



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
 EDD258368

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

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
08/09/2006				

BID OPENING DATE: 08/24/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		924-10		
<p>CONSULTING, EDUCATIONAL</p> <p>REQUEST FOR QUOTATION</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DEPARTMENT OF EDUCATION, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH TRAINING, DATABASE MANAGEMENT, DATA ANALYSIS, WEB PAGE DESIGN AND DEVELOPMENT, AND REPORTING WITHIN THE CONTEXT OF THE APPROVED WEST VIRGINIA PREVENTION INFORMATION MANAGEMENT SUPPORTED BY THE UNITED STATES DEPARTMENT OF EDUCATION'S GRANT TO STATES TO IMPROVE MANAGEMENT OF DRUG AND VIOLENCE PREVENTIONS PROGRAMS (GSIMDVPP) PER THE ATTACHED SPECIFICATIONS.</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</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>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 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>						

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<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 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>						

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<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 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</p>						

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<p>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> <p>TITLE: -----</p>						

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<p>* CHECK ANY COMBINATION OF PREFERENCE 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>CONSIDERATION(S)</p>						
<p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						
<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						
BUYER:				21		
RFQ. NO.:				EDD258368		
BID OPENING DATE:				08/24/2006		
BID OPENING TIME:				1:30 PM		

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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 EDD258368 ***** TOTAL: _____						

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The WV Purchasing Division for the agency, the WV Department of Education, is soliciting bids to provide the agency with a database management system per the below listed general requirements.

GENERAL REQUIREMENTS

1. Develop and maintain a website for data collection; train appropriate personnel in database procedures; establish and administer surveys and perform data analysis.
2. The data is currently being collected by two sources (Marshall University Prevention Resource Center and West Virginia Department of Education). The successful bidder will be required to obtain and merge both sources of data retroactively to the date of October 1, 2005. Bidders will be required to secure access to this data. Bidder's response must include any costs associated with securing this data.
3. Reliably and efficiently collect, assess and evaluate data from student surveys to aid in the prevention programs of offenses occurring at school and in communities to manage alcohol, tobacco, illegal drug and violence at the regional, county, community and school levels.
4. Have a learning module in place to train county personnel and work with the Office of Healthy Schools to conduct eight (8) trainings at the regional levels beginning the fall of 2006.
5. This project will be in alignment with the approved West Virginia Prevention Information Network (WVPIN) Supported by the US Department of Education's Grant to States to Improve Management of Drug and Violence Prevention Programs (GSIMDVPP).

VENDOR QUALIFICATIONS

The vendor must:

- Have at least three years of documented experience of providing data collection and data manipulation, on a state-wide scope, related to the substance abuse and violence consequences and consumption patterns in West Virginia at the state and county level.
- Possess a working relationship with professional staff within various agencies in the state of West Virginia performing work related to substance abuse and violence prevention.
- Have at least three years of documented experience of providing training and technical assistance regarding collection, analysis and data management related to substance abuse and violence prevention in the state of West Virginia. This experience must be in providing training and technical assistance on a state-wide scope.
- Provide one (1) example of a data website with a similar application.

