



An SBA Certified HUBZone Concern

Wednesday, November 8, 2006

Krista Ferrell
WV Purchasing Division
2019 Washington St E
Po Box 50130
Charleston, WV 25305-0130

Re: EDD262572 - To Provide Digital Resource Website Design And Organization Of
21st Century Business Forums Ending 6/30/2007

Ms. Ferrell:

Please accept Information Research Corporation's (IRC) bid for the Request for Quote (RFQ) Number: EDD262572. Included are the completed original RFQ and the four (4) addendums. The previous submission was not sealed and appropriately marked as stated within the RFQ requirements. If you have any questions about the submission, please do not hesitate to contact me at (304) 368-1002 Ext. 11.

Thank you for your time and effort. It is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Hunt", with a stylized flourish at the end.

Bill Hunt
Associate Vice President
Information Research Corporation

Enclosure

Information Research Corporation

Principal Office ▪ 150C John Street ▪ Weston, WV 26452 ▪ P: 304.269.6803 ▪ F: 304.269.6806
Regional Office ▪ 1000 Technology Drive, Suite 3130 ▪ Fairmont, WV 26554 ▪ P: 304.368.1002 ▪ F: 304.368.0999

www.ircwv.com



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
 EDD262572

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

Information Research Corporation
 1000 Technology Drive, Suite 3130
 Fairmont WV 26554

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED 10/05/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 10/19/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		924-10		\$46,855.00
CONSULTING, EDUCATIONAL REQUEST FOR QUOTATION OPEN END CONTRACT THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF EDUCATION, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE THE AGENCY WITH DIGITAL RESOURCE WEBSITE DESIGN AND ORGANIZATION OF 21ST CENTURY BUSINESS FORUMS ENDING JUNE 30, 2007 PER THE ATTACHED SPECIFICATIONS. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD 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. 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.						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						

SIGNATURE 	TELEPHONE (304) 368-1002	DATE 11/06/06
TITLE Associate Vice President	FEIN 31-155-7628	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 \$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
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ADDRESS CORRESPONDENCE TO ATTENTION OF
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 304-558-2596

VENDOR

RFQ COPY
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 Information Research Corporation
 1000 Technology Drive, Suite 3130
 Fairmont, WV 26554

SHIP TO

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DATE PRINTED 10/05/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 SERVICE 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 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>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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

SIGNATURE <i>Will X. J. J. II</i>	TELEPHONE (304) 368-1002	DATE 11/06/06
TITLE Associate Vice President	FEIN 31-155-7628	ADDRESS CHANGES TO BE NOTED ABOVE

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



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<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</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>(x) 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE (304) 368-1002	DATE 11/06/06
TITLE Associate Vice President	FEIN 31-155-7628	ADDRESS CHANGES TO BE NOTED ABOVE

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<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>(x) 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 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Will A. J. J.</i>	TELEPHONE (304) 368-1002	DATE 11/06/06
TITLE Associate Vice President	FEIN 31-155-7628	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>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: Information Research Corporation</p> <p>DATE: 11/06/06</p> <p>SIGNED: <i>Bill Hunt</i> Bill Hunt</p> <p>TITLE: Associate Vice President</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Bill Hunt</i>	TELEPHONE (304) 368-1002	DATE 11/06/06	
TITLE Associate Vice President	FEIN 31-155-7628	ADDRESS CHANGES TO BE NOTED ABOVE	

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<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 style="text-align: center;">NOTICE</p> <p>A 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>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: 21</p> <p>RFQ NO.: EDD262572</p> <p>BID OPENING DATE: 10/19/2006</p> <p>BID OPENING TIME: 1:30 PM</p>						

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TITLE Associate Vice President	FEIN 31-155-7628	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: (304) 368-0999 CONTACT PERSON (PLEASE PRINT CLEARLY): Bill Hunt, Associate Vice Presidnt Email: bhunt@ircwv.com Phone: (304) 368-1002 Ext 11						
***** THIS IS THE END OF RFQ EDD262572 ***** TOTAL						\$46,855.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE (304) 368-1002	DATE 11/06/06
TITLE Associate Vice President	FAX 31-155-7628	ADDRESS CHANGES TO BE NOTED ABOVE

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NEED

An entity is needed to serve as a consultant for the West Virginia Department of Education to serve as a digital resource website designer and organizer of 21st Century business forums beginning October 2, 2006 and ending June 30, 2007.

