



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  
**EDD263609**

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
01/31/2007				

BID OPENING DATE: **02/15/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO ANSWER QUESTIONS SUBMITTED PRIOR TO THE JANUARY 23, 2007 DEADLINE AND TO EXTEND THE BID OPENING DATE TO ALLOW VENDORS TIME TO INCORPORATED THE ANSWERS INTO THEIR BID RESPONSES.						
BID OPENING DATE IS EXTENDED TO: 02/15/2007 BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	EA		924-10		
CONSULTING, EDUCATIONAL						
***** THIS IS THE END OF RFQ EDD263609 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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.

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**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

RFQ: EDD263609  
ADDENDUM NO. 1  
ANSWERS TO QUESTIONS SUBMITTED  
PRIOR TO THE JANUARY 23, 2007 DEADLINE

1. On the page stamped '008' under Term and Renewal of the Contract it states that the contract will extend until March 1, 2007. Is this a typographical error, given that the final report is due on October 31, 2007?

Answer: The terms of the contract will be one year from the date it is issued by the Purchasing Division and may be renewed per the conditions stated in the RFQ on Page 008.

2. On the page stamped '006' under Scope of Work references are made to 'evaluation instruments.' What does 'evaluation instrument' refer to? Our interpretation is that it is a 'reporting mechanism' using the data supplied by the WVDOE. Is this a correct assumption?

Answer: The WVDE will supply the data for the reporting analysis and mechanism.

3. Will there be school visits/interviews with personnel in WV Reading First schools?

Answer: If school visitations would be necessary, they would be of a limited nature. No visitation will be required to gather data but in isolated instances where a visit to the school may be required to confirm data.

4. The RFQ states that the technical questions deadline is 1/23/07. Are the answers to these questions above as well as those received from other contractors received through the Purchasing Division website?

Answer: These answers are answered by this addendum and are available to registered vendors at the below web address:

<http://www.state.wv.us/admin/purchase/newbul.htm>

5. Are there any guidelines for the proposal (work plan) to accompany the quote?

Answer: The quote is all that is required by state law for this Request for Quotation.

6. Given that this is an RFQ, does the state set dollar limits for quotations of this kind?

Answer; NO. The Request for Quotation process may be used for any agency transaction over \$25,000.

7. Has the WV Department of Education set aside a budget for the evaluation? If so, can you share this information?

Answer: The budget for this external evaluation per year is \$25,000 per year.

8. How many campuses (schools) are participating in the Reading First program?

Answer: There are forty two (42) Reading First schools in West Virginia.

9. We read in the RFQ specifications that the external evaluator is to:

“Document project activities, outcomes, and impacts for reporting to USDOE and other stakeholders.”

Understanding that this requirement entails quantitative analysis and presentation of test data, does it also involve substantial qualitative tasks? Specifically, does the documentation of project activities refer to a straightforward summary of state, district, and school activities from existing sources or instruments or to a more involved description of activities that would require new observations or qualitative analysis?

Answer: It is primarily a straight forward summary and compilation of data with data provided by the WVDE Reading First Office.

10. The same specification refers to the requirement to document “impacts.”

Is WVDE looking to demonstrate a statistical effect, or impact, of Reading First activities on student test outcomes?

Answer: This is more a statistical (student achievement) effect. Assumptions may be drawn based on statistical effect but these would be purely assumptions.

11. As outlined in the RFQ, the scope of the work does not refer to USDOE requirements to assess the effectiveness of the state RF program.  
required of the external evaluator?

Answer: There will comparative data to determine state effectiveness from RF to non-RF schools. This data for analysis would also be provided by the WVDE Reading First Office.

12. Is there an expense ceiling on this project?

Answer: Yes, it is \$25,000 per year.