



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
BCF70576

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCATIONS
 AS INDICATED BELOW

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/24/2006				

BID OPENING DATE: 10/02/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		725-56		
<p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA DIVISION OF PURCHASING IS SOLICITING BIDS FOR WV DHHR BUREAU FOR CHILDREN AND FAMILIES, POCAHONTAS COUNTY OFFICE FOR THE PURCHASE, INSTALLATION, PROGRAMMING, TRAINING OF AGENCY PERSONNEL AND FIRST YEAR MAINTENANCE WARRANTY FOR A BCM 400 SYSTEM, "OR EQUAL".</p> <p>PLEASE NOTE THE FOLLOWING ATTACHMENTS: 1) BCF70576 SPECIFICATIONS 2) AFFIDAVIT</p> <p>NORTEL BCM 400 TELEPHONE SYSTEM PER ATTACHED SPECS.</p> <p>THE DHHR BUREAU FOR CHILDREN AND FAMILIES, POCAHONTAS COUNTY OFFICE IS CONTRACTING FOR THE PURCHASE, INSTALLATION, PROGRAMMING AND TRAINING OF AGENCY PERSONNEL AND THE FIRST YEAR MAINTENANCE WARRANTY FOR A BCM 400 SYSTEM OR EQUAL IN ACCORDANCE WITH THE ATTACHED SPECS.</p> <p>CONTRACTOR WILL FURNISH ALL LABOR, MATERIALS, EQUIPMENT, AND SUPPLIES TO PROCURE AND INSTALL SYSTEM A NEW NORTEL BCM TELEPHONE SYSTEM OR EQUAL AT THE FOLLOWING ADDRESS. WV DHHR - POCAHONTAS COUNTY OFFICE #2 EDRAV BUSINESS PARK</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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 \$125.00 registration fee.
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. **BID SUBMISSION:** 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.

SIGNED BID TO:

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



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HEALTH AND HUMAN RESOURCES
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/24/2006				

BID OPENING DATE: 10/02/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>MARLINTON, WV 24954</p> <p>NOTICE TO PROCEED: THIS CONTRACT IS TO BE PERFORMED WITHIN 30 CALENDAR DAYS AFTER THE NOTICE TO PROCEED IS RECEIVED. UNLESS OTHERWISE SPECIFIED, THE FULLY EXECUTED PURCHASE ORDER WILL BE CONSIDERED NOTICE TO PROCEED.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE MATERIALS OR WORKMANSHIP SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE THE BID AND CONTRACT HEREIN.</p> <p>WORKERS' COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKERS' COMPENSATION IF SUCCESSFUL.</p> <p>ALL OF THE ITEMS CHECKED BELOW WILL BE A REQUIREMENT IN THIS CONTRACT:</p> <p>(XX) INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON MONDAY, SEPTEMBER 11, 2006. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. 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: ROBERTA WAGNER</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 E-MAIL: RWAGNER@WVADMIN.GOV						
BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.						
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.						
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).						
A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:						

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4

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<p>() 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</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS 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</p> <p>() BIDDER IS A CORPORATION 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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 () BIDDER IS A NONRESIDENT VENDOR EMPLOYING A</p>						

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<p>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 BIDDERS' 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.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & 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) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; 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.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND 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.</p> <p>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</p>						

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6

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<p>CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

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7

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
SEALED BID						
BUYER:-----ROBERTA WAGNER/FILE 22-----						
RFQ. NO.:-----BCF70576-----						
BID OPENING DATE:-----10/2/2006-----						
BID OPENING TIME:-----1:30 PM-----						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ BCF70576 ***** TOTAL: _____						

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BCF70576
SPECIFICATIONS

**VENDOR IS RESPONSIBLE FOR THE SYSTEM INSTALLATION AND TRAINING AT:
POCAHONTAS COUNTY DHHR OFFICE (MARLINTON), #2 EDRAV BUSINESS PARK,
MARLINTON WV.**

