



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
<b>CHP76026</b>

PAGE
<b>1</b>

ADDRESS CORRESPONDENCE TO ATTENTION OF:
<b>KRISTA FERRELL 304-558-2596</b>

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**WEST VIRGINIA CHILDRENS HEALTH  
 INSURANCE PROGRAM  
 SUITE 209  
 1018 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25301 304-558-6655**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>06/25/2007</b>				

BID OPENING DATE: **07/11/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		966-50		
				ABC'S BABY CARE		
0002	1	EA		966-50		
				1ST AID FOR CHILDREN		
0003	1	EA		966-50		
				COLORING BOOKS: LEARNING GOOD HEALTH HABITS		
0004	1	EA		966-50		
	4	PACK	BOX	CRAYONS:		
0005	1	EA		966-50		
				FITNESS ACTIVITY BOOK: FITNESS IS FUN		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

---

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130



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
<b>CHP76026</b>

PAGE
<b>2</b>

ADDRESS CORRESPONDENCE TO ATTENTION OF:
<b>KRISTA FERRELL</b> <b>304-558-2596</b>

VENDOR

**RFQ COPY**  
**TYPE NAME/ADDRESS HERE**

SHIP TO

**WEST VIRGINIA CHILDRENS HEALTH INSURANCE PROGRAM**  
**SUITE 209**  
**1018 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25301**  
**304-558-6655**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>06/25/2007</b>				

BID OPENING DATE: **07/11/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0006	1	EA		966-50		
	SUMMARY PLAN DESCRIPTIONS					
0007	1	EA		966-50		
	IMMUNIZATION/PREVENTION FLYER					
	REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT					
	THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA CHILDREN'S HEALTH INSURANCE PROGRAM, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH THE PRINTING, WAREHOUSING, AND BULK MAILING OF VARIOUS WV CHIP PROMOTIONAL LITERATURE ITEMS PER THE ATTACHED SPECIFICATIONS.					
	THIS IS A FAST TRACK PROJECT. THE SUCCESSFUL VENDOR MUST BE READY TO BEGIN WORK UPON THE RECEIPT OF A FULLY EXECUTED PURCHASE ORDER. IT IS EXPECTED THAT WORK WILL COMMENCE APPROXIMATELY THE SECOND WEEK OF JULY. ALSO, THE SUCCESSFUL VENDOR WILL BE EXPECTED TO PRINT AND MAIL THE SUMMARY PLAN DESCRIPTION BY JULY 31, 2007.					
	WV CHIP WILL SUPPLY LABELS FOR BULK MAILING. DELIVERIES MUST BE MAILED TO THE APPROPRIATE LOCATION (SEE ATTACHED) WITHIN 2 WEEKS OF THE REQUEST.					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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
CHP76026

PAGE
3

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

WEST VIRGINIA CHILDRENS HEALTH  
 INSURANCE PROGRAM  
 SUITE 209  
 1018 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25301 304-558-6655

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/25/2007				

BID OPENING DATE: 07/11/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WV CHIP REQUIRES THAT THE VENDOR PROVIDE REPRINTS WITHOUT ADDITIONAL SET UP COSTS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS PROJECT MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS LISTED IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KFERRELL@WVADMIN.GOV. TECHNICAL QUESTION INCLUDE, BUT ARE NOT LIMITED TO: SCOPE OF WORK, ITEM SPECIFICATIONS, EXPECTATIONS OF VENDOR AS THEY APPLY TO THE EXECUTION OF THIS SERVICE, ETC. DEADLINE FOR TECHNICAL QUESTIONS IS FRIDAY, JUNE 29, 2007 AT 9:00 AM.</p> <p>QUESTIONS CONCERNING THE ACTUAL SUBMISSION PROCESS FOR A VENDOR'S BID MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT. THESE QUESTIONS INCLUDE, BUT ARE NOT LIMITED TO: WHEN/WHERE/HOW TO SUBMIT A BID TO THE STATE OF WEST VIRGINIA, FORMS, NUMBER OF ADDENDUMS ISSUED, ETC.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





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
CHP76026

PAGE
4

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA CHILDRENS HEALTH  
 INSURANCE PROGRAM  
 SUITE 209  
 1018 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25301 304-558-6655

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/25/2007				

BID OPENING DATE: 07/11/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE 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>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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
CHP76026

PAGE
5

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA CHILDRENS HEALTH  
 INSURANCE PROGRAM  
 SUITE 209  
 1018 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25301 304-558-6655

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/25/2007				

BID OPENING DATE: 07/11/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</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>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) 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</p> <p>( ) 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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
CHP76026

PAGE
6

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	WEST VIRGINIA CHILDRENS HEALTH INSURANCE PROGRAM SUITE 209 1018 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25301	304-558-6655
---------	---	--------------

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/25/2007				

BID OPENING DATE: 07/11/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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</p> <p>( ) 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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
CHP76026

PAGE
7

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA CHILDRENS HEALTH  
 INSURANCE PROGRAM  
 SUITE 209  
 1018 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25301 304-558-6655

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/25/2007				

BID OPENING DATE: 07/11/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; 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 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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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
CHP76026

PAGE
8

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

WEST VIRGINIA CHILDRENS HEALTH  
 INSURANCE PROGRAM  
 SUITE 209  
 1018 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25301 304-558-6655

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/25/2007				

BID OPENING DATE: 07/11/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <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: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: CHP76026</p> <p>BID OPENING DATE: 07/05/2007</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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
CHP76026

PAGE
9

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA CHILDRENS HEALTH  
 INSURANCE PROGRAM  
 SUITE 209  
 1018 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25301 304-558-6655

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/25/2007				

BID OPENING DATE: **07/11/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----						
***** THIS IS THE END OF RFQ CHP76026 ***** TOTAL:						_____

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**RFQ #: CHP76026****Project: Printing of various promotional literature items for the Children's Health Insurance Program****Additional Item Specifications:**

Items 1-5 (ABC's Baby Care, 1<sup>st</sup> Aid for Children, Coloring Book: Learning Good Health Habits, Fitness Activity Book: Fitness is Fun, and Crayons) are available from Positive Promotions per the attached literature. These items will be purchased by the successful vendor then distributed according to the attached specifications and the included samples.

Summary Plan Descriptions and Immunization/Prevention Flyer will be printed and distributed by the successful vendor. Samples of these items are included in this RFQ.

**Vendor Qualifications:**

The vendor must:

- 1.) Be in business for at least five years.
- 2.) Possess and be able to provide warehouse capability
- 3.) Be ready to begin work upon the issuance of the fully executed Purchase Order

**Printing Qualifications:**

- 1.) Have a minimum of four color press with aqueous coating capability
- 2.) Have direct plate from computer to press capability
- 3.) Provide press proof for each printing job
- 4.) Have color registration.

All quotes/bids must include shipping and postage charges where applicable.

Print Over-Runs will be accepted, but WV CHIP will not reimburse for any overruns.

***Liquidated Damages:***

According to West Virginia State Code §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed at the rate of \$100.00 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.

WV CHIP PRINTING COST QUOTATIONS

Job Name	Volume	Specifications	Total Price	Vendor/Bulk Mailing/ One Time Service	Direct Ship to @WV Hospital Association	Direct Ship to CHIP	Direct Ship to Calls Plus Monthly	Shipping Charges	Total Price Quote
ABC'S Baby Care	25,000	Informational Slide Guides :Must be printed with one color imprint which includes WV CHIP Logo,Help line Phone Number & website address. Box in Bundles of 50		5000 per quarter. Starting in August 2007	5,000 - One time Ship				
1st Aid for Children	25,000	Informational Slide Guides :Must be printed with one color imprint which includes WV CHIP Logo,Help line Phone Number & website address. Box in Bundles of 50		5000 per quarter. Starting in August 2007	5,000 - One time ship				
Coloring Books : Learning Good Health Habits	5000	Must be printed with one color imprint which includes WV CHIP Logo,Help line Phone Number & website address. Box in Bundles of 50			1000 per order. Shipped every 2 months.				
Crayons : 4 pack box	5000	Must be printed with one color imprint which includes WV CHIP Logo,Help line Phone Number & website address. Box in Bundles of 50			5,000 - One time ship				
Fitness Activity Book: Fitness is Fun	5000	Must be printed with one color imprint which includes WV CHIP Logo,Help line Phone Number & website address. Box in Bundles of 50			1000 per order. Shipped every 2 months.				
Summary Plan Descriptions(SPD)	25,400	11" x 17" paper 50# offset - printed on both sides, saddle stitched , tabs - per USPS Regulations. Two quotes, full color and two color. Pantone with cmyk + spot Graphics, Photo and Text. Rubberband in bundles of 25. Pages: 65 minimum - WV CHIP will supply labels for shipping		16,500	300 - One Time Ship	800 X 12 months = 9600 : 2,400 shipped direct every quarter.			
Immunizational/Prevention Flyer	500	8.5 X 11 White - English Full Color on both sides. 100# Gloss text weight sheet. Aqueous coated on both sides. Full Colors/ Full Colors CMYK + Spot. Graphics/Photo/Text. Wrap in stacks of 100.			500 - One time ship				



# POSITIVE PROMOTIONS

Educational Tools • Health Publications • Incentives & Giveaways • Employee Recognition

# HEALTH WELLNESS SAFETY

Summer/Fall 2006

OVER 70 NEW PRODUCTS

### EAT RIGHT AND KEEP ACTIVE FOR

### VISIT TO THE HOSPITAL

COLORING & ACTIVITIES BOOK

### SMART PARENTING

Guide to Everyday & Emergency

### EAT-SMART POCKET GUIDES™

## EAST FOOD

### NUTRITION GUIDE

Helps you make heart-healthy choices by giving calorie, fat, sodium, cholesterol, carb and fiber counts for...

