



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
HHR11161

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER
304-558-0067

VENDOR
 *423152314 614-781-7800
NORTHWOODS CONSULTING PARTNERS
5815 WALL ST STE A

DUBLIN OH 43017-3265

SHIP TO
HEALTH AND HUMAN RESOURCES
ADMINISTRATION AND FINANCE

ONE DAVIS SQUARE, ROOM 300
CHARLESTON, WV
25301 304-558-6362

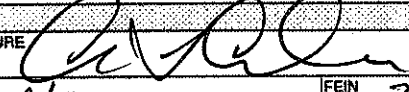
DATE PRINTED 05/05/2011	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
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BID OPENING DATE: **06/02/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	223	EA		099-00-01-001	\$320	\$71,360
ONBASE NAMED LICENSES CODE CTIPN1 REQUEST FOR QUOTATION TO PROVIDE ENTERPRISE CONTENT MANAGEMENT SOFTWARE PER THE ATTACHED SPECIFICATIONS. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT. RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL 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.						

RECEIVED
 2011 MAY 31 AM 9:32
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE  TELEPHONE **614-781-7800** DATE **5/26/2011**

TITLE **VP/COO** FEIN **31-1668570** ADDRESS CHANGES TO BE NOTED ABOVE

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



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<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>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT 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>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 05/17/2011. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>SHELLY MURRAY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
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TITLE VP/COO	FEIN 31-1668570	ADDRESS CHANGES TO BE NOTED ABOVE	

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BID OPENING DATE: **06/02/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115 E-MAIL: SHELLY.L.MURRAY@WV.GOV</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>PLEASE NOTE A CONVENIENCE COPY WOULD BE APPRECIATED.</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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BID OPENING DATE: **06/02/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
SEALED BID						
BUYER:-----SHELLY MURRAY FOR RW/FILE22-----						
RFQ. NO.:-----HHR11161-----						
BID OPENING DATE:-----06/02/2011-----						
BID OPENING TIME:-----1:30 PM-----						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----614-781-7801-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----Shannon Miller-----						
***** THIS IS THE END OF RFQ HHR11161 ***** TOTAL:						\$71,360

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 614-781-7800	DATE 5/26/2011
TITLE VP/COO	FEIN 31-1668570	ADDRESS CHANGES TO BE NOTED ABOVE

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Enterprise Content Management with OnBase

OnBase provides enterprise-level document content management. Enterprise content management software integrates with existing business applications so you reduce, even eliminate, wasteful, redundant tasks. Documents and content you'd normally spend time searching for are at your fingertips.

- A named user license allows one (1) specific user access to one (1) system
- A concurrent user license allows any user to access one (1) system

Concurrent licenses are normally implemented in a way to allow a certain maximum number users access to a system at any one time. For example, 10 concurrent user licenses allows up to any 10 users to access the system at the same time.

Item #	Quantity	Description	Unit Price	Total Price
1.	223 ea.	OnBase Named Licenses Code CTIPN1 or equal	\$ 320	\$ 71,360
2.	1 ea.	OnBase Concurrent Licenses Code CTIPC1 or equal	\$ 960	\$ 960
3.	1 ea.	OnBase Software Maintenance Code Maint1 or equal	\$ 14,464	\$ 14,464
4.	1 ea.	OnSite Maintenance Plan Code MS-NMP-A1 or equal	\$ 0	\$ 0
5.	1 ea.	OnSite Maintenance Plan Year 2 Code MS-NMP-AL or equal	\$ 0	\$ 0
6.	1 ea.	OnSite Maintenance Plan Year 3 Code MS-NMP-AL or equal	\$ 0	\$ 0
GRAND TOTAL				\$ 86,784

AWARD WILL BE MADE TO THE LOWEST BIDDER MEETING SPECIFICATIONS. YEARS TWO AND THREE MAINTENANCE COST WILL BE USED IN THE EVALUATION OF THE TOTAL AMOUNT OF THE PURCHASE ORDER. HOWEVER, YEARS TWO AND THREE COSTS CANNOT BE PAID UNTIL THE FIRST MONTH OF THE YEAR THEY ARE TO COVER.

