



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
 BPH11103

PAGE
 1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

Software Computer Group
 PO Box 3042
 1200 Bigley Ave.
 Charleston, WV 25301

HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS

505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/09/2011				

BID OPENING DATE: 03/10/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		205-60	\$48,000	\$48,000
<p>TO PROVIDE EMERGENCY NOTIFICATION SERVICES</p> <p>THE WV DEPT OF HEALTH AND HUMAN RESOURCES, BUREAU FOR PUBLIC HEALTH, CENTER FOR THREAT PREPAREDNESS (CTP) IS SEEKING VENDOR QUOTATIONS FOR CONTRACTING OF A MANAGED SERVICE TO PROVIDE AUTOMATED NOTIFICATIONS OF PUBLIC HEALTH AND MEDICAL EMERGENCY CALLOUTS AND OTHER CRITICAL INFORMATION TO MEMBERS OF VARIOUS EMERGENCY AND HEALTH PREPAREDNESS RESPONSE TEAMS AND PUBLIC HEALTH PARTNERS THROUGHOUT THE STATE, PER THE ATTACHED SPECIFICATIONS. THE CONTRACTOR MUST PROVIDE AN AUTOMATED NOTIFICATION SERVICE AND PRICING FOR THE SERVICES PROVIDED.</p> <p>TERM OF THE CONTRACT SHALL BE UPON AWARD AND CONTINUE FOR A PERIOD OF ONE YEAR, WITH THE OPTION OF TWO (2), ONE (1) YEAR PERIODS.</p> <p>SEE ATTACHED SPECIFICATIONS</p> <p>SUCCESSFUL VENDOR MUST SIGN THE ATTACHED NO DEBT AFFIDAVIT PRIOR TO AWARD. ALL VENDORS SHOULD SIGN AND INCLUDE THE FORM WITH THEIR BID.</p> <p>SUCCESSFUL VENDOR SHOULD SIGN THE ATTACHED WV-96 FORM. THE WV-96 SIGNATURE DATE MUST BE THE SAME OR LATER THAN THE BID DOCUMENT SIGNATURE DATE.</p>						

RECEIVED
 2011 MAR 10 AM 11:15
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE 304-343-6480	DATE March 9, 2011
TITLE President	FEIN 55-0684350	ADDRESS CHANGES TO BE NOTED ABOVE

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

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

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. 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 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
BPH11103

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
BPH - THREAT PREPAREDNESS
505 CAPITOL STREET, SUITE 200
CHARLESTON, WV
25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/09/2011				

BID OPENING DATE: **03/10/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SUCCESSFUL VENDOR MUST PROVIDE ANY REQUIRED SOFTWARE LICENSE AGREEMENT(S) OR SIGN THE ATTACHED "NO OTHER TERMS" FORM PRIOR TO AWARD. ALL VENDORS SHOULD INCLUDE THE AGREEMENT(S) OR SIGNED FORM WITH THEIR BID.</p> <p>ANY QUESTIONS REGARDING TECHNICAL SPECIFICATIONS MUST BE SUBMITTED IN WRITING TO THE ATTENTION OF: ROBERTA WAGNER, CPPB PURCHASING DIVISION, 2019 WASHINGTON ST., EAST CHARLESTON, WV 25305 OR FAX YOUR QUESTIONS TO: 304-558-4115 OR EMAIL THEM TO: ROBERTA.A.WAGNER@WV.GOV.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON 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 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	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
 BPH11103

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
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/09/2011				

BID OPENING DATE: 03/10/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED 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. 04/11/2001</p> <p>2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEN	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
BPH11103

PAGE
4

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS

SHIP TO

505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/09/2011				

BID OPENING DATE: 03/10/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</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	DATE
TITLE	FEIN	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
 BPH11103

PAGE
 5

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

RFQ COPY

TYPE NAME/ADDRESS HERE

PROPERTY

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/09/2011				

BID OPENING DATE: 03/10/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:-----RW/FILE 22----- RFQ. NO.:-----BPH11103----- BID OPENING DATE:-----3/10/2011----- BID OPENING TIME:-----1:30 PM----- PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 888-600-7708 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Bill Michael ----- ***** THIS IS THE END OF RFQ BPH11103 ***** TOTAL:						
						\$48,000

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

Request for Quote (RFQ) BPH11103 Emergency Notification System

I. Introduction

The State of West Virginia, Department of Health and Human Resources (DHHR) Bureau for Public Health (BPH), Center for Threat Preparedness (CTP) is seeking vendor quotations for contracting of a managed service to provide automated notifications of public health and medical emergency callouts and other critical information to members of various emergency and health preparedness response teams and public health partners throughout the State. The service must be capable of delivering messages throughout various communications mediums and provide the ability for volunteer coordinators from any of 55 local health agencies and the Center for Threat Preparedness to place inbound calls to the service. The successful bidder must have sufficient capacity to provide 24 hours a day, 7 days a week, 365 days a year, including holidays, (24/7/365) management of the service with minimal interruption. The successful bidder must have 3 years minimum experience with rapid notification and must provide references upon request.

Response:

Software Computer Group is the local representative for WARN (Wide Area Rapid Notification) and has been proudly providing the services described above since 2005. We have and, if fortunate enough to be chosen again, will continue to provide the notification services needed by WV DHHR, BPH, CTP. Our subscription price includes 24/7/365 management services. References are available upon request.

