



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
BEP07059

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUTCH CHITTUM
304-558-8806

Komax Business Systems

SHIP TO

BUREAU OF EMPLOYMENT PROGRAMS
 UC CONTRIBUTIONS- 5102
 ROOM 507
 112 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305-0112 558-2634

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/06/2007				
OPENING DATE: 06/28/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
001	3	EA		205-41		
<p>OPTICAL CHARACTER READERS AND SCANNERS</p> <p>PROVIDE THREE (3) SCANNERS PER THE ATTACHED SPECIFICATIONS.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATION IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>(✓) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORA-</p>						

RECEIVED
 2007 JUN 28 P 1:06
 PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

NATURE *Supplier* TELEPHONE *304-744-7440* DATE *6/28/07*

FEIN *A550767809* ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO REQ. INSERT NAME AND ADDRESS IN SPACE ABOVE LABELLED "VENDOR"

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

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** 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. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** 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.

SIGNED BID TO:

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



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
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BID OPENING DATE: **06/28/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD- QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDO WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>(<input checked="" type="checkbox"/>) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID; OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **304-744-7440** DATE **6/28/07**

FEIN **55 0767809** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO REQ. INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED "VENDOR"



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06/06/2007				

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<p>75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <i>Ernest Komax</i> KOMAX Business Systems</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
NATURE	TELEPHONE	DATE	
<i>member</i>	304-744-7440	6/28/07	
FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		
550967809			



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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>DATE: <u>6-28-07</u></p> <p>SIGNED: <u>[Signature]</u></p> <p>TITLE: <u>member</u></p>						
<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p>						
<p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						
<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						
<p>SEALED BID</p>						
BUYER:				BUTCH CHITTUM 44		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <u>[Signature]</u>	TELEPHONE <u>304-744-7440</u>	DATE <u>6/28/07</u>
TITLE <u>member</u>	FEIN <u>550767809</u>	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
RFQ. NO.:				BEP07059		
BID OPENING DATE:				06/28/2007		
BID OPENING TIME:				1:30 P.M.		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
----- 304-744-7450 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
----- David Humphrey OR Becky OFKUTT -----						
***** THIS IS THE END OF RFQ BEP07059 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 304-744-7440 DATE: 6/28/07

FILE: *menher* FEIN: 550747809 ADDRESS CHANGES TO BE NOTED ABOVE

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

BEP07059
REQUEST FOR QUOTATION
STATE OF WEST VIRGINIA
BUREAU OF EMPLOYMENT PROGRAMS

The Purchasing Division of the WV Department of Administration, on behalf of WORKFORCE West Virginia, Bureau of Employment Programs, is requesting quotations from qualified vendors for the purchase, provision inclusive of travel or any other expense, installation, and the implementation of 3 scanners, equal to or better than a Bowe Bell & Howell Spectrum 8120 DB Scanner. No separate reimbursement will be made to the vendor for travel or any other expense. Quotations shall include ALL costs associated with the installation and implementation of the scanners; this shall include materials, professional services, personnel travel, and any other costs associated with this project.

RESPONSE TO THIS RFQ WILL NOT GUARANTEE AN AWARD.

A Notice to Proceed establishing the date for work to commence will be issued to the successful vendor. Installation shall begin and be completed at the agency's site within 30 days of receipt of Notice to Proceed at the following location:

WORKFORCE West Virginia
Bureau of Employment Programs
5th Floor
112 California Avenue
Charleston, WV 25305

DESCRIPTION OF SERVICES REQUESTED

I. GENERAL INFORMATION

Overview of Request

The purpose of this Request for Quotation is to acquire three (3) scanners, replacing existing Bell & Howe (2) 8125 & (1) 8000 scanners. More regarding our current networking environment can be found in the following section.

Complete installation and implementation services are included as part of this RFQ.

Only single vendor solutions with software end to end will be considered.

Current Environment

WORKFORCE West Virginia currently maintains a customized OnBase imaging system. Documents are scanned into this system via (2) Bell & Howe 8125 & (1) 8000.

Various paper colors, weights from 16 pound standard paper to 110 pound card stock, and various size documents from 2.6" x 2.6" to 11.7" x 17" may be scanned into the imaging system.

