



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
CME70495

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
 BUREAU FOR PUBLIC HEALTH
 OFFICE CHIEF MEDICAL EXAMINER
 619 VIRGINIA STREET, WEST
 CHARLESTON, WV
 25302 304-558-4865

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/18/2006				

BID OPENING DATE: 11/01/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 1***** 1. QUESTIONS AND ANSWERS ATTACHED. 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. *****END OF ADDENDUM NO. 1*****						

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 \$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

Vendor:	Spending Unit:
---------	----------------

Requisition No.: CME70495

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

Questions for RFQ – West Virginia MEMS Project – CME 70495

<p>General Terms & Conditions Instructions to Bidders -3</p>	<p>Complete all sections of the quotation form.</p>	<p>Quotation form is not included in RFQ. Will you provide such form in Word format for use with this RFQ?</p>	<p>Pages 6 and 7 of the RFQ provides instruction and space for Request for the Quotation total. Vendors that are bidding on the project are required to review and follow all of these instructions to limit potential disqualification.</p>
<p>Section A, 1, d on page 1</p>	<p>The system must have the ability for information to be imported into the system</p>	<p>What data needs to be able to be imported into the system? How will such data be made available, i.e. in what form? Will any import be driven by user action or be done automatically via a batch process? Please clarify.</p>	<p>This is a generic requirement. The import formats would be common formats such as comma separated value-csv, MS Excel – xls, and other formats natively supported by the MEMS application. There is no specific data for import specified in the RFQ, but rather the ability is required should future data be desired to be imported. A MEMS having no data import capability would not meet this requirement.</p>
<p>Section A, 1, g on page 2</p>	<p>The system must support records not related to cases</p>	<p>What records will be stored in the system that are unrelated to cases?</p>	<p>OCME inventory (computer, furniture, equipment, etc.), supplies. In addition, the database will be used to track financial invoices related to county investigations. Also information relating to individual users and user types.</p>
<p>Section A, 3, c on page 2</p>	<p>The system must be able to check if all relevant data has been entered before a case is closed.</p>	<p>The relevant data on a case will most likely depend to a large degree on the case type, for example a suicide case versus a motor vehicle accident versus a natural death. Can you provide more information on the complexity of what will constitute "relevant data"?</p>	<p>OCME will provide mandatory fields that must be completed for each section prior to closing a case.</p>
<p>Section A, 3, d on page 2</p>	<p>The menus need to be tailored in the system to the different roles of users. Specific fields must only be entered by certain people within the agency</p>	<p>OCME will provide the specific fields?</p>	<p>Each OCME user will be granted access to certain areas of the database and either be given read or write capabilities in that area. These security roles for each user will be given to vendor by the OCME.</p>
<p>Section A, 3, g on</p>	<p>The system must allow for automatic</p>	<p>Could you elaborate on this</p>	<p>All of these areas will not be captured until initial</p>

page 2	notification capability with updated information.	requirement? Who would be automatically notified with what updated information?	interviews with all the departments. A few examples of what we would like to "flag" or "alert" appropriate users; the length of time for outsourced toxicology, when toxicology is completed for the doctors, unclaimed body storage, sending homicide reports out, evidence storage, court scheduling for the doctors, and age of uncompleted cases to name a few.
Section A, 7, b on page 4	Must have the ability to add new cases submitted to the OCME from county medical examiners.	How will County Medical Examiners interface with the system? We presume that the MEMS database will be secure behind the State firewall and that Internet access to the system will be prohibited. Will County Medical Examiners have access via VPN or via a DMZ server outside of the State firewall to the system or is some other form of connection intended?	A Web server outside of the DMZ can be provided if required. VPN access can also be an option. The intent of this requirement is to allow some form of outside access in a secure way to allow State county ME's access if/when desired. This specification is generic in that a MEMS having this capability, however accomplished, meets this requirement. A MEMS not allowing this functionality will not meet this requirement.
Section A, 8, f on page 4	The system must have the ability to export files for interfacing with existing systems.	What existing systems would you want to integrate with?	This is a generic specification for unknown requirements to export data from the MEMS to a foreign system. Common formats such as CSV, XLS, etc. should be supported without specific need being established. The "integration" refers to an after the fact process of the exported data and not a function of the MEMS. A MEMS with this generic capability would meet this requirement and one that does not would not meet this requirement.
Section A, 9, b on page 5	The system must be able to provide editable online help screens	Do you want to create your online help screens?	A MEMS allowing some form of customized help screens either by the developer/vendor or by the end user is acceptable. The intent is to allow user friendly and locally pertinent help info be viewed by users that can be easily updated or modified.
Section A, 17, a on page 7	...automatically generate autopsy reports and statistical spreadsheets...	Is OCME considering using templates and adding data to	The reports will be generated from entered data. The majority of reports will become templates. But, the

