

WEST VIRGINIA DEPARTMENT OF EDUCATION

REQUEST FOR QUOTATION

RFQ No.: EDD359182

RFQ TITLE: Preventive Maintenance Tracking and
Scheduling Software

DUE DATE: Thursday, September 8, 2011

ORIGINAL PROPOSAL

Prepared by:

SchoolDude.com

11000 Regency Parkway

Suite 200

Cary, NC 27518

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WV PURCHASING
DIVISION





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DUDE
.com**

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September 6, 2011

Department of Administration
Purchasing Division
Building 15
2019 Washington Street East
Charleston, WV 25305-0130

Ref: RFQ EDD359182 – Preventive Maintenance Tracking and Scheduling Software

To whom it may concern:

Included with this cover letter is SchoolDude.com, Inc.'s (hereinafter referred to as SchoolDude) response to the above referenced RFQ. The form and content of the complete response is in the manner set forth and described in the bid document.

This letter is signed by an individual authorized to bind SchoolDude and constitutes an official offer to undertake the project at the price quoted in the response proposal. Furthermore, this letter states without qualification that the proposal represents the products/services offered by SchoolDude, Inc.

We offer the following reasons for choosing SchoolDude as your partner:

1. Market Leadership – SchoolDude is the #1 provider of facility management solutions for educational clients in the United States. Currently, when ten educational organizations choose a facility management solution in the North America, approximately 9 choose SchoolDude's SaaS approach. Our clients tell us this is because we have made it simple, easy to use, and optimized for educational institutions.
2. SaaS/Cloud Computing Technology Platform – Our system is built from the ground up for the Internet. Just as the world moved from DOS to Windows, there is now a global shift occurring from Windows/desktop applications to the Internet. This SaaS approach reduces your cost of ownership by 70%-90% over 5 years over traditional client-server based approaches by eliminating the need for servers, backup processes, infrastructure, customization and specialized resources.
3. Proven experienced team – Over 1/3 of the largest 200 districts in the USA now trust SchoolDude because of the significantly lower costs and proven success for example Newark Public Schools, Buffalo Board of Education, and Yonkers Public Schools. We have 20 years of experience serving schools and understand completely how smaller educational institutions have been left behind the technology revolution. Our Internet approach, FTE student pricing model, and substantially reduced cost of ownership has made our systems affordable to educational institutions as small as 30 students; and as



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large as over 150,000 students i.e. Dallas ISD, Fairfax County Public Schools, Orange County Public Schools, and etc.

4. Breadth of Offering – Our integrated suite of SaaS solutions closely matches the requirements of the RFQ and they work together. In our experience, our clients have many more challenges than just work orders, inventory, and preventive maintenance scheduling. SchoolDude helps clients also transform their utility management, facility usage and scheduling, IT related work order processing, capital management, building automation integration and other business processes. This provides our clients a higher return on investment and synergies in helping internal departments work together.
5. Unlimited User and Budget Certainty Advantage – Our pricing methodology does not limit the number of users for your system. From 1 user to an infinite number of users, the West Virginia DOE's price will remain constant and fixed throughout the life of our proposal. Therefore, West Virginia DOE will have the flexibility to expand its system and its number of users without ever having to go back to the Chancellor or Board requesting additional funds. This proposal will give West Virginia DOE budget certainty for years to come. Finally, in over 5,100 installations, SchoolDude has never delivered a project over budget.

We are committed to continue delivering a solution that lowers West Virginia DOE's technology costs and creates efficiencies and accountability at every level of facility management.

Respectfully,

Troy G. Sampson

Troy Sampson
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REQUEST FOR QUOTATIONS TO PROVIDE PREVENTIVE MAINTENANCE TRACKING AND SCHEDULING SOFTWARE

I. GENERAL INFORMATION

The West Virginia Department of Education is currently advertising for a preventive maintenance (PM) software program. The West Virginia Department of Education, Office of School Facilities is responsible for providing training and resources to counties to preserve the physical integrity of the facilities to the extent possible and otherwise extend the life of the facilities, WV code 18-9D-16, IX, c. It is intended that this preventive maintenance software program will allow setup of recurring preventive maintenance activities including tasks, safety checkpoints, parts and materials, frequencies, and estimated/actual time allotments. The system is to be delivered complete fully functional, fully documented, and the owners trained on its operation.

1.1 The Schedule of Events:

Mandatory Pre-Bid Meeting	08/08/2011	10:00 AM
Vendor Question Deadline	08/10/2011	
Addendum Issued	TBD	
Bid Opening	08/25/2011	1:30 PM

1.2 Mandatory Pre-bid meeting:

A mandatory pre-bid meeting will be required. The date and time shall be 08/08/2011, at 10:00 am in Room 215, Building 6, 1900 Kanawha Blvd., East, Charleston, WV 25305-0330

1.3 Preventive Maintenance Plan: The Preventive Maintenance Software Program is a Facility Management System (FMS) that will allow local districts to setup recurring preventive maintenance activities including tasks, safety checkpoints, parts and materials, frequencies, and estimated/actual time information. The system will allow the districts to schedule, track, and report on preventive maintenance activities. The preventive maintenance scheduling should help the districts create, assign and manage recurring maintenance tasks efficiently.

WEST VIRGINIA DEPARTMENT OF EDUCATION

II. STATEMENT OF WORK & SUBMISSION

Purpose:

The purpose of this request is to award a contract to a vendor capable of providing preventive maintenance software installation and training as outlined below. The goal is to improve the efficiency and life span of statewide school facilities assets through the implementation of an on-demand, web-based PM scheduling, support, tracking, calendar, and reporting application.

Anticipated outcomes: Maintain system of data which through reporting and tracking will:

1. As a result of managing regularly scheduled PM service, maximize each asset's life.
2. Track and manage all PM costs, fixed assets and/or equipment (i.e. HVAC equipment, plumbing, electrical services, playground equipment, roofs, windows, etc).
3. Improve cost recovery by extending the life of facilities components.
4. Improve coordination of resources that support preventive and routine facilities maintenance across the organization.
5. Improve support service levels.

SchoolDude Overview

SchoolDude's founding team has been delivering facility management technology solutions since the 1980's. SchoolDude's CEO, Kent Hudson, founded Applied Computer Technologies which became the national market leader for educational facility management software solutions and later sold the company to Carolina Power and Light in 1997. Kent Hudson and Lee Prevost founded SchoolDude in order to take full advantage of utilizing the Internet to provide low cost, efficiency enabling facility management solutions to public agencies with a primary focus on educational clients.

SchoolDude was founded in 1999 and has since become the national market leader and the #1 solution for educational facility management solutions. SchoolDude offers online tools that help the facilities department run more efficiently. SchoolDude's headquarter is located at 11000 Regency Parkway, Suite 200, Cary, North Carolina, 27518. SchoolDude also has offices located in MA, GA, TX, WI, FL, NV, and CA.

SchoolDude took a very different path than "typical Internet" companies that have been associated with the stock market bubble of the late nineties and early 2000.

