

NCI – The Global Captioning Leader

FAX COVER SHEET ♦ Fax: 703-917-9853

DATE: 8/11/2008

OF PAGES: 4
(Including cover)

TO: Department of Administration, Purchasing Division
ATTN: Shelly L. Murray
FAX: 304-558-4115

FROM: Ericka Hoffmann, Account Executive
FAX: 703-917-9853
PHONE: 703-917-7603

RE: Acknowledgement of receipt of Addendum No.1, RFQ # EBA170

MESSAGE:

Hello Ms. Murray,

Following is the signed confirmation that I have received Addendum No. 1 of RFQ # EBA170.
Thank you for your time and consideration.

Best Regards,

A handwritten signature in black ink, appearing to read "Ericka Hoffmann", is written over a faint, larger version of the same signature.

Ericka Hoffmann, Account Executive
National Captioning Institute
Ph: 703-917-7603
Fx: 703-917-9853
Email: ehoffmann@ncicap.org
1900 Gallows Rd., Suite 3000, Vienna, VA 22182

RECEIVED
 08 AUG 13 AM 11:43
 PURCHASING DIVISION
 STATE OF WV



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25306-0130

Request for Quotation

BID NUMBER
EBA170

PAGE
1

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

RFQ COPY

TYP! Ericka Hoffmann
 NCICAP
 1900 Gallows Rd Ste 3000
 Vienna VA 22182

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	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
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----- 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
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



AUG. 11. 2008 3:16PM NCI
 State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

REQ NUMBER	NO. 655	P. 3
EBA170		PAGE 2

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

VENDOR

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	FO.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 <input checked="" type="checkbox"/>						
NO. 2 <input type="checkbox"/>						
NO. 3 <input type="checkbox"/>						
NO. 4 <input type="checkbox"/>						
NO. 5 <input type="checkbox"/>						
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	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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AUG. 11. 2008

3:16PM NCI

State of West Virginia
Department of Administration
Purchasing Division
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Charleston, WV 25305-0130

Request for Quotation

NO. 655

P. 4

RFQ NUMBER	3
EBA170	

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304-558-8801

RFQ COPY

TYPE NAME/ADDRESS HERE

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AUTHORITY
600 CAPITOL STREET

CHARLESTON, WV
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08/08/2008				

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

John St. Hmann
SIGNATURE
National Captioning Institute
COMPANY
8/11/2008
DATE

REV. 11/96

END OF ADDENDUM NO. 1

***** THIS IS THE END OF RFQ EBA170 ***** TOTAL:

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**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 may be deemed null and void, and 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.
15. **West Virginia Alcohol & Drug-Free Workplace Act:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. 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

RFO NUMBER
EBA170

PAGE
2

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	EDUCATIONAL BROADCASTING AUTHORITY 600 CAPITOL STREET CHARLESTON, WV 25301-1223	304-558-3400
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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
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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			
SIGNATURE	TELEPHONE	DATE	
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<p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, 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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PAGE
4

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

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VENDOR

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 600 CAPITOL STREET
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DATE PRINTED 07/24/2008	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
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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>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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PAGE
5

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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 & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS</p>						

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PAGE
7

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

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				TITLE: <i>Account Executive</i>		
<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>						

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PAGE
8

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <div style="text-align: center;"><i>703-917-9853</i></div> <hr style="border-top: 1px dashed black;"/> CONTACT PERSON (PLEASE PRINT CLEARLY): <div style="text-align: center;"><i>ERICKA L. Hoffmann</i></div> <hr style="border-top: 1px dashed black;"/> ***** THIS IS THE END OF RFQ EBA170 ***** TOTAL: _____						

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- **Medical information program called Docs on Call. Half hour live or taped program often with call-in questions and real doctors who use medical terminology. Approximately 30 episodes. Scant scripting.**
- **Legal information program. Sometimes call-in, most often a topic discussion program with legal interview. This half-hour program is live or taped and also is basically unscripted.**
- **Pledge programming – four times each year. Captioning required on both live and taped segments, some of which may have broadcast time exceeding 10 minutes.**
- **Cooking shows ½ hour in length taped format; up to six produced.**
- **There is the possibility of 90 minute musical stage productions. Approximately one to six live and/or taped is possible.**
- **Other programs as required.**

2) Specific captioning services expected

- 1/4 hour pop-on
- 1/2 hour pop-on
- 1 hour pop-on
- 1/2 hour roll-up
- 1 hour roll-up
- 1/2 hour live
- 1 hour live
- 1/2 hour to tape
- 1 hour to tape
- 90 minute live
- 90 minute to tape
- 2 hour live

3) Invoicing and Billing

Invoicing shall be specific to each production captioned.

The billing address is:

West Virginia Public Broadcasting

600 Capitol Street

Charleston, WV 25301

Attn: Steve Chapman

304-556-4900

4) Ala cart pricing for types of captioning services to be selected

Note: All Live Captioning is Timed Roll-up style

- 1/4 hour pop-on (Quantity 136)
Live, roll-up $\frac{\$35.00 \text{ per program, per captioner}}{\times 136} = \$4,760.00$
- 1/2 hour pop-on(Quantity 204)
Live, roll-up $\frac{\$55.00 \text{ per program, per captioner}}{\times 204} = \$11,220.00$
- 1 hour pop-on(Quantity 13)
Live, roll-up $\frac{\$110.00 \text{ per program, per captioner}}{\times 13} = \$1,430.00$
- 1/2 hour roll-up(Quantity 204)
Live, roll-up $\frac{\$55.00 \text{ per program, per captioner}}{\times 204} = \$11,220.00$
- 1 hour roll-up(Quantity 13)
Live, roll-up $\frac{\$110.00 \text{ per program, per captioner}}{\times 13} = \$1,430.00$
- 1/2 hour live(Quantity 13)
Roll-up $\frac{\$55.00 \text{ per program, per captioner}}{\times 13} = \715.00
- 1 hour live(Quantity 6)
Roll-up $\frac{\$110.00 \text{ per program, per captioner}}{\times 6} = \660.00
- 1/2 hour to tape(Quantity 4)
Pop-On $\frac{\$250.00 \text{ (Pop-On Captioning)}}{+ \$120 \text{ (Encoding)}} = \$370.00 \times 4 = \$1,480.00$
- 1 hour to tape(Quantity 4)
Pop-On $\frac{\$425.00 \text{ (Pop-On Captioning)}}{+ \$175.00 \text{ (Encoding)}} = \$600.00 \times 4 = \$2,400.00$
- 90 minute live(Quantity 2)
Roll-up $\frac{\$165.00 \text{ per program, per captioner}}{\times 2} = \330.00