### Women's HEALTH TESTS & SCREENINGS

### 51 REASONS TO SMILE

- A surprise • A compliment • Excellent service • A hug • A great meal • A good movie • Your favorite music • A good shower • A day off • Chocolate • A picnic • Birthdays • A linky link • Photos of loved ones • A good book • A sleeping puppy • A rainbow • Holidays • Dinner with friends • A massage • Doing your best • Saving money • A sunset • Ice cream • A full moon • A child's smile • A walk home from volunteering • A shopping spree • Getting a gift • Giving a gift • Wild flowers • Great health • A party • Losing weight • A funny cartoon • Encouragement • Lunch break • Meeting a good • Vacation • Volunteering • Sleeping late • Dessert • Hearing from a friend • A kiss • Breaking a bad habit • A good concert • Visiting on a holiday • Change of seasons • A walk in the park • Beauty

### EXERCISE AWAY 300 CALORIES

To lose one pound a week, you need to eat out 300 calories a day. If you burn up 300 calories with exercise, and reduce your calorie intake by 100 calories daily, you're on your way!

### HEALTHY SNACKS for Busy People

## FIRST AID GUIDE

Your Imprint Here

Your Imprint Here

Your Imprint Here

Get Your Imprint Here

FREE TOBACCO

TOO COOL TO SMOKE

POCKET PAL

POCKET PAL



**FEEDING BABY**

**Breastfeeding**

**EN ESPAÑOL**

**The New Mom's Handbook**

**MEMORIAL CARE**  
ANAHEIM MEMORIAL MEDICAL CENTER

**Updated For 2006**

**THE NEW MOM'S HANDBOOK**  
Item # FGT-16 English  
Item # FGT-17 Spanish

Presents new moms with valuable information on taking care of themselves and their baby during the first 6 weeks. New topics include:

- Dangers of cigarette smoke, drugs and some medications on mothers and their babies
- Developmental milestones, including a height and weight chart
- A breastfeeding chart. Also includes updated sections on:
- Birth control
- Exercise and weight loss
- Breastfeeding positions
- Post-partum depression
- Jaundice. A great gift for mom from hospitals and homecare agencies.

Qty.	*25-99	100	250	500	1,000	2,500
Each	\$1.65	\$1.60	\$1.50	\$1.45	\$1.35	\$1.25

Size: 8 1/2" x 11", 36 pages; Personalization: Up to 5 lines or logo in black; Personalization area: 7 1/2" x 1 1/2"  
Personalization setup charge: \$9.95; Personalization production time: 4 business days  
\*Personalization not available at this quantity

**SAVE 10%**

**The New Mom's Handbook**

**Free Goody Bag!**

**ABC's of Baby Care**

**My Child's Immunization Record**

**Alton Memorial Hospital**

Each mom receives *The New Mom's Handbook*, *ABC's of Baby Care* Slideguide and *My Child's Immunization Record* Pocket Pal. There's plenty of useful information in these three products, and *The New Mom's Handbook* is a heartwarming memento of this special time. Includes our **FREE Babies Are Special** Goody Bag so pack is easy to take home.

# of packs	*25-99	100	250	500	1,000	2,500
Ordered separately	\$2.67	\$2.58	\$2.38	\$2.28	\$2.17	\$1.97
<b>Value Pack Pricing</b>	<b>\$2.36</b>	<b>\$2.32</b>	<b>\$2.14</b>	<b>\$2.05</b>	<b>\$1.91</b>	<b>\$1.77</b>

Personalization: Up to 5 lines or logo in black; Note: Goody Bags do not include personalization; Personalization setup charge: \$9.95; Personalization production time: 4 business days; \*Personalization not available at this quantity

www.positivepromotions.com

**new!**

**ABC's of CPR**  
for INFANTS (From Birth to 1 Year Old)

**Determine Responsiveness**

**A is for AIRWAY**

**B is for BREATHING**

**C is for COMPRESSIONS**

**ALFRED I. duPont HOSPITAL FOR CHILDREN**

**ABC'S OF CPR E-Z STICK & MAGNET GLANCER** Item # CS-979 **013**

Shows how to apply CPR to infants for parents who are trained or who have a 911 emergency dispatcher guiding them. Step-by-step procedures include *Determine Responsiveness, A Is For Airway, B Is For Breathing* and *C Is For Compressions*. Also features clear illustrations for each step. Great for handing out at CPR classes. Hangs anywhere with adhesive strip and magnet back.

Use the peel-off E-Z Stick adhesive back strip or magnet strip & Glancer is ready to hang.

**BUY 2 GET 1 FREE!**

Qty.	*25-99	100	250	500	1,000	2,500	5,000
Each	69¢	65¢	63¢	61¢	57¢	51¢	47¢

Free 13-49 50 125 250 500 1,250 2,500

Size: 3 3/4" x 8 3/4"; Personalization: Up to 5 lines or logo in black; Personalization area: 3" x 1 1/4"; Personalization setup charge: \$9.95; Personalization production time: 4 business days; \*Personalization not available at this quantity

**ABC's of Baby Care**

**SYMPTOMS**

- COLIC
- COMMON COLD
- CONSTIPATION
- CRADLE CAP
- CROUP
- DIAPER RASH
- DIARRHEA
- EARACHE
- FEVER

**TREATMENT**

**Baby's Room**  
Baby & Kids Furniture & Accessories  
2520 Nicholasville Rd. (next to K-Mart)  
Lexington, KY 40503 • (859) 276-4955  
www.babysroom.com

**ABC'S OF BABY CARE SLIDEGUIDE**  
Item # 486-SL English • Item # 403-SL Spanish

Give parents the facts to respond quickly and confidently to common baby conditions. Provides fast reference to symptoms and treatments for 18 ailments, including:

- Colic
- Diaper Rash
- Earache
- Teething
- Diarrhea
- And more.

Special sections also provide advice on how to soothe a crying baby, how to help prevent SIDS (Sudden Infant Death Syndrome) and when and how to take emergency action. With room to add emergency phone numbers.

**BUY 2 GET 1 FREE!**

Qty.	*25-149	150	250	500	1,000	2,500	5,000
Each	88¢	85¢	81¢	78¢	73¢	67¢	60¢

Free 13-74 75 125 250 500 1,250 2,500

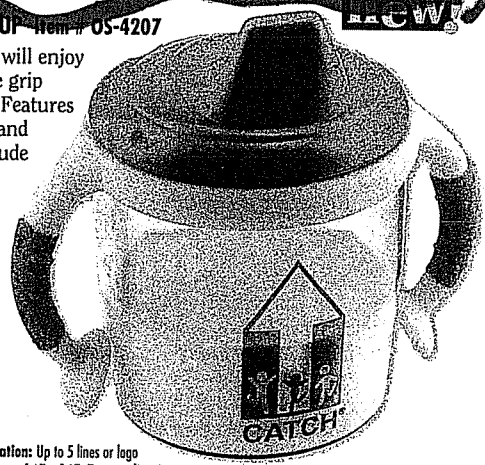
Size: 3 3/4" x 8 3/4"; Personalization: Up to 5 lines or logo in black; Personalization area: 2 3/4" x 1 1/2"; Personalization setup charge: \$9.95; Personalization production time: 4 business days; \*Personalization not available at this quantity

**TWO-HANDLE SIPPY CUP** Item # CS-4207

No more spills! Babies will enjoy easy sipping and a sure grip with this colorful cup. Features a lid and two handles, and holds two ounces. Include your name on front to gain the appreciation of new parents.

Qty.	Each
100	\$2.99
250	\$2.95
500	\$2.93
1,000	\$2.91
2,500	\$2.87

Size: 4 3/4" x 4 1/2" x 1 3/8"; Personalization: Up to 5 lines or logo in standard colors; Personalization area: 1 3/8" x 1 3/8"; Personalization setup charge: \$35; Personalization production time: 8 business days



# First Aid

**Front**

## First Aid FOR CHILDREN

**Emergency Poison Checklist**

1. Remove child and child's clothing from the area. Wash skin with soap and water.
2. Do not give anything by mouth unless instructed by a health care professional.
3. Do not induce vomiting unless instructed by a health care professional.
4. Do not give anything by mouth if child is unconscious or having difficulty breathing.
5. Do not give anything by mouth if child has a seizure.

**WEST PENN HOSPITAL**  
Friends for life.  
412-578-5000

**Back**

In an emergency, follow these procedures:

1. Check for signs of life.
2. Check for signs of breathing.
3. Call 911 and get CPR instructions if necessary.
4. Check for bleeding and use direct pressure to stop it.
5. Check for head, neck or spine injury.
6. Check for chest pain.
7. Do not move the victim unless absolutely necessary.
8. Stay calm. Continue until help arrives.

