

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

### Request for Quotation

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COR61417

PAGE

ADDRESS CORRESPONDENCE TO ATTENTION OF

JOHN ABBOTT 304-558-2544

DIVISION OF CORRECTIONS
VARIOUS LOCALES AS INDICATED
BY ORDER

RFQ COPY
TYPE NAME/ADDRESS HERE
Appriss, Inc.
10401 Linn Station Road, Suite 200
Louisville, KY 40223-3842

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10401 Linn Station Road, Suite 200 Louisville, KY 40223-3842

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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 COR6141

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ADDRESS CORRESPONDENCE TO ATTENTION OF

JOHN ABBOTT 304-558-2544

RFQ COPY TYPE NAME/ADDRESS HERE Appriss, Inc. 10401 Linn Station Road, Suite 200 Louisville, KY 40223-3842

DIVISION OF CORRECTIONS VARIOUS LOCALES AS INDICATED BY ORDER

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### Request for PARTIES REQUIRED NUMBERS Quotation

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The West Virginia Division of Corrections is in need of a 24-hour a day, 7-day a week operation, support and maintenance service for the Victim Information Notification Everyday System (VINE).

Enclosed are the minimum acceptable requirements that shall be bid:

	Meets 5	pec	
	Yes	No	
EXPERIENCE and REFERENCES			
Must have experience in setting up, monitoring and maintaining an automated victim notification system	X	MANUFACTURE AND ADDRESS OF THE PARTY OF THE	
Furnish three separate references. See Attachment A			
Must have implemented an automated victim notification System	X		
Furnish three separate references. See Attachment B			
NOTIFICATION SYSTEMS			
Must have capability of accepting Registrations and making notifications by telephone, e-mail and letter	X		
System must have the ability for the victim to register on an automated system	X	annus et de	
Besides regular notifications in English, System must Be supported in other languages, to include Spanish	<u>X</u>	Saudening and the	
Must have the ability to develop customized web pages, telephone scripts, emails and letters	X	NO.AAAAAAAT	
System must notify when the custody status of an offender changes from In Custody to Out of Custody	X		
System must notify individuals regarding parole hearing dates	X		

	Meets Yes	Spec No
LIVE OPERATOR VICTIM SERVICES		
Must provide live operator victim services	X	<del></del>
The Operator must assist callers in looking for an offender	X	-
The Operator must assist with registration for the victim notification	X	
The live operator victim services system must offer support 24/7/365	<u> </u>	
The live operators must be trained in victim services	X	***************************************
System must be equipped to handle TDD/TTY calls/callers	X	
DATA OPERATIONS CENTER		
Data Operations Center must operate 24/7/365	<u> </u>	AT A STATE OF THE
Must monitor data flows into your system	X	Manoremental
Data must be secured (both technically and physically).	X	W-0000-00-00-00-00-00-00-00-00-00-00-00-
SECURED INTERNET SITE		
Must provide a public web site for victims to search For offender information and register for notifications on Custody status	X	water constitution of the second
Must provide a secured non-public web based notification management tool	X	
Must have the ability to manually override notifications	X	

## <u>REPORTS</u>

Must provide the ability to Retrieve predefined reports through the software Examples: Notification reports, victim reports, statistics (etc.)	X	potantino de la constitución de la
PROMOTIONAL SUPPORT		
Must provide a promotional support campaign	<u>X</u>	
TRAINING		
Training and ongoing support must be provided	X	***************************************
ACCOUNT MANAGEMENT		
Must provide dedicated account managers to manage	X	

Descripti	3	stimated Order Qty.	] <sub>U</sub>	nit Price	Ext	ended Total
Hosting Fee - Monthly - Agency	*****	12 Months	\$	47,700	\$	47,700
Set-Up Fee	<u> </u>	1	\$	4	\$	
Equipment Fee		1	\$		\$	
24/7/365 Support		1	\$		\$	
Training		1	\$		\$	
Failure to use this for	m may result in dis	qualification	Gr	and Total	\$	47,700
Phone# :	Louisvil	le, KY 40. 3907	223-38	42		
		appriss.co	m	<del></del>		
Email Address:						
Contract Coordinator I	nformation:					
<del> </del>	nformation: Thomas R.	Seigle				
	Thomas R.	Seigle n Station	Road,	Suite 200	D	
Name:	Thomas R.		· · · · · · · · · · · · · · · · · · ·		)	
Contract Coordinator II Name: Address: Phone#:	Thomas R.	n Station Le, KY 402	· · · · · · · · · · · · · · · · · · ·		)	

## VENDOR PREFERENCE CERTIFICATE

Certification and application\* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

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 contification: or
	ing 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,
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,
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,
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,
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,
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.
require against or dedu	understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the ments for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency octed from any unpaid balance on the contract or purchase order.
authorize the requested	mission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and zes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid uired business taxes, provided that such information does not contain the amounts of taxes paid nor any other information d by the Tax Commissioner to be confidential.
and an	penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true curate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate es during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.
Bidder	NOT APPLICABLE Signed:
Dantana	Title:

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

#### 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 creater than one thousand dollars in the aggregate.

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

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. The vendor must make said affirmation with its bid submission. Further, 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/ noticeConfidentiality.pdf.

