

**TELECOMMUNICATIONS
PROPOSAL**

PREPARED FOR

**WV DIVISION OF
REHABILITATION SERVICES
DISABILITY DETERMINATION SECTION**

PREPARED BY



CONTRACTORS LICENSE # WV014757

**4108 MACCORKLE AVE. SE
CHARLESTON, WV 25304
304-340-4288 MAIN 304-340-4293 FAX**

**TAMMRA NEVILLE
SR. ACCOUNT MANAGER**

JULY 24, 2006



P.O. BOX 4447 • CHARLESTON, WEST VIRGINIA 25364 • PHONE (304) 340-4288

July 24, 2006

Ms. Krista Ferrell
WV Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305

Dear Ms. Ferrell,

Thank you for the opportunity to present a telecommunications solution for the WV Division of Rehabilitation Services, Disability Determination Section.

The proposed Toshiba CTX670 has been designed to meet and exceed all the specifications of RFQ# DRS070007.

This includes all general, system and technical requirements, surge and ups protection, administration and staff training, and 24-month maintenance warranty.

Additional adds, moves, and changes not considered under the maintenance plan will be billed at Access Systems' standard rates.

Base Bid Total Price: \$73,300

Extended Maintenance for years 3 thru 5: \$1800 annual - \$5400 total

Prepared By:

A handwritten signature in cursive script that reads "Tammra Neville".

Tammra Neville
Sr. Account Manager



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
 DRS070007

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

Access Systems

SHIP TO

DIV OF REHABILITATION SERVICES
 DISABILITY DETERMINATION SECT.
 1206 QUARRIER ST, SUITE 200
 2ND FLOOR MASON BLDG.
 CHARLESTON, WV
 25301 304-558-5340

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/22/2006				

BID OPENING DATE: 07/26/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		725-56		\$ 73,300
TELEPHONE SYSTEMS (2-60 STATIONS) REQUEST FOR QUOTATION THE WEST VIRGINIA PURCHASING DIVISION ON BEHALF OF THE AGENCY, THE WEST VIRGINIA DIVISION OF REHABILITATION SERVICE'S DISABILITY DETERMINATION SECTION, IS SOLICITING BIDS TO PROVIDE EQUIPMENT, INSTALLATION, TRAINING, AND MAINTENANCE OF A NEW PHONE SYSTEM TO REPLACE THE EXISTING SYSTEM AT THE DISABILITY DETERMINATIONS SECTIONS'S LOCATION AT 500 QUARRIER STREET, SUITE 500, CHARLESTON, WV. A MANDATORY PRE-BID MEETING WILL BE HELD ON AT THE DISABILITY DETERMINATION OFFICE AT 500 QUARRIER STREET IN CHARLESTON, WV ON JULY 10, 2006 AT 10:00 AM. THIS IS A SECURE BUILDING. PLEASE ALLOW TIME TO GO THRU SECURITY UPON YOUR ARRIVAL. ANY VENDOR FAILING TO ATTEND THE MANDATORY PRE-BID MEETING WILL BE DISQUALIFIED FROM BIDDING ON THIS PROJECT. SPECIFICATION PER THE ATTACHED PAGES. THE TERM FOR MAINTENANCE SHALL BE ESTABLISHED BY CHANGE ORDER UPON RECEIPT, INSTALLATION, AND ACCEPTANCE OF THE PHONE SYSTEM BY THE AGENCY. MAINTENANCE FOR YEARS 3, 4, AND 5 SHALL BE ADDED BY CHANGE ORDER ON THE ANNIVERSARY DATE ESTABLISHED FOR ACCEPTANCE.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Jammar Neville* TELEPHONE 340-4288 DATE 7-24-06

TITLE Sr. Account Manager FEIN 55-068-4486 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.
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 registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
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. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices 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.

ORIGINAL SIGNED BID TO:

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

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



State of West Virginia
 Department of Administration
 Purchasing Division
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BID OPENING DATE: 07/26/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>EXHIBIT 5</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 30 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HERE IN.</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>REV. 1/2005</p> <p style="text-align: center;">NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>BID MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Tammara Neville</i>	TELEPHONE 340-4288	DATE 7-24-06
TITLE Sr. Account Manager	FEIN 55-068-4486	ADDRESS CHANGES TO BE NOTED ABOVE

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

CHARLESTON DISABILITY DETERMINATION SECTION TELECOMMUNICATIONS RFQ

ALL TELECOMMUNICATIONS AND VOICE PROCESSING COMPONENTS MUST BE FROM A SINGLE MANUFACTURER.