**APPENDICES**  
ANALGESICS  
ANASTHESIA  
CHEST PAINS  
CHOKING  
CONVULSIONS  
CROUP

### FIRST AID GUIDE

**BAYSHORE COMMUNITY HEALTH SERVICES**  
722 North Beaver Road  
Havertown, PA 19340  
(610) 278-9773  
www.bayshore.com

**new!**

## FIRST AID KIT

Includes: TRIPLE ANTIBIOTIC Ointment, BURN Cream, STERILE ALCOHOL PADS, STERILE BANDAGES, PAIN RELIEVER, and more!

**PERSONALIZATION** appears on back

### FIRST AID FOR CHILDREN SLIDEGUIDE Item # 541-SL

Shows parents and other concerned adults how to treat 24 medical emergencies, including:

- Burns
- Dog bites
- Eye injuries
- Fractures
- Food poisoning
- Insect bites

Includes a checklist that shows what to do while waiting for professional help. Also includes illustrated instructions for rescue breathing and the Heimlich maneuver for children.

Qty.	*25-149	150	250	500	1,000	2,500	5,000
Each	88¢	85¢	81¢	78¢	73¢	67¢	60¢
Free	13-74	75	125	250	500	1,250	2,500

Size: 3 3/4" x 8 3/4"; Personalization: Up to 5 lines or logo in black  
Personalization area: 2 3/4" x 1 1/2"; Personalization setup charge: \$9.95  
Personalization production time: 4 business days  
\*Personalization not available at this quantity

### FIRST AID SLIDEGUIDE

Item # 512-SL English  
Item # 432-SL Spanish

Facts about 24 common medical emergencies. Includes symptoms and treatments for:

- Minor burns
- Cuts and bruises
- Dog bites
- Choking
- Chest pains
- Drowning
- Fainting
- Frostbite
- Fractures
- Head injury
- Nose-bleed
- Poisoning
- Shock
- Stroke.

The back shows priorities to follow in an emergency, plus updated step-by-step instructions for rescue breathing and the Heimlich maneuver.

**BUY 2 GET 1 FREE!**

### TRAVEL FIRST AID KIT Item # VP-653

Kit includes a First Aid Pocket Pal for reference, 4 bandages (2 large and two small), 4 sterile alcohol pads, 1 triple antibiotic ointment, 1 first aid and burn cream. First Aid Kit features a keyring holder. Can be placed in car or pocketbook. Great for travel.

Qty.	100	250	500	1,000	2,500
Each	\$1.99	\$1.95	\$1.89	\$1.85	\$1.79

Sizes: 4 1/2" x 3"; Personalization: Up to 3 lines or logo in white on back; Personalization area: 2 1/2" x 1 1/2"; Personalization setup charge: \$35; Personalization production time: 4 business days

**CHOKING RESCUE ADULT OR CHILD OVER 1 YEAR OLD**  
**CHOKING RESCUE CHILD UNDER 1 YEAR OLD**

**NO BLEED** Keep head lowered. Support neck. Do not touch face or neck. Apply direct pressure to wound. Cover with sterile dressing. Bandage in place. Do not remove dressing unless instructed by a health care professional.

**HEIMLICH MANUEVER For Choking Adult (16 years and over)**

**HEIMLICH MANUEVER For Choking Child (1 to 15 years)**

**CPR** Step-by-Step Emergency Guide

**RCP** Maniobra de Heimlich

**FIRST AID GUIDE POCKET PAL**

**PERSONALIZATION** appears on back

### FIRST AID GUIDE POCKET PAL Item # BC-10

Wallet-sized, fold-out 8-panel card has instructions for 14 medical emergencies, including:

- Bleeding
- Burns
- Fainting
- Fractures
- Heart attack
- Object in eye
- Poisoning
- Shock
- Stroke
- And more.

Adheres to the American Heart Association and American Red Cross guidelines for rescue breathing and choking rescue. With space to write phone numbers and medical information.

Item #s	BC-10, BC-6, BC-31
Qty.	*25-249 250 500 1,000 2,500 5,000
Each	56¢ 51¢ 46¢ 42¢ 40¢ 37¢
Free	13-124 125 250 500 1,250 2,500

Size: 2 1/4" x 3 1/2"; Personalization: Up to 5 lines or logo in black on back; Personalization area: 3 1/4" x 1 3/4"  
Personalization setup charge: \$9.95  
Personalization production time: 4 business days  
\*Personalization not available at this quantity

**HEIMLICH MANUEVER For Choking Adult (16 years and over)**

**DETERMINE RESPONSIBILITY**

**A-B-C's of CPR for Victims Age 8 and Older**

**CPR Step-by-Step Emergency Guide**

**RCP Maniobra de Heimlich**

**PERSONALIZATION** appears on back

**SPANISH VERSION**

### CPR POCKET PAL: A STEP-BY-STEP GUIDE

Item # BC-6 English • Item # BC-31 Spanish

Complete illustrated instructions for CPR and Heimlich maneuver reflect the guidelines of the American Heart Association and American Red Cross. There is also room to add personal and emergency phone numbers. Printed on high-gloss board stock with the entire back pad available for your message.

CALL: 1-800-635-2666 FAX: 1-800-635-23

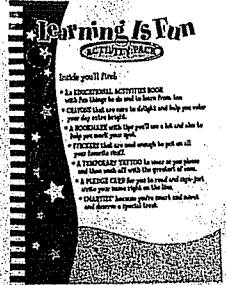


# Keeping Kids Healthy & Fit

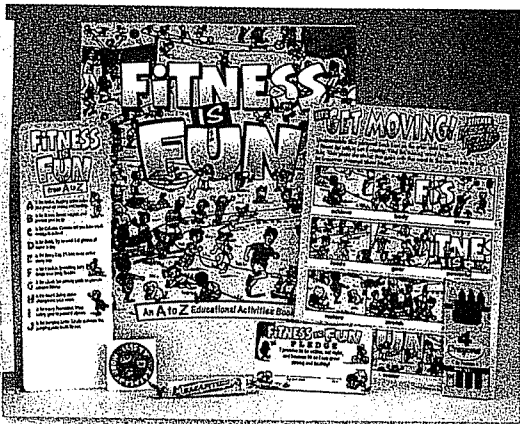
015



Back



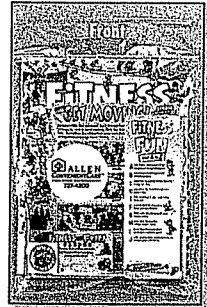
Resealable bags feature convenient handles—perfect for little hands to carry!



**FITNESS IS FUN ACTIVITY PACK** Item # SK-422  
 Help kids to get moving! Counter the trend toward childhood obesity with educational tools that show youngsters how exercise can be a fun alternative to sedentary activities. Includes: • *Fitness Is Fun* Educational Activities Book • *Fitness Is Fun From A-Z* Bookmark • *Less TV More Activity* Temporary Tattoo • *Fitness Is Fun* Pledge Card • *Fitness Is Fun* Mix-Up Message Sticker Sheet • Crayon 4-pack • A roll of *Smarties*® Candy. Your personalized message goes on sticker. Packed in resealable bag.

Qty.	100	250	500	1,000	2,500
Each	\$1.98	\$1.95	\$1.89	\$1.85	\$1.79

Pack Size: 9" x 13"; Activity Book Size: 8 1/2" x 11"; 36 pages; Bookmark Size: 2 1/2" x 8"  
 Pledge Card Size: 3 1/2" x 2"; Sticker Sheet Size: 7 1/2" x 5 1/2"; Tattoo Size: 1 1/2"  
 Crayon colors: Blue, Red, Yellow, Green; Personalization: Up to 4 lines or logo in standard colors on the back; Personalization area: 2" diam.; Personalization setup charge: \$9.95; Personalization production time: 4 business days



Front of bag features personalized sticker

new



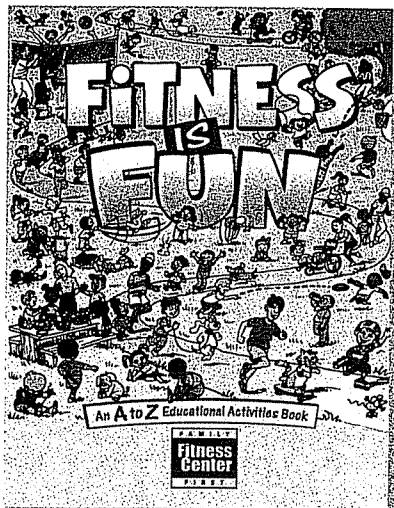
Comes polybagged for easy distribution

**KIDS' Pedometer & Walking Log Pocket Pal** Item # SK-547

Pedometer clips onto a belt or waistband and flips open to show number of steps taken. Features a clock, number of calories burned and our exclusive slogan. Pocket Pal helps children get the most benefit out of a regular walking program. Eight panel Pocket Pal includes reasons why walking is great exercise, tips for safe and effective walking, and a one-month walking log for filling in steps and minutes walked.