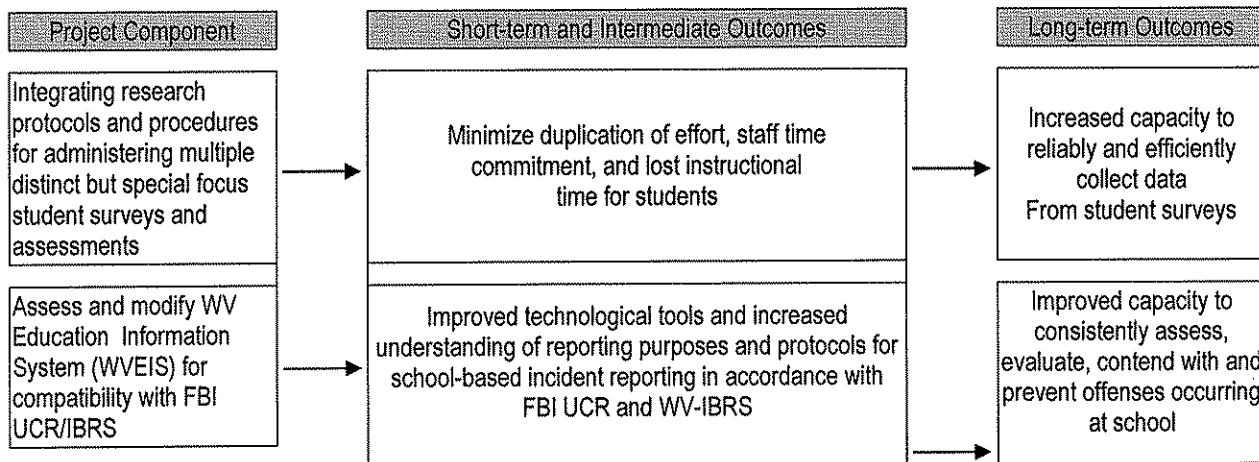
NOTE: It is preferred that this information be submitted with the bid. The agency reserves the right to request this information. Vendors must supply requested information within 48 hours of request. Vendors failing to supply this information in this timeframe may be disqualified.

