



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

CHP12007

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF

KRISTA FERRELL  
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

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RS  
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WEST VIRGINIA CHILDRENS HEALTH  
INSURANCE PROGRAM  
SUITE 101  
2 HALE STREET  
CHARLESTON, WV  
25301 304-558-2741

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
04/04/2012				

BID OPENING DATE:

04/26/2012

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		966-50		32999.00
PRINTING AND BULK MAILING OF VARIOUS ITEMS						
REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA CHILDREN'S HEALTH INSURANCE PROGRAM (WVCHIP), IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH PRINTING AND BULK MAILING SERVICES FOR VARIOUS RELATED PROGRAM ITEMS PER THE ATTACHED SPECIFICATIONS.						
TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.						
DEADLINE FOR ALL TECHNICAL QUESTIONS IS 04/18/2012 AT THE CLOSE OF BUSINESS.						
ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED AFTER THE DEADLINE HAS LAPSED.						
VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING.						
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'

RECEIVED

2012 APR 26 AM 10:25

WV PURCHASING  
DIVISION

## 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.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) 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).



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2019 Washington Street East  
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ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL  
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

Nittany Valley Offset  
1015 Benner Pike  
State College PA 16801

WEST VIRGINIA CHILDRENS HEALTH  
INSURANCE PROGRAM  
SUITE 101  
2 HALE STREET  
CHARLESTON, WV  
25301 304-558-2741

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/04/2012				

BID OPENING DATE: 04/26/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
EXHIBIT 3						
LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.						
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.						
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.						
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.						
OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	814-238-3071	4/25/12
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
VPR	133372437	

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



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Department of Administration  
Purchasing Division  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/04/2012				

BID OPENING DATE:

04/26/2012

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.						
ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.						
NOTICE						
A SIGNED BID MUST BE SUBMITTED TO:						
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER: KRISTA FERRELL-FILE 21						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	814-238-3071	4/25/12
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
VP Admin.	133372437	

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



**RFQ# CHP12007**  
**Request for Quotations**  
**Specifications**

**Purpose:**

To establish an open end contract to provide printing and associated bulk mailing services to the West Virginia Children's Health Insurance Program (WV CHIP).

**1.0 DEFINITIONS**

- A. The "Agency" shall be defined as the WV CHIP.
- B. The "Vendor" shall be defined as the successful bidder.
- C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Vendor to provide the services as herein specified.
- D. "Release Order" shall be defined as order placed against the Contract by the Agency.
- E. Mandatory Requirements: The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

**2.0 SCOPE OF WORK**

The successful Vendor shall provide to WV CHIP office (2 Hale St., Charleston, WV) a finished hard copy proof of all the items listed on the cost sheet for agency approval. All proofs must be approved by the Agency before any orders are placed.

**2.1 Technical Requirements:**

2.1<sup>(1)</sup> Summary Plan Descriptions (SPD's) – this is an 80 – 90 page booklet that is printed once a year. These have a cover 4/4 full color and inside pages 2/2 color. These are printed on 50# paper with offset printed on both sides. These should be saddle stitched with tabs per USPS regulations. Pages above 90 will be paid an additional fee, based on a 4 page fee.

2.1<sup>(2)</sup> Miscellaneous Booklet – this is an 8 page booklet that is printed as needed by the Agency. These have a cover 4/4 full color and inside pages 2/2 color. These are printed on 50# paper with offset printed on both sides. These should be saddle stitched with tabs per USPS regulations. Pages above 8 will be paid an additional fee, based on a 4 page fee.

2.1<sup>(3)</sup> WV CHIP Poster – this is a one-sided 11" X 14" size poster. This is printed on 80# Altima Gloss Cover. This item must be packed in cartons only.

2.1.4 WV CHIP various flyers – this is 9 various flyers that will be printed on an as needed basis. Examples of each flyer will be provided to the Vendor.