II. TASK REQUIRED

2.0 General Requirement

The purpose of this Request for Quotation is to acquire 3 new scanners that will handle the various paper weights and sizes identified above.

The vendor will be totally responsible for on-site delivery, installation, implementation, and for the transition of the scanners to WORKFORCE West Virginia staff. This will include changing of any standard scanner settings to accept the various paper color, weight, and size being scanned into the system.

All shipping and delivery charges shall be the responsibility of the vendor. Delivery must be inside to the 5th floor of 112 California Ave., Charleston, WV 25305.

2.1 Testing

Vendor will be responsible for testing the installed equipment. All test results will be documented in writing by the vendor and will be verified and accepted by the WORKFORCE West Virginia staff.

Testing will minimally consist of the following:

1. 40 continuous hours of the scanners being fully operational and correctly functioning in production environment.
2. Scanning various paper color, weight and sizes of documents.

REQUEST FOR QUOTATION

WORKFORCE West Virginia

BEP07059

-
3. Other testing activities performed as deemed appropriate by the WORKFORCE West Virginia staff.

Test results will be documented in writing, presented to the WORKFORCE West Virginia staff for review, and subject to their written approval.

2.2 Documentation and Implementation

Upon completion of installation and vendor testing, the vendor will be required to provide documentation. Before WORKFORCE West Virginia staff will accept the deliverables of this contract and approve invoices for payment, the vendor must present documentation for approval.

Documentation will include the following items:

1. Hardware configuration documentation
2. Software configuration details.
3. Operations and user maintenance documentation.

2.3 Maintenance/Warranty

The successful vendor must provide a three-year maintenance/warranty for any or all licensed software and hardware, regardless of the manufacturer's warranties. While the three-year cost will be used for evaluation purposes, the Agency will add the maintenance/warranty on an annual basis. The first year would be added via change order upon acceptance of the equipment. Additional years will be added upon mutual written agreement of the parties. Cost, if any, associated with maintenance/warranty service must be indicated in the pricing tables and must include all parts, labor, hardware and software upgrades, software Help Desk services, travel or any other expenses. No separate reimbursement will be made the vendor for any expenses.

2.4 Scanner Specifications

1. Scanners must be able to scan documents from 2.6" x 2.6" up to 11"x 17" in duplex.
2. Must be rated to scan a minimum 120 pages per minute; letter size, simplex, in black and white.
3. Must be a high volume scanner with a daily duty cycle of a maximum of 60,000 scans.
4. Must offer an optical resolution of 600 dpi.
5. Must support TWAIN, ISIS, and ImageControls drivers.
6. Must include Kofax VRS 4.1 or equal onboard in firmware to digitally compensate for poor quality documents and make damaged or difficult to read documents legible.
7. Must include Kofax Adrenaline 650i board and cable or equal.
8. Must have a document feeder with a capacity of minimum 500 sheets.
9. Must have ultrasonic double-feed detection with ignore by size.
10. Must be compliant with Section 508 of the U.S. Rehabilitation Act so users with any form of impairment can operate the scanner.
11. Scanner must interface via SCSI 3.
12. Multi-feed with auto-resolve for acceptable double feeds, i.e. a post-it note on a scanned document.

REQUEST FOR QUOTATION
WORKFORCE West Virginia
BEP07059

2.5 Vendor Requirements

1. Vendor must provide thirty (30) minute call back, and next day on site support. Vendor must provide on-site training.

III. MANDATORY REQUIREMENTS PRIOR TO COST EVALUATIONS

1. Vendor must provide documentation, that they are certified by the manufacturer to sell, service and install the products bid.
2. Vendor must provide three (3) qualified references, which should be submitted with the bid.
3. The State shall have full and free use of all systems, products, and/or deliverables supplied by this contract.

IV. CALENDAR OF EVENTS

Quotation Calendar of Events

Release of the RFQ..... 06/08/2007
 Bid Opening Date..... 06/28/2007

Note: Any vendor bidding an "or equal" item, may, at the request of the spending agency, be required to demonstrate that the item they bid, is equal to or better and performs equal to or better than the brand name item listed in the bid. The time and place of the demonstration will be determined by the spending agency, and the vendor will bear all costs involved with the demonstration.

PRICING SHEET

BID OPENING: 06/28/2007 1:30 P.M.