Based on a 98% renewal rate, SchoolDude and our clients believe our solutions are the best fit for West Virginia DOE. With more than 11 years in business, SchoolDude has earned the trust of over 5,100 educational institutions for several reasons:

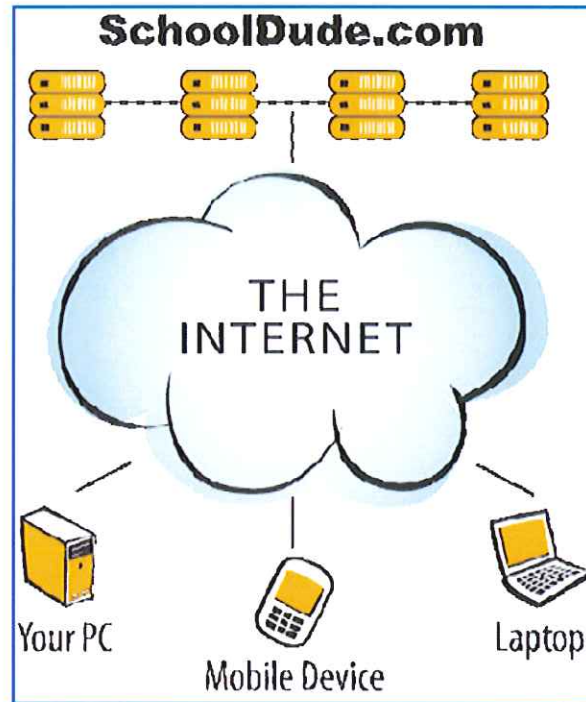
- **The Solutions** – All SchoolDude solutions are built for the unique needs of educational institutions and SchoolDude does not actively sell them to any other industry. We focus exclusively on education meaning that our solutions are

optimized and highly customized for your requirements. We rely on our clients to give us direction on what enhancements and upgrades are made to our solutions. SchoolDude provides fourteen (14) solutions designed to address each aspect of educational support operations: facilities, technology, business, and transportation.

- ***The Support*** – SchoolDude's legendary support is vital to the success of our clients. We strive for our clients to be successful rather than just satisfied. Our support team is dedicated to providing legendary support which is demonstrated by answering the phone by a live person each and every call, responding to 95% of all emails within 1 hour and providing unlimited training for our clients.
- ***The Team*** – The SchoolDude team has unmatched experience in providing innovative technology to educational institutions nationwide. Our expertise has guided us to build the application services that we know you need, but that you have rarely been able to provide in the past. Now, you can have technology, business and facility management applications that are managed in a secure and reliable environment with support and services from a technology partner that knows educational institutions. We have built our integrated suite of SaaS operations management services in an environment that allows us to provide you with unprecedented levels of service and reliability at an affordable price.
- ***Our Experience*** – SchoolDude as a whole has more educational clients than the next 10 competitors combined. This includes clients in K-12, higher education and private and independent schools. Currently SchoolDude provides market leading solutions to over 5,100 educational institutions.

SchoolDude has a proven track record and numerous case studies detailing the success our clients have achieved through the use of our solutions.

SchoolDude's solution is as simple as the following illustration:



SchoolDude sought to help educational institutions, both large and small, leverage the power of the Internet to streamline their IT, facility and business operations. Together, they assembled what has become a top-notch, award-winning team of professionals to form the SchoolDude family and provide next-generation technology specifically designed for the unique needs of operations professionals working in education.

SchoolDude is the nation's #1 provider of SaaS operations management solutions designed exclusively for the unique needs of schools, colleges and universities.

Our applications are affordable because we've eliminated the hidden costs associated with traditional desktop/client-server software. Forget about software upgrades, servers, licenses, data back-up, redundancy, disaster recovery, and staffing. We do it for you — reducing your total cost of ownership by 70%.

Traditional Client/Server Software

Customization & Implementation
Hardware
IT Personnel
Maintenance
Training

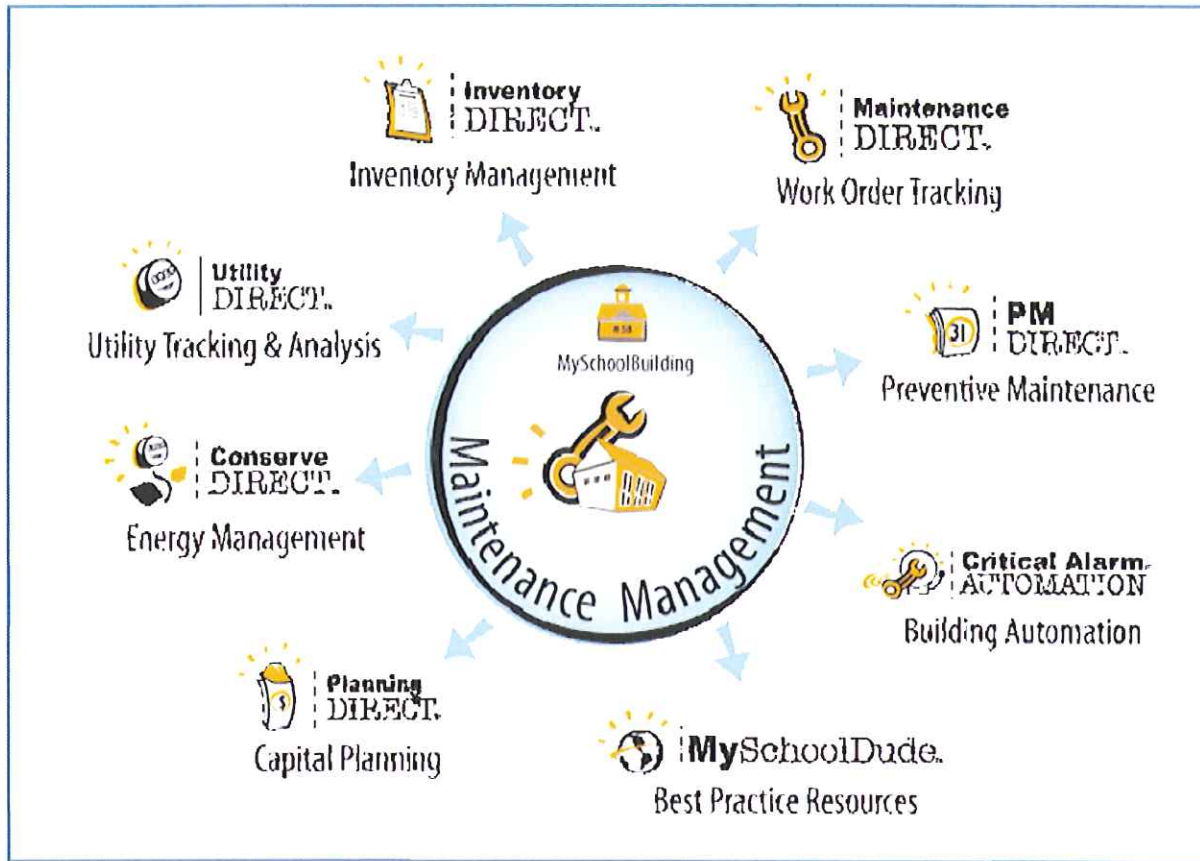
SchoolDude

Subscription Fee
Implementation & Training

◀ HIDDEN COSTS

SchoolDude web-based applications are hosted solutions. SchoolDude maintains all servers and data for our clients. Many data components are shared between SchoolDude applications to prevent redundancy, yet allow ability to determine if current record from one application should be used in another.

