



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
EDD256653

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/19/2006				

BID OPENING DATE: **08/22/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		099-00-01-001		
<p>FEE: LICENSE FOR SOFTWARE</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE WEST VIRGINIA DEPARTMENT OF EDUCATION IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH A WEB CLAIMING SYSTEM AND APPLICATION PROCESSING DATABASE FOR THE CHILD AND ADULT FOOD PROGRAM PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID MEETING IS SCHEDULED FOR 08/04/06 AT 10:00 AM AT THE WEST VIRGINIA DEPARTMENT OF EDUCATION LOCATED AT THE STATE CAPITOL COMPLEX, 1900 KANAWHA BOULEVARD EAST, BUILDING 6, IN CHARLESTON, WEST VIRGINIA. MEETING WILL BE HELD IN ROOM 044 LOCATED IN THE BASEMENT OF THE BUILDING.</p> <p>ALL INTERESTED BIDDERS ARE REQUIRED TO PARTICIPATE IN THIS MEETING. FAILURE TO PARTICIPATE IN THE MANDATORY PRE-BID CONFERENCE SHALL AUTOMATICALLY RESULT IN DISQUALIFICATION. NO ONE PERSON CAN REPRESENT MORE THAN ONE VENDOR.</p> <p>DEADLINE FOR TECHNICAL QUESTIONS IS 08/10/2006. QUESTIONS MAY BE ASKED DURING THE PRE-BID MEETING OR SUBMITTED IN WRITTING TO KRISTA FERRELL AT KFERRELL@WVADMIN.GOV OR VIA FAX AT 304-558-4115. QUESTIONS CONCERNING BID SUBMISSION MAY BE SUBMITTED AT ANY TIME.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

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



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<p>QUESTIONS WILL BE ANSWERED BY FORMAL ADDENDUM TO THIS RFQ.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD 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 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</p>						

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<p>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>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>						

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<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 I WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEAQUARTERS 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</p>						

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<p>THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID; OR () 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 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>						

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<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> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						

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***** THIS IS THE END OF RFQ EDD256653 ***** TOTAL: _____						

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**REQUEST FOR QUOTATIONS
WV DEPARTMENT OF EDUCATION
EDD256653**

GENERAL INFORMATION

The Acquisition and Contract Administration Section of the Purchasing Division (State) for the West Virginia Department of Education (WVDOE) is soliciting quotations to provide management software for its Child and Adult Food Program.

The WVDOE is currently advertising for the replacement of existing web based and paper claiming system, and its application processing database.

1.1 Schedule of Events:

Release of the RFQ.....	07/21/2006
Mandatory Pre-Bid Meeting..... 10:00 a.m.	08/04/2006
Vendor Question Deadline (see note below)..... 4:00 p.m.	08/08/2006
Final Addendum issued (if required).....	08/10/2006
Bid Opening Date	08/22/2006

NOTE: All vendor questions are required to be submitted in writing and received no later than the date listed above. Questions received after the appointed time will not be accepted.

1.2 Mandatory Prebid Conference:

A mandatory pre-bid meeting will be required. The date and time shall be Friday, August 4, 2006 from 10:00 a.m. until 12:00 noon in room 044 which is located in the basement of the WVDOE's main headquarters.

OPERATING ENVIRONMENT

2.1 Location:

The WVDOE is located in the State Capitol Complex, Building 6, 1900 Kanawha Boulevard, East, Charleston, WV 25305-0330. The Office of Child Nutrition is located in room 248 of the building at that address.

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

The Office of Child Nutrition currently oversees the National School Lunch Program, School Breakfast Program, Summer Food Service Program, Special Milk, and Child and Adult Food Program. The Child and Adult Food Program has more than 250 day care centers with roughly 400 sites, and the Family Dare Care Home Program has 10 sponsor with approximately 2000 homes. It is the intent of this RFQ to utilize changes in technology to enhance application and claims management process.