Equipment Cost

Proposed Scanner	Cost Per Scanner	Number of Scanners	Total Cost
<i>Example:</i> a. Acme - Model 1A22	\$XX,XXX.XX	X 3	\$XX,XXX.XX
KODAK i660	\$19,862.	X 3	\$59,586.00
KOFAX iRS 41	N/A		N/A

Annual Maintenance Cost (less warranty) - Support, parts and all supplies except paper during business hours

Base = 90,000 documents per quarter
<i>Example:</i> a. Acme - model 1A22 - \$XXX.XX
1. 1st year \$2,400 X 3 = \$7,200.
2. 2nd year \$6,580 X 3 = \$19,740.
3. 3rd year \$6,580 X 3 = \$19,740.

Grand Total \$106,266.00

ATTACHMENT
P.O.# BEP07059

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

Agreed

[Signature] 6-28-07
Signature Date

Signature Date

member
Title

Title

KOMAR Business Systems
Company Name

Agency-Division

WV-96
Rev. 5/94

AGREEMENT ADDENDUM

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

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

ACCEPTED BY:
STATE OF WEST VIRGINIA

Spending Unit: _____

Signed: _____

Title: _____

Date: _____

VENDOR

Company Name: KOMAX Business Systems

Signed: [Signature]

Title: member

Date: 6-28-07

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned 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.

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, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, 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.

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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: KORAX Business Systems

Authorized Signature: [Signature] Date: 6-28-07

Centre Hospitalier Affilié Universitaire Hôtel-Dieu Lévis (CHAUHDL) seeks more space, gains instant access to patient files

SITUATION

Centre Hospitalier Affilié Universitaire Hôtel-Dieu Lévis (CHAUHDL) ran out of space for patient charts in the Medical Records area. The Hospital decided to transfer from a paper-based to an electronic storage system to make room for additional medical charts.

OBJECTIVE

Implement a long-term solution that goes beyond merely solving the space problem to enhancing access to patient files for all users all at the same time. Create an electronic storage system that is reliable and 100% accurate so paper documents may be destroyed after they are scanned.

SOLUTION

Two Kodak i660 Scanners, one Kodak i620 Scanner, Kodak Capture Software, Trigonix document scanning services, and the Purkinje|Dossier Electronic Health Record (EHR) solution software.

COMMENT

"With the Kodak Scanners as part of its solution, CHAUHDL's physicians get better information, faster, and that allows them to make better decisions, faster."

~ Denis Asselin,
Trigonix, an authorized reseller
of Kodak Products in Montreal

What started as a mission to make room in its archives department became an enterprise-wide solution that gives CHAUHDL's 2,043 employees instant access to patient files.

"It began when we ran out of room in our Medical Records department," said André Lavoie, Director of Hospital Services. "We needed to add patient charts without building additional square footage. As we evaluated electronic storage systems, we realized we'd gain a bigger return on our investment by purchasing a long-term solution to evolve with our growing demands for accessing patient charts anytime and anywhere."

Retention of files restricted access to information

Centre Hospitalier Affilié Universitaire Hôtel-Dieu Lévis (CHAUHDL) is a 343-bed teaching hospital in Lévis near Quebec City, Quebec, Canada. The hospital employs 2,043 professionals including 200 physicians.

After CHAUHDL decided to transition to an electronic chart storage system, the failures of its paper-based system became ever-more obvious. One big problem: when a physician obtained a patient file, they kept it — which meant no one else could access the chart while it was in the doctor's possession. Often, another specialist might be treating the same patient at the same time and would therefore not have access to the chart. This delayed treatment and hampered optimized medical care.

Another problem with storing information on paper was the amount of labor, time, and space required to retrieve information and put it back in its proper place.

"We retrieve 1,000 patient charts a day. Our archivists had to find the files, process them, and return the folders to their proper places. When

you receive 1,000 requests a day, that adds up to a lot of time and labor," said Chantal Lafrenière, head of the Medical Records department, CHAUHDL.

Efficient evolution from paper to electronic storage to the Electronic Health Record (EHR)

CHAUHDL worked with Purkinje and Trigonix to purchase its electronic storage solution. The companies had the proven experience and equipment to achieve their vision of sharing patient files with the click of a button. Trigonix's first-rate professional scanning services include rigorous quality-assurance controls that are reflected in their ISO 9001:2000 accreditation. Purkinje provided the e-Documents (scan + view) as well as the Lab and Imaging Results software that allows healthcare professionals to view the patient files and results from anywhere in the hospital.