## CHP12007 Cost Sheet

Product Description	Unit (each) Cost	Estimated Quantity	Cost
<b>Item #1: Summary Plan Descriptions (SPD)</b>		30,000	21743.00
additional 4 pages (cost per (4) pages x 30,000 SPDs)		30,000	1449.00
One Time Ship to Call Center			
One Time Ship to Agency			Included
			Included
<b>Subtotal SPD's:</b>			23192.00
<b>Item #2: Booklet</b>		10,000	2179.00
additional 4 pages (cost per (4) pages x 30,000 booklets)		10000 30,000	586.00
Ship to Call Center			Included
Ship to Agency			Included
<b>Subtotal Booklets:</b>			2765.00
<b>Item #3: Poster</b>		1,000	5160.00
Ship to Call Center			
Ship to Agency			25.00
			25.00
<b>Subtotal Posters:</b>			616.00
<b>Item #4: Various Flyers</b>			
Prevention Brochures ✓		10,000	928.00
Informational Inserts ✓		10,000	852.00
Income Guidelines ✓		10,000	545.00
Income Flyer ✓		10,000	377.00
Dental Flyer ✓		10,000	664.00
Vision Flyer ✓		10,000	664.00
Hearing Flyer ✓		10,000	664.00
Healthy Check-up Flyer ✓		10,000	664.00
Applications- with guides		10,000	928.00
Ship to Call Center			70.00
Ship to Agency			70.00
<b>Subtotal Various Flyers:</b>			6426.00
<b>Total Bid</b>			32999.00

It is strongly preferred that vendors  
type cost sheets.

## 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: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

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



State of West Virginia  
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# Request for Quotation

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PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL  
304-558-2596

\*429125403 814-238-3071

NITTANY VALLEY OFFSET  
1015 BENNER PIKE

STATE COLLEGE PA 16801

WEST VIRGINIA CHILDRENS HEALTH  
INSURANCE PROGRAM  
SUITE 101  
2 HALE STREET  
CHARLESTON, WV  
25301 304-558-2741

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
04/23/2012						
BID OPENING DATE: 04/26/2012		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE.						
BID OPENING DATE IS EXTENDED TO: 05/07/2012						
BID OPENING TIME REMAINS: 1:30 PM						
**TECHNICAL QUESTIONS WILL BE ANSWERED BY SUBSEQUENT ADDENDUM.						
***** END ADDENDUM NO. 1 *****						
0001	EA			966-50		
	1			PRINTING AND BULK MAILING OF VARIOUS ITEMS		
***** THIS IS THE END OF RFQ CHP12007 ***** TOTAL:						32932.00
RECEIVED						
2012 MAY -7 AM 9:45						
WV PURCHASING DIVISION						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE		TELEPHONE 814-238-3071		DATE 5/4/12		
TITLE VP Admin		FEIN 133372437		ADDRESS CHANGES TO BE NOTED ABOVE		

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





State of West Virginia  
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## Request for Quotation

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\*429125403 814-238-3071

NITTANY VALLEY OFFSET  
1015 BENNER PIKE

STATE COLLEGE PA 16801

WEST VIRGINIA CHILDRENS HEALTH  
INSURANCE PROGRAM  
SUITE 101  
2 HALE STREET  
CHARLESTON, WV  
25301 304-558-2741

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/27/2012				
BID OPENING DATE: 05/07/2012		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (CHP12007)						
BID OPENING DATE REMAINS: 05/07/2012						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
0001	1	EA		966-50		
PRINTING AND BULK MAILING OF VARIOUS ITEMS						
***** THIS IS THE END OF RFQ CHP12007 ***** TOTAL:						32932.00

SIGNATURE		SEE REVERSE SIDE FOR TERMS AND CONDITIONS		TELEPHONE 814-238-3071	DATE 5/4/12
TITLE VP	FEIN 133372437	ADDRESS CHANGES TO BE NOTED ABOVE			

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

## ADDENDUM TO CHP12007

QUESTION #1 – SPD's which page count do you want quoted? 80 pages + cover?

ANSWER #1 – Yes, the quote is for 80 pages + covers.

