



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
DEV710

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV DEVELOPMENT OFFICE
 ADMINISTRATION
 BUILDING 6, ROOM 645
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0311 304-558-0350

DATE PRINTED 12/05/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/10/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		920-04		
<p>APPLICATIONS SOFTWARE FOR LARGE SYSTEMS</p> <p>DEVELOP A STANDARD PLATFORM AND TEMPLATE FOR THE INTERNET SITES OF THE VARIOUS DIVISIONS WITHIN THE WV DEPARTMENT OF COMMERCE PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANATOARY PRE-BID MEETING SHALL BE HELD ON 12/20/2006 @ 2:00 PM, 1900 KANAWHA BLVD., EAST, BUILDING #6, CONFERENCE ROOM 6-A, CHARLESTON, WV. FAILURE TO ATTEND THE PRE-BID MEETING WILL RESULT IN BID DISQUALIFICATION.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL</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 \$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



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
DEV710

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 32 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV DEVELOPMENT OFFICE
 ADMINISTRATION
 BUILDING 6, ROOM 645
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0311 304-558-0350

DATE PRINTED 12/05/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/10/2007	BID OPENING TIME			01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</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'



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
DEV710

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV DEVELOPMENT OFFICE
 ADMINISTRATION
 BUILDING 6, ROOM 645
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0311 304-558-0350

DATE PRINTED 12/05/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/10/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <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</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'



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
DEV710

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV DEVELOPMENT OFFICE
 ADMINISTRATION
 BUILDING 6, ROOM 645
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0311 304-558-0350

DATE PRINTED 12/05/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/10/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A 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</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'



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
DEV710

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 32
304-558-0492

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV DEVELOPMENT OFFICE
 ADMINISTRATION
 BUILDING 6, ROOM 645
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0311 304-558-0350

DATE PRINTED 12/05/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/10/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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 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>						

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'



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
DEV710

PAGE
6

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 32 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV DEVELOPMENT OFFICE
 ADMINISTRATION
 BUILDING 6, ROOM 645
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0311 304-558-0350

DATE PRINTED 12/05/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/10/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
TITLE: -----						
<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 style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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> <p>SEALED BID</p> <p>BUYER: 32</p> <p>RFQ. NO.: DEV710</p> <p>BID OPENING DATE: 01/17/2007</p> <p>BID OPENING TIME: 1:30 PM</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'



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

Request for Quotation

RFO NUMBER
 DEV710

PAGE
 7

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 BUYER 32
 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV DEVELOPMENT OFFICE
 ADMINISTRATION
 BUILDING 6, ROOM 645
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0311 304-558-0350

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/05/2006				

BID OPENING DATE: 01/10/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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 DEV710 ***** 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'

REQUEST FOR QUOTATION
Department of Commerce Web Platform Development

PART 1 GENERAL INFORMATION

1.1 Request Outline:

The Department of Commerce wishes to standardize the platforms and site templates of all of its sites. This Request for Quotation solicits quotes for the project as outlined, below, following this deadline criteria:

Release of RFQ	12-05-06	
Vendor's written (E-mail) Questions Submission Deadline	12-19-06	@4:30 p.m.
Mandatory Pre-bid Conference	12-20-06	@2:00 p.m.
Response to Questions by Addendum	12-27-06	
Bid Opening Date and Time	01-10-07	@1:30 p.m.

Desired schedule for work outlined below:

1. Requirements Definition: 8-10 weeks
2. Design: 4-7 weeks
3. Development: 9-12 weeks*
4. Testing: 2-4 weeks
5. Training: 1 week
6. Implementation: 1 week
7. Closeout: Delivery within 30 days of launch
(Warranty and Maintenance to follow, TBD)

***Note:** After planning and designing the entire Commerce platform in detailed annotated wireframes, functional specifications, and technical specifications. Commerce would like to work with the Vendor to develop a phased approach to development. This may mean we agree to pursue a Phase 1 of the Content Management System to *fast track* the development of the Tourism site and its content so that it may launch by or before June 30, 2007, followed by a Phase 2 of additional or advanced features.

Quotations must include:

1. Detailed, fixed pricing for project outlined below (with basic CMS features priced as a group and advanced features and functionality priced individually.)
2. List of any assumptions made, regarding price, time or scope
3. Samples of annotated wireframe architecture and detailed functional requirements
4. Three to 5 client references for similar work
5. Case Studies or samples of work for 3 to 5 projects done for Tourism or Economic Development-type entities (private or government) done in the past five years
6. Biographies of the staff who will be assigned to the project, noting applicable certifications and/or experience
7. Samples of training materials, technical documentation and user operational procedures for a similar system.

1.2 Project Overview:

Commerce (www.commercewv.org) consists of the following eight Divisions:

1. West Virginia Development Office: <http://www.wvdo.org>
2. West Virginia Division of Forestry: <http://www.wvforestry.com>
3. West Virginia Division of Labor: <http://www.labor.state.wv.us>
4. West Virginia Division of Natural Resources (DNR): <http://www.wvdnr.gov>
5. West Virginia Division of Tourism: <http://www.wvtourism.com>
6. West Virginia Geological and Economic Survey: <http://www.wvgs.wvnet.edu>
7. West Virginia Office of Miners' Health, Safety and Training (MHST):
<http://www.wvminesafety.org>
8. Workforce West Virginia: <https://www.workforcewv.org>

Some of Commerce's Divisions are more regulatory in nature (Labor and MHST). Others deal with the State's resources (DNR, Geological Survey, and Forestry). Meanwhile, others are focused on developing and marketing our work force, businesses, and attractions (Tourism, Development and Workforce WV). Yet, all have programs and audiences that overlap.

Commerce's goal is to create a common site template structure to give visitors a unified experience as they navigate, search, and interact with the sites' content. We want to cross promote and cross market information on all of the sites. Additionally, we seek to have one administration system so that our internal staff may manage all of the sites. We hope to gain efficiencies by supporting one application and database, in place of eight.

As noted above, Commerce would like to work with the Vendor to "fast track" the development of the Tourism site and its content. We envision this as a state-of-the-art travel Web portal that needs to arm and inspire consumers with up-to-date travel information needed to plan and complete a trip to or within West Virginia. Its contents will increase awareness of destination, attractions and events throughout the state. Ultimately, the site will help motivate travelers to increase their length of stay while visiting or traveling around the state. In addition to designing the site, the developers may work with the Agency's advertising agency of record and the Division to develop strategies to increase overall traffic to the state and develop an ongoing customer relationship marketing program.

Content development for the eight sites is not comprehended by this RFQ. This will be developed as separate project(s), if necessary, once the requirements of the full platform are defined after the first phase of this project.

1.3 RFQ Format:

This RFQ has four parts. "Part 1" contains informational sections, "Part 2" describes the background and working environment of the project, "Part 3" is a statement of the specifications for the services requested pursuant to this RFQ and "Part 4" explains the required format of the Bidder's response to the RFQ, the evaluation criteria the State will use in evaluating the quotes received, and how the evaluation will be conducted.

1.4 Inquiries:

Additional information inquiries regarding specifications of this RFQ must be submitted in writing by e-mail to:

Michael Austin, Senior Buyer
 Purchasing Division
 2019 Washington Street, East
 P.O. Box 50130
 Charleston, WV 25305-0130
 Fax: (304) 558-4115
 Email: maustin@wvadmin.gov

Inquiries and their answers will be shared with all Vendors at the opportunities noted above during the quote process.

1.5 Quote Format and Submission:

1.5.1 Vendors must complete a response to all specifications (basic CMS, advanced CMS, or additional functionality) in order to be considered. Each quote must be formatted as per the outline in Part 4 of this RFQ. No other arrangement or distribution of the quote information may be made by the bidder. Failure on the part of the bidder to respond to specific requirements detailed in the RFQ may be basis for disqualification of the quote. Commerce reserves the right to waive any informalities in the quote format and minor irregularities.

1.5.2 Vendors mailing quotes must allow sufficient time for mail delivery to ensure timely arrival. Any quote received after the bid opening date and time will be immediately disqualified in accordance with State law and the administrative rules and regulations.