- 90 minute to tape(Quantity 7)
Pop-On -

$$\frac{\$100.00 \text{ (Pop-On Captioning)}}{+ \$225.00 \text{ (Encoding)}} = \underline{\$825.00}$$

$$\times 7 = \$5775.00$$

- 2 hour live(Quantity 3)
Roll-up

$$\frac{\$220.00 \text{ per program, per captioner}}{\times 3} = \$660.00$$

END OF DOCUMENT

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 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: National Captioning Institute

Authorized Signature:  Date: 9/23/2008



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
 EBA170

PAGE
 1

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

RFQ COPY

VENDOR

TYP: Ericka Hoffmann
 NCICAP
 1900 Gallows Rd Ste 3000
 Vienna VA 22182

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
-------	------	-----------------------------------

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

RFQ NUMBER
 EBA170

PAGE
 2

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
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	TELEPHONE	DATE
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

RFQ NUMBER
 EBA170

PAGE
 3

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

VENDOR

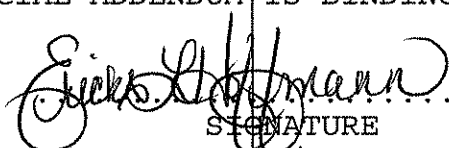
RFQ COPY
 TYPE NAME/ADDRESS HERE

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 National Captioning Institute COMPANY 9/23/2008 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
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

RFQ NUMBER
EBA170

PAGE
1

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

VENDOR

NCICAP
 Attention: Ericka Hoffmann
 1900 Gallows Road, Suite 3000
 Vienna, VA 22182

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
08/27/2008				

BID OPENING DATE: 09/11/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS/CONCERNS RAISED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 8/19/2008 SET FORTH IN ADDENDUM NO. 1.						
ATTACHMENT: QUESTIONS AND RESPONSES						
THE BID OPENING DATE HAS ALSO BEEN CHANGED:						
FROM: 9/04/2008						
TO : 9/11/2008						
----- END OF ADDENDUM NO. 2 -----						
0001	1	LS		915-78		
CLOSED CAPTIONING SERVICES						

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'

0011

**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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

Addendum No. 2

Question:

The contract start date is listed as August 15, 2008. Is this a firm start date? Are there any programs that will require captioning immediately upon award of the contract?

Response:

This is not a firm date since the contract has yet to be awarded. Programming requiring captioning immediately upon award is not known at this time.

Question:

Under section 2.) Specific Captioning Services Expected, what tape format is referred to when referencing "1/2 hour to tape," "1 hour to tape," and "90 minute to tape"? Does this refer to caption encoding (offline) to tape or a live-to-tape (realtime) captioning scenario?

Response:

We occasionally send independently produced programs to the captioner for captioning on DVC Pro 50 tape. We provide the tape stock. The tapes are then sent back to our Network Operations Center.

Question:

In section 1.) Types of productions and projected hours, Governor's Inauguration and State of the State mention needing two captioners. Are there two different audio feeds/announce teams for these events? Or are you simply feeding the same realtime captions to two different encoders?

Response:

There are two different audio feeds; one has our announcers and the other is pool feed audio.

Question:

The official RFQ, page 8, ends with a line marked "total." Do you require the total from the a la carte pricing pages listed here or something else entirely?

Response:

The "total" line on page 8 is simply standardized in the purchasing documentation; please use the a la carte pricing sheet.

Question:

May VITAC add an addendum section separate from the a la carte pricing and RFQ to cover additional information about our company: additional services, staff, etc.? Or, if decision is based solely on pricing, would you like only the pricing pages returned?

Response:

This contract is to be awarded to the lowest bidder meeting the specifications set forth in the RFQ. The other info is welcome for other reasons, but cannot have bearing on the decision of choosing the winning vendor.

Question:

For prerecorded captioning, will WV Educational Broadcasting need the captions to be encoded to tape or DVD?

Response:

To DVC Pro 50 tape. WVPBS will provide the tape stock.

Question:

If encoding of the captions is required, what format of tape or DVD will be needed?

Response:

To DVC PRO 50 tape. WVPBS will provide the tape stock.

The next few questions reference the section of the RFQ "(4) A La Carte Pricing for Types of Captioning Services to be Selected":

Question and Responses:

What type of captioning will be needed for the following programs, live or prerecorded?

1/2 hour to tape (Quantity 4) Pre-recorded Pop on

1 hour to tape (Quantity 4) Prerecorded Pop on

90 minute to tape (Quantity 7) Prerecorded Pop on

Question:

If prerecorded is required, which style is needed, timed roll-up or pop-on?

Response:

Pop-on

Question:

If an encoded captioned tape master is required, what format of tape is needed?

Response:

DVC Pro 50.

Question:

When roll-up captioning is specified, is that prerecorded or live?

Response:

LIVE

Question:

I assume that since it is not specified as "live" that it is prerecorded. Is that correct?

Response:

Not correct, 1/4 hour quantity 136, 1/2 hour quantity 204, and 1 hour quantity 13 were meant to be LIVE. We requested pricing on LIVE pop-on; if that's not possible in the industry, roll up is acceptable.

(Live captioning is always the timed roll-up style).

Question:

Will we be able to differentiate live captioning rates depending on the content of the program?

For example, live captioning for a program with content that is technical (medical or legal) or fast-paced (sports) is generally charged a higher rate than less complex programming, such as legislative meetings. This is because the more technical programs are captioned by a more experienced captioner.