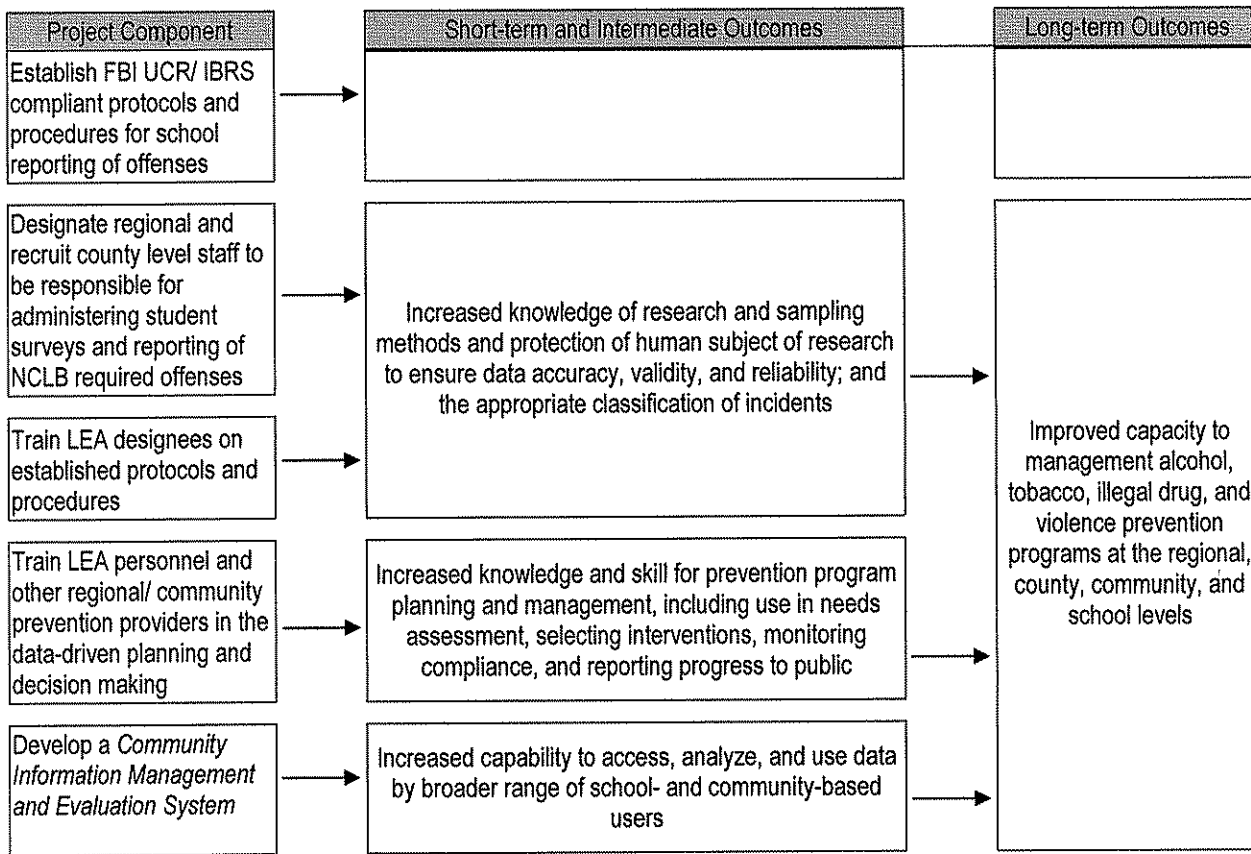
SCOPE OF WORK

Project Goals

- | | |
|-------------|---|
| Goal | 1. Minimize duplication of effort, staff time commitment, and lost instructional time for students by integrating research protocols and procedures for administering multiple distinct but special focus student surveys and assessments. |
| Goal | 2. Establish protocols and procedures to ensure consistent reporting of offenses (i.e., truancy rates, frequency, seriousness, and incidence of violence and substance abuse related offenses) in compliance with the FBI UCR/IBRS crime reporting system. These offenses are reported through the technology-based WV Education Information System (WVEIS). |
| Goal | 3. Designate 8 Regional Tobacco Prevention Specialists to serve as the primary persons responsible for implementing protocols and procedures for systematic administration of student surveys and consistent reporting of offenses in their regions. These regional designees will recruit and mentor county level school staff to assume that responsibility in their own counties. |
| Goal | 4. Build the capacity of school administrators, Safe and Drug-Free School Coordinators, Safe and Drug-Free School Community Project Directors, and other school and community prevention service providers in data-driven decision making in regard to selecting evidence-based programs, practices, and policies in accordance with the U.S. Department of Education’s Principles of Effectiveness. |
| Goal | 5. Develop a <i>Community Information Management and Evaluation System (CIMES)</i> to be a neutral website at which data from student surveys and selected indicators from WVEIS will be aggregated with other population-based indicators from various federal and state agencies. Modular in nature, the CIMES will serve as a “one-stop” needs assessment, planning, grants application/ management, and evaluation resource for school-based and community-based substance abuse and violence prevention programs. |

Short-term and Long-term Outcomes





Goals and Three-Year Timeline/Activities

Goal	Project Component	Year 1 Activities	Year 2 Activities	Year 3 Activities
1	a. Minimize duplication of effort, staff time commitment, and lost instructional time for students by integrating research protocols and procedures for administering multiple distinct but special focus student surveys and assessments	<p>The vendor must:</p> <ul style="list-style-type: none"> ● Perform cost analysis for each survey ● Assess commonalities among currently used instruments ● Identify duplication in sampling design and survey administration protocols ● Evaluate current sampling designs and administration procedures for compliance with accepted research methods ● Specify objectives for student survey to satisfy multiple state and federal initiatives (i.e., NCLB, DASH, SPF SIG, etc) 	<p>The vendor must:</p> <ul style="list-style-type: none"> ● Develop integrated sampling procedure and survey administration protocol ● Establish minimum population-based sample size to assure representative local level estimates. ● Develop systematic random sampling procedure ● Obtain Institutional Review Board (IRB) approval assuring sampling design is compliant with applicable Federal regulations (i.e., 34 CFR Parts 97-99) 	<p>The vendor must:</p> <ul style="list-style-type: none"> ● Administer student surveys ● Data processing and analysis ● Prepare NCLB compliant and other state and federal initiative reports