		them?	OCME needs the capability of defining the data that it wants reported for special requests (ad hoc reporting).
Section B, 1, c on page 7	Must have the ability to restrict user passwords to HIPAA compliant combinations of characters of a standard minimum length.	If Windows Authentication is used to provide access to the MEMS system will this be sufficient?	The combination of Windows Authentication and existing DHHR MIS Policy and Procedure regarding passwords will satisfy this requirement.
Section B, 1, h on page 7	Must have the ability to limit workstations from which a given user can log on and whether or not they can access system from a remote site	Please elaborate.	The MEMS must be able to function within the current DHHR secure network and only from DHHR authorized workstations as controlled by DHHR MIS. This applies to controlling any outside access to the MEMS. The intent is for the MEMS to only be accessible by DHHR authorized workstations, users, or authorized remote site locations.
Section B, 1, k on page 8	Must have ability to create audit trail of who, when, where and what functions were accessed by a specific user	When you refer to "functions" is it sufficient to keep in the audit trail what form was being accessed by a specific user?	The requirement must be provided as stated in order to determine any action taken by any user at any given time. The term "functions" is generic in that it be recorded what area of the MEMS was being accessed i.e... Adding cases, deleting case information, maintaining inventory, etc...
Section B, 1, i on page 8	Must have ability to conform to any HIPAA security conditions adopted by the OCME as a part of its privacy and security documentation	As far as the National Association of Medical Examiners (NAME) is concerned Medical Examiners do not have to adhere to HIPAA regulations. Could you describe what HIPAA security conditions have been or will be adopted by the OCME?	HIPAA Security is enforced by DHHR MIS and is satisfied by DHHR MIS Policies and Procedures for systems running behind the DHHR firewall. As long as the system you have proposed runs behind DHHR's firewall, you may ignore this specification.
Section B, 5, a on page 8	Field Value Entry and Editing: Any field containing a coded value rather than text must include the following:	Is this supposed to be items 'b' thru 'p'?	YES
Section B, 5, d on page 9	Must have the ability to define data entry fields for dual entry with	Could you elaborate on what is meant by "dual entry with	The ability to record one piece of data separately from another at separate date entry sessions and

	separate verification pass prior to accepting the data set.	separate verification pass prior to accepting the data set”?	allows supervisory verification before data is released as valid.
Section B, 5, e on page 9	Other Field Editing: Editing of non-table fields	What is the requirement for editing of non-table fields?	Ability to edit information that appears from sources other than the MEMS database tables such as external data (if any). The intent is to be able to edit all data regardless of source.
Section B, 5, p on page 9	Must have the ability to time-stamp any table where changes are only valid starting on a specific date. Code set that will be represented to the user will correspond to the system date.	We do not understand this requirement. Could you elaborate and include some examples to illustrate what is intended?	The intent is to be able to establish effective dates for data to appear or be removed depending on a valid date or date range being specified and to display or remove a user screen based on this parameter. i.e.... A special project with defined dates with data input requirements above and beyond normal data entry. An example may be a mass causality scenario.
Section B, 7, d on page 10	Must have the ability to limit the scope of query reports.	Could you elaborate on this ability to limit the scope of query reports?	Query by date of death, county, state, or other criteria which would limit the results of a query and subsequent report to the scope specified. The intent is to allow user flexibility in limiting a query to a smaller set of data and produce a report.
Section B, 9, b on page 11	Must have the ability to comply with DCD PHIN Standards and applicable HIPAA regulations pertaining to privacy/security and medical transactions containing personal health information	To what extent does OCME have DCD PHIN and HIPAA requirements?	This specification was inserted in the RFQ before CDC finalized the PHIN Certification requirements to insure that OCME would be able to communicate with other public health systems during an event. Please describe to what extent the system you have proposed is capable of sending and receiving PHIN compliant messages particularly related to Early Event Detection, Outbreak Management, and Connecting Laboratory Systems. Messaging requirements are available in the Implementation Guides available at www.cdc.gov/phn .