Qty.	25	100	250	500	1,000
Each	\$3.40	\$3.35	\$3.30	\$3.25	\$3.20

Color: Pedometer (Red only); Personalization: Up to 5 lines or logo in black on back of Pocket Pal; Up to 5 lines or logo in white on Pedometer; Personalization area: Pedometer: 2" x 1/2"; Pocket Pal: 3 1/2" x 1 1/2"; Personalization setup charge: \$35; Personalization production time: 4 business days



**FITNESS IS FUN An A to Z Educational Activities Book** Item # KCB-444

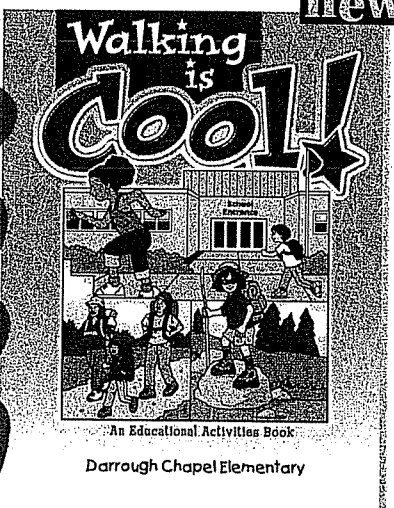
From encouraging kids to be "active" to urging them to add "zest" to life by becoming fit, *Fitness Is Fun* introduces 26 basic concepts about physical activity and health. Each letter of the alphabet focuses on a different topic, such as bones, calories, nutrition, posture—right through to Z. Lively illustrations and fun activities help bring the messages to life. (Grades: K-3)

Item #'s KCB-444, KCB-476

Qty.	*25-99	100	250	500	1,000	2,500	5,000
Each	74¢	71¢	69¢	63¢	54¢	49¢	44¢

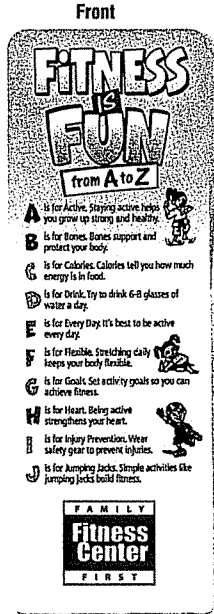
Size: 8 1/2" x 11"; 16 pages; Personalization: Up to 5 lines or logo in black; Personalization area: 7 1/2" x 1 1/2"; Personalization setup charge: \$9.95; Personalization production time: 4 business days; \*Personalization not available at this quantity

www.positivepromotions.com



**WALKING IS COOL! Educational Activities Book** Item # KCB-476

Help youngsters get in the walking habit with this informative, entertaining book that teaches them reasons why they should walk, how to get the most out of every walk and safety tips to protect them whenever they go out. Also includes ways to increase steps daily. With fitness so vital to health, this book's a great teaching tool. (Grades: K-3)



**FITNESS IS FUN FROM A TO Z BOOKMARK** Item # KM-305

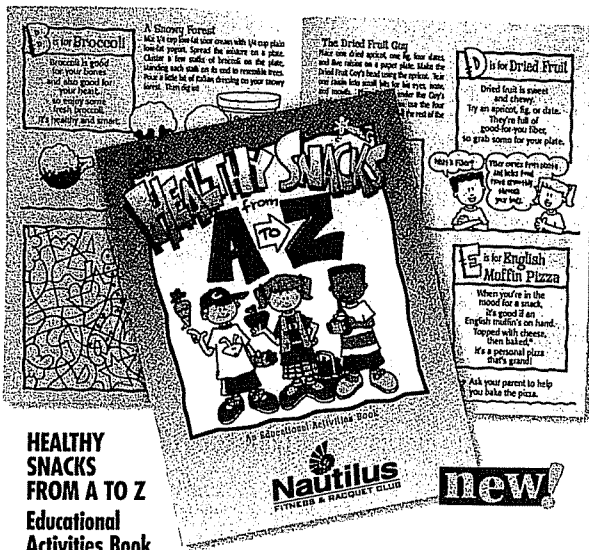
Encourage children to get more exercise with this handy, information-filled bookmark. Messages from A to Z point out the value of fitness and provide ideas on how to be more active, including: • *G is for Goals. Set activity goals so you can achieve fitness.* • *J is for Jumping Jacks. Simple activities like jumping jacks build fitness.* • *And 24 more.*

Qty.	*25-299	300	500	1,000	2,500	5,000
Each	45¢	41¢	33¢	29¢	25¢	23¢

Size: 2 3/4" x 8"; Personalization: Up to 5 lines or logo in black; Personalization area: 2" x 1"; Personalization setup charge: \$9.95; Personalization production time: 4 business days; \*Personalization not available at this quantity



# Keeping Kids Healthy



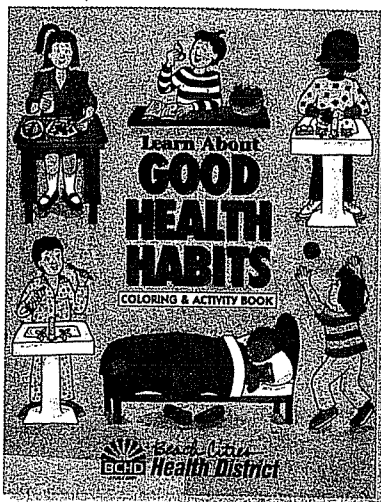
**HEALTHY SNACKS FROM A TO Z Educational Activities Book**  
Item # KCB-473

Snacking on healthy foods is easier than ever thanks to this book's delightful illustrations, rhymes, facts and recipes kids can easily make themselves or with a parent. Includes recipes for tasty, fun-to-make snacks such as Broccoli Trees, Fruit Salad, Lettuce Roll-Ups and "Ants In The Sand." From *A is for Apple* to *Z is for Zucchini*, kids will eat smart whenever they feel a snack attack! (Grades: 3-5)

Item #'s KCB-473, KCB-106, KCB-462

Qty.	*25-99	100	250	500	1,000	2,500	5,000
Each	74¢	71¢	69¢	63¢	54¢	49¢	44¢

Size: 8 1/2" x 11", 16 pages; Personalization: Up to 5 lines or logo in black; Personalization area: 7 1/2" x 1 1/2"; Personalization setup charge: \$9.95; Personalization production time: 4 business days  
\*Personalization not available at this quantity



**LEARN ABOUT GOOD HEALTH HABITS Educational Activities Book**

Item # KCB-106 English • Item # KCB-462 Bilingual

A great introduction to general good health. Features good habits like: • *Washing hands* • *Brushing teeth* • *Bathing* • *Exercising* • *Eating properly* • *Having regular medical checkups* • *Taking medicine when needed* • *Covering your mouth when sneezing* • *Getting enough sleep.* (Grades: K-3)

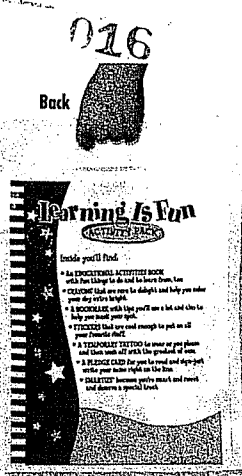


**GOOD NUTRITION ACTIVITY PACK** Item # SK-264

Includes: • *Healthy Snacks From A To Z Educational Activities Book*—Includes recipes for healthy snacks that families will enjoy preparing together • *Healthy Snacks For Kids* Bookmark—Features healthy snacks from A to Z, from *Apple slices with cinnamon* to *Zoo animal crackers* • *Eat For Good Health Sticker Sheet* • *It's Cool To Eat Right Tattoo* • *Eat For Good Health Pledge Card*—On the back are *7 Tips For Good Nutrition* • *Crayon 4-pack* • A roll of *Smarties® Candy*. Your personalized message goes on sticker. Packed in resealable bag.

Qty.	100	250	500	1,000	2,500
Each	\$1.98	\$1.95	\$1.89	\$1.85	\$1.79

Pack Size: 9" x 13"; Activity Book Size: 8 1/2" x 11"; 36 pages; Bookmark Size: 2 1/2" x 8"; Pledge Card Size: 3 1/2" x 2"; Sticker Sheet Size: 7 1/2" x 5 1/2"; Tattoo Size: 1 1/2"; Crayon colors: Blue, Red, Yellow, Green; Personalization: Up to 4 lines or logo in standard colors on sticker only; Personalization area: 2" diam. Personalization setup charge: \$9.95; Personalization production time: 4 business days



Resealable bags feature convenient handles—perfect for little hands to carry!



