



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

List View

- General Information
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1406050

Procurement Type: Central Purchase Order

Vendor ID: 000000162553 

Legal Name: SIMPLIFY COMPLIANCE LLC

Alias/DBA:

Total Bid: \$129,940.00

Response Date: 04/24/2024 

Response Time: 14:58

Responded By User ID: jkmwvb 

First Name: Mona

Last Name: Janis

Email: support@ccmi.com

Phone: 888-275-2264

SO Doc Code: CRFQ

SO Dept: 0313

SO Doc ID: DEP2400000032

Published Date: 4/22/24

Close Date: 4/25/24

Close Time: 13:30

Status: Closed

Solicitation Description: Safety Management Software Suite

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia
 Solicitation Response**

Proc Folder: 1406050
Solicitation Description: Safety Management Software Suite
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2024-04-25 13:30	SR 0313 ESR04242400000006349	1

VENDOR
 000000162553
 SIMPLIFY COMPLIANCE LLC

Solicitation Number: CRFQ 0313 DEP2400000032
Total Bid: 129940
Response Date: 2024-04-24
Response Time: 14:58:22
Comments:

FOR INFORMATION CONTACT THE BUYER

Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Safety Management Software Suite Yr 1				29750.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments: Year One contract amount reflects \$23,250 annual license + \$6,500 one-time activation / configuration fee. We will waive the 3% annual increase in subsequent years with a multi-year agreement.

Extended Description:

Safety Management Software Suite - Year One
 Price for Software and Service - Year One - to include any fees to set up and initiate services as well as software and service for this year.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Safety Management Software Suite Yr 2				23950.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Safety Management Software Suite - Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Safety Management Software Suite Yr 3				24670.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Safety Management Software Suite - Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Safety Management Software Suite Yr 4				25400.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Safety Management Software Suite - Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Safety Management Software Suite Yr 5				26170.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Safety Management Software Suite - Year 5



**Proposal
for
Safety Management Software Suite**

Presented By:



April 24th, 2024

Dear Josh,

Thank you for the opportunity to present this proposal for a new Safety Management Software Suite to the State of West Virginia for your review and consideration. Our proposed solutions will achieve your organizational / strategic goals for this project and ensure compliance with OSHA requirements.

We are excited to explore this possible partnership and we look forward to visiting with your team in the coming weeks if we should be a good fit for your safety management and training needs.

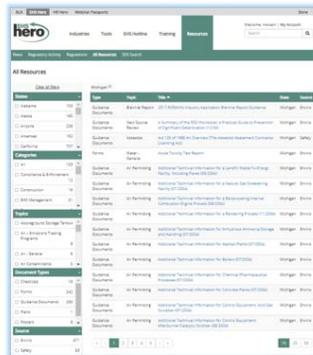
Kind regards,

A handwritten signature in black ink, appearing to read "Matt Swain".

Matt Swain
Enterprise Sales Executive
BLR

Overview of BLR

With over 40 years of experience, BLR is committed to continually delivering innovative solutions that meet our clients' evolving safety and risk management needs. Our comprehensive approach incorporates the latest technologies to streamline every aspect of your safety program by automating manual processes, enhancing operational efficiency, and providing real-time visibility into key metrics. Our suite of EHS solutions is comprised of three main offerings:



**Regulatory
Content**



**Safety
Training**



**Workflow
Automation**

Our proposed solution for the State of West Virginia includes all three of these components and our integrated platforms will provide users with easy access to the tools and information they need.



Our industry-leading solutions are complemented by world-class service, both during implementation and ongoing, to ensure that you realize the highest possible return on your technology investment.

Overview of Proposed Tools

The tools and resources in our safety management and training solutions were designed to incorporate the following elements:

- Enterprise-level functionality
- Robust configurability
- Ease of use
- Intuitive mobile experience

Here is an overview of the tools that we are proposing as part of the State of West Virginia's solution:

Dashboards & Analytics



We provide multiple reporting options in our management and training platforms to include ad hoc reporting via filter options, parameter driven dashboards and analytics, and standard reports.

Reports can also be scheduled and emailed to a distribution list.

Incident Reporting



Incident Tool

Our Incident Reporting tool can readily manage all incident types and generate your OSHA-300 log. Filter reports provide easy access to view incident information at the site level or consolidated reporting at the department level for all sites.

Our mobile app enables real-time data capture of comments / photos. Incident notifications can be configured / automated based on your business rules and Workers Comp incidents can be managed in the tool. We can integrate with your TPA or insurance carrier for claims reporting and administration.