II. Background:

One of the critical capacity requirements of the Centers for Disease Control's (CDC) Public Health Emergency Preparedness initiative is to provide a method of rapid notification and communication for public health partners in an emergency. The type of emergency will determine who must be notified and what specific instruction must be given to a selected group. Because hundreds of personnel could potentially be involved in each notification, automation technology must be used to select who will be notified and what instructional message will be sent, to process and send the actual notification result. This will ensure that the appropriate personnel receive messages in a timely and efficient manner. West Virginia has been using a Rapid Notification System for over 5 years.

Response:

WARN meets this requirement fully.

III. Mandatory Service Requirements:

The successful vendor will meet all mandatory requirements listed below:

- A. In addition to the notification requirements described above, the service selected will also serve as the emergency alerting vehicle for the West Virginia Rapid

Emergency Deployment Information System (WVREDI), the state's health and medical emergency credentialing system as well as for dissemination of important alerts and warnings, including CDC's Health Alert Network (HAN) messages. Information for alerting will be imported from existing databases or spreadsheets with remote update capability, or will be separately built and loaded into system from every West Virginia county as well as the Center for Threat Preparedness itself.

Response:

WARN meets this requirement fully and is fully integrated with WVREDI.

- B. The service selected must meet the following criteria: Must comply with all applicable Public Health Information Network (PHIN) requirements as articulated in the CDC Partner Communication and Alerting (PCA) Guide. The PCA Guide can be found at:

http://cdc.gov/phinf/library/documents/pdf/guides/PCA_Guide-v1.3.pdf

Response:

WARN meets this requirement fully.

- C. Continuous and uninterrupted availability of this service is critical. While it will not necessarily be used on a daily basis, the service must be continuously available for use in times of need. Accordingly, the service must be distributed across multiple call centers utilizing different telephone and bandwidth providers within the United States to minimize the likelihood that an outage in any geographic area or affecting a single provider would affect service availability. Strong security must be deployed to ensure all possible safeguards are in place to protect data in storage at each of the locations. The service must be able to automatically route calls over the least congested networks to ensure rapid message delivery, and must be able to utilize the Government Emergency Telecommunication Service (GETS) <http://gets.ncs.gov/> as provided by National Communications System, for emergency call prioritization. The service must have redundancy or servers in different geographical locations.

Response:

WARN meets this requirement fully. The WV DHHR, BPH, CTP has acquired and WARN is currently utilizing the GETS service.

- D. The successful vendor must include unlimited inbound or outbound calls in their bid. In addition, the system database must allow for unlimited names/contact information to be included.

Response:

Unlimited inbound and outbound calls are included in the base price on page 1 of the RFQ. WARN does allow for unlimited names/contact information in the system database.

E. The successful bidder shall agree to work with the current vendor (Software Computer Group) to ensure a timely, accurate, and complete transition of the project operations. The bidder selected must be able to import existing data from WARN (Wide Area Rapid Notification), the incumbent emergency notification system (all call groups from each user location in counties and state) into the new system within 4 weeks of contract award. If the incumbent system is not available to export existing call group data from the state and local health departments, then the successful bidder must be able to rebuild all the call groups from each of those agencies within 4 weeks of contract award (See Deliverable Sheet). This would include personal interaction with staff from each of the agencies and any technical assistance needed.

Response:

Software Computer Group is the current vendor.

F. The successful bidder shall agree to ensure the new system is fully operational within 5 weeks of contract award (See Deliverable Sheet). Failure to meet this deadline will result in cancellation of this contract with the vendor.

Response:

WARN is fully operational and in use now.

G. The successful bidder shall agree to cooperate with the agency and any subsequent vendor should the contract, which is the subject of this RFQ, be terminated, and to deliver any and all electronic files, documentation, and associated work products to the agency within thirty (30) days of receipt of notice of contract termination.

Response:

Software Computer Group agrees to cooperate fully with this requirement.

H. The successful bidder's service must provide the ability for secure transmission of notification messages, and report results back to the West Virginia State Center for Threat Preparedness or other designated facility. The service center must also have multiple points of communication from contact requests including, but not limited to , the internet (with or without a Virtual Private Network (VPN), a dedicated dial-up line, and a private peering network).

Response:

WARN meets this requirement.

I. Each of the following service functionalities are mandatory requirements of the successful bidder:

1. Must have the capability to send notifications rapidly via multiple communication mediums utilizing assigned roles; (Must be able to use both "land lines" and mobile phone, fax, instant messaging, and Simple Mail Transmission Protocol (SMTP) Short Message Service (SMS) messaging such as email, alphanumeric pagers and other wireless devices.)

Response:

WARN meets this requirement.

2. Must be capable of delivering customized messages, both the content and the delivery mechanism, to each individual, and in the case of voice messages using a text-to-speech engine to dynamically create the messages;

Response:

WARN meets this requirement.

3. Must have the ability to send the notification to one device and if there is no answer within a specified timeframe (user defined) sends the notification to the next device listed in the user's profile. This process must continue until contact attempts for all listed devices defined in the user's profile are exhausted. The sender must have the option to continue contact attempts until contact is successful.

