



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
EDD248252

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

VENDOR

RFQ COPY  
TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION  
  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/26/2006				

BID OPENING DATE: 05/02/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM NO. 1 IS ISSUED TO REVISE THE PAGE NUMBERS ON THE SPECIFICATION PAGES AND TO INCLUDE THE PH SENSOR ON THE PRICING PAGE (ORIGINAL PAGE 15) WHICH IS MENTIONED ON THE ORIGINAL PAGE 11 UNDER PROBEWARE PACKAGE REQUIREMENTS. PLEASE DISCARD THE ORIGINAL SPECIFICATIONS AND REPLACE WITH THE ATTACHED SPECIFICATION PAGES 10-17.		
				BID OPENING DATE REMAINS: MAY 2, 2006 BID OPENING TIME REMAINS: 1:30 PM		
				***** NO OTHER CHANGES *****		
0001	1	EA		785-85-01-100		
				TRAINING MATERIALS		
				***** THIS IS THE END OF RFQ EDD248252 ***** TOTAL:		

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 §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

**DUPLICATE BID TO:**

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

**REQUEST FOR QUOTATIONS  
WV DEPARTMENT OF EDUCATION**

**GENERAL INFORMATION**

The Acquisition and Contract Administration Section of the Purchasing Division (State) on behalf of the West Virginia Department of Education (WVDE) is soliciting quotations to provide technology materials to be used for the professional development training of teachers and use in the science classroom.

This Request for Quote will define and describe the required components of the technology materials hereafter called the data logger unit. The data logger unit will include a graphing data logger, probeware package, software, instructional materials, and technical assistance.

Scope of Bid: In efforts to increase technology utilization in the science classroom, WVDE intends to provide a professional development opportunity for all WV high school science teachers.

The training shall occur in two phases. Phase I will involve training ten WV high school teachers who will serve as statewide trainers. The five day training will occur in June 2006 in Charleston, WV, and will involve the initial purchase of at least 100 data logger units. A technical advisor from the vendor must attend and participate in training these Phase I teachers.

Phase II of the training will be at eight regional sites (Regional Education Service Agencies) across the state. See [http://wvde.state.wv.us/ed\\_directory/](http://wvde.state.wv.us/ed_directory/) for RESA site information. At the Phase II trainings, county school systems, RESAs, or WVDE will sponsor high school teachers in their districts to participate. As a prerequisite established by the WVDE, the county school system or RESA must agree to purchase 12 data logger units per participating teacher. Regional trainings will last two days each, with a maximum of 50 participants each, and will take place during the months of June, July and August of 2006. It is expected that the vendor must assist in these eight training sessions. Additional trainings for teachers who did not participate in 2006 will be made available for the summers of 2007, 2008, and 2009. Vendor representative attendance for the summers of 2007-2009 is not required.

This RFQ requires responding vendors to provide a price of bid per one base unit (data logger unit.) Each unit would be defined by all requirements of section 3.1 of this RFQ, including data logger, probeware package, instructional materials, and technical/training assistance. It is the intent of this RFQ that upon award, the resulting contract must allow county boards of education, RESAs, or multi-county vocational centers to "piggyback" all terms, conditions, provisions, etc. of this contract as if they were a direct party to the contract.

For estimation purposes only, it is conceivable that 300 teachers may be trained in the first year of Phase II training having a need of 3600 total data logger units.

It will be required that the vendor extend the prices established by this contract to county school systems, individual schools under their jurisdiction, RESAs or multi-county vocational centers. The prices quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract.

**1.1 Schedule of Events:**

Release of the Request for Quote (RFQ)..... 04/18/06

Deadline for Vendor Questions ..... 04/25/06

Bid Opening Date ..... 05/02/06

Term of Contract ..... 1 year, with two additional 1 year renewal periods

**OPERATING ENVIRONMENT**

**2.1 Location:**

The WVDE is located in the State Capitol Complex, Building 6, 1900 Kanawha Boulevard, East, Charleston, WV 25305-0330. The Office of Student Assessment Services is located in Room 717 of the building at that address.

