



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
DMV70056

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED 10/24/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 11/02/2006		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM #1		
				THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS RAISED PRIOR TO THE OCTOBER 23, 2006 DEADLINE. QUESTIONS CONCERNING BID SUBMISSION WILL STILL BE ANSWERED AND MAY BE SUBMITTED TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION AT 558-2596 PHONE, 558-4115 FAX, OR EMAIL AT KFERRELL@WVADMIN.GOV. BID OPENING DATE REMAINS 11/2/06. BID OPENING TIME REMAINS 1:30PM. ***** END ADDENDUM #1 *****		
0001	1	PM		920-38		
				PRINTING, SCANNING, REPORTING AND DATA SERVICE		
				***** THIS IS THE END OF RFQ DMV70056 ***** TOTAL:		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$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

Addendum No. 1
Answers to Questions

002

Question: Is there any specific requirement for the paper used in the printing the booklets?

Answer: Assuming the company is producing the forms and scanning the same form. If the scanner can read the paper form with complete accuracy, then it is acceptable. There will be bubbles on both sides of the paper form, which will account for the bleed through in the scanning process.

Question: If a form is damaged and cannot be scanned, what would you like the process to be? We have several options: transcribe, key enter, send back, etc.

Answer: Key enter if possible, If not return.

Question: If there is a multiple response on a single response questions, do we reject the form or do we attempt to resolve it if the officer's intention is clear?

Answer: This will be determined during the file meeting.

Question: In order to set apart visually the rejected from, can we just put a "flag" in the data record?

Answer: Yes, the method of flagging to be determined during data file meeting.

Question: Do you want the rejected forms sorted by some criteria prior to sending back to Charleston?

Answer: They should be sorted by ORI #.

Question: Please confirm that you expect the number of rejects to be 10% or 75,000 forms.

Answer: This is what we are basing the evaluation on. At this time we have no data to provide a reliable estimate for the rejects.

Question: If the officer fills out the passenger information or the search authority section(s) but answers "no" in the Search Performed section, should we force the Search Performed section to "yes"?

Answer: This will be determined during the data file meeting.

Question: Do you want the images indexed by any information?

Answer: Yes. ORI #, Office ID, Month, Year. This information should be included in the file name.

Question: Is a DVD acceptable for the images or is a CD preferred?

Answer: Yes, a DVD is acceptable.

Question: How long do you want the vendor to retain the images and the data?

Answer: 2 months for both images and data. DVM must authorize disposal of the data and images.

Question: Is there any requirement that would limit a vendor from doing the actual printing and/or scanning service outside of the State of WV?

Answer: No, it is not required that the printing or scanning be done within the state of WV.

Question: Is there any requirement that would limit a vendor from partnering or subcontracting a part of the whole, say the printing component?

Answer: Vendor may subcontract. However they are responsible for all work done by the subcontractor. DMV will be billing ONLY by the primary vendor.

Question: Would DMV be open to a solution that would provide an electronic form exactly as you have proposed that could be filled out on-line and would automatically populate a database? If the law enforcement officers have access to a pc in the vehicle or later at the office, this info could be entered on line and all the paper, shipping and scanning would be eliminated. The cost of this solution may be considerably less.

Answer: An electronic form was considered during the inception of this project. However, it was determined that the infrastructure was not in place to support it.

Question: When the RFQ mention "handling charge" does this include the cost "of shipment" or just the cost to package the MVSF for return shipping?

Answer: Handling charge is the cost to package the MVSF for return shipping (if applicable). DMV will be billed the ACTUAL shipping charge.

Question: Will an Excel file be acceptable format for the monthly report if it included ORI, Unique Identifier and other information as requested in the report description?

Answer: Yes, an Excel spreadsheet is an acceptable format for the report.