



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 |
| BMS90002 |

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| PAGE |
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| 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 | TERMS OF SALE | SHIP VIA | FOB | FREIGHT TERMS |
| 05/22/2008 | | | | |

BID OPENING DATE: 06/05/2008 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------|
| ADDENDUM NO. 1 1. QUESTIONS AND ANSWERS 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.: BMS90002 | | | | | | |
| 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 TH | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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| 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.

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>ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>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 SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE COMPANY DATE</p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 1</p> | | | | | | |

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|--|----------|-----|--------|-----------------------------------|------------|--------|
| 0001 | 1 | YR | | 961-20 | | |
| | | | | PSYCHOLOGICAL CONSULTING SERVICES | | |
| ***** THIS IS THE END OF RFQ BMS90002 ***** TOTAL: | | | | | | |

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QUESTIONS SUBMITTED FOR
RFQ Psychological Consulting Services - BMS90002

1. **How did I happen to receive this package? I am happy to have this opportunity, but am curious about how you got my name.**

Answer: Bid packages were sent to local psychologists who may have the ability to provide the specified services.

2. **Who is the current holder of this contract? I believe it is Rick Workman?**

Answer: Psychological Consultation & Assessment, Inc., 202 Glass Drive, Cross Lanes, West Virginia 25313.

3. **Can you send me any information about previous numbers, operating expenses, fees for contractors, etc.?**

Answer: We can send information from last year; however, there have been numerous changes to the current Request for Quotation (RFQ). Past information regarding previous numbers, operating fees for the contractor, etc would not be reflective of the current RFQ.

4. **Reference 2.1.5 - Does this mandatory requirement mean the equivalent of a full time RN be available to participate in eligibility decisions or to be available on an as needed basis to aid in eligibility determinations?**

Answer: The RFQ does not designate specifically a full time equivalent Registered Nurse(s) (RN) to the contractor. A Registered Nurse (RN) needs to be available to aid in eligibility determinations.

Will this RN be required to participate in fair hearing to represent BMS when there is an adverse decision?

Answer: The Registered Nurse (RN) needs to be available to represent BMS when there is an adverse decision.

Would the primary role be related to CDCSP?

Answer: The primary role would be with the Children with Disabilities Community Services Program (CDCSP).

5. **Reference 2.3.1.1. - Does this refer to only PASRR Level II denials that are going to hearings as a result of a denial by on the Independent PASRR Level II evaluators who are identified by the State to complete assessments?**

Answer: Not at all. 2.3.1.1 Refers to all Level II PASRR triggers from a Pre-admission screening that was submitted to WVMI for review.

6. **Reference 2.3.2.1. - Does the “acute care hospitals” eligibility only relate to eligibility for CDCSP?**

Answer: The “acute care hospitals” level of care is only related to CDCSP.

7. **Reference 2.6.3.4 – Does a “minimum of monthly” mean on management team meeting per month and how long do they meet and for how much time would one need to plan to available as the time and frequency would influence the bid?**

Answer: It is estimated that a monthly meeting would be one hour in duration.

8. **I did hear from Rick Workman who told me he is the current holder of the contract Please ignore my question # 2 below.**

Answer: Please refer to Question #2

9. **Is there a public record of the current operating budget?**

Answer: This will be a competitive bid. We can send information from last year; however, there have been numerous changes to the current Request for Quotation (RFQ). Past information regarding previous numbers, operating fees for the contractor, etc would not be reflective of the current RFQ.

10. **When the contract says “have an RN available to do the evaluations” does this mean my employee, or can that person be an independent contractor?**

Answer: The RFQ does not designate the employee/employer relationship between the RN and the potential vendor. A Registered Nurse (RN) needs to be available to aid in eligibility determinations.

----- End -----