

New Hire Program Services

Department of Health and Human Resources
Bureau for Child Support Enforcement
West Virginia
RFQ# CSE11066

February 22, 2011 1:30 PM

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WAR PURCEYSERS

SUBMITTED TO:

Roberta Wagner Department of Administration Purchasing Division Building 15 2019 Washington Street, East Charleston, WV 25305-0130 SUBMITTED BY:

Policy Studies Inc. 1515 Wynkoop Street Suite 400 Denver, CO 80202 (303) 863-0900



1515 Wynkoop Street Suite 400 Denver, CO 80202 p 303.863.0900 f 303.295.0244 www.policy-studies.com

February 17, 2011

Roberta Wagner
Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

RE: RFO Number CSE11066 for New Hire Program Services

Dear Ms. Wagner,

Policy Studies Inc. (PSI) is pleased to submit our RFQ to provide New Hire Program Services in West Virginia. We have been providing these services in West Virginia since 2000, and we look forward to continuing our relationship with the State.

From 2006 to 2010, PSI increased the percent of reports the State of West Virginia received electronically from 64 percent to 72 percent. In 2010, PSI also increased the number of employers reporting by 5 percent, increasing the average from 2,583 per month to 2,717 per month. These achievements are the result of our ongoing outreach to employers.

In addition to our work in West Virginia, PSI offers an established history operating new hire programs. Our notable achievements in the new hire program include:

- *PSI opened the nation's first new hire program* 15 years ago in Minnesota, and we are still running this state program today.
- We have developed sophisticated technology used in all our new hire reporting programs that allows for data capture, data entry, data verification, data transmission, a secure Web application, and extensive outreach activities.
- We manage more new hire operations than our closest competitor. PSI manages operations for 19 states and will begin operations of our 20th program, in Missouri, in April 2011.
- *PSI processed over 20 million transactions*, 40 percent of all new hire reports in the U.S. during Federal Fiscal Year (FFY) 2010.

We value the opportunity to continue services that result in increased child support payments and a better quality of life for West Virginia's children and families. We understand the significant budgetary challenges that West Virginia is facing, as are many others. As a consequence, PSI has

significantly reduced our price, leveraging our knowledge of West Virginia employers and our consolidated new hire data center to do so.

PSI certifies that no entity, agency, or person associated with our company is debarred or suspended.

We agree to provide all services listed in the RFQ at the monthly price listed on the Cost Quotation form.

Please feel free to contact Rachel Zietlow, client relationship manager, at 859-353-9044 or RZietlow@policy-studies.com if you have questions or need further information.

Sincerely,

Carroll Wallace

Chief Financial Officer

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TIME RECEIVED February 9, 2011 10:58:16 AM MST REMOTE CSID 304 558 4115 DURATION 754

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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

WY PURCHASING ACA SECT Fax 304-558-4115 Request for MONUMBER Quotation

CSE11066

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ROBERTA WAGNER 3<u>04-</u>558-0067

25305

RFQ COPY TYPE NAME/ADDRESS HERE Policy Studies Inc. 1515 Wynkoop Street Suite 400 Denver, CO 80202

HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX BUILDING 6 CHARLESTON, WV

DATE PRINTED TERMS OF SALE SHIP VIA FOR FREIGHT TERMS 02/08/2011 BID OPENING DATE: 02/22/2011 OPENING TIME 01:30PM CAT LINE QUANTITY UOP ITEM NUMBER UNITPRICE AMOUNT ADDENDUM NO. 1 . QUESTIONS AND ANSWERS ARE ATTACHED. TO MOVE THE BID OPENING DATE FROM 2/10/2011 T | O 2/22/2011. 3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10 REQUISITION NO.: CSE11066 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 ... X... ΝQ. 2 NO. 3 NO. NO. 5 UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE DATE Carroll Wallace 303-863-0900 02/17/2011 FEIN ADDRESS CHANGES TO BE NOTED ABOVE 84-0938521

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
- 4. 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.
- 5. Payment may only be made after the delivery and acceptance of goods or services.
- 6. Interest may be paid for late payment in accordance with the West Virginia Code.
- 7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 10. The laws of the State of West Virginia and the Legislative Rules of the Purchasing Division shall govern the purchasing process.
- 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 12. 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.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
- 14. 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.
- 15. 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, and the West Virginia Insurance Commission. 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.
- 16. 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 material, 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.