Below is an illustration of SchoolDude's Maintenance Management suite we offer:



SchoolDude Proposed Solution



Implementing a PM program can extend the life of your equipment as much as 25%, and it can help you achieve annual maintenance and capital budget savings of up to \$20 per student.

PMDirect – On-Demand preventive maintenance scheduling tool that helps you create, assign, and manage recurring maintenance tasks efficiently. (Add on for MaintenanceDirect)

Value to Your Administration

- *Easily tracks total PM costs by building component system*
- *Extends the life of your equipment and building assets*
- *Preserves capital budgets*
- *Reduces the cost of maintaining facilities and equipment*

Value to the Facility Team

- *Use provided templates as a guideline & configure to your schedule*
- *Step-by-step wizard for quickly creating PM schedules*
- *Automatically generates preventive maintenance work orders through integration with MaintenanceDirect*

Benefits

- *Extend the life of your equipment as much as 25%*
- *Achieve annual maintenance and capital budget savings of up to \$20 per student*

Features

- *Creates recurring maintenance schedules on a daily, weekly, monthly or annual basis*
- *Automatically generates and assigns PM work orders through integration with MaintenanceDirect*
- *Displays scheduled PM work on interactive calendar*
- *Easily tracks total PM costs by building component system*
- *Extends the life of equipment and building assets*
- *Preserves capital budgets and improves building comfort*
- *Reduces the cost of maintaining buildings and equipment*
- *Extend the life of your equipment as much as 25%*

Mandatory/required components and functions:

The preventive maintenance scheduling system shall allow the West Virginia Department of Education and/or the counties to setup recurring preventive maintenance activities including tasks, safety checkpoints, parts and materials, frequencies, and estimated/actual time information. This system shall allow the district to schedule, track, and report on preventive maintenance activities.

The preventive maintenance scheduling shall help the counties create, assign and manage recurring maintenance tasks efficiently. The program allows for input, storage, retrieval of data. It maintains historical data for subsequent reviews. It is required that the system must:

- Track all scheduled maintenance.

SchoolDude Response: Yes

- Generate recurring maintenance schedules on a daily, weekly, monthly, quarterly or annual basis.

SchoolDude Response: Yes, ability to define frequency of schedule by selecting the recurrence pattern.

PM SCHEDULE
Steps for schedule setup
(*Optional steps)

☒ Step 1 HVAC
☒ Step 2 Cooling Generating
Systems

Manufacturer*

Template*

Points*

Procedures*

Notes*

Assignment*

Now

You are at Step 15: Define the frequency schedule below.

Recurrence Pattern
Recurring Calendar Event Or Reading Frequency ▾

☐ Daily ☐ Every day(s)
☐ Every weekday
☐ Weekly Recur every week(s) on:
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday
☐ Monthly ☐ Day of every month(s)
☐ The first of every month(s)
☐ Yearly ☐ Every January of every years
☐ The first weekday of February of every years

OR

Units
Every units

Range of Recurrence
Start

☒ No end date
☐ End after occurrences
☐ End by

- Track equipment information, including manufacturer, model, and serial, service dates, and warranty expirations.

SchoolDude Response: Yes

Add/Update Equipment

*Item Number

* Item Number is a primary sort.
Please use an identifier that will sort your equipment in an understandable way. You can use characters and/or numbers.

Classification

Type

Description

Manufacturer

Supplier

Date Purchased

Original Cost

Location

Area

Area Number

Model Number

Serial Number

Out of Service Begin

Out of Service End

Date Placed

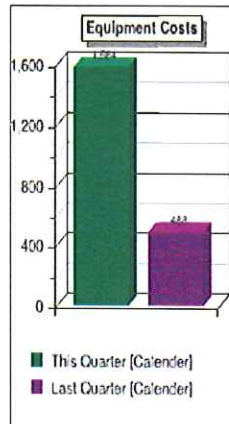
Date Removed

Warranty Expires

Life Expectancy Unit [Add New](#)

Life Expectancy

Notes



Note: IE users can right-click on the graph to print.

Total Equipment Cost YTD
\$2,388.38
(Note: Calculations shown on this page represent costs through yesterday. For up-to-date calculations use "Print Your Costs" options.)

[View Work Order History](#)

- Store demographics on assets and equipment such as buildings, rooms, tools, supplies, vehicles, or other material items of value. (See list of state-wide schools and populations in Attachment #1)

SchoolDude Response: Yes – there is ability to attach two 3MB attachments per work order.

- Maintain the preventive maintenance histories of assets and equipment for at least five years.

SchoolDude Response: Yes

- Maintain asset and equipment records or reference information on warranties and service contracts.

[SchoolDude Response:](#) Yes, warranty expiration on an asset.

Equipment List

1 - 10 of total 24 listed

View items starting by Item Number:

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Add New Equipment

Next 10 Last

Item Number	Classification	Date Placed In Service	Warranty Date	Last PM WO
Description	Model Number	Removed From Service	Days Until Expiration	# Scheduled PMs
Location	Serial Number	Area Number	Area Description	Estimated Cost
DHS-AHU-001 Air Handler Unit - 001 Dude Upper School	HVAC 3984789 398479-2939	Center	9/13/2004 369 Days Roof	0 \$0.00
CHASE-HVAC-001 Air Handler Unit - 001 Chase Cafeteria	HVAC TR100 AZD-386	Left	1/1/2005 844 Days Roof	281 (Closed Work Orders) 2 \$178.25
DSC-AHU-001 Air Handler Unit - 001 Dean Smith Center	HVAC TRANE-ABC-123 TR-34-ADD-32133	1/1/1995	1/1/2003 EXPIRED Roof	381 (Closed Work Orders) 1 \$75.79
DHS-AHU-002 Air Handler Unit - 002 Dude Upper School	HVAC 3984789 3984783-34232	Center	9/13/2004 369 Days Roof	0 \$0.00
DSC-AHU-002 Air Handler Unit - 002	HVAC AHU-834789 ACA-343-3487	1/1/1995	1/1/1998 EXPIRED Roof	382 (Pending) 2 \$165.04

- Alert selected users to impending expiration of warranties with user definable lead times.

[SchoolDude Response:](#) Yes, including date range searching.

- Report on preventative maintenance by multiple data fields including, but not limited to asset, location, building, employee.

[SchoolDude Response:](#) Yes, users will typically have multi-select fields in order to pick criteria in filtering report results. Other reporting options are available either through Advanced Searches, formal report or graphs.

- Define sets of PM tasks for groups of similar equipment.

[SchoolDude Response:](#) Yes

- Generate reports of overdue PM orders, PM scheduling, wireless work order management, critical alarm automation with building automation systems (BAS) integration.

[SchoolDude Response:](#) Yes, SchoolDude offers wireless work order management and critical alarm automation with building automation systems:

1. *MaintenanceDirect Wireless (sold separately) – A wireless/mobile work order management tool that enables mobile maintenance and operations professionals to receive and complete work in the field via a wireless/mobile device.*

2. *Critical Alarm Automation (sold separately) – A powerful work order and building management system (BAS) alarm integration tool that provides a communication bridge and enables data exchange between BAS technology and SchoolDude's MaintenanceDirect work order management system.*




- Generate various generic and user-defined asset tracking reports by asset, asset type, location, building, equipment.

SchoolDude Response: Yes, users will typically have multi-select fields in order to pick criteria in filtering report results. Other reporting options are available either through Advanced Searches, formal report or graphs.