Submit:

One original with cost plus 2 convenience copies to:

Michael Austin, Senior Buyer
 Purchasing Division
 2019 Washington Street, East
 P.O. Box 50130
 Charleston, WV 25305-0130
 Fax: (304) 558-4115
 Email: maustin@wvadmin.gov

The outside of the envelope of package(s) must be clearly marked:

Buyer:	32 Michael Austin
RFQ #	DEV710
Opening Date	01-10-07
Opening Time	1:30 p.m.

PART 2 GENERAL REQUIREMENTS

2.1 Commerce Mission Statement:

The Department of Commerce's mission is to preserve and enhance the well-being of the citizens of West Virginia by providing a cooperative interagency system. We strive to stimulate economic growth and diversity, promote efficient use of our abundant natural resources, and provide increased employment opportunities for all West Virginians.

All strategy for Commerce's marketing and communication efforts must tie back to our mission of integration, cross promotion, and leveraging our strengths. The numerous programs, grants, and consultation services offered by all of the Commerce Divisions need to be searched, organized and promoted with an "audience first" approach. The new online infrastructure will give Commerce a professional platform that allows us communicate the core functions of each Division – but that also helps us organize, package and present programs of similar focus, interest and audience across Divisions to better serve the public.

2.2 Commitment to Process and Quality:

The Vendor must detail its Functional Documentation, Technical Documentation and Quality Assurance processes, tools, and staff that will be assigned to the project from development to post-launch. Vendors must provide their coding standards as well as the best practices they intend to follow with regards to error handling, code commenting, database design, code review, technical documentation, requirements tracing and Quality Assurance.

The successful Vendor will demonstrate a commitment to developing thorough documentation and assuring that the final application is built to specification, using best practice project and quality control, unit and integration testing, and requirements traceability.

Vendors with Microsoft .Net Certified developers and PMP-certified project managers are preferred. Vendors must identify the proposed staff with these qualifications that will be assigned to the project.

The Vendor must submit the proposed development methodology for the proposed solution.

2.2.1 Include an explanation of how long the Vendor has been using this development methodology and why they would recommend this development methodology for this project.

2.2.2 Provide detailed documentation that describes their methodology in a breakdown level to include, at a minimum, the following discipline areas or an equivalent as identified by the Vendor:

Project Management:

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Change Management
- Human Resource Management
- Communications Management
- Risk Management
-

Software Development Lifecycle:

- Project Initiation
- Requirements Definition
- Design
- Development
- Testing – Unit Testing, Software Integration Testing, Acceptance Testing

- Training
- Installation/Implementation :
- Closeout
- Warranty
- Maintenance

2.3 Project Milestones, Approval Tollgates and Payment Structure

For the ultimate contract that results from this RFQ, Commerce wishes to structure the payment schedule for systems development based on the completion and approval specific project milestones so that we can closely monitor and control the development process. We would like to receive a flat-rate bid for requirements definition. We will accept broad-range estimates in response to the features listed in this RFQ with the understanding that after the requirements definition phase, the overall cost will be confirmed for the design to closeout phases. Once the cost has been confirmed, following the requirements definition phase, a tolerance of up to 3% may be allowed based on a written request from the vendor and an approved change order but not guaranteed. Any other cost variances will be absorbed by the Vendor unless requested by Commerce. The Vendor will be required at the end of each milestone to reconfirm that the pricing for the remaining deliverables remains intact.

I. Requirements Definition	Requirements Documentation <ul style="list-style-type: none"> • Business Requirement • Content Inventory • Feature Inventory • Technology Inventory • Stakeholder and User Analysis • Communication Plan • Fixed prices for subsequent phases 	Milestone 1 Approval Tollgate 1 by stakeholders to proceed to next phase
II. Design	Technical: <ul style="list-style-type: none"> • Functional Specifications, including Information Architecture • Technical Specifications • Site architecture, wireframes • System and database architecture • Use Case development Creative: <ul style="list-style-type: none"> • Template structure approved • Creative (look & feel) approved • Style Guides approved 	Milestone 2 Approval Tollgate 2 by stakeholders to proceed to next phase
III. Development	Technical: <ul style="list-style-type: none"> • Application Development • CMS Development • Database Development • Systems Integration Creative: <ul style="list-style-type: none"> • Templates coded • Templates populated with content 	Milestone 3 Approval Tollgate 3 by stakeholders to proceed to next phase
IV. Testing	<ul style="list-style-type: none"> • Unit Testing • Integration Testing • Launch Candidate, delivered for User Acceptance Testing (UAT) • Completed UAT 	Milestone 4 Approval Tollgate 4 by stakeholders to proceed to implementation
V. Training	<ul style="list-style-type: none"> • Training Schedule • Training Materials 	Milestone 5

	<ul style="list-style-type: none"> Operational Procedures for all aspects of system 	Approval Tollgate 5 by stakeholders
VI. Implementation	<ul style="list-style-type: none"> Implementation 	Milestone 6
VII. Closeout (Delivery within 30 days of launch)	<ul style="list-style-type: none"> System User Manuals and Template Maintenance Style Guides delivered Project development and code files organized and archived, delivered Lessons Learned meetings held with Vendor/Stakeholder, documented Code Warranty period begins 	Milestone 7 Approval of Delivered material and discussion of future phases, development
VIII. Warranty	<ul style="list-style-type: none"> Warranty 	
IX. Maintenance	<ul style="list-style-type: none"> Maintenance 	

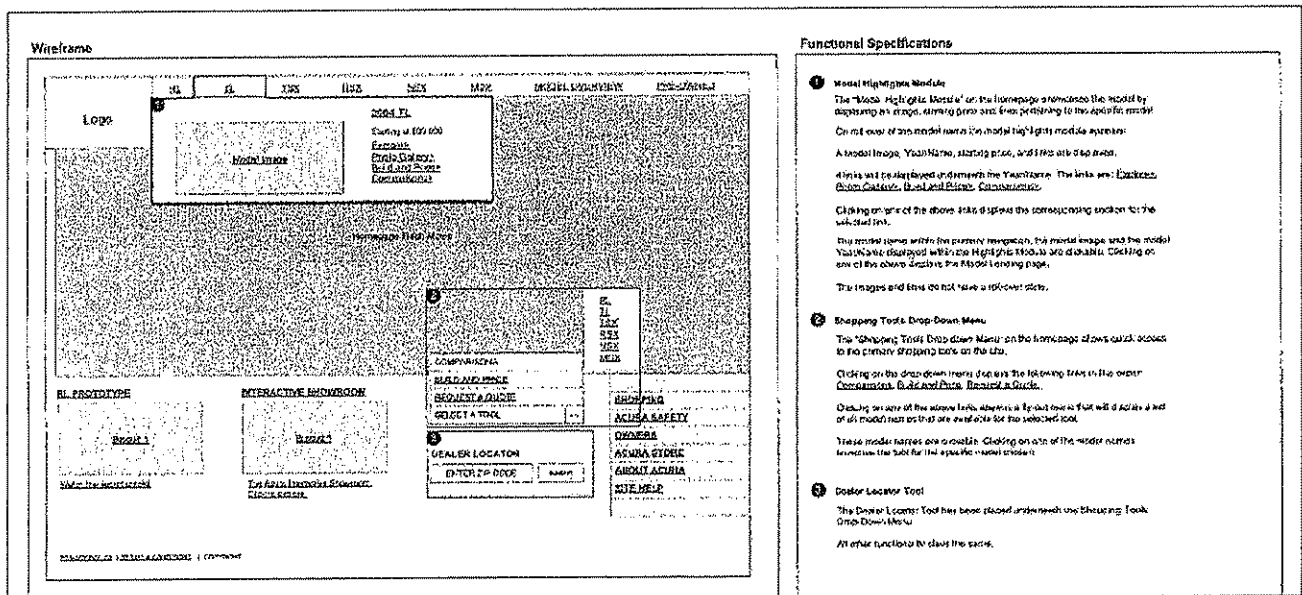
Commerce retains the ability to terminate the contract with the Vendor at any of the 5 Tollgate reviews, noted above, paying only for services completed at termination. Upon termination, the State owns all work developed up to and including the point of exit.

2.3.1 Project Phase I Detail: Requirements Definition

Thorough planning and documentation is key to the success of this project. Commerce is seeking expertise in information architecture or business analysis to document the functional requirements definition of our new platform.