Goal	Project Component	Year 1 Activities	Year 2 Activities	Year 3 Activities
		The vendor must:	The vendor must:	The vendor must:
2	a. Assess and modify WV Education Information System (WVEIS) for compatibility with FBI UCR/IBRS	<ul style="list-style-type: none"> • Perform assessment of database and data entry interface to document necessary modifications • Implement technical modifications • Pilot modifications with subset of LEAs 	<ul style="list-style-type: none"> • Implement UCR/IBRS compliant reporting statewide 	<ul style="list-style-type: none"> • Monitor improvements in reporting of NCLB required and other offenses in the school environment
	b. Establish FBI UCR/IBRS compliant protocols and procedures for school reporting of offenses	<ul style="list-style-type: none"> • Develop UCR/IBRS training and materials 	<ul style="list-style-type: none"> • Implement UCR/IBRS Training • Evaluate compliance with UCR/IBRS reporting 	<ul style="list-style-type: none"> • Provide UCR/IBRS refresher training as needed • Continue monitoring compliance with UCR/IBRS reporting
		The vendor must:	The vendor must:	The vendor must:
3	a. Designate regional and recruit county level staff to be responsible for administering student surveys and reporting of NCLB required offenses	<ul style="list-style-type: none"> • Specify set of minimum core competency and knowledge, skill and ability (KSAs) requirements for potential designees • Designate regional Tobacco Prevention Specialist 	<ul style="list-style-type: none"> • With LEA administrators, recruit county level staff designees 	<ul style="list-style-type: none"> • Select additional LEA designees as needed to address attrition and other staff changes
	b. Train LEA designees on established protocols and procedures	<ul style="list-style-type: none"> • Develop training schedule based on core competency and KSA deficiencies. Deliver at least eight (8) trainings – one per each RESA. 	<ul style="list-style-type: none"> • Enroll designees online research methods course • Engage designees in training during regional learning opportunities (RLOs) to address core competency and KSA deficiencies • Monitor progress toward acquiring minimum core competencies and KSAs 	<ul style="list-style-type: none"> • Continue monitoring progress toward acquiring minimum core competencies and KSAs
		The vendor must:	The vendor must:	The vendor must:
4	a. Train LEA personnel and other regional/ community prevention providers in the data-driven planning and decision making	<ul style="list-style-type: none"> • Initiate regional learning opportunity (RLOs) around SPF SIG and U.S. DOE Principles of Effectiveness Topics: <ul style="list-style-type: none"> ○ Assessment (profile needs and setting priorities) ○ Building capacity and developing performance measures ○ Using science-based programs and strategies planning ○ Evaluation and monitoring activities 	<ul style="list-style-type: none"> • Continue RLOs as needed • Evaluate RLO for quality, appropriateness, knowledge dissemination, etc. 	<ul style="list-style-type: none"> • Continue RLOs as needed • Continue evaluation of RLOs for quality, appropriateness, knowledge dissemination, etc.

Goal	Project Component	Year 1 Activities	Year 2 Activities	Year 3 Activities
5	a. Develop a <i>Community Information Management and Evaluation System (CIMES)</i>	<p>The vendor must:</p> <ul style="list-style-type: none"> • Register CIMES Internet domain • Develop comprehensive database to accommodate school- and community based indicator data • Develop platform to accommodate 10-component modular architecture 	<p>The vendor must:</p> <ul style="list-style-type: none"> • Obtain necessary data elements from WVEIS and other data sources to populate CIMES database • Implement and Test CIMES system 	<p>The vendor must:</p> <ul style="list-style-type: none"> • Integrate new school- and community-based data into CIMES database

Term and Renewal of Contract:

This contract is to commence upon award by the Purchasing Division and will extend until September 30, 2006. Renewal of this contract shall only occur only after written mutual agreement by both parties and be limited to two one-year renewal periods. Subsequent terms shall extend from October 1st to the following September 30th.