INSTRUCTIONS TO BIDDERS

- 1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
- 2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 4. 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
- 5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

WY PURCHASING ACA SECT Fax 304-558-4115

Request for

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CSE11066

Feb 9 2011 12:42pm P002 PAGE
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ROBERTA WAGNER
304-558-0067

RFQ COPY
TYPE NAME/ADDRESS HERE
Policy Studies Inc.
1515 Wynkoop Street
Suite 400
Denver, CO 80202

HEALTH AND HUMAN RESOURCES

CHILD ADVOCATE OFFICE
CAPITOL COMPLEX
BUILDING 6
CHARLESTON, WV
25305
304-746-2383

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Suite 400

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Policy Studies Inc.

1515 Wynkoop Street

Denver, CO 80202

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

WY PURCHASING ACA SECT Fax 304-558-4115 **Request for** HFQ NUMBER

CSE11066

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ROBERTA WAGNER 3<u>04-558-0067</u>

HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX FBUILDING 6 CHARLESTON, WV

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Suite 400

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1515 Wynkoop Street

Denver, CO 80202

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

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ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

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HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX . BUILDING 6

CHARLESTON, WV

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ROBERTA WAGNER

304-558-0067

TYPE NAME/ADDRESS HERE Policy Studies Inc. 1515 Wynkoop Street Suite 400

Denver, CO 80202

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HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX BUILDING 6 CHARLESTON, WV 25305 304-746-2383

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Policy Studies Inc.

1515 Wynkoop Street

Denver, CO 80202

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston WW 25205 0100 Charleston, WV 25305-0130

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ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES

CHILD ADVOCATE OFFICE CAPITOL COMPLEX BUILDING 6

CHARLESTON, WV 25305

304-746-2383

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Request for

ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX BUILDING 6 CHARLESTON, WV 304-746-2383 25305

CONTRACT FOR NEW HIRE PROGRAM SERVICES VENDOR TO PROVIDE SERVICES TO ASSIST IN THE LOCATION OF INDIVIDUALS WHO HAVE A DUTY TO SUPPORT THEIR CHILDREN THROUGH THE REPORTING OF NEWLY HIRED OR REHIRED EMPLOYEES OR THOSE RETURNING TO WORK. VENDOR IS TO PROVIDE DATA ENTRY, EMPLOYER OUTREACH, COMPLIANCE MONITORING, AND REPORTING SERVICES AS HER THE ATTACHED SPECIFICATIONS. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON MAY 1, 2011 AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE CRIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL	DATE PRIN	<u> </u>	RMS OF SAL	E.	*********** *	HIP VIA			Οр			u ithws
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Request for p

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ADDRESS CORRESPONDENCE TO ATTENTION ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX BUILDING 6 CHARLESTON, WV 304-746-2383 25305

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Request for E

ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX BUILDING 6 CHARLESTON, WV 25305 304-746-2383

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Suite 400

Denver, CO

TYPE NAME/ADDRESS HERE

Policy Studies Inc.

1515 Wynkoop Street ..

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

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Request for

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ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX BUILDING 6 CHARLESTON, WV 304-746-2383 25305

DATE PRINTED SHIP VIA F.O.B. TERMS OF SALE 01/10/2011 BID OPENING DATE: BID OPENING TIME 01:30PM 02/10/2011 UNIT PRICE AMOUNT QUANTITY ITEM NUMBER LINE DEPARTMENT OF ADMINISTRATION HURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV EXHIBIT 4 LOCAL GOVERNMENT HODIES: UNLESS THE VENDOR INDICATES ON THE BID HIS REGUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE EID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST IF THE VENDOR DOES NOT WISH TO EXTEND THE VIRGINIA. ERICES, TERMS, AND CONDITIONS OF THE BID TO ALL EOLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST dlearly indidate such refusal in his bid. SUCH REFUSA SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER. REV. 3/88 THE STATE OF WEST VIRGINIA FURCHASING CARD ACCEPTANCE: QURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHIC THE SUCCESSFUL VENDOR IS ISSUED THROUGH A BANK. MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING DARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD. NOTICE SÉÉ RÉVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE 02/17/2011 Carroll Wallace 303-863-0900 ADDRESS CHANGES TO BE NOTED ABOVE 84-0938521