Response:

Only one set of quotations can be considered.

Question:

Is it acceptable to submit bids via an overnight courier service such as FedEx?

Response:

Yes

Question:

What is the closing date and time of the bid period?

Response:

The bid opening date is being extended in this addendum. Bid opening time is always 1:30 PM.

Question:

Will receive the Addendum to the RFQ in the mail or via fax or email?

Response:

The Addendum will be faxed and then followed up in the mail.

Question:

Under 'Total' are we being required to put down the total \$ amount of all individual items of pricing multiplied by the hours specified against the same?

Response:

No, that is not a requirement.



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
 EBA170

PAGE
 1

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

PURCHASING

NCICAP
 Attention: Ericka Hoffmann
 1900 Gallows Rd. Suite 3000
 Vienna, VA 22182

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
09/09/2008				

BID OPENING DATE: 09/25/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 3 -----						
<p>THIS ADDENDUM IS ISSUED TO OPEN ANOTHER QUESTION AND ANSWER PERIOD. ADDITIONAL QUESTIONS WILL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 9/16/2008. NO ADDITIONAL QUESTIONS WILL BE ACCEPTED AFTER THIS DATE. THE QUESTIONS RECEIVED PRIOR TO THIS DATE WILL BE ADDRESSED IN A FUTURE ADDENDUM.</p> <p>ADDRESS INQUIRES TO:</p> <p style="text-align: center;">SHELLY MURRAY DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 EMAIL: SHELLY.L.MURRAY@WV.GOV</p> <p>THE BID OPENING DATE HAS CHANGED: FROM: 9/11/2008 TO : 9/25/2008</p>						
----- END OF ADDENDUM NO. 3 -----						
0001	1	LS		915-78		
CLOSED CAPTIONING SERVICES						

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'

9 42 22

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

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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
 EBA170

PAGE
 1

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

NCICAP
 Attention: Ericka Hoffmann
 1900 Gallows Road, Suite 3000
 Vienna, VA 22182

SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/19/2008				

BID OPENING DATE: 09/25/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 4 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS RECEIVED PRIOR TO THE SECOND QUESTION SUBMISSION DEADLINE OF 9/16/2008 AND TO REPLACE THE VENDOR PREFERENCE CERTIFICATE FROM THE ORIGINAL REQUEST FOR QUOTATION WITH THE ATTACHED VENDOR PREFERENCE CERTIFICATE.						
ATTACHMENTS: QUESTIONS AND RESPONSES VENDOR PREFERENCE CERTIFICATE REVISED COST SHEET						
THE BID OPENING REMAINS: 9/25/2008						
----- END OF ADDENDUM NO. 4 -----						

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'

GENERAL TERMS & CONDITIONS
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4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

EBA170
Addendum No. 4

1.) In Addendum No.2, "I assume that since it is not specified as 'live' that it is prerecorded. Is that correct?" your response states that the assumption is incorrect. All live captioning is aesthetically "roll-up" style. Therefore, there is no such service as "live pop-on style captioning." With that knowledge, do you request live (roll-up) caption pricing for the following a la carte pricing options:

1/4 hour pop-on (Quantity 136)
1/2 hour pop-on (Quantity 204)
1 hour pop-on (Quantity 13)

...as well as...

1/2 hour roll-up (Quantity 204)
1 hour roll-up (Quantity 13)

...and...

1/2 hour live (Quantity 13)
1 hour live (Quantity 6)
90 minute live (Quantity 2)
2 hour live (Quantity 3)?

Answer: Please see the attached revised cost sheet.

2.) In Addendum No. 2, "What type of captioning will be needed for the following programs...", are you looking for a sum total to create pop-on captioning and encode that captioning to DVC Pro 50 tape? Or would you rather a breakout of the caption-preparation pricing and the encoding pricing?

Answer: Please break out the caption cost and the encoding separately. See new cost sheet attached.

3.). I just needed to confirm that the tape format for encoded shows is DVC Pro.

Answer: Yes, tape formats are DVCPPro.

4.) Question on shipping: In addition to the question about the tape format, is the question about shipping the encoded tapes. I suppose that shipping cost will not be a part of the price we put on the bid. Am I correct?

Answer: There shall not be any shipping charged to WV Public Broadcasting. Vendor shall build those costs into their captioning fees. Shipping shall not be billed separately.

5.) Will you be issuing a third addendum to rewrite the a la carte pricing sheet to correct the above? Or should corrections simply be made in writing on our proposals?

Answer: Please see the attached revised cost sheet.

6.) Turn around time: Also, how much time do we get to send back the encoded masters back to WV? We take 5 business days. Is there any way to put that in the bid?

Answer: Encoded masters shall be sent back to WV Public Broadcasting in 6 calendar days.

7.) In the General Terms & Conditions page of the faxed addendum, item #4 states that "the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee." Can this transaction take place upon receipt of the reward? Or must the transaction take place before our bid is submitted?

Answer: A Vendor does not need to be a registered vendor to submit a bid, however, they vendor will need to be registered prior to receiving an award.

State of West Virginia VENDOR PREFERENCE CERTIFICATE

N/A

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.

N/A

- 1. **Application is made for 2.5% resident vendor 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; **or**,

N/A

- 2. **Application is made for 2.5% resident vendor 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**,

N/A

- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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; **or**,

N/A

- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

N/A

- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

N/A

- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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) reject the bid; 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 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: National Captioning Institute

Signed: Eric L. Hoffmann

Date: 9/23/2008

Title: Account Executive

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

EBA170
COST SHEET

- 1/4 hour live roll up (Quantity 136) \$35.00 per program, per captioner
- 1/2 hour live roll up (Quantity 204) \$55.00 per program, per captioner
- 1 hour live roll up (Quantity 13) \$110.00 per program, per captioner

- 1/2 hour live roll up to tape (Quantity 13)
 - * Caption-Preparation Price Live to tape: \$55.00 / Offline Roll-up: \$200.00
 - * Encoding Price Live to tape: N/A / Offline Roll-up: \$120.00
 - * Total Live to tape: \$55.00 / Offline Roll-up: \$320.00