QUESTION #2 – CHIP Poster what is the ink for this?

ANSWER #2 – See example for info on this question. Cover coated 80# glossy, 5 color on one side, CMYK + Spot (bleed).

QUESTION #3 – Where are the specs for the various flyers?

ANSWER #3 – See examples for info on this question. Flyers - Full color, 100# gloss text weight sheet, aqueous coated, 4 colors/4 colors CMYK + spot. Prevention brochure – glossy 80# text, 5 color on one side, 4 color on other side, CMYK + spot. Insert – cover coated 80# cornice, 4 colors/4 colors, CMYK + spot, double-sided.

QUESTION #4 – Do we assume bleeds for everything?

ANSWER #4 – Yes.

QUESTION #5 – The sample from last year is an 88 page self-covered booklet. It contains 4 color printing scattered throughout the booklet. The written spec indicates 4/4 on the cover pages only. This would indicate 4 color printing on pages 1, 2, 87 and 88 depending on the final page count only. Do the inside pages have 4 color printing? The written spec says 2/2. What spec would we quote?

ANSWER #5 – Quote 4/4 color for all pages.

QUESTION #6 – The quote requests pricing for up to 90 pages. Since 90 pages aren't divisible by 4, do you want the price to be based on an 88 page booklet with the option to be able to add 4 more pages?

ANSWER #6 – The quote for SPD's should be based on 80 pages + covers.

QUESTION #7 – Are all 30,000 booklets mailed? If not, do all of the non-mails go to one location or are they split between the two locations? If both locations, what is the split?

ANSWER #7 – Only about 17,000+ booklets are mailed to the CHIP enrollees. The additional 13,000 booklets are divided up by 500 going to the main CHIP office and all the rest go to the call center.

QUESTION #8 – There was no sample of this booklet in the sample package. Are we to base our quote exactly as the written spec calls for?

ANSWER #8 – Yes, just the specs as written.

QUESTION #9 – You're asking for a price based on 10,000 booklets, but you are asking for a price based on 30,000 additional 4 pages. What is the correct quantity for this section?

ANSWER #9 – The correct quantity quote for this booklet is 10,000.

QUESTION #10 – Do all the booklets ship to one location? If both locations, what is the split?

ANSWER #10 – These booklets all ship to the main CHIP office.

QUESTION #11 – There was no sample of the application with guides. There was no written description of the application with guides. Will you be providing specs and/or a sample?

ANSWER #11 – Copies have been provided for the application with guides.

QUESTION #12 – Do you ever split a shipment of any one item between the two locations? If both locations, what is the split?

ANSWER #12 – The only split for any item is described above in question #7. All the other items will be shipped in total to call center.

QUESTION #13 – The stand alone spreadsheet contains three pages. Page 1 of the spreadsheet looks just like page 9 of the RFQ. Pages 2 and 3 have other specifications not listed in the RFQ. Do pages 2 and 3 of the spreadsheet apply?

ANSWER #13 – Page 1 is the cost sheet for this RFQ, pages 2 and 3 are to be ignored and should not have been included in the RFQ package.

RFQ# CHP12007  
Request for Quotations  
Specifications

**Purpose:**

To establish an open end contract to provide printing and associated bulk mailing services to the West Virginia Children's Health Insurance Program (WV CHIP).

**1.0 DEFINITIONS**

- A. The "Agency" shall be defined as the WV CHIP.
- B. The "Vendor" shall be defined as the successful bidder.
- C. The "Contract" shall be defined as the binding agreement that is entered into between the State of West Virginia and the Vendor to provide the services as herein specified.
- D. "Release Order" shall be defined as order placed against the Contract by the Agency.
- E. Mandatory Requirements: The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

**2.0 SCOPE OF WORK**

The successful Vendor shall provide to WV CHIP office (2 Hale St., Charleston, WV) a finished hard copy proof of all the items listed on the cost sheet for agency approval. All proofs must be approved by the Agency before any orders are place.