Front of bag features personalized sticker



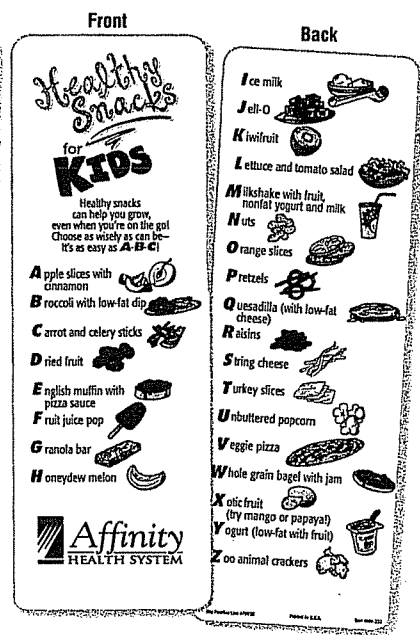
**EAT SMART BOOKMARK**  
Item # KM-321

The Food Guide Pyramid has been rebuilt and this bookmark makes it easy for kids to make smart choices about healthy eating and exercise. On the front, the pyramid, with its new rainbow of colored vertical stripes, details the 5 food groups plus fats and oils. Back lists 8 healthful snacks kids will love!

Item #'s KM-321, KM-232

Qty.	*25-299	300	500	1,000	2,500	5,000
Each	45¢	41¢	33¢	29¢	25¢	23¢

Size: 2 3/4" x 8"; Personalization: Up to 5 lines or logo in black; Personalization area: 2" x 1"; Personalization setup charge: \$9.95; Personalization production time: 4 business days; \*Personalization not available at this quantity

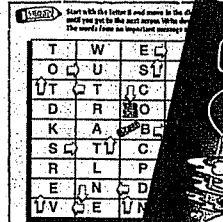


**HEALTHY SNACKS FOR KIDS BOOKMARK**  
Item # KM-232

Colorful bookmark is there to always remind children that *Healthy snacks can help you grow, even when you're on the go!* Choose as wisely as can be—It's as easy as *A-B-C!* Healthy snacks from A to Z are presented, including: • *Apple slices with cinnamon* • *Granola bar* • *Orange slices* • *Zoo animal crackers*.

# Tobacco Education

Most people don't use tobacco, but those who do find it hard to stop. That's because they become addicted to the nicotine in tobacco. In other words, their bodies crave it so that smoking becomes a bad habit, even if they want to quit, it's very hard to do.

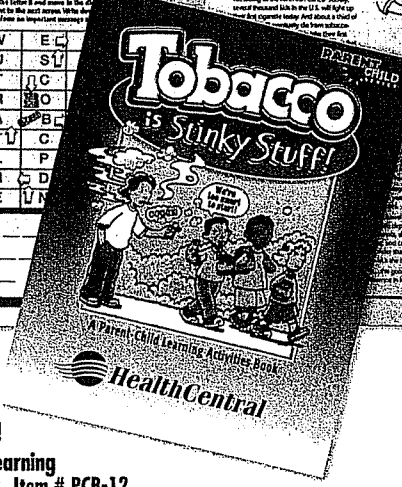


## JUST FOR PARENTS

### Help Your Child Stay Tobacco Free

According to the American Cancer Society, about 100,000 kids in the U.S. will light up. But cigarette smoking has caused a lot of trouble for kids who have tried it.

It's not just about the physical effects of smoking. It's also about the social and emotional effects. Kids who smoke may feel like they're part of a cool group. They may feel like they're more mature than they really are. They may feel like they're more popular than they really are. They may feel like they're more confident than they really are. They may feel like they're more independent than they really are. They may feel like they're more responsible than they really are. They may feel like they're more like an adult than they really are.



### TOBACCO IS STINKY STUFF!

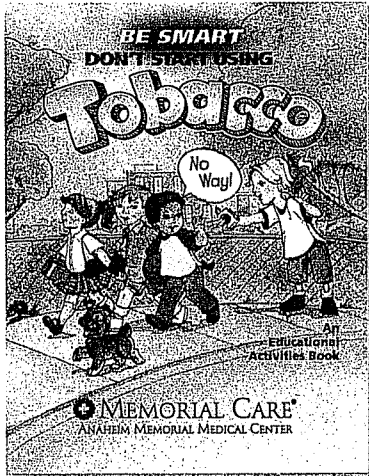
Parent-Child Learning Activities Book Item # PCB-12

Children and parents will love this 2-in-1 book! Twelve pages for youngsters bring them an entertaining and activity-filled way to learn about: • *The dangers of using tobacco* • *The dangers of secondhand smoke* • *How to resist tobacco* • *And more*. Four pages for parents provide: • *Facts to arm yourself with* • *Ways to talk to children about tobacco* • *And much more*. Book ends with a certificate for child to sign. (Grades: K-3)

Item #'s PCB-12, KCB-256

Qty.	*25-99	100	250	500	1,000	2,500	5,000
Each	74¢	71¢	69¢	63¢	54¢	49¢	44¢

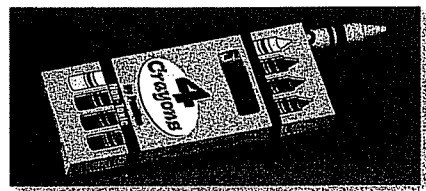
Size: 8 1/2" x 11", 16 pages; Personalization: Up to 5 lines or logo in black; Personalization area: 7 1/2" x 1 1/2"; Personalization setup charge: \$9.95; Personalization production time: 4 business days  
\*Personalization not available at this quantity



### BE SMART...DON'T START USING TOBACCO

Educational Activities Book Item # KCB-256

Follows the latest Centers for Disease Control guidelines for education on being tobacco-free. With a "tobacco-free" pledge for kids to sign after they finish the book. Text, games and puzzles show children: • *Why it's smart not to start smoking cigarettes or using other forms of tobacco* • *How smoking can hurt them and interfere with sports and other activities*. (Grades: 1-3)



**NON-TOXIC CRAYONS** Item # 105-15  
Order our safe, low-cost crayons. Only 29¢ per box of 4.  
Colors: Red, Blue, Green, Yellow; Personalization: Not available; Minimum: 50 boxes

Front Back



### 101 THINGS TO DO INSTEAD OF TOBACCO BOOKMARK

Item # KM-136

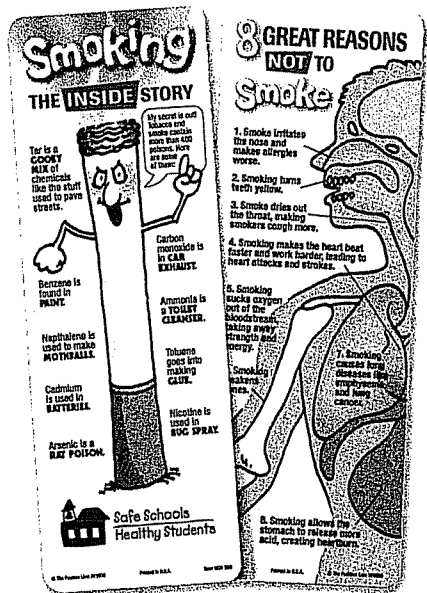
Using tobacco—whether cigarettes, chew or cigars—damages health. Give kids 101 alternatives to tobacco. Includes: • *Enjoy a hobby* • *Blow bubbles* • *Do magic tricks* • *Phone a friend*.

Item #'s KM-136, KM-217

Qty.	Each
*25-299	45¢
300	41¢
500	33¢
1,000	29¢
2,500	25¢
5,000	23¢

Size: 2 3/4" x 8"; Personalization: Up to 5 lines or logo in black; Personalization area: 2" x 1"; Personalization setup charge: \$9.95; Personalization production time: 4 business days; \*Personalization not available at this quantity

Front Back



### SMOKING: THE INSIDE STORY BOOKMARK

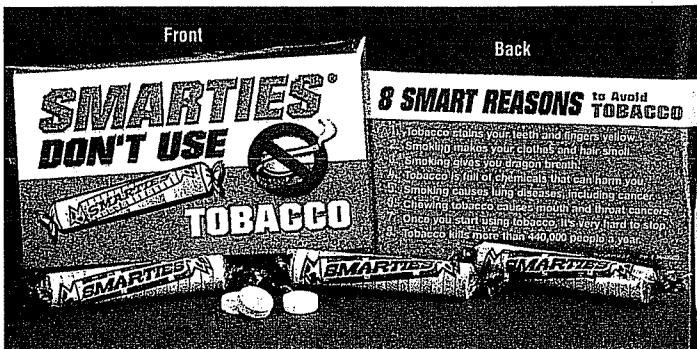
Item # KM-217

Opens eyes to the poisonous ingredients in tobacco and smoke, and what smoking does to the inside of a person's body. Front lists ingredients including arsenic (rat poison), benzene (paint), carbon monoxide (car exhaust) and five more. Back illustrates a person's body and lists 8 dangers of smoking, including emphysema and lung cancer, yellow teeth, weak bones, and more.

### SMARTIES® DON'T USE TOBACCO TREAT PACK

Item # SK-320P

These popular treats will help raise kids' awareness of the dangers of tobacco. Each bag has 3 rolls of Smarties® candy and a two-sided card. Back of card features *8 Smart Reasons To Avoid Tobacco*.