* Please See Attachment A for Explanation of Services

- 1 hour live roll up to tape (Quantity 6)
 - * Caption-Preparation Price Live to tape: \$110.00 / Offline Roll-up: \$325.00
 - * Encoding Price Live to tape: N/A / Offline Roll-up: \$175.00
 - * Total Live to tape: \$110.00 / Offline Roll-up: \$500.00

* Please See Attachment A for Explanation of Services

- 1/2 hour to tape pop on (Quantity 4)
 - * Caption-Preparation Price \$250.00
 - * Encoding Price \$120.00
 - * Total \$370.00

- 1 hour to tape pop on (Quantity 4)
 - * Caption-Preparation Price \$425.00
 - * Encoding Price \$175.00
 - * Total \$600.00

- 90 minute to tape pop on (Quantity 7)

- * Caption-Preparation Price

\$600.⁰⁰

- * Encoding Price

\$225.⁰⁰

- * Total

\$850.⁰⁰

- 90 minute live roll up (Quantity 2)

\$165.⁰⁰ per program, per captioner

- 2 hour live roll up (Quantity 3)

\$220.⁰⁰ per program, per captioner

ATTACHMENT A

Cost Sheet – Addendum #4 – “live roll up to tape”

In the Cost Sheet in Addendum #4, "live roll up to tape" services could actually be two different types of services:

1.) Live to Tape:

WVPBS plays the tape in their studio. Our captioner listens over a phone line and captions the program. NCI sends the captions back to WVPBS real-time, via another phone line. WVPBS encodes the captions real-time to another DVCPRO 50 tape in their studio, as it is being played. In this case, there would be no encoding price, because WVPBS would be doing the actual encoding. In other words, we would caption this live, and WVPBS would encode it "live to tape" in their studios for airing at a later time. This differs from the true live/real-time captioning in the fact that it is recorded by WVPBS as it is being captioned, instead of being broadcast as it is being captioned.

2.) Prerecorded/Offline, Timed Roll-Up Captioning:

This is NOT actually live or real-time captioning, but prerecorded/offline Timed Roll-Up captioning. In that case, WVPBS sends NCI a DVCPRO50 master of the program. Our offline captioner captions the program, and NCI encodes the closed captions and video program to a DVCPRO 50 tape supplied by WVPBS. This would not be able to be done "live" because there is no time code in a live caption file to allow the file to be encoded to tape.

NCI is providing prices for both of these services because the question period for the RFQ has expired, and we were unable to ask questions to help determine which service is being requested. There are different prices for live and prerecorded captioning. Also, there would not be an encoding charge for "Live to Tape" captioning because WVPBS would be doing the encoding of the captions to tape. In comparing the cost sheet in the original RFQ to the one in Addendum #4, it appears that the service being requested is actually scenario #1 above, Live to Tape. But because we are unsure, we are providing prices for both services in this proposal.

ATTACHMENT B

RATE SCHEDULE FOR WEST VIRGINIA EDUCATIONAL BROADCASTING AUTHORITY



NCI proposes to provide captioning, subtitling and video description of West Virginia Educational Broadcasting Authority's current and future live and prerecorded programs. These services will be coordinated from NCI's office located in Vienna, VA.

A La Carte Pricing for Specific Types of Captioning Services to be Selected Requested in RFQ #EBA170, Addendum #4

<u>Services</u>	<u>Rates</u>
¼ hour live roll up (Quantity 136)	\$35 per episode, per captioner
½ hour live roll up (Quantity 204)	\$55 per episode, per captioner
1 hour live roll up (Quantity 13)	\$110 per episode, per captioner
90 minute live roll up (Quantity 2)	\$165 per episode, per captioner
2 hour live roll up (Quantity 3)	\$220 per episode, per captioner
½ hour live roll up to tape (Quantity 13) LIVE TO TAPE CAPTIONING <i>* Please see Attachment A</i>	Captioning: \$55 per episode, per captioner Encoding: N/A – WVPBS would encode live TOTAL: \$55 <i>* Please see Attachment A</i>
½ hour live roll up to tape (Quantity 13) PRERECORDED ROLL UP CAPTIONING <i>* Please see Attachment A</i>	Captioning: \$200 + Encoding: \$120 TOTAL: \$320 <i>* Please see Attachment A</i>
1 hour live roll up to tape (Quantity 6) LIVE TO TAPE CAPTIONING <i>* Please see Attachment A</i>	Captioning: \$110 per episode, per captioner Encoding: N/A – WVPBS would encode live TOTAL: \$110 <i>* Please see Attachment A</i>
1 hour live roll up to tape (Quantity 6) PRERECORDED ROLL UP CAPTIONING <i>* Please see Attachment A</i>	Captioning: \$325 + Encoding: \$175 TOTAL: \$500 <i>* Please see Attachment A</i>
Live Captioning – 90 minute (Quantity 2)	\$165 per episode, per captioner
Live Captioning – 2 hours (Quantity 3)	\$220 per episode, per captioner
½ hour to (DVC Pro 50) tape Pop-On; Tape Stock provided by WVPBS (Quantity 4)	Center Pop-On Captioning: \$250 + Encoding: \$120 = Total: \$370
1 hour to (DVC Pro 50) tape Pop-On; Tape Stock provided by WVPBS (Quantity 4)	Center Pop-On Captioning: \$425 + Encoding: \$175 = Total: \$600
90 minute to (DVC Pro 50) tape Pop-On; Tape Stock provided by WVPBS (Quantity 7)	Center Pop-On Captioning: \$600 + Encoding: \$225 = Total: \$850