THE NORTEL BUSINESS COMMUNICATIONS MANAGER (BCM) TELEPHONE SYSTEM OR EQUAL SHALL INCLUDE THE FOLLOWING:

- 1) VENDOR MUST BID NEW EQUIPMENT, NO EXCEPTIONS.
- 2) THE OFFICE OF MANAGEMENT INFORMATION SYSTEMS (OMIS) SHALL BE THE DHHR SINGLE POINT OF CONTACT REGARDING ALL ASPECTS OF THE INSTALLATION, PROGRAMMING, AND ISSUES THAT ARISE FROM INSTALLATION. VENDORS WILL WORK THROUGH THE SINGLE POINT OF CONTACT AT ALL TIMES.
- 3) VENDOR SHALL SHIP ALL BCM EQUIPMENT, CHASSIS, EXPANSION CABINETS, MEDIA BAY MODULES, AND RELATED KEYCODES, ETC... TO THE DHHR OFFICE OF MANAGEMENT INFORMATION SERVICES (OMIS) 350 CAPITOL STREET, ROOM 313 CHARLESTON, WV 25301. OMIS STAFF AND VENDOR WILL CONFIGURE THE EQUIPMENT WHICH INCLUDES BUT IS NOT LIMITED TO: VOICEMAIL, KEYCODES, SYSTEM CONFIGURATIONS, VOIP, ETC.. THE SYSTEM WILL BE ATTACHED LOCALLY TO THE IP NETWORK AND GATEKEEPER FUNCTIONS, TO VERIFY CONNECTIVITY AND OPERATION OF ADVANCED FEATURES. UPON SUCCESSFUL CONFIGURATION OF THE EQUIPMENT, THE VENDOR WILL BE RESPONSIBLE FOR TRANSPORTING AND DEPLOYMENT OF THE EQUIPMENT AT THE WV OFFICE OF THE DHHR.
- 4) DHHR REQUIRES THAT INSTALLATION SHALL BE PERFORMED AT ALL TIMES BY A TECHNICIAN WHO IS A EMPLOYEE OF THE BIDDING VENDOR (I.E. NO SUB-CONTRACTORS). DUE TO THE COMPLEXITY OF THIS PROJECT (I.E. VOIP, GATEKEEPERS, QOS, CALL ROUTE ENGINEERING, ETC..) A MINIMUM OF ONE TECHNICIAN MUST BE CERTIFIED BY THE MANUFACTURER ON THE BUSINESS COMMUNICATIONS MANAGER (BCM) PRODUCT PLATFORM VERSION 3.0 OR HIGHER, AND HAVE EXPERIENCE INSTALLING BCM VERSION 3.7 OR HIGHER. DHHR FURTHER EXPECTS THAT VENDOR HAVE A MANUFACTURER CERTIFIED TECHNICIAN AVAILABLE WITHIN A 3 HOUR RESPONSE TIME WINDOW FOR OUTAGES OR ISSUES THAT REQUIRE SUCH EXPERTISE.
- 5) VENDOR SHALL BE RESPONSIBLE FOR THE DELIVERY, INSTALLATION AND CONFIGURATION OF THE CABINET BASED (19" RACK MOUNTED) BUSINESS COMMUNICATIONS MANAGER (BCM), INCLUDING ALL DIGITAL AND ANALOG STATION MODULES, NETWORK TRUNK MODULES, EXPANSION CABINET(S), SOFTWARE LICENSES, ETC AS SPECIFIED IN THE MATERIALS LIST OR EQUAL TO THE INTENDED JOB SITE.
- 6) VENDOR MUST DOCUMENT ALL PHASES DURING AND AFTER INSTALLATION AND PROVIDE A CUT SHEET OF THE FINISHED PRODUCT TO OFFICE OF MANAGEMENT INFORMATION SERVICES (OMIS) AT TIME OF COMPLETION.

