



VITAC  
101 Hillpointe Drive  
Canonsburg, PA 15317

Tel (724) 514 - 4000  
Fax (724) 514 - 4111  
www.vitac.com

September 25, 2008

Shelly Murray / File 31  
Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

RFQ Number EBA170  
Bid Opening Date: 9/25/08  
Bid Opening Time: 1:30 PM

Dear Ms. Murray –

Thank you for the opportunity to bid on providing closed-captioning services for West Virginia Educational Broadcasting. You will find all pertinent documents related to the RFQ enclosed in this envelope. I look forward to learning your answer to our proposal.

Sincerely,

Daniel R. Garbark  
Sales Assistant, VITAC  
o: 724-514-4095  
c: 412-260-8955  
e: [dan-g@vitac.com](mailto:dan-g@vitac.com)

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PURCHASING DIVISION  
STATE OF WV

## Executive Summary

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VITAC, a Merrill Communications Company, was founded in 1986 and has become the leading provider of closed captioning and related services in the world. We captioned and subtitled an average of 2,380 hours per week of live and prerecorded programming in 2007. VITAC takes pride in our long-standing history of supplying these and other high-quality services while providing prompt turnaround times, outstanding customer support, and highly competitive pricing. We appreciate the opportunity to present this proposal to West Virginia Educational Broadcasting for the provision of captioning services.

No company employs people more experienced in the development of captioning systems and techniques than VITAC. The executive staff of VITAC includes many long-time professionals, most with more than 15 years experience in the industry. VITAC's employees have helped to develop the standards for captioning, as well as many of the systems used to create, encode, and decode captions. We use this vast knowledge to ensure that our clients receive the highest levels of technical assistance and customer service, along with the best, most efficiently produced and stylistically consistent captions that anyone can create.

VITAC's experience, quality of resources, facilities, and reputation with television networks and producers has been critical to the expansion of closed-captioning services. No other captioning organization can surpass the commitment to excellence and the quality of service that VITAC is prepared to offer under this RFQ.

## Company History

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VITAC was incorporated in March 1986 in Pittsburgh as American Data Captioning, Inc. It sold services under the name CaptionAmerica, and in 1993 changed its name to VITAC, an acronym for "VITal ACcess," which refers to *all* services that make mass media accessible.

VITAC has been continuously providing closed captioning services for the past 22 years. In 2000, VITAC was sold to WordWave, Inc., based in Boston, MA. In 2006, WordWave, Inc. was acquired by Merrill Corporation, a \$1 billion company with 4,800 employees, headquartered in St. Paul, MN. VITAC is incorporated in the Commonwealth of Pennsylvania and is a wholly-owned subsidiary of Merrill Corporation.

VITAC offers offline closed captioning preparation and encoding services for a wide variety of tape and nonlinear formats, realtime captioning services for live programming, as well as video description services to assist viewers who are visually impaired. In 2003, VITAC opened its multi-language subtitling division in Los Angeles, CA, and London, U.K., where it can subtitle up to 45 different languages.

VITAC has been a leader in the captioning industry, and, after many years, the company's mission and vision are intact. We stand behind the VITAC Mission Statement that is posted and shared with all of our employees:

*VITAC's mission is to make media presentations accessible to consumers who require assistance understanding and enjoying sound or images. Our goal is to be the industry leader through our commitment to high performance standards, outstanding customer service, innovation, and technological development. VITAC strives to provide a secure, satisfying future for its employees in an economically sound environment while maintaining the highest standards of integrity.*

## The VITAC Team

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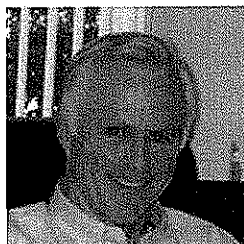
**Patricia Prozzi** serves as the **President of VITAC Corporation**. Prior to her arrival at VITAC, Prozzi was the founder of ProVision Management Partners, a consulting firm that provides high level strategic, marketing and operating consulting as well as interim executive management. Before starting her own company, Prozzi was President of DQE Communications, a provider of dark fiber and other related telecommunications services.

She also spent seven years at AT&T Wireless, where she was Regional President/General Manager. Prozzi led the Pittsburgh-based company to record growth and played a role in the transition from McCaw Communications to AT&T Wireless. She served on the senior teams of technology pioneers Craig McCaw and Jim Barksdale.

From 1978 – 1990, Prozzi held consulting and product management positions with Marketing Corporation of America, H.J. Heinz and Bristol Meyers.

Prozzi has an MBA from the Wharton School, University of Pennsylvania, and a BA in Economics from the University of Pittsburgh.