ATTACHMENT C

GENERAL RATE SCHEDULE FOR WEST VIRGINIA EDUCATIONAL BROADCASTING AUTHORITY



<u>Services</u>	<u>Rate Schedule</u>
Center Pop-On Prerecorded Captioning	\$425 / program hour
Timed Roll-Up Prerecorded Captioning	\$320 / program hour
Spanish Pop-On Prerecorded Captioning	\$600 / program hour
Spanish Timed Roll-Up Prerecorded Captioning	\$450 / program hour
Encoding of Captions to 1-15 min. Tape Submaster	DVCPPro 50-\$120; DigiBeta-\$135; BetaSP-\$110; DVCam-\$80
Encoding of Captions to 16-30 min. Tape Submaster	DVCPPro 50-\$120; DigiBeta-\$155; BetaSP-\$125; DVCam-\$90
Encoding of Captions to 31-60 min. Tape Submaster	DVCPPro 50-\$175; DigiBeta-\$225; BetaSP-\$185; DVCam-\$140
Encoding of Captions to 61-90 min. Tape Submaster	DVCPPro 50-\$225; DigiBeta-\$310; BetaSP-\$265; DVCam-\$190
Encoding of Captions to 91-120 min. Tape Submaster	DVCPPro 50-n/a; DigiBeta-\$400; BetaSP-n/a; DVCam-\$215
Real-Time (Live) Custom Captioning	\$110 / program hour
Video Description (Pre-recorded Programming only)	\$2200 / program hour Grant funding possible for broadcast, educational programming.
Video / DVD Subtitling – English Subtitles for Deaf & Hard of Hearing	\$450 / program hour
Video / DVD Subtitling – Spanish Subtitles for the Deaf & Hard of Hearing	\$600 / program hour
Subtitle Encoding to DVD (no menu)	30 min.-\$100; 60 min.-\$150; 90 min.-\$250; 120 min.-\$325
Subtitle Encoding to DVD with Simple Menu Authoring	30 min.-\$225; 60 min.-\$300; 90 min.-\$375; 120 min.-\$425
Text File Transcript of Prerecorded Captioning, Prerecorded Subtitles or Real-Time Captioning	\$30 / file <i>(* Real-time text files may not be verbatim. Special formatting or editing may incur extra charges)</i>
Proof/Check Files of Prerecorded Captioning or Subtitling	1 st one per program free, \$30 each for subsequent files
Proof/Check Dub of Prerecorded Captioning or Subtitling, VHS or DVD	\$30 each

September 23, 2008

BUYER: **Shelly Murray / FILE 31;**
RFQ NUMBER: **EBA170**
BID OPENING DATE: **09/25/2008;** BID OPENING TIME: **1:30 PM**
Department of Administration, Purchasing Division
West Virginia Educational Broadcasting Authority



Dear Ms. Murray,

The National Captioning Institute, Inc. (NCI) is pleased to respond to the RFQ and submit quotes and a proposal for providing captioning services for West Virginia Educational Broadcasting Authority.

Since first introducing closed captioning on network television 28 years ago, NCI has grown into the most reputable captioning company in the world. With a highly skilled staff of nearly 200 employees and four state-of-the-art facilities, NCI provides the highest quality Prerecorded and Real-time Captioning, Subtitling and Language Translation (over 40 different languages and dialects) services to the broadcast television, government, cable and home video industries. In addition to our services for people who are deaf or hard of hearing, NCI Described Media is proud to provide Video Description for the blind or people with low vision. NCI provides the **finest products and services in the industry to our clients at highly competitive rates.**

NCI's Real-time Scheduling and Off-line Production departments are **adaptable and flexible** to meet the West Virginia Educational Broadcasting Authority's changing needs and broadcast and production schedules. Excellent customer service and client satisfaction are as important to NCI as producing high-quality captioning and related services.

NCI has a long history of partnerships with **PBS, APT, Sesame Workshop, Scholastic Entertainment**, and myriad **public television networks, stations and producers nationwide**. Our expertise in captioning for government agencies includes the **U.S. House of Representatives**, as well as **many state, county and city legislatures and councils**. NCI also performs captioning for **West Virginia University's Mountaineer Sports Network, Center for Excellence in Disabilities and P.I. Reed School of Journalism**, and the **West Virginia Division of Rehabilitation Services**. NCI is the recipient of a **U.S. Department of Education grant** to provide Video Description for the Blind.

We assure you that NCI will be an overall solution for West Virginia Educational Broadcasting Authority by providing captioning, subtitling and video description services; enhancement of programs; and creative cost-effective options. The following is a proposal outlining our commitment to West Virginia Educational Broadcasting Authority. Thank you for the opportunity to provide you with this proposal. We look forward to nurturing a successful partnership with you. Please contact me at (phone) 703-917-7603, (fax) 703-917-9853, or (email) ehoffmann@ncicap.org if you have any questions.

Best Regards,

A handwritten signature in black ink that reads "Ericka L. Hoffmann". The signature is written in a cursive, flowing style.

Ericka L. Hoffmann
Account Executive

National Captioning Institute, Inc.

Ph: 703-917-7603 • Fx: 703-917-9853 • Email: ehoffmann@ncicap.org

ATTACHMENT D



Proposal to Provide Prerecorded and Real-time Captioning Services for State of West Virginia Educational Broadcasting Authority

To: State of West Virginia, Department of Administration
Purchasing Division
Building 15, 2019 Washington Street East, PO Box 50130
Charleston, WV 25305-0130
Phone: 304-558-8801

BUYER: SHELLY MURRAY / FILE 31
RFQ NUMBER: EBA170
BID OPENING DATE: 09/25/2008
BID OPENING TIME: 1:30 PM

From: National Captioning Institute
Ericka L. Hoffmann, Account Executive
1900 Gallows Road, Suite 3000, Vienna, Virginia
Phone: 703-917-7603
Fax: 703-917-9853
Email: ehoffmann@ncicap.org
Website: www.ncicap.org

Date: September 23, 2008

September 23, 2008



Shelly Murray
Department of Administration, Purchasing Division
West Virginia Educational Broadcasting Authority

Dear Ms. Murray,

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NCI's Real-time Scheduling and Off-line Production departments are **adaptable and flexible** to meet the West Virginia Educational Broadcasting Authority's changing needs and broadcast and production schedules. Excellent customer service and client satisfaction are as important to NCI as producing high-quality captioning and related services.