Background/Location

To provide equipment, installation, training, and maintenance of a new phone system to replace the existing system for the Disability Determination Section located at 500 Quarrier Street, Suite 500, Charleston, WV.

General Requirements:

The vendor is responsible for the complete system installation and training of the agency personnel on the system. All services are to be provided at the customer site. The vendor must bid new equipment, no exceptions. The quote shall include all labor required to install and/or configure, program, test for operation of the equipment provided, and provide for training as specified. The purchase price of the telephone system must include installation, training, and a full two year maintenance warranty. The response time for a service call from the agency must be with a call back within 30 minutes of a major outage (central answering position out or more than 25% of stations out). Technician will be on site within three (3) hours for a major outage; response time of eight (8) hours to minor failure (stations other than answering positions).

System Requirements:

The system shall be installed to handle two (2) PRI circuits, one hundred forty-four (144) digital station ports and fourteen (14) analog ports for fax/modems. The system shall be expandable to 600 universal ports. Caller ID is required for all stations that receive incoming, internal, transferred or forwarded calls.

The proposed system shall be controlled by one central CPU. The networking of systems together is not an option. The system must support smart media/compact flash storage with stored program control design. The system programming must be able to be accessed remotely with access to the phone system, call accounting and voice processing system through dial-up modem.

Hold, Message LED, Conference/Transfer, a LCD, and caller ID are required. The phone must be headset compatible with three ring modes including a vibration mode.

Three (3) Conference phones shall be full duplex stations with the ability to add external microphones and have Caller ID. Two (2) of the conference phones must have external microphones.

Voice Processing/Call Coverage

The system shall include an integrated Microsoft Windows based voice processing system with Automated Attendant and Voice Mail. System integration must support Call Recording and Voice Mail Soft keys on the station LCD. The Automated Attendant shall allow a caller to input a first or last name to be connected to an extension. The Voice Mail shall include the ability for guest mailboxes, time and date stamp on receipt of messages, outcall notification, interface to light the message waiting lamp on the telephone sets, and a minimum of 7 personal greetings. The Voice Processing System shall be upgradeable to the following capabilities: Fax Server, Unified Messaging, Text-to-Speech, and Interactive Voice response. The Voice Processing System shall be installed with minimum of 16 ports and 300 hours of storage. It must be expandable to a maximum of 32 ports.

Call Accounting System:

Vendors must include a Call Accounting System that fully integrates with the quoted system. This system must allow various customizable reports that include, but not limited to, time, date, extension making call, duration and cost. System must allow monitoring calls per day by extension or department and provide trunk analysis. The Call Accounting System shall be Microsoft Windows based software and will reside on a PC supplied by the vendor (The PC will also be used for phone system administration). A printer must also be supplied by the vendor that will be used for reports, etc.

PC Specifications: Minimum Pentium 4 processor or equivalent. minimum 1 GB RAM, minimum 80 GB hard drive, CD/DVD RW combo drive, minimum 3.0 GHz/1MB 12 cache. Monitor will be flat panel color with a minimum screen size of 19 inches.

Printer specifications: The printer will be monochrome laser with a minimum of 25 ppm,

a minimum 300 mhz processor, minimum 32 MB RAM, and a minimum paper handling of 250 pages. The printer must be supported by a Microsoft Windows operating system.

UPS/Battery Back Up

The system shall include a power failure backup that will run the telephone system for a minimum of 4 hours in the event of a commercial power failure.

Surge Protection

The system must be installed with adequate protection for power spikes including lightning. All system electrical failures must be covered in the warranty or maintenance.

Qualifications:

The vendor shall have sold, serviced, and maintained the quoted product line for five years. Three vendor technicians must be certified on the proposed system. The vendor must provide three references of installations comparable in size of the quoted system. One must be a state agency. List agency or company name, contact information, system size and install date. **Vendors should include proof of five year's product line sales, service and maintenance and required references in their bid submission.**

Training:

Training shall be provided by the successful vendor in a classroom setting with live stations for demonstration and hands-on learning. User guides are required for all quoted stations and features. The successful vendor shall have a representative on site for the first two week days after the cut over to assist in training and programming issues.

The successful vendor shall also include the training of a systems administrator which will include training on voice mail administration and the administration of the telephone system including adding features to extensions and moving extensions from one location to another active location.