PROCUREMENT SPECIFICATIONS

3.1 Requirements:

3.1.A Application Functions

Program will:

- 3.1.A.1 Provide a management Information System that will allow the web-based submission and renewal for both Family Day Care Home (FDCH) and Child & Adult Care Food Programs (CACFP). The online application will support the U.S. Department of Agriculture (USDA) program requirements which include the following:
 - 3.1.A.1.a Complete and approve Sponsor/Institution annual application.
 - 3.1.A.1.b Complete and approve center application.
 - 3.1.A.1.c Complete and approve budgets form for Adult Care Center, Child Care Center, and Family Day Care Homes (FDCH).
 - 3.1.A.1.d Complete and approve FDCH provider application.
 - 3.1.A.1.e Validate each form using system-defined business rules and edit checks.
 - 3.1.A.2 Allow submission of a single application for those participating in multiple CACFP programs.
 - 3.1.A.3 Manages processes and tracks receipt of documents during application period.
 - 3.1.A.4 Track and display changes made to applications.
 - 3.1.A.5 Track, manage and document management review, pre-approval and technical assistance visits.
 - 3.1.A.6 Track FDCH provider information and the transfer of those providers to different sponsors.
 - 3.1.A.7 Perform application edit checks to ensure accurate data entry on all enrollment forms.
 - 3.1.A.8 Allow the payment of claims to be suspended, i.e., the application does not pass all necessary business rules or the sponsor has been terminated.
 - 3.1.A.9 Automatically roll over data from previous program year.
 - 3.1.A.10 Track and manage the Seriously Deficient process.
 - 3.1.A.11 Track, manage and document sponsor training attendance.
 - 3.1.A.12 Track and document all correspondence with sponsors, such as phone conversations, e-mails, and letters (certified letter number tracking).
 - 3.1.A.13 Track program participation information for sponsors and sites.
 - 3.1.A.14 Track compliance with federal regulations using required digital documentation.
- ⇒ (See attached sample application packet)

3.1.B Claiming and Payment Functions

Program will:

- 3.1.B.1 Deliver internet based online claiming for the following programs:
 - 3.1.B.1.a Adult Care Center.
 - 3.1.B.1.b Child Care Center.
 - 3.1.B.1.c Family Day Care Homes.
 - 3.1.B.1.d Validate each claim using system defined business rules and edit checks.

- 3.1.B.1.e Provide online payment summary for each voucher payment.
- 3.1.B.2 Process reimbursement claims as frequently during a month as desired for both FDCH and CACFP.
- 3.1.B.3 Allow the web-based entry of original or revised claims at the sponsor or site/provider level.
- 3.1.B.4 Integrate with the State's financial payment system.
- 3.1.B.5 Electronically reconcile claims processed with our payment system (FIMS) automatically with manual overrides. The program must have the ability to import the record of payment from FIMS.
- 3.1.B.6 Provide a full year summary view of all claims and earnings.
- 3.1.B.7 Edit check all claims in order to be approved for payment and provide for State override capability. The successful vendor shall provide a detailed narrative explanation for each of its CACFP reimbursement claim edit checks to completely document the payment process.
- 3.1.B.8 Accept batch uploads from 3rd party sponsor level software, such as Minute Menus®.
- 3.1.B.9 Produce participant level POS sheets in .PDF format and allow submission of claim data at this level.
- 3.1.B.10 Provide an integrated roster of eligibility for validating Free, Reduced, or Paid claim enrollment data at the participant level.
- 3.1.B.11 Produce a certified list of approved/active FDCH provides per month.
- 3.1.B.12 Track entry and management of claim advances.
- 3.1.B.13 Edit check all advance requests prior to payment approval.
- 3.1.B.14 Track and schedule advance and assessment fund recovery.
- 3.1.B.15 Allow state agency staff to create event-triggered email reminders and warnings.

3.1.C. Report Functions

Program will:

- 3.1.C.1 Create the FNS-44 report that meets the WVDE and Federal Government's approval. The FNS-44 report will provide for the separate reporting of facilities by type and the average daily attendance for facilities by type.
- 3.1.C.2 Deliver twenty-five pre-developed reports for reporting sponsor, claims, FNS-44, and review information. Report to be identified during the development period.
- 3.1.C.3 Allow state staff to create ad-hoc reports using Crystal Reports.
- 3.1.C.4 Export data in formats that can be import into other software packages like Excel, Word or Access.
- 3.1.C.5 Produce a paper claim that the WV Auditor's will accept and process for payment.
- 3.1.C.6 Produce reports for analysis and management of the program.
- 3.1.C.7 Create mail merged labels and letters.

3.1.D Access

Program will:

- 3.1.D.1 Provide ability for State Agency to maintain and manage system table which include but not limited to:
 - 3.1.D.1.a Federal and State Reimbursement Rates.