Corrective Action / Preventative Action (CAPA)



Corrective Action Preventive Action (CAPA)

The CAPA tool serves as the backbone of our safety management platform and harmonizes actions across all other tools / functions with configurable workflows / notifications and reporting. Actions can easily be assigned and completed via the mobile app.

SDS Management



Our HAZCom / SDS Management tool will provide a virtual “eBinder” for your safety data sheets with unlimited ability to track any unique chemical properties (e.g. Tier 2, PFAS, etc.). SDS information can also be searched / viewed at the department level across all sites.

Safety data sheets are viewable on our mobile app. Our HAZCom / SDS Management tool also includes our SDS search engine and automatic updates of safety data sheets whenever a manufacturer issues a revision.

We offer optional turnkey data conversion of your SDS docs (please see pricing below).

JSA Management



Our JSA / JHA tool enables easy creation and management of your job safety analysis documents by type or group to include certification tracking and workflow automation to remind users of upcoming / scheduled training.

Audits / Inspections



Our Audits / Inspections tool enables creation of an unlimited number of audit and inspection types that can easily be completed from a mobile device (to include comments and photos) and then routed for review / approval. Actions can be assigned directly from an audit question and observations can be associated with an individual.

Compliance Calendar



Our Compliance Calendar provides visibility into all upcoming deadlines / key dates for state and federal regulatory requirements (please see screen shot below). Additionally, our Scheduler tool enables scheduling of any recurring activity or event with custom calendaring capability as well.

Click Here for Reporting Deadlines Relative to Triggering Events

Air Chemicals Stormwater Waste

Search Export iCal / RSS Login

January 2024 February 2024 March 2024

Select Category: All Select Location: Select one or more... Filter: Month Week Day List

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ● AZ: Administrative and air emissions-based fees ● MT: Industrial Stormwater Annual Report ● TN: Air emissions fees for minor and conditional major sources ● VT: Registration with air emissions inventory	2	3
4	5	6	7	8	9	10
11	12	13	14 Valentine's Day ● MO: Hazardous Waste Quarterly Summary Report for LQGs and TSDFs	15 ● AK: Industrial Stormwater Annual Report ● AL: Industrial Stormwater Annual Report ● CO: Industrial Stormwater Annual Report ● MT: Air emissions statement ● OR: Industrial Stormwater Discharge Monitoring Report ● WA: Industrial Stormwater Discharge Monitoring Report ● WI: Industrial Stormwater Reports	16	17

Safety Training

Our proposed solution includes an expansive library of downloadable / customizable instructor-led training content along with our Workplace Safety eLearning library hosted on our cloud-based Learning Management System.

Our instructor-led training is comprised of over 1,300 7-minute safety trainers, 1,100 audiovisual presentations, 340 toolbox talks, and 1,400 full courses that include all supporting materials such as handouts, speakers notes, exercises, and quizzes.

Our cloud-based Learning Management System provides:

- Visibility into course assignment / completion at the corporate, division, or site level
- A wide array of admin tools to easily manage training content and communications
- Ability to load your existing content onto the platform
- An intuitive interface for learners
- Mobile access for course completion from any device

Please click [here](#) to view the Workplace Safety library course catalog, [here](#) to check out previews / samples of some of our most popular courses, and [here](#) for an overview of the functionality in our LMS.

Documentation & Resources



Document Center

Our Document Center tool provides a single repository for all documents at the site and department level along with additional capabilities to include stored revision history, action assignment, and document linking for external access.

In addition to the Document Center tool, our proposed solution also includes our EHS Hero Compliance Suite to provide access to thousands of checklists, forms, plans, policies, and guidance documents along with our weekly email newsletter. We can also provide a link to OSHA regulations.

We are also including our Form Bulder tool which enables creation of fully customizable forms to reflect your processes and documentation needs.

Implementation Approach and Methodology

We will coordinate the following aspects of your implementation project:

Configuration

We will work with your project lead to get a clear understanding of your org structure, business rules, workflows, and reporting needs. We then do all of the heavy lifting to build out the functionality in each tool and will coordinate feedback / QA meetings to ensure that everything is properly configured.

Our “time to live” is typically half or less of the implementation time required by our competitors (you can begin using our tools right out of the box). This will enable the State of West Virginia to realize an almost immediate return on its technology investment.

Data Conversion

We will manage all aspects of data conversion. The main data sources that will likely need to be converted include (but are not limited to) the following:

- Employee demographic data
- Training history
- Incident history (typically 7 years)
- SDS docs

Training

Our proposed solution includes all admin and end-user training during implementation as well as unlimited ongoing training as needed. We can provide links in the platform to previously recorded training sessions for easy reference.