1. Assist WVDE in the continued development of 21st century web-based resource materials; co-design effective instructional strategies and technology-based resources that complement/extend the WVDE 21st Century Digital Resource
 2. Create alternative learning designs for online delivery of the 21st Century orientation course: CD, website and a web-based professional development course
 3. Facilitate the adaptation of National Board Professional Teaching Standards course materials to an asynchronous Web-based environment
 4. Co-design and create pedagogically sound course materials that require the integration of technology with instruction in online environments including multimedia-authoring tools such as Flash™, Photoshop™, streaming media, audio/video technologies and other related software.
 5. Assist in the analysis of learning goals, learners, and learning context for course design and evaluation.
 6. Participate in the co-production of course materials that require the integration of technology with instruction including Web development, multimedia authoring tools, streaming media audio/video technologies and ensuring appropriate evaluation methods are included.
 7. Participate in establishing course development schedules.
 8. Employ effective time management strategies while working on multiple course development projects simultaneously.
 9. Integrate all course elements and provide attention to detail and quality assurance in the development of electronic course materials.
 10. Assist WVDE in defining appropriate instructional strategies & philosophies in the preparation of courses & course redesign.
 11. Provide knowledge & skills in instructional design, assessment, adult learning theories, instructional principles & practice.
 12. Analyze existing instructional materials to identify potential areas for design modification using new technologies
 13. Work collaboratively with WVDE staff & development teams to develop/promote a variety of support services
 14. Assist WVDE development teams in the design of effective web-based instructional strategies in collaboration with content specialists and technical support.
 15. Assist WVDE development teams in the design of effective web-based WVDE 21st Century Digital Resource surveys and evaluations.
 16. Assist WVDE in the promotion and organization of 21st Century business forums.
 17. Assist WVDE in the design of 21st Century model classrooms for 2006-07.
-

RequirementsPrior Experience

1. Development of 21st Century web-based coursework addressing the following topics: 21st century skills, tools and assessment and their integration within the existing classroom curriculum through an online collaborative environment
2. Design and delivery of 21st Century skills, tools and assessment professional development in multiple settings with teachers, administrators and district/state educators.
3. Develop and deliver baseline and summative surveys assessing knowledge of 21st century skills, tools and assessments for students, teachers and parents.
4. Develop and deliver local, state and national presentations regarding 21st century skills, tools and assessments utilizing recent innovations in web technologies
5. Promotion and organization of 21st Century business forums.

Funding

Position contingent upon receipt of Benedum Foundation funding.

Cost Proposal

Vendors are asked to submit an hourly rate computed to include all incidentals such as travel or other reimbursable expenses

Price Quotations:

The price(s) quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract.

Any anticipated overhead, support staff, travel expenses, indirect costing of expenses or any other reimbursable expenses must be incorporated into the vendor's fee. No separate payments for these types of expenses will be made, and they shall be considered the sole responsibility of the vendor.

BID SHEET

Vendor Name: Information Research Corporation

Vendor Address: 1000 Technology Drive, Suite 3130

Fairmont, WV 26554

Vendor Phone: (304) 368-1002

Hourly rate for the completion of tasks described in the attached RFQ.

500 * hours x _____ rate = Please see Addendum 3 Bid Sheet

NOTE: Any anticipated travel expenses will need to be accounted for and included in the determination of the above rate. The hours established above are only an estimation of the quantity expected and are to be used for evaluation purposes only. The actual number of hours will vary and thus the contract shall be considered open-ended.

A F F I D A V I T011**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

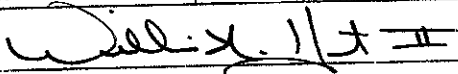
LICENSING:

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: Information Research CorporationAuthorized Signature: Date: 11/06/2006



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
 EDD262572

PAGE
 1

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

VENDOR:

RFQ COPY
 TYPE NAME/ADDRESS HERE

Information Research Corporation
 1000 Technology Drive, Suite 3130
 Fairmont, WV 26554

SHIP TO:

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED: 10/12/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 10/19/2006	BID OPENING TIME		01:30PM	

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		924-10		\$46,855.00
<p style="text-align: center;">ADDENDUM NO. 1</p> <p>THIS ADDENDUM IS ISSUED TO SET A PERIOD FOR TECHNICAL QUESTIONS FOR THIS RFQ. TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KFERRELL@WVADMIN.GOV. DEADLINE FOR TECHNICAL QUESTIONS IS 10/17/2006 AT 5PM. QUESTIONS RECEIVED PRIOR TO THIS DATE WILL BE ANSWERED BY ADDENDUM. QUESTIONS CONCERNING BID SUBMISSION MAY BE SUBMITTED AT ANY TIME AND IN ANY FORMAT.</p> <p>ALSO TO EXTEND THE BID OPENING DATE TO ALLOW FOR THE INCORPORATION OF THE ANSWERS INTO THE VENDORS BID RESPONSES.</p> <p>BID OPENING DATE IS EXTENDED TO: 10/26/2006 BID OPENING TIME REMAINS: 1:30 PM</p> <p>***** END ADDENDUM NO. 1 *****</p> <p>CONSULTING, EDUCATIONAL</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE (304) 368-1002	DATE 11/06/06
TITLE Associate Vice President	FEIN 31-155-7628	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)**