The telephone system must support simultaneous voice and data transmission over the same IP network. This includes VoIP trunk applications and IP telephone remote user applications that support employees working off-site or at home with the same feature/function capabilities as if they were locally connected extensions in the telephone system. This technology must be fully integrated into the installed system. A third party add on unit is not acceptable.

In addition to the above requirements, the system shall include the following: 6 party Conferencing, a minimum of 30 station and 800 system Speed Dial, 16 Group Paging through phones, External Paging, Account Codes for toll calling, Multiple Directory Numbers, Auto Off-Hook Selection, Ringing Line Preference, Digital PAD, Multiple MOH Interfaces, Two Color LEDs, Full Feature Prompting Soft-Key Integration with system and voice-mail, Enhanced 911 capabilities, Ring Down, Auto Night Service Activation, system-wide and station Call Forward External/ Internal.

Station Requirements:

One (1) digital station shall be a Central Answering Position with 20 programmable keys and DSS/BLF for all other extensions. Twenty (20) digital stations shall have a minimum of 20 programmable keys. One hundred fifteen (115) digital stations shall have a minimum of 10 programmable keys. Several stations may be wall mounted. Nine (9) stations will require headsets. Ten (10) additional headsets are needed as a supply for future use.

All digital stations shall consist of the following features: programmable buttons for Intercom, Multiple Directory Numbers, BLF's, lines and features. Fixed buttons for Hold, Message Light, Conference/Transfer, Speed Dial, Redial, Volume Control for handset, ringer and speaker. The stations shall also have speakerphone and the ability to disable the speakerphone function. (Most of the stations will need the speakerphone function disabled). LCD display (day date, time, call duration) minimum of 2 lines 24 characters with Multiple Level Feature Menus.

Five (5) Cordless phones shall have 900 MHZ digital spread spectrum technology and be capable of using the same port as a digital station, mimicking the extension number or in a stand-alone scenario. Four programmable buttons are required for features and multiple line access.



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PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

RFQ COPY

RFQ COPY

DIV OF REHABILITATION SERVICES
 DISABILITY DETERMINATION SECT.
 1206 QUARRIER ST, SUITE 200
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 CHARLESTON, WV
 25301 304-558-5340

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/22/2006				

BID OPENING DATE: 07/26/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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SEALED BID

BUYER:

21

REQ. NO.:

DRS070007.

BID OPENING DATE:

07/26/2006

BID OPENING TIME:

1:30 PM

PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:

340-4293

PLEASE PRINT OR TYPE NAME OF PERSON TO CONTACT CONCERNING THIS QUOTE:

Tammra Neville

***** THIS IS THE END OF RFQ DRS070007 ***** TOTAL:

\$ 73,300

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE Tammra Neville TELEPHONE 340-4288 DATE 7-24-06

TITLE Sr. Account Manager FEIN 55-068-4486 ADDRESS CHANGES TO BE NOTED ABOVE

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

System Installation / Cutover / Post Cutover Support

The vendor must provide a minimum of two certified technicians to perform the cutover over a weekend. The vendor must also be supported by manufacturer technical support during the cutover.

Warranty/Maintenance:

Standard warranty shall be a minimum of two (2) years on parts and labor inclusive of surge protection as specified above. Warranty shall become effective upon installation and acceptance of the system by the agency. The agency will add the actual effective dates to the Purchase Order when known via an approved Change Order to the Purchase Order.

Post warranty maintenance for years 3, 4, and 5 must be quoted separately and shall cover parts and labor inclusive of surge protection as specified above. The agency reserves the right to add the additional years' maintenance at the quoted price any time during the life of the contract.

Award

Award shall be based on the lowest bid vendor meeting specifications for the system as specified, inclusive of 2 year warranty, and additional 3 years maintenance.

