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711      304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/02/2010				

BID OPENING DATE: **06/30/2010**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		785-70		
<p>TECHNICAL ASSISTANCE, CONSULTATION, MEETING FACILITA</p> <p>TO PROVIDE TECHNICAL ASSISTANCE, CONSULTATION, MEETING FACILITATION, REPORT AND REPRESENTATION PREPARATION FOR THE COMMISSION TO STUDY THE RESIDENTIAL PLACEMENT OF CHILDREN AND COORDINATE THE COMMISSION'S WORK WITH OTHER COMMISSIONS AND TASK FORCES CENTERED ON THE SAME POPULATION OF CHILDREN, PER THE ATTACHED SPECIFICATIONS</p> <p>SERVICE BEGINNING UPON AWARD AND EXTENDING FOR A PERIOD OF ONE YEAR, WITH THE OPTION OF TWO (2), ONE (1) YEAR RENEWALS.</p> <p>VENDOR SHALL SUBMIT DETAILED MONTHLY INVOICES, IN ARREARS.</p> <p>AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING SPECIFICATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE <b>304-293-5551</b>	DATE <b>6/18/10</b>
TITLE <i>Commissioner</i>	FEIN <b>55-063494</b>	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

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 PO BOX 6070  
 MORGANTOWN WV 26506-6070

SHIP TO

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06/02/2010				

BID OPENING DATE: 06/30/2010      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304 293 5551	DATE 6/18/10
TITLE Comptroller	FEIN 55-06013794	ADDRESS CHANGES TO BE NOTED ABOVE

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



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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 BCF11006

PAGE  
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VENDOR

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SHIP TO

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/02/2010				

BID OPENING DATE: 06/30/2010      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>INQUIRIES:            WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 6/15/2010. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. 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            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25311</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 304 293 5551	DATE 6/18/10
TITLE Computer	FEIN 55-063794	ADDRESS CHANGES TO BE NOTED ABOVE

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



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
BCF11006

PAGE
4

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

VENDOR
*709051207      304-293-5551
CESD INC
WVU COLLEGE OF ENGINEERING
PO BOX 6070
MORGANTOWN WV 26506-6070

SHIP TO
HEALTH AND HUMAN RESOURCES
BCF - COMMISSIONER'S OFFICE
350 CAPITOL STREET, ROOM 730
CHARLESTON, WV
25301-3711      304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/02/2010				

BID OPENING DATE: 06/30/2010      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>FAX: 304-558-4115            E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 304-293-5551	DATE 6/18/10
TITLE Computer	FEIN 55-0613794	ADDRESS CHANGES TO BE NOTED ABOVE

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



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:  
**BCF11006**

PAGE:  
**5**

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

**VENDOR**  
 \*709051207      304-293-5551  
 CESD INC  
 WVU COLLEGE OF ENGINEERING  
 PO BOX 6070  
 MORGANTOWN WV 26506-6070

**SHIP TO**  
 HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711      304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/02/2010				

BID OPENING DATE: **06/30/2010**      BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER: -----RW/FILE 22----- RFQ. NO.: -----BCF11006----- BID OPENING DATE: -----6/30/2010----- BID OPENING TIME: -----1:30 PM-----  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <b>304-293-6707</b> CONTACT PERSON (PLEASE PRINT CLEARLY): <b>Shawonda Cook</b>						
***** THIS IS THE END OF RFQ BCF11006 ***** TOTAL:						<b>\$22,750.00</b>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE <b>304 293-5551</b>	DATE <b>6/18/10</b>
TITLE <i>Comptroller</i>	FEIN <b>55-0613794</b>	ADDRESS CHANGES TO BE NOTED ABOVE

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

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:  
 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,  
 Bidder is a partnership, association or corporation resident vendor and 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 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,  
 Bidder is a 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 four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked:  
 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; or,
3. Application is made for 2.5% resident vendor preference for the reason checked:  
 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 Bidder's 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; or,
4. Application is made for 5% resident vendor preference for the reason checked:  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

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.

Bidder: CESD, Inc Signed: [Signature]  
 Date: 6/18/10 Title: Comptroller

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. BCF11006

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 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.

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

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: CESD, Inc.

Authorized Signature: [Signature] Date: 6/29/10

State of West Virginia

County of Monongalia, to-wit:

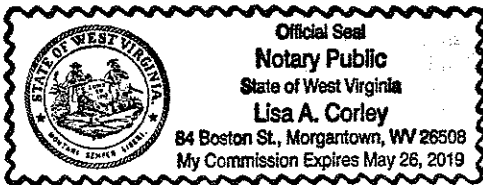
Taken, subscribed, and sworn to before me this 29 day of June, 2010.