NCI has a long history of partnerships with **PBS, APT, Sesame Workshop, Scholastic Entertainment**, and myriad **public television networks, stations and producers nationwide**. Our expertise in captioning for government agencies includes the **U.S. House of Representatives**, as well as **many state, county and city legislatures and councils**. NCI also performs captioning for **West Virginia University's Mountaineer Sports Network, Center for Excellence in Disabilities and P.I. Reed School of Journalism**, and the **West Virginia Division of Rehabilitation Services**. NCI is the recipient of a **U.S. Department of Education grant** to provide Video Description for the Blind.

We assure you that NCI will be an overall solution for West Virginia Educational Broadcasting Authority by providing captioning, subtitling and video description services; enhancement of programs; and creative cost-effective options. The following is a proposal outlining our commitment to West Virginia Educational Broadcasting Authority. Thank you for the opportunity to provide you with this proposal. We look forward to nurturing a successful partnership with you. Please contact me at (phone) 703-917-7603, (fax) 703-917-9853, or (email) ehoffmann@ncicap.org if you have any questions.

Best Regards,

A handwritten signature in black ink that reads "Ericka L. Hoffmann". The signature is written in a cursive style.

Ericka L. Hoffmann
Account Executive

National Captioning Institute, Inc.

Ph: 703-917-7603 • Fx: 703-917-9853 • Email: ehoffmann@ncicap.org

PROPOSAL

I. Introduction

Company Overview

NCI was established in 1979 as a nonprofit corporation with the mission of ensuring that deaf and hard of hearing people, as well as others who can benefit from the service, have access to television's entertainment and news through the technology of closed captioning. NCI's closed captioning services for prerecorded national television programs were launched in 1980 in cooperation with ABC, NBC, PBS and the federal government. Real-time captioning of live programming was introduced by NCI in 1982. Then in 1989, NCI partnered with ITT Corporation to develop the first caption-decoding microchip that could be built directly into new television sets.

Over the past 29 years, NCI has grown into the largest single source closed captioning and subtitling company in the world, with a staff of approximately 200 employees. NCI offers a complete scope of services which include real-time (live) and prerecorded (off-line) captioning, subtitling, and described media services. NCI provides top quality services; and has the resources needed to successfully handle the many production and scheduling challenges associated with all types of programming to deliver on-time, quality results.

The company is headquartered in Vienna, Virginia near Washington, D.C. and has offices in Dallas, Texas; Burbank, California; and London, England. All offices are physically accessible to persons with disabilities and are conveniently located with respect to air, ground, and public transportation. A brief description of each facility follows:

- **Vienna, Virginia (Headquarters & Production):** One of NCI's Technical Operations Centers (TOC), the Vienna facility performs a significant portion of NCI's off-line work, as well as much of its real-time captioning. The Vienna, VA facility is a full-scale production facility with complete redundancy and engineering support, and is staffed 24/7/365.
- **Dallas, Texas (Production):** NCI Dallas houses NCI's second TOC, which is also a full-scale, digital, on-line production facility with complete redundancy and engineering support. NCI provides both English and Spanish real-time captioning from this facility. This facility is also staffed 24/7/365.
- **Burbank, California (Traffic):** The Burbank facility, which coordinates off-line captioning, is efficiently located to serve networks, studios, producers, and post-production firms, particularly those located on the West Coast.
- **London, England (Production):** A subsidiary of NCI, the European Captioning Institute (ECI) was established in 1992 to provide captioning for home video releases in the British Isles. Production capabilities have been subsequently expanded to include subtitling and translation services in over 40 languages and dialects for the growing worldwide DVD market.

Clients

NCI has more than 600 clients, including broadcast television networks, federal and state government agencies, cable networks, program producers, home video/DVD producers, and advertising agencies. A sampling of our list of clients follows:

- CBS
- HBO
- C-SPAN
- FOX Network / FOX News Channel
- ESPN
- NBA TV
- A&E Television Networks
- Warner Bros. Television / Warner Bros. Entertainment
- Ovation – The Arts Network
- Nickelodeon / Nick at Nite / Noggin
- West Virginia University – Mountaineer Sports Network
- West Virginia University – Center For Excellence in Disabilities
- West Virginia University – P.I. Reed School of Journalism
- Public Broadcasting Service (PBS)
- American Public Television (APT)
- State and Regional Public Television Networks and Stations:
 - Alabama Public Television, Detroit Public Television, Iowa Public Television, KCSM, KENW, Maine Public Broadcasting, Mississippi Public Broadcasting, Montana PBS, New Jersey Network, Think TV Network (Ohio), UNC TV (North Carolina), WDSE, WETA, WHUT, WHYI, WIPB (Ball State Univ.), WNED, WNET, WVPT and others
- Sesame Workshop
- Scholastic Entertainment
- U.S. House of Representatives
- Montgomery County, MD
- Fairfax County, VA
- Long Beach, CA
- Miami Beach, FL
- Internal Revenue Service Corporate Television (IRS Corporate TV)
- National Archives and Records Administration
- National Park Service
- Department of Transportation
- U.S. Department of Agriculture (USDA)
- U.S. Department of Health & Human Services (DHHS)
- Federal Communications Commission (FCC)
- Federal Energy Regulatory Commission (FERC)
- National Technical Institute for the Deaf
- Hofstra University
- George Washington University

II. Scope of Work

NCI's Production Department is responsible for creating the captions, subtitles and described video for thousands of hours of videos and television programs each year, using both off-line (prerecorded) and real-time (live) capabilities. In 2007, NCI captioned over 7,000 hours of prerecorded programs and over 75,000 hours of real-time programs.

Below is a description of NCI's services:

Off-Line (Prerecorded) Captioning

Off-line captioning is the captioning of prerecorded programming. NCI provides a very efficient and accurate Off-Line Captioning service with a 100% accuracy rate.

Pop-On Captions: Captions pop onto the screen in complete phrases. Captions are edited to be placed in the video under the speaker, and for synchronization with the dialogue.

Timed Roll-Up Captions: Captions roll onto and off the screen in a continuous motion. A maximum of four lines of text can appear at one time. As a new line comes along, it appears on the bottom, pushing up the other lines on the screen.