Eligible Vendors must:

- Demonstrate a proven track record in documenting 3-5 large-scale Web Applications
- Have a commitment to User-Centered Design, with hands-on relevant experience in 3-5 previous projects
- Provide references and samples of past work product matching Commerce's criteria
- Develop detailed, fully-annotated wireframes of the functionality of the proposed site. (Use of Microsoft Visio for documentation is a must.)



Above, please see an example of the expected work product. It features a wireframe illustration of a page. Features are numbered to correspond to detailed description of the functionality shown in the call-outs.

Commerce expects that each individual screen or each step in every unique user process will be documented in this detail, so that little is left to interpretation.

Commerce wants to work with an information architect (IA) who can create site maps, user flow diagrams, and detailed, annotated wireframes describing site functionality. Our expectation is that the IA or business analyst will work with us to assess the content and the business requirements, and then recommend detailed requirements of best-practice architecture. We view the IA as an extension of our team – a valuable consultant who has the consumer and usability foremost in his or her mind.

Commerce's marketing team will participate in the process by conducting stakeholder interviews with internal departments, documenting existing content on the sites, developing target audience profiles, and writing detailed business requirements.

2.3.2 Schedule for Requirements Definition

We would like to create requirements documentation within an 8-10 week schedule, as follows:

I. Discovery Phase:

1. **Week 0:** Vendor is identified and hired. Schedule is established.
2. **Weeks 1 & 2:** Commerce conducts and documents stakeholder interviews with each of the 8 divisions. The purpose of these interviews is to document desired features, functionality or integration that is desired. Additionally, Commerce will flesh out target audience user profiles, based on input from the stakeholders. A working draft of business requirements will be in development. Documentation is delivered to IA/business analyst for review and comment.
3. **Weeks 1-3:** IA Vendor develops site maps of the content on the current sites, and provides a content inventory of the current content and features of the site. Documentation is delivered to Commerce for review and comment. The IA Vendor may have a list of questions for stakeholders, which may need answers before proceeding to next Phase. (Note: the DNR site houses 50 state park sites. The expectation is that one template showing all possible features will be developed to cover all content scenarios.)

II. Definition Phase:

4. **Week 4:** IA kick-off. The selected Vendor attends a series of stakeholder interviews to re-confirm and review the requirements with these internal clients.
5. **Week 4-8:** IA creates detailed, annotated wireframes with functional specifications, detailing all functionality of the site.
6. **Week 8-9:** Annotated Wireframes are reviewed with the stakeholders via a series of meetings to confirm that they clearly document the requirements of the new site.

III. Close:

7. **Week 10:** Stakeholder changes are integrated into the functional specifications document and business requirements are referenced with each wireframe. Final specifications and work product created in the development of the requirements is delivered to Commerce for final approval.

2.3.3 RACI Chart:

R = Responsible for doing work

A = Accountable for quality of work or final approval

C = Consulted, participation needed to complete the work

I = Informed

	Stakeholders	Commerce Web Team	IA/Business Analyst
Stakeholder Interviews	C	RA	I
User Profiles	C	RA	I
Business Requirements	C	RA	I
Content Inventory (existing)	I	A	R
Flowchart of existing site structures	I	A	R
Information Architecture	I	A	R

Annotated Wireframes of each unique component and process	I	A	R
User Process Flows	I	A	R
New Site Architecture – showing recommended information hierarchy based on User Profiles	I	A	R
Stakeholder review of Draft Requirements (Vendor present)	C	RA	C
Integration of stakeholder comments in to final document	I	A	R
Final Approval	C	RA	I

The resulting documentation will be owned in its entirety by the Department of Commerce.

PART 3: DEPARTMENT OF COMMERCE BUSINESS REQUIREMENTS

Commerce is seeking a templated, dynamic, database-driven site. The Vendor will be responsible for detailed requirements defined during the Requirements phase of the project.

3.1 Technical and Performance Requirements

Commerce wishes to develop a high-performing, yet highly accessible site that we will own and maintain. The following technical and performance requirements should be addressed in the Vendor's quote.

3.1.1 Coding/Application Standards:

Commerce seeks to maintain the final application with user control of content and publishing. Therefore, Commerce seeks to limit the use of proprietary code. The application should be built to using the .NET Framework under SQL Server 2000 or above.

3.1.2 Accessibility:

Because Commerce and its Divisions are State Government, our sites are built for the public. They must comply with American Disabilities Act (ADA) standards, to ensure that our content is accessible to people with disabilities. This may impact the development of the application. For instance, the Content Management System (CMS) and template design must accommodate alt tags to describe the images or video on the site. The Vendor should review the ADA guidelines on <http://www.usdoj.gov/crt/ada/websites2.htm> and <http://www.w3.org/WAI/Resources/> for more information.

3.2.1.3 Hosting:

If the Vendor provides the Hosting facility, the Vendor must guarantee up-time of 99.5% with 24-hour customer service, security, backup, redundancy, and connectivity. The vendor must provide a recommendation and a quote for hosting.

3.2.1.4 Performance:

Commerce requires that the code, templates, and system be optimized for good performance for consumers using 56k dial-up modems. Although we hope to integrate rich media features such as Flash and video for visitors with faster connections, the templates of the site should be developed so that the main content is benchmarked to appear in 10-15 seconds on a 56k connection. If Flash is used as a navigation element, there should be alternative methods of navigating the content, for visitors who don't have Flash. Due to the prevalence of pop-up blocking software, pop-ups should be avoided in the design. We recommend the use of .Net menus and div layers to simulate these design elements, with the least amount of user compatibility issues.

3.2.1.5 Minimum Requirements:

The final site must perform well on PC and Macintosh systems and must be accessible with any commercially available browser.

Performance and compatibility testing on these system configurations will be part of the Vendor's Quality Assurance Plan.

3.3 Business Requirements

3.3.1 Template Requirements:

The Commerce template must be attractive, flexible, and professional in design. It must be created to best practices for making Graphical User Interfaces, information architecture, and navigation schemes that are intuitive and consumer-friendly.

The basic template must contain these elements:

- Consistent global navigation (across Division sites)
- Consistent local navigation (within a Division site)
- Cookie Trail showing where the visitor has drilled into the content

- Search (across and within Division sites)
- CMS-served content: images, text, flash animation, video, audio clips, and downloadable files (MS Office and PDF formats).
- Page components that can be turned on or off within any site section via CMS:
 - **Events:** Event listings, which can be assigned to the page level and cross-promoted across the Division sites
 - **Highlights/Sidebar content:** Excerpts of content and links to “read more,” which can be assigned to the page level and cross-promoted across the Division sites
 - **Ads:** Ad and promotion inventory should be able to be assigned to the page level and cross-promoted across the Division sites
 - **ENewsletter Opt-ins:** Allows users to select their interests and opt-into receiving updates and deals by e-mail.
 - **Printed Publication Request:** Allows users to provide their mailing address and request printed brochures and publications offered by individual divisions.

3.3.2 Content Management System Requirements:

The CMS that the Vendor will create must be able to support the following “basic” and “advanced” features and activities. Basic features are required. Advanced features are desired, but should be priced individually.