Northwoods Consulting Partners

VENDOR NAME


SIGNATURE

5/26/2011
DATE



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RFQ COPY
 TYPE NAME/ADDRESS HERE

HEALTH AND HUMAN RESOURCES
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 25301 304-558-6362

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/18/2011				

BID OPENING DATE: 06/02/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RECEIVED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 05/17/2011.						
SOFTWARE MAINTENANCE WILL BE FOR A PERIOD OF ONE YEAR, WITH THE OPTION OF TWO ONE YEAR RENEWALS.						
ONSITE MAINTENANCE PLAN SHALL BE FOR ONE YEAR WITH THE OPTION OF TWO ONE YEAR RENEWALS.						
PLEASE NOTE THAT THE RENEWALS ARE ONLY APPLICABLE TO THE MAINTENANCE.						
0001	223	EA		099-00-01-001 ONBASE NAMED LICENSES CODE CTIPN1	\$320	\$71,360
0002	1	EA		099-00-01-001 ONBASE CONCURRENT LICENSES CODE CTIPC1	\$960	\$960

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 614-781-7800	DATE 5/26/2011
TITLE VP/COO	FEN 31-1668570	ADDRESS CHANGES TO BE NOTED ABOVE

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PROPERTY

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0003	1	JB	920-45		\$14,464	\$14,464
ONBASE SOFEWARE MAINTENANCE CODE MAINT1						
0004	1	JB	920-45		\$0	\$0
ONSITE MAINTENANCE PLAN CODE MS-NMP-AL						
0005	1	YR	920-45		\$0	\$0
ON-SITE MAINTENANCE PLAN YEAR 2 CODE MS-NMP-AL OR						
0006	1	YR	920-45		\$0	\$0
ON-SITE MAINTENANCE PLAN YEAR 3 CODE MS-NMP-AL OR						
EXHIBIT 10						
REQUISITION NO.: HHR11161						
ADDENDUM ACKNOWLEDGEMENT						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 614-781-7800	DATE 5/26/2011
TITLE VP/COO	FERN 31-1668570	ADDRESS CHANGES TO BE NOTED ABOVE

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05/18/2011				

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LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.						
----- END OF ADDENDUM NO. 1 -----						
***** THIS IS THE END OF RFQ HHR11161 ***** TOTAL:						\$86,784

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 614-781-7800 DATE 5/26/2011

TITLE VP/COO FEIN 31-1668570 ADDRESS CHANGES TO BE NOTED ABOVE

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



5815 Wall Street
Dublin, OH 43017

614-781-7800
teamnorthwoods.com

May 20, 2011

Roberta Wagner
State of West Virginia, Department of Administration, Purchasing Division
2019 Washington St., East
P.O. Box 50130
Charleston, WV 25305

Dear Ms. Wagner

This purpose of this letter is to clarify our costs for onsite maintenance. We are offering our onsite maintenance at no cost for the licenses included in RFQ HHR11161.

Please let me know if you require further information regarding Northwoods' bid.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Miller".

Shannon Miller

Phone: 614-707-5124

Email: smiller@teamnorthwoods.com

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*, §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: NORTHWOOD CONSULTING PARTNERS, INC. Signed: [Signature]
Date: 5/26/2011 Title: VP/COO

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

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.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: NORTHWOODS CONSULTING PARTNERS, INC.

Authorized Signature: [Signature] Date: 05/26/2011

State of FRANKLIN OHIO

County of FRANKLIN, to-wit:

Taken, subscribed, and sworn to before me this 26th day of May, 2011.

My Commission expires June 20th, 2011.

NOTARY PUBLIC [Signature]

AFFIX SEAL HERE



AMY M KORTE
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires
June 20, 2011