



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
BMS80640

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
 BUREAU FOR MEDICAL SERVICES
 ROOM 251
 350 CAPITOL STREET
 CHARLESTON, WV
 25301-3709 304-558-1737

DATE PRINTED 08/01/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 09/20/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		920-20		
REQUEST FOR PROPOSAL ***** MANDATORY PRE-BID CONFERENCE IS SCHEDULED FOR 8/29/2007 AT 1:30 PM IN CONFERENCE ROOM #248 AT 350 CAPITOL ST, CHARLESTON, WV 25301. *****						
TO OBTAIN THE SERVICES OF A QUALIFIED VENDOR TO PROVIDE PROFESSIONAL CONTRACTOR SERVICES FOR THE PROJECT MANAGEMENT OF THE WV MEDICAID MANAGEMENT INFORMATION SYSTEM (MMIS) REPROCUREMENT IN ACCORDANCE WITH THE ATTACHED REQUEST FOR PROPOSAL. MANDATORY VENDOR PREBID CONFERENCE SHALL BE CONDUCTED ON AUGUST 29, 2007 AT 1:30 PM IN THE BUREAU OF MEDICAL SERVICES CONFERENCE ROOM 248 LOCATED AT 350 CAPITOL STREET, CHARLESTON, WV 25301. ALL INTERESTED VENDORS ARE REQUIRED TO BE PRESENT AT THIS MEETING. FAILURE TO ATTEND THE MANDATORY PREBID SHALL AUTOMATICALLY RESULT IN DISQUALIFICATION. NO ONE PERSON CAN REPRESENT MORE THAN ONE VENDOR. CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE						

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



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<p>RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>INQUIRIES WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON AUGUST 31, 2007. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 E-MAIL: RWAGNER@WVADMIN.GOV</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p>						

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CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS). A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: <input type="checkbox"/> BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR <input type="checkbox"/> BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR <input type="checkbox"/> BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION. B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: <input type="checkbox"/> BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT,						

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<p>DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF</p>						

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<p>TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>ONE (1) ORIGINAL TECHNICAL AND COST PLUS TEN (10) CONVENIENCE COPIES: AND ONE (1) ELECTRONIC COPY OF TECHNICAL ONLY IN PDF FORMAT ON CD TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15</p>						

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				2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----ROBERTA WAGNER/FILE 22-----</p> <p>RFP. NO.:-----BMS80640-----</p> <p>BID OPENING DATE:-----09/20/2007-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p>						

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REQUEST FOR PROPOSAL

Bureau for Medical Services
BMS80640

PART 1 GENERAL INFORMATION, TERMS AND CONDITIONS**1.1 Purpose:**

The Acquisition and Contract Administration Section of the Purchasing Division, hereinafter referred to as "State", is soliciting proposals for the Department of Health & Human Resources (DHHR), Bureau for Medical Services (BMS) Division, hereinafter referred to as "Agency", to provide professional contractor services for Project Management of the West Virginia Medicaid Management Information System (MMIS) Re-procurement. This solicitation serves as notice, pursuant to West Virginia Code §5A-3-10c, of the commodity or service being sought and is to be considered the opportunity for vendors to indicate their interest in bidding on such commodity or service.

1.2 Project:

The purpose of the project is to procure an MMIS Re-procurement Project Manager.

As a result of the award of this RFP, the Bureau will be issuing an RFP for the MMIS Re-procurement and a separate RFP for Quality Assurance (QA) Implementation Monitoring. The awarded vendor of this Project Management RFP will be precluded from bidding on the RFP for the MMIS Re-procurement and the RFP for QA Implementation Monitoring.

1.3 RFP Format:

This RFP has four parts. "Part 1" contains general information, terms and conditions; "Part 2" describes the background and working environment of the project; "Part 3" is a statement of the specifications for the services requested pursuant to this RFP, contractual requirements, and special terms and conditions; and "Part 4" explains the required format of the Bidder's response to the RFP, the evaluation criteria the State will use in evaluating the proposals received and how the evaluation will be conducted.

1.4 Inquiries:

Additional information inquiries regarding specifications of this RFP must be submitted in writing to the State Buyer with the exception of questions regarding the proposal submission which may be oral. The deadline for written inquiries is identified in the Schedule of Events, Section 1.16. All inquiries of specification clarification must be addressed to:

Roberta Wagner, Senior Buyer
Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
Fax: (304) 558-4115
Email: rwagner@wvadmin.gov

The vendor, or anyone on the vendor's behalf, is not permitted to make any contact whatsoever with any member of the evaluation committee. Violation may result in rejection of the bid. The State Buyer named above is the sole contact for any and all inquiries after this RFP has been released.

1.5 Vendor Registration:

Vendors participating in this process should complete and file a **Vendor Registration and Disclosure Statement** (Form WV-1) and remit the registration fee. Vendor is not required to be a registered vendor in order to submit a proposal, but the **successful bidder must** register and pay the fee prior to the award of an actual purchase order or contract.

1.6 Oral Statements and Commitments:

Vendor must clearly understand that any verbal 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 Request for Proposal specifications file by an official written addendum are binding.

1.7 Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of Vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

1.8 Labeling of RFP Sections:

The sections within this RFP contain instructions governing how the Vendor's proposal is to be arranged, submitted and to identify the material to be included therein.

1.8.1 Mandatory Requirements:

The mandatory sections included in Part 3 and 4 require a response, and they describe the minimum requirements requested in this RFP. Any specification or statement containing the word "must", "shall, or "will" are mandatory. The Vendor is required to meet the mandatory specifications in order to be eligible for consideration and to continue in the evaluation process. A simple "yes" or "no" response to these sections is not adequate. Failure to meet mandatory items shall result in disqualification of the Vendor's proposal and the evaluation process terminated for that vendor. Decisions regarding compliance with the intent of any mandatory specification shall be at the sole discretion of the State.

1.8.2 Contract Terms and Conditions:

This Request for Proposals contains all the contractual terms and conditions under which the State of West Virginia will enter into a contract.

1.8.3 Informational Sections:

All non-mandatory information specifications do not require a response from the Vendor. They are intended to aid the vendor in structuring an effective proposal capable of meeting the needs of the issuing agency.

1.9 Proposal Format and Submission:

1.9.1 Vendors must complete a response to all mandatory specifications in order to be considered. Each proposal should be formatted as per the outline in Part 4 of this RFP. No other arrangement or distribution of the proposal information may be made by the bidder. Failure on the part of the bidder to respond to specific requirements detailed in the RFP may be the basis for disqualification of the proposal. The State reserves the right to waive any informality in the proposal format and minor irregularities.