She has served on several community and corporate boards.



**James Ballard** joined VITAC in 2001. With over 20 years of experience in both the television and information-technology industries, Ballard has held sales and marketing roles at ESPN, Fox Sports, SmartRoute Systems (Westwood One) and LumaPath. Ballard is a former Marine who served in the Sudan and Switzerland and is a graduate of the University of Connecticut. As **Executive Vice President, Sales & Marketing**, he leads sales initiatives from VITAC's Los Angeles, California, office.



For more than 16 years, **Chuck Karlovits** has been involved in finance, administration and production management at VITAC. Before VITAC, he served as Office Manager for Block Court Reporting. He now serves as **Vice President of Realtime Operations** at VITAC. Since he started in realtime-production management, Karlovits has successfully led the department through major industry changes. Karlovits holds a Masters in Management Information Systems, a Masters in Business Administration from Duquesne University and a BS in Business Administration from the University of Dayton.



Since 1997, **Doug Karlovits** has been closely involved in many aspects of VITAC's business. His clear understanding of client needs and his ability to grow with the captioning industry has made him a valuable team player. Karlovits is known as VITAC's "Number-One Problem Solver" assuming responsibility in administration as well as captioning production. Karlovits currently serves as **Senior Vice President of Prerecorded Operations**. Karlovits holds a BS from West Virginia University.



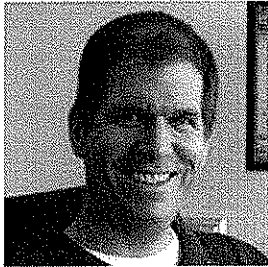
**Timothy Taylor, Vice President of Engineering and Facility Operations**, has over 25 years of experience in the captioning industry and has managed VITAC's technical operations since 1998. Prior to VITAC, Taylor was the co-owner of two technology-based companies in the captioning and consumer-electronics industries, receiving a patent for his work. He also contributed to the development of the first realtime captioning system. Taylor spent eight years at PBS, where he led the development of their VBI data transmission and reception systems. His extensive experience has enabled VITAC to develop new technologies that reduce the cost and increase the quality of our captioning services. Taylor is a graduate of Pittsburgh Technical Institute and received PTI's Distinguished Alumni Award in 2002.



**Dwight Wagner, VITAC's Chief Systems and Technology Officer**, has professionally managed computer systems and development efforts for over sixteen years and has been with VITAC since 1995. Wagner started as a computer Systems Analyst and was responsible for programming and network administration. His involvement with standards committees such as SMPTE and CEA has allowed VITAC to stay in front of the technical wave in areas such as the current DVD subtitling market and upcoming markets, such as HDTV. Wagner and the Systems Development team strive to strengthen VITAC's technical leadership position within the industry. As a Pittsburgh native, Wagner graduated from Westminster College with a BS in Computer Science and Mathematics.



Joining VITAC in March 1994 as a production coordinator, **Franco Bonacchi** was VITAC's first sports coordinator, responsible for maintaining constantly changing schedules and ensuring the captioning of all sports programming. Since then, he has been promoted to **Assistant Manager of Client Services**. Working with Debbie Hammond, Bonacchi oversees scheduling, monitoring, and billing for each program, and maintains daily contact with clients. Bonacchi is a graduate of the University of Pittsburgh with a BA in English Writing.



**Darryn Cleary** began working at VITAC in 1991 as a Production Coordinator of live captioning. He then worked as an Evening Supervisor of live operations at VITAC's headquarters prior to moving into sales in 1995. His vast experience in captioning production gives him the unique perspective to help meet each of his client's needs. As **Vice President, Sales**, Cleary now manages the growth of business to the broadcast and cable networks, syndicators, producers and post houses based on the East Coast. He holds a BA in Communications, with a minor in Business, from

Robert Morris College.



**Debbie Hammond**, a member of the VITAC team since 2001, is the **Manager of VITAC's Client Services Department**, located in our Pittsburgh headquarters. Hammond's experience in the captioning industry has proven to be a great asset to our clients, as she oversees scheduling, monitoring and billing for each program and maintains daily contact with clients. Before her promotion to manager, Hammond served as an Offline Traffic Coordinator and Assistant Manager of Client Services. Hammond graduated magna cum laude from California

University of Pennsylvania with a BA in Radio and TV Communication and a minor in Theater.