3.3.2.1 Basic CMS Features: (Required for Commerce)

- a) The CMS interface must be designed so non-technical users can perform content updates easily, in real time, to the site.
- b) The CMS must allow the activation/deactivation of individual pages or entire sections. Navigation menus must be fully dynamic – displaying only “active” or live content.
- c) New template layouts must be able to be added via the system so that the site design may be refreshed, with or without the Vendor.
- d) **Reporting:** The CMS must be integrated with the tracking and reporting system so that new pages or sections, once live, can be tracked and reported on without intervention from the staff.
- e) **Landing Pages:** The CMS must support the creation of alternate entry pages or landing pages from print, broadcast or online campaigns. We want to create any number of unique landing pages to measure the effectiveness of our media efforts. These alternate entries or landing pages may have audience- or interest-based targets for their designs.
- f) **Keywords:** The CMS must support search, by allowing additional keywords to be associated with the content.
- g) **Forms:** Online Form creation and management must be facilitated by the CMS, including the ability to control the “send to” address to receive information completed online. The database must store this form information, as well as e-mail it to the designated recipient.
- h) The CMS and templates must support ADA compliance.
- i) **User Management:** The CMS must have user management controls so that levels of access for different types of users may be established and managed. For example: User Management may allow DNR staff edit only certain DNR pages (State Parks, Wildlife, Law Enforcement sections may allow only specific users to edit each specific section); meanwhile other users may have “Master” access to edit any content. Additionally, User Management may allow access 3rd parties to add content to some sections. Example: State Parks may have a global webmaster, but it would like to give the park superintendents specific pages or section of their park sites that they can administer; i.e.: Blackwater Falls’ site’s events could be updated by staff there; meanwhile, Beech Fork staff may update and control their event listings via the CMS for only Beech Fork.
- j) **Events Management:** The CMS must enable events to be edited and flagged to appear on one or more of the Commerce sites (i.e.: some events may be unique to Tourism, but other may be cross-promoted on Development or DNR pages, too.) The CMS must allow event categorization or filtering by Division site to be managed at the event level.
- k) **Highlight Boxes:** Excerpts of content and links to “read more,” must be able to be edited and assigned to appear in Highlight boxes on the page level. Our goal is to cross-promote and cross-pollinate content within and across the Division sites using these. Highlights may include text, photos, and links to content housed elsewhere in the sites.

- l) **Industry-Managed Information:** Tourism requires a Web-based interface to allow event coordinators to submit information on events to be posted on the Tourism site upon review by the staff. The CMS must facilitate the workflow for the posting, staff review, and update of Facility, Attraction and Event descriptions.

3.3.2.2 Advanced CMS Features: (Priced individually, with the ability to scale the system, now or later)

- a) **Workflow Management:** Commerce wants a CMS with workflow management to allow stakeholder approvals of content prior to it going live. (Note: the system does not need to track approvals, but merely to facilitate the review via a test or staging area.)
- b) **Content Activation/Deactivation Date Ranges:** Some content – such as event listings or promotions – may have date ranges. The CMS must allow the user to set start and end dates for the content items.
- c) Support of Events (see below.)
- d) Support of Multiple Languages (see below.)
- e) Support of Ads and Ad Server Application (see below.)
- f) Support of Site Selection Functionality (see below.)
- g) Support of Online Surveys (see below.)
- h) Ability to edit interest categories in eNewsletter Opt-in areas (see below.)
- i) Support of Tourism Call Center (see below.)
- j) Support of Tourism Meeting Planner (see below.)
- k) Support of Commerce lead management (see below.)

3.3.3 Other Functionality of Interest:

Commerce would like the ability to scale the application to include the following features. Please consider these Business Requirements separately, and price them individually.

3.3.3.1 Multi-Language Support:

- a) Commerce would like the capability to offer site content in foreign languages, including: Spanish, German, Italian, Chinese, Japanese and Korean.
- b) Site translations may be limited to sub-sets of the US content (i.e.: not to the entire site.) Please provide pricing for using the CMS to support and manage multiple languages – including the capability to “turn off” site sections that may not exist in a foreign language, but that do exist in English.
- c) Foreign language sites may require new pages or content that is not in the English version.
- d) Translation work is not part of this request.

3.3.3.2 Site Search:

- a) Commerce requires a Division-wide site search system that presents results weighted by best keyword match in content and supplemented with CMS-assigned keywords.
- b) Commerce is interested in tracking/reporting user keyword searches so that we know what people are looking for – and so we may better optimize our content.

3.3.3.3 Interest- and Audience-targeted Landing Pages:

- a) As noted above, Commerce wants the capability to create interest- or audience-targeted jump pages as alternate entries to the site. These pages should be template-based, unlimited in number and managed by the CMS.
- b) Tracking of traffic to these pages, and tracking of the links from these pages will help us measure our online and offline marketing efforts and to optimize our content.
- c) We want the capability to assign unique URL/domains to these landing pages, in some cases.

3.3.3.4 Cookie-trail Navigation:

We would like to price the integration of cookie trail navigation – so that users can clearly see where they have drilled into the site content. Please see Amazon.com or ebay.com for best practices and functionality.

3.3.3.5 eNewsletter Opt-in, Contact Management:

- a) We are eager to build contact databases so that we may target market to segments of our audiences, based on their self-identified interests (via check-boxes on opt-in or profile pages.)
- b) Tourism interests (Ski, Whitewater, Outdoor Recreation...) are different than Economic Development targets (Wood Products, Plastics, Automotive, Energy...) – therefore the system must allow the creation and editing of opt-in categories specific to Division.
- c) Opt-in interests must be stored in the application database, tracked and reported.
- d) The system must allow users to "tell a friend" about targeted eNewsletters that may be of interest, capitalizing on word-of-mouth and viral marketing.
- e) Opt-in/Opt-out, privacy policies, and contact management should facilitate Commerce's compliance with Can-SPAM requirements.
- f) Opt-out process must be automated.

3.3.3.6 Printed Publication Request Management:

- a) All of our Divisions have brochures, publications, and newsletters that we would like to offer online for distribution by mail. Consumers will need to provide complete address information (with form validation by the system).
- b) This publication request information must be stored in the application database, as well as e-mailed the appropriate person for fulfillment of the request.
- c) Opt-in/Opt-out, privacy policies, and contact management must facilitate Commerce's compliance with Can-SPAM requirements.
- d) Opt-out process must be automated.
- e) Please see related requirements under 3.3.3.20 Call Center Support, below.

3.3.3.7 Online Applications/Forms Management:

Several Commerce Divisions desire to put their forms online so that consumers may complete and submit forms and application. Please work with us to ensure that these forms may be created, edited, and managed via the CMS.

3.3.3.8 Ad Server:

- a) Commerce wishes to have the ability to display private and government program advertising and promotions on its sites.
- b) The ad server must serve the ads within pre-defined areas of the templates and it must accurately track and report the number of impressions and clicks that a promotion or ad receives.
- c) The system must generate credible reports that can be the basis of billing parties for advertising.
- d) The ad server must be capable of serving, static gif and jpg ads, gif animations, and Flash animations based on specifications (TBD) that fit within our minimum requirements.
- e) Ads may contain links to content within the site or outside of it. 3rd Party sites should open in a 2nd browser window, while ads for Commerce content will refresh the same browser window.
- f) Several of our Divisions organize their content by geographic regions of the state or by industry/interest. We will want to work with the Vendor on the specific business requirements to be able to create geo-targeted and interest-targeted ad inventory.

3.3.3.9 eCommerce Integration:

- a) A number of Commerce sites already take online orders: The Geological Survey sells maps; Wildlife sells hunting and fishing licenses; State Parks sells gift store items; and *Wonderful West Virginia* magazine subscriptions are handled online.
- b) Credit Card authentication and orders are handled via the West Virginia Department of the Treasury. The Vendor will not be required to develop a new system, but integrate with the state's system.
- c) eCommerce capabilities may be leveraged for meeting reservations or other secure transaction needs. Note: State Parks already has a room reservation system – this feature does not need to be rebuilt.
- d) The eCommerce system should allow for the entry of fulfillment information (i.e.: manual notations of date and method of shipment) that is associated with each order.

- e) The eCommerce system should send e-mail notices to the consumer acknowledging the transaction, followed by a shipment notification (where applicable) for the transaction.

3.3.3.10 Site Tracking and Conversion/ROI Measurement:

- a) Commerce requires the capability to measure traffic to the page level and to understand the most popular paths through the content within and across Divisions.
- b) The system must track and report on traffic to landing pages, links to internal content, and traffic on exit links to external sites so that we may optimize our material.
- c) Commerce wishes to track and report on user's keyword searches on the site so we may optimize content in response to user behavior.
- d) Commerce is interested going beyond anonymous, aggregate log file analysis (such as site stats provided by Web Trends or Urchin). We would like to work with the Vendor to create custom reports, and to develop methods of associating traffic to specific users and user profiles, so that we may better understand these users and target market information about WV that they will find valuable.
- e) Conversion of site users to leads (by opting-in to ongoing e-mail dialogues with us) will be one measure of success for our sites, and in measuring media campaigns. The tracking/reporting system should support ROI analysis of traffic generated by online and offline media, to help us determine the best media for the money.
- f) Commerce wants to work with the Vendor to create pre-defined custom reports by division. For instance, we may establish what the report for activity on a particular state park site may contain (say Blackwater Falls) but we would like to then "roll up" all of the data on all of the state parks sites into one aggregate report so that we may detect trends. One report is for the local customer (Blackwater Falls); meanwhile the aggregate report is for state parks program administration. Other divisions may or may not require this detail – so, we'd like to work with the Vendor to satisfy particular needs.

