



**State of West Virginia  
Department of Administration  
Purchasing Division**

**NOTICE**

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

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Prepared for:  
**West Virginia Department of  
Education**

Building 6  
1900 Kanawha Boulevard, East  
Charleston, WV  
25305-0330

For further information regarding this document contact:

Chiara Tellini  
Senior Account Manager, K-12 D2L Ltd.  
[Chiara.Tellini@Desire2Learn.com](mailto:Chiara.Tellini@Desire2Learn.com)

D2L Ltd.  
715 St. Paul Street  
Baltimore, Maryland 21202

Tel: 1.888.772.0325 ext. 445 | Fax: 1.519.772.0324

RECEIVED

2011 APR 18 A 10: 16

PURCHASING DIVISION  
STATE OF WV

April 18<sup>th</sup>, 2011

Ms. Shelly L Murray  
Senior Buyer  
West Virginia Department of Education

Re: Proposal for Online eLearning Platform and Services

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Dear Shelly Murray,

Thank you for the opportunity to respond to your request for an e-Learning platform and services for West Virginia Virtual School and West Virginia PK-12 (WVDE). After a careful examination of the requirements provided in the RFP, D2L Ltd. (Desire2Learn) understands WVDE is seeking an integrated solution that can meet the growing requirements of its K-12 community. Desire2Learn is uniquely positioned to satisfy your objectives, including a WVDE solution that provides:

- Proven experience based on our successful partnership for the past 5 years, including: collaborative initiatives between Desire2Learn and WVDE to provide K-12 specific direction and future planning;
- Desire2Learn® Learning Environment (LMS) leads the industry in scalability. No other company has implemented any instance on the scale of several of Desire2Learn's largest clients (over 300,000 Users). In addition, Learning Environment offers a standards-based approach and extensibility to provide the benefit of smooth integration with other enterprise systems;
- We are proud to offer a team of experts to work directly with WVDE to ensure rapid growth of your programs and to ensure we make WVDE a showcase example of online learning in the world;
- An advanced, feature rich and automated solution that serves all WVDE stakeholders – Regional Education Service Agencies, WVDE employees, West Virginia Virtual School – from a single implementation;
- The flexibility to support the unique learning process and requirements of each campus and program including the ability to offer unique portal identity, organization structure, roles and permissions and course design for each stakeholder group;
- A standards-based solution to support seamless integration with current and future campus-based enterprise systems. Our proposal pays particular attention to these needs. We have also outlined the importance that E-Rate funding has and how we can support you in this area. Desire2Learn can help you overcome all these challenges and help guide your program forward.

Desire2Learn is confident that our proposal will demonstrate why we are the most compelling eLearning partner and why our software solutions are the product of choice for many large implementations such as Georgia Virtual School, e4Tennessee, Gwinnett County Online, Calgary Catholic School District, and many other institutions world-wide with similar needs and challenges as yours.



Thank you again for your consideration of our proposal. Please feel free to contact me with any questions you have regarding our solution. I look forward to working with you, as West Virginia Department of Education moves through this process to select an eLearning solution.

Warm regards,

Chiara Tellini  
Senior Account Manager, K-12 D2L Ltd.  
D2L Ltd.  
[Chiara.Tellini@Desire2Learn.com](mailto:Chiara.Tellini@Desire2Learn.com)  
Tel. 1.888.772.0325 ext. 445



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  
**EDD355013**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**SHELLY MURRAY**  
**304-558-8801**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

715 St. Paul Street  
 Baltimore, Maryland  
 21202


DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/17/2011				

BID OPENING DATE: **04/18/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		924-10		
<p align="center"><b>REQUEST FOR PROPOSAL</b></p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF EDUCATION, IS SOLICITING PROPOSALS FOR ONLINE E-LEARNING PLATFORM AND SERVICES FOR WEST VIRGINIA VIRTUAL SCHOOL AND WEST VIRGINIA PK-12 SCHOOLS AND DISTRICTS PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFP, VIA FAX AT 304-558-4115, OR VIA EMAIL AT SHELLY.L.MURRAY@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 03/31/2011 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p><b>ONLINE E-LEARNING PLATFORM</b></p> <p><b>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE:  TELEPHONE: **519-772-0325** DATE: **15-Apr-11**

TITLE: **Coo** FEIN: **26-163681** 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](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  
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**EDD355013**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY**  
**304-558-8801**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
**715 St. Paul Street**  
**Baltimore, Maryland**  
**21202**

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/17/2011				

BID OPENING DATE:	04/18/2011	BID OPENING TIME	01:30PM
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>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.</b></p> <p><b>NOTICE</b></p> <p><b>A SIGNED BID MUST BE SUBMITTED TO:</b></p> <p><b>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</b></p> <p><b>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</b></p> <p><b>SEALED BID</b></p> <p><b>BUYER: SHELLY MURRAY</b></p> <p><b>RFQ. NO.: EDD355013</b></p> <p><b>BID OPENING DATE: 04/18/2011</b></p> <p><b>BID OPENING TIME: 1:30 PM</b></p> <p><b>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
	519-772-0325	15-Apr-11	
TITLE	FAX	ADDRESS CHANGES TO BE NOTED ABOVE	
COO	266-1163681		

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



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 Purchasing Division  
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# Request for Quotation

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BID OPENING DATE: **04/18/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- <b>CONTACT PERSON (PLEASE PRINT CLEARLY):</b> -----  ***** THIS IS THE END OF RFQ EDD355013 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **519-772-0325** DATE: **15-Apr-11**

TITLE: **COO** FEIN: **26-1163681** ADDRESS CHANGES TO BE NOTED ABOVE

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