Response:

WARN meets this requirement.

4. Must allow the user's profile to contain delivery device preference order based on at least two self-defined timeframes; (Example: Call pager first on Monday - Friday, 8:00 A.M. - 5:00 P.M. and home phone first at all other times. Call mobile phone second at all times.)

Response:

WARN meets this requirement.

5. Must be able to deliver notifications based on prioritization of individuals/roles (i.e. send to those in more authority first, then other users.);

Response:

WARN meets this requirement.

6. Must have the capacity to notify predefined groups and "on-the-fly" ad-hoc groups, not only by name, but by all fields (i.e. roles, agency worked for, geographic location, and political jurisdiction.);

Response:

WARN meets this requirement.

7. Must have the capacity to notify 'subgroups'. (i.e. group(s) within a group)

Response:

WARN meets this requirement.

8. Must have the capacity to select individuals even if they are not in a group or subgroup.

Response:

WARN meets this requirement.

9. Must have capability of multiple administrators. 130 at a minimum. (110 for County use at 2 per county x 55 and 20 for State use).

Response:

WARN meets this requirement.

10. Must have flexibility for agency control over number and type of call groups.

Response:

WARN meets this requirement.

11. Must integrate functionality that will support single sign on from our-existing portal and any necessary data synchronization methods. (Logon name field, password field). Will need custom Uniform Resource Locator (URL) that will accept these parameters so logon to notification system will be seamless.

Response:

WARN meets this requirement.

12. Must have the ability to initiate a broadcast directly from another application through an Application Program Interface (API) protocol solution (supplied by the successful vendor) so that contact data can be maintained in another system and broadcasts can be initiated directly from another application. This process should be provided through a web-services API using a standards-based SOA (service oriented architecture). In addition to initiating the broadcast, the API should also handle cancellation and status of the notification. Currently this would require integrating with the West Virginia REDI System, a proprietary emergency credentialing platform developed by

Collaborative Fusion, Inc (See Section IIIA above).

Response:

WARN meets this requirement. Collaborative Fusion developed this feature in conjunction with WARN and our product development team.

13. Must allow for the activation of alerts via the Internet or telephone; security must be in place to only permit a notification request from specific, predefined phone numbers and systems user identification accounts. Additionally, a log of notification requests from any source, successful or not, must be maintained in the system (not through manual logging) and made available as an automated report.

Response:

WARN meets this requirement.

14. Must have the capability for each notification to provide an immediate receipt confirmation. Results of the notification and confirmation must be available through live, on-line inquiry and through historical reports.

Response:

WARN meets this requirement.

15. For high level/emergency notification, notification recipients must have the capability of replying to the call or calling back into the system (not to a person) and reporting their availability for emergency response. The system must be able to record their responses, and include their availability in reports back to the sender. The service must be able to receive at least 25 inbound calls per minute.

Response:

WARN meets this requirement.

16. Must provide the capability to access reports via both the internet and fax; (Reports must be available in real-time for high priority/emergency notification and within user-defined time periods for low and medium priority notifications, allowing for ongoing status reports of those notified. Reports will include calling results and time of results, such as individual reached, message left, no-answer, number out-of-service, etc., and, for high priority/emergency notification, will include responder reported availability.)

Response:

WARN meets this requirement. The internet reports are refreshed every 6 seconds.

17. Must allow for the sender to define how notifications are delivered based on criticality of the notification, (E.G. high priority/emergency - utilize user personal notification delivery preference, medium or low priority - fax and/or e-mail only).

Response:

WARN meets this requirement.

18. Must have capability for the sender to schedule notification to be sent at a later time and/or date.

Response:

WARN meets this requirement.

19. Must allow for multiple layers of authorization/authority. (Multiple authorized users may be able to send a low or medium priority notification via e-mail or fax, but only those with high-level roles can send high priority/emergency notifications. Additionally, multiple agency use requires division of authorization by agency, with some crossover of high-level roles.

Response:

WARN meets this requirement.

20. Must be able to have multiple layers of administrator rights as to what access is given. (i.e.: View, change, add, and notify rights determined by the State office)

Response:

WARN meets this requirement.

21. Must have the capability of producing reports identifying costs for use by notification event, individual sender, and/or organization.

Response:

WARN meets this requirement.

22. Must have the ability to send multiple notifications at the same time to the same or different recipients.

Response:

WARN meets this requirement.

23. Must have the ability to provide login audit tracking.

Response:

WARN meets this requirement.

24. Must have the ability to maintain privacy of all contact information through access control where only administrators with appropriate rights can view or update recipient and contact information.

Response:

WARN meets this requirement.

25. Must have the ability to customize the telephone number display (caller identification (ID) for voice messages and the email addresses for text messages.

Response:

WARN meets this requirement in the following way. While the caller ID number is customizable, it is required that the caller ID be the same for the entire agency, as it is now. The email address is not customizable due to the fact that the responses must be able to access the same email server that sent the original notification. Otherwise the responses would never be received.

26. Must have the ability to override call-blocking.

Response:

This feature is controlled by the telephone carrier, therefore, only the telephone carrier has the ability to control call-blocking. The WARN system identifies the caller via the subject line of the notification.