Telephone system inclusive of 2 year warranty		\$ <u>73,300</u>
(Vendors shall not quote the 2 year warranty as a separate item.)		
Additional Maintenance	Year 3	\$ <u>1800</u>
	Year 4	\$ <u>1800</u>
	Year 5	\$ <u>1800</u>
GRAND TOTAL FOR EVALUATION		\$ <u>78,700</u>



TELECOMMUNICATIONS SYSTEM DESIGNED FOR THE
WV DIVISION OF REHABILITATION SERVICES
DISABILITY DETERMINATION SECTION
CHARLESTON, WV

Part No.	Description	Qty
2200-16155-001	Polycom External Mics	3
2200-16200-001	Polycom Sound Station 2 EX	3
350-032	ONEAC Grounding Strap for 66 Block.	1
405FLEXSF-8000A	GN Netcom Flex SureFit headset with 8000 MPA Amp.	19
6-AP	ONEAC Model 6-AP Analog Line Protector 66 Block.	8
APCBE750	UPS for Conference Phones	3
BCOCIS1A	4-circuit analog Loop Start CO Line with MW&Caller ID Interface	1
BCOCIU1A	4-circuit analog Loop Start CO Line with MW&Caller ID Interface	1
BHEU1A	Headset/HESB Interface for Digital Telephone.	19
BIOU1A	Option Paging, Relay Control and MOH Interface Unit.	1
BPTU1A	ISDN Primary Rate Interface Unit.	2
BSIS1A	4-port Serial Interface Subassembly.	1
BSLS1A	8-circuit Standard Telephone Interface Unit without MW.	1
BSLU1A	8-circuit Standard Telephone Interface Unit without MW.	1
BSTCIU1A	8-circuit Standard Telephone Interface with MW and CID	1
BWDKU1A	16-Circuit Digital Station Interface Unit.	9
CHSUE672A+PS	Expansion Cabinet with Power Supply.	2
CTX670-IES32-LG	CTX670 IES32 Large System Package.	1
	Base Cabinet with Power Supply (CHSUB672A+PS)	1
	Basic Release 4.x Processor (BCTU2A)	1
	Expansion Release 4.x Processor (BEXU2A)	1
	Remote Maintenance Modem (AMDS1A)	1
	4-port CO line/station license (LIC670-4 PORTS)	32
	Stratagy iES32 12-port Voice Processing System	1
DDSS3260	60-button Digital Direct Station Select Console - Gray.	3
DKT2204-CT	Cordless 900 Mhz Spread Spectrum Digital Telephone.	5
DKT3210-SD	10-button Digital Speakerphone with LCD - Charcoal Gray	115
DKT3220-SD	20-button Digital Speakerphone with LCD - Charcoal Gray	21
IES32-UP-4PORT	Stratagy iES32 Four Port VPS Upgrade	1
LIC-4 BASIC	4-port CO Line/Station License	12
NW1191003PKG	Callwhere Pro Network Call Accting w/ Turnkey PC Pkg (Keyboard, Mouse, 19" Monitor)	1
ONE200	UPS for Cordless Phones	5
PC1000A-S4SW	ONEAC Model PC1000A, 1000 VA Power Conditioner for Telephone System	1
PPTC-9	Modular DB9 connector for connecting an SMDI or SMDR PC	1
RJ-DP48C	ONEAC RJ48C Digital Line Protector(2 pr,4 wire) modular	2
RPRI-CBL-KIT	ISDN PRI Cable Kit with Ferrite Core.	2
RPSB2A	3-Outlet AC Power Strip Box (Standard 120VAC Cord).	1
SUA750XL	750 UPS/ Power Conditioner for Call Accounting /System Admin PC Pkg	1
SUA24XLBP	Extended Battery Pack 24V	1
T8550	Power Pack - Heavy Duty Battery for Reserve Power for Telephone System	3

Total Price of This Quote

\$73,300

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:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

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: Access Systems

Authorized Signature: Jammar Neville Date: 7-24-06



State of West Virginia
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 KRISTA FERRELL
 304-558-2596

*709055848 304-340-4288
 ACCESS SYSTEMS
 4108 MACCORKLE AVENUE SE
 CHARLESTON WV 25304

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VENDOR

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07/13/2006				

BID OPENING DATE: 07/26/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO EXTEND THE QUESTION PERIOD FOR THIS RFQ TO 07/14/2006 AT NOON. QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL AT KFERRELL@WVADMIN.GOV OR VIA FAX AT 304-558-4115. TECHNICAL QUESTIONS RECEIVED AFTER THIS DEADLINE MAY NOT BE ANSWERED. ONLY QUESTIONS CONCERNING BID SUBMISSION WILL BE ANSWERED AFTER THIS DEADLINE. QUESTIONS AND ANSWERS WILL BE ADDED BY ADDENDUM.		
				ATTACHED IS A COPY OF THE ANSWERS FROM THE OPEN DISCUSSION AT THE MANDATORY PRE-BID CONFERENCE.		
				BID OPENING DATE REMAINS: 07/26/2006 BOD OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
1001	1	LS		725-56		
				TELEPHONE SYSTEMS (2-60 STATIONS)		
				***** THIS IS THE END OF RFQ DRS070007 *****		TOTAL: \$ 73,300