**Dan Garbark** joined the VITAC team in 1998 and spent his first eight years with the company as a senior offline captioner. In 2006, he was promoted to **Sales Assistant**. Garbark is responsible for client relations, sales and administration for existing Eastern US customers, including television producers, DVD authoring companies and cable networks. He holds an MA in Corporate Communications and a BA in Journalism, both from Duquesne University. Garbark works in VITAC's Pittsburgh headquarters.



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# Request for Quotation

RFQ NUMBER
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
SHELLY MURRAY 304-558-8801

RFQ COPY

VENDOR



Dan Garbark  
 VITAC  
 101 Hillpoint Drive  
 Canonsburg, PA 15317

SHIP TO

EDUCATIONAL BROADCASTING  
 AUTHORITY  
 600 CAPITOL STREET  
 CHARLESTON, WV  
 25301-1223 304-558-3400

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
07/24/2008				

BID OPENING DATE: 08/12/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		915-78		
<p>THE WV PURCHASING DIVISION, FOR THE AGENCY, WV EDUCATIONAL BROADCASTING, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE THE AGENCY WITH CLOSED CAPTIONING SERVICES FOR WVPBS TELEVISION NETWORK.</p> <p>ATTACHMENTS: SPECIFICATIONS PURCHASING AFFIDAVIT</p> <p>CLOSED CAPTIONING SERVICES</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE 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.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Dan R. Garbark</i>	724-514-4095	9/25/08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
SALES ASSISTANT	25-1519537	

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



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**304-558-8801**

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<p>WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</b></p> <p><b>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.</b></p> <p><b>REV. 04/11/2001</b></p> <p><b>EXHIBIT 6</b></p> <p><b>PRICE ADJUSTMENT PROVISION:</b>            THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER</p>						
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<p>ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>PREFERRED TERMS:            IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR.</p> <p>PASS THROUGH PRICES INCREASES WILL BE CONSIDERED AT TIME OF CONTRACT RENEWAL ONLY.</p> <p style="text-align: center;">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>( ) 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</p>						

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<p>OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS</p>						
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<p>FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>VITAL CORPORATION</u></p> <p>DATE: <u>9/25/08</u></p> <p>SIGNED: <u><i>Daniel R. Garland</i></u></p>						

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				TITLE: SALES ASSISTANT		
<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <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: SHELLY MURRAY / FILE 31</p> <p>RFQ. NO.: EBA170</p> <p>BID OPENING DATE: 08/12/2008</p> <p>BID OPENING TIME: 1:30 PM</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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

# Request for Quotation

RFO NUMBER  
**EBA170**

PAGE  
**8**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY**  
**304-558-8801**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

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EDUCATIONAL BROADCASTING  
 AUTHORITY  
 600 CAPITOL STREET  
 CHARLESTON, WV  
 25301-1223 304-558-3400

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/24/2008				

BID OPENING DATE: **08/12/2008** BID OPENING TIME **01:30PM**

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: 724-514-4111 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): DAN GARBARK -----  ***** THIS IS THE END OF RFQ      EBA170 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Dan Garbark</i>	TELEPHONE 724-514-4095	DATE 9/25/08
TITLE SALES ASSISTANT	FEIN 25-1519537	ADDRESS CHANGES TO BE NOTED ABOVE

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STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: 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 owed is an amount greater than one thousand dollars in the aggregate.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**LICENSING:**

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: VITAC CORPORATION

Authorized Signature: *Daniel R. Garbar* Date: 9/25/08



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

# Request for Quotation

RFO NUMBER
EBA170

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY
304-558-8801

RFO COPY

VENDOR

TYI Dan Garbark  
 VITAC  
 101 Hillpointe Drive  
 Canonsburg PA 15317

SHIP TO

EDUCATIONAL BROADCASTING  
 AUTHORITY  
 600 CAPITOL STREET  
 CHARLESTON, WV  
 25301-1223 304-558-3400

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/08/2008				

BID OPENING DATE: 09/04/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ALLOW FOR QUESTIONS TO BE SUBMITTED.						
INQUIRES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 8/19/2008. QUESTIONS MAY BE SENT VIA USPS FAX, COURIER, OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:						
SHELLY MURRAY DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 EMAIL: SHELLY.L.MURRAY@WV.GOV						
ONCE THE QUESTION SUBMISSION DEADLINE HAS PASSED, ANOTHER ADDENDUM WILL BE ISSUED TO ADDRESS THOSE QUESTIONS.						
THIS ADDENDUM ALSO CHANGES THE EFFECTIVE DATE OF THE CONTRACT TO RUN FROM 9/15/2008 THROUGH 6/30/2009.						
THE BID OPENING DATE HAS BEEN CHANGED:						
FROM: 8/12/2008 TO : 9/04/2008						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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# Request for Quotation