3.3.3.11 Database-Driven Site Selection Search Interface:

- a) Economic Development wishes to promote its available development sites (existing buildings and lots) online, sorted and filtered by location, type of site, size of site, appropriate industry use, among other criteria. Using the filtering criteria and clicking "Submit" would present a list of potential sites.
- b) Clicking on a site would present the site profile (photo and information) as stored in the CMS db.
- c) Please see section 3.5 for what other states are doing, in particular Georgia: <http://www.ga-sites.com/ver2/default.asp> and Oklahoma: <http://www.okcommerce.gov/locateok/>
- d) Please note, <http://www.ga-sites.com/ver2/bldge-mailfrm.asp> Georgia allows 3rd parties to submit sites to the database. Please scope this functionality for Commerce, in conjunction with the Workflow management/Test site functionality noted above. Commerce would want to review 3rd Party postings prior to their going live.
- e) This site selection feature can be leveraged by our Film Office (part of Tourism) in presenting a searchable db of shooting locations in the state. Additionally, the Main Street program, part of Community Development also offers available storefronts in Main Street cities.

3.3.3.12 Database-Driven Workforce and Community Profile Search Interface:

- a) Complimentary to Site Selection searches, we wish to present labor data and community profile information online. Please see section 3.5 for what other states are doing, in particular Georgia: <http://www.ga-sites.com/ver2/Communities.asp> and Oklahoma: http://busdev3.odoc5.odoc.state.ok.us/servlet/page?_pageid=1470&_dad=portal30&_schema=PORTAL30&cwr=68
- b) WV has an existing Virtual LMI database for community, industry, and workforce data, see: <http://www.wvlmi.com/>. Commerce seeks to work with a Vendor to query this db and present its real-time information in support of specific site selection searches. Additionally, some of the workforce data by county is available as PDFs, and updated monthly.

3.3.3.13 Interactive Mapping and Geographic Information Systems (GIS):

- a) Commerce is interested in evaluating Web-based mapping applications such as Google Earth, Microsoft Virtual Earth, and others that allow us to produce geospatially referenced customized products to answer customer requests and queries based on the individual needs of our sites.

Examples:

1. Economic Development site selection requires the integration of interactive mapping and database query capabilities that would allow the user to display (toggle on/off) topographic features, utilities, transportation routes, airports, and other infrastructure resources of interest to site-selection committees.
 2. Tourism requires the integration of interactive mapping and database query capabilities that would allow the user to display (toggle on/off) topographic features, transportation routes, airports, and specific recreation features like camp sites, hotels, activities. Because Tourism has an extensive database of attractions information, tourism requires the ability to be able to link from the map to a full description of the listing (where available) from its database.
 3. Access or links to driving directions based on geospatial location is key.
- b) The Geological Survey includes specialized coal, oil and natural gas, and related resource databases that are in a GIS-based application, but they are not included in this system, but should be considered in a second phase of the project.
- c) The Geological Survey, Natural Resources, Forestry, and the Development Office have internal GIS expertise and have a parallel projects that Commerce can leverage to support the Commerce internet mapping portal. More exploration is needed.
- d) The development of the geospatial data content is not a part of this scope.

3.3.3.14 RSS Feeds:

We would like to offer users the option to sign up for news feeds from our Divisions, by subject matter, interest or target industry. High-interest feeds range from DNR fish stocking information to events by region to our "Open for Business" news alerts that could be delivered as XML-based RSS feeds to interested subscribers.

3.3.3.15 Grassroots Contributions via RSS Feed:

Help us brainstorm other uses of RSS feeds – for instance, to let communities update specific news areas of the site.

3.3.3.16 Blogs:

Monitored blogs may be useful for certain popular Division personalities and program content. Please suggest best practice implementations.

3.3.3.17 Surveys:

Similar to forms, Commerce may want to publish user surveys on the site to help us optimize our content and create a dialog with the users.

3.3.3.18 Industry-Managed Listings: This is specifically a Tourism requirement. The current Tourism site features a Travel Planner database of Events, Facilities and Attractions. Please see this interface for an idea of the current data structure: <http://www.wvtourism.com/planner.aspx?pgID=57>

- a) Tourism requires a Web-based interface or form to allow event managers and people in the industry to post information about their activity to the Tourism site for consideration for posting.
- b) The Web-based form needs to collect:
 1. **The name of the event, facility or attraction**
 2. **A description of the event, facility or attraction**
 3. **Street address**
 4. **City and Zip**
 5. **Phone**
 6. **FAX**
 7. **Contact person**
 8. **Email for contact person**

9. Web address, if available.**10. Start and end dates for the event, if applicable.**

(Note: all items in bold are required.)

- c) The system must generate an on-screen message or status e-mail to the submitter, alerting them that their event is being reviewed prior to posting.
- d) Tourism requires that its Call Center staff validate all submission of events, facilities or attractions prior to their being posted live. At this point, the staff may edit the submission and assign it to the correct activity categories or travel regions.
- e) Tourism wants the ability to be able to assign multiple categories to the same event (something may be a "Fair & Festival" as well as a "music" event.)
- f) Once the listing is approved for posting, the system sends a confirmation e-mail to the submitter so that any changes the Call Center has made can be re-validated or re-submitted.
- g) When the user approves, the posting goes live.
- h) The system generates an e-mail to the submitter, giving them a link to access if they need to update the listing in the future.
- i) Any future updates must be reviewed by Call Center Staff, following the same workflow noted above.
- j) Note: The listings management functionality is similar to online classified ad posting systems, such as <http://www.recycler.com/> because these allow the user an interface to both create and update the listing, while giving an internal staff the option to edit and approve listings. Please see this site and others for Best Practice of self-managed listings:
http://marketplace.recycler.com/latimes/larecycler/losangeles/oat_selectcategory.jsp

3.3.3.18 User Interface for Travel Planner: This is specifically a Tourism requirement. The current Tourism site features a Travel Planner database of Events, Facilities and Attractions. Please see this interface for an idea of the current data structure: <http://www.wvtourism.com/planner.aspx?pgID=57>

- a) Users may search by keyword, location or category to view a listing of the event, facility, or attraction.
- b) Events, Facilities, and Attractions can be categorized and sorted travel region, city, or by the following interest criteria (which Tourism currently uses):

1. All Categories	24. Kennels-pet Boarding
2. Activities	25. Lodging
3. Arts & Culture	26. Meeting Sites
4. Attractions	27. Outdoor Recreation
5. Bike	28. Outfitters
6. Boat	29. Park
7. Camping	30. Race
8. Culture & History	31. Real Estate
9. Education	32. Relocation
10. Fairs & Festivals	33. Restaurants
11. Fishing	34. Retirement Info
12. Food	35. Rock Climbing
13. Forest	36. Shopping
14. General	37. Ski
15. Golf	38. Tourism
16. Government Offices	39. Trails
17. Group Tours	40. Transportation
18. Health - Fitness	41. Travel agents
19. Heritage	42. Whitewater
20. Hiking	43. Wildlife
21. History & Heritage	
22. Horse	
23. Hunting	

- c) Tourism would like the Vendor to suggest best practice search and category criteria for the tourism industry.
- d) Tourism requires cross-referencing with the Mapping feature noted in **3.3.3.13**.

3.3.3.20 Call Center Support: Tourism wants the Travel Planner feature to support the work of the operators of the 1-800 Call Center, which receives approximately 12,000 to 18,000 calls each month.