Receivables:

Media can be delivered to NCI in both material and digital formats. Delivery of media can be posted to a secured FTP site, or delivered on tape, CD or DVD. Files can be uploaded to the FTP site upon completion for client retrieval. NCI can accept MPEG, WMV, AVI and Flash files.

Deliverables:

Upon completion, NCI has the ability to deliver transcript and caption files, electronic files, encoded submaster tapes in various formats or DVDs or CDs, depending on the format needed. Transcript and caption files can also be emailed or uploaded to an FTP site for client retrieval. NCI is able to accommodate the various technical specifications that you would provide.

NCI's Off-Line Captioning Procedures:

1. **Log-In, Preview, and Digitalization.** Upon receipt of tape materials, information is entered and logged into our database and tapes are then loaded to our secured server for captioning. Your master is not altered in any way.
2. **Caption Preparation.** A caption editor watches and listens to the program and types a verbatim text of the dialogue, sound effects, and other essential non-verbal features. The editor breaks the text into discrete captions, assigns appropriate screen placement to each caption, and times the appearance and disappearance of each caption with the associated audio and video.

3. **Editor Review:** The completed caption file is compared against the program as if a TV viewer is watching it. All terms are researched using NCI's reference library, reliable Internet sites and external resources. The editor also runs a spell check program that has been integrated into NCI's caption preparation software. Any needed changes or adjustments are then made on the caption text file.
4. **Delivery:** Once completed, NCI can deliver a caption file via email or FTP site, or encode the captions to a tape or DVD submaster, and ship to the desired location.
5. **Quality and Timeliness:** NCI consistently delivers caption files on time without sacrificing any quality control standards. Our two off-line production facilities provide significant flexibility and convenience for handling all regular and rush work.

Captioners and Editors Training: NCI's editors bring a variety of skills to their positions. Applicants have demonstrated ability in software applications, spelling, proofreading and editing, and they have a clear understanding of the demands and deadline-driven nature of the job. NCI provides an intensive training program that covers all aspects of the job, ensuring that the editors have the necessary understanding of NCI captioning policies, standards, procedures, and systems. The training is designed to instill the importance of using established standards and styles. All work is carefully reviewed by peers and by supervisors to assure the quality of the product provided to the client.

Real-Time (Live) Captioning

Real-time captioning of live programming was first introduced by NCI in 1982. NCI's Real-Time Scheduling and Live Captioning Departments are adaptable and flexible to meet the West Virginia Educational Broadcasting Authority's changing needs and schedules. Below is a brief description of NCI's real-time captioning procedures.

Real-Time Captioning Procedures:

1. **Preparation:** Captioners begin preparing at least one to two hours in advance of the program start time. The captioners first prepare their computer dictionaries by compiling a list of names and unique words likely to be used during the programs. Captioners then add these words to their computer dictionaries so that the captioning software recognizes them and they appear properly during the broadcasts or Webcasts.
2. **Connection:** Approximately five to 15 minutes before the beginning of the program, a data connection is established with the broadcaster and its integrity is verified. The captioning computer system is loaded and checked.
3. **Captioning:** Captioning begins with the start of the broadcast/Webcast, with captioners having access to the program at the same time the audience views it. The captioner keys the dialogue of the program, which is transcribed by captioning software. Live captions always appear as roll-up captions.
4. **Caption Transmission:** The caption data is transmitted instantaneously via modem to the master control at the client's site. There, the caption data is inserted into Line 21 of the video signal through an encoder or embedded into the Webcast file. Captioning is continuous and concludes at the end of the broadcast.

Real-time Captioning Accuracy: NCI adheres to extremely high quality standards and will not allow live captioners on the air if they do not meet a standard of 98% accuracy. Most of NCI's captioning exceeds that rate. The accuracy level is judged against an average rate of 225 words per minute. Accuracy is calculated using the following formula:

$$\frac{\text{Total Words Written} - \text{Total Errors}}{\text{Total Words Written}} \times 100 = \% \text{ Accuracy}$$

Accuracy Review: A key element in analyzing and improving caption quality is ongoing review and critique of the captioning. Every captioning project is reviewed. While captioners work toward the highest levels of proficiency, they receive a documented review of randomly selected samples of their captioning work on a regular basis. These reviews are conducted both at the supervisory and peer levels, and captioners are given copies of their review results. Each captioner then uses the information to make needed corrections in preparation for future captioning assignments.

Live Captioners' Screening and Training: NCI provides a rigorous training program for its live captioners. Initial training prior to captioning on the air lasts three to six months, depending on the trainee's skill level. Live training includes building, structuring and maintaining a real-time captioning dictionary; and instruction in pre-broadcast preparation and on-air procedures. Practice sessions are conducted using representative programs. Once a candidate captioner has achieved the required level of expertise, she/he becomes an on-air captioner. It should be noted that NCI's screening process for hiring real-time captioners is so stringent that only one in ten applicants screened for a position is accepted as a training candidate.

Video Description

Video Description provides access to television and recorded video programming for people who are blind or have low vision. Concise yet vivid descriptions of a program's visual elements are combined with the original sound track on the SAP (Secondary Audio Programming) track of the described media. The description is unobtrusive and does not compete with the dialogue.

For broadcast educational programming, NCI has grant funding available from the U.S. Department of Education to pay for Description, and grant money from Friends of NCI to fund half of the cost of captioning for programs that are described.

Video Description Procedures:

1. **Script:** The description script is written describing the visual elements that are relevant to each scene, and edited to fit into selected natural pauses in the dialogue.
2. **Voice-Over:** The script is recorded in a high-quality digital format in a professional studio setting.
3. **Post-Production:** These recorded descriptions are then professionally mixed with the original sound track for optimal sound levels and recorded on a master tape as a separate sound track on the SAP (Secondary Audio Program) track.

III. Pricing

NCI proposes to provide captioning, subtitling and video description of West Virginia Educational Broadcasting Authority's current and future live and prerecorded programs. These services will be coordinated from NCI's headquarters located in Vienna, VA.

