



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
BCF60604

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

**HEALTH AND HUMAN RESOURCES
 BUREAU FOR CHILDREN & FAMILIES
 RAPIDS PROJECT
 1012 KANAWHA BLVD., EAST
 CHARLESTON, WV
 25301 304-348-0854**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/11/2006				

BID OPENING DATE: **05/03/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*****ADDENDUM NO. 1*****</p> <p>1. BID OPENING DATE HAS BEEN CHANGED TO 5/3/06. 2. 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.</p> <p>PLEASE NOTE THE FOLLOWING ATTACHMENTS: 1) RESPONSES TO WRITTEN QUESTIONS BCF60604 2) ADDENDUM ACKNOWLEDGEMENT</p> <p>*****END OF ADDENDUM NO. 1*****</p>						

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 \$45 fee.
 5. All services performed or goods delivered under State Purchase Orders/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, 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 ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.
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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

DUPLICATE BID TO:

State Auditor's Office
Bid Observer
Building 1 Room W114
1900 Kanawha Boulevard, East
Charleston, WV 25305-0230

**RESPONSES TO WRITTEN QUESTIONS
BCF60604**

1. **QUESTION:**
For the RFQ: BCF60604 we cannot supply the media of Cognos Series 8 Business Suite since we are not a reseller, but have great consultants for maintenance, support, and training of Cognos Series 8. Can the quote be filled out for just that side of it, or is there the possibility of a separate RFQ?

ANSWER:

The media is required, and there will be no separate RFQ.

2. **QUESTION:**
Another question is what is the Series 8 going to be interfacing with? Are you utilizing all Cognos products? We need to know what this application is going to pull information from so that the correct technician can be assigned and a specifically tailored rate.

ANSWER:

Cognos Series 8 Business Intelligence capabilities will be used for reporting and data analysis from our Health and Human Services applications and other State systems, as needed.

3. **QUESTION:**
Out of the 100 users, is there a breakdown of the functionality? For example, administrators, ad-hoc reporting, etc.?

ANSWER:

Yes, we anticipate Cognos user roles to be categorized as administrative users and reporting/data analysis users. Our best estimate would be a 90-10 adhoc query role to an administrative role split.

4. **QUESTION:**
When is the intention to make an award on the contract?

ANSWER:

An award on the RFQ will be made as soon as possible after the bid opening.

5. **QUESTION:**
Can you please clarify when the RFQ must be received by the Department of Administration, Purchasing Division?

ANSWER:

If you are referring to the bid in response to the RFQ, it must be received by the

Department of Administration prior to the bid opening which is 1:30 p.m. April 27, 2006.

6. **QUESTION:**

Regarding the license for 100 users of the Cognos 8 Business Intelligence Suite, is there a specific level of functionality that you require?

ANSWER:

Please refer to #3.

Vendor:	Spending Unit:
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Requisition No.: BCF60604

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

Signature

Company

Date