My Commission expires May 19, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]





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
BCF11006

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/16/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: BCF11006						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. S:						
NO. 1 <input checked="" type="checkbox"/>						
NO. 2 <input type="checkbox"/>						
NO. 3 <input type="checkbox"/>						
NO. 4 <input type="checkbox"/>						
NO. 5 <input type="checkbox"/>						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>[Signature]</i>	304-203-5551	6/18/10	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
Comptroller	55-0613794		

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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
BCF11006

PAGE
2

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

VENDOR



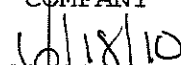
RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO


HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
06/16/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">             SIGNATURE              COMPANY              DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	304-293-5551	6/18/10
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Comptroller	55-063794	

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



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  
**BCF11006**

PAGE  
**3**

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/16/2010				

BID OPENING DATE: **06/30/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		785-70		
TECHNICAL ASSISTANCE, CONSULTATION, MEETING FACILITA						
***** THIS IS THE END OF RFQ BCF11006 ***** TOTAL:						<b>\$22,750.00</b>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **304-293-5551** DATE **6/18/10**  
 TITLE **Comptroller** FEIN **55-0613794** ADDRESS CHANGES TO BE NOTED ABOVE

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



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  
 BCF11006

PAGE  
 1

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

VENDOR

██  
**CESD**  
 PO Box 6070  
 Morgantown, WV 26506-6070

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/18/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ADDENDUM NO. 2</p> <p>1. TO ATTACH THE QUESTIONS AND ANSWERS INADVERTENTLY LEFT OUT OF ADDENDUM NO. 1.</p> <p>2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO EXHIBIT 10</p> <p>REQUISITION NO.: BCF11006</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 ✓</p> <p>NO. 2 ✓</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE [Signature] TELEPHONE 304-293-5551 DATE 6/29/10

TITLE Comptroller FEIN 55-0613794 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.
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4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
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13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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  
 BCF11006

PAGE  
 2

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE


VENDOR

SHIP TO

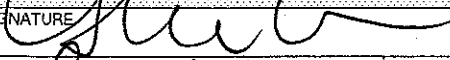
HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/18/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">             SIGNATURE            .....            CESP, Inc.            COMPANY            .....            6/29/10            DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 2</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 304-293-5551	DATE 6/29/10
TITLE <i>Comptroller</i>	FEIN 55-0613794	ADDRESS CHANGES TO BE NOTED ABOVE

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



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  
**BCF11006**

PAGE  
**3**

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/18/2010				

BID OPENING DATE: **06/30/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		785-70		
TECHNICAL ASSISTANCE, CONSULTATION, MEETING FACILITA						
***** THIS IS THE END OF RFQ BCF11006 ***** TOTAL:						<b>\$22,750.00</b>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **304-293-5551** DATE **6/29/10**  
 TITLE *Comptroller* FEIN **55-0613794** ADDRESS CHANGES TO BE NOTED ABOVE

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

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Vendor Questions and DHHR Responses Submitted in Response to BCF11006

1. **Question:** During the course of this work, is administrative support available through DHHR BCF or any of the collaborating partners involved in the work of the Commission to Study the Residential Placement of Children? The term administrative support is used here to refer to making copies of meeting documents, the typing of flip chart recordings that would then be emailed to and made into meeting notes by the consultant, website upgrades and the loading of documents to the Commission's website, etc.

**Response:** DHHR/BCF makes copies/packets unless the facilitator is unable to provide documents in a timely manner. In those instances, the facilitator makes copies. We typically provide 50 packets per meeting. The facilitator has made professional copies of annual reports for distribution. This goes beyond the 50 copies—for DHHR leadership, legislators, Governor's Office in addition to the Commission members & guests (50 copies). The facilitator types flip chart notes, DHHR/BCF does minutes & forwards to facilitator. DHHR/BCF maintains updates to website.

2. **Question:** What have been the research needs of the Commission historically? Is it anticipated that research related to promising practices, other states' progress, innovations in the field of Systems of Care for children and youth, etc. will be helpful or necessary to the Commission as it fulfills its responsibilities SB636 authorizing the Commission and outlining its work?

**Response:** The collaborating partners complete the research & prepare reports for presentation to the Commission. The facilitator uses this information in drafting Commission reports & documents. The facilitator has conducted research to better understand the work of the Commission and to enhance their ability to carry out their responsibilities/guidance.

3. **Question:** Are basic supplies and equipment for meetings available through DHHR BCF or any of the collaborating partners involved in the work of the Commission to Study the Residential Placement of Children? The terms basic supplies and equipment are used here to refer to flip chart stands and flip chart pads of paper.

**Response:** The facilitator brings flip charts, stands, markers if not provided by site where meeting is being conducted.