- 7) INSTALLATION, CONFIGURATION, LABELING AND PLACEMENT OF UP TO TWENTY-FOUR (24) T7316E DIGITAL TELEPHONE SET(S) AND DOCUMENTATION AS SPECIFIED IN THE MATERIALS LIST , or equal
- 8) INSTALLATION, CONFIGURATION, LABELING AND PLACEMENT OF UP TO SIX (6) T7100 DIGITAL TELEPHONE SET(S) AND DOCUMENTATION AS SPECIFIED IN THE MATERIALS LIST , OR EQUAL
- 9) INSTALLATION, CONFIGURATION, LABELING AND PLACEMENT OF ONE (1) T7406 DIGITAL WIRELESS TELEPHONE SET(S) AND DOCUMENTATION AS SPECIFIED IN THE MATERIALS LIST. OR EQUAL. PLACEMENT SHALL BE IN THE EQUIPMENT/COMPUTER ROOM.
- 10) INSTALLATION, CONFIGURATION, LABELING AND PLACEMENT OF UP TO ONE (1) NORTEL AUDIO CONFERENCE UNIT AND DOCUMENTATION AS SPECIFIED IN THE MATERIALS LIST. , OR EQUAL
- 11) CONFIGURATION OF ONE (1) T7316E DIGITAL SET AS CENTRAL ANSWERING POSITIONS, UTILIZING THE KEY BASED EXPANSION MODULES SPECIFIED. THIS SHALL INCLUDE THE ASSIGNMENT OF DSS APPEARANCES, TO BE PROVIDED BY DHHR.
- 12) INSTALLATION AND CONFIGURATION OF UP TO TWO (2) ANALOG TRUNK MODULES. THIS ACTIVITY INCLUDES THE TESTING OF ALL TRUNK CIRCUITS WITH THE LOCAL TELCO TO VERIFY PROPER OPERATION AND CALL ROUTING.
- 13) INSTALLATION AND CONFIGURATION OF VOICE MESSAGING KEYCODE (VOICEMAIL) THIS INCLUDES BUT IS NOT LIMITED TO THE CREATION OF VOICEMAIL BOXES, CLASS OF SERVICE, AND OTHER ASSOCIATED PROGRAMMING. DHHR WILL PROVIDE A LIST OF END-USERS FOR VOICEMAIL AT TIME OF INSTALLATION.
- 14) INSTALLATION AND CONFIGURATION OF 32-SEAT UNIFIED MESSAGING KEYCODE (UNIFIED MESSAGING). THIS INCLUDES BUT IS NOT LIMITED TO ASSISTING DHHR WITH INSTALLATION AND TESTING OF THE UNIFIED MESSAGING CLIENT ON END-USERS PC'S. DHHR OMIS WILL PROVIDE A LIST OF END-USERS FOR UNIFIED MESSAGING AT TIME OF INSTALLATION.
- 15) INSTALLATION AND CONFIGURATION OF 4-SEAT IP TELEPHONY CLIENT KEYCODES, AND TESTING OF AT LEAST ONE IP DEVICE (I2050 OR I2004 IP SET) FOR VERIFICATION PURPOSES.
- 16) INSTALLATION AND CONFIGURATION OF 8 VOIP GATEWAY TRUNK KEYCODES, AND TESTING OF AT LEAST ONE DEVICE CONNECTING TO ANOTHER DHHR SITE VIA VOIP FOR VERIFICATION PURPOSES.
- 17) VENDOR SHALL PROVIDE END-USER TRAINING SESSIONS FOR ALL OFFICE PERSONNEL. TRAINING SHALL INCLUDE TELEPHONE SET INTERFACE AND COMMONLY USED SYSTEM FEATURES, VOICEMAIL SETUP AND OPERATION, AND UNIFIED MESSAGING SETUP AND OPERATION, VENDOR MUST PROVIDE A MINIMUM OF TWO TRAINING SESSIONS, ON SEPARATE DAYS IF REQUESTED, EACH CONSISTING OF A MINIMUM OF 1 HOUR OF TELEPHONE AND SYSTEM