- Display future scheduled work in a calendar format for resource scheduling.

SchoolDude Response: Yes

Calendar Shortcuts


[PM Schedules](#)
[Day View](#)
[School Event](#)
[Get Weather](#)

Select Month/Year
 October ▼ 2002 ▼
 Print This!

Location -- Include ANY Locations -- ▼
 Classification -- Select ALL Classifications -- ▼
 Type -- Include ALL Types -- ▼
 Craft -- Select ALL Crafts -- ▼
 Assigned To -- Include ALL Assignees -- ▼

PM Scheduling Calendar for October 2002

Tip: You can click on the day number to see more schedule details. Also, you can click on the schedule title to view the schedule details. Schedule recurrence is noted as follows: D=Daily, W=Weekly, M=Monthly, and Y=Yearly.
☐ PM WO's have been generated for these days.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 (M) THS Monthly AHU filter change (M) PM Schedule created on 8/8/2002 (M) Group HVAC Monthly Filter Change	2	3	4	5
6	7 (M) PM Schedule created for VCR Equipment (M) JMQuarterly AHU Inspection (M) Quarterly Plumbing Inspection (M) quarterly plumbing inspection	8	9	10 (M) Monthly Fire Inspec (M) PM Schedule created on 1/9/2002	11 (M) Monthly AHU Inspection	12
13 (M) PM AHU Inspec 1	14 (M) PM Schedule created on 6/11/2002	15 (M) Tree High-Quarterly AHU Inspection	16	17	18	19
20 (D) jhs - ahu 45 day inspection	21	22	23	24	25	26
27	28	29	30	31		

<- Previous Month
 Next Month - >

Additionally, it is preferred that the system have the following capabilities/functionalities:

- Store schedule templates or task boilerplates for quick creation of frequently used schedules.

SchoolDude Response: Yes, PM Template capability.

- Record asset and equipment work order histories, including accumulated costs, and make these records directly available from asset display windows.

SchoolDude Response: Yes

- Contain cost center account numbers to which costs can be charged by default.

SchoolDude Response: Yes, a default cost/budget code can be established for a location.

- Interface with a compatible work order module to automatically generate maintenance work orders.

SchoolDude Response: Yes, through integration with MaintenanceDirect, SchoolDude's work order management solution.

- Allow for preventive maintenance activities to be scheduled on specified dates, days of the week, days of the month, and may be restricted to specified seasons.

SchoolDude Response: Yes

- Allow existing PM plans to be copied to create new PM plans.

SchoolDude Response: Yes, PM Template capability

- Automatically generate preventive maintenance work orders integrated with a work order system that notifies technician wirelessly.

SchoolDude Response: Yes, through integration with SchoolDude's MaintenanceDirect.

- Store templates for quick creation of frequently used PM schedules.

SchoolDude Response: Yes, PM Template capability.

- Allows user to define frequency of PM work orders.

SchoolDude Response: Yes, ability to define frequency of schedule by selecting the recurrence pattern.

Reports

The proposed solution(s) shall provide numerous pertinent, system-standard reports. At a minimum, the system will produce the following reports: PM cost to building component system, preserve capital budget, send automatic report notification to technicians when PM is generated, and automatically notifies the building administrator when PM work order is completed. Various generic and user-defined asset tracking reports by asset, asset type, location, building, equipment may also be generated by the software.

SchoolDude Response:

All SchoolDude's application has an abundance of prebuilt reports that may be saved locally as Adobe Reader (PDF) or Microsoft Excel (XLS) including ability to save searches. It contains a custom query capability to provide lists based upon filtering criteria and the ability to decide which fields are used in results.

There is also an Advanced Search functionality to search on a variety of fields for your search criteria. All SchoolDude applications use a very intuitive interface with multi-selectable fields for searches. You also have the ability to save your searches.

All reports and data can be exported to MS Excel and then customized by users. Transaction data can also be exported to XML.

Note: You can also view your data graphically including bar charts, pie charts, and much more. To make your graph clickable we use Flash.

As an example, various Equipment reports are available in PMDirect and are summarized in the following table:

Report Types	Report Information
Summary (All)	The equipment summary report will give you summary of all labor hours, labor and material costs, total costs, work order count, and average hours/cost for each piece of equipment.
Detail (All)	The equipment detail report will give you a detailed account of each transaction for work orders assigned the selected equipment.
Summary (Maintenance vs. Preventive Maintenance)	The equipment summary report (maintenance vs. preventive maintenance) will give you a summary of all labor hours, labor and material costs, total costs, work order count, and average hours/cost per piece of equipment. The maintenance and preventive maintenance will be separated for comparison.
Detail (Maintenance vs. Preventive Maintenance)	The equipment detail report (maintenance vs. preventive maintenance) will give you a detailed account of each transaction for work orders that are assigned the selected equipment. The maintenance and preventive maintenance will be separated for comparison.

Training and startup services

It is required that your proposed solution will include your standard package for startup and training which covers installation of the system, client consultation on system requirements, comprehensive training of all system users, and network and hardware configuration. It will be required that eight (8) regional trainings at four (4) hours per session will be conducted at designated sites within the state's eight (8) RESA to include general orientation to the system, components and requisite hardware and network systems. Also individual training sessions will be held for the users at each county location and the WVDE, Office of School Facilities. On-line consultation must be provided to the users, up to a maximum of five sessions; for one (1) hour for each of the five sessions per county.

SchoolDude Response:

Overview Implementation

SchoolDude has successfully implemented these systems in more than 5,100 educational institutions across the country and less than 10% have required onsite services. SchoolDude is more than willing to agree to the requirements of onsite services, but based on our experience for a project of this nature, you may only require a limited number of "required" visits.

SchoolDude maintains all servers and data for our clients. We conduct trainings via internet and teleconferencing mediums. This allows SchoolDude to bring clients online faster than typical training methods.

SchoolDude's unique database structure allows clients to share several data points across multiple applications, thus reducing the setup time for all products in a client's portfolio. A one to two-hour training session, per product, provides all the information necessary to setup and begin using the product.

*Below, SchoolDude breaks down the implementation process for PMDirect (PMD). Please note that all times are estimates. Various factors such as personnel availability, data cleansing for imports, and other uncontrollable circumstances can ALL affect the total project implementation time. However, with proper change management techniques in place, WVDOE can successfully implement **PMDirect**.*

<i>Preventive MaintenanceDirect (PMD)</i>		
<i>Step</i>	<i>Time</i>	<i>Task(s)</i>
<i>One</i>	<i>30 minutes</i>	<i>Define a champion who will oversee the transition to PMD.</i>
<i>Two</i>	<i>1-2 weeks</i>	<i>Determine your Groups, Classifications, Types used to categorize various types of equipment and work. SchoolDude has several Schemas available to help in this process.</i>
<i>Three</i>	<i>1-2 weeks</i>	<i>Schedule & receive PMD training. Only personnel charged with entering and modifying schedules should receive this training.</i>

Four	2-6 months	Enter Health & Life Safety PMs such fire extinguisher, exit light, playground inspection & emergency light inspections, etc. Start with a few locations at a time until all locations receive routine inspections.
Five	4-24 months	Enter mechanical equipment PMs such monthly, quarterly, and annual inspections for plumbing, HVAC, and electrical inspections. Start with a few locations at a time until all locations receive routine inspections.
Total	6-24 months	Estimated time to implement PMD after training

Import Services: SchoolDude does provide import services. Best format for data is Excel spreadsheets or Access database tables. Annual subscription rates DO NOT include import services. Prices and availability vary according to the product and amount of data. Contact SchoolDude for specific charges and fees for import services.