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Jammar Neville* TELEPHONE: 340-4288 DATE: 7-24-06
 TITLE: Sr. Account Manager FEIN: 55-068-4486 ADDRESS CHANGES TO BE NOTED ABOVE

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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

1. The growth requirements of the telephone system is amended to be expandable to 450 universal ports. The State is willing to buy telephone sets, cards, licenses and expansion cabinets as growth is needed but will not accept a new main cabinet/processor or any "forklift" upgrade.
2. The system shall be equipped to handle eight (8) analog central office lines in addition to the two (2) PRI's.
3. The requirement for Digital PAD is removed from the specifications of this RFQ. This will be handled through the network.
4. Vendors may quote IP telephone sets in place of digital sets provided that they install new cabling to the affected stations as well as new switches, routers and any other network equipment that could affect the performance of the telephone(s) and/or phone system.
5. The requirement for one reference to be a state agency is amended. One of the three references must be a government agency. This agency could be federal, state, county, city or municipality.
6. The required headsets could be corded or cordless.
7. The UPS quoted by vendors shall be enough to run all components of the telephone system except the conference phones for a minimum of four (4) hours. The conference phones shall remain operable for a minimum of one (1) hour in the event of a power outage. The four-hour requirement pertains to the computers that run the consoles, call accounting and voice mail systems as well as all headsets and other components.
8. The voice processing system must be capable of providing a minimum of 1000 user mailboxes.
9. The requirements for system administrator training shall also include factory or manufacturer based classroom training for up to 3 state employees on administering and maintaining the telephone system.
10. The requirements for Text-to-Speech and Interactive Voice Response are deleted from the voice processing system requirements. The Unified Messaging feature is something that the agency may request in the future. The system bid by vendors shall work with the Novell Groupwise and Microsoft Exchange email platforms.

11. The post-warranty maintenance costs that are quoted in response to this RFQ shall be held firm for the full five-year life of the system only if the state accepts the maintenance contract sometime during the first 12 months after the system warranty expires. After 12 months, the agency must obtain a new cost quote for a post-warranty maintenance contract.
12. The system must support, at a minimum, smart media or compact flash type backup data storage.
13. Vendors shall meet the external paging requirement by re-utilizing the existing Valcom paging system at DDS or by including the cost of a replacement 6-zone external paging system as part of your bid price.
14. The conference phones required in this RFQ shall be Polycom or equal conference phones with 2 extended microphones each. These conference phones shall be extensions off of the phone system.
15. Add-on modules are an acceptable way to achieve the number of programmable buttons required for any station on the system.

STATE OF WEST VIRGINIA VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts).

West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

A. Application is made for 2.5% preference for the reason checked:

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
Bidder is a partnership, association or corporation resident vendor and 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 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
Bidder is a 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.

B. Application is made for 2.5% preference for the reason checked:

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
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 Bidder's 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.

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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Tax & 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.

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.

Bidder: Access Systems

Signed: Jammar Neville

Date: 7-24-06

Title: Sr. Account Manager

*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 of 5% preference for both "A" and "B".



REFERENCES

City of Charleston
City Hall
501 Virginia Street
Charleston, WV 25301
Contact: Peter Gallo
Phone: 1-304-348-8048
Installed: 2006 Upgrade
Current System Size: 3 PRI's / 170+ Stations / Strategy VPS

Kanawha County Schools
Board of Education
200 Elizabeth Street
Charleston, WV 25311
Contact: Tim Easterday
Phone: 348-6120
Installed: 2003
Current System Size: 4 PRI's / 150+ Stations / Strategy VPS

WV Division of Natural Resources
1900 Kanawha Blvd. Bldg 3
Charleston, WV 25305
Contact: Steve Monroe
Phone: 558-2760
Installed: 2006 Upgrade
Current System Size: 2 PRI's / 150+ Stations / Strategy VPS

WV Bureau of Employment Programs
112 California Avenue
Charleston, WV 25305
Contact: Eve Hardman
Phone: 558-2634
Installed: 2002
Current System Size: 180 CO Lines / 300+ Stations / VPS