27. Must have the ability to leave a message when a voice-delivered message reaches an answering machine or voicemail.

Response:

WARN meets this requirement.

- J. Support for the successful bidder's services must be available 24 hours a day, 7 days a week, 365 days a year, including holidays, (24/7/365) via telephone and the Internet.

Response:

WARN meets this requirement.

K. Due to the emergency use of this system, routine maintenance, system upgrades or emergency repairs for system degradation or failure must be managed in as expeditious a process as possible. Emergency interventions must be initiated immediately (within one hour) upon discovery of a problem and every effort must be made to complete repairs, or provide appropriate temporary solutions until permanent repairs can be completed, as quickly as possible with a minimum of system disruption! downtime.

Response:

WARN meets this requirement.

L. The successful bidder must include 3 levels of training.

Response:

On-site training will be instructor led and include all training materials.

Online training will be SCORM (Sharable Content Object Reference Model) compliant to be loaded into the TRAIN LMS (Learning Management System) used by DHHR and/or the state LMS system. Among other things, this allows the student to bookmark pages so that they can learn at their own pace and print a certificate of training at the end of each class.

1. Initial training: The successful bidder must provide on-site training on the use of the bidder's service/system for up to 20 administrators per class for a total of 7 classes. This training must be completed within 5 weeks of contract award or at end of existing contract, whichever is later. Training facilities with computers will be provided by the State in or near Charleston, WV. Training materials will become the property of the state to copy at will for additional users.

Response:

See: Year 1, Deliverable 4 and 5.

2. Update training: The successful bidder must provide training when updates or changes are made to the system, if those changes mandate new ways to operate the systems. This training can be provided via web training or CD.

Response:

See: Year 2, Deliverable 1
Year 3, Deliverable 1

3. New User training. The successful bidder must provide a way for later added users to obtain Initial training, such as web training or via a training CD.

Response:

See: Year 2, Deliverable 2
Year 3, Deliverable 2

IV. Invoice Requirements:

The successful bidder must submit invoices to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. The invoices must be in a form approved by the Agency and shall enclose a monthly activity log. The successful bidder will be responsible for payment of all subcontracts, staff, and any other support staff contracted to provide services. State law forbids payment of invoices prior to receipt of services. The Agency reserves the right to reject any or all invoices for which proper documentation has not been provided. The successful bidder will be notified of deficiencies within fifteen (15) days of receipt of the invoice.

Response:

Software Computer Group will comply with these requirements. However, please note that monthly payments have not been a requirement in any of our past contracts. Also, please note that due to the nature of emergency notification services, we are required to pay for the subscription to this software in advance to assure that it is available if and when an emergency takes place. Our contract is renewed yearly and it would be beneficial to the State of West Virginia to establish this relationship on a yearly basis. Therefore, we respectfully request that this subscription be paid in advance just as it has been in the past.

V. WVDHHR's Contribution To Contract:

The Center for Threat Preparedness will collaborate with the vendor and will serve as the point of contact. Additionally, they will contribute the following to the contract:

1. Meet immediately with vendor to develop project plan.
2. Provide vendor with contact person/address/phone number for each local health department and other agency that has call groups to be loaded into system (or built).
3. Provide location for training, with computers for use.
4. Meet quarterly with vendor to discuss project status, receive updates on technological or contract upgrades/revisions.
5. Provide drills/exercises to test system's performance.

VI. Deliverables, Scope of Work and Timeframe:

YEAR 1

Deliverable 1:

By end of Week 2: Vendor will meet with CTP to set up implementation strategy. This portion of the deliverable can be accomplished by a telephone conference call or "web ex" type presentation. Vendor will then meet with Notification System Workgroup (State developed) to initiate implementation process. This meeting must be conducted in Charleston, WV with CTP staff.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 2:

By end of Week 4: Vendor will develop/implement State and Local Health components of Notification System. This will include development of capacity to push messages/information to State and Local Health-developed call groups as well as internal and overall message management capability. This also includes the provision and connection of a vendor-supplied API Protocol, described throughout this document, to the State's emergency credentialing system, WV REDI.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 3:

By end of Week 4: Vendor will complete data transfer (call groups) from incumbent system -OR- complete building and import of new State and LHD call groups into Notification System.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 4:

By end of Week 4: Vendor will develop initial user training curriculum/delivery mechanism for all users as described above in this document in Section 3, Part L.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 5:

By end of Week 5: Vendor will complete initial user training for State and LHDs as described above in this document in Section 3, Part L.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 6:

By end of Week 5: Vendor will complete "dry run" performance tests and correct any residual issues. This will be executed and evaluated on site in Charleston, WV. System will be initialized and placed in-service. Vendor presence will be required in Charleston, WV during the performance test and initiation of the system.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 7:

Week 5 - through the end of contract: Vendor will maintain system in "ready" state, constantly monitoring for any operational irregularity and be prepared to respond to ensure constant availability of system. Vendor will support its use during notifications or information exchanges and drills and provide system upgrades and maintenance as required.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 8:

Week 5 - through the end of contract: Technical assistance will be performed as needed upon contact by State or Local staff. Assume **15** hours of technical assistance per month.

Response:

Software Computer Group will comply with this deliverable.

