



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
SAT07

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
JO ANN ADKINS
304-558-8802

RFQ COPY
 TYPE NAME/ADDRESS HERE

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ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/13/2007				

BID OPENING DATE: **05/16/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 2***** 1. QUESTIONS AND ANSWERS, 1 PAGE *****END OF ADDENDUM NO. 2*****						
0001		EA		906-20 TIME		
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

1. Is this analog/digital time?

Vendor should bid both analog and digital if available.

2. On the spreadsheet, do we just submit the cost per the time period? Or are do you want to supply a number of minutes/hours for evaluation purposes?

We expect the vendor to complete the spreadsheets for the schedule of hours and the rate per hour, a 45-minute period, a 30-minute period, and a 15-minute period. For evaluation purposes, we will provide the following spreadsheet:

Transponder	Schedule of Hours	Period Rates	# of Meetings	Unit Price	Extended Price
C-Band	Prime time	Hourly Rate	10	\$	\$
C-Band	Non-prime time	45-min Rate	5	\$	\$
C-Band	Prime time ad hoc	30-min Rate	5	\$	\$
C-Band	Non-prime ad hoc	15-min Rate	313	\$	\$
KU-Band	Prime time – weekday	Hourly Rate	5	\$	\$
KU-Band	Non-prime time – weekday	45-min Rate	5	\$	\$
KU-Band	Prime time – weekend	30-min Rate	5	\$	\$
KU-Band	Non-prime time – weekend	15-min Rate	5	\$	\$
TOTAL				\$	\$

3. Vendors are to submit unit prices on the Attached Pricing Page but there is not evaluation distribution for the vendor to determine a value to enter for Line 0001/Item 906-20 on the front of the RFQ.

Please review above. The total of the extended price column would be the value to enter for Line 0001/Item 906-20 on the front of the RFQ.

4. The SAT07 Specifications imply that there quantities on the Pricing Page however there is no quantity shown to arrive at a value for the estimated usage.

The State provided Estimated Usage as 200 hours in Prime & Non-prime Time and 100 hours using KU-Band.

5. Is there a distribution of the various price components or a calculation to arrive a composite unit price for Line 0001/Item 906-20?

Please see #2 and #3 above.

5. Are vendors only to provide prices in the "15 Minute Rate"?

No, vendors are to provide pricing for the hour rate, the 45-minute rate, the 30-minute rate, and the 15-minute rate.

6. There is a base year and four 6-month options though there is only a single price. If prices change over the three years, should a price page for each period be provided?

If the vendor anticipates pricing increases after the base year, those increases should be provided with the vendor's response.