FEATURE TRAINING, AND A MINIMUM OF 1 HOUR FOR VOICEMAIL AND UNIFIED MESSAGING TRAINING. A SEPARATE TRAINING SESSION SHALL BE PROVIDED FOR TELEPHONE ATTENDANT OPERATIONS. THIS IS AN IMPORTANT ELEMENT OF A SUCCESSFUL SYSTEM STARTUP, AND ADEQUATE USER TRAINING IS MANDATORY.

- 18) INSTALLATION OF APC SMART UPS WITH PHONE SYSTEM FOR AUTOMATIC SHUT DOWN AT END OF BATTERY AND INTERFACE TO WORK WITH PHONE SYSTEM

Vendor's pricing for providing all equipment, labor and supplies necessary to install the specified telephone system. OR EQUAL ..\$ _____
(See Items 1 through 18 above and Materials List)

** NOTE: SHOULD MANUFACTURERS PART NUMBERS OR DESCRIPTIONS CHANGE OR BE SUPERCEDED BY NEWER NUMBERS DURING THE BIDDING PHASE OF THIS RFQ, SUBSTITUTE PART NUMBERS OR DESCRIPTIONS WILL BE ACCEPTED AS LONG AS ADEQUATE DESCRIPTION OF THE CHANGES ARE PROVIDED, AND THERE IS NO SIGNIFICANT IMPACT ON THE COST OF THE CHANGES TO THE SYSTEM. A LETTER FROM THE MANUFACTURER MAY BE REQUESTED TO VERIFY THE AUTHENTICITY AND COMPATIBILITY OF THE PROPOSED CHANGES, AND DHHR WILL HAVE ULTIMATE AUTHORITY TO ACCEPT OR REJECT THE PROPOSED CHANGES.

VENDOR MUST HAVE BEEN AN ACCREDITED NORTEL DISTRIBUTOR OR RESELLER, ACCREDITED TO DIRECTLY SELL AND SERVICE THE BUSINESS COMMUNICATIONS MANAGER (BCM) FOR A MINIMUM OF THREE (3) YEARS. VENDOR SHALL PROVIDE DOCUMENTATION SHOWING SUCH ACCREDITATION , OR EQUAL

VENDOR MUST PROVIDE CERTIFICATION DOCUMENTS SHOWING THE LOCAL PERSONNEL INVOLVED IN THE INSTALLATION AND SERVICE OF THE SYSTEM ARE CERTIFIED ON THE BUSINESS COMMUNICATIONS MANAGER (BCM) V3.0 OR HIGHER, OR EQUAL

VENDOR MUST HAVE SUCESSFULLY INSTALLED A NORTEL BUSINESS COMMUNICATIONS MANAGER (BCM) VERSION 3.7 OR HIGHER, OR EQUAL

VENDOR MUST PROVIDE THREE SEPARATE UNIQUE REFERENCES REGARDING BUSINESS COMMUNICATIONS MANAGER (BCM) OR EQUAL, INSTALLATIONS WITHIN THE LAST THREE YEARS. RESUMES CANNOT BE FROM DHHR.

QUOTE SHALL INCLUDE ALL LABOR REQUIRED TO INSTALL AND/OR CONFIGURE, PROGRAM AND TEST FOR PROPER OPERATION OF THE EQUIPMENT PROVIDED.

VENDOR MUST ATTACH TO THE BID RESPONSE AN EQUIPMENT LIST OF ALL HARDWARE AND SOFTWARE INCLUDED IN THE SYSTEM AND MUST LIST QUANTITIES AND MODEL NUMBERS OF ITEMS INCLUDED IN THE SYSTEM , OR EQUAL

PURCHASE PRICE OF THE TELEPHONE SYSTEM MUST INCLUDE INSTALLATION, TRAINING, AND ONE FULL YEAR MAINTENANCE WARRANTY.