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8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
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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
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER
 EDD262572

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ADDRESS CORRESPONDENCE TO ATTENTION OF
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 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

Information Research Corporation
 1000 Technology Drive, Suite 3130
 Fairmont, WV 26554

V
E
N
D
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DEPARTMENT OF EDUCATION

BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

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DATE PRINTED 10/20/2006	TERMS OF SALE 11/02/2006	SHIP VIA	F.O.B.	FREIGHT TERMS BID OPENING TIME 01:30PM
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE. TECHNICAL QUESTIONS SUBMITTED BEFORE THE OCTOBER 17, 2006 DEADLINE ARE BEING ANSWERED AND WILL BE ISSUED IN AN ADDENDUM AT A LATER DATE.		
				BID OPENING DATE IS EXTENDED TO: 11/2/2006 BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 2 *****		
0001	1	EA		924-10		\$46,855.00
				CONSULTING, EDUCATIONAL		
				***** THIS IS THE END OF RFQ EDD262572 *****	TOTAL:	\$46,855.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE (304) 368-1002	DATE 11/06/06
TITLE Associate Vice President	FEIN 31-155-7628	ADDRESS CHANGES TO BE NOTED ABOVE

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

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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
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 Post Office Box 50130
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Request for Quotation

RFQ NUMBER
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VENDOR

DEPARTMENT OF EDUCATION

BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

SHIP TO

DATE PRINTED 10/23/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 11/07/2006		BID OPENING TIME		01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3						
<p>THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RECEIVED PRIOR TO THE OCTOBER 17, 2006 DEADLINE FOR TECHNICAL QUESTIONS. QUESTIONS CONCERNING BID SUBMISSION WILL STILL BE ANSWERED AND MAY BE SUBMITTED IN ANY FORMAT TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION AT 304-558-2596 (PHONE), 304-558-4115 (FAX) OR EMAIL AT KFERRELL@WVADMIN.GOV. ALSO TO ADD REVISED SPECIFICATION PAGES 8-12.</p> <p>THE BID OPENING DATE IS EXTENDED TO ALLOW VENDORS AN OPPORTUNITY TO INCORPORATE THESE ANSWERS INTO THEIR BID RESPONSES.</p> <p>BID OPENING DATE IS EXTENDED TO: 11/07/2006 BID OPENING TIME REMAINS: 1:30 PM</p> <p>***** END ADDENDUM NO. 3 *****</p>						
0001	1	EA		924-10		\$46,855.00
				CONSULTING, EDUCATIONAL		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE (304) 368-1002	DATE 11/06/06
TITLE Associate Vice President	FEIN 31-155-7628	ADDRESS CHANGES TO BE NOTED ABOVE

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SIGNED BID TO:

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

Addendum No. 3
Answers to Technical Questions

002

Question: Is a proposal required in addition to the number of hours?

Answer: No. *Please refer to revised specifications for requirements.*

Question: What finished products are required?

Answer: Finished products include, but are not limited to:

- 1.) Additional web-based resources to be added to the 21st Century Digital Resource
- 2.) 21st Century Digital Resource CD
- 3.) 21st Century Digital Resource web-based professional development course
- 4.) National Board of Professional Teaching Standards web-based professional development course
- 5.) 21st Century Digital Resource surveys and evaluations
- 6.) Assist WVDE in the organization and promotion of the 21st Century Business Forums
- 7.) Assist WVDE in the design of 21st Century model classrooms for 2006-2007

Question: Please explain exactly what is required for items #4 and #6.

Answer: Products for the 21st Century Digital Resource and the National Board Professional Teaching Standards web-based professional development include materials designed with, but no limited to:

- 1.) Audio/video technologies
- 2.) Flash
- 3.) Photoshop
- 4.) Web development
- 5.) Other technologies/software as needed

Question: Will the consultant be expected to be present in Charleston for the entire 500 hours or only periodically?

Answer: *Please see revised specifications for requirements.*

Question: Will the consultant be expected to attend every business forum? If so, where are the forums being held-various locations in WV-or-all locally in Charleston?

Answer: The consultant will not only need to attend each forum, but will need to make contacts and coordinate and facilitate each forum. The forum sites will be direct billed to the WVDE and are tentatively planned at the following locations: Charleston, Morgantown, Flatwoods, Beckley, etc.