- a) Call Center operators must be able to easily search the event, attraction, and facility database while dealing with a caller.
- b) Call Center operators work from an interface and script – their first question is always “How did you hear about us” and the answer is logged. The interface lists the ads and publications currently featuring Tourism ads so that they can record some data on the impact of media placement.
- c) If there are multiple listings meeting the caller’s criteria, Tourism requires that the system allow the Call Center operator to send these listings to the caller (upon request) via e-mail.
- d) Related to requirement 3.3.3.6 Printed Publication Request Management, Tourism requires that the interface support the Call Center in fulfilling requests for brochures and travel guides.
- e) The System should be able to export mailing addresses of those requesting material on a regular basis for fulfillment.
- f) Tourism does not require the system to handle the creation of mailing labels. This will be facilitated by separate software.
- g) 50% of calls to the 1-800 line are call transfers, for instance a caller inquiring about a state park will be transferred to that park. The system should allow the operator to note that the call was transferred.
- h) Some callers are repeat callers. Tourism requires the capability that if the caller is already in the system that the operator may retrieve a past address record, based on the caller’s name, for instance.
- i) Tourism would like the Vendor to suggest best practice Call Center Support methods for the tourism industry.
- j) Tourism would like to work with the Vendor to identify specific regular reports that the system could generate about Call Center activity, including:
 1. Number and types of brochures fulfilled via the Call Center in an effort to see what is popular and to help keep some track of inventory
 2. Reported Sources of Calls (“How did you hear about us?” ads, publications)
 3. Interests or information requests made, especially by category.
 4. Information on call transfers

3.3.3.21 Lead Management Interface: Tourism requires the ability to have an interface for the Contacts and Opt-in Records stored in the database with a user-friendly administration interface.

- a) Tourism would like to treat the application database as its master database for all leads – collected online and offline. For instance, if Tourism does a promotion with Good Housekeeping magazine it wants to be able to import these qualified offline leads into the master database.
- b) Often offline leads are provided as CSV files; therefore, an easy and flexible import interface should be developed to accommodate a limited range of different user information formats.
- c) Tourism wants to control and to supply e-mail Vendors with segmented e-mail lists pulled from its database. Segments may include interest targeting, geographic targeting (zip, city, or state), and import source or lead type segments (i.e.: all users who requested a travel guide online or who were part of the spring 2006 Good Housekeeping campaign.) The system should facilitate this.
- d) The database must allow easy back-ups and archives so that the data is protected.
- e) This functionality will be used by other groups within Commerce, too, so the contact database will need to have “virtual partitions” that allow each division or group within commerce to access and manage the opt-ins exclusively to their information. Commerce will work with the Vendor to confirm business logic by division and across division, following our Privacy Policy.

3.3.3.22 Meeting Planning Interface: Tourism would like to work with a Vendor to create a searchable meeting planning or Group travel planning interface. The interface may be similar to the Travel Planner interface, described above.

- a) The meeting planner interface would allow the user to search by specific meeting place criteria – including whether the facility has a banquet hall, how many it accommodates, its proximity to popular attractions or cities.
- b) Information about meeting sites could be managed by Facilities working with the Call Center, as described in the Industry-Managed Listings, noted in requirement 3.3.3.18.
- c) Tourism is seeking best practice interface and feature ideas specific to the tourism industry for group tour and meeting planning.
- d) Commerce would like to work with the vendor to explore similar functionality to Web sites that empower families or small groups to plan reunions by giving them a shared online workspace. Please see examples such as: <http://www.reunionsmag.com/> and <http://www.familyreunion.com/> we would like the vendor to envision how this could be facilitated through the user management and facilities database.

3.4 Special Terms and Conditions (once the contract is awarded):

3.4.1 Contract Provisions:

After the successful Vendor is selected, a formal contract document will be executed between the State and the Vendor. In addition, the RFQ and the Vendor's response will be included as part of the contract by reference. The order of precedence is the contract, the RFQ and the Vendor's quote in response to the RFQ.

3.4.2 Governing Law:

This contract shall be governed by the laws of the State of West Virginia. The Vendor further agrees to comply with the Civil Rights Act of 1964 and all other applicable laws (Federal, State or Local Government) regulations.

3.4.3 Compliance with Laws and Regulations:

The Vendor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations, and ordinances of any regulating body. The Vendor shall pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant here to shall be borne by the contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

3.4.4 Subcontracts/Joint Ventures:

The Vendor is solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the Vendor is totally responsible for payment of all subcontractors.

3.4.5 Contract Termination:

The State will have the option to terminate any contract after each of the project phases resulting from this RFQ immediately at any time the Vendor fails to carry out its responsibilities or to make substantial progress under the terms of this RFQ and resulting contract. The State shall provide the Vendor with advance notice of performance conditions which are endangering the contract's continuation. If after such notice the Vendor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the State shall issue the Vendor an order to cease any and all work immediately. The State shall be obligated only for services rendered and accepted prior to the date of the notice of termination. Should the State determine to end the relationship after any phase of the project, all deliverables up to and including that point will be the property of the State? The contract may also be terminated upon mutual agreement of the parties with thirty (30) days prior notice.

3.4.6 Changes:

If changes to the original contract become necessary, a formal contract change order will be negotiated by the State, the Agency and the Vendor, to address changes to the terms and conditions, costs of work included under the contract. An approved contract change order is defined as one approved by the Purchasing Division and approved as to form by the West Virginia Attorney General's Office, encumbered and placed in the U.S. Mail prior to the effective date of such amendment. An approved contract change order is required whenever the change affects the payment provision and/or the scope of the work. Such changes may be necessitated by new and amended Federal and State regulations and requirements. As soon as possible after receipt of a written change request from the Agency, but in no event more than thirty (30) days thereafter, the Vendor shall determine if there is an impact on price with the change requested and provide the Agency a written statement to identifying any price impact on the contract or to state that there is no impact. In the event that price will be impacted by the change, the Vendor shall, provide a description of the price increase or decrease involved in implementing the requested change.

NO CHANGE SHALL BE IMPLEMENTED BY THE VENDOR UNTIL SUCH TIME AS THE VENDOR RECEIVES AN APPROVED WRITTEN CHANGE ORDER.

3.4.7 Invoices and Progress Payments

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

The contract resulting from this RFQ will provide compensation on the basis of a total firm fixed price with a percentage of payments based upon completion and approval of required project milestones (see chart below). Milestone 1 is to initiate project startup. The Vendor must provide their proposed project plan and project milestones from Milestone 1 through project completion. The milestones and Statement of Work will be finalized prior to contract execution. During Milestone 1, the State may require adjustments to the Statement of Work and the Project Schedule which could further define the deliverables and implementation dates for each milestone in the table. The State will work with the contractor to define the major milestones over the life of the contract. Milestones 2 – 7 do not have to be the same length of time nor does one have to be completed before the other can start. Note that there are six milestones to be defined for completing the scope of work outlined in this RFQ. Having milestones will provide a frequency that will require constant checkpoints of the progress of the project and provides the contractor with financial compensation for a job well done at regular intervals.

Payment will be made after review and written approval by the State of the milestones and after receipt of a valid invoice. The Vendor may invoice the State monthly based on the hours worked. The Vendor will show the amount of hours worked and which deliverable they were working on but will bill the State only 50% of cost for the hours worked until the milestone has been met. In the event the warranty period is extended, percentage holdback payments will be suspended until the issue causing the warranty period extension is resolved.

The acceptance of a milestone will be made upon the State's approval of:

1. The delivery dates outlined in the Statement of Work were met within the defined guidelines
2. The implementation dates outlined in the Statement of Work were met within the defined guidelines
3. The written deliverables meet the State's approval for quality, content, and requirements.
4. The deliverables satisfy the criteria of the absence of problems or defects (as defined and determined by the State) of the following types:
 - a. No occurrence of failure of defect that has mission critical impacts;
 - b. No occurrence of failure of defect that is critical for business continuity;
 - c. No occurrence of failure of defect that creates an instance where an entire application or part cannot be used;
 - d. No occurrence of failure of defect where an acceptable workaround has not been provided; and
 - e. Where applicable, the level of system availability and response time as defined in the RFQ has been met.

The Vendor will be required at the end of each milestone to reconfirm that the pricing for the remaining deliverables remains intact.

