



Award Winning e-Transcription Performance

1455 Veterans Memorial Hwy, Hauppauge, NY 11749 • 631.273.1983 Corporate • 800.546.5633 Toll Free • 646.349.1404 Fax

Attn: Shelly Murray  
From: Sharon Dietz  
Date: March 9, 2010  
Pages: 8 pages follow  
Re: Response to RFQ INS10002

**MEMO**

**ATTN: Shelly Murray**

Our submission for INS10002 is included on the following pages. I will also send an email with the following pages as an attachment. If there are any questions, I can be reached at 800.546.5633 ext. 708 or 386.597.7178.

Best regards,

Sharon Dietz  
National Director of Sales

RECEIVED  
2010 MAR -9 P 1:07  
REGULATING DIVISION  
STATE OF WV



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

# Request for Quotation

BID NUMBER
INS10002

PAGE
5

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

RFQ COPY  
TYPE NAME/ADDRESS HERE

ZyDoc Medical Transcription, LLC  
1455 Veterans Memorial Highway  
Hauppauge, NY 11749

INSURANCE COMMISSION  
1124 SMITH STREET  
CHARLESTON, WV  
25305-0540 304-558-3707

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
01/26/2010				

BID OPENING DATE: 02/24/2010 BID OPENING TIME 01:30PM

QTY	QUANTITY	UQP	CAF NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	<p>MANNER.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</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</p> <p>RFQ. NO.: INS10002</p> <p>BID OPENING DATE: 02/24/2010</p> <p>BID OPENING TIME: 1:30 PM</p>					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS	
SIGNATURE <i>Sharon Dietz</i>	TELEPHONE 800-546-5633 ext. 708 DATE March 9, 2010
TITLE National Sales Director	PHONE 13-4303910 ADDRESS CHANGES TO BE NOTED ABOVE



State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50180  
Charleston, WV 25305-0180

### Request for Quotation

INS10002

1

SHELLY MURRAY  
804-558-6801

RPQ COPY  
TYPE NAME/ADDRESS HERE

ZyDoc Medical Transcription, LLC  
1455 Veterans Memorial Highway  
Hauppauge, NY 11749

INSURANCE COMMISSION

1124 SMITH STREET  
CHARLESTON, WV  
25305-0540 804-558-3707

02/21/2010  
BID OPENING DATE 03/09/2010 BID OPENING TIME 01:30PM

0001	LS 961-72		ADDENDUM NO. 1
	<p>THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RECEIVED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 02/10/2010.</p> <p>THE BID OPENING DATE IS EXTENDED:</p> <p>FROM: 02/24/2010 TO : 03/09/2010</p>		
TRANSCRIPTION SERVICES		REQUISITION NO.: INS10002	
EXHIBIT 10		ADDENDUM ACKNOWLEDGEMENT	
<p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p>			

SIGNATURE: *Sharon Dietz* TELEPHONE: 800-546-5633 ext. 708 DATE: March 9, 2010  
TITLE: National Sales Director FERN: 13-4303910 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO REQ. 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

INS10002	2
SHELLY MURRAY 304-558-8801	

RFQ COPY  
 TYPE NAME/ADDRESS HERE

ZyDoc Medical Transcription, LLC  
 1455 Veterans Memorial Highway  
 Hauppauge, NY 11749

INSURANCE COMMISSION

1124 SMITH STREET  
 CHARLESTON, WV  
 25305-0540 304-558-3707

02/21/2010			
BID OPENING DATE	03/09/2010	BID OPENING TIME	01:30PM

- 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 SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

*Sharon Dietz*  
 SIGNATURE  
 ZyDoc Medical Transcription, LLC  
 COMPANY  
 March 9, 2010  
 DATE

NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.