Question: Since this is educational consulting services, what format will the deliverables be presented-collaborative meetings, documentation, actual technical development or a combination?

Answer: The format would be a combination of all of these.

Question: National Board Professional Teaching Standards course materials: In what form are these materials provided? Does NBPTS provide full web applications that would require integration in the WVDE's existing server environment? Or are these materials provided in database form for use in a custom application to be developed by the successful bidder? Or are these materials provided in the form of document files (such as Word or pdf) that the end user will access through a web based application developed by the successful bidder?

Answer: NBPTS course documents (currently in both Word and pdf formats) developed by West Virginia educators are currently located on the WVLeads-Desire to Learn (D2L) course management platform <http://wvlearns.k12.wv.us/>. The successful bidder will assist with the development of a new full complement of National Board documents, discussions, and materials to be determined by a design team to be hosted on D2L in the format of a course. We want to emphasize that the intended scope of this RFQ will be the development of new resources continuing from those already existing. Additional information regarding the NBPTS can be found at their site at <http://www.nbpts.org>.

Question: In what way does the work outlined in this RFQ relate to the material located at <http://wvde.state.wv.us/21stcenturydigitalresource/>. Will this new work replace or add to and enhance this existing site?

Answer: This work will add to and enhance the content currently located at <http://wvde.state.wv.us/21stcenturydigitalresource/>.

Question: Is the site referenced in question 2 the "21st Century orientation course? Or is the course something else? And if so, is there an online example of the course we can examine?

Answer: The site referenced in question 2, <http://wvde.state.wv.us/21stcenturydigitalresource/> is the site from which the course will be developed. There is currently no course, it will be the result of this RFQ.

Question: In what server environment (i.e. Coldfusion, ASP, PHP, NET, etc) will the work be required to operate?

Answer: All work is static content to be placed on the D2L platform or on the website, <http://wvde.state.wv.us/21stcenturydigitalresource/>.

Question: The term "21st Century" is used repeatedly in the RFQ seems to refer to a specific title of a program or initiative. We have found a number of websites (i.e. www.21learn.org and www.21stcenturyskills.org and many others) that seem to utilize this phrase in the title of their programs/initiatives. All refer to education, but it is unclear what relationship between many of these sites is and whether they are, in turn, part of a larger, single program/initiative. Is there a website that details the root of the "21st Century" program/initiative being utilized by the WVDE that you can provide us?

Answer: Reference the following site: <http://www.21centuryskills.org/>

NEED

An entity is needed to serve as a consultant for the West Virginia Department of Education to serve as a digital resource website designer and organizer of 21st Century business forums beginning October 2, 2006 and ending June 30, 2007.

1. Assist WVDE in the continued development of 21st century web-based resource materials; co-design effective instructional strategies and technology-based resources that complement/extend the WVDE 21st Century Digital Resource.
2. Create alternative learning designs for online delivery of the 21st Century orientation course: CD, website and a web-based professional development course.
3. Facilitate the adaptation of National Board Professional Teaching Standards course materials to an asynchronous Web-based environment.
4. Co-design and create pedagogically sound course materials that require the integration of technology with instruction in online environments including multimedia authoring tools such as Flash™, Photoshop™, streaming media, audio/video technologies and other related software.
5. Assist in the analysis of learning goals, learners, and learning context for course design and evaluation.
6. Participate in the co-production of course materials that require the integration of technology with instruction including Web development, multimedia authoring tools, streaming media audio/video technologies and ensuring appropriate evaluation methods are included.
7. Participate in establishing course development schedules.
8. Employ effective time management strategies while working on multiple course development projects simultaneously.
9. Integrate all course elements and provide attention to detail and quality assurance in the development of electronic course materials.
10. Assist WVDE in defining appropriate instructional strategies & philosophies in the preparation of courses & course redesign.
11. Provide knowledge & skills in instructional design, assessment, adult learning theories, instructional principles & practice.
12. Analyze existing instructional materials to identify potential areas for design modification using new technologies.
13. Work collaboratively with WVDE staff & development teams to develop/promote a variety of support services.
14. Assist WVDE development teams in the design of effective web-based instructional strategies in collaboration with content specialists and technical support.
15. Assist WVDE development teams in the design of effective web-based WVDE 21st Century Digital Resource surveys and evaluations.
16. Assist WVDE in the promotion and organization of 21st Century business forums.
17. Assist WVDE in the design of 21st Century model classrooms for 2006-07.