1.9.2 State law requires that the original technical and cost proposal be submitted to the Purchasing Division. All proposals must be submitted to the Purchasing Division **prior** to the date and time stipulated in the RFP as the opening date. All bids will be dated and time stamped to verify official time and date of receipt.

1.9.3 Vendors mailing proposals should allow sufficient time for mail delivery to ensure timely arrival. In accordance with West Virginia Code §5A-3-11, the Purchasing Division cannot waive or excuse late receipt of a proposal which is delayed and late for any reason. Any proposal received after the bid opening date and time will be immediately disqualified in accordance with State law and the administrative rules and regulations.

Vendors responding to this RFP shall submit:

One (1) original technical and cost plus ten (10) convenience copies; and
One (1) electronic copy of technical only in PDF format on CD to:

Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

The outside of the envelope or package(s) should be clearly marked:

Buyer: RW-22
Req#: BMS80640
Opening Date: 9/20/2007
Opening Time: 1:30 pm

1.9.4. Best Value Purchasing Standard Format

All Requests for Proposals should follow the standard format defined by the Purchasing Division. This format addresses required areas and enables the agency to modify the background and scope of work to meet its needs.

1.9.4.1 Evaluation Criteria:

All evaluation criteria must be clearly defined in the specifications section and based on a 100 point total score. Based on a 100 point total, cost shall represent a minimum of 30 of the 100 total points in the criteria.

1.9.4.2 Proposal Format and Content:

Proposals shall be requested and received in two distinct parts: Technical and Cost. The cost portion shall be sealed in a separate envelope and will not be opened initially.

1.9.4.3 Technical Bid Opening:

The Purchasing Division will open only the technical proposals on the date and time specified in the Request for Proposal. The Purchasing Division representative will read aloud the names of those who responded to the solicitation. The Purchasing Division Buyer will confirm that the original packages contain a separately sealed cost proposal prior to providing the courtesy copies to the agency to begin the evaluation process.

1.9.4.4 Technical Evaluation:

The pre-selected, approved evaluation committee will review the technical proposals, deduct appropriate points for deficiencies and make a final written consensus recommendation to the Purchasing Division Buyer. If the Buyer approves the committee's recommendation, the technical evaluation will be forwarded to an internal review committee within the Purchasing Division.

1.9.4.5 Cost Bid Opening:

Upon approval of the technical evaluation from the internal review committee, the Purchasing Division shall schedule a time and date to publicly open and read aloud the

cost proposals. The agency and the vendors shall be notified of this date. 10

1.9.4.6 Cost Evaluation and Resident Vendor Preference:

The evaluation committee will review the cost proposals, assign appropriate points and make a final consensus recommendation to the Purchasing Division. In accordance with West Virginia Code §5A-3-37, the Purchasing Division will make the determination of the Resident Vendor Preference, if applicable. Resident Vendor Preference provides an opportunity for qualifying vendors to request at the time of bid preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. A certificate of application is used to request this preference. A West Virginia vendor may be eligible for two 2.5% preferences in the evaluation process.

1.9.4.7 Contract Approval and Award:

After the cost proposals have been opened, the evaluation committee completes its review and prepares the final evaluation making its recommendation for contract award based on the highest scoring vendor. The final evaluation is submitted to the Purchasing Division buyer. Once approved by the buyer, the final evaluation must be reviewed and approved by the Purchasing Division internal review committee. The contract is prepared and signed in the Purchasing Division, forwarded to the Attorney General's Office for approval as to form, encumbered and mailed to the appropriate parties.

1.10 Rejection of Proposals:

The State shall select the best value solution according to the evaluation criteria. However, the State reserves the right to accept or reject any or all proposals, in part or in whole at its discretion. The State reserves the right to withdraw this RFP at any time and for any reason. Submission of, or receipt by the State of proposals confers no rights upon the bidder nor obligates the State in any manner.

A contract based on this RFP and the Vendor's proposal, may or may not be awarded. Any contract resulting in an award from this RFP is not valid until properly approved by the U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services (CMS), approved and executed by the Purchasing Division and approved as to form by the Attorney General.

1.11 Incurring Costs:

The State and any of its employees or officers shall not be held liable for any expenses incurred by any bidder responding to this RFP for expenses to prepare, deliver the proposal, or to attend any mandatory prebid meeting or oral presentations.

1.12 Addenda:

If it becomes necessary to revise any part of this RFP, an official written addendum will be issued by the State to all bidders of record.

1.13 Independent Price Determination:

A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication or agreement as to any matter relating to prices with any competitor unless the proposal is submitted as a joint venture.

1.14 Price Quotations:

The price(s) quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract unless specific provisions have been provided for adjustment in the original contract.

1.15 Public Record:**1.15.1 Submissions are Public Record:**

All documents submitted to the State Purchasing Division related to purchase orders or contracts are considered public records. All bids, proposals or offers submitted by bidders shall become public information and are available for inspection during normal official business hours in the Purchasing Division Records and Distribution center after the bid opening.

1.15.2 Written Release of Information:

All public information may be released with or without a Freedom of Information request, however, only a written request will be acted upon with duplications fees paid in advance. Duplication fees shall apply to all requests for copies of any document. Currently the fees are \$0.50/page, or a minimum of \$10.00 per request which ever is greater.

1.15.3 Risk of Disclosure:

The only exemptions to disclosure of information are listed in West Virginia Code §29B-1-4. Primarily, only trade secrets, as submitted by a bidder, are exempt to public disclosure. The submission of any information to the State by a vendor puts the risk of disclosure on the vendor. The State does not guarantee non-disclosure of any information to the public.

1.16 Schedule of Events:

Release of the RFP.....	08/03/2007
Vendor's Written Questions Submission Deadline.....	08/31/2007
Response to Questions/Addendum Issued.....	09/07/2007
Mandatory Prebid Conference.....	08/29/2007
Bid Opening Date.....	09/20/2007
Oral Presentation.....	TBD

1.17 Mandatory Prebid Conference:

A mandatory prebid conference shall be conducted on the date specified above at 01:30p.m. Said conference will be held at the Bureau for Medical Services, 350 Capitol Street, Room 248, Charleston, WV 25301-3709. **All interested bidders are required to be present at this meeting. Failure to attend the mandatory prebid conference shall automatically result in disqualification. No one person can represent more than one vendor.**

1.18 Purchasing Affidavit:

West Virginia Code §5A-3-10a requires that all bidders submit an affidavit regarding any debt owed to the State. The affidavit must be signed and submitted prior to award. It is preferred that the affidavit be submitted with the proposal.