Year 2

Deliverable 1:

By end of month 3 of contract: Vendor will develop user update training curriculum/delivery mechanism for all users as described above in this document in Section 3, Part 1. Training to be provided via 2 "web ex" presentations or 1 reproducible DVD.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 2:

By end of month 3: Vendor will complete new user training for State and LHDs as described above in this document in Section 3, Part 1. Training to be provided via 2 "web ex" presentations or one reproducible DVD.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 3:

Throughout contract period: Vendor will maintain system in "ready" state, constantly monitoring for any operational irregularity and be prepared to respond to ensure constant availability of system. Vendor will support its use during notifications or

information exchanges and drills and provide system upgrades and maintenance as required.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 4:

Throughout contract period: Technical assistance will be performed as needed upon contact by State or Local staff. Assume 10 hours of technical assistance per month.

Response:

Software Computer Group will comply with this deliverable.

Year 3

Deliverable 1:

By end of month 3: Vendor will develop user update training curriculum/delivery mechanism for all users as described above in this document in Section 3, Part L. Training to be provided via 2 "web ex" presentations or 1 reproducible DVD.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 2:

By end of month 3: Vendor will complete new user training for State and LHDs as described above in this document in Section 3, Part L. Training to be provided via 2 "web ex" presentations or one reproducible DVD.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 3:

Throughout contract period: Vendor will maintain system in "ready" state, constantly monitoring for any operational irregularity and be prepared to respond to ensure constant availability of system, Vendor will support its use during notifications or information exchanges and drills and provide system upgrades and maintenance as required.

Response:

Software Computer Group will comply with this deliverable.

Deliverable 4:

Throughout contract period: Technical assistance will be performed as needed upon

contact by State or Local staff Assume 5 hours of technical assistance per month.

Response:

Software Computer Group will comply with this deliverable.

VII. Vendor Bid:

Vendor will bid by following the requirements of the Request for Quotation and completing the attached Bid Price Sheet.

VIII. Method of Evaluation:

The State will use the Total Bid Price from the Bid Price Sheet to determine the low bid vendor and will award the contract. The winning bidder will be the one that submits the lowest total bid price and assures the State the services to be performed as outlined in these specifications will be provided.

VIX. Life of Contract:

The contract becomes effective on the date of award and will extend for a period of one (1) year. Contract may be renewed for two (2) additional one (1) year periods upon the mutual written consent of the State and Vendor in accordance with the terms and conditions of the original contract.

Response:

Please note that the original contract for this service expired on 12/31/10 and the extended contract for this service expired on 2/28/11. Due to the importance of this service in the event of an emergency, we are continuing to provide service until the new contract is in place. Therefore, if we are favored with this award, we respectfully request that the effective date of the contract be 3/1/11. If we are not favored with this award, we will render an invoice for services provided from 3/1/11 and continuing until the new vendor can begin providing service.

X. Additional Vendor Requirements:

Vendor is required to have general liability insurance. Insurance certificates are required prior to award.

A. Insurance Requirements:

The Vendor, as an independent contractor, shall be solely liable for the acts and omissions of its employees and agents. The Vendor shall maintain and furnish proof to the Department of coverage of liability insurance for loss, damage, or injury (including death) of third parties arising from acts and omissions on the part of the Vendor, its agents and employees within thirty (30) days of the Contract award. Said coverage shall provide minimum coverage in the following amounts:

1. For bodily injury (including death): \$500,000.00 per person, up to \$1,000,000.00 per occurrence.
2. For property damage: up to \$1,000,000 per occurrence.
3. For professional liability: up to \$1,000,000.00 per occurrence.

Response:

Software Computer Group will comply with this requirement.

B. Other Requirements:

1. Provide certification that it is registered with the Office of the Secretary of State, State of West Virginia, to do business in the State of West Virginia;

Response:

See attached.

2. Provide evidence that it is in good standing with the West Virginia Bureau of Employment Programs as to Unemployment Compensation coverage and Workers' Compensation coverage or exempt from such coverage;

Response:

See attached.

3. Provide certification that it is registered as a Vendor with the West Virginia Department of Administration, Division of Purchasing; and

Response:

See attached.

4. Obtain necessary licensing through State Tax Department.

Response:

See attached.

XI. Vendor Relationship:

- A. The relationship of the Vendor the State shall be that of an independent

contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents.

- B. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this RFQ and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever.
- C. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *et cetera* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.
- D. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.
- E. The Vendor shall not assign, convey, transfer, or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association, or entity without expressed written consent of the Agency.
- F. Subcontracts/Joint Ventures; The Vendor may, with the prior written consent of the State, enter into subcontracts for performance of work under this contract.
- G. Indemnification: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the contract in a manner not authorized by the contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage laws.
- H. Governing Law: This contract shall be governed by the laws of the State of West Virginia. The Vendor further agrees to comply with the Civil Rights Act of 1964 and all other applicable laws and regulations as provided by Federal, State, and local governments.

Response:

Software Computer Group agrees to the vendor relationship statements.