WV Public Service Commission
201 Brooks Street
Charleston, WV 25301
Contact: Dana Schultz
Phone: 340-0344
Installed: 2002
Current System Size: 2 PRI's / 250+ extensions / Strategy VPS

TOSHIBA CORPORATION

DIGITAL SOLUTIONS DIVISION
9740 Irvine Blvd
Irvine, CA 92618-1697
Tel: 949-583-3090 ext 5116 Fax: 949-206-3544
Email: sherry.mcwatters@tais.toshiba.com

July 13, 2006

Ms. Krista Ferrell
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
PO Box 50130
Charleston, WV 25305-0130

RE: RFQ DRS070007

We would like to personally thank you for considering a Toshiba business telecommunication system. It goes without saying that we believe a Toshiba system is your best choice. We'd like to tell you why we feel this way.

Toshiba America Information Systems, Inc. is part of a worldwide family of Toshiba companies providing high quality electronic and telecommunication products with annual combined sales in excess of \$43.8 billion. Our Telecommunication Systems Division has been a leader in the U.S. key system market since 1974 and the PBX market since 1983. In addition, Toshiba has also been a pioneer of many significant technological advancements in the telecommunication industry.

Toshiba products are sold through a nationwide network of authorized dealers that are carefully selected, providing unparalleled technical, sales and service support. We are pleased to confirm that **Access Systems, Inc.** is an authorized dealer. **Access Systems, Inc. has been authorized to sell and maintain Toshiba telecommunication systems since July 1990.** You can be assured that this authorized dealer is thoroughly and professionally trained on Toshiba products.

We at Toshiba make available to all our dealers a supply of spare and add-on parts to be used in meeting future service needs for at least seven years beyond the date of the last product shipment.

Thank you for your interest in Toshiba, and we hope you will choose **Access Systems, Inc.** to serve your telecommunication needs.

Sincerely,

Sherry L. McWatters
Regional Sales Manager
Digital Solutions Division
Toshiba America Information Systems, Inc.

TOSHIBA

Certificate of Achievement

This Certificate confirms that

Jason Knapp

Access Systems, Inc.

has completed the requirements for certification on

IP Enabled CTX

September 29, 2003

Date Printed: 7/24/2006

Serial Number: 24604

To verify authenticity call 1-849-583-3740



Dick Lewandowski - Manager of Technical Training

TOSHIBA

Certificate of Achievement

This confirms that

Jason Knapp

Access Systems, Inc.

has completed the requirements for

Strata CTX Basic Certification 2004

October 13, 2004

Date Printed: 7/24/2006

Serial Number: 33583

To verify authenticity call 1-849-583-3740



Dick Lewandowski - Manager of Technical Training

TOSHIBA

Certificate of Achievement

This confirms that

Jason Knapp

Access Systems, Inc.

completed all requirements for Specialist (Level 1)

CIX Certification in an IP Environment

February 9, 2006

Date Printed: 7/24/2006

Serial Number: 58536

To verify authenticity call 1-848-583-3740

Richard Lewandowski

Dick Lewandowski - Manager of Technical Training

TOSHIBA

Certificate of Achievement

This Certificate confirms that

Brian Wilkinson

Access Systems, Inc.

has completed the requirements for certification on

IP Enabled CTX

September 30, 2003

Date Printed: 7/24/2006

Serial Number: 24824

To verify authenticity call 1-949-583-3740



Dick Lewandowski - Manager of Technical Training

TOSHIBA

Certificate of Achievement

This confirms that

Brian Wilkinson

Access Systems, Inc.

has completed the requirements for

Strata CTX Basic Certification 2004

October 13, 2004

Date Printed: 7/24/2006

Serial Number: 33582

To verify authenticity call 1-949-583-3740



Dick Lewandowski - Manager of Technical Training

TOSHIBA

Certificate of Achievement

This Certificate confirms that

Shane Young

Access Systems, Inc.

has completed the requirements for certification on

IP Enabled CTX

July 24, 2006

Date Printed: 7/24/2006

Serial Number: 68628

To verify authenticity call 1-949-583-3740



Dick Lewandowski - Manager of Technical Training

TOSHIBA

Certificate of Achievement

This confirms that

Shane Young

Access Systems, Inc.

has completed the requirements for


Strata CTX Basic Certification 2004

June 5, 2006

Date Printed: 7/24/2006

Serial Number: 65844

To verify authenticity call 1-949-583-3740



Dick Lewandowski - Manager of Technical Training