



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
 ADJ07001

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 CHUCK BOWMAN
 304-558-2157

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ADJUTANT GENERAL'S DEPARTMENT
 MOUNTAINEER CHALLENGE PROGRAM
 CAMP DAWSON
 240 ARMY ROAD
 KINGWOOD, WV
 26537
 304-341-6406

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
06/23/2006				

BID OPENING DATE: 06/30/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
ADDENUM ISSUED TO ADDRESS SUBMITTED VENDOR QUESTIONS AND TO DISTRIBUTE THE REVISED BID SCHEDULE.						
PLEASE SEE THE ATTACHED Q & A AND REVISED BID SCHEDULE.						
BID DATE HAS BEEN EXTENDED FROM 06/29/06 TO 06/30/06. BID OPENING TIME REMAINS 1:30 PM.						
***** NO OTHER CHANGES *****						
0001	1	EA		990-37		
MEDICAL SUPPORT 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'

**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 registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
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 is automatically null and void, and is 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.

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. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices 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.

ORIGINAL SIGNED BID TO:

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

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.

ADJ07001 ADDENDUM NO.1
REVISED BID DATE 06/30/06
BID OPENING TIME: 1:30 PM

The following questions have been submitted by the vendor community in reference to the RFQ package for #ADJ07001, the Mountaineer Challenge Academy's Medical Support Services Contract. The official answers of the WV Purchasing Division are noted under each question.

- Q. Must we be registered with the Purchasing Division prior to bidding on the RFQ?
- A. **No; however, you must register in order to receive the contract.**
- Q. With regard to the requirement listed on page 8 stating "The vendor will be sensitive to gender issues of the Cadets and will provide a same gender support person when an exam is to be performed by a medical professional of the different gender". Does this apply to all examinations or just those dealing with pelvic, genitalia, or breasts exams?
- A. **Requirement pertains to examinations dealing with pelvic, genitalia, or breast areas only.**
- Q. On page 9, do all female cadets need a pregnancy test, or just those who need immunizations?
- A. **ALL female cadets require a pregnancy test.**
- Q. On page 9, it states that each cadet must be screened for TB, but the bid sheet only allots for 70 screenings? Could you clarify the number for this requirement?
- A. **TB screenings are only required of those cadets whose records are not current. Historically, 100% of the cadets have not required this screening. The quantity listed is an estimate only.**
- Q. On the bid sheet, it lists as bid item #6 Phone Consultations. Will ChalleNGe be paying for this service? It is unclear to us who would be responsible for this portion of the contract. Insurance companies usually do not provide funding for this, unless it is a lengthy and/or complicated phone call.
- A. **If it is a lengthy or complicated phone consultation, the vendor will bill the appropriate insurance company. If it is a general guidance type consultation, then the MCA will be billed by the vendor. MCA and the vendor will be dually responsible for recording the monthly quantity of phone consultations. At the conclusion of each phone consultation, the vendor will fax a confirmation of the consultation to the MCA. This faxed confirmation should contain at a minimum, the date and time of the call, the duration of the call, the person placing**

and receiving the call, and the referred remedy. The vendor will invoice for these consultations and only be reimbursed for those consultations on record with the MCA as confirmed via fax.

- Q. You have insured and uninsured cadets listed as separate line items. We also wanted to point out that all physicians are required by Medicaid law to bill insured patients and uninsured patients at the same rate. This is the law, unless the physician negotiates a private contract with a vendor wherein insurance/Medicaid is not being billed. If we bill insurance or Medicaid for a service, we must bill our uninsured patient at the same rate as an insured patient. This is the same rate that we would bill in our office for the service rendered. However, this does not mean that we will be able to collect the entire amount billed from Medicaid, an insurance company, or an uninsured patient. Each insurance company and Medicaid negotiate their own payment scheme with the provider. Further, not all patients pay the balance of their bills, whether they are insured or uninsured. We just wanted you to be aware of this situation.
- A. **The differentiation between insured and uninsured cadets has been removed from the revised bid schedule.**
- Q. On Bid item #4, it is impossible to bid this item as listed. First, the amount billed to the insurance/cadet will be dependant upon the type of service rendered. In the medical profession, there are national standards for billing that practitioners must follow when billing insurance/Medicaid. For example, the patient may be billed out at as a nurse service, Level 1, Level 2, Level 3, etc. The base price for each of these levels is dependent upon the illness or procedure necessary and/or the time spent with the patient. For example, a nurse service would be the base charge for a blood pressure check done by the nurse. Someone requiring stitches may be at a level 3. Insurance companies regularly audit to ascertain that physicians are billing appropriately. Secondly, the base charge may have additions depending upon what else the patient needs. For example, the patient would be charged for strep test, pregnancy test, vaccination, dressing changes, etc. in addition to the base charge. Thirdly, as stated above, there can be no difference in what is billed to insured/uninsured patients. How should this line item be bid, in that there is no way to gauge what level of service each cadet will need?
- A. **Bid Item #4 has been removed from the revised bid schedule. Item #5 has been renumbered as bid item #4.**

**REVISED BID SCHEDULE
PER ADDENDUM #1
#ADJ07001**

	<u>UNIT PRICE</u>	<u>TOTAL</u>
BID ITEM #1: Physical Exams (Est. Qty. 120, but not to exceed 160)		
(120) Total Cadets	\$ _____	\$ _____
BID ITEM #2: Diptheria-Tetnus Immunization		
(35) Insured Cadets	\$ _____	\$ _____
BID ITEM #3: Tuberculosis Screening		
(70) Insured Cadets	\$ _____	\$ _____
(40) MCA Staff (to be billed to MCA)	\$ _____	\$ _____
BID ITEM #4: Med. Tech. / Phys. Asst. (Hourly) *Billing monthly in arrears in quarter/hour increments		
(25) On-Site Sick Call Coordination, Medication Dispensing (est. hours per week)	\$ _____/hr	\$ _____
(16) Opening Day Registration Coordination (est. hours/ per employee for this event)	\$ _____/hr	\$ _____
BID ITEM #5: Phone Consultations *Calls placed during regular office hours after on-site sick call and calls placed after regular office hours are included in this line item price		
(5) Calls per month	\$ _____	\$ _____
	TOTAL	\$ _____

Vendor Name: _____

Signature : _____