RFQ Addendum for Notification System

Cost Sheet Year 1

Deliverable				Total Cost for Deliverable
<p>Deliverable 1 Vendor will meet with CTP to setup implementation strategy. This portion of the deliverable can be accomplished by a telephone conference call or "web ex" type presentation. Vendor will then meet with Notification System Workgroup (State-developed) to initiate implementation process. This meeting must be conducted in Charleston, WV with CTP staff.</p>				\$0
<p>Deliverable 2 Vendor will develop/implement State and Local Health components of Notification System. This will include development of capacity to push messages/information to State and Local Health-developed call groups as well as internal and overall message management capability.</p>				\$0
<p>Deliverable 3 Vendor will complete data transfer (call groups) from incumbent system. OR, complete building and import of new State and LHD call groups into Notification System.</p>				\$0
<p>Deliverable 4 Vendor will develop initial training curriculum/delivery mechanism for all users as described above in this document in Section 3, Part L of RFQ.</p>				\$1,000

Deliverable	Description	Per Month cost	Yearly Total (Per month cost x 11)
Deliverable 5	Vendor will complete initial user training for State and LHDs as described above in this document in Section 3, Part E of RfQ	\$1,000	\$0
Deliverable 6	Vendor will complete "dry run" performance tests and correct any residual issues. This will be executed and evaluated on site in Charleston, WV. System will be initialized and placed in-service. This will require vendor presence in Charleston, WV	\$0	\$0
Deliverable 7	Vendor will maintain system in "ready" state, constantly monitoring for any operational irregularity and prepared to respond to ensure constant availability of system. Vendor will support its use during notifications or information exchanges and drills and provide system upgrades and maintenance as required. Please provide a monthly and total yearly (11 month) cost for this deliverable after the initiation date up to the end of the contract period. The first 5 weeks are development costs and not included in this amount	\$0	\$0
Deliverable 8	Technical assistance will be performed as needed upon contact by State or Local staff. Please provide a monthly and total cost for this deliverable, after the initiation date up to the end of the contract period, assuming 15 hours of support per month. The first 5 weeks are development costs and not included in this amount. (ex: \$cost/month x 11 mos = yearly total)	\$0	\$0
TOTAL COST - Year 1		\$2,000	\$0

RFQ Addendum for Notification System

Cost Sheet – Year 2

Deliverable				Total Cost for Deliverable				
Deliverable 1 Vendor will provide user update training for State and LHDs as described above in this document in Section 3, Part I of RFQ. Vendor will provide training via 2 "web ex" presentations or one reproducible DVD.				\$1,000				
Deliverable 2 Vendor will provide new user training for State and LHDs as described above in this document in Section 3, Part I of RFQ. Vendor will provide training via 2 "web ex" presentations or one reproducible DVD.				\$1,000				
Deliverable 3 Vendor will maintain system in ready state, constantly monitoring for any operational irregularity and prepared to respond to ensure constant availability of system. Vendor will support its use during notifications or information exchanges and skills and provide system upgrades and maintenance as required. Please provide a monthly and yearly total cost for this deliverable.				\$0				
Deliverable 4 Technical assistance will be performed as needed upon contact by State or Local staff. Please provide a monthly and total cost for this deliverable, after the initiation date up to the end of the contract period, assuming 10 hours of support per month. (ex: \$ cost/month x 12 months = yearly total)				\$0				
<table border="1"> <thead> <tr> <th data-bbox="391 548 836 871">Per Month cost</th> <th data-bbox="836 548 1105 871">Yearly Total (Per month cost x 12)</th> </tr> </thead> <tbody> <tr> <td align="center" data-bbox="391 548 836 871">\$0</td> <td align="center" data-bbox="836 548 1105 871">\$0</td> </tr> </tbody> </table>				Per Month cost	Yearly Total (Per month cost x 12)	\$0	\$0	
Per Month cost	Yearly Total (Per month cost x 12)							
\$0	\$0							
<table border="1"> <thead> <tr> <th data-bbox="391 871 836 1171">Per Month cost</th> <th data-bbox="836 871 1105 1171">Yearly Total (Per month cost x 12)</th> </tr> </thead> <tbody> <tr> <td align="center" data-bbox="391 871 836 1171">\$0</td> <td align="center" data-bbox="836 871 1105 1171">\$0</td> </tr> </tbody> </table>				Per Month cost	Yearly Total (Per month cost x 12)	\$0	\$0	
Per Month cost	Yearly Total (Per month cost x 12)							
\$0	\$0							

Rev. 09/08

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: Software Computer Group

Signed: 

Date: March 9, 2011

Title: President

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

RFQ No. BPH 11103

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: Software Computer Group

Authorized Signature: [Signature] Date: March 9, 2011

State of WV

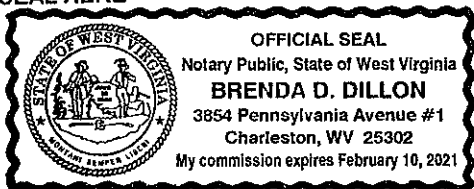
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 10 day of March, 2011.

My Commission expires Feb 10, 2021.

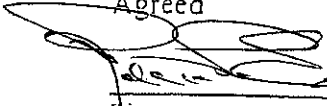
NOTARY PUBLIC Brenda D. Dillon

AFFIX SEAL HERE



ATTACHMENT
P.O.# EPH11103

This agreement constitutes the entire agreement between the parties, and there are no other terms and conditions applicable to the licenses granted hereunder.