END OF ADDENDUM NO. 1

SIGNATURE <i>Sharon Dietz</i>	TELEPHONE 800-546-5833 ext. 708	DATE March 9, 2010
NAME National Sales Director		PHONE 13-4303910
ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELLED '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  
**INS10002**

PAGE  
**6**

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

RFQ COPY  
TYPE NAME/ADDRESS HERE

**ZyDoc Medical Transcription, LLC  
1455 Veterans Memorial Highway  
Hauppauge, NY 11749**

INSURANCE COMMISSION

**1124 SMITH STREET  
CHARLESTON, WV  
25305-0540 304-558-3707**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
01/26/2010				

BID OPENING DATE: **02/24/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:

**646-349-1404**

CONTACT PERSON (PLEASE PRINT CLEARLY):

**Sharon Dietz**

\*\*\*\*\* THIS IS THE END OF RFQ INS10002 \*\*\*\*\* TOTAL:

Refer to Cost Proposal (Attachment C)

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Sharon Dietz</i>	TELEPHONE <b>800-546-5633 ext. 708</b>	DATE <b>March 9, 2010</b>
TITLE <b>National Sales Director</b>	FAX <b>13-4303910</b>	ADDRESS CHANGES TO RF MTFH ABOVE


**Attachment B****CERTIFICATION OF UNDERSTANDING  
MANDATORY REQUIREMENTS**

1. All transcripts will be formatted/typed in the exact manner detailed in the RFQ.
2. Toll free lines will be provided for receipt of dictation from Office of Judges employees located in Charleston, Beckley and Fairmont, West Virginia. This system must be compatible with the Dictaphone Enterprise System equipment owned by the Office of Judges.  
  
A sufficient number of lines will be available in place to accommodate all employees dictating simultaneously.
3. Hearing transcribed from cassettes and those transcribed from phone or other electronic format will be prepared in the format specified of the RFQ.
4. In the event telephone communication or other electronic means are unavailable, vendor shall transcribe decision orders from cassette tapes. If required these tapes will be picked up daily at the Office of Judges offices located at One Players Club Drive, Charleston, WV.
5. Vendor shall maintain a searchable database program of all decisions and transcripts. This database will be available to the Office of Judges at all times for search.
6. Vendor shall be able to electronically mail decisions/transcripts to the agency. System used to transmit electronically must provide absolute security of the documents content and format.
7. Vendor must accommodate the requirements of the Office of Judges to prioritize work and comply with special requests regarding the order in which dictations are transcribed.
8. Vendor must provide the agency with a magnetic storage disc (such as compact disc) of all the previous months transcriptions within ten days of the end of each month.
9. Vendor agrees to maintain strict confidentiality and security of dictation system, cassettes and all transcripts.
10. Successful Vendor must certify that no entity, agency or person associated with the Vendor is currently debarred or pending suspension from conducting business with any governmental unit.

*I certify that I have read and understand the requirement of this request by signing this certification; I agree that the terms outlined in the request for quotations are non-negotiable and must be met or the contract may be cancelled.*

Vendor Name: ZyDoc Medical Transcription, LLC

Representative: Sharon Dietz

Signature: 

Date: March 9, 2010

**Attachment C**

**COST PROPOSAL**

TRANSCRIBING HEARINGS FROM CASSETTE TAPES \$ 2.20 PER PG.

TRANSCRIBING TELEPHONE DICTATION \$ 4.95 PER PG.

Vendor Name: ZyDoc Medical Transcription, LLC

Representative: Sharon Dietz

Signature: *Sharon Dietz*

Date: March 9, 2010

RFQ No. INS 10002

STATE OF WEST VIRGINIA  
Purchasing Division  
**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: ZyDex Medical Transcription, LLC

Authorized Signature: Sharon Dietz Date: 3-9-10

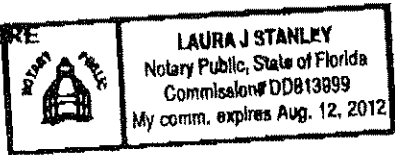
State of Florida

County of Flagler, to-wit: Sharon Dietz

Taken, subscribed, and sworn to before me this 9 day of March, 2010

My Commission expires Aug 12, 2012

AFFIX SEAL HERE



NOTARY PUBLIC

Laura J Stanley



Rev. 09/08

## State of West Virginia

# 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 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.

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*, §81-5-3), 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: ZyDoc Medical Transcription, LLC

Signed: Sharon Dietz

Date: March 9, 2010

Title: National Sales Director

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