Testing & Optimization

We will conduct testing of all configurations / workflows throughout the implementation process and will coordinate feedback sessions to ensure that the solution meets your needs / requirements.

After implementation is completed, we will schedule quarterly business reviews to get additional feedback and coordinate any configuration changes to optimize the platform.

IT Requirements

Our solution is entirely cloud-based and requires only a web browser for access. Our desktop platform is optimized for the Google Chrome web browser. Our mobile app can work on both Android and iOS devices and can be downloaded from the Google Play and Apple App stores.

We would be happy to provide any information regarding our platform security and / or schedule a call with your IT team to discuss.

Timeline

Our typical implementation timeframe for the tools included in our proposed solution is 45 to 90 days. We can provide immediate access to the platform upon receipt of your department / site org structure and user information to allow admins to begin familiarizing themselves with the solution.

If we should be the selected partner for this project, we will provide a detailed implementation plan to include all milestones and deliverables based on your desired timeframe.

Solution Pricing

The annual license to deploy the following solution components is \$23,250 and includes unlimited users, data storage, virtual training, and support – annual increases are capped at three percent:

- **EHS Hero Management Suite**
 - Virtual Assistant
 - Corrective Actions / Preventative Actions (CAPA)
 - Document Management
 - Scheduler
 - Insights / Reporting
 - Incident Reporting
 - SDS Management
 - JSA Management
 - Audit & Inspections
 - Form Builder Tool
 - Mobile App
- **EHS Hero Compliance Suite**
 - Regulatory Resources: Federal + 50 States
 - Chart Builder & Plan Builder
 - Instructor-led Training Content
 - Compliance Calendar
 - EHS Hotline (5 questions per month)
- **TrainingToday**
 - Workplace Safety eLearning Library
 - Learning Management System

The one-time activation / configuration fee is \$6,500 and includes conversion of historical data in electronic file format (e.g. incident and training history). Please also allow for the following one-time fees:

- Loading Safety Data Sheets \$4.00 per SDS document (assumes PDF file format)
- Integrations (e.g. with TPA) Priced individually upon scoping

Acceptance of Terms & Conditions

We accept all terms and conditions specified in the Centralized Request for Quote document.

Please see completed / signed pages below.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Matt Swain, Enterprise Sales Executive

(Address) 101 Creekside Crossing Suite 1700-375, Brentwood, TN 37027

(Phone Number) / (Fax Number) 479-402-4104

(email address) mswain@blr.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Simplify Compliance, LLC dba BLR

(Company) 

(Signature of Authorized Representative)

Matt Swain, Enterprise Sales Executive

April 24, 2024

(Printed Name and Title of Authorized Representative) (Date)

479-402-4104

(Phone Number) (Fax Number)

mswain@blr.com

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Simplify Compliance, LLC dba BLR
Company


Authorized Signature

4/24/24
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION
Safety Management Software Suite

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

5.1.1 Vendor should list contract number on any invoices. Failure to do so could cause delay in payment.

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Items, unless such a schedule is already included herein by Agency

7. TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

8. VENDOR DEFAULT:

8.1 The following shall be considered a vendor default under this Contract.

8.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

8.1.2 Failure to comply with other specifications and requirements contained herein.

8.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

8.1.4 Failure to remedy deficient performance upon request.

8.2 The following remedies shall be available to Agency upon default.

8.2.1 Immediate cancellation of the Contract.

8.2.2 Immediate cancellation of one or more release orders issued under this Contract.

8.2.3 Any other remedies available in law or equity.

9. MISCELLANEOUS:

9.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Matt Swain
Telephone Number: 479-402-4104
Fax Number: 860-510-7220
Email Address: mswain@blr.com

Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. Required information not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Service Provider/Vendor: _____

Name of Agency: West Virginia Department of Environmental Protection

Agency/public jurisdiction's required information:

1. Will restricted information be processed by the service provider?
Yes
No
2. If yes to #1, does the restricted information include personal data?
Yes
No
3. If yes to #1, does the restricted information include non-public data?
Yes
No
4. If yes to #1, may the service provider store public jurisdiction data in a data center in an acceptable alternative data center location, which is a country that is not the U.S.?
Yes
No

5. Provide name and email address for the Department privacy officer:

Name: Neil Chakrabarty

Email address: neil.a.m.chakrabarty@wv.gov

Vendor/Service Provider's required information:

6. Provide name and contact information for vendor's employee who shall serve as the public jurisdiction's primary security contact:

Name: Matt Swain

Email address: mswain@blr.com

Phone Number: 479-402-4104