**2.2 Background Information about the WVDE (<http://wvde.state.wv.us/>):**

It is the intent of this RFQ to improve instructional materials, strategies, and student achievement in alignment with the WV Content Standards and Objectives (WV CSOs.) WV is devoted to the goals of 21<sup>st</sup> Century Learning Skills, focusing upon an increased utilization of technologies in science and mathematics education.

**PROCUREMENT SPECIFICATIONS**

**3.1 Requirements:**

3.1 Mandatory requirements

Each complete data logger unit must include the data logger, software, probeware, instructional labs customized to WV CSOs, and technical assistance from the vendor. All equipment supplied under this RFQ must be new, previously unused and not remanufactured.

• **Data Logger**

1. The data logger must be able to stand alone or be used as a computer interface.
2. The data logger must be able to capture, analyze, annotate, and store data without being attached to a computer or external calculator.
3. Must have a minimum storage capacity of 5 MB.
4. The data logger must display data and functions on an LCD screen.
5. The data logger must have sensor ports in which digital and analog probes can be attached. There must be at least two analog and two digital ports that can be used simultaneously to collect data.

6. The data logger must be portable with an internal, rechargeable battery so that data can be collected at the experimental site without requiring external power.
7. The data logger must be able to accept an external USB mouse or keyboard.
8. The data logger must have an alphanumeric keypad.
9. The data logger must have software to execute statistical functions such as mean, median, mode, and standard deviation.
10. The data logger must have software to execute linear curve fits upon collected data.
11. The data logger must have software to annotate data points with both text notes or recorded voice messaging.
12. The data logger must have software to execute real time data collection and graphing.
13. The data logger must have a built in speaker for sound output.
14. The data logger must be able to capture data from multiple probes simultaneously.
15. The data logger must be able to directly connect to a printer for output of data utilizing the software within the unit (i.e. not requiring the use of a computer).

- **Probeware Package**

The probeware package must contain at a minimum the following probes compatible with the above described data logger. The data logger must have the ability to instantly recognize probes in a “plug and play” manner.

1. **2 Thermometer probes:** Each temperature probe must be rigid and able to detect temperature from a range of -25 degrees Celsius to 110 degrees Celsius.
2. **2 Force sensors:** Each force sensor must be able to measure force in a range of -50 to 50 Newtons. Each force sensor must have a zero (tare) button.
3. **Motion sensor:** The motion sensor must be able to measure the motion of both large and small objects from a range of .2 meters to 7 meters.
4. **pH sensor:** pH sensor should not have a resolution greater than 0.02 pH and be able to measure pH from 0 to 12.
5. **Absolute pressure:** The absolute pressure sensor must be able to measure in the range of 0-700 kilopascals and a resolution of 0.2 kilopascal.
6. **Low pressure sensor/Barometer:** The barometric sensor must measure barometric changes in standard measurement units.
7. **Light sensor:** The light sensor must be able to measure within three ranges and measure in Lux and/ kilolux.
8. **Heart Rate sensor:** The heart rate sensor must be able to measure cardiac signals and measure in beats per minute. A wireless unit that can communicate with the data logger is preferred to aid in student mobility.
9. **Voltage:** The voltage sensor must be able to measure  $\pm 10V$ .
10. **Current:** The voltage/current probe must be able to measure current in a range of  $\pm 1$  Amp.