Request for

CSE11066

ADDRESS CORRESPONDENCE TO AT ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX BUILDING 6 CHARLESTON, WV 25305 304-746-2383

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SIGNATURE	Mela_	· .	rroll Wallace	303-863-0900	02/17/2011
Chief Finar	ncial Officer		938521	1	HANGES TO BE NOTED ABOVE
WHE	V RESPONDING	TO REQ. INS	ERT NAME AND ADDRES	S IN SPACE ABOVE L	ABELED 'VENDOR'



Request for

CSE11066

ADDRESS CORRESPONDENCE TO A TENTION

ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES CHILD ADVOCATE OFFICE CAPITOL COMPLEX BUILDING 6 CHARLESTON, WV

25305

304-746-2383

DATE PRINTED	TERMS OF \$7	ALE SPII	P VIA	FOR	FREIGHTTERMS		
01/10/2011 BID OPENING DATE:	02/10/2011	<u> </u>	BID OPE	NING TIME 01:	30PM		
LINE O	UANTITY UOP	CAT ITEMA	IUMBER	UNIT PRICE	AMOUNT		
			·	<u> </u>			
****	* THIS IS T	HE END OF REQ	CSE11d66	***** TOTAL:	\$3,329.26		
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SIGNATURE CAULO	o	Carroll Wallac	TELEBRIONE	-863-0900 DATE	02/17/2011		
<u> </u>	O V vocators						
		O INSERT NAME AN	D ADDRESS IN	SPACE ABOVE LABELI	ED 'VENDOR'		

NEW HIRE REPORTING PROGRAM (CSE11066)

COST QUOTATION

Transitional Cost (Fixed Fee)

*Current Avg.

Rate Per New Hire Record or Resubmittal \$0.220 X 15133 = \$3,329.26

Grand Total: \$3,329.26

*Current Averages: - These numbers are for comparison purposes ONLY.

Actual workload may vary.

Award will be based upon the lowest total of Transitional Cost plus Monthly Average Estimated Cost, where Transitional Cost is any flat fee to be charged during the first two months of the contract for set-up or change of operations and Monthly Average Estimated Cost is the vendor's proposed rate per record times the estimated monthly average of 15133.

REQNO. CSE11066

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:

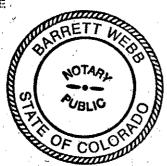
"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due 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 exceed 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.

Vendor's Name: Policy Studies Inc. Authorized Signature: CANDO Carroll Wallace Date: 02/17/2011 State of COLORADO County of DENVER , to-wit: Taken, subscribed, and sworn to before me this 17th day of FEBRUARY . 2011. My Commission expires JULY 9 . 2012. AFFIX SEAL HERE. NOTARY PUBLIC Banett Mell



WITNESS THE FOLLOWING SIGNATURE

Purchasing Affidavit (Revised 12/15/09)

West Virginia Department of Health & Human Resources FEDERAL PROGRAM PARTICIPATION ACKNOWLEDGMENT, AUTHORIZATION, CONSENT, AND RELEASE

٠.	care programs or in fede Department of Health and	y excluded, debarred, suspended, or oth ral_procurement or non-procurement p Human Resources.	erwise ineligible to participate in feorograms shall be hired by the W	deral health est Virginia
. F	PSI is Ham	rently excluded, debarred, suspended, federal procurement or non-procurement	or otherwise ineligible to participat nt programs.	e in federal
	Willen CI	arroll Wallace, hief Financial Officer	02/17/2011 Date	
	•	Signature	Date	
	Resources specifically to ineligible to participate in fill fired, I also agree to per	to a background check by the West determine whether I am currently expedient health care programs or in federal health care programs or in federal health care programs or in federal health and Human Resources.	xcluded, debarred, suspended, o al procurement or non-procuremen ound checks during the course of c	r otherwise it programs.
•	representatives, employees	the West Virginia Department of Health as, officers, or related personnel both Indivat may result because of compliance with	/idually and collectively, from any ar	nd all liability.
	For positive identification parties information is confident	purposes, the following information is rential and will not be used for any other p	equired when conducting a backgrourposes (please print):	ound check
	Name	Will complete upon co	ontract execution	
,		last name -	first name	middle initial
	Maiden/Other Names			
	*	(This should include other married names by wh	ich you have been known.)	
	Current Address	street/box#	city	state
	\$3511 NOTEPOYOURSO		anted for Venification purise	
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