1.19 General Terms and Conditions:

By signing and submitting its proposal, the successful Vendor agrees to be bound by all the terms contained in this RFP.

Vendor affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect, which would conflict or compromise in any manner or degree with the performance or its services hereunder. The Vendor further covenants that in the performance of the contract, the Vendor shall periodically inquire of its officers, members and employees concerning such interests. Any such interests discovered shall be promptly presented in detail to the Agency.

1.19.2 Prohibition Against Gratuities:

Vendor warrants that it has not employed any company or person other than a bona fide employee working solely for the vendor or a company regularly employed as its marketing agent to solicit or secure the contract and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract.

For breach or violation of this warranty, the State shall have the right to annul this contract without liability at its discretion or to pursue any other remedies available under this contract or by law.

1.19.3 Certifications Related to Lobbying:

Vendor certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Vendor shall complete and submit a disclosure form to report the lobbying.

Vendor agrees that this language of certification shall be included in the award documents for all sub-awards at all tiers, including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements, and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this contract was made and entered into.

1.19.4 Vendor Relationship:

The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents.

Vendor shall be responsible for selecting, supervising and compensating any and all individuals employed pursuant to the terms of this RFP and resulting contract. Neither the Vendor, nor any employees or contractors of the vendor, shall be deemed to be employees of the State for any purposes whatsoever.

Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The Vendor shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

1.19.5 Indemnification:

The Vendor agrees to indemnify, defend and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of the contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use or disposition of any data used under the contract in a manner not authorized by the contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees or subcontractors to observe State and Federal laws, including but not limited to labor and wage laws.

1.19.6 Contract Provisions:

After the successful Vendor is selected, a formal contract document will be executed between the State and the Vendor. In addition, the RFP and the Vendor's response will be included as part of the contract by reference. The order of precedence is the contract, the RFP and the Vendor's proposal in response to the RFP.

1.19.7 Governing Law:

This contract shall be governed by the laws of the State of West Virginia. The Vendor further agrees to comply with the Civil Rights Act of 1964 and all other applicable laws and regulations, Federal, State and Local Government.

1.19.8 Compliance with Laws and Regulations:

The vendor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations, and ordinances of any regulating body.

The Vendor shall pay any applicable sales, use or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant here to shall be borne by the contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

1.19.9 Subcontracts/Joint Ventures:

The Vendor is solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services offered and products to be

delivered under the terms of this contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the vendor is totally responsible for payment of all subcontractors.

1.19.10 Term of Contract & Renewals:

This contract will be effective (date set upon award) and shall extend for the period of three (3) years, at which time the contract may, upon mutual consent, be renewed. Such renewals are for a period of up to one (1) year, with a maximum of three (3) one (1) year renewals, or until such reasonable time thereafter as is necessary to obtain a new contract. The "reasonable time" period shall not exceed twelve (12) months. During the "reasonable time" period Vendor may terminate the contract for any reason upon giving the Agency ninety (90) days written notice. Notice by Vendor of intent to terminate will not relieve Vendor of the obligation to continue to provide services pursuant to the terms of the contract.

Any change in Federal or State law, or court actions which constitute binding precedent in West Virginia, and which significantly alters the Vendor's required activities or any change in the availability of funds, shall be viewed as binding and shall warrant good faith renegotiation of the compensation paid to the Vendor by the Agency and of such other provisions of the contract that are affected. If such renegotiation proves unsuccessful, the contract may be terminated by the State upon written notice to the Vendor at least thirty (30) days prior to termination of this contract.

1.19.11 Non-Appropriation of Funds:

If the Agency is not allotted funds in any succeeding fiscal year for the continued use of the service covered by this contract by the West Virginia Legislature, the Agency may terminate the contract at the end of the affected current fiscal period without further charge or penalty. The Agency shall give the vendor written notice of such non-allocation of funds as soon as possible after the Agency receives notice. No penalty shall accrue to the Agency in the event this provision is exercised.

1.19.12 Contract Termination:

The State may terminate any contract resulting from this RFP immediately at any time the Vendor fails to carry out its responsibilities or to make substantial progress under the terms of this RFP and resulting contract. The State shall provide the Vendor with advance notice of performance conditions which are endangering the contract's continuation. If after such notice the Vendor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the State shall issue the Vendor an order to cease and desist any and all work immediately. The State shall be obligated only for services rendered and accepted prior to the date of the notice of termination.

The contract may also be terminated by the State with thirty (30) days prior notice.

1.19.13 Changes:

If changes to the original contract become necessary, a formal contract change order will be negotiated by the State, the Agency and the Vendor, to address changes to the terms and conditions, costs of work included under the contract. An approved contract change order is defined as one approved by the Purchasing Division and approved as to form by the West Virginia Attorney General's Office, encumbered and placed in the U.S. Mail

prior to the effective date of such amendment. An approved contract change order is required whenever the change affects the payment provision or the scope of the work. Such changes may be necessitated by new and amended Federal and State regulations and requirements.

As soon as possible after receipt of a written change request from the Agency, but in no event more than thirty (30) days thereafter, the Vendor shall determine if there is an impact on price with the change requested and provide the Agency a written statement to identifying any price impact on the contract or to state that there is no impact. In the event that price will be impacted by the change, the Vendor shall provide a description of the price increase or decrease involved in implementing the requested change.

NO CHANGE SHALL BE IMPLEMENTED BY THE VENDOR UNTIL SUCH TIME AS THE VENDOR RECEIVES AN APPROVED WRITTEN CHANGE ORDER.

1.19.14 Invoices, Progress Payments, & Retainage:

The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Progress payments may be made at the option of the Agency on the basis of percentage of work completed if so defined in the final contract. Any provision for progress payments must also include language for a minimum 10% retainage until the final deliverable is accepted.

If progress payments are permitted, Vendor is required to identify points in the work plan at which compensation would be appropriate. Progress reports must be submitted to Agency with the invoice detailing progress completed or any deliverables identified. Payment will be made only upon approval of acceptable progress or deliverables as documented in the Vendor's report. Invoices may not be submitted more than once monthly and State law forbids payment of invoices prior to receipt of services.

