



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:  
**DJS010228**

PAGE:  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**JOHN ABBOTT  
 304-558-2544**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

*Global Science & Technology  
 2110 PLEASANT VALLEY ROAD  
 FAIRMONT, WV 26554*

**DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-09	<del>\$24,030.58</del>	<del>\$24,030.58</del>
<p><b>REQUEST FOR QUOTATION</b></p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DIVISION OF JUVENILE SERVICES TO PROVIDE A SINGLE USER IMAGING SYSTEM.</p> <p>ATTACHMENTS: 1. SPECIFICATIONS            2. AFFIDAVIT</p> <p>MANDATORY PRE-BID: LOCATION: PURCHASING DIVISION            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305            DATE &amp; TIME: 3/20/2007; 10:30 AM</p> <p><b>VENDOR PREFERENCE CERTIFICATE</b></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</p>						

RECEIVED  
 APR 25 12:01  
 PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Cynthia Wadsworth</i>	TELEPHONE 304-368-1862 EXT. 15	DATE 4/25/2007	
TITLE DIRECTOR PROJECTS	FEIN 52-1701242	ADDRESS CHANGES TO BE NOTED ABOVE	

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

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

1. Awards will be made in the best interest of the State of West Virginia.
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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*.
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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.
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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  
 Post Office Box 50130  
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# Request for Quotation

RFQ NUMBER: **DJS010228**

PAGE: **2**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**JOHN ABBOTT**  
**304-558-2544**

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

**DIVISION OF JUVENILE SERVICES**  
  
**SECOND FLOOR**  
**1200 QUARRIER STREET**  
**CHARLESTON, WV**  
**25301**      **304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CERTIFICATION; OR</p> <p>( ) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION 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 VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</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>( ) 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;</p> <p>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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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PAGE:  
**3**

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RFQ COPY  
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SHIP TO

**DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029**

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03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR 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 &amp; 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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# Request for Quotation

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**DJS010228**

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**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
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 304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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BIDDER: Global Science & Technology, Inc.  
 DATE: 4/25/2007  
 SIGNED: *Cheryl Woodworth*  
 TITLE: Director, Projects

\* 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)

**NOTICE**

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 BUILDING 15  
 2019 WASHINGTON STREET, EAST  
 CHARLESTON, WV 25305-0130

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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# Request for Quotation

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**DJS010228**

PAGE  
**5**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**JOHN ABBOTT**  
**304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

ATTN TO

DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				JOHN ABBOTT	-----	
RFQ. NO.:				DJS010228	-----	
BID OPENING DATE:				3/29/2007	-----	
BID OPENING TIME:				1:30 PM	-----	
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
				304-368-1863	-----	
CONTACT PERSON (PLEASE PRINT CLEARLY):						
				CANNON WADSWORTH	-----	
***** THIS IS THE END OF RFQ DJS010228 ***** TOTAL:						<u>\$24,030<sup>SB</sup></u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

**COTS-BASED SINGLE USER IMAGING SYSTEM  
REQUEST FOR QUOTE  
WEST VIRGINIA DIVISION OF JUVENILE SERVICES  
RFP #: DJS010228**

**GENERAL INFORMATION**

The central office for the Division of Juvenile Services (DJS) is located at 1200 Quarrier Street, Charleston, WV 25301.

DJS is seeking a cots-based, single user imaging system to for archiving and retrieving resident and eventually personnel files. DJS is interested in a solution which will allow the central site to store all records and via a secure internet connection, transmit files to their external facilities as required.

Each resident file is made up of approximately 100 pieces of paper, some double-sided, some multi-copy and various paper weights and sizes, including card stock, ranging in size from 5 x 7 to 8-1/2 x 11.

There are approximately 1000 intakes and 100 re-entries into the system files per year, equating to an average of 1,000,000 pages, or images, which will need to be scanned.

**SPECIFICATIONS**

1. Only COTS Application Solutions will be considered.
2. Vendor shall quote an ODBC compliant, COTS solution that will accommodate the requirements for a system providing real-time access for up to five (5) users, but shall be scalable to allow for future expansion.
3. The system shall have the ability to include electronic documents from other applications such as Word, WordPerfect or Excel. The vendor shall describe the method by which electronic documents are associated with imaged DJS files.
4. At a minimum, DJS needs to have all files indexed by name, social security number and date of birth (DOB), DJS#, MMIS# and Intake Facility name. The vendor should propose additional indexing schemes for consideration.
  - a. With regard to personnel records, the vendor should propose separate indexing scheme. This indexing scheme should include Name, DOB, SSN, Title, and Work Facility.