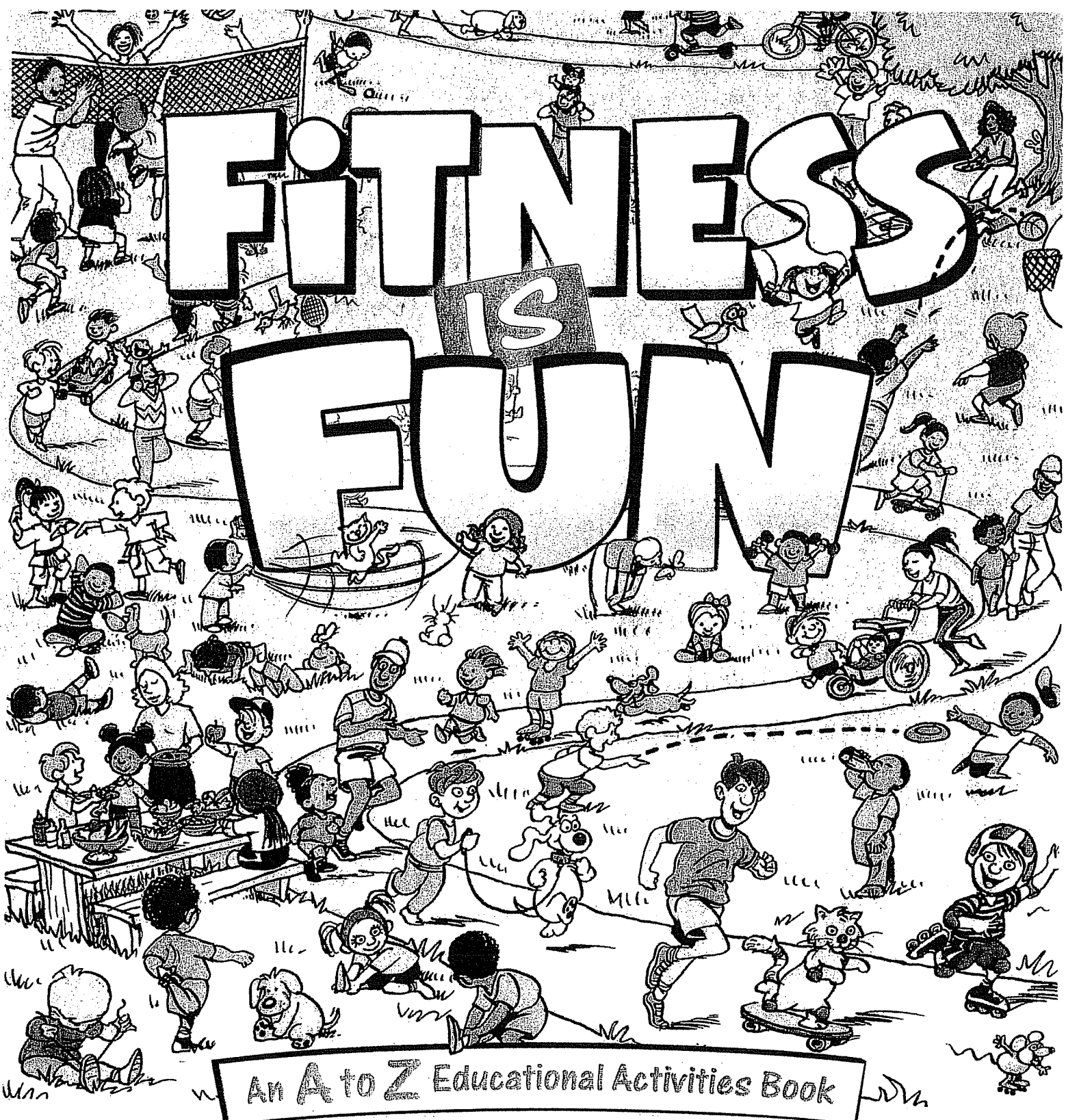
# of packs	1-9	10-29	30+	As Low As
Price per pack	\$28.95	\$27.95	\$25.95	<b>26¢</b>
				Each!

100 Smarties® Bags per pack; 3 Smarties® Rolls per bag  
Size: 3" x 5"; Personalization: Not available

This RFQ contains  
Color Samples. To  
request these samples,  
please call the bid  
request line at  
304-558-2063.

Thank You!





An A to Z Educational Activities Book

West Virginia

**CHIP**  
Children's Health  
Insurance Program

877-982-2447  
[www.wvchip.org](http://www.wvchip.org)

019



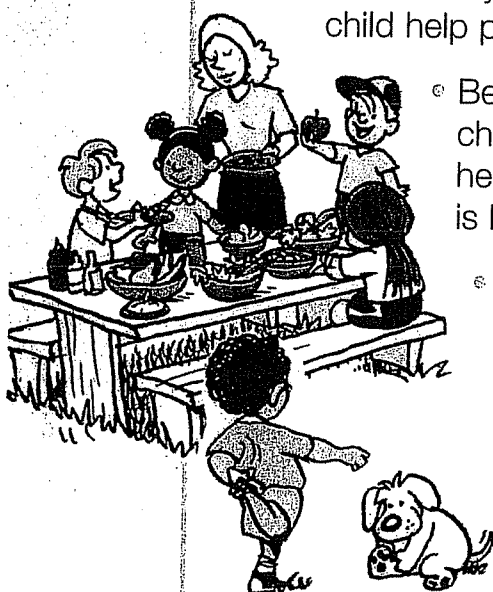
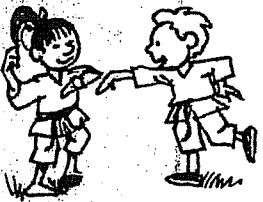
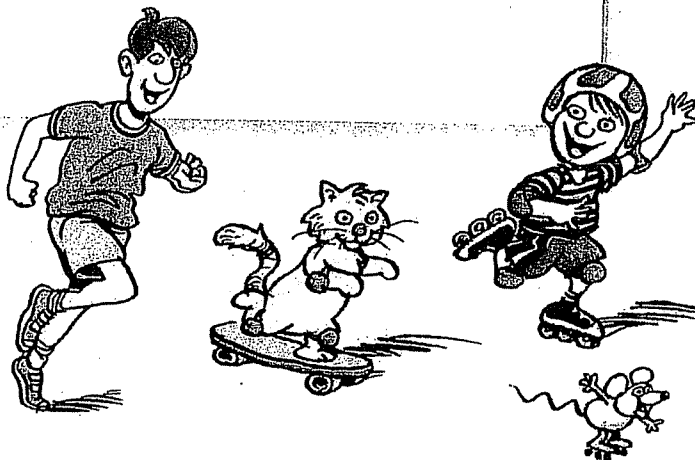
## Note To Parents & Guardians

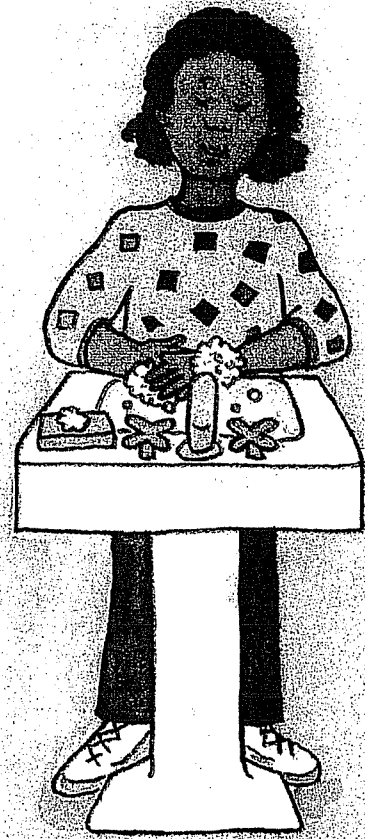
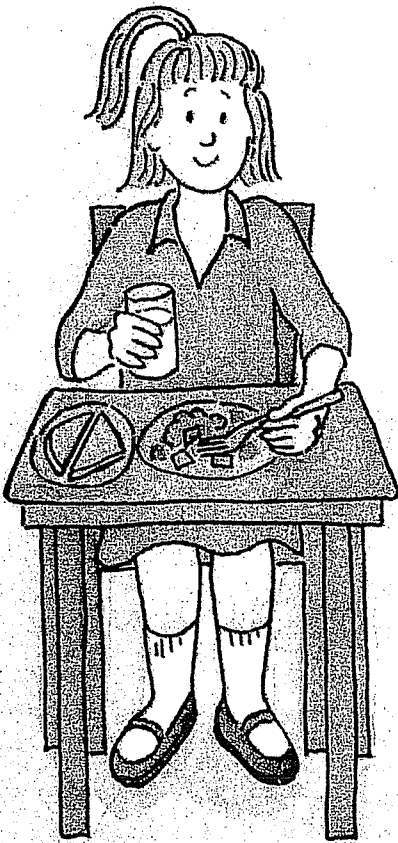
We all want our children to be strong and healthy and to learn habits that will help them grow up that way. **Fitness Is Fun** was written to encourage children to become more active, to eat nutritious foods, and to take responsibility for keeping fit and healthy. Through a simple text, lively illustrations, and educational activities, children learn what fitness is and what they need to do to have an active, well-balanced lifestyle.