Milestone	Hold Back Based on Milestone Approval	Payment % of Total Fixed price
Initiation Project to begin within a month of an executed contract -Contractor project manager is assigned	0%	0%
Milestone 1: Requirements Definition -Adjustments to the signed Statement of Work that defines the scope of work for milestones 2 - 7 -Adjustments to Project Schedule developed and delivered to	50% of approved invoice	TBD

State -Contractor project manager is assigned		
Milestone 2: Design	50% of approved invoice	TBD
Milestone 3: Development	50% of approved invoice	TBD
Milestone 4: Testing	50% of approved invoice	TBD
Milestone 5: Training	50% of approved invoice	TBD
Milestone 6: Implementation	50% of approved invoice	TBD
Milestone 7: Closeout	50% of approved invoice	TBD
Final Acceptance	70% of held-back amounts	TBD
Warranty	0%	At the end of each month of the warranty period a 12 th of the remaining holdbacks are paid
		100%

3.5.8 Liquidated Damages: N/A

3.5.9 Record Retention (Access & Confidentiality):

Vendor shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by Vendor. The Vendor shall maintain such records a minimum of five (5) years and make available all records to Agency personnel at Vendor's location during normal business hours upon written request by Agency within 10 days after receipt of the request. Vendor shall have access to private and confidential data maintained by Agency to the extent required for Vendor to carry out the duties and responsibilities defined in this contract. Vendor agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and Agency against any and all claims brought by any party attributed to actions of breach of confidentiality by the Vendor, subcontractors, or individuals permitted access by Vendor.

PART 4 QUOTE FORMAT

4.1 Each Vendor's Quote Must Address the Following:

The quote must be formatted in the same order, providing the information listed below:

Title page - Must state the RFQ Subject and number, the name of the Vendor, Vendor's business address, telephone number, name of authorized contact person to speak on behalf of the Vendor, dated and signed.

Table of Contents - Clearly identify the material by section and page number.

Section I – The Vendor shall respond in detail regarding its commitment to process and quality, as well as provide evidence of its proficiency in information architecture and detailed functional documentation, outlined in Part 2.

Section II – The Vendor must respond to each requirement listed in Part 3. Required or “basic” CMS features can be treated as a group. But the advanced CMS features and other functionality must be itemized so that Commerce may, in turn, determine phases for the development work – or decline pursuing some features altogether.

Section III – The Vendor shall supply a total cost for the entire project, listing any assumptions made, associated to price, time or scope

Section IV: The vendor must include the following supporting documents:

- Three to 5 client references for similar work
- Case Studies or samples of work for 3 to 5 projects done for Tourism or Economic Development-related entities (private or government) done in the past five years
- Biographies of the staff who will be assigned to the project, noting applicable certifications and/or experience
- Samples of annotated wireframe architecture and detailed functional requirements, training materials, technical documentation and user operational procedures for a similar system.
- Vendor must supply complete references, including samples of economic development or tourism-related Web site projects. These projects can include promotional efforts for Convention and Visitors' Bureaus (CVBs) individual destinations, or other state sites.

If using an attachment, reference it and provide guidance as to what Vendor must include.
If applicable, sign and submit the attached Resident Vendor Preference Certificate with the quote.

4.3 Pre-bid Conference: Page 1 of Request for Quotation

COST SHEET

Commerce wishes to structure the payment schedule for systems development based on the completion and approval specific project milestones and tollgate reviews so that we can closely monitor and control the development process. We would like to receive broad-range estimates in response to the features listed in this RFQ. After the initial requirements definition, the Vendor may modify his cost estimate in writing with a cap of 3%, unless Commerce requests unanticipated changes in the project scope.

COMMERCE PLATFORM: Basic CMS Features

MILESTONE	COST
Milestone 1: Requirements Definition	
Milestone 2: Design	
Milestone 3: Development	
Milestone 4: Testing	
Milestone 5: Training	
Milestone 6: Implementation	
Milestone 7: Closeout	
Final Acceptance	
Warranty (12 months after Final Acceptance)	
Maintenance (24 months after Warranty ends)	
TOTAL COST	

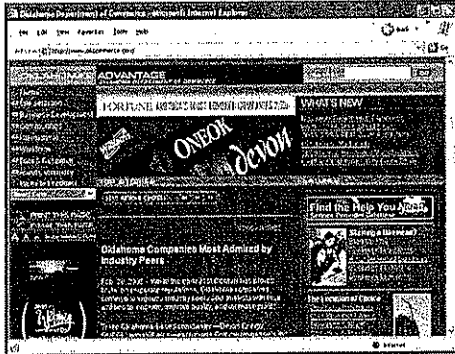
COMMERCE PLATFORM: Advanced CMS Features and additional Functionality (Itemized by feature)

MILESTONE	COST
Milestone 1: Requirements Definition	
Milestone 2: Design	
Milestone 3: Development	
Milestone 4: Testing	
Milestone 5: Training	
Milestone 6: Implementation	
Milestone 7: Closeout	
Final Acceptance	
Warranty (12 months after Final Acceptance)	
Maintenance (24 months after Warranty ends)	
TOTAL COST	

Total all-inclusive Projects Cost: _____

ATTACHMENT A: Economic Development Competitive Overview

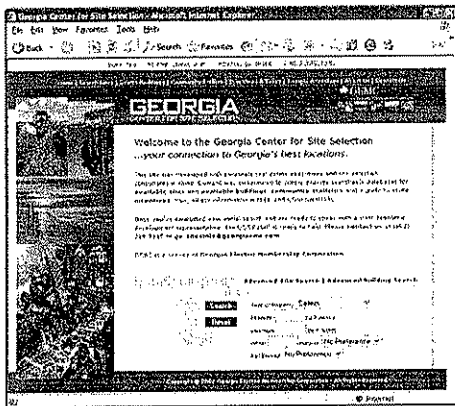
After a review of the top Economic Development sites for the other states, we list a few, below, that we found especially helpful in thinking about our redesign.



Oklahoma – Oklahoma Department of Commerce
<http://www.okcommerce.gov>

Oklahoma Department of Commerce’s mission is to improve the quality of life by supporting communities, growing existing businesses, and attracting new businesses.

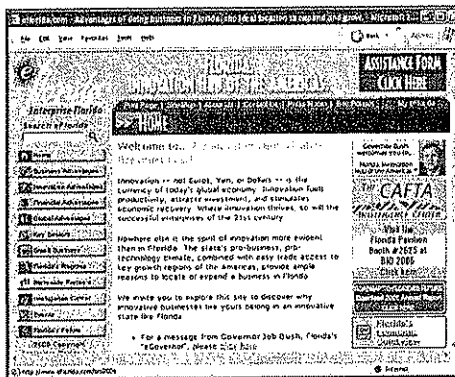
This site was a selection in 2005 Webby Awards for best design. It has great organization and navigation. You can drill into detailed community profiles by map or criteria including min/max population, min/max workforce size, and distance to highway.



Georgia – Georgia Center for Site Selection
<http://www.ga-sites.com/ver2/default.asp>

GCSS is the economic development arm of Georgia Electric Membership Corporation, the statewide trade association of Georgia’s 42 electric membership corporations. They offer full-service site assistance on demographic, market information, available buildings sites, and financing and incentive options.

Great search/filter interface and integration of site selection, GIS mapping, as well as labor, demographic, and community profile information.



Florida – <http://www.eflora.com/>

Enterprise Florida, Inc. (EFI) is the public-private partnership responsible for leading Florida’s statewide economic development efforts.

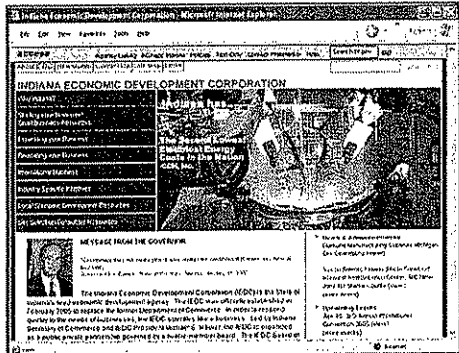
Site is offered in 14 languages. Features member only (login required) area called “My eFlorida” for extensive data, analysis, research and news on Florida’s economy – customized to interest. Once users opt in, data is pushed to them based on the criteria they have selected.