5. The system shall have the ability to perform frequent queries using these indexing fields for the purpose of locating specific resident records. The system shall also be flexible, allowing the user to add additional index fields, as required.
6. The system shall have security access capabilities, including, but not limited to: HIPPA compliance and agency authorization levels, with regard to resident records.
7. The system shall have the ability to apply temporary redaction of the document, e.g. strike sensitive information.
8. The system must be capable of storing images on media that meets legal governance regarding evidence in a court of law. (WORM)
9. The system shall be capable of sharing resident files with external DJS facilities, via a secure web-based server.
10. The vendor shall list and quote costs associated with ALL hardware required implementing a single user imaging system.
11. DJS intends to purchase a separate server to house the active, searchable imaging system. The vendor must include the specifications recommended for any hardware needed for this project, including, but not limited to: the central server, the recommended storage device, the imaging workstation and attached scanner.
12. Vendor shall quote all costs associated with a proposed storage solution which is appropriate to the volume of documents anticipated over a five year period. At a minimum this shall include consideration for storage on CD-R media.
13. The system shall provide a backup mechanism for both data and indexes. The vendor shall describe how their system will meet this requirement.
14. The system shall be capable of providing print on demand functionality as well as full record printing, as well as the ability to fax or e-mail documents.
15. The vendor must indicate any additional costs of hardware required to expand the initial system to accommodate multiple users.
16. The vendor must provide a detailed Project Plan, describing milestones, and timelines associated with each portion of this project.
17. DJS requests that the successful vendor's Project Leader be available, on a weekly basis to meet with the DJS staff, to provide updates and progress reports on the implementation.
18. The vendor shall propose necessary services and costs required for training of DJS personnel on the imaging system. This shall include at least eight hours of train-the-trainer training, for a minimum of three (3) DJS employees.



19. The vendor shall quote costs associated with all necessary services required for the installation of the imaging system. The vendor shall include any costs associated with modifications needed to customize system for DJS' specific needs.
20. The quote shall include any on-going maintenance cost necessary.
21. The vendor shall provide a minimum of three client references. The references shall be for systems of similar configuration. One of these references shall be for a system implemented in a similar government facility environment. References shall include a contact name, telephone number, company name, address and description of system, software, hardware, number of users, etc.
22. All costs associated with implementation, customization or installation shall be inclusive of travel, as required by West Virginia Purchasing Guidelines.
23. Vendor shall provide a detailed project proposal and description of system and elements being proposed.



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PAGE  
 1

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 JOHN ABBOTT  
 304-558-2544

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 TYPE NAME/ADDRESS HERE

SHIP TO

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DIVISION OF JUVENILE SERVICES  
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 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/29/2007				
BID OPENING DATE: 04/19/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM #01		
				THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE TO 4/19/2007; 1:30 PM.		
				ADDENDUM #02 WILL FOLLOW AT A LATER DATE, BUT BEFORE THE NEW BID OPENING DATE.		
				***** END OF ADDENDUM #01 *****		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Carrie W. Smith* TELEPHONE: 304-368-1062 EXT 15 DATE: 4/25/2007

TITLE: Director Projects FEIN: 52-1701242 ADDRESS CHANGES TO BE NOTED ABOVE

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

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
JOHN ABBOTT 304-558-2544

VENDOR

**GLOBAL SCIENCE & TECHNOLOGY**  
 2110 PLEASANT VALLEY RD.  
 FAIRMONT, WV 26554

SHIP TO

**DIVISION OF JUVENILE SERVICES**  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/16/2007				

BID OPENING DATE: 04/26/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #02						
THIS ADDENDUM IS ISSUED TO PROVIDE CLARIFICATIONS AS A RESULT OF THE PRE-BID MEETING HELD ON 3/20/07, AND TO EXTEND THE BID OPENING DATE.						
ATTACHMENT: 1. ADDENDUM #02 - CLARIFICATIONS 2. ADDENDUM ACKNOWLEDGEMENT						
NEW BID OPENING DATE: 4/26/2007; 1:30 PM						
***** END OF ADDENDUM #02						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>John Abbott</i>	304-368-1862 EXT. 15	4/25/2007
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Director, Projects	52-170124Z	

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

**ADDENDUM**  
**DJS010228 Imaging System**

*Clarifications*

1. Change Single User System to Five (5) User System.  
50ppm/black & white/3 stations. Data and image backup.
2. Servers will be needed. Possibly two (2). One server for storage of data and one a Web Server. Provide minimum specification for capabilities discussed. Storage of approximately an average of seven (7) years on resident files, before purging.
3. WEB-based Secure Access.
4. Delete item #12.
5. (#3) No revision or alterations allowed for original documentation. Additional documentation can be added to show revision/changes.
6. No requirement for OCR abilities.
7. Indexing capabilities via manual code for unique identifiers.
8. Database preference of SQL. Vendor installation.
9. Secure off-site storage at the Divisions discretion. (Hard-drive Backup at CTO office.)
10. Scanner with minimum specification to meet scan ability of approximately 5,000 documents per day. One (1) Heavy Duty and Two (2) Medium Duty.
11. Black & White document and image formats only.
12. Average document size will be 8-1/2 x11. Nothing smaller.
13. Ongoing support charges/fees and/or costs per year. I.e., service agreements, updates, license, maintenance, consumables, trainings on any updates, upgrades or changes to software, etc.
14. Minimum costs of future expansion capabilities.
15. Compatibility with Purchasing/Auditors imaging systems.
16. WORM cache is approved.
17. Minimum requirement needed for on demand printing and/or e-mailing.

WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer:	Page	Req. or P. O. No.:
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Vendor:	Spending Unit:
---------	----------------

Requisition No.: DJS010228

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 ✓

No. 2 ✓

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

*Carmel M. Brown*  
Signature

*Global Science & Technology, Inc.*  
Company

*4/25/2007*  
Date



April 24, 2007

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

Subject: RFQ No. DJS010228

Global Science and Technology, Inc. (GST) is pleased to provide the following response in accordance with all requirements specified in the RFQ Number DJS010228.

We have carefully selected the software and hardware based on our experience providing similar systems for West Virginia state agencies over the last several years.

The information below provides information detailing the compliance with all of the original RFQ requirements along with all of the items listed in addendum #02.

**Imaging System Description:**

The system we propose is based on EMC's ApplicationXtender (AX) document imaging software. AX is a mature and robust web enabled document imaging platform used by thousands of companies worldwide to house their business critical images and files.

AX supports unlimited predefined and ad hoc querying of the stored files. AX's indexing system is user configurable and expandable on the fly without custom programming. The indexing scheme proposed by Juvenile Services is acceptable and additional fields can be added to the scheme later without additional cost.

The software provides storage and printing of scanned images and import of native format files such as Word documents and Excel spreadsheets through the program menu. AX is compatible with Windows print to fax capabilities and has MS-Outlook integration for interfacing to email.

AX can be configured for HIPPA compliance and supports temporary redaction that can be enabled or disabled based on security parameters. The AX printing subsystem permits printing of redacted or non redacted documents.

AX is capable of storing image data to any file system accessible to Windows operating systems including those provided by Hierarchical Storage Management (HSM) software like EMC's DiskXtender or Plasmon Diamond that interface to WORM media such as UDO WORM optical disks, CD ROMS, and DVD ROMS.

Microsoft SQL Server Express Edition, a free product, is recommended for index storage but AX can use any ODBC accessible database including Oracle. With this system design, all server software including database, HSM, and webserver software can all run on a single physical server that meets the minimum specifications we define below.

Index backup will be achieved by scheduling a nightly database backup that will be written to tape. Image backup can be achieved by using HSM software interfacing to an optical storage device such as UDO disks or CD-ROMS. The server should have sufficient drive space to store cached version of all document images and native files without accessing the optical disks. DJS will require approximately 500GB to store 7,000,000 scanned B&T group4 TIFF images. The server cache and image backup system purchased should be capable of storing 500GB.

AX has no scalability limitations and is only restrained by the speed of the database and file server. An entry level server meeting the minimum specifications below will accommodate 10 to 20 concurrent users without additional hardware. If DJS anticipates a significant number of additional users in the near future it should consider buying additional server capacity at the initial purchase.

The scanned images created by this system are compatible with the WV State Auditor's document imaging standards but must first be converted to PDF and signed with PGP before being sent to the Auditor's office. With Fairmont State and Marshall University under contract, GST is the only vendor to date that has implemented a system interfacing to the Auditor's webservice.

**Pricing Schedule:**

Item Description:	Quantity:	Item Totals:
Software: EMC ApplicationXtender 5-9 User License	5	\$ 9,904.38
Software Assurance: EMC ApplicationXtender 5-9*	5	\$ 1,980.88
 Canon DR5010C Scanners	 3	 \$ 9,775.92
 Server Pentium 2.8Ghz Dual Core, 2GB RAM, Win2003 Server	 1	 \$ 2,369.40
		<b>\$ 24,030.58</b>

\* Yearly Recurring Cost

**System Hardware Specifications:**

**Server:**

Dell Poweredge 840  
 Dual Core Intel Pentium D  
 2.8Ghz  
 2GB RAM  
 500GB HD  
 Tape Drive for index backup  
 Windows Server 2003  
 Backup Exec Backup Software

**Scanner:**

Canon DR5010C  
 50 Pages Per Minute (PPM)  
 Duty Cycle: 6000 pages per day





**Installation and Training**

There are no additional costs above the price of the software for the installation and one day train the trainer training.

**Timeline**

The system will be fully installed within two weeks after the arrival on site of all hardware and software.

**References**

Holly Fluharty

Fairmont State University, Fairmont WV

304.367.4108

10 user Ascent Capture and Fujitsu based imaging system interface to WV State Auditor

Kelley Smith

Marshall University, Huntington WV

304.696.6520

11 User Application Xtender and Bell & Howell based document imaging and management system interfacing to WV State Auditor.

Sandy Keller

WVDOH, Charleston WV

304.558.9524

25 user Application Xtender and Fujitsu based general purpose document imaging and management system.

Kristy James


WVDMV, Charleston WV

304.558.9525

250 user Kofax, Documentum, and Bell & Howell based general purpose document imaging and management system.

Thank you for your consideration of Global Science & Technology, Inc. for your document management needs.

Sincerely,



Cannon Wadsworth

Director, State & Commercial Projects



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Global Science & Technology, Inc.

2110 Pleasant Valley Road • Fairmont, West Virginia 26554

# 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 exceed 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](http://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: GLOBAL Science & Technology Inc.

Authorized Signature: Sandra Stewart Date: 04/25/07