



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
ISCG0065

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1

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

VENDOR



Microsoft  
 Attention: Mike Christensen  
 9323 Overlea Drive  
 Rockville, MD 20850

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 IS&C - OPERATIONS MANAGER  
 1 DAVIS SQUARE  
 CHARLESTON, WV  
 25301 304-558-0855

DATE PRINTED 11/30/2006	TERMS OF SALE 01/19/2007	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE:		BID OPENING TIME		01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		920-45		
<p>RFI: VOICE AND WEB CONFERENCING &amp; INSTANT MESSAGING</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS REQUESTING INFORMATIONS TO SET A STATE STANDARD FOR VOICE CONFERENCING, WEB CONFERENCING, AND INSTANT MESSAGING PER THE ATTACHED SPECIFICATION.</p> <p>NO AWARD WILL BE MADE FROM THIS REQUEST FOR INFORMATION. THE INFORMATION GATHERED WILL BE USED TO ASSIST THE OFFICE OF TECHNOLOGY IN DEVELOPING AND REQUEST FOR QUOTATION (RFQ) OR A REQUEST FOR PROPOSAL (RFP) WHICH WILL BE ISSUED AT A LATER.</p> <p>ALL INFORMATION GATHERED DURING THIS PROCESS, INCLUDING PRICING, WILL BE MADE AVAILABLE FOR PUBLIC ACCESS UPON THE AWARD OF THE RESULTING RFQ OR RFP.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS RFI MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA EMAIL AT KFERRELL@WVADMIN.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR TECHNICAL QUESTIONS IS 12/28/2006. QUESTIONS REGARDING THE ACTUAL SUBMISSION OF A VENDOR'S BID MAY BE SUBMITTED AT ANY TIME PRIOR TO THE END DATE FOR THIS REQUEST AND IN ANY FORMAT.</p> <p>ALL TECHNICAL QUESTIONS RECEIVED (IF ANY) WILL BE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



JOE MANCHIN III  
GOVERNOR

STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**  
2019 WASHINGTON STREET, EAST  
P.O. BOX 50130  
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.  
CABINET SECRETARY

DAVID TINCHER  
DIRECTOR

## MEMORANDUM

TO: Vendors

FROM: Krista Ferrell, Senior Buyer *KF*  
Purchasing Division

RE: ISCG0065

DATE: February 8, 2007

The "Request for Information" To set a State Standard for Voice Conferencing, WEB Conferencing and Instant Messaging will not be scanned on the Internet due to the volume. Vendors may view the "Request for Information" at the office of the WV State Purchasing Division, 2019 Washington Street, East, Charleston, WV 25311. You may call me for an appointment at (304) 558-2596, fax: (304)558-4115 or e-mail [kferrell@wvadmin.gov](mailto:kferrell@wvadmin.gov).

KF/SJ

cc: File