Training

SchoolDude conducts training via internet and teleconferencing systems. This process allows SchoolDude clients to start using their products immediately. Unlimited training sessions cover a range of topics. Each session is tailored to match attendants' needs. Many products are broken down into multiple sessions to correspond with the implementation of the software. With proper management, a SchoolDude client can start receiving and processing regular and PM work orders, incidents, and inventory within one day.

- Training is included in the annual cost and is unlimited and provided via phone and online. SchoolDude utilizes a web-conferencing application allowing us to share desktops and view the same information between parties. Because all of SchoolDude's modules/applications are totally on-demand, we are able to view the same information the client sees simultaneously. SchoolDude has several approaches to training that ultimately are determined by the client. SchoolDude will provide as many training sessions as necessary so clients have the ability to "train the trainer" or simply allowing SchoolDude to train all parties involved.
- SchoolDude is currently developing on-line tutorials, however, since training is unlimited we recommend scheduling a training session for each user and/or simply calling in to our Client Services Center.
- Training workbooks will be sent to the clients prior to training. These training workbooks ask poignant questions, preparing clients for the first training sessions resulting in a higher rate of success during implementation. Manuals for each role and module/application are also available online once logged in the system.

SchoolDude will work with **WVDOE** to come up with a detailed training session upon award of contract. SchoolDude will conduct unlimited number of trainings to get the staff at **WVDOE** up and running. Below is a detail list of the types of trainings we provide:



Product	Type	Duration	Location
PMDirect	Administrator	1.5 hour	Remote / On-Site

Please refer to the pricing table below for details on an on-site training session above and beyond the 8 RESA training. (Note: RESA training cost is quoted on the Cost Sheet.)

The materials that will be available to **WVDOE** are the following

1. On-Line Help Manuals for each of the products
2. Pre-Planning workbooks describing what will be covered during the training session.

All cost for these materials is included in the Quick-Start Fee. We conduct any of the above training(s) unlimited number of times for as long as **WVDOE** is a SchoolDude client.

Pricing

Type of Training	Price Point
On-Site Implementation	\$1000/day plus T&L
Off-Site Implementation	\$1000/day
On-Site Training	\$800/day plus T&L
Off-Site Training	\$600/day, client incurs T&L, done at Cary Office
On-Line Training	Unlimited and part of Quick Start

SchoolDude Client Service Support

SchoolDude's subscriptions are renewable upon each year.

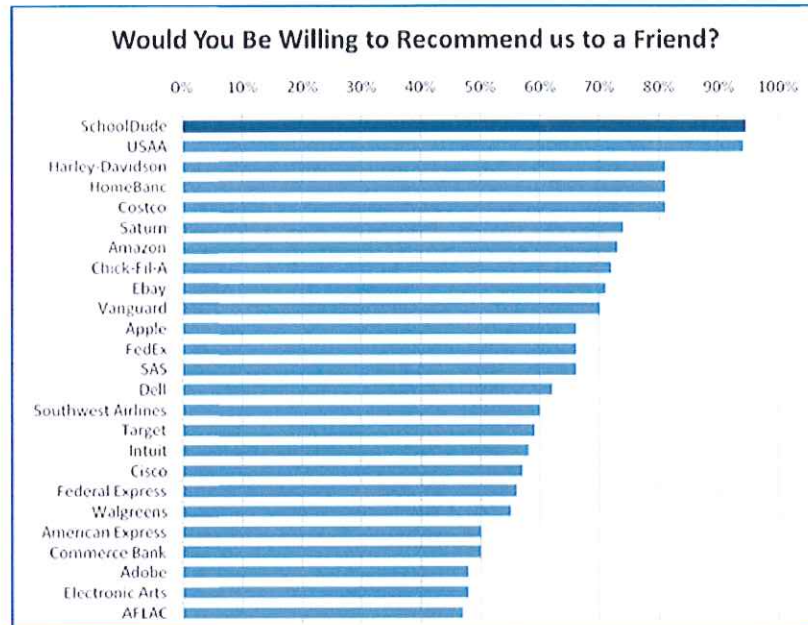
There are no additional charges or support contracts. Our clients receive unlimited toll free telephone technical support, as well as technical support via email (96% of the email to support@SchoolDude.com is answered within 1 hour) or online chat.

Hours of operation are Monday – Friday, 8am to 6pm EST. Toll-free number is 877-883-8337.

SchoolDude Client Service Center Mission Statement

"The Client Service Center is committed to empowering our clients by being readily available with personalized solutions to enhance their business processes. With our passion for service and client success, we strive to make SchoolDude the preferred choice of the educational facilities market."

SchoolDude measures client services by subscription renewals, client satisfaction surveys and the Net Promoter Score. In 2007, 96% of existing SchoolDude clients renewed their product subscriptions. In the spring of 2008 the SchoolDude Client Service Center received and 98.6% client satisfaction rating. Over the last six years more than 91.6% of SchoolDude clients would recommend us to their peers (Net Promoter Score).



Our Client Service Center is simply the best in the business, and we have a measured client satisfaction rating that exceeds 98%. Our policies require our toll free technical support hotline to be answered by a live person before the third ring, and our clients' issues should be resolved within two hours. Additionally, our clients receive unlimited toll free telephone technical support, as well as technical support via email or online chat. Also, there are no additional charges or support contracts. Our team has more experience than any team on the planet in serving you, the educational facilities professional. Our team has served over 5,100 client educational institutions helping to implement preventive maintenance, work order processing, help desk management, IT asset management and facility scheduling solutions.



On top of our Legendary Service, SchoolDude Client Service Center won another prestigious award to their already burgeoning trophy case, The Stevie Awards for the Best Front-Line Customer Service Team of the Year in the world and the Best Customer Support Team of the Year in America. Our very own VP of Client Services, Joan Maddox is the winner of 2010 Lifetime Achievement Award Winner.

More information on The Stevie Awards can be found on <http://www.stevieawards.com/sales>



WEST VIRGINIA DEPARTMENT OF EDUCATION

**REQUEST FOR QUOTATION EDD359182
COST SHEET**

<u>DESCRIPTION</u>	<u>QUANTITY</u>		<u>UNIT PRICE</u>		<u>EXTENSION</u>
LICENSE	56	X	\$885.91 AVERAGE/EACH	=	<u>\$49,611.00</u>
RESA TRAINING	8	X	\$625.00 AVERAGE /TRAINING	=	<u>\$5,000.00</u>
COUNTY INSTALLATION & STARTUP	56	X	\$0.00/EACH	=	<u>\$0.00</u>
CONSULTATION, ONLINE	56	X	\$275.00 AVERAGE/EACH	=	<u>\$15,400.00</u>
MAINTENANCE FEE	56	X	\$0.00/EACH	=	<u>\$0.00</u>
CONSULTATION, ON SYSTEM REQUIREMENTS	56	X	\$0.00/EACH	=	<u>\$0.00</u>
RATE FOR MINOR PROGRAM MODIFICATIONS*	20	X	\$0.00/HOUR	=	<u>\$0.00</u>
TOTAL					<u>\$70,011.00</u>

* Costs associated with the hourly rate shall not exceed 10% of the cost of the remaining items covered by the contract, determined on an annual basis.