1.19.15 Liquidated Damages:

According to West Virginia State Code §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed at the rate of one-thousand dollars (\$1,000) per day for failure to provide deliverables, meet miles stones identified to keep the project on target, or failure to meet specified deadlines. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue to any other additional remedy to which the State or Agency may have legal cause for action including further damages against the Vendor.

1.19.16 Record Retention (Access & Confidentiality):

Vendor shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by Vendor. The Vendor shall maintain such records a minimum of five (5) years and make available all records to Agency personnel at Vendor's location during normal business hours upon written request by Agency within 10 days after receipt of the request.

Vendor shall have access to private and confidential data maintained by Agency to the extent required for Vendor to carry out the duties and responsibilities defined in this contract. Vendor agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and Agency against any and all claims brought by any party attributed to actions of breach of confidentiality by the Vendor, subcontractors or individuals permitted access by Vendor.

1.19.17 Confidentiality, Privacy and Security Requirements:

The Vendor shall comply with all applicable State and Federal law regarding confidentiality/privacy including the confidentiality requirements of §1160 and §1902(a)(7) of the Social Security Act, the information safeguarding requirements of Title 42, Part 431, Subpart F (42 CFR 431 F), and the privacy and security requirements of Title 45 Parts 160 and 164 (45 CFR 160 and 164).

PART 2 OPERATING ENVIRONMENT

2.1 Location:

Agency is located at 350 Capitol Street, Room 251, Charleston, West Virginia 25301-3709.

2.2 Background:

The operating environment is described in the following three (3) sections:

2.2.1 Medicaid Program (Title XIX of the Social Security Act)

2.2.2 Fiscal Agent

2.2.3 State Environment Networks

2.2.1 Medicaid Program (Title XIX of the Social Security Act):

The Bureau for Medical Services, within the West Virginia Department of Health and Human Resources, is the single state agency responsible for statewide administration of the Title XIX Medicaid Program. The nature, extent, and scope of West Virginia Medicaid Program coverage, including reimbursement rates and methodologies, are defined in detail in the federally approved West Virginia Medicaid State Plan, which constitutes the formal contract between West Virginia and the Centers for Medicare and Medicaid Services (CMS). The Bureau also interacts with other interdepartmental divisions as well as with all medical service practitioners, providers and provider organizations.

The total Medicaid expenditures for SFY2006 were \$2.2 billion. The Medicaid program provides healthcare benefits to approximately 360,000 people in 55 counties using a network of 25,000 active providers. The MMIS processes 19 million claims annually including pharmacy claims. Ninety percent (90%) of claims are received electronically of which 53% are pharmacy. One hundred fifty eight thousand (158,000) Medicaid members (families with dependent children, low-income children, and pregnant woman) are enrolled in three (3) HMO's or the Bureau's Primary Care Case Management program, the Physician Assured Access System (PAAS). The Medicaid program pays for certain carved-out services for HMO recipients, specifically pharmacy and behavioral health services. The Medicaid MMIS also processes claims for two (2) waiver programs and several State funded eligibility programs including Children with Special Health Care Needs (CSHCN).

2.2.2 Fiscal Agent:

The current Fiscal Agent, Unisys, whose contract began on April 01, 2003, currently performs the following activities for The Bureau: 1) electronic receipt of claims in HIPAA formats 2) paper claims receipt and filming; 3) online entry of claims; 4) problem claim resolution; 5) provider enrollment and provider relations; 6) configuration changes requested and approved by Bureau staff; 7) Technical Liaison support; 8) maintenance of a provider Web Portal; 9) Medical, Dental, and Pharmacy POS claims processing; and 10) reporting.

2.2.3 *State Environment Networks:*

2.2.3.1 *State of West Virginia:*

The State's network is operated by the Department of Administration's Information Services and Communications (IS&C) Division. Their website address is www.state.wv.us/admin/isc/defaultf.htm.

2.2.3.2 *WVDHHR MIS:*

The West Virginia Department of Health and Human Resources (WVDHHR) network is operated by the Office of Management Information System (MIS) staff. Their website address is www.wvdhhr.org/mis/.

2.2.3.3 *Bureau for Medical Services Network:*

The Bureau for Medical Services' website address is www.wvdhhr.org/bms/.

PART 3 PROCUREMENT SPECIFICATIONS

3.1 **General Requirements:**

The general requirements of this contract are outlined below:

3.1.1 **State Responsibilities:**

The State will provide the following:

- 3.1.1.1 Serve as a liaison and coordinate communication between the Vendor and the current Fiscal Agent, Unisys.
- 3.1.1.2 Establish policy and notify the Vendor of any change in policy.
- 3.1.1.3 Review and approve all Vendor letters, forms and documents prepared on the Bureau's behalf.
- 3.1.1.4 Monitor all contract requirements and provide Vendor feedback.
- 3.1.1.5 Review and approve the format and content of all final outputs.
- 3.1.1.6 Provide office space for Vendor staff, including phone, fax, Internet access, and meeting rooms as needed.

3.1.2 **Vendor Responsibilities:**

The Vendor will provide the following:

- 3.1.2.1 Provide a Certified Project Management Professional (PMP) to serve as project manager for the MMIS Re-procurement project.
- 3.1.2.2 Perform a State self-assessment based on the Medicaid Information Technology Architecture (MITA) Business Process Model Version 2.0.
- 3.1.2.3 Perform an analysis of the current Fiscal Agent's MMIS and Operations functions.
- 3.1.2.4 Prepare the Advanced Planning Document (APD) and RFP for the MMIS Re-procurement project.
- 3.1.2.5 Serve as non-voting Subject Matter Expert (SME) advisor for the RFP proposal review and award process.
- 3.1.2.6 Meet weekly with the DHHR Inter Agency Committee (IAC) and the BMS staff at the BMS offices to discuss the status of the re-procurement project.

- 3.1.2.7 Provide a Weekly Status Report.
- 3.1.2.8 Provide Key Vendor staff on-site at least three (3) full days weekly and available by phone daily during the duration of this project.
- 3.1.2.9 Provide all hardware and software needed to create all deliverables in this contract, including all necessary supplies, equipment and staff support required to generate these deliverables.
- 3.1.2.10 Complete any work performed on the State's premises during the State's standard business hours (8:30 a.m. through 5:00 p.m.).
- 3.1.2.11 Provide additional services for BMS regarding externally driven changes to program or system design and requirements (Optional Service).

