



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
ISCG0065

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 IS&C - OPERATIONS MANAGER
 1 DAVIS SQUARE
 CHARLESTON, WV
 25301 304-558-0855

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/08/2007				

BID OPENING DATE: **01/25/2007** 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 RAISED PRIOR TO THE 12/28/2006 DEADLINE. ONLY QUESTIONS CONCERNING THE ACTUAL SUBMISSION OF A VENDOR'S INFORMATION PACKET WILL CONTINUED TO BE ACCEPTED.		
				ALSO, TO EXTEND THE BID OPENING DATE.		
				INFORMATION DUE DATE EXTENDED TO: 01/25/2007		
				INFORMATION DUE TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS		920-45		
				RFI: VOICE AND WEB CONFERENCING & INSTANT MESSAGING		
				***** THIS IS THE END OF RFQ ISCG0065 ***** 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.

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

QUESTIONS REGARDING RFI FOR REAL-TIME COLLABORATION TOOLS

1. What do you all expect to be your largest single meeting size?

Since this is a new technology, we have no usage data available.

2. Are you looking for a platform that supports both TDM and IP-based telephony systems?

Yes

3. Are you all looking to be able to have conferences with parties that are outside of your organization, for example constituents and third parties?

Yes

4. In terms of reporting capabilities, what application are you using now for call detail records and other information?

This varies based on the system in use.

5. What is the current ratio of Novell to Windows-based email clients do you have and what is the time table for moving towards all Exchange?

Although we now have a mixture, we are moving towards a Windows-based e-mail in the next twelve to twenty-four months.

6. Do you see the need to also schedule video endpoints into your meetings?

Possibly, however this is not a primary focus item for us.

7. What are you currently using as an IM tool and what if possibly are you considering for the future? Is Jabber one consideration?

Use of IM is very limited in State government; there is not an enterprise tool in use at this time.

8. What do you all see as the initial number of user's in this system and then say 2-4 years out?

We have no usage data available but the product must be scalable to allow growth.

9. Do you have all Windows-based desktops or do you also have some Unix, Mac, Linux ones in your environment?

We primarily have Windows-based desktops and we are planning on standardizing on Windows-based machines.

10. To clarify, you all are looking for support of scheduled, reservation less and ad hoc meetings, correct?

Yes

11.) Is there any need for two-way video in this RFI? Are you interested in only an audio conferencing type system with data capabilities (slides, app sharing, etc.)?

Video is not part of this RFI. Data capabilities (sharing of slides, applications, etc.) are within the scope of this RFI.

12.) We notice that the captioned RFI makes specific reference to the Gartner Magic quadrant listed companies. Are responses limited to those companies?

Answer: The intent of this RFI is to standardize on a product that would be recognized by Gartner as a leader in the field, but this is an RFI-if the vendor feels his product is something we need to see, he/she is welcome to submit a response to the RFI as we are only seeking information at this point. The Office of Technology cannot promise an opportunity for a demonstration or interview, but if the response is of interest the Office of Technology would contact the vendor.