RFQ NUMBER
EBA170

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

DAN GARRARD  
 VITAC  
 101 HILLPOINTE DR.  
 CANONSBURG, PA 15317

SHIP TO

EDUCATIONAL BROADCASTING  
 AUTHORITY  
 600 CAPITOL STREET  
 CHARLESTON, WV  
 25301-1223 304-558-3400

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/08/2008				

BID OPENING DATE: 09/04/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		915-78		
CLOSED CAPTIONING SERVICES  EXHIBIT 10  REQUISITION NO.: EBA170  ADDENDUM ACKNOWLEDGEMENT  I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.  ADDENDUM NO. S: NO. 1 ✓ NO. 2 ✓ NO. 3 ✓ NO. 4 ✓ NO. 5  I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.  VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Dan Garrard</i>	TELEPHONE 724-574-4095	DATE 9/25/08
TITLE SALES ASSISTANT	FEIN 25-1519537	ADDRESS CHANGES TO BE NOTED ABOVE

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





State of West Virginia  
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# Request for Quotation

RFQ NUMBER  
 EBA170

PAGE  
 3

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 SHELLY MURRAY  
 304-558-8801

VENDOR


RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 DAN GARBARK  
 VITAC  
 101 HILLPOINTE DRIVE  
 CANONSBURG, PA 15317

SHIP TO

EDUCATIONAL BROADCASTING  
 AUTHORITY  
 600 CAPITOL STREET  
 CHARLESTON, WV  
 25301-1223 304-558-3400

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/08/2008				

BID OPENING DATE: 09/04/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						
 SIGNATURE VITAC CORPORATION COMPANY 9/25/08 DATE						
REV. 11/96						
----- END OF ADDENDUM NO. 1 -----						
***** THIS IS THE END OF RFQ EBA170 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**EBA170  
COST SHEET**

- 1/4 hour live roll up (Quantity 136) \$7,820 ( $= .5 \text{ HRS}^* \times \$115/\text{HR} \times 136$ )  
\* = .5 HR MINIMUM CHARGE ON ALL LIVE PROGRAMMING CC
- 1/2 hour live roll up (Quantity 204) \$11,730 ( $= .5 \text{ HRS} \times \$115/\text{HR} \times 204$ )
- 1 hour live roll up (Quantity 13) \$1,495 ( $= 1.0 \text{ HRS} \times \$115/\text{HR} \times 13$ )
  
- 1/2 hour ~~live~~ roll up to tape (Quantity 13)
  - \* Caption-Preparation Price \$1,755 ( $= .5 \text{ HRS} \times \$270/\text{HR} \times 13$ )
  - \* Encoding Price \$975 ( $= .5 \text{ HRS} \times \$150/\text{HR} \times 13$ )
  - \* Total \$2,730
  
- 1 hour ~~live~~ roll up to tape (Quantity 6)
  - \* Caption-Preparation Price \$1,620 ( $= 1.0 \text{ HRS} \times \$270/\text{HR} \times 6$ )
  - \* Encoding Price \$900 ( $= 1.0 \text{ HRS} \times \$150/\text{HR} \times 6$ )
  - \* Total \$2,520
  
- 1/2 hour to tape pop on (Quantity 4)
  - \* Caption-Preparation Price \$1,080 ( $= .5 \text{ HRS} \times \$540/\text{HR} \times 4$ )
  - \* Encoding Price \$300 ( $= .5 \text{ HRS} \times \$150/\text{HR} \times 4$ )
  - \* Total \$1,380
  
- 1 hour to tape pop on (Quantity 4)
  - \* Caption-Preparation Price \$2,160 ( $= 1.0 \text{ HRS} \times \$540/\text{HR} \times 4$ )
  - \* Encoding Price \$600 ( $= 1.0 \text{ HRS} \times \$150/\text{HR} \times 4$ )
  - \* Total \$2,760

- 90 minute to tape pop on (Quantity 7)
  - \* Caption-Preparation Price \$5,670 ( $= 1.5 \text{ HRS} \times \$540/\text{HR} \times 7$ )
  - \* Encoding Price \$1,575 ( $= 1.5 \text{ HRS} \times \$150/\text{HR} \times 7$ )
  - \* Total \$7,245
- 
- 90 minute live roll up (Quantity 2) \$345 ( $= 1.5 \text{ HRS} \times \$115/\text{HR} \times 2$ )
- 
- 2 hour live roll up (Quantity 3) \$690 ( $= 2.0 \text{ HRS} \times \$115/\text{HR} \times 3$ )