<p>Section B, 10, Software Section Item a on page 11</p>	<p>Hardware -Vendor supplied hardware must be identified at no additional cost including maintenance and configuration</p>	<p>Vendor can give a recommendation for hardware that is compatible with their software?</p>	<p>It is advised that any hardware recommended be described using standards based references rather than product name to avoid purchasing issues. The intent is for the MEMS vendor to disclose any hardware they supply as part of this RFQ at no cost to the Agency including maintenance.</p>
<p>Section B, 10, Software Section Item b on page 11</p>	<p>Software – support must be provided for all aspects of the MEMS, by the MEMS vendor for a fixed yearly fee.</p>	<p>Database software in the case of SQL Server from Microsoft will be supplied by Microsoft and not the vendor. The vendor for the MEMS system will not be able to provide software support or bug fixes for third party software such as SQL Server from Microsoft.</p>	<p>It is the intent that the MEMS vendor provide full support for their product to include issues relating to any Agency provided software as it pertains to successful functioning of the MEMS. It is not expected that the MEMS vendor perform bug fixes or direct database or other systems software support, but it is expected that assistance be provided in isolating and identifying problems that affect MEMS functionality so that appropriate Agency staff can take actions to return the MEMS to full functionality. It will not be acceptable for the MEMS vendor to just simply state that there is a problem with Agency provided software and to not assist in troubleshooting/restoration efforts.</p>
<p>Section B, 10, Software Section Item f on page 12</p>	<p>Technical support must be available 24 hours, 7 days per week. Vendor must provide a support package that includes this level of support as a minimum.</p>	<p>Vendor support is available Monday thru Friday, 7:00 AM to 5:00 PM PST. Will this constitute non-compliance with the recommended support in this RFQ?</p>	<p>If available as a normal business offering the support requirements stand as stated. It is not the intent for the vendor to expand its normal business hours for this requirement; however, the MEMS vendor is expected to provide continued support on an open case that is deemed critical or prevents basic functionality of the MEMS if an issue(s) is/are not perused to conclusion. Additionally, emergency support contact information must be provided to the Agency should emergency support be required outside the MEMS vendor normal business hours. If the above can be provided then this requirement will be met.</p>
<p>Section B, 11, Software Section</p>	<p>Must have the ability to print barcode labels on a variety of printers.</p>	<p>Can vendor supply a list of printers that are known to be</p>	<p>Barcode printer requirements should be stated using industry standards vs. manufacturer name</p>

item b on page 12		compatible with vendor's barcode software?	to avoid purchasing issues.
Section B, 17, Software Section Item 17 on page 14	Escrow... on a quarterly basis.	Escrow is submitted to an Escrow Agent on an annual basis. Is this acceptable?	YES
Section C, 1, f on page 17	The vendor must provide a work plan document as an attachment to this RFQ.	What project participation will be provided by the OCME? What IT support will be available for this project?	This is a generalized plan based on the project as viewed by the MEMS vendor giving an approximate schedule of implementation(s) within the confines of the project dates as described in the RFQ regardless of participation by OCME or MIS staff.
Section C, 2, b on page 17/18	The MEMS base system must include full support for the following sections/functions: Administrative Support Functions	Please define "Administrative Support Functions".	Tracking inventory of equipment. Also, tracking financial invoices related to county investigations. Also information related to individual users and user types.
Section C, 2, l on page 18	A Web-based MEMS interface design is mandatory to allow functionality within an internet/intranet environment. Direct access using individualized secure passwords by external county me personnel must be available as part of the MEMS system.	Will a DMZ server be provided for access by external users via the Internet?	YES, if necessary.
Section C, 3, b on page 19	No redeployment of any member of the project team may be made without prior written consent of the DHHR...	Team members work on various projects simultaneously depending on the different stages of the project. Will this be considered "redeployment"?	NO. It is the intent for the MEMS vendor to disclose implementation team members and not substitute members after project Kickoff for less qualified members in order to fulfill a vendor need.
BACKGROUND INFO	... has a staff of 35 users. RFQ also specified 'unlimited' users	Please advise how many concurrent users would be accessing the system?	15 concurrent users.
MANDATORY REQUIREMENTS			
1	A vendor representative is required to be onsite for the oversight committee meetings.	Vendor will be allowed to use video conferencing or some other type of web conferencing	YES

		for this purpose rather than onsite?	
2	Vendor must conduct a minimum of one interview and one follow-up interview with staff from each OCME functional area/section and key OCME personnel to assess their MEMS requirements... Vendor must conduct first round interview after initial project commencement meeting and before completion of the requirements document.	Would this be done at the state office or at regional offices?	OCME State Office 619 Virginia Street, West Charleston, WV