HOURLY CHARGE FOR NON-ROUTINE MAINTENANCE IS \$ _____/HR.
CHARGE PER SERVICE CALL IS \$ _____.

POST INSTALLATION AUDIT.

WITHIN 30 DAYS OF THE DATE OF INSTALLATION, THE OFFICE OF TECHNOLOGY WILL PERFORM A POST-INSTALLATION AUDIT OF THE SYSTEM. THE INSTALLING VENDOR WILL BE REQUIRED TO PERFORM A TOTAL SYSTEM DEMONSTRATION, DETAILING EACH AND EVERY FEATURE, VERIFYING EQUIPMENT INVENTORIES AND CONFIGURATION AS PER THE PURCHASE ORDER. IF THE SYSTEM FAILS TO MEET THE SPECIFICATIONS AS PER THE PURCHASE ORDER, THE INSTALLING VENDOR SHALL HAVE 30 DAYS TO CORRECT ALL DEFICIENCIES. A SECOND AUDIT OF THE INSTALLATION SHALL BE PERFORMED AT THE INSTALLING VENDOR'S EXPENSE. CHARGES SHALL BE LEVIED FOR TIME, TRAVEL AND MATERIALS BASED ON THE CURRENT THE OFFICE OF TECHNOLOGY PUBLISHED SCHEDULE OF RATES. IF THE SYSTEM FAILS THE SECOND AUDIT, THE INSTALLING VENDOR SHALL HAVE 20 DAYS TO CORRECT DEFICIENCIES PRIOR TO AN ADDITIONAL AUDIT, WHICH AGAIN WILL BE AT THE VENDOR'S EXPENSE. FAILURE OF A THIRD AUDIT COULD LEAD TO A CANCELLATION OF THE PURCHASE ORDER AND AWARD TO THE NEXT APPARENT SUCCESSFUL VENDOR. SYSTEM ACCEPTANCE FOR PAYMENT SHALL NOT BE CONSUMMATED PRIOR TO A SUCCESSFUL SYSTEM AUDIT.

THE OFFICE OF TECHNOLOGY HAS CABLED THE ENTIRE BUILDING WITH ALL NEW CAT 6 CABLING TO VOICE JACKS. VENDOR MUST USE THE NEW CABLING INSTALLED BY THE OFFICE OF TECHNOLOGY AND COMMUNICATE ANY PROBLEM WITH CABLING TO OMIS PERSONNEL.

VENDOR SHALL ALSO PROVIDE SUFFICIENT END USER DOCUMENTATION FOR THE LISTED EQUIPMENT AND PROVIDE ON-SITE TRAINING FOR USERS IN A CONFERENCE ROOM ENVIRONMENT. SEPARATE TRAINING TO BE PROVIDED FOR CONSOLE ATTENDANT.

ALL SERVICES ARE TO BE PROVIDED AT THE CUSTOMER SITE EXCEPT WHERE NOTED.

THE RESPONSE TIME FOR A SERVICE CALL FROM THE AGENCY MUST BE WITH A CALL BACK WITHIN 30 MINUTES ON A MAJOR OUTAGE. (CENTRAL ANSWERING POSITION OUT, BUSINESS COMMUNICATION MANAGER (BCM) OUT, OR MORE THAN 25% OF STATIONS OUT.) TECHNICIAN WILL BE ON SITE WITHIN 3 HOURS FOR A MAJOR OUTAGE, MUST HAVE THE SYSTEM UP AND RUNNING WITHIN 6 HOURS. RESPONSE TIME ON OTHER OUTAGES SHOULD BE 8 HOURS. PERSONNEL INVOLVED IN THE INSTALLATION AND FIRST YEAR WARRANTY MUST BE PERSONNEL OF THE RESPONDING VENDOR. SUB-CONTRACTORS FOR RESPONDING VENDOR CANNOT BE USED FOR THE INITIAL INSTALLATION AND FIRST YEAR WARRANTY.