This agreement will be funded through a three-year federal grant. The services listed within this request will be contingent on renewed funding for these three years. The services will conclude upon the completion of the third year cycle. The periods are:

- 10/01/05 thru 9/30/06
- 10/01/06 thru 9/30/07
- 10/01/07 thru 9/30/08

Incurring Costs:

The state and any of its employees or officers shall not be held liable for any expenses incurred by any bidder responding to this RFQ for expenses to prepare, deliver the bid, or to attend any meetings, oral presentations or protest hearings.

Travel Expenses:

Travel expenses **will not** be reimbursed to bidders, thus any anticipated travel expenses **must** be accounted for in the determination of the rates bid – see bid submission format included in the bid package.

Bid Submission:

To facilitate evaluation of bids, the vendor will complete the attached bid form. The actual hours needed for program customization is anticipated to fluctuate and unknown at this time. The hours shown on the attached bid form are for bid evaluation purposes only and will be used to determine the vendor's hourly rate which will be included in the contract. Actual hours may vary and will be agreed upon by the West Virginia Department of Education during the life of this contract.

Price Quotations:

013

The price(s) quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract.

Any anticipated overhead, support staff, travel expenses, indirect costing of expenses or any other reimbursable expenses must be incorporated into the vendor's fee. No separate payments for these types of expenses will be made, and they shall be considered the sole responsibility of the vendor.

BID SHEET

014

Vendor Name: _____

Vendor Address: _____

Vendor Phone: _____

1. **Develop and maintain a website for data collection; train appropriate personnel in database procedures; establish and administer surveys and perform data analysis.**

$$\begin{array}{r} 400 \\ \hline \end{array} \quad \begin{array}{l} \text{Estimated} \\ \text{hours per year} \\ \times \end{array} \quad \begin{array}{r} \text{rate} = \\ \\ \\ \hline \end{array}$$

2. **Cost(s) to secure and merge datasets from Marshall University Prevention Resource Center and West Virginia Department of Education.**

$$\text{fixed rate} = \underline{\hspace{4cm}}$$

3. **Collect, assess and evaluate data from student surveys to aid in the prevention programs of offenses occurring at school and in communities to manage alcohol, tobacco, illegal drug and violence at the regional, county, community and school levels.**

$$\begin{array}{r} 200 \\ \hline \end{array} \quad \begin{array}{l} \text{Estimated} \\ \text{hours per year} \\ \times \end{array} \quad \begin{array}{r} \text{rate} = \\ \\ \\ \hline \end{array}$$

4. **Develop a learning module to train county personnel for implementing protocols and procedures for systematic administration of student surveys and consistent reporting of offenses in their regions.**

$$\begin{array}{r} 80 \\ \hline \end{array} \quad \begin{array}{l} \text{Estimated} \\ \text{hours per year} \\ \times \end{array} \quad \begin{array}{r} \text{rate} = \\ \\ \\ \hline \end{array}$$

5. **Conduct eight train-the-trainer workshops (one per eight Regional Education Service Agencies) from the created module (RESA locations can be found on Page 7).**

$$\text{Daily Rate} \quad \$ \underline{\hspace{2cm}} \quad \times 8 \text{ RESAs} = \underline{\hspace{4cm}}$$

TOTAL RFQ PRICE: _____

NOTE: Any anticipated travel expenses will need to be accounted for and included in the determination of the above costs.

Regional Education Service Agency (RESA)

Addresses

RESA I

400 Neville Street
Beckley, WV 25801

RESA V

2507 9th Avenue
Parkersburg, WV 26101

RESA II

2001 McCoy Road
Huntington, WV 25701

RESA VI

30 G. C. & P. Road
Wheeling, WV 26003

RESA III

501 22nd Street
Dunbar, WV 25064

RESA VII

1201 N. 15th Street
Clarksburg, WV 26301

RESA IV

404 Old Main Drive
Summersville, WV 26651

RESA VIII

109 S. College Street
Martinsburg, WV 25401

A F F I D A V I T

016

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

"Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:

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

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

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

Vendor's Name: _____

Authorized Signature: _____ Date: _____