Agreed


Signature Date
March 9, 2011

President

Title

Software Computer Group

Company Name

Signature Date

Title

Agency/Division

WV-96
Rev. 10/07

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** - Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOUPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY** - Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:

STATE OF WEST VIRGINIA

Spending Unit: _____

Signed: _____

Title: _____

Date: _____

VENDOR

Company Name: Software Computer Group

Signed: _____

Title: President

Date: March 9, 2011



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
BPH11103

PAGE
1

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

VENDOR

*709055841 304-343-6480
 SOFTWARE COMPUTER GROUP
 PO BOX 3042
 1200 BIGLEY AVENUE
 CHARLESTON WV 25301

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED 02/28/2011	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
----------------------------	---------------	----------	--------	---------------

BID OPENING DATE: 03/10/2011 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.: BPH11103						
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						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
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 304-343-6480	DATE March 9, 2011
TITLE President	FEIN 55-0684350	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
 BPH11103

PAGE
 2

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

VENDOR

*709055841 304-343-6480
 SOFTWARE COMPUTER GROUP
 PO BOX 3042
 1200 BIGLEY AVENUE
 CHARLESTON WV 25301

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/28/2011				

BID OPENING DATE: 03/10/2011 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 Software Computer Group COMPANY March 9, 2011 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
TITLE	FEIN	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
BPH11103

PAGE
3

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

VENDOR

*709055841 304-343-6480
 SOFTWARE COMPUTER GROUP
 PO BOX 3042
 1200 BIGLEY AVENUE
 CHARLESTON WV 25301

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/28/2011				

BID OPENING DATE: 03/10/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		205-60	See page 1 of RFQ	See page 1 of RFQ
TO PROVIDE EMERGENCY NOTIFICATION SERVICES						
***** THIS IS THE END OF RFQ BPH11103 ***** TOTAL:						See page 1 of RFQ

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

BPH11103 – RESPONSE TO VENDOR QUESTIONS

1. **QUESTION:** Page 2 of the RFQ states, "successful vendor must provide any required software license agreements or sign the attached "no other terms" form..." If a vendor submits a license agreement which the State rejects, is that cause for bid dismissal or will the vendor be given the opportunity to negotiate with the State and/or submit a "No Other Terms" form?

ANSWER: If the vendor submits terms and conditions that are not acceptable by the State, the State may choose to disqualify the vendor or try to negotiate "additional" terms. Understand that if the vendor does not accept the State of West Virginia's Standard Terms and Conditions and sign the Agreement Addendum WV96 Form, they will be disqualified.

2. **QUESTION:** RFQ Section III Mandatory Service Requirements, Item B, references the current PCA guide. Can the State please confirm that all vendors who submit for this RFQ must have already completed Direct and Cascading Alert certifications for another system prior to the submission of this bid?

ANSWER: No, we cannot confirm that, nor is that relevant to the RFQ. The intent of the requirement is that the successful vendor meets the Public Health Information Network (PHIN) requirements for this particular notification system.

3. **QUESTION:** RFQ Section III Mandatory Service Requirements, Item C, references unlimited usage. Can the State please provide an estimate as to how many telephony minutes, messages, and fax pagers are currently sent per year?

ANSWER: No, that number is 1) not available for access by State staff (i.e. is not obtainable by manipulating the system or developing reports) and 2) varies from year to year, based on need (i.e. messages to be pushed out, number and size of exercises executed, number and size of incidents that occurred, etc.)

4. **QUESTION:** RFQ Section III Mandatory Service Requirements, Item I.11, references a single sign-on method. Can the State please provide more details about how this system works? Additionally, will all individuals registered in the notification system go through this portal or only some portion?

ANSWER: A single sign on means that a person would log into a portal or dashboard that houses a number of IT systems, and through that log on, would be able to then

access the Notification System without the need for an additional log on sequence. Currently, the portal is not complete/in-service and the notification system functions as a stand-alone system. Plans are to add it to the portal once development is complete. Not all persons registered into the system would have access through the single sign-on portal. Only legitimate Notification System administrators at the county and state level (approximately 130 in number) would have access to the notification system using this method.

5. **QUESTION:** RFQ Section III Mandatory Service Requirements, Item 1.15, references inbound telephony capacity. Can the State please identify what outbound telephony capacity is required? For example, the State desires to be able to make 25 outbound calls per minute or 1,500 calls per hour given a 1 minute message.

ANSWER: There is no set number of outbound messages per minute. Messages fill the spectrum in size (e.g. 1 minute phone message vs. 5 minute phone message, one page text type message vs. 4 page text type message, etc.). There is no rational method to approximate this type of information based on that variability.

6. **QUESTION:** Can the State please provide the Cost Sheet in an editable format for vendors to complete? The copy included with the PDF bid is difficult to input data on without retyping the entire document.

ANSWER: The State cannot provide an editable format. Only a PDF version is available to maintain the integrity of the information on the form and prevent changes from being made to the specifications provided.

7. **QUESTION:** Can the State please provide the per year budget for this project as well as the current amount the State is spending per year?

ANSWER: No, that information is not relevant to the RFQ. Budget numbers are not exact, nor do they necessarily break down into specific costs that could be translated for anything meaningful regarding the new notification system.