- 3.1.D.1.b Program Fiscal Years.
 - 3.1.D.1.c System Error Messages.
 - 3.1.D.1.d System Security.
 - 3.1.D.2 Contain multiple security levels with access and system rights to manage both OCN and sponsor users.
 - 3.1.D.3 Ability to have multiple users per sponsors as necessary (such as multi-site sponsors) including various security levels with access and system rights.
 - 3.1.D.4 Multi-users sponsors should have at least one user with a security level that can manage all other users of that sponsor.
- 3.1.E Technology
Program will:
- 3.1.E.1 Run over a SQL Serve database. Cold Fusion development is preferred. Active Server Pages (.ASP) development is acceptable. The product will reside on an IBM eServer xSeries® 365 server using a Microsoft Windows 2003 operating system.
- 3.1.F Documentation
Vendor will:
- 3.1.F.1 Produce user manuals that describe the functionality of the system from both a state employee and sponsor's perspective.
 - 3.1.F.2 Provide an electronic version of the documentation and it will be written using Microsoft Word.
- 3.1.G. Training
Vendor will:
- 3.1.G.1 Provide up to two formal full day training classes for state agency staff based on the implementation phases.
 - 3.1.G.2 Produce all training documentation in Microsoft Word format.
- 3.1.H. Warranty Period
Vendor will:
- 3.1.H.1 Provide a 90 day warranty period for each module of the software. The warranty period will begin immediately following user acceptance or production implementation, whichever is first. Services provided during the warranty period include unlimited phone and email support, software updates and program fixes for any state agency identified anomalies reported.

3.2 Scope of Work:

The scope of work for this RFQ is the procurement of CACFP Management Software. The vendor will be responsible for the delivery, training, and assist WVDE staff in the installation of software awarded under this RFQ.

3.3 Installation

The software package will be completely functional and installed within ninety (90) days of award.

3.4 Invoicing:

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

Payment will be made only after software has been installed, is operational, and has been accepted. Invoices for maintenance services, including any per copy charges may not be submitted more frequently than monthly and State law forbids payment of invoices prior to receipt of services.

3.5 Demonstration (if requested):

The demonstration (if requested) will take place in the vicinity of Charleston, West Virginia. Demonstrations will not be used in the evaluation of this RFQ, except to verify the vendor's ability to meet mandatory specification(s) listed in section 3.1 of this RFQ. The qualifying bidder will be responsible for set-up of the demonstration and for expenses incurred in preparing for and providing the demonstration. Purchasing will provide qualifying bidders a minimum one-week notice to prepare the demonstration. Bidders may not have a choice as to demonstration date or time.

3.6 Vendor Responses:

Vendor shall provide written response to each specification listed. This response must reference each mandatory specification listed in section 3.1 and the vendor must explicitly state whether or not their bid meets the specification with a "Yes, this specification is met" or "No, this specification is not met" answer. In the case of an omission, the vendor's lack of affirmative response will be interpreted as not meeting specifications. All mandatory specifications must be met at the time of bid opening. Future capabilities or planned enhancements not yet available shall be considered as not meeting specifications. Vendor bears the responsibility of including price and time quotations at the quoted hourly rate for all programming necessary to satisfy each specification. Any omissions and/or errors in pricing for extras not clearly listed in the vendor's response will be assumed to be included in the base cost of the software. Vendor shall also include all pertinent operational literature.

The total cost will be calculated based upon the vendor's response to the purchase price of all software meeting required specifications. Vendor is required to use the attached Cost Proposal page and complete lines a – e on that page. Any additional costs considered relevant to the vendor's response must be clearly identified on this page. Additional information referenced from the cost page may be attached at the vendor's discretion.

Vendor will bid a base software installation cost along with an hourly rate for minor enhancements and improvements unforeseen at the time of installation.

Date Submitted: _____

Submitted to: West Virginia Purchasing Division
Charleston, WV 25305

Submitted by:

Name of Firm: _____

Address: _____

Telephone: _____

Evaluation Formula:

Base Software Installation Cost: \$ _____ (a)

Hours needed to customize: 50 (b)

Hourly Rate: X \$ _____ (c)

Customization Cost: +\$ _____ (d)

Total Cost of installed software package: =\$ _____ (e)

Lines a, c, d, and e must be filled out completely or this quotation will be considered non-responsive.

b – the amount of hours for customization is estimated (for the purposes of evaluation only) at this time. The actual hours needed for program customization is anticipated to fluctuate and unknown at this time. The vendor's rate will be established as a result of this award, but the quantity of hours will be considered open ended, to be authorized in advance by the WVDOE.

Addendum Numbered _____ through _____ were received prior to my signing this proposal document.

I certify by my signature below that the costs quoted in this RFQ are correct and that I have the authority to obligate the company to perform under the conditions outlined in page 1 through 5.

Print or Type:

Signature

Date

Name

Title/Position

Telephone