CHAUHDL selected two Kodak i660 Scanners, one Kodak i620 Scanner, Kodak Capture Software, and the Purkinje|Dossier Electronic Health Record solution software.

"With the backlog of files they had to scan, we felt it would be most efficient to scan the files based on request. They scan the charts for those patients who have appointments in the next two days. The system has to be reliable and efficient. There can't be mistakes or poor quality because the records have to be in the system — accurately — by the afternoon," said Asselin.

CHAUHDL uses the Kodak i660 Scanners to scan large batches of patient files each morning. They use the Kodak i620 Scanner to update and add information — results, notes, reports, forms — to already scanned patient records on a day-to-day basis.

Accuracy and quality, STAT

CHAUHDL relies on the multi-feed detection feature of their Kodak Scanners to ensure physicians see every single page in a patient file when they look at records on screen.

"Nothing can be missing," says Asselin of his customer's application. "When the records are scanned, they need to scan 100% of the pages. For the multi-feed detection features, Kodak Scanners have three sensors that alert the scanning operator when pages are stuck together, a corner is folded, or any other situation that might cause information to be missed. The scanning operator receives the alert, fixes the problem, and continues scanning the patient chart."

"CHAUHDL relies on its scanners to scan documents completely, without fail. There is no other option: they destroy the paper documents after they are scanned. So they must be certain they've scanned all the information," notes Asselin.

How can CHAUHDL get away with destroying original health records? The answer: Kodak's quality and color. Color scans from the Kodak Scanners are considered exact replicas of the original documents and meet all requirements from a legal perspective. Furthermore, the scanning process within the hospital is certified by Quebec's National Archives before the records can be destroyed.

Easy for the end user: patient records at the click of a button

The true value of the solution using Kodak Scanners is apparent when one sees physicians use the Purkinje|Dossier Electronic Health Record solution software to get instant access to critical medical information. Everything about each patient's health record is stored together in one place in the database. Results can be viewed on screen immediately.

"We've had training sessions as quick as 10 minutes and as long as an hour," says Sonia Mokbel, Director of Marketing for Purkinje. "In every case, the doctors have been up-and-running within 60 minutes."

Each authorized hospital employee uses a personal setting to find files from any

computer within the network. The problem of file retention has been eliminated. Numerous medical professionals can access the same patient file from an unlimited number of locations all at the same time.

"Purkinje|Dossier software is unique in that it allows physicians to view electronic health records and also incorporate PDF files that can be annotated and indexed," explains Lucian Jeglinski, Vice President of Project Management. "Lab and imaging results as well as transcription reports are received directly into the software via HL7 messages. They are automatically delivered to both the patient file and also each treating physician's Inbox, instantly. No more lost files. No more waiting for critical information." Healthcare professionals can view the results in three different ways, depending on their preferences and needs: reports, tables, graphs. The electronic prescriptions provide evidenced-based decision support with its drug and allergy interactions. The EHR also enables care providers to quickly document the encounter so all the patient information is easily accessible in one place.

"This is Purkinje|Dossier software's added value," notes Mokbel. "The software is completely scalable to the hospital. Especially when it comes to indexing information and files, which makes it easy for doctors to find results and follow the episode of care."

Lightening the load: full patient records at your fingertips

Previously, physicians kept medical records in their possession and carried the charts with them to various offices and treatment facilities. One patient's file was so large it included more than 8,000 pages and occupied one-and-one-half archive boxes. And the treating physician had to carry this tome with him to different treatment and surgical facilities. Now, the doctor can simply and quickly refer to the entire 8,000-page patient record on screen from any office within the hospital system.

The new system also makes life easier for CHAUHDL's archivists too. In the past, when the files were returned, the archivist had to get the doctor

to sign off in person, certain documents before putting the medical chart back in its proper place. That's a lot of steps ... and all those steps have been completely eliminated with the solution featuring scanners from Kodak. Now the doctors review and sign off on files on screen at their convenience without making a trip to the Medical Records department.

