



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
HHR70058

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCALES AS
 INDICATED BY ORDER

DATE PRINTED 05/23/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 06/07/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR	948-42	ADDENDUM NO. 3 1. BID OPENING DATE HAS BEEN MOVED FROM MAY 31, 2007 TO JUNE 7, 2007. 2. TO CORRECT A BUREAU RESPONSE TO TWO QUESTIONS IN ADDENDUM NO. 1. QUESTIONS #20 AND #40 REFER TO THE NUMBER OF CALLS TO THE QUITLINE AND THE RESPONSE IS THAT THE NUMBER (40,770) INCLUDES BOTH INCOMING AND OUTGOING CALLS. THIS IS INCORRECT. CORRECTED ANSWER: THE NUMBER (40,770) REFLECTS ONLY INCOMING CALLS. 3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. END OF ADDENDUM NO. 3 TOBACCO CESSATION QUITLINE SERVICES		

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

SIGN IN SHEET

Page 1 of 2

Mandatory Vendor Pre-bid Conference
HHR70058

Please Print

Date: May 2, 2007

*** PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD.**

HHR70058

**TELEPHONE & FAX
NUMBERS**

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: Free & Clear, Inc.	999 Third Avenue, Suite 2100	PHONE 206-334-3711
Rep: Rachel Grossman	Seattle, WA 98104	TOLL FREE
Email Address: Rachel.grossman@freeclear.com		FAX 206-876-2101
Company: ANNE JACKSON	405 CAPITOL ST.	PHONE 304-345-0436
Rep: Automated Health Systems Charleston, WV 25301		TOLL FREE 1-800-449-8406
Email Address: Vivian.Jackson@Automated-Health.com		FAX 345-1581
Company: American Cancer Society	301 RHLBLVD Suite 7	PHONE 304-746-9950
Rep: Kevin Tephabee	Charleston, WV 25309	TOLL FREE 800-288-3618
Email Address: Kevin.tephabee@cancer.org		FAX 304-746-9962
Company: Bruce Adkins	350 Capitol Street	PHONE 304 558-1713
Rep: Division of Tobacco Prevention	Chas WV 25809	TOLL FREE
Email Address: brouadkins@wdhmr.org		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX

SIGN IN SHEET

Page 2 of 2

Mandatory Vendor Pre-bid Conference
HHR70058

Please Print

Date: May 2, 2007

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HHR70058

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>beBetter Networks Inc</u>	<u>109 Capitol Street</u>	PHONE <u>304-345-6800</u>
Rep: <u>Brandy Fams</u>	<u>Charleston WV 25301</u>	TOLL FREE
Email Address: <u>brandy.fams@bebetter.net</u>		FAX <u>304-345-2009</u>
Company: <u>NATIONAL JEWISH Medical & Research Center</u>		PHONE <u>303.398.1815</u>
Rep: <u>DAVE Bellamy, Director</u>		TOLL FREE
Email Address: <u>Bellamyd@njc.org</u>		FAX <u>303-270.2220</u>
Company: <u>American Cancer Society</u>	<u>120 Executive Park, Bldg One</u>	PHONE <u>828-221-2053</u>
Rep: <u>Morgan Davem</u>	<u>Asheville, NC 28801</u>	TOLL FREE
Email Address: <u>morgan.davem@cancer.org</u>		FAX <u>828.221.2053</u>
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX

PURCHASING CONTINUATION SHEET

Buyer: RW-22	Page 4	Req. or P.O. No.: HHR70058
Spending Unit:		

Vendor:

Requisition No.: HHR70058

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) may be cause for rejection of bids.

Signature

Company

Date