3.1.3 Fundamental Requirements:

- 3.1.3.1 The IAC Committee which will include representatives from DHHR, BMS, and key business stakeholders will continue to function throughout the implementation and operational phases of the project. The committee, acting under the authority of the Bureau's MMIS Director will be responsible for oversight of this contract and will ensure that BMS requirements are well communicated and represented.
- 3.1.3.2 All deliverables for each task shall be approved by BMS before the task in question will be considered complete. The Vendor will describe in detail his/her approach and end results necessary to produce the deliverables and to obtain BMS approval. In addition, the Vendor should use examples, spreadsheets, project planning, and reports to describe the format and content of the deliverables.

3.2 Scope of Work

3.2.1 *Provide a Certified Project Management Professional (PMP) to Serve as Project Manager for the MMIS Re-procurement Project:*

The Vendor will provide a Certified Project Management Professional (PMP) to serve as Project Manager for the MMIS Re-procurement Project and staff with appropriate experience in Medicaid policy and Medicaid claims processing to serve as the Project Manager.

The Vendor must ensure that industry standard language is used in the RFP. BMS will review the Vendor's draft components and provide direction regarding any modifications necessary to finalize the documents. BMS will provide required State of West Virginia model RFP/contract standard language for the Vendor to follow as required, in accordance with applicable state regulations.

The Vendor will develop a staffing plan for each project with the most appropriate experience and expertise to address the requirements of the project and this contract. The assigned PMP will be dedicated solely to the MMIS Re-procurement project during the life of the awarded contract.

The team should be comprised of individuals with the following:

- 3.2.1.1 Experience in Medicaid, Medicare and health plan operations.

- 3.2.1.2 Experience in developing policies and procedures.
- 3.2.1.3 Experience in project management of large scale information management system initiatives.
- 3.2.1.4 Experience in application software development, including requirements definition, design and testing.
- 3.2.1.5 Experience in procurement, installation, evaluation, operations and maintenance of Medicaid or similar large health care claims processing systems.
- 3.2.1.6 Knowledge of enterprise wide network communications and automation infrastructure development and interoperability.
- 3.2.1.7 Experience with relational database, mainframe, client/server, call center, data capture and web portal technology.
- 3.2.1.8 Experience in Managed Care/Medicaid data.
- 3.2.1.9 Experience with technical writing.
- 3.2.1.10 Experience in health care related systems design, configuration and management.
- 3.2.1.11 Provide Project management structure.
- 3.2.1.12 Provide methods for measuring the project progress and status.
- 3.2.1.13 Provide milestone and deliverables tools, documentation standards and meeting schedules.
- 3.2.1.14 Develop a communications and outreach plan.
- 3.2.1.15 Develop an electronic record of all Project Management documents and deliverables.
- 3.2.1.16 Provide a Weekly Status Report.
- 3.2.1.17 Meet weekly with the DHHR IAC and the BMS staff at the BMS offices to discuss the status of the project.

3.2.2 Perform a MITA State Self-Assessment and an Analysis of the Current Fiscal Agent's MMIS and Operations Functions:

The Vendor will provide the following:

- 3.2.2.1 Perform a State self-assessment based on MITA Version 2.0.
- 3.2.2.2 Perform an analysis of the current fiscal agent's MMIS and operations functions.
- 3.2.2.3 Hold requirement validation sessions to identify, compile, define and refine requirements.
- 3.2.2.4 Perform research and analysis to estimate the cost of new requirements.
- 3.2.2.5 Identify any major system and process initiatives that might significantly impact the scope of the RFP.

Vendor Deliverables:

- A. MITA State Self-Assessment Document.
- B. Analysis of Current Fiscal Agent's MMIS and Operations Functions Document.
- C. Provide a Weekly Status Report.

- D. Meet weekly with the DHHR IAC and the BMS staff at the BMS offices to discuss the status of the project.

3.2.3 Prepare the Advanced Planning Document for the MMIS Re-procurement Project: The Vendor will compile information required for and prepare the required MMIS Re-procurement APD document for submission to CMS. The Vendor will also update the APD as required.

The APD will contain the following components:

- 3.2.3.1 Statement of Need and Objectives.
- 3.2.3.2 MITA State Self-Assessment.
- 3.2.3.3 Alternatives Analysis.
- 3.2.3.4 Cost/Benefit Analysis.
- 3.2.3.5 Project Management Plan.
- 3.2.3.6 Proposed Project Budget.
- 3.2.3.7 Assurances.
- 3.2.3.8 Cost Allocation.

Vendor Deliverables:

- A. MMIS Re-procurement APD.
- B. APD Revisions/Updates as required.
- C. Provide a Weekly Status Report.
- D. Meet weekly with the DHHR IAC and the BMS staff at the BMS offices to discuss the status of the project.

3.2.4 Prepare the RFP for the MMIS Re-procurement Project:

The Vendor will compile information required for and prepare the required MMIS Re-procurement RFP document. In order to determine the scope of services for the RFP, the Vendor shall review selected business processes, current requirements, as well as contractual relationship, performance and deficiencies. The Vendor will review the systems documentation, user manuals, BMS handbooks and interview BMS and current Vendor staff to gain a thorough understanding of the current programs and processes.

The Vendor must ensure that industry standard language is used in the RFP. BMS will review the Vendor's draft components and provide direction regarding any modifications necessary to finalize the documents. BMS will provide required State of West Virginia model RFP/contract standard language for the Vendor to follow as required, in accordance with applicable state regulations.

The Vendor will schedule, facilitate, and participate in all meetings required to define the scope of services to be included in the RFP. The Vendor will be responsible for capturing and communicating the content (e.g., requirements) of all such meetings as input to the RFP as well as contributing relevant subject matter expertise to all phases of the re-procurement project.

The Vendor will provide the following:

- 3.2.4.1 Define required meetings and proposed schedule.
- 3.2.4.2 Schedule meetings, unless otherwise requested by BMS.
- 3.2.4.3 Prepare and distribute agendas for each meeting one (1) day prior to the scheduled meeting.
- 3.2.4.4 Facilitate scheduled meetings, unless otherwise requested by BMS.
- 3.2.4.5 Prepare and distribute meeting minutes for review to appropriate staff within two (2) working days.
- 3.2.4.6 Update minutes with feedback from appropriate staff.
- 3.2.4.7 File all agenda and minutes in appropriate location in electronic project record.
- 3.2.4.8 Prepare decision documents as needed within three (3) days of the meeting.
- 3.2.4.9 Maintain a file copy of the decision documents in electronic project record.