### Here's how you can help your child learn about keeping fit:

- Read this book with your child. Do some of the exercises together.
- Let your child plan a daily menu that includes foods from each of the five main food groups. Bring your child to the store with you to purchase the foods, and then let your child help prepare them.
- Be a good role model. Remember that you are your child's first teacher. As your child observes you eating healthful foods and being physically active, he or she is learning important lifelong habits.
- Keep active as a family. Shoot baskets, take walks after dinner, join a family gym, take up tennis, go bike riding—there are many things you can do together. Set some family fitness goals and work together to achieve them.

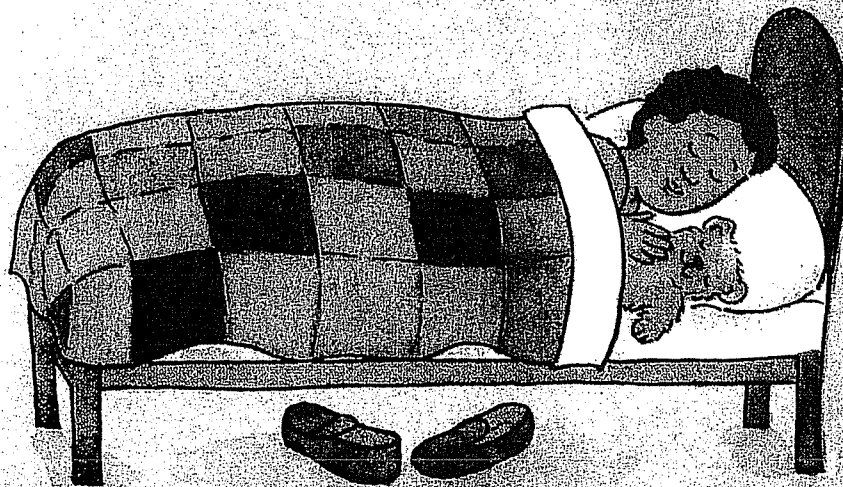
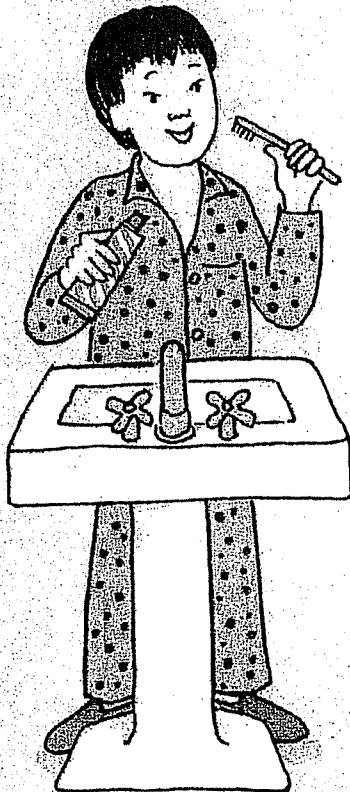
KCB-444





# Learn About **GOOD HEALTH HABITS**

**COLORING & ACTIVITY BOOK**

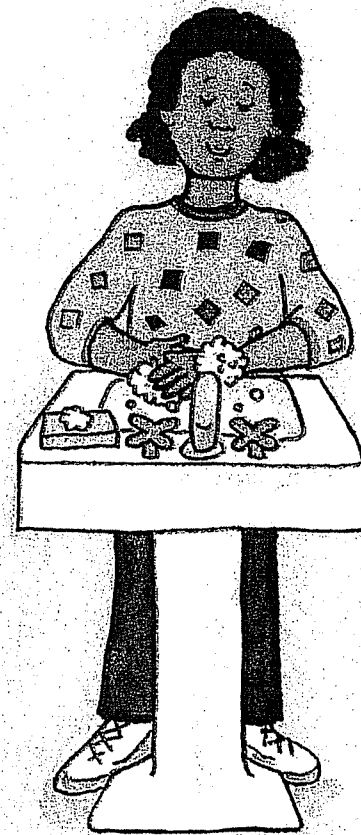
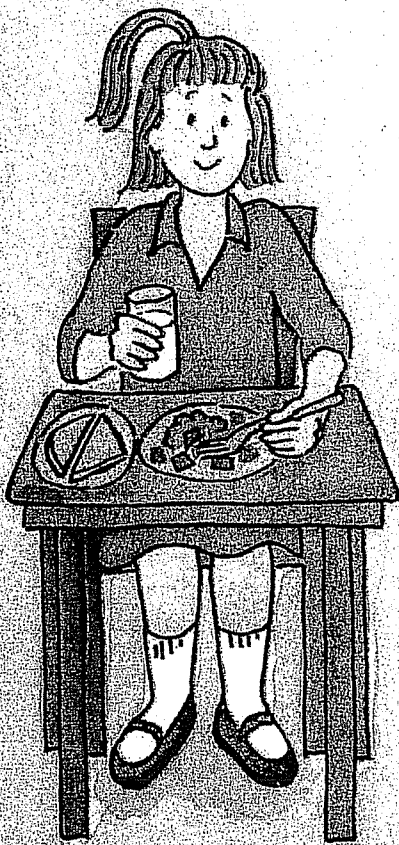


West Virginia

**CHIP**  
Children's Health  
Insurance Program

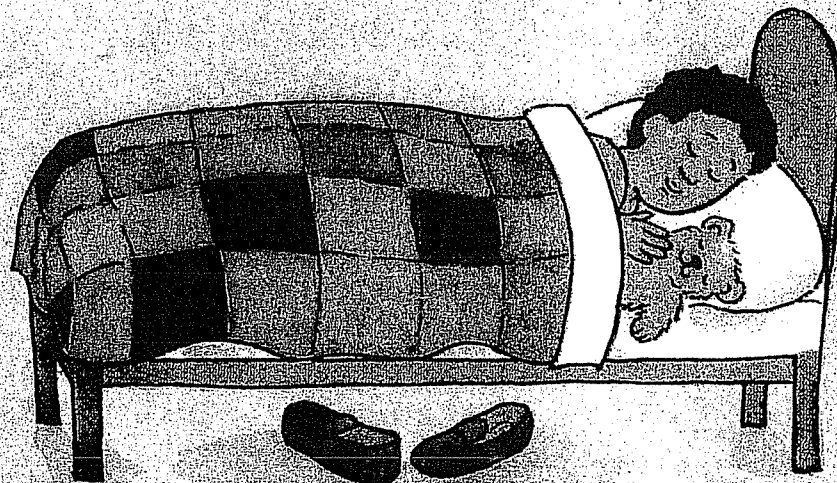
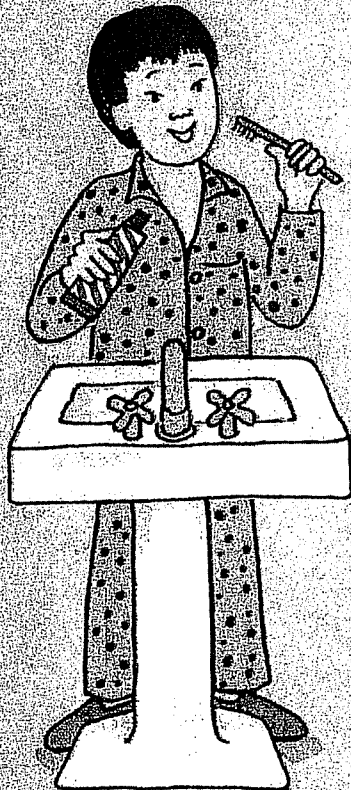
**877-982-2447**  
[www.wvchip.org](http://www.wvchip.org)

021



# Learn About **GOOD HEALTH HABITS**

**COLORING & ACTIVITY BOOK**



### **TO PARENTS AND GUARDIANS**

This coloring and activities book has been developed by a health and safety professional to teach your child important information about staying safe and keeping healthy. Please take the time to review each page carefully with your child and make sure he or she has mastered the concepts presented.

022

**C  
O  
M  
M  
O  
N  
A  
I  
L  
M  
E  
N  
T  
S**

- COLIC
- COMMON COLD
- CONSTIPATION
- CRADLE CAP
- CROUP
- DIAPER RASH
- DIARRHEA
- EARACHE
- FEVER



# Care

**SYMPTOMS**

Frenetic crying  
 • Red face • Legs drawn to abdomen as if in pain

**TREATMENT**

Comfort with rocking, walking, warm bath, swaddling, burping or gently rubbing tummy. • Check that baby isn't swallowing excess air from bottle • If breastfeeding, try changing diet. • See Dr. if you suspect illness. • Colic is normal, passing phase for some babies.



**877-982-2447**  
**www.wvchip.org**

PULL

- Reactions
- Amputated Fingertips
- Bites
- Breaks & Fractures
- Burns: 1st & 2nd Degree
- Choking
- Cold Exposure
- Convulsions
- Eye Injury (foreign object)
- Eye Injury (laceration)
- Fever
- Food Poisoning

# First Aid FOR CHILDREN

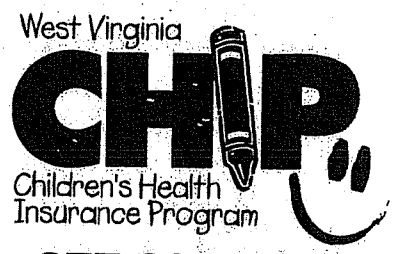


**SYMPTOMS**

Difficulty breathing; swelling around eyes, face and neck; hives on skin (red, raised rash with itching).