**Note: Sensors may be combined into one unit. For example, the voltage and current sensor may be combined into one probe. Some vendors may have units in which pH, temperature and/or pressure is combined into one sensor. If more than one sensor is contained in one unit it may be bid in place of individual pieces.**

- **Software Package (Operating):** Because each teacher will have multiple sets of the data logger units, the bid software package must allow teachers the freedom to utilize any hardware, software or ancillary (i.e. data, lesson plans, etc.) on multiple computers at either their school or home (e.g. statewide, open-site license). The software must enable the data logger to execute the following:
  1. Display data in graph, table and digits formats
  2. Graph a single variable vs. time
  3. Display multiple data runs for a sensor
  4. Graph one variable against another (i.e., Pressure vs. Inverse Volume)
  5. Use curve fitting and calculator functions
  6. Collect data using manual sampling and start or stop conditions
  7. Import data, enter data and graph equation methods
  8. Vendor must provide assurances that any subsequent software upgrades will be at no cost during the life of the contract.
  9. Software must also include programs that link the data logger with IBM compatible computers (PC Base computers or Computers with Intel Pentium Processors) running operating systems of Windows 98 or newer. Data must be exportable to Microsoft Office products such as Excel, Word and/or Access.
  10. Provide that the data logger be utilized as an interface between the sensors and the desktop computer via software. This desktop software must be IBM compatible (PC Base computers or Computers with Intel Pentium Processors) to be used with operating systems of Windows 98 or newer. The criteria listed in 1-8 of this section must be applicable to this software.

**Note: The vendor must describe the manner in which they will grant the parties to this contract such access to the software package. Failure to provide sufficient information may be grounds for disqualification of the bid.**

- **Instructional materials**

The vendor shall provide laboratory-based lessons that are aligned to the WV CSOs. See <http://wvde.state.wv.us/csos/> . **The vendor will be required to deliver one complete set of instructional materials per set of twelve data logger units (see below).** The alignment shall be completed by the vendor and provided with their response to this RFQ. The lessons shall adhere to the following:

1. The vendor shall align lessons to all WV high school science courses.

2. Eight unique instructional lessons must be developed in each of the following content areas: Earth/Environmental Science, Biology, Chemistry, Physics, Coordinated and Thematic Science Grade 9, and Coordinated and Thematic Science Grade 10. See <http://wvde.state.wv.us/csos/> for content details. Each lesson provided by the vendor must not appear in more than one content area.
3. The aligned instructional lessons considered for meeting the requirements of this bid will be only those lessons that utilize the above-described probes listed in the Probeware Package of this Request for Quote.
4. The eight instructional lessons must be deliverable electronically on a single CD disk for each 10 data logger units purchased. It is preferred that the instructional lessons be able to be uploaded to the data logger and be formatted in either Microsoft Word or Adobe .pdf format (or both).
5. Appropriateness and degree of alignment of submitted instructional materials shall be the judgment of the WVDE and may be means for disqualification.

• **Technical assistance**

1. The vendor shall supply free technical assistance to the customer(s) via online support from active websites, email, downloads, and free phone number for technical assistance. The assistance is required, but not limited to the following areas:
  - Hardware and software installation and operation
  - Content involved in the implementation of vendor instructional material
2. The vendor shall supply a technical advisor/trainer to WVDE for Phase I training of trainers and for the initial year, eight Phase II regional trainings (see link in the General Information for these eight locations). All expenses incurred from travel and training shall be the responsibility of the vendor.

**3.2 Scope of Work:**

The scope of work for this RFQ is the procurement of data logger units, packaged in conformity with section 3.1. The vendor will be responsible for the delivery, providing staff to assist in the regional training of teachers, and technical assistance, as described above, for the utilization of the units in WV classrooms.

**3.3 Invoicing:**

The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract.

Payment will be made only after equipment has been received and proven to be fully operational.

### **3.4 Vendor Responses:**

Vendor shall provide written response to each mandatory specification listed. Vendor bears the responsibility of including price quotations for all equipment necessary to satisfy each specification. The vendor must submit alignment of all instructional materials to the content in the WV Content Standards and Objects for high school science courses. Any omissions and/or errors in pricing for extras not clearly listed in the vendor's response will be assumed to be included in the base cost of the data logger unit.

Vendor shall also include all pertinent manufacturers' literature. State reserves the right to verify information through third party sources. Any terms and conditions not submitted with a vendor's response to this RFQ will be disregarded.