Vendor Deliverables:

- A. Meeting Agendas.
- B. Meeting Minutes.
- C. Decision Documents.
- D. Re-procurement RFP.
- E. Provide a Weekly Status Report.
- F. Meet weekly with the DHHR IAC and the BMS staff at the BMS offices to discuss the status of the project.

3.2.5 Serve as Non-Voting SME (Subject Matter Expert) Advisor for the RFP Proposal Review and Award Process:

The Vendor will coordinate the bidders conference for the MMIS and Fiscal Agent Services RFP. The Vendor will prepare the written responses to all questions submitted by bidders regarding the RFP. BMS will review and approve all written responses prepared by the Vendor. The Vendor will coordinate the RFP response and evaluation process to be conducted and scored by state employees. The Vendor will review all proposals and provide feedback during the evaluation meetings.

Vendor Deliverables:

- A. Q&A Response Document.
- B. Proposal Review Recommendations.
- C. Provide a Weekly Status Report.
- D. Meet weekly with the DHHR IAC and the BMS staff at the BMS offices to discuss the status of the project.

3.2.6 Project Manage the MMIS Re-procurement Project:

The Vendor will provide the following:

- 3.2.6.1 Prepare a comprehensive transition plan for each re-procurement option outlined in the RFP.
- 3.2.6.2 Review the awarded Fiscal Agent's acceptance test plan to insure that the plan identifies all aspects of an operational system including training, user documentation, technical system environment and system functionality.
- 3.2.6.3 Assist BMS in developing and implementing a user acceptance test plan.
- 3.2.6.4 The vendor will develop criteria to evaluate test results and assist the Bureau in determining readiness to move to implementation.

3.2.6.5 Post Implementation Wrap-Up including Certification activities.

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Vendor Deliverables:

- A. Project Work Plan.
- B. Detailed Implementation Schedule (DIS).
- C. User Acceptance Test Plan.
- D. Provide a Weekly Status Report.
- E. Meet weekly with the DHHR IAC and the BMS staff at the BMS offices to discuss the status of the re-procurement project.

3.2.7 *Provide Additional Services for BMS Regarding Medicaid, Medicare and Other Major Program and Policy and Operation Changes (Optional Service):*

The Vendor will provide additional services as requested by the Bureau to comply with externally driven changes to BMS program or system design and requirements, including any state or federal laws, rules, and regulations. Services provided by the Vendor could include assistance with policy development impact analysis, requirements definition, system design and testing activities that require substantial subject matter expertise derived from experience with other states, other healthcare organizations, or participation in federal activities. The Vendor will bill such services at the all-inclusive hourly rate as specified in Attachment I and will be responsible for providing an estimate of the effort and staff required for each project prior to beginning work. The Agency must approve the proposed effort and staff prior to work beginning. The Vendor must be able to provide suitable staff for a proposed project within two (2) weeks of agency approval. The PMP assigned to the MMIS Re-procurement project cannot serve as a Project Manager to a second project.

3.3 **Special Terms and Conditions:**

3.3.1 *Bid and Performance Bonds*
Not applicable to this proposal.

3.3.2 *Insurance Requirements:*

The Vendor as an independent Contractor is solely liable for the acts and omissions of its employees and agents. Proof of insurance will be provided by the Vendor at the time the contract is awarded. The Vendor will maintain and furnish proof of coverage of liability insurance for loss, damage, or injury (including death) of third parties arising from acts, and omissions on the part of the Vendor, its agents and employees in the following amounts:

- a. For bodily injury (including death): a minimum of \$500,000.00 per person and \$1,000,000.00 per occurrence
- b. For property damage and professional liability: a minimum of \$1,000,000.00 per occurrence

3.3.3 *License Requirements:*

Provide certification that Vendor is registered with the Secretary of State's Office to do business in West Virginia; provide evidence that Vendor is in good standing with the State Agency of Employment Programs as to Unemployment Compensation coverage and Worker's Compensation coverage or exempt from such coverage.

3.3.4 *Litigation Bond:*

Not applicable to this proposal.

3.3.5 *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.

3.3.6 Agreement Addendum Form WV-96:

Any contract resulting from an award of this RFP shall include the terms and conditions contained in the Agreement Addendum Form WV-96. This form is available online at <http://www.state.wv.us/admin/purchase/vrc/wv96.pdf>.

3.3.7 Debarment and Suspension:

Vendor will not be considered in proposal process if debarred or suspended. Vendor must certify that they are not debarred or suspended. Successful vendor must certify that no entity, agency or person associated with the vendor is debarred or suspended.

3.3.8 Drug Free Workplace Act of 1988:

Vendor will provide a drug free workplace, and an individual shall not engage in the unlawful manufacture, distribution, dispensation, possession, abuse or use of a controlled substance in the performance of the Contract.

----- End of Part 3 -----

PART 4 PROPOSAL FORMAT4.1 **Vendor's Proposal Format:****TECHNICAL PROPOSAL (Will Contain No Cost Information)**

The Technical Proposal is strongly suggested that it should be limited to three hundred (300) pages, including all charts and attachments. The Financial Statements will be the sole exclusions from the page limitation.

The proposal should be formatted in the same order, providing the information listed below:

Title Page - Should state the RFP Subject and number, the name of the Vendor, Vendor's business address, telephone number, name of authorized contact person to speak on behalf of the Vendor, dated and signed.

Table of Contents - Clearly identify the material by section and page number. RFP responses should follow the same order as the RFP and use the same titles.

Executive Summary - The Executive Summary will condense and highlight the contents of Section I through Section III below. The Executive Summary is limited to twenty (20) pages.

Section I *Understanding of the Project Objectives and Time Line*

Vendors will discuss their understanding of the overall project in Part 3.2; list current projects with which they are now engaged; and, list their workload scheduled through June 30, 2008. A statement that the Vendor will meet the desired deadlines will be included.

Section II *Vendor Experience*

Vendors must provide verifiable, detailed evidence of their experience and capabilities in writing APDs or RFPs and especially in the project management of a project the size and complexity of an MMIS Re-procurement. Vendors must provide details of: the background of the company/organization; the size and location of the company/organization; the resources related to the required services that are available to the company/organization; and, the experience and capabilities of the company/organization which qualify and enable them to provide the service. At least two (2) Vendor references in the writing of RFPs and three (3) Vendor references in project management within the previous five (5) years must be included, along with a detailed description of the project management services work performed for each reference.