**SchoolDude applications are not released in versions. As such, every client always has the most current and up to date product we offer. You will never be "out of date" and you do not have to budget for increases due to version updates. Our "ever-green" approach to our suite of services represents a long term budgeting advantage to West Virginia DOE. Meaning, you will not have to plan for increased costs and training associated with new versions.*

Therefore, our commitment to West Virginia DOE and to our thousands of clients is to always keep applications current and up to date, without additional cost.



*** SchoolDude Additional Comments:

The following Total cost, Average Cost, Range of Cost breakdown will be depending upon size of district:

License –

Total Cost = \$49,611.00

Range of Cost = \$478.00 to \$3,500.00

Average Cost = \$885.91

Online Consultation –

Total Cost = \$15,400.00

Range of Cost = \$100.00 to \$3,500.00

Average Cost = \$275.00



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

EDD359182

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

SHELLY MURRAY
304-558-8801

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

Troy J. Sampson
SchoolDude.com
11000 Regency Parkway, Suite 200
Cary, N.C. 27518

SHIP TO

DEPARTMENT OF EDUCATION

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/21/2011				
BID OPENING DATE: 08/25/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
OPEN END CONTRACT						
THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF EDUCATION, OFFICE OF SCHOOL FACILITIES, IS SOLICITING BIDS FOR SOFTWARE, MAINTENANCE, AND TRAINING FOR A STATEWIDE PROGRAM WHICH WILL MONITOR FACILITIES, EQUIPMENT, AND RELATED ITEMS AS IT RELATES TO PREVENTATIVE MAINTENANCE PER THE ATTACHED SPECIFICATIONS.						
TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN AT THE TOP OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA E-MAIL AT SHELLY.L.MURRAY@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 08/10/2011 AT THE CLOSE OF BUSINESS BUT QUESTIONS TO BE DISCUSSED AT THE MANDATORY PRE-BID CONFERENCE SHOULD BE SUBMITTED PRIOR TO THE CLOSE OF BUSINESS ON 08/04/2011. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE FINAL DEADLINE OF 08/10/2011.						
0001	1	LS		920-45		
SOFTWARE, MAINTENANCE, AND TRAINING						
MANDATORY PRE-BID						
A MANDATORY PRE-BID WILL BE HELD ON 08/08/2011 AT 10:00 AM IN ROOM 215, BUILDING 6, CAPITOL COMPLEX. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	Troy J. Sampson	TELEPHONE	606-816-8237 ext. 320	DATE	09/06/11
TITLE	Regional Manager	FERN	562174429	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

Request for Quotation

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2

ADDRESS CORRESPONDENCE TO ATTENTION OF

SHELLY MURRAY
304-558-8801

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TYPE NAME/ADDRESS HERE

Troy J. Sampson
SchoolDude.com
11000 Regency Parkway, Suite 200
Cary, N.C. 27518

DEPARTMENT OF EDUCATION

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/21/2011				

BID OPENING DATE:

08/25/2011

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATOR PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	Troy J. Sampson	TELEPHONE	615-816-8237 ext. 320	DATE	09/06/11
TITLE	Regional Manager	FAX	562/74429	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

EDD359182

PAGE

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ADDRESS CORRESPONDENCE TO ATTENTION OF

SHELLY MURRAY
304-558-8801

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

Troy G. Sampson
School Dude.com
11000 Regency Parkway, Suite 200
Cary, N.C. 27518

SHIP TO

DEPARTMENT OF EDUCATION

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/21/2011				

BID OPENING DATE:

08/25/2011

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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 CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)						
QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT,						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
Troy G. Sampson	644/816-8237 ext 320	09/06/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Regional Manager	362174429	

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



State of West Virginia
Department of Administration
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Post Office Box 50130
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Request for Quotation

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

RFQ COPY
TYPE NAME/ADDRESS HERE
Troy J. Sampson
School Dude.com
11000 Regency Parkway, Suite 200
Cary, N.C. 27518

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/21/2011				

BID OPENING DATE: 08/25/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.						
ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.						
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.						
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.						
EXHIBIT 6						
PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE Troy J. Sampson	TELEPHONE 610 816-8237 ext 320	DATE 09/06/11
TITLE Regional Manager	FEIN 362174429	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
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Request for Quotation

RFQ NUMBER

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ADDRESS CORRESPONDENCE TO ATTENTION OF

SHELLY MURRAY
304-558-8801

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

Troy J. Sampson
SchoolDude.com
11000 Regency Parkway, Suite 200
Cary, N.C. 27518

SHIP TO

DEPARTMENT OF EDUCATION

BUILDING 6
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/21/2011				

BID OPENING DATE:

08/25/2011

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>PREFERRED TERMS: IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR.</p> <p>PASS THROUGH PRICE INCREASES WILL BE CONSIDERED AT TIME OF CONTRACT RENEWAL ONLY.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
Troy J. Sampson Regional Manager	79195816-5237 ext. 320	09/06/11
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

EDD359182

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

SHELLY MURRAY
304-558-8801

RFQ COPY

TYPE NAME/ADDRESS HERE

*Troy J. Sampson
School Dude.com
11000 Regency Parkway, Suite 200
Cary, N.C. 27518*

DEPARTMENT OF EDUCATION

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/21/2011				

BID OPENING DATE:

08/25/2011

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				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: SHELLY MURRAY						
RFQ. NO.: EDD359182						
BID OPENING DATE: 08/25/2011						
BID OPENING TIME: 1:30 PM						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
<i>(919) 816-8346</i>						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
<i>Troy J. Sampson</i>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Troy J. Sampson</i>	TELEPHONE <i>(919) 816-8237 ext 320</i>	DATE <i>09/06/11</i>
TITLE <i>Regional Manager</i>	FEIN <i>562174429</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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

RFQ No. EDD359182STATE 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 SIGNATUREVendor's Name: SchoolDude.comAuthorized Signature: Troy G. Sangston Date: 09/06/11State of North CarolinaCounty of Wake, to-wit:Taken, subscribed, and sworn to before me this 6 day of September, 2011.My Commission expires May 2, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC



Linda P Lowery
Linda P Lowery



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

EDD359182

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

SHELLY MURRAY
304-558-8801

*629130559 919-816-8237
SCHOOLDUDE COM INC
11000 REGENCY PKWY STE 200
CARY NC 27518

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
08/24/2011						
BID OPENING DATE: 09/08/2011		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 AND ATTACH THE MANDATORY PRE BID SIGN IN SHEET.						
BID OPENING DATE IS EXTENDED						
FROM: 08/25/2011						
TO : 09/08/2011						
AN ADDENDUM TO ADDRESS THE QUESTIONS RECEIVED WILL BE ISSUED AT A LATER DATE.						
0001	1	LS		920-45		
SOFTWARE, MAINTENANCE, AND TRAINING						
EXHIBIT 10						
REQUISITION NO.: EDD359182						
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:						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>Troy G. Sampson</i>			TELEPHONE <i>919-816-8237 ext. 320</i>		DATE <i>09/06/11</i>	
TITLE <i>Regional Manager</i>			FEIN <i>562174429</i>		ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