Requirements

Prior Experience

1. Development of 21st Century web-based coursework addressing the following topics: 21st century skills, tools and assessment and their integration within the existing classroom curriculum through an online collaborative environment
Vendor must provide the resume (or equivalent) of the current staff developer of the 21st Century web-based course. In addition as proof of the vendor's capability to provide the service outlined above, the vendor must be able to provide a link to the web-based course
2. Design and delivery of 21st Century skills, tools and assessment professional development in multiple settings with teachers, administrators and district/state educators
3. Develop and deliver baseline and summative surveys assessing knowledge of 21st century skills, tools and assessments for students, teachers and parents. Vendor must provide a sample of a previously used survey which meets the above criteria as documentation of their being qualified to meet this mandatory.
4. Develop and deliver local, state and national presentations regarding 21st century skills, tools and assessments utilizing recent innovations in web technologies
5. Promotion and organization of 21st Century business forums. Vendor must provide a list of at least five (5) clients for whom 21st century business forums have been conducted. List must include business forum name and a current phone number and contact name for each forum

Verification of Qualifications

The West Virginia Department of Education plans to hire a consultant who currently possesses experience and knowledge of the 21st Century Skills Tools and Assessments **It is preferred the vendor submit verifiable proof of their qualifications with their bid response. If not, the agency reserves the right to request this information after the bid opening and the vendor must provide requested information within 48 hours. Failure to provide current educational qualifications may result in disqualification of the vendor's bid.**

Funding

Position contingent upon receipt of Benedum Foundation funding

Cost Proposal

Vendors are asked to submit rates, as outlined in the attached Bid Sheet, computed to include all incidentals such as travel or other reimbursable expenses. No additional expenses shall be paid except to the extent they are included in one of the rates on the attached Bid Sheet.

Travel

It is anticipated the vendor may be called upon to meet face-to-face with Department personnel for purposes of discussion regarding the project as it evolves. Thus, each vendor should determine an all-inclusive (including meals, incidentals, mileage costs, etc.) hourly rate for travel from their location to Charleston. The vendor should take the following into consideration when calculating this amount. The number of face-to-face meetings is estimated to be 15 all-day (8 hour) meetings with the vendor returning home each night (i.e. no overnight stays). In addition we will estimate that 5 additional all-day meetings will involve one night overnight stay, thus incurring the additional expense of one night's lodging. Please develop and insert these rates and complete the appropriate section of the bid page. Note that the estimated number of meetings are to be used for evaluation purposes only, and the rate as bid will be established as a result of the contract.

Price Quotations:

008

The price(s) quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract.

Any anticipated overhead, support staff, travel expenses, indirect costing of expenses or any other reimbursable expenses must be incorporated into the vendor's fee. No separate payments for these types of expenses will be made, and they shall be considered the sole responsibility of the vendor.

BID SHEET

Vendor Name: Information Research Corporation

Vendor Address: 1000 Technology Drive, Suite 3130

Fairmont, WV 26554

Vendor Phone: (304) 368-1002

Hourly rate for the completion of tasks described in the attached RFQ.

500 * hours x 70 rate = \$35,0000.00

Meeting rate: 20 x 8 hours a day x 70 HOURLY rate = \$11,200.00

Overnight lodging add-on: 5 nights x 131 lodging rate = \$655.00

Total: \$46,855.00

NOTE: Any anticipated travel expenses will need to be accounted for and included in the determination of the above rate

* The hours established above are only an estimation of the quantity expected and are to be used for evaluation purposes only. The actual number of hours will vary and thus the contract shall be considered open-ended. The rates will be established as a result of the bid submitted, and will be considered firm during the life of the contract.

009

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:

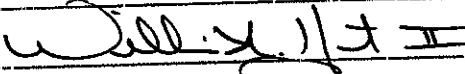
The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

CONFIDENTIALITY:

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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: Information Research Corporation

Authorized Signature:  Date: 11/06/2006



State of West Virginia
 Department of Administration
 Purchasing Division
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Request for Quotation

RFQ NUMBER
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VENDOR

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

Information Research Corporation
 1000 Technology Drive, Suite 3130
 Fairmont, WV 26554

SHIP TO

**DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330**

DATE PRINTED 10/29/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **11/14/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 4						
THIS ADDENDUM IS ISSUED TO REVISE THE BID OPENING DATE.						
BID OPENING DATE IS EXTENDED TO: 11/14/2006						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 4 *****						
0001	1	EA		924-10		\$46,855.00
CONSULTING, EDUCATIONAL						
***** THIS IS THE END OF RFQ EDD262572 ***** TOTAL:						\$46,855.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE (304) 368-1002	DATE 11/06/06
TITLE Associate Vice President	FAX 31-155-7628	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 \$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