Section III *Qualifications of Project Staff*

Vendors must provide resumes of qualified staff to be assigned to the project, and a project staffing chart. If proposed staff are not employed by the Vendor, the Vendor must provide a signed letter of intent from the individual indicating that they will accept employment if the Vendor is awarded the contract. Vendors must identify key personnel assigned to the project. Vendors must indicate percentage of time key personnel will be dedicated to this project for the first three contract years. BMS reserves the right to reject any staff proposed or later assigned to the project, and require the successful

Vendor to remove them from the project. Vendors must provide resumes of qualified staff to be assigned to the project, including their licenses, credentials, and experience in Medicaid as it pertains to the MMIS system. All resumes must use the RFP Personnel Resume Format (Attachment II) in order to be considered. List all work experience beginning with your present or most recent job and work back. Resumes are strictly limited to two (2) pages each and will be submitted for all personnel named in the proposal, including all subcontractors, if applicable.

Section IV *Cost*

The Vendors all-inclusive not-to-exceed cost (refer to Attachment I, Items #1 through #6) will include all staffing (administrative, secretarial, clerical, technical, etc.), travel, and other resource cost necessary to perform all services within Part 3.2 of this RFP.

Section V *Documentation*

Include any proposed software licenses, WV-96, and Purchasing Affidavit forms. All forms should be signed and dated. The successful vendor shall be required to comply with the HIPAA Business Associate Addendum (BAA). If applicable, sign and submit a Resident Vendor Preference Certificate with the proposal.

COST PROPOSAL (Separately Sealed)
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The cost proposal must be separately sealed from the technical proposal and will contain:

Bid Sheet (Attachment I) - The Vendors all-inclusive not-to-exceed cost (Items #1 through #6) will include all staffing (administrative, secretarial, clerical, technical, etc.), travel, and other resource cost necessary to perform all services within Part 3.2 of this RFP. The bid sheet itemization is as follows:

1. MITA State Self-Assessment

The Vendor will provide an all-inclusive 'not-to-exceed' cost for performing a MITA State self-assessment and an analysis of the current fiscal agent's MMIS and operations functions. The all-inclusive 'not-to-exceed' cost will include all staffing (administrative, secretarial, clerical, technical, etc.), travel, and other resource costs necessary to perform all services within Part 3.2.2.

2. Advanced Planning Document

The Vendor will provide an all-inclusive 'not-to-exceed' cost to prepare the Advanced Planning Document for the MMIS Re-procurement project. The all-inclusive 'not-to-exceed' cost will include all staffing (administrative, secretarial, clerical, technical, etc.), travel, and other resource cost necessary to perform all services within Part 3.2.3.

3. RFP for the MMIS Re-procurement Project

The Vendor will provide an all-inclusive 'not-to-exceed' cost to prepare the RFP for the MMIS Re-procurement project. The all-inclusive 'not-to-exceed' cost will include all staffing (administrative, secretarial, clerical, technical, etc.), travel, and other resource cost necessary to perform all services within Part 3.2.4.

4. Non-voting SME Advisor

The Vendor will provide an all-inclusive 'not-to-exceed' cost to serve as a non-voting SME Advisor for the RFP proposal review and award process. The all-inclusive 'not-to-exceed' cost will include all staffing (administrative, secretarial, clerical, technical, etc.), travel, and other resource cost necessary to perform all services within Part 3.2.5.

5. Project Management Professional (PMP) for the MMIS Re-procurement Project

The Vendor will provide an all-inclusive hourly rate to provide a Certified PMP to serve as Project Manager for the MMIS Re-procurement project. The all-inclusive hourly rate cost will include all staffing (administrative, secretarial, clerical, technical, etc.), travel, and other resource cost necessary to perform all services within Part 3.2.1 and Part 3.2.6.

An estimate of 6,500 hours has been provided for cost evaluation purposes only. The hours are used for the sole purpose of evaluation comparison and are not a guaranteed amount of hours.

6. Additional Services for BMS

The Vendor will provide an all-inclusive hourly rate to provide additional services for BMS regarding Medicaid, Medicare and other major program and policy and operation changes. This is an optional service. The all-inclusive hourly rate will include all staffing (administrative, secretarial, clerical, technical, etc.), travel, and other resource cost necessary to perform all services within Part 3.2.7.

The Agency and Vendor will jointly determine a 'not-to-exceed number of hours, time frame, and staff for each service. The Agency must approve the actual 'not-to-exceed' hours, time frame, and staff prior to work beginning.

An estimate of 1,625 hours has been provided for cost evaluation purposes only. The hours are used for the sole purpose of evaluation comparison and are not a guaranteed amount of hours.

4.2 Evaluation Process:

4.2.1 Method of Evaluation:

The proposals will be evaluated by a committee of three (3) or more individuals in accordance with the criteria stated. The Vendor who meets all the mandatory specifications and attains the highest point score of all vendors shall be awarded the contract. The selection of the successful vendor will be made by a consensus of the evaluation committee.

4.3 Evaluation Criteria: The following are the evaluation factors and maximum points possible for technical point scores:

I.	Understanding of the Project Objectives & Time Lines - Part 4.1, Section I	25 Points Possible
II.	Vendor Experience - Part 4.1, Section II	20 Points Possible
III	Qualifications of Project Staff - Part 4.1, Section III	25 Points Possible
IV.	Cost Proposal - Part 4.1, Section IV	<u>30 Points Possible</u>
	Total	100 Points Possible

Each cost proposal cost will be scored by use of the following formula for all vendors who attained the Minimum acceptable score:

$$\frac{\text{Lowest price of all proposals}}{\text{-----}} \times 30 = \text{Price Score}$$

Price of Proposal being evaluated

027

4.4 **Minimum Acceptable Score:**

Vendors must score a minimum of 70% of the total technical points possible. The technical points are listed above in Section 4.3. The minimum qualifying score on the technical portion is 49 points. All vendors not attaining the minimum acceptable score (MAS) shall be disqualified and removed from further consideration.

The State will select the successful vendor's proposal based on best value purchasing which is not necessarily the vendor with the lowest price. Cost is considered but is not the sole determining factor for award. The State does reserves the right to accept or reject any or all of the proposals, in whole or in part, without prejudice, if to do so is felt to be in the best interests of the State.

Vendor's failure to provide complete and accurate information may be considered grounds for disqualification. The State reserves the right, if necessary, to ask vendors for additional information to clarify their proposals.