**2.1 Technical Requirements**

2.1.1 Summary Plan Descriptions (SPD's) – this is an 80 – 90 page booklet that is printed once a year. These have a cover 4/4 full color and inside pages 2/2 color. These are printed on 50# paper with offset printed on both sides. These should be saddle stitched with tabs per USPS regulations. Pages above 90 will be paid an additional fee, based on a 4 page fee.

2.1.2 Miscellaneous Booklet – this is an 8 page booklet that is printed as needed by the Agency. These have a cover 4/4 full color and inside pages 2/2 color. These are printed on 50# paper with offset printed on both sides. These should be saddle stitched with tabs per USPS regulations. Pages above 8 will be paid an additional fee, based on a 4 page fee.

2.1.3 WV CHIP Poster – this is a one-sided 11" X 14" size poster. This is printed on 80# Altima Gloss Cover. This item must be packed in cartons only.

2.1.4 WV CHIP various flyers – this is 9 various flyers that will be printed on an as needed basis. Examples of each flyer will be provided to the Vendor.



## 2.2 Freight/Shipping

All items will be shipped to either Jackson County Development Center (270 Jack Burlingame Dr, Millwood, WV) or WV CHIP Office (2 Hale St., Charleston, WV). A separate cost shall be established for both locations.

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## 2.3 Delivery

2.3.1 Deliveries shall be made to one of two locations: Jackson County Development Center at 270 Jack Burlingame Drive, Millwood, WV and WV CHIP office at 2 Hale Street, Charleston, WV.

2.3.2 SPD's will be mailed to all WV CHIP members throughout the State. The Vendor will be provided with a member listing for this mailing. The Vendor will use the Agency's bulk mail permit to mail these SPD's.

2.3.3 Release Orders shall be delivered in a maximum of 10 working days from receipt by the Vendor.

## 3.0 MINIMUM QUALIFICATIONS

3.1 The Vendor must meet the following specifications:

3.1.1 Show examples of 3 printing projects of similar size and scope.

3.1.2 Possess the equipment and staffing capable of producing the documents as described above and processing the bulk mailings of these documents. This will be demonstrated by the examples mentioned in 3.1.1 above.

## 4.0 ORDERING AND INVOICING

### 4.1 Release Orders

4.1.1 For all orders, the Agency will issue to the Vendor a WV-39 Release Order. Issuance of the Release Order shall contain the type of merchandise to be purchased and shall serve as the authorization to begin work. No work other than that specified in the Release Order shall be undertaken by the Vendor.

### 4.2 Payment

4.2.1 The State of West Virginia currently utilizes a VISA purchasing card program which is issued through a local bank. The Vendor must accept the State of West Virginia purchasing card for payment of all orders placed against this Contract.

4.2.2 All invoices must be submitted to WV CHIP office at 2 Hale Street, Charleston, WV for items ordered from this Contract.

## **5.0 COST**

### **5.1 Cost Sheet**

5.1.1 The Vendor shall submit the attached cost sheet with all applicable costs associated with this Contract.

## **6.0 AWARD**

6.1 Award shall be made to the lowest bidder meeting all the specified qualifications. This is a single award Contract.

# CHP12007 Cost Sheet

Product Description	Unit (each) Cost	Estimated Quantity	Cost
Item #1: Summary Plan Descriptions:		30000	20141.00
additional 4 pages		30000	1609.00
One Time Ship to Call Center		12500	included
One Time Ship to Agency		500	included
Item #2: Booklet		10000	1949.00
additional 4 pages		10000	606.00
Ship to Agency			
Item #3: Poster		1000	680.00
Ship to Call Center			
Item #4: Various Flyers			
Prevention Brochures		10000	1100.00
Informational Inserts		10000	940.00
Income Guidelines		10000	703.00
Income Flyer		10000	530.00
Dental Flyer		10000	823.00
Vision Flyer		10000	823.00
Hearing Flyer		10000	823.00
Healthy Check-up Flyer		10000	823.00
Applications- with guides		10000	1382.00
Ship to Call Center			included