



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
 HHR80030

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
 MANAGEMENT INFORMATION SERVICE
 ROOM 313
 350 CAPITOL STREET
 CHARLESTON, WV
 25301-3713 304-558-4957

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
06/06/2007				

BID OPENING DATE: 06/26/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR	920-45	SOFTWARE APPLICATION SERVICES FOR THE RAPIDS SYSTEM		
<p>ADDENDUM NO. 1 1. REVISIONS, QUESTIONS AND ANSWERS AS PER ATTACHED. 2. 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. 1</p>						
<p>***** THIS IS THE END OF RFQ HHR80030 ***** TOTAL:</p>						

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

REVISIONS TO HHR80030

1. **Page 3, Section 1.9.2,**

Delete the phrase "in each office" from the last sentence.

All bids will be date and time stamped ~~in each office~~ to verify official time and date of receipt.

2. **Page 26, Section 3.2.6, "Staff Qualifications".**

Add an 's' to description in the last sentence.

Job descriptions for key staff are listed below.

3. **Page 36, Section 4.1, Section II, D.**

Remove the 's' from 'subcontractors' in the first sentence.

Provide details of the background of the corporation and each proposed subcontractor that include dates established . . .

RESPONSES TO WRITTEN INQUIRIES

1. **Question:** **Section 2.3.4 B**

RFP Section 3.2.2.X, Page 20 states: "The vendor must provide staff to maintain the following environments: development, integration, production, acceptance test, training, and the web. In addition, section 2.3.4 B refers to the use of a totally separate environment (web based) as an alternative to using a portion of the testing environment for training purposes. Could the State please elaborate as to what maintenance responsibilities are expected with respect to the web based environment?"

Answer:

INTEGRATION: The vendor supports and maintains totally.

ACCEPTANCE TEST: The vendor and the State will share the support and maintenance. The State will support the environment and infrastructure. The vendor will support the application(s).

TRAINING AND PRODUCTION: The State will maintain the environment and infrastructure and will, with the aid of the vendor, install and upgrade the application(s). The vendor will provide the State with the application(s), along with instructions for installation.

2. **Question:** **Section 3.2.6**

RFP Section 3.2.6, Page 26 refers to staff qualifications required for the maintenance of RAPIDS. Does the State expect the maintenance vendor to augment the Help Desk operations team or only provide the facilities and equipment referenced in Section 3.2.1.C.2?

Answer:

The State is requesting facilities and equipment only.

3. **Question:** **Section 3.2.1**

If a proposer offers a site up to the 50 mile radius location, is it expected to house the current DHHR staff?

Answer:

Yes, staff shall be co-located as required in the solicitation regardless of vendor's office location. The DHHR reserves the right to approve the site location. The delivery point is Charleston, West Virginia.

4. Question: Administrative Bid

There was a pink label/sheet that was only partially provided that indicated something to the point of bid response. Part of the information was not provided.

Answer:

This is the information that was to have been on the pink address label.

Sealed Bid Enclosed

RFQ No. _____

Buyer: _____

Bid Opening Date: _____

Bid Opening Time: _____

Mail To: PURCHASING DIVISION
2019 WASHINGTON STREET EAST
PO BOX 50130
CHARLESTON, WV 25305-0130

Please note that we will include another copy of the pink address label with the addendum to the vendors that attended the Mandatory Pre-bid.

5. Question: Section D Requirement 2, Page 28.

If a proposed track manager is currently performing a role which meets the requirement, and the individual will complete the minimum number of years in advance of contract start date, would the state consider that to meet the qualification? For example, if an individual were to complete two years as of November 2007, would the state accept that as meeting the requirement?

Answer:

Yes.

6. Question: Section 4.1, Section I.A, Page 35 and RFP Section 4.1, Section V, Page 38

The RFP states that in Section 1. A, "The vendor shall submit a detailed narrative demonstrating its understanding of the work to be performed in Part 3.2 Scope of Work/Services*." which includes the specific tasks in 3.2.2 The RFP then continues to say that in Section V of the proposal response, "*must describe the vendor's technical approach to performing the specific tasks and requirements enumerated and discussed in Section 3.2.2 Project Responsibilities." Is the anticipation of the Agency to discuss at a high-level the tasks in Section I.A, and then expound upon them in detail throughout Section V? Please clarify.

Answer:

Section 1 (Statement of Understanding) is a very high level brief narrative where the vendor can demonstrate its understanding of the work to be performed. Section V should contain a detailed description as to how the vendor will perform the specific tasks and requirements listed in Section 3.2.2.

7. Question: Section 3.2.1, Requirement C, Page 16

The requirement requests "coterminous space". If the space provided by the vendor is in the same building, but on different floors, does this meet the state's requirement?

Answer:

Yes.

----- **END OF ADDENDUM #1** -----

PURCHASING CONTINUATION SHEET

Buyer: RW #22	Page 6	Req. or P.O. No.: HHR80030
Spending Unit:		

Vendor:

Requisition No.: HHR80030

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