



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
DJS010234

PAGE
1

ADDRESS CORRESPONDENCE TO (VENDOR)
**JOHN ABBOTT
304-558-2544**

RFQ COPY
TYPE NAME/ADDRESS HERE
Psycare, Inc.

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/01/2007				
BID OPENING DATE: 03/01/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		948-74		
<p align="center">REQUEST FOR QUOTATION</p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DIVISION OF JUVENILE SERVICES TO PROVIDE AN OPEN-END CONTRACT FOR MENTAL HEALTH CARE SERVICES.</p> <p>PRE-BID: A MANDATORY PRE-BID WILL BE HELD ON FEBRUARY 21, 2007; 11:00 AM AT THE PURCHASING DIVISION, LOCATED AT 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>ATTACHMENTS: 1. SPECIFICATIONS / BID SCHEDULE 2. AFFIDAVIT</p> <p>MENTAL HEALTH CARE SERVICES</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT.</p> <p>SEE S. 1. IN THE SPECIFICATIONS FOR ALLOWABLE PRICE INCREASES DURING THE LIFE OF THIS CONTRACT.</p> <p>EXHIBIT 3</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>R. V. ...</i>	TELEPHONE 304-768-6170	DATE 3/12/07
TITLE CEO	FIRM 55-0715643	ADDRESS CHANGES TO BE NOTED ABOVE

↑ only nec. on pg. 1



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ADDRESS FOR CORRESPONDENCE OR ATTENTION OF
**JOHN ABBOTT
 304-558-2544**

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

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02/01/2007				
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LINE	QUANTITY	UOP	UNIT PRICE	AMOUNT
<p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME</p>				

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>R. D. Abbott</i>	TELEPHONE 304-768-6170	DATE 3/12/07
TITLE CEO	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 OR ATTENTION ONLY)
**JOHN ABBOTT
 304-558-2544**

RFQ COPY

TYPE NAME/ADDRESS HERE

RFQ COPY

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/01/2007				
BID OPENING DATE: 03/01/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	QTY /ID	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>R. Voltm</i>	TELEPHONE 304-768-6170	DATE 3/12/07
TITLE CEO	ADDRESS CHANGES TO BE NOTED ABOVE	

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PAGE:
4

ADDRESS OF RESPONDENCE OR BIDDING OFFICE:
**JOHN ABBOTT
 304-558-2544**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

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

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02/01/2007				
BID OPENING DATE: 03/01/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	QTY NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *R. V. [Signature]* TELEPHONE: 304-768-6120 DATE: 3/22/07

TITLE: CEO FEIN: ADDRESS CHANGES TO BE NOTED ABOVE

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

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

DATE PRINTED 02/01/2007	TERMS OF SALE	SHIP VIA	FOB	FRIGHT TERMS
BID OPENING DATE: 03/01/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	UNIT	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PRECEDING SUBMISSION OF THIS BID; OR () BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *R. Volt* TELEPHONE **304-268-6170** DATE **3/12/07**

TITLE **CEO** ADDRESS CHANGES TO BE NOTED ABOVE

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



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RFQ NUMBER: **DJS010234**

PAGE: **6**

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

RFQ COPY

TYPE NAME/ADDRESS HERE

RFQ COPY

DIVISION OF JUVENILE SERVICES

**SECOND FLOOR
 1200 QUARRIER STREET
 CHARLESTON, WV
 25301 304-558-6029**

DATE PRINTED: 02/01/2007	TERMS OF SALE	SHIP/MA	F.B.B.	FREIGHT TERMS
BID OPENING DATE: 03/01/2007		BID OPENING TIME: 01:30PM		

LINE	QUANTITY	UOP	QTY NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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: <u>PSY CARE INC.</u></p> <p>DATE: <u>2.21.07</u></p> <p>SIGNED: <u>R. Volt MD</u></p> <p>TITLE: <u>CEO</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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: R. Volt MD TELEPHONE: 304-268-6170 DATE: 3/12/07

TITLE: CEO FEIN: ADDRESS CHANGES TO BE NOTED ABOVE

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



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**Request for
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DJS010234

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ADDRESS FOR CORRESPONDENCE (IF DIFFERENT FROM BUYER)
**JOHN ABBOTT
 304-558-2544**

RFQ COPY

TYPE NAME/ADDRESS HERE

RFQ COPY

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

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02/01/2007				
BID OPENING DATE: 03/01/2007		BID OPENING TIME 01:30PM		
LINE	QUANTITY	UOP	UNIT PRICE	AMOUNT
<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> <p>BUYER: JOHN ABBOTT-----</p> <p>RFQ. NO.: DJS010234-----</p> <p>BID OPENING DATE: 03/01/2007-----</p> <p>BID OPENING TIME: 1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 304-768-2099 -----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): ----- KATHY THOMAS -----</p> <p>***** THIS IS THE END OF RFQ DJS010234 ***** TOTAL: \$141,600.00</p>				
SEE REVERSE SIDE FOR TERMS AND CONDITIONS				
SIGNATURE <i>R. Valters MD</i>		TELEPHONE 304-768-6170		DATE 3/12/07
TITLE CEO		ADDRESS CHANGES TO BE NOTED ABOVE		

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**MENTAL HEALTH SERVICES SPECIFICATIONS
REQUEST FOR QUOTATION
WEST VIRGINIA DIVISION OF JUVENILE SERVICES
RFQ #: DJS010234**

FACILITIES TO BE CONTRACTED

The central office for the Division of Juvenile Services is located at 1200 Quarrier Street (2nd Floor), Charleston, WV 25301. However, delivery of services will be at the following locations.