8. **QUESTION:** Will the format for importing data from the WARN System be provided in a standardized format? (e.g. CSV). If yes, can the State tell us what the data format will be?

ANSWER: Yes, CSV format.

NO ADDITIONAL QUESTIONS WILL BE ACCEPTED.

State of West Virginia



Certificate

*I, Natalie E. Tennant, Secretary of State of the
State of West Virginia, hereby certify that*

SOFTWARE COMPUTER GROUP, INC.

was incorporated under the laws of West Virginia and a Certificate of Incorporation was issued by the West Virginia Secretary of State's Office on September 19, 1988.

I further certify that the corporation has not been revoked by the State of West Virginia nor has the West Virginia Secretary of State issued a Certificate of Dissolution to the corporation.

Accordingly, I hereby issue this

CERTIFICATE OF EXISTENCE

Validation ID:5WV2N_M4H75

*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
March 09, 2011*



Natalie E. Tennant

Secretary of State

March 9, 2011

SOFTWARE COMPUTER GROUP, INC.
P O BOX 3042
CHARLESTON WV 25331-3042

Account Number: 44875-3

Dear Employer:

Workforce West Virginia has, at your request, researched their records and has found this account is in compliance with the West Virginia Unemployment Compensation Law.

Very truly yours,



Beverly Morris
Assistant Director

cac

Audit and Compliance Section, Unemployment Compensation Division
112 California Avenue, Charleston, WV 25305-0112
304-558-2451

An agency of the Department of Commerce

An equal opportunity employer/program and auxiliary aids are available upon request to individuals with disabilities.

www.workforcewv.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2011

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

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

PRODUCER BOB EVANS AGENCY C/O BLOSS & DILLARD INC CO	CONTACT NAME: PHONE: A/C No.	FAX No.
	E-MAIL ADDRESS: PRODUCER CUSTOMER ID:	
INSURED SOFTWARE COMPUTER GROUP INC 1200 B BIGLEY AVE CHARLESTON WV 25331	INSURER(S) AFFORDING COVERAGE	
	INSURER A: BRICKSTREET MUTUAL INSURANCE CO	NAIC # 12372
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO+ECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGE \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC10217387-01	9-10-2010	9-10-2011	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 OWNERS/OFFICERS/PARTNERS EXCLUDED: KARLA EVANS, ROBERT EVANS

CERTIFICATE HOLDER *PROOF OF INSURANCE*	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
POST OFFICE BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130
12/08/2010

ROBERT EVANS
SOFTWARE COMPUTER GROUP
PO BOX 3042
1200 BIGLEY AVENUE
CHARLESTON WV 25301

THIS IS TO CONFIRM RECEIPT OF YOUR VENDOR REGISTRATION FEE. PAYMENT OF THE FEE ENABLES YOU TO PARTICIPATE IN THE PURCHASING DIVISION'S COMPETITIVE BID PROCESS AND ENTITLES YOU TO A ONE-YEAR SUBSCRIPTION TO THE WEST VIRGINIA PURCHASING BULLETIN. A NEW ISSUE OF THE WEST VIRGINIA PURCHASING BULLETIN IS POSTED ON OUR WEB SITE EACH WEEK. BID OPPORTUNITIES ESTIMATED AT \$25,000 OR MORE ARE ADVERTISED IN THIS PUBLICATION. WE ENCOURAGE YOU TO LOG ON AND VIEW THE BULLETIN EVERY FRIDAY SO AS NOT TO MISS IMPORTANT BIDDING OPPORTUNITIES. OUR WEB ADDRESS IS:

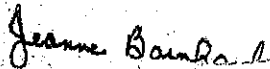
[HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE](http://www.state.wv.us/admin/purchase)

IN ORDER TO ACCESS THE WEST VIRGINIA PURCHASING BULLETIN, YOU WILL NEED YOUR VENDOR NUMBER, GROUP NUMBER (IF ANY), AND YOUR PASSWORD WHICH ARE PRINTED BELOW. YOUR ACCESS WILL BECOME EFFECTIVE ON THE FIRST MONDAY AFTER 12/08/2010, STATE HOLIDAYS EXCLUDED.

HELPFUL TIPS: YOUR COMPUTER-GENERATED VENDOR NUMBER BEGINS WITH AN ASTERISK, BUT DO NOT USE THE ASTERISK WHEN LOGGING IN. ALSO, OUR LOGIN SCRIPT IS CASE SENSITIVE. THEREFORE, IF YOUR VENDOR NUMBER CONTAINS A CHARACTER LIKE A, B, OR C, PLEASE TYPE IT IN UPPER CASE.

IF YOU HAVE QUESTIONS, FEEL FREE TO CONTACT US AT 304-558-2311 OR JEANNE.B.BARNHART@WV.GOV. THANK YOU.

SINCERELY YOURS,



VENDOR REGISTRATION

VENDOR NUMBER : *709055841
GROUP NUMBER :
PASSWORD : 9048

**WEST VIRGINIA
STATE TAX DEPARTMENT
BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
**SOFTWARE COMPUTER GROUP INC
1200 BIGLEY AVE
CHARLESTON, WV 25302-3752**

BUSINESS REGISTRATION ACCOUNT NUMBER: 1040-3624

This certificate is issued on: **06/11/2010**

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with W.Va. Code § 11-12.*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.