THE ATTACHED LIST OF EQUIPMENT OR EQUAL, MUST BE PROVIDED.

Pocahontas County DHHR Office (Marlinton)

<u>Item #</u>	<u>Qty.</u>	<u>Part #</u>	<u>DESCRIPTION</u> SYSTEM MUST BE NORTEL OR EQUAL	<u>Unit Price</u>	<u>Total Price</u>
1	1	NT7B10AAFT	NA BCM 4.0 BCM400 Base System with redundant power supply, 2 LAN, modem, MSC, RAID mirrored dual HDD		
2	1	NTPW0131	NA BCM Expansion Cabinet 6-Bay Redundant Power Supply (Includes NA power cord)		
3	2	NT5B44AAAA	GATM8 - 8-Port Global Analog Trunk Media Bay Module		
4	2	NT7B09AAAD	BCM-DSM32+ - 32-Stn Digital Station Media Bay Module.		
5	1	NTKC0061	BCM VoIP gateway - 8 Trunk Software Authorization Code		
6	1	NTKC0047	BCM IP Telephony Client -4 Seat		
7	1	NTKC0008	BCM Unified Messaging 32-Seat Software Authorization Code		
8	1	NTKC0014	BCM Voice Messaging 32-Seat Software Authorization Code		
9	1	NTKC0020	BCM Fax Suite (includes Fax Messaging, Fax Attendant and Fax on demand) Software Authorization Code		
10	1	NTKC0002	BCM MCDN/Q.Sig Networking Software Authorization Code		
11	1	NTKC0001	BCM VPIM/AMIS Networking Software Authorization Code		
12	1	NTKC0083	BCM Network Configuration Manager Software Authorization Code		
13	1	NTKC0054	BCM LAN CTE 4-Seat Software Authorization Code (BCM 2.5 + higher)		
14	1	NTKC0127	BCM NetIQ Agent Software Authorization Code		
15	24	NT8B27JAAA	T7316E Telephone Set - Charcoal (with Feature Plate)		
16	2	NT8B29AAAA	T24 Key Indicator Module - Charcoal for T7316E		
17	6	NT8B25AABL	T7100 Telephone Set Charcoal (with Feature Plate)		
18	1	NTAB2666	Audio Conferencing Unit		
19	1	NT8B45AAAA	T7406 cordless w/Wall Base - Trilingual		
20	2	NTAB9904	T7100 Telephone Set End User Guide (Eng) Kit		
21	5	NTAB3620	T7316 Documentation Bundle - English		
22	1	NTAB3605	BCM 4.0 Document CD Kit		
23	1	NTAB3602	BCM 4.0 GA S/W for Imaging Tool		
24	1	NT7B10AAGD E5	BCM 4.0 Hard Drive FRU Programmed (20 GB)		
25	1	GF5300232	Next Business Day Parts, plus Tech Support BCM400 Base System - 1 Yrs		
26	1	GF5300233	Next Business Day Parts, plus Tech Support BCM400 Expansion Cabinet - 1 Yrs		
27	4	GF5300AB6	Next Business Day Parts, plus Tech Support BCM Media Bay Modules "B" (DSM32, GATM8, ASM8, 4x16, FEM) - 1 Yrs		
28	1	SUA2200	APC Smart-UPS 2200VA USB & Serial 120V		
29	1	AP9619	APC UPS Network Management Card w/ Environmental Monitoring		
30	2	AP7900	APC Rack PDU, Switched 1U, 15Amp 120V		
31	1	UWSITER-P	RSI Shadow CMS Site License - Remote BCM Location		
32	1	UWSITEM-P	RSI Shadow CMS Site License Maintenance 1yr - Remote BCM Location		
Total ==>>>>					

A F F I D A V I T

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 owned 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 exceeds 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.

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____