



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  
 BHS80091

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  
 BBH/HF  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/22/2008				

BID OPENING DATE: 03/12/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3 1. QUESTIONS AND ANSWERS ARE 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.  EXHIBIT 10  REQUISITION NO.: BHS80091  ADDENDUM ACKNOWLEDGEMENT  I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, 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.  VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL						

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 may be deemed null and void, and 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.

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**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



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BID OPENING DATE: 03/12/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>.....            SIGNATURE            .....            COMPANY            .....            DATE</p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 3</p>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		961-72		
VOICE RECOGNITION DICTATION EQUIPMENT, SERVICES AND						
***** THIS IS THE END OF RFQ BHS80091 ***** TOTAL:						

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**ADDENDUM #3**  
**RFQ BHS80091**

**Question 1:** The total number of lines dictated from each facility (regardless of time of day). Please stipulate "per month" or "per year."

- **M. M-Bateman:** 88,000 lines per month (66,000 currently +22,000 in process of adding 2 new units which will house approximately 30-40 patients).
- **William R. Sharpe:** 65,000 lines per month
- **Welch Community:** 70,400 lines per month

**Question 2:** The amount of transcription/editing we would be providing (per month or per year).

- **M. M-Bateman:** Will be transcribing/editing 100% of their own dictation – They will only be using the equipment.
- **William R. Sharpe:** Will be transcribing/editing 100% of their own dictation – They will only be using the equipment.
- **Welch Community:** Welch requires 100% transcription/editing to be provided – 70,400 lines per month.

**Question 3:** Volume of work in-house transcriptionists will be editing/transcribing?

- **M. M-Bateman:** 100%
- **William R. Sharpe:** 100%
- **Welch Community:** 0%

**Question 4:** Will we only provide transcription/edition of STAT dictation during the day? The rest is done in-house? We would only transcribe after hours STAT reports?

- **M. M-Bateman:** Does not have STAT/emergency dictation.
- **William R. Sharpe:** Does not have STAT/emergency dictation.
- **Welch Community:** No in-house transcription/editing will be done. Welch requires the vendor to provide transcribing/edition of STAT/emergency dictation 24/7.

**Question 5:** Emergency reports: Welch appears to be the only facility with emergency dictation. Is this correct? They had 77 lines of dictation after 5:00 p.m. in one month; 400 lines/month during business hours. Please confirm that this is the usual volume we can expect.

- **M. M-Bateman:** 0%
- **William R. Sharpe:** 0%
- **Welch Community:** The line count for STATs is approximate and could easily double for a month.

**Question 6:** The Bid Cost Summary shows estimated quantities for equipment as 3. Is it only anticipated that each hospital will require one piece of equipment or will each hospital require multiple pieces of equipment? If it is multiple, is there a better estimate of how many?

- **M. M-Bateman:** One (1) central server to remain with vendor.
  - **William R. Sharpe:** Software to be loaded on the system (allowing facilities to call in).
  - **Welch Community:** Software License – Three (3), One (1) per facility.
- 
- **M. M-Bateman:** Equipment needed (3) - Transcriptionist will need equipment (Telephones) to access dictation in order to transcribe it.
  - **William R. Sharpe:** Equipment needed (3) - Transcriptionist will need equipment (Telephones) to access dictation in order to transcribe it.
  - **Welch Community:** Equipment – (0)

**Question 7:** The RFQ states the system shall allow direct dictation. Can you define direct dictation?

- **M. M-Bateman:** Direct Dictation means the ability to dictate directly into the server instead of dictating to a tape.
- **William R. Sharpe:**
- **Welch Community:**

**Question 8:** It is unclear how many lines of transcription we should expect in a year's time. The original RFQ estimates 50,000 routine and 40,000 lines in the month of November. Are the estimates in the original RFQ intended to be monthly? How many lines of dictation are estimated per month?

- Yes, the estimates in the original RFQ are intended to be monthly. This was an average of the monthly estimates provided by the facilities at the time the RFQ was written.
- **M. M-Bateman:** 88,000 lines per month (66,000 currently +22,000 in process of adding 2 new units which will house approximately 30-40 patients.
- **William R. Sharpe:** 65,000 lines per month
- **Welch Community:** 70,400 lines per month

**Question 9:** What is the approximate volume (line/month or minutes/month) of the total dictation?

- **M. M-Bateman:** 88,000 lines per month (66,000 currently +22,000 in process of adding 2 new units which will house approximately 30-40 patients.
- **William R. Sharpe:** 65,000 lines per month
- **Welch Community:** 70,400 lines per month

**Question 10:** What portion of that volume would go to the contractor to transcribe/review?

- **M. M-Bateman:** 0%
- **William R. Sharpe:** 0%
- **Welch Community:** 100%