For evaluation and award purposes, the total cost will be calculated based upon the vendor's response to the purchase price of all equipment meeting required specifications included in one data logger unit. Shipping prices will be the responsibility of the vendor. Any prices not explicitly provided in writing from the vendor will be the responsibility of the vendor.

Each component piece that is used to comprise the data logger unit, such as individual probes or lab manuals shall be listed by price individually. Any totals provided by the vendor as a response to this RFQ must be supported by a list showing the detail of items and the respective unit pricing comprising the total. In any errors in extension or total determination, the unit price shall prevail in determining correct recomputed pricing.

Option pricing: Vendor is encouraged to provide option pricing for separate units/components. It is intended that items on this list shall be purchased, at the option of the WVDOE, to add, replace or expand the capabilities of the initial unit purchased.

These individual piece prices shall be applicable to WVDE, RESA, any county system, or school that desires to purchase additional components, provided they have purchased at least one data logger unit and participated in the WVDE training. For example, if a school who has purchased a complete data logger unit desires to purchase additional temperature probes, the component price would be applicable and not that of retail list.



COST SHEET

Equipment

Purchase price of all equipment per data logger unit required to meet mandatory specifications in section 3.1

**Data Logger (including components required for operation)** \$ \_\_\_\_\_

**2 Thermometer sensors**.....\$ \_\_\_\_\_

**2 Force sensors**.....\$ \_\_\_\_\_

**Motion sensor**.....\$ \_\_\_\_\_

**pH sensor**.....\$ \_\_\_\_\_

**Absolute pressure**.....\$ \_\_\_\_\_

**Low pressure sensor/Barometer**.....\$ \_\_\_\_\_

**Light sensor** .....\$ \_\_\_\_\_

**Heart Rate sensor** .....\$ \_\_\_\_\_

**Voltage**.....\$ \_\_\_\_\_

**Current**.....\$ \_\_\_\_\_

**Total Data Logger package (single unit)** \$ \_\_\_\_\_

X 12

**Total Data Logger package (minimum site price)** \$ \_\_\_\_\_

**\*Note: Sensors may be combined into one unit. For example, the voltage and current sensor may be combined into one probe. Some vendors may have units in which pH, temperature and/or pressure is combined into one sensor. If more than one sensor is contained in one unit it may be bid in place of individual pieces.**

**Frequency of purchase of the Instructional Materials shall be one for every twelve logger unit packages purchased**

**Instructional Materials.....\$ \_\_\_\_\_ (B)**  
**(include total price for EIGHT unique instruction lessons/units of study for EACH of the SIX subject areas listed under item #2, Instructional Materials, i.e. 48 unique lessons in total)**

**The WVDOE desires the vendor quote the following two items in terms of a statewide, open site license**

**Software Package for data logger.....\$ \_\_\_\_\_**

**Software Package for PC Computer.....\$ \_\_\_\_\_**

**Total Software cost \$ \_\_\_\_\_ (C)**

**Vendor must quote one price which must include not only the initial Phase I training to be held in Charleston, WV, but also the eight regional trainings to be held throughout WV.**

**Technical Assistance/Training.....\$ \_\_\_\_\_ (D)**

Costs shall be all inclusive. Other than as listed above, no separate reimbursement will be made to the vendor for travel or any other expense.

Vendor is encouraged to provide an optional price list for additional components, lessons, subject areas, probeware, new software (not upgrades of existing software) or other lab accessories which may, at the option of the WVDOE, be purchased during the life of this contract. These items should not be expressed as components of the Data Logger package as listed above. For example, if additional probes exist not required by or expressed in this RFQ but are compatible with the data logger unit and the WVDOE's CSOs, they may be quoted. These optional prices are binding and provided to WVDE, RESAs, county school systems, or individual schools that have purchased at least one data logger package. Optional prices are binding for the life of the contract.

RFQ will be evaluated on the cost of items (A) + (B) + (C) + (D) as listed above. Although this will be the manner in which award is based, after this initial site package is purchased, it is intended for the vendor to allow for purchases of individual items, based upon the respective unit pricing..