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

Vendor's Name:	Appriss, Inc.						
Authorized Signati	ura.	mil Card	Date:	August	19,	2009	
Purchasing Affidavit (R	uic.						

## 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, the State may deem this contract null and void, and terminate such contract 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

## Attachment A - References for Appriss, Inc.

# Must have experience in setting up, monitoring and maintaining an automated victim notification system.

Customer Name:	Commonwealth of Kentucky
Address:	Kentucky Department of Corrections
	245 East Main Street
	Frankfort, Kentucky 40602-2400
Contact Name:	Lisa Lamb
Telephone Number:	(502) 564-4726
Fax Number:	(502) 564-5642
E-Mail	<u>lisa.lamb@ky.gov</u>
Dates of Service:	May 1996 - Present
Detailed Description:	Kentucky's statewide automated victim notification system interfaces with both manual and automated systems. The Kentucky system was the first site that combined inmate information from jails statewide and the DOC inmate information into a single site for automated victim notification. Juveniles convicted of violent crimes are included in the system. The system includes live operator assistance and is provided in both English and Spanish.

State of North Carolina
1201 Front Street
Suite 200
Raleigh, NC 27609
Debbie Allen
(919) 733-4564
(919) 733-4625
dallen@ncgccd.org
May 1998 – Present
North Carolina's Statewide Automated Victim Assistance and Notification (SAVAN) system interfaces with both manual and
automated systems. The system combines all inmate
release/transfer and court event information into a single system that
is utilized for victim notification. The system includes live operator assistance and is provided in both English and Spanish.

Customer Name:	State of Illinois
Address:	Office of VCVA & AVN
	628 Maine Street
	Quincy, Illinois 62301
Contact Name:	Elizabeth T. Scholz
Telephone Number:	(217) 223-2221
Fax Number:	(217) 223-8995
E-Mail	EScholz@atg.state.il.us
Dates of Service:	March 2001 – Present
Detailed Description:	Illinois' statewide automated victim notification system interfaces with
	both manual and automated systems. The system combines all
	inmate records and court event records into a single system that is
	utilized for victim notification. The system includes live operator
	assistance and is provided in both English and Spanish.

## Attachment B - References for Appriss, Inc.

## Must have implemented an automated victim notification system.

Customer Name:	New York State Department of Corrections
Address:	NYS Department of Correctional Services
	1220 Washington Avenue, State Campus Bldg. 2.
	Albany, NY 12226-2050
Contact Name:	Janet Koupash
Telephone Number:	(518) 402-6600
Fax Number:	(518) 402-6618
E-Mail	Janet.Koupash@docs.state.ny.us
Dates of Service:	December 1998 - Present
Detailed Description:	New York State Department of Corrections automated victim notification system interfaces with both manual and automated systems. The system combines all inmate records and court event records into a single system that is utilized for victim notification. The system includes live operator assistance and is provided in both English and Spanish.

Customer Name:	Wisconsin Department of Corrections
Address:	3099 E. Washington Ave
	Madison, WI 53707-7925
Contact Name:	Colleen Jo Winston
Telephone Number:	(608) 240-5880
Fax Number:	(608) 240-3353
E-Mail:	Colleenj.winston@wisconsin.gov
Dates of Service:	February 1997 - Present
Detailed Description:	Wisconsin Department of Corrections automated victim notification
	system interfaces with both manual and automated systems. The
	system combines all inmate records into a single system that is
	utilized for victim notification. The system includes live operator
ABARBARAN PALAK MENERALA MENERA	assistance and is provided in both English and Spanish.

Customer Name:	Arkansas Crime Information Center
Address:	One Capitol Mall, Little Rock , AR 72201
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E-Mail	rstallings@acic.arkansas.gov
Dates of Service:	April 1998 - Present
Detailed Description:	Arkansas Victim Information and Notification Everyday system interfaces with both manual and automated systems. The system combines all inmate release/transfer for county jails and the Department of Corrections along with probation and parole and court event information into a single system that is utilized for victim notification. The system includes live operator assistance, TTY, and is provided in both English and Spanish.