Instant access makes a difference in emergencies

Prior to implementing their new system, it took an average of 15 minutes to find and pull critical files for CHAUHDL's Emergency Room patients. In many emergency situations, doctors can't wait that long to administer treatment. So the Emergency Room doctors treated patients before they even received the patient's medical records.

Now, the Emergency Room doctors see patient files on screen within seconds of when a patient is admitted to the Emergency Room. This instant information can save lives by alerting doctors to lethal drug interactions and allergies.

It's impressive to realize that, thanks to a new way of working and the advantages it offers, Kodak Scanners can truly make a positive difference when it comes to treating patients at Centre Hospitalier Affilié Universitaire Hôtel-Dieu Lévis.

To learn more about Kodak Document Imaging Products and Services, contact your Authorized Reseller of Kodak Products, call 1-800-944-6171, or log on to www.kodak.com/go/docimaging.

Virginia Department Of Motor Vehicles Enhances Customer Service

SITUATION

Department of Motor Vehicles battles a backlog of documents to microfilm and index, which impedes customer service. Labor-intensive manual indexing and retrieval processes derail worker productivity.

OBJECTIVE

Improve productivity, security, and customer service with an enterprise content management solution that automates record retention and eliminates the backlog of work.

SOLUTION

Kodak i820 Scanner and eight Kodak i600 Series Scanners combined with an OnBase solution that includes Datacap Inc. Taskmaster Forms Processing Software and Kofax Image Products bar code recognition technology.

COMMENT

"This will help us reach our customer service goals and we expect savings in shipping alone during the first year of Phase 3 to total approximately \$500,000."

-Theresa Gonyo,
Director of
Data Management,
Virginia Department
of Motor Vehicles



Jokes about sluggish service at the Department of Motor Vehicles (DMV) in Virginia may soon be a thing of the past. While jokes about long DMV lines are a staple for stand-up comics, the introduction of a Kodak i820 Scanner and eight Kodak i600 Series Scanners has improved response time and decreased costs, which translates into more positive customer experiences.

"Our goal is to offer the ultimate in customer service, and this technology will help us meet our goal," says Theresa Gonyo, Director of Data Management at the VA DMV.

Battling a backlog: processing 8-10 million documents a year

Prior to implementing its document imaging solution, the VA DMV microfilmed 8-10 million licensing, titling, and other documents annually as part of its daily business.

The VA state library requires a retention period of 8-23 years on these documents. As a result, DMV staff spent a significant amount of time microfilming, indexing, retrieving, and then purging microfilm.

The process was time-consuming, labor-intensive, and expensive: it required 32 full-time and nine part-time employees. The manual indexing process required user intervention on every document microfilmed, for example. And the retrieval process also was intense and required significant staff time as well.

Even with 41 employees, there was a massive backlog of documents to be imaged to microfilm. This created a space problem: where to store the documents waiting to be microfilmed? And a search problem: what if you need to search for a document before it has been microfilmed? And an extra step of labor: it took several moves to

and from storage areas before the documents were finally microfilmed and destroyed.

The documents come from many outlets, including DMV Customer Service Centers, mail, and online dealers. They also arrive in a variety of formats, such as postal mail, e-mail, and faxes. The microfilming work center began losing ground on the growing number of documents in queue.

"We had never been able to effectively deal with the volume of documents we needed to store," comments Ms. Gonyo. "Now we're facing legislation from the Real ID Act, which tightens security standards for state driver's licenses and identification documents and will require citizens to show additional proof of identity. This means we'll have to process and store an even larger volume of documents."

Finding the right providers and the best solution

To battle the backlog, the VA DMV decided to look for a content management system capable of automated indexing, fast retrieval, and ease of use along with fast, reliable scanners able to withstand heavy use and still provide outstanding image quality.

"We wanted document imaging so that we could scan work directly into the automated system from our 73 Customer Service Centers, 35 DMV Selects, and 1,106 online dealer centers rather than having the documents shipped to headquarters," states Gonyo. "The goal being to provide the best possible customer service while improving image quality."

After evaluating a number of software vendors and solution providers, VA DMV chose Information Access Systems (IAS), an authorized OnBase solution provider. And because of the

DMV's comfort and familiarity with Kodak's exceptional image quality and the need for heavy production scanning, IAS recommended Kodak Scanners exclusively.