4.5. **Cost Proposal Format/Bid Sheets:**

The Vendor's all-inclusive not-to-exceed cost (Items #1 through #6) will include all staffing (administrative, secretarial, clerical, technical, etc.), travel, and other resource cost necessary to perform all services within Part 3.2 of this RFP.

The Vendor must use the RFP Cost Proposal Bid Sheet (Attachment I) in order to be considered. The Vendor will not alter, change, or modify the cost proposal bid sheet format.

**ATTACHMENT I
COST PROPOSAL BID SHEET**

028

All-Inclusive Hourly Rate/Cost Breakdown:

1. **MITA State Self-Assessment – Refer to Part 3.2.2**

All-Inclusive Not-to-Exceed Cost \$ _____

2. **Advanced Planning Document – Refer to Part 3.2.3**

All-Inclusive Not-to-Exceed Cost \$ _____

3. **RFP for the MMIS Re-procurement Project – Refer to Part 3.2.4**

All-Inclusive Not-to-Exceed Cost \$ _____

4. **Non-Voting SME Advisor – Refer to Part 3.2.5**

All-Inclusive Not-to-Exceed Cost \$ _____

5. **Project Management Professional (PMP) for the MMIS Re-procurement Project
– Refer to Part 3.2.1 and Part 3.2.6**

6,500 X \$ _____ = \$ _____
Hours All-Inclusive Hourly Rate

(An estimate of 6,500 hours has been provided for cost evaluation purposes only.)

6. **Additional Services for BMS – Refer to Part 3.2.7**

(The Agency and Vendor will jointly determine a 'not-to-exceed number of hours, time frame, and staff for each service. The Agency must approve the actual 'not-to-exceed' hours, time frame, and staff prior to work beginning.)

1,625 X \$ _____ = \$ _____
Hours All-Inclusive Hourly Rate

(An estimate of 1,625 hours has been provided for cost evaluation purposes only.)

Grand Total of Item #1 through Item #6 above: \$ _____

Signature

Title

Date

ATTACHMENT II PERSONNEL RESUME FORMAT

029

Individual's Name
Proposed Position
Education Background

WORK EXPERIENCE

- A. Individual's Experience with the Following (If Applicable):
- Project management and issue tracking
 - Information technology planning and strategy
 - Management of IT outsourcing and procurement processes
 - Large scale system analysis, design, development and testing
 - Large scale production systems operations
 - Medicare and Medicaid programs
 - MMIS, MITA and Medicaid technology
 - Commercial health plan systems and processes
 - Eligibility and enrollment
 - Claims and encounter processing, HIPAA transactions and code sets
 - Provider credentialing and provider data
 - Health care financial and utilization data reporting and analysis
 - IT staffing and organizational design
 - Definition of policies and procedures
 - Development and delivery of training curricula
 - Technical writing
 - Capacity planning and evaluation
- B. Employed from _____ to _____.
- Employer's Name
Job Title
Project 1:
- Client's Name (if different from employers)
 - Project Name
 - Project Start and End Date (include percent of time allotted to the project)
 - Description of Project
 - Individual's Job Title (include length of time position held)
 - Individual's Project Duties and Responsibilities

Repeat B for as many jobs and projects as needed.

**APPENDIX A
ACRONYMS LIST**

030

APD	Advanced Planning Document
BAA	Business Associate Addendum
BMS	Bureau for Medical Services
CD	Compact Disk
CMS	Centers for Medicare and Medicaid Services
CSHCN	Children with Special Health Care Needs
DHHR	Department of Health & Human Resources
DIS	Detailed Implementation Schedule
HIPAA	Health Insurance Portability and Accountability Act of 1996
HMO	Health Maintenance Organization
IAC	Inter Agency Committee
IS&C	Information Services and Communications
MAS	Minimum Acceptable Score
MIS	Management Information System
MITA	Medicaid Information Technology Architecture
MMIS	Medicaid Management Information System
PAAS	Physician Assured Access System
PDF	Portable Document File
PMP	Project Management Professional
POS	Point of Sale
QA	Quality Assurance
RFP	Request for Proposal
SME	Subject Matter Expert
SFY	State Fiscal Year
WVDHHR	West Virginia Department of Health & Human Resources

STATE OF WEST VIRGINIA
Purchasing Division031**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____

AGREEMENT ADDENDUM

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In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **ARBITRATION** - Any references to arbitration contained in the agreement are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOUPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages or limiting the Vendor's liability under a warranty to a certain dollar amount or to the amount of the agreement is hereby deleted. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:
STATE OF WEST VIRGINIA

VENDOR

Spending Unit: _____

Company Name: _____

Signed: _____

Signed: _____

Title: _____

Title: _____

Date: _____

Date: _____

West Virginia Department of Health & Human Resources FEDERAL PROGRAM PARTICIPATION ACKNOWLEDGMENT, AUTHORIZATION, CONSENT, AND RELEASE

033

No person who is currently excluded, debarred, suspended, or otherwise ineligible to participate in federal health care programs or in federal procurement or non-procurement programs shall be hired by the West Virginia Department of Health and Human Resources.

I am am not currently excluded, debarred, suspended, or otherwise ineligible to participate in federal health care programs or in federal procurement or non-procurement programs.

Signature

Date

I authorize and consent to a background check by the West Virginia Department of Health and Human Resources specifically to determine whether I am currently excluded, debarred, suspended, or otherwise ineligible to participate in federal health care programs or in federal procurement or non-procurement programs. If hired, I also agree to periodic conduct of additional such background checks during the course of employment by the West Virginia Department of Health and Human Resources.

I release any persons and the West Virginia Department of Health and Human Resources and its agents, officials, representatives, employees, officers, or related personnel both individually and collectively, from any and all liability for damages of any kind that may result because of compliance with this acknowledgment and authorization.

For positive identification purposes, the following information is required when conducting a background check. This information is confidential and will not be used for any other purposes (**please print**):

Name

last name

first name

middle initial

Maiden/Other Names

(This should include other married names by which you have been known.)

Current Address

street/box#

city

state

NOTE: Your social security card must be presented for verification purposes.

Social Security #

- -

Date of Birth

month/day/year

Driver's License Number

State of Issue

Signature

Date

EMPLOYING UNIT INFORMATION

Office/Facility/Region/District

Contact Person

Fax Number

Phone Number

FOR OPS USE ONLY

HHS Match Outcome

Positive

Negative

GSA Match Outcome

Positive

Negative

Initial

Date