A La Carte Pricing for Specific Types of Captioning Services to be Selected Requested in RFQ #EBA170, Addendum #4

<u>Services</u>	<u>Rates</u>
¼ hour live roll up (Quantity 136)	\$35 per episode, per captioner
½ hour live roll up (Quantity 204)	\$55 per episode, per captioner
1 hour live roll up (Quantity 13)	\$110 per episode, per captioner
90 minute live roll up (Quantity 2)	\$165 per episode, per captioner
2 hour live roll up (Quantity 3)	\$220 per episode, per captioner
½ hour live roll up to tape (Quantity 13) LIVE TO TAPE CAPTIONING <i>* Please see Attachment A</i>	Captioning: \$55 per episode, per captioner Encoding: N/A – WVPBS would encode live TOTAL: \$55 <i>* Please see Attachment A</i>
½ hour live roll up to tape (Quantity 13) PRERECORDED ROLL UP CAPTIONING <i>* Please see Attachment A</i>	Captioning: \$200 + Encoding: \$120 TOTAL: \$320 <i>* Please see Attachment A</i>
1 hour live roll up to tape (Quantity 6) LIVE TO TAPE CAPTIONING <i>* Please see Attachment A</i>	Captioning: \$110 per episode, per captioner Encoding: N/A – WVPBS would encode live TOTAL: \$110 <i>* Please see Attachment A</i>
1 hour live roll up to tape (Quantity 6) PRERECORDED ROLL UP CAPTIONING <i>* Please see Attachment A</i>	Captioning: \$325 + Encoding: \$175 TOTAL: \$500 <i>* Please see Attachment A</i>
Live Captioning – 90 minute (Quantity 2)	\$165 per episode, per captioner
Live Captioning – 2 hours (Quantity 3)	\$220 per episode, per captioner
½ hour to (DVC Pro 50) tape Pop-On; Tape Stock provided by WVPBS (Quantity 4)	Center Pop-On Captioning: \$250 + Encoding: \$120 = Total: \$370
1 hour to (DVC Pro 50) tape Pop-On; Tape Stock provided by WVPBS (Quantity 4)	Center Pop-On Captioning: \$425 + Encoding: \$175 = Total: \$600
90 minute to (DVC Pro 50) tape Pop-On; Tape Stock provided by WVPBS (Quantity 7)	Center Pop-On Captioning: \$600 + Encoding: \$225 = Total: \$850

General Rate Schedule for West Virginia Educational Broadcasting Authority

<u>Services</u>	<u>Rate Schedule</u>
Center Pop-On Prerecorded Captioning	\$425 / program hour
Timed Roll-Up Prerecorded Captioning	\$320 / program hour
Spanish Pop-On Prerecorded Captioning	\$600 / program hour
Spanish Timed Roll-Up Prerecorded Captioning	\$450 / program hour
Encoding of Captions to 1-15 min. Tape Submaster	DVCPPro 50-\$120; DigiBeta-\$135; BetaSP-\$110; DVCam-\$80
Encoding of Captions to 16-30 min. Tape Submaster	DVCPPro 50-\$120; DigiBeta-\$155; BetaSP-\$125; DVCam-\$90
Encoding of Captions to 31-60 min. Tape Submaster	DVCPPro 50-\$175; DigiBeta-\$225; BetaSP-\$185; DVCam-\$140
Encoding of Captions to 61-90 min. Tape Submaster	DVCPPro 50-\$225; DigiBeta-\$310; BetaSP-\$265; DVCam-\$190
Encoding of Captions to 91-120 min. Tape Submaster	DVCPPro 50-n/a; DigiBeta-\$400; BetaSP-n/a; DVCam-\$215
Real-Time (Live) Custom Captioning	\$110 / program hour
Video Description (Pre-recorded Programming only)	\$2200 / program hour Grant funding possible for broadcast, educational programming.
Video / DVD Subtitling – English Subtitles for Deaf & Hard of Hearing	\$450 / program hour
Video / DVD Subtitling – Spanish Subtitles for the Deaf & Hard of Hearing	\$600 / program hour
Subtitle Encoding to DVD (no menu)	30 min.-\$100; 60 min.-\$150; 90 min.-\$250; 120 min.-\$325
Subtitle Encoding to DVD with Simple Menu Authoring	30 min.-\$225; 60 min.-\$300; 90 min.-\$375; 120 min.-\$425
Text File Transcript of Prerecorded Captioning, Prerecorded Subtitles or Real-Time Captioning	\$30 / file <i>(* Real-time text files may not be verbatim. Special formatting or editing may incur extra charges)</i>
Proof/Check Files of Prerecorded Captioning or Subtitling	1 st one per program free, \$30 each for subsequent files
Proof/Check Dub of Prerecorded Captioning or Subtitling, VHS or DVD	\$30 each

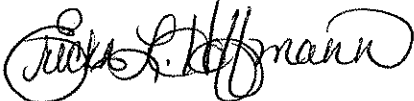
IV. Conclusion: Why Choose NCI?

NCI's success in providing quality captioning services since 1980 is attributable to a staff that is thoroughly knowledgeable and experienced in managing a full production facility for captioning, subtitling and video description in a cost-effective manner. In addition, NCI understands and is responsive to your requirements for quality, timeliness and competitive rates. NCI's management and quality control functions that have contributed to NCI's success include:

- Four state-of-the-art facilities located in Metropolitan Washington, DC (Vienna, VA); Dallas, TX; Burbank, CA; and London, England
- Superior standards and quality
- Highly competitive rates for the finest quality services
- Choice of services to match needs at affordable rates
- Excellent customer service and reliability
- Experienced and dedicated staff available 24/7/365 to meet your needs/deadlines
- The best trained and most experienced captioning staff in the world
- Technical/engineering support based on 28 years of experience
- Unsurpassed reputation in the industry
- NCI is the Global Leader in captioning and video description

Thank you for giving NCI the opportunity to present this proposal to West Virginia Educational Broadcasting Authority. We look forward to providing quality captioning for your live and prerecorded programs.

Best Regards,



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