



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
INS07092

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
RON PRICE
304-558-0492

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

INSURANCE COMMISSION

1124 SMITH STREET
CHARLESTON, WV
25305-0540 304-558-3707

DATE PRINTED 01/09/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/24/2007 BID OPENING TIME 01:30PM				

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
RESPONSES TO WRITTEN QUESTIONS ARE ATTACHED						
0001	1	LS		961-20		
TRANSCRIPTION SERVICES						
***** THIS IS THE END OF RFQ INS07092 ***** TOTAL:						

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

ADDENDUM #1
Transcription Services RFQ #INS07-092
Answers to Written Questions

GENERAL QUESTIONS:

1. How many copies of our proposal are required?
1
2. Is there a requirement that the bidder have a certain number of years of experience performing the same or similar work?
No
3. Will the award be based solely upon lowest price, or should vendors submit a full proposal that includes a plan for conducting the work, experience and references, and pricing?
The award will be made to the lowest bidder meeting mandatory specifications.
4. Does there remain a requirement to pick up "hearing" tapes twice a week in person?
Vendor would only be required to pick up "hearing" tapes one time per week.
5. What is the turnaround time for hearing transcripts?
We expect the transcripts to be returned within 1 week.
6. There is a spec for accepting dictation via cassette recording. Would it be possible to offer digital recording if we were to supply the recorders to the judges? If so, how many recorders would be required?
Yes, 51 recorders would be required.
7. There is also stated the need to be compatible with a Dictaphone Enterprise System. If we are offering digital recorders and telephone dictation, what is the need for Dictaphone compatibility?
If alternatives are acceptable (speed and quality), Dictaphone compatibility would not be required.
8. Is there currently a searchable database available as described in section 2.2?
No
9. Is there currently a contract award for this work, and if so, what is the current rate?
Yes. \$4.10 per page on decisions/orders and \$1.20 per page on transcripts
10. On page 6 of the RFQ, 1.2 Project:,a) Transcription of Hearings. Can we have a copy of a completed hearing transcription and index?
Yes, sample is attached.
11. Will the "mini-pages" completed transcriptions be returned in addition to individual pages, or will all completed hearing transcriptions be returned in the 4-to-a-page "mini pages" format?
The transcripts are only in the 4-to-a-page format.
12. Is there any backlog of hearings or decision/order dictation?
No, there is no backlog.

13. Instead of using analog cassette recording for hearings, is a digital format available?

No, we don't currently have a digital format.

14. If a digital format for hearings is not available, may we provide one for use during hearings, in place of your analog cassette system?

Yes, provided that acceptable quality is available in digital format.