Request for Quotation

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2

ADDRESS CORRESPONDENCE TO ATTENTION OF:

SHELLY MURRAY
304-558-8801

*629130559 919-816-8237

SCHOOLDUDE COM INC

11000 REGENCY PKWY STE 200

CARY NC 27518

DEPARTMENT OF EDUCATION

BUILDING 6

1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/24/2011				

BID OPENING DATE:

09/08/2011

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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.						
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.						
Troy G. Sampson..... SIGNATURE						
SchoolDude.com..... COMPANY						
09/06/11..... DATE						
NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.						
----- END OF ADDENDUM NO. 1 -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	Troy G. Sampson	TELEPHONE	617/816-8237 ext 320	DATE	09/06/11
TITLE	Regional Manager	FEIN	562174429	ADDRESS CHANGES TO BE NOTED ABOVE	

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

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

**PRE-BID CONFERENCE
SIGN IN SHEET**

Request of Proposal/Quotation No: EDD359182

Date: August 8, 2011 @10:00am

FIRM & REPRESENTATIVE NAME**MAILING ADDRESS****TELEPHONE, FAX & E-MAIL**

1. Charles D. Arnett	cdarnette@suddenlink.net 200 Addison Dr. Suite 200 Charleston WV 25311	T: 304-769-1645 F: 304-769-1671 E: cdarnette@suddenlink.net
2. Troy J. Sampson	11000 Regency Parkway Cary, N.C. 27518 Suite 200	T: (919) 816-8237 ext. 320 F: (919) 816-8346 E: Troy@schooldude.com
3. Jo Ann Adkins WVDE		T: _____ F: _____ E: _____
4. Phillip Uy WVDE		T: _____ F: _____ E: _____
5. Mike Pickens WVDE		T: _____ F: _____ E: _____
6. David Bailey WVDE		T: _____ F: _____ E: _____
7. Jerry Milliken WVDE		T: _____ F: _____ E: _____
8. _____		T: _____ F: _____ E: _____
9. _____		T: _____ F: _____ E: _____



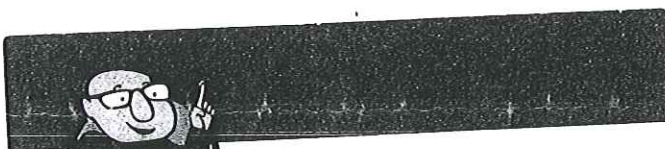
The Talent
Behind the
Technology

Software Information Systems, LLC

Charles D. Arnett
Client Representative
carnett@ThinkSIS.com

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Northgate Business Park
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**SCHOOL
DUDE
.com**

Troy Sampson
Senior Account Manager

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P (919) 816-8237 x223
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F (919) 816-8346



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

EDD359182

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

SHELLY MURRAY
304-558-8801

*629130559 919-816-8237
SCHOOLDUDE COM INC
11000 REGENCY PKWY STE 200
CARY NC 27518

DEPARTMENT OF EDUCATION

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/28/2011				

BID OPENING DATE:

09/08/2011

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RECEIVED AT THE MANDATORY PRE-BID MEETING AND SUBMITTED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 08/10/2011.						
0001	1	LS		920-45		
SOFTWARE, MAINTENANCE, AND TRAINING						
EXHIBIT 10						
REQUISITION NO.: EDD359182						
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						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Troy G. Sampson</i>	<i>(919) 816-8237 ext. 320</i>	<i>09/06/11</i>
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
<i>Regional Manager</i>	<i>562174429</i>	

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

EDD359182

PAGE

2

ADDRESS CORRESPONDENCE TO ATTENTION OF:

SHELLY MURRAY
304-558-8801

*629130559 919-816-8237
SCHOOLDUDE COM INC
11000 REGENCY PKWY STE 200
CARY NC 27518

DEPARTMENT OF EDUCATION

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/28/2011				

BID OPENING DATE:

09/08/2011

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 4					
	NO. 5					
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
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.						
Troy J. Sampson..... SIGNATURE						
SchoolDude.com..... COMPANY						
09/06/11..... DATE						
NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.						
----- END OF ADDENDUM NO. 2 -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
Troy J. Sampson Regional Manager	(919) 816-8237 ext. 320	09/06/11
FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
562174429		

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

EDD359182

Addendum No. 2

1Q.	How many number of supervisors and crafts people?
1R.	If the question is concerning vendor personnel, I cannot answer. If the question is directed toward the users, there will be one supervisor per county and WVDE. The assumed average terminal users is two per county and five at WVDE, giving a projection of approximately 115 people having access at the terminals. The number of craft people for county users has no relationship to the project.
2Q.	Can you please let me know (license, county installation & start up, consultation online – 56 qty) what does the 56 qty represent?
2R.	55 counties and WVDE
3Q.	How many “individuals” will access the system? For example, will the entire staff/teachers at each school require access?
3R.	The individuals that will have access to the system shall be determined by the local supervisor. Staff/teachers at each school are not required access. Also, see related response to #1.
4Q.	In total, how many technicians, planners, administrators will be working on the system?
4R.	It is assumed that on the average there will be two people per county entering data. A projection of approximately 115 people will be entering/checking data. Also, please see related response to #1.
5Q.	Is cloud technology/hosted an option for this RFQ? Are they planning a paper-based process or is mobile technology a consideration?
5R.	It is the intent of the WVDE that the solution be internet based and vendor hosted. Statistical information (approximations) which may be helpful to bidders consists of the following: # of schools, 737; # of buildings, 1,100; and # of students, 282,000+. Furthermore, a paper-based process is not planned.
6Q.	Will inventory be managed at each individual site or will it be controlled by

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Addendum No. 2

	the organization? Will parts be purchased through the system (i.e. when parts are depleted from the inventory)
6R.	Inventory for each user will be housed at vendor host. Each user will control own inventory. Parts will not be purchased through the system. However, the system shall notify the user when inventory is depleted.
7Q.	Is there an existing system? If so, what is it? Will any data be coming over to the new system (ie. spreadsheets, legacy system, etc..)? Are there maintenance standards to best practices that will need to be for the new system?
7R.	There is not a state-wide system. There is some limited data in some counties. There are approximately 8 to 10 counties that have some form of preventive maintenance software. It is anticipated that some data may be imported. Plans call for the establishment of minimum standards in certain areas. However, they are not determined at this time.
8Q.	Will on-site training be required at each county? Each school? Each RESA? It is stated that "individual training sessions will be held at each county location and the WVDE, Office of School Facilities".
8R.	There will be on-site training at each of the eight RESA. Training for each county and WVDE does not necessitate to be on-site. However, there may be on-site training for counties that cannot make the scheduled training sessions at the eight RESA locations. It is assumed that the majority of training will be on-line, video, etc. training sessions. Training is not required at each school. It is presumed that the on-line training and the intuitive nature of the program is sufficient to accommodate self-learning of the software operations.
9Q.	Can "comprehensive training of all system users" be further explained?
9R.	Comprehensive training for all users includes a clear, concise explanation of each aspect of the PM software program. Reasonable practice shall be afforded the user to demonstrate understanding of the system. Also, see related response to #8.
10Q.	"On-line consultation must be provided to the users, up to a maximum of