"We developed an excellent working relationship with IAS. They put together our entire solution, including our Kodak i820 Scanner and eight Kodak i600 Series Scanners," says Gonyo. "We selected Kodak i600 Series Scanners because of their throughput, unparalleled image quality, and heavy production level usage. And we picked the Kodak i820 Scanner because of all that and also post scanner imprinting capability."

Though the VA DMV's goal is to use its scanner solution from Kodak across its enterprise of almost 2,000 users, the agency will implement it with a phased approach to avoid budgetary and change-management objections—and deliver fast returns.

High volume scanning eliminates document traffic jams and backlogs

The first phase of the VA DMV's solution is centralized scanning of title applications, driver license applications, conviction reports, accident reports, and other documents received from their Customer Service Centers, DMV Selects, and online dealer centers. When the documents arrive at headquarters in Richmond, they are scanned using the Kodak i820 Scanner and/or one of the Kodak i600 Series Scanners.

As part of the first phase of the project, the scanners have also been used to scan—and index using bar codes—the entire backfile of several million documents.

"Our new scanners enable us to process higher-than-anticipated document volumes without compromising performance—and even improving image quality," says Gonyo. "It's great to eliminate that backlog of work."

Speeding through daily transactions, improving customer service

Clerks view the documents from OnBase and enter data into the department's mainframe Customer Service System (CSS). Using the OnBase Application Enabler module, indexing values can automatically be extracted from the CSS and associated with the documents. This means the DMV archives documents faster...and provides faster customer service when retrieving documents.

In addition, VA DMV has implemented a number of technologies that reduce the manual labor associated with document indexing. For instance, users can generate cover sheets utilizing 2-D bar codes with some transactions as part of the indexing process. The DMV also uses its new scanners to store copies of orders and notices generated in two legacy systems without manual intervention.

Phases 2 & 3: merging more users, documents, and points of entry

Phase 1 of the solution was rolled out to about 100 users at the DMV headquarters. Ultimately, it will expand to about 1,800 users, including the Customer Service Centers and remote locations like titling agencies and law enforcement.

Phase 2 will also include the conversion of all documents from paper to electronic, including medical control reports, motor carrier tax reports, and audit reports.

The final phase of the solution will virtually eliminate document shipping. IAS will implement OnBase Disconnected Scanning at more than 73 Customer Service Locations, 35 DMV Selects, and approximately 1,106 online dealer centers. This will allow users there to scan all documents as they are generated or collected.

Increasing productivity, decreasing error, improving customer service, and saving money too!

Now that documents are more accessible, VA DMV employees are more productive. They spend less time processing information, so they operate more efficiently. And because most data has been automated, there's less chance of human error in indexing. Bottom line: improved productivity and customer service.

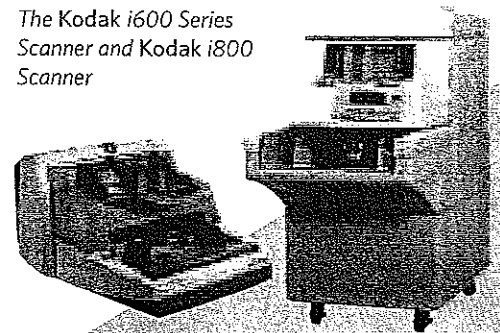
Think about it: the DMV processed 46,000 requests in 2004. Now, in 2006, users (with appropriate rights) can immediately retrieve the documents they need and print, e-mail, or fax them directly from OnBase—significantly decreasing response times.

"From the very beginning, employees loved the new system. Without leaving their desks, they can retrieve and print documents. Kodak's image quality ensures the documents are always legible. And I don't have to pull and replace rolls of film when the documents have reached their retention period.

Not only will this help us reach our customer service goals, but we expect savings in shipping alone during the first year of Phase 3 to total approximately \$500,000."

-Theresa Gonyo

The Kodak i600 Series Scanner and Kodak i800 Scanner



Reference Sheet for KOMAX Business Systems & Kodak Scanners

Wells Fargo – John Thomas – 353-8885
- Bret Pritt – 353-8616

WV DHHR – Forrest Loudin – 558-1649

Brickstreet Ins. – Steve Styles – 926-3470

WV DHHR – Vital Registration – Andrew Neely – 558-1765