Illinois – Dept of Commerce and Economic Opportunity
<http://www.commerce.state.il.us/dceo/>

DCEO is charged with enhancing Illinois' economic competitiveness by providing technical and financial assistance to businesses, local governments, workers and families.

This site promotes areas similar to WV Commerce: Coal, Tourism, Film, Workforce Development, Trade, Small Business Support, Community Development... Note featured ad to Tourism Getaways on homepage.



Indiana – Indiana Economic Development Corporation
<http://www.in.gov/iedc/>

The IEDC focuses its efforts on growing and retaining businesses in Indiana and attracting new business to the State of Indiana

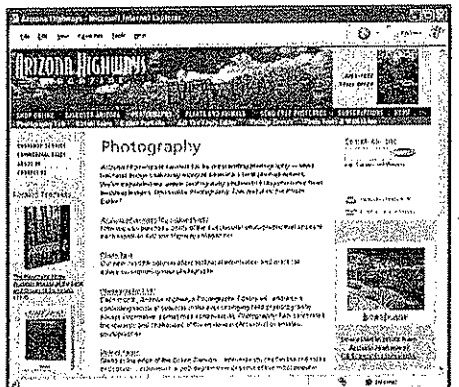
Nice design. Animation showcases many industries, and interesting facts. News excerpts and upcoming events posted on homepage. Target industries and site selection resources promoted prominently.



New Jersey -- New Jersey Commerce, Economic Growth & Tourism Commission
<http://www.state.nj.us/commerce/>

In addition to assisting the general business community, the Commission promotes the state's \$32 billion travel and tourism industry.

Clear organization. Real Estate Site locator prominent, interactive. Quick links to Business Services, Financial Incentives, and Resource Center. Licensing and regulations are promoted along with International and Small Business Services. Could point to how to integrate Labor with the new site.




Arizona Highways
<http://arizonahighways.com/>

Arizona Highways magazine is a division of the Arizona Department of Transportation. Its mission is to promote travel to and through Arizona by publishing magazines and offering products about the state and its people, achieve the highest level of quality in production and customer service, while remaining financially independent.

The online store sells a small selection of Arizona books, maps, jewelry, clothing, videos, music, and DVDs. The commerce items that are featured along with the content changes as you navigate the site... For instance, Photography books, posters and prints are promoted in photography sections.

ATTACHMENT B: Baseline Tourism User Profiles

JOE	
	<p>Demographic: Male, age 18 to 34 years, (entry-level) \$20K and up</p> <p>A young guy who's in college or who is a young professional He is fit and single. He schedules a rafting, mountain biking or climbing weekend trips with buddies as a social event. He enjoys friendly competition and testing his personal limits.</p> <p>Interests: Active to extreme sports, biking, climbing, outdoor recreation, camping, college sports, music, friends, fitness, health, exercise, competitive, internet-savvy, early adopter, personal electronics, online gamer</p>

@Plan Research: About 5.9 million online that have planned a leisure trip in the past 30 days

Leisure Activities	Vacation Interests	Vacation Destination	Web sites
Movies BBQ/Picnic Bars/Clubs Cultural Event Board Games/Cards Video Gamer Concert Play Chess Collect Comic Books	Family visit/reunion Beach Camping Casino/Gambling Theme Parks More Likely Than Internet Hunting Major Sporting Event Outfitter Skiing	Vegas NY FL Orlando LA/So. Cal D.C. More Likely Than Internet Africa Asia Canada Atlantic City Chicago	Composition Reach (Focus) (Clutter) Fhmus.com Google Maxim MSN An and Tech AOL Stuff Magazine.com Yahoo Aint It Cool News Weather.com Atom Films Disney EA Sports EBay Slashdot ESPN Gamespot Cnet Cigar Aficianado CBS Sports

LAURA



Demographic: Female, age 28 to 45 years. Mid- to higher household incomes, \$50K and above. Suburban.


A soccer mom with school-age children. She's planning family time. She wants to provide a learning experience for the kids – to be in nature, wildlife, as well as historic site side-trips. She may also be a working mom, part-time or with a home business.

Interests: Decorating, crafts, cooking, nutrition, children's education/development issues, health, hiking, camping, outdoor recreation, internet-savvy

@Plan Research: 6.2 million online that have planned a leisure trip in the past 30 days

Leisure Activities	Vacation Interests	Vacation Destination	Websites
Movies	Family visit/reunion	Orlando/Disney	Composition Reach (Focus) (Clutter) iVillage Google Family Fun Yahoo Baby Central AOL About Network MSN Nick, Jr. Weather.com Noggin Disney Parents Expedia Disney Online Travelocity Parenting Mapquest PBS Kids Ask Jeeves
Read a Book	Beach	Other Florida Destinations	
Entertaining at Home	Theme Parks	Vegas	
BBQ/Picnic	Camping	NYC	
Cultural Event	Mountain	LA/So. Cal	
Board Games/Cards	Vacation	D.C.	
Gardening	National Park	More Likely Than Internet	
Crafts	More Likely Than Internet	Orlando/Disney	
Collecting Dolls	Resort/Spa	So. Cal	
Ceramic/Pottery	Theme park	Caribbean	
Religious Work	Skiing	Mexico	
	Outfitter		

LEO



Demographic: Male, age 35 to 70 years. Higher incomes, \$50K + household and above.


A history buff who is an avid reader and an intellectual – a traveler. Civil War tourists skew older with higher incomes. Railroad and Coal tourists may be slightly more blue collar. There is an aspect of state pride in some of these cultural tourists – seeing the real places makes history come alive for him.

Interests: Reading, book reviews, appreciation of nature, history, biography, non-fiction, multicultural, strategy, engineering, state pride

@Plan Research: 16.6 million online that have planned a leisure trip in the past 30 days

Leisure Activities	Vacation Interests	Vacation Destination	Websites
Entertaining at home	Family visit/reunion	Other Florida Destinations	Composition Reach (Focus) (Clutter)
Movies	Beach	Orlando/Disney	Kiplinger Google
Reading	Theme Parks	NYC	PGA Tour.com AOL
BBQ/Picnic	Camping	La/SoCal	Road & Track Yahoo
Cultural Event	Casino	D.C.	Info World MSN
Gardening	Cultural/Historical	San Francisco	Golf.com Weather.com
Landscaping	More Likely Than Internet	More Likely Than Internet	PGA.com Mapquest
Photography	Golf	Central America	Investors.com Travelocity
Crafts	Water sport	Australia	Wine Spectator Expedia
Religious Work	Hunting	California wine country	The Street Ebay
	Skiing	San Francisco	The Golf Channel ESPN

MARTHA



Demographic: Female, age 45 and up. Higher incomes, \$55K + household and above. Urban.

She is an empty nester who brings her husbands in tow to crafts fairs, antique-hunting, resort or golf weekends. She enjoys shopping, interior decorating, gardening, gourmet cooking, reads Martha Stewart's Living, may do decorating crafts herself. She enjoys the good life.

Interests: Quaint towns, shopping in specialty shops, fine dining, golf, spa, resorts, B&Bs, scenic tours, gardening, artisans, quality, comfort, romantic get-aways

@Plan Research: 10.1 million online that have planned a leisure trip in the past 30 days

Leisure Activities	Vacation Interests	Vacation Destination	Websites
Read a book	Family visit/reunion	Other Florida	Composition Reach (Focus) (Clutter) RCI Google EarthLink Travel Yahoo Cooking light AOL Fodors.com MSN MSN Travel Central Weather.com Fromers.com Mapquest Mayo Clinic.com Expedia Fine Living Travelocity Real Simple Orbitz Travel & Leisure American Greetings
Entertaining at home	Beach	Destinations	
Movies	Cruise Ship	Las Vegas	
Cultural event	Casino	SW Desert	
BBQ/Picnic	Cultural/Historical	LA/SoCal	
Crossword Puzzle	National Park	Orlando/Disney	
Gardening		D.C.	
Crafts	More Likely Than Internet	Europe	
Home Improvement	Package	More Likely Than Internet	
Gourmet Cooking	Vacation	Central America	
Landscaping	Cruise Ship	Caribbean	
Photography	Golf	Australia	
	National Park	SW Desert	
		Hawaii	

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 exceed 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:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

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: _____