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Addendum No. 2

	five sessions; for one (1) hour for each of the five sessions per county. Can you please provide more information on how you see this being delivered and how many people? Will each school have a person trained?
10R.	The maximum five one-hour on-line consultation is to be provided to each county and WVDE site. The number of consultation sessions will be determined by each county. It is not the intent to train a person at each school on the preventive maintenance software program. Also, see related response to #8.
11Q.	What is the time frame for completion for all 55 counties plus the Office of School Facilities?
11R.	Not to exceed three years from awarding of the contract.
12Q.	On the cost sheet, can an explanation be supplied for each Description, e.g. under Maintenance Fee, does this mean Software Maintenance which would include updates to the software?
12R.	Maintenance Fee means the annual cost of operation of the software system for each county and the WVDE. Yes, it includes updates during the contract period.
13Q.	Is the hardware a central server or 56 servers?
13R.	Central server with appropriate backup.
14Q.	Please advise who's responsible for populating data base?
14R.	Local county
15Q.	How many software licenses will be required?
15R.	This is dependent upon the vendor licensing practice. Also, please see related response to #1, #2 and #4.
16Q.	What are your expectations for rolling out this project? What is the priority?
16R.	The main priority is to roll out the project to each county that will meet their individual needs and circumstances. The goal is to improve county

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Addendum No. 2

	participation in preventive maintenance monitoring. Thus, it is anticipated that counties with existing systems buy into the system. However, the system will not be mandated to counties. The priority of areas of inclusion into the system is HVAC, safety protection and roofs. Others may be electrical, plumbing, playground equipment, etc.

REQUEST FOR QUOTATIONS TO PROVIDE PREVENTIVE MAINTENANCE TRACKING AND SCHEDULING SOFTWARE

I GENERAL INFORMATION

The West Virginia Department of Education is currently advertising for a preventive maintenance (PM) software program. The West Virginia Department of Education, Office of School Facilities is responsible for providing training and resources to counties to preserve the physical integrity of the facilities to the extent possible and otherwise extend the life of the facilities, WV code 18-9D-16, IX, c. It is intended that this preventive maintenance software program will allow setup of recurring preventive maintenance activities including tasks, safety checkpoints, parts and materials, frequencies, and estimated/actual time allotments. The system is to be delivered complete fully functional, fully documented, and the owners trained on its operation.

1.1 The Schedule of Events:

Mandatory Pre-Bid Meeting	08/08/2011	10:00 AM
Vendor Question Deadline	08/10/2011	
Addendum Issued	TBD	
Bid Opening	08/25/2011	1:30 PM

1.2 Mandatory Pre-bid meeting:

A mandatory pre-bid meeting will be required. The date and time shall be 08/08/2011, at 10:00 am in Room 215, Building 6, 1900 Kanawha Blvd., East, Charleston, WV 25305-0330

1.3 Preventive Maintenance Plan: The Preventive Maintenance Software Program is a Facility Management System (FMS) that will allow local districts to setup recurring preventive maintenance activities including tasks, safety checkpoints, parts and materials, frequencies, and estimated/actual time information. The system will allow the districts to schedule, track, and report on preventive maintenance activities. The preventive maintenance scheduling should help the districts create, assign and manage recurring maintenance tasks efficiently.

WEST VIRGINIA DEPARTMENT OF EDUCATION II. STATEMENT OF WORK & SUBMISSION

Purpose:

The purpose of this request is to award a contract to a vendor capable of providing preventive maintenance software installation and training as outlined below. The goal is to improve the efficiency and life span of statewide school facilities assets through the implementation of an on-demand, web-based PM scheduling, support, tracking, calendar, and reporting application.

Anticipated outcomes: Maintain system of data which through reporting and tracking will:

1. As a result of managing regularly scheduled PM service, maximize each asset's life.
2. Track and manage all PM costs, fixed assets and/or equipment (i.e., HVAC equipment, plumbing, electrical services, playground equipment, roofs, windows, etc).
3. Improve cost recovery by extending the life of facilities components.
4. Improve coordination of resources that support preventive and routine facilities maintenance across the organization.
5. Improve support service levels.

Mandatory/required components and functions:

The preventive maintenance scheduling system shall allow the West Virginia Department of Education and/or the counties to setup recurring preventive maintenance activities including tasks, safety checkpoints, parts and materials, frequencies, and estimated/actual time information. This system shall allow the district to schedule, track, and report on preventive maintenance activities.

The preventive maintenance scheduling shall help the counties create, assign and manage recurring maintenance tasks efficiently. The program allows for input, storage, retrieval of data. It maintains historical data for subsequent reviews. It is required that the system must:

- Track all scheduled maintenance.
- Generate recurring maintenance schedules on a daily, weekly, monthly, quarterly or annual basis.
- Track equipment information, including manufacturer, model, and serial, service dates, and warranty expirations.
- Store demographics on assets and equipment such as buildings, rooms, tools, supplies, vehicles, or other material items of value. (See list of state-wide schools and populations in Attachment #1)
- Maintain the preventive maintenance histories of assets and equipment for at least five years.
- Maintain asset and equipment records or reference information on warranties and service contracts.
- Alert selected users to impending expiration of warranties with user definable lead times.
- Report on preventative maintenance by multiple data fields including, but not limited to asset, location, building, employee.
- Define sets of PM tasks for groups of similar equipment.
- Generate reports of overdue PM orders, PM scheduling, wireless work order management, critical alarm automation with building automation systems (BAS) integration.
- Generate various generic and user-defined asset tracking reports by asset, asset type, location, building, equipment.
- Display future scheduled work in a calendar format for resource scheduling.

Additionally, it is preferred that the system have the following capabilities/functionalities:

- Store schedule templates or task boilerplates for quick creation of frequently used schedules.
- Record asset and equipment work order histories, including accumulated costs, and make these records directly available from asset display windows.
- Contain cost center account numbers to which costs can be charged by default.
- Interface with a compatible work order module to automatically generate maintenance work orders.
- Allow for preventive maintenance activities to be scheduled on specified dates, days of the week, days of the month, and may be restricted to specified seasons.
- Allow existing PM plans to be copied to create new PM plans.
- Automatically generate preventive maintenance work orders integrated with a work order system that notifies technician wirelessly.
- Store templates for quick creation of frequently used PM schedules.
- Allows user to define frequency of PM work orders.

Reports

The proposed solution(s) shall provide numerous pertinent, system-standard reports. At a minimum, the system will produce the following reports: PM cost to building component system, preserve capital budget, send automatic report notification to technicians when PM is generated, and automatically notifies the building administrator when PM work order is completed. Various generic and user-defined asset tracking reports by asset, asset type, location, building, equipment may also be generated by the software.

Training and startup services

It is required that your proposed solution will include your standard package for startup and training which covers installation of the system, client consultation on system requirements, comprehensive training of all system users, and network and hardware configuration. It will be required that eight (8) regional trainings at four (4) hours per session will be conducted at designated sites within the state's eight (8) RESA to include general orientation to the system, components and requisite hardware and network systems. Also individual training sessions will be held for the users at each county location and the WVDE, Office of School Facilities. On-line consultation must be provided to the users, up to a maximum of five sessions; for one (1) hour for each of the five sessions per county.

**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).