The West Virginia Industrial Home for Youth is located at 7 Industrial Blvd., Industrial, (Harrison County) West Virginia 26375. This maximum secured correctional facility is a 206 bed facility.

The Davis Center is located at Blackwater Falls Road, Davis, (Tucker County) West Virginia 26260. This minimum security correctional facility is a 60 bed facility.

The Vicki Douglas Juvenile Center is located at 900 Emmett Rousch Drive, Martinsburg, (Berkley/Jefferson Counties) West Virginia, 25401. This center is a 24 bed facility which serves residents from the eastern part of the state.

The Northern Juvenile Center is located at 1000 Chapline Street, Wheeling (Ohio County) West Virginia, 26003. This center is a 19 bed facility which serves residents from the northern panhandle of the state.

The Lorrie Yeager Juvenile Center is located at 907 Mission Drive, Parkersburg, (Wood County) West Virginia, 26103. This center is a 24 bed facility which serves residents from the north central part of the state.

The Sam Perdue Juvenile Center is located at 843 Shelter Road, Princeton, (Mercer County) West Virginia, 24740. This center is a 24 bed facility which serves residents from the southern part of the state.

The J.H. "Tiger" Morton Juvenile Facility is located at 60 Manfred Holland Way, Dunbar, (Kanawha County) West Virginia, 25064. This center is a 24 bed facility and serves residents from the south central region of the state.

The Donald R. Kuhn Juvenile Center is located at One Lory Place, Julian (Boone County) West Virginia, 25529. This is a 48 bed facility which serves residents from all over the state.

The J.M. "Chick" Buckbee Juvenile Center is located at One Jerry Lane, Augusta (Hampshire County) West Virginia, 26704. This center is a 24 bed facility which serves residents from the Potomac Highlands region in West Virginia.



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

VENDOR

PSYCARE
4825 MACCORKLE AVENUE
SOUTH CHARLESTON, WV 25309

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
02/22/2007				

BID OPENING DATE: **03/13/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
THIS ADDENDUM IS ISSUED TO DELETE, ADD TO, AND/OR MODIFY THE ORIGINAL REQUIREMENTS OF THE REQUEST FOR QUOTATION AS STATED BELOW.						
ATTACHMENTS: 1. MODIFICATION/CLARIFICATION TO THE SPECIFICATIONS 2. ADDENDUM ACKNOWLEDGEMENT						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>RUELM</i>	TELEPHONE 304-768-6170	DATE 3/12/07
TITLE CEO	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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RFQ – DJS010234

PsyCare

3/13/07

RE: Addendum 1, clarifications #4,5

The RFQ for mental health services included the positions for Program Director and Psychiatric Facilitator. The job description for the Program Director reflects this to be a job that is already being performed by DJS employees. This was raised at the pre-bid and should be excluded from the RFQ. The additional cost to the taxpayers of this state is unwarranted.

The Psychiatric Facilitator position was implemented to assist the psychiatrist with the telemedicine operations at the juvenile facilities as they were opening. This position is no longer necessary as all facilities are now open and with the exception of the WVIHY, telemedicine is being provided.

This bid is for the provision of psychiatric services for all the juvenile facilities via telemedicine. The creation of the above two positions would serve no benefit to the juvenile population, and funding such positions would only waste taxpayers money.

**ADDENDUM 1
DJS010234 Mental Health Services**

Clarifications

- 1. Mental health crisis intervention services will be available 24/7 via on-call duties. A list of available on-call mental health staff will be provided with names and contact numbers. (Mental health equivalent of duty officers.)**
- 2. When formulary medications cannot be utilized, a letter/note of justification must be provided for billing documentation purposes.**
- 3. It is understood that there are some medication that cannot be phoned in, but all appropriate steps shall be taken in order to provide the prescribed meds at the earliest possible time. Any necessary documentation shall be forwarded immediately.**
- 4. Program Director shall be a forty (40) hours a week position. Duties and recommendations will be reviewed and directed/determined by the division's Assistant Director of Programs and Treatment in conjunction with the Deputy Director or designee. Travel will be as required or requested. Travel expenses will be the responsibility of the vendor. Clinical expertise and guidance will be utilized to assist in development of appropriate programs and treatments in various areas, for the Division's resident population, as well as specialized programs and/or treatment for those residents determined to have special needs. They will assist, as requested, in monitoring implemented plans and collecting statistical data and providing data analysis.**
- 5. Psychiatric Clinic Facilitator to be provided for each institution with a minimum of 3 hours per week spent on location. Signed documentation will be required for time spent on grounds.**
- 6. The Division will utilize the clinical expertise of the mental health staff, as requested by the agency's Assistant Director of Programs and Treatment and/or the Deputy Director or designee, in the form of guidance and/or recommendations in the division's efforts to improve/develop and implement programs and treatments for the division's juvenile population.**
- 7. Copies of all credentials and/or certifications for any employees to be utilized through this contract will be provided for review with the bid.**

WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer:	Page	Req. or P. O. No.:
	32	3	DJS010234
Vendor:	Spending Unit:		

Requisition No.: _____

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 RV
- No. 2 RV
- No. 3 RV
- No. 4 RV
- No. 5 RV

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

RV
Signature

PSYCARE
Company

3/12/07
Date