**TREATMENT**

Seek medical help immediately. If victim becomes unconscious, keep airway open and perform CPR if necessary and you are trained or being guided.



**877-982-2447**  
**www.wvchip.org**

PULL



Frostbite

Head Injury

Heat Exhaustion

Tf

Insect Bites & Stings

V4

Nose Bleeds

D

Open Head Injury

S4

Shock

L

Sunstroke

R

Swallowed or Inhaled Poisons

V

Ticks

L, P

# Emergency Poison Checklist

- ✓ Remain calm and think clearly.
- ✓ Look for and identify the poison, either by brand or type of product.
- ✓ Call your physician, poison control center or emergency medical service.
- ✓ Have the following information available for a doctor or emergency room: type of poison or product taken, if known; amount taken, if known; time since swallowed; symptoms; child's age and weight; any treatment given.
- ✓ DO NOT give syrup of ipecac or induce vomiting unless directed to do so by a poison control center or doctor.



### SYMPTOMS

Skin becomes red, then shiny, then dull gray-white in color; possible blisters. Numbness.

### TREATMENT

Warm up affected area *gradually* in warm (NOT HOT) water, or cover lightly with warm towels or blankets. Do not rub area or break blisters. Give warm soup or tea (no alcohol). Keep affected toes or fingers separated with gauze or cloth. Seek medical aid.

**ABCs of Rescue Breathing** are performed when victim is not breathing, but has a pulse and is not choking.

A is for AIRWAY. Tilt child's head back, lift chin. Look, listen, and feel for breath 5 seconds. If none, B is for BREATHING. Pinch child's nose shut, seal mouth with yours (*birth-1 year old, seal mouth and nose with your mouth*). Give 2 slow breaths. If breaths go in, proceed to C. If breaths do not go in, reposition and try again, then proceed to C. C is for CIRCULATION. Check for signs of circulation: normal breathing, coughing, or movement, or check pulse if you have been trained how to do so. If there is circulation, perform rescue breathing: 1 breath every 3 seconds for children up to age 8; 1 breath every 5 seconds for children age 8 and older. Continue until help arrives.

PULL

# First Aid for Children

HEAD INJURY

JAUNDICE

MENINGITIS

UMBILICAL CORD CARE

RECTAL BLEEDING

TEETHING

THRUSH

VAGINAL DISCHARGE

VOMITING

Sometimes you may not be able to quiet baby, no matter what you do. But here are some ideas. First, make sure baby is fed, dry and not in obvious discomfort. (Remember, babies may cry more when they're not feeling well.) Then try these suggestions:



- Hold and cuddle baby.
- Go for a car ride.
- Play the radio.
- Walk, holding baby.
- Let baby suck on a nipple, pacifier or your finger.
- Give baby a warm bath.
- Lay baby face down on your lap and rub baby's back.
- Wrap (swaddle) baby tightly in a blanket, making sure baby can breathe easily in this position.
- Take a stroller ride—inside in bad weather.
- Rock baby in a rocking chair or baby swing.
- Put on a steady mechanical noise, like a fan.
- If necessary, "take five." Walk away, but first make sure baby is in a safe place or with another adult.

## COMMON AILMENTS

### SYMPTOMS

Unconsciousness  
• Vomiting or dizziness  
• Discharge from nose or ear

### TREATMENT

Any head injury with these symptoms is an EMERGENCY.  
• Call for emergency help. • If possible, don't move baby if you suspect neck or back injury, broken bone or there's drainage from nose or ear.

NEVER SHAKE A BABY. STAY CALM. THE BABY WILL PICK UP ON YOUR DISCOMFORT. IF CRIES CONTINUE FOR LONG PERIODS OF TIME, CALL YOUR DR.



### Back To Sleep

The American Academy of Pediatrics recommends that healthy infants be placed on their backs in a crib with a firm, tight-fitting mattress and no soft bedding of any kind. This can help reduce the risk of Sudden Infant Death Syndrome (SIDS), also known as crib death.

PULL

West Virginia



# Summary Plan Description

July 2006



# WELCOME

WVCHIP

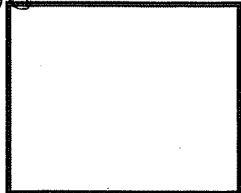
1018 Kanawha Blvd. East, Suite 209  
Charleston, West Virginia 25301

Call toll free or apply at (877) 982-2447

Apply online at [www.wvinroads.org](http://www.wvinroads.org)

Learn more about us: [www.wvchip.org](http://www.wvchip.org)

025



**WVCHIP**  
1018 Kanawha Boulevard, East  
Suite 209  
Charleston, WV 25301

**I Screen! you Screen! We all Screen!**



**HEALTHCHECK!** - the full prevention  
checkup that includes the complete  
physical exam and screenings right for  
your child's age\* as recommended by  
the American Academy of Pediatrics.

**Make sure your children get their full  
prevention checkup at least once each  
year (or more often for infants and  
toddlers, see page 49).**

\*includes physical, vision, dental, hearing, and developmental screen-  
ings. Copies of the exam forms for each age group can be viewed at  
[www.wvchip.org](http://www.wvchip.org) or can be ordered by calling 1-877-982-2447.



Protect your children! Without regularly scheduled prevention visits and vaccines your child could be at great risk for developing certain diseases. Call your family doctor today.



Interested in low-cost health insurance? Call toll-free 1-877-982-2447











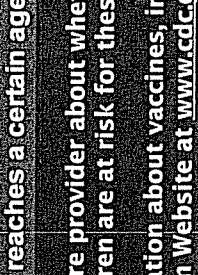
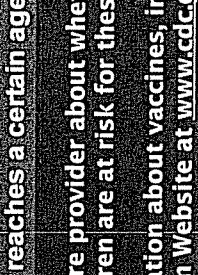
027

Prevention Timelines For Children\*1

Tests and Examinations	Birth	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs	7 Yrs	8 Yrs	9 Yrs	10 Yrs	11 Yrs	12 Yrs	13 Yrs	14 Yrs	15 Yrs	16 Yrs	17 Yrs	18 Yrs	
Well Baby Visit *2	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Physical Check-up	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Head Size	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Height & Weight	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Blood Pressure	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Anemia	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Lead	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Urinalysis	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Tuberculosis	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Hearing	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Vision	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Dental	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
1st Pelvic Exam *3																				

\*1) Please note that children with special risk factors may need more frequent and additional types of preventive care.  
 \*2) Well baby visits are recommended by the American Academy of Pediatrics at 2-4 weeks and at 2,4,6,9,12,15 and 18 months.  
 \*3) Many doctors recommend that a teenage girl have her first gynecologic exam by the time she turns 18, or sooner if there is concern such as pain; signs of infection, worries about development; or if the teenager has become sexually active.  
 Materials were adapted from KidsSource's online Child Preventive Care Timeline at [www.kidsource.com](http://www.kidsource.com)



Vaccine	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	24 months	4 - 6 years	11 - 12 years	13 - 18 years
Hep B Hepatitis B (a serious liver disease)	1st dose	1st dose	2nd dose 1 - 4 months	2nd dose	3rd dose 6 - 18 months	3rd dose 6 - 18 months	3rd dose 6 - 18 months	3rd dose 6 - 18 months	3rd dose 6 - 18 months	3rd dose 6 - 18 months	3rd dose 6 - 18 months	3rd dose 6 - 18 months
DTaP Diphtheria, Tetanus (lockjaw), Pertussis (whooping cough)			1st dose 2nd dose 3rd dose	2nd dose 3rd dose	3rd dose	3rd dose	3rd dose	4th dose 15 - 18 months	4th dose 15 - 18 months	4th dose 15 - 18 months	4th dose 15 - 18 months	5th dose since the last dose of DTaP/DTP.
HiB Haemophilus influenza type B (flu-like symptoms)			1st dose 2nd dose 3rd dose	2nd dose 3rd dose	3rd dose	3rd dose	3rd dose	4th dose 12 - 15 months	4th dose 12 - 15 months	4th dose 12 - 15 months	4th dose 12 - 15 months	4th dose 12 - 15 months
Inactivated Poliovirus			1st dose 2nd dose	2nd dose	2nd dose	3rd dose 4th dose	3rd dose 4th dose	3rd dose 4th dose	3rd dose 4th dose	3rd dose 4th dose	3rd dose 4th dose	3rd dose 4th dose
PCV7 Pneumococcal conjugate			1st dose 2nd dose	2nd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose
MMR Measles, Mumps, Rubella (german measles)			1st dose 2nd dose	2nd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose
Chickenpox (Varicella)			1st dose 2nd dose	2nd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose	3rd dose

All children 0 through 18 years of age need 3 doses of the Hepatitis B Vaccine. Start now, if your child hasn't received all 3 doses.

Td is given at age 11-12 if at least 5 years have passed since the last dose of DTaP/DTP.

Children 16 months to 5 years of age who have not been vaccinated may need 1 or 2 doses of PCV7. Talk to your doctor.

MMR #2 is given at 4-6 years of age. If dose #2 is not given at 4-6 years of age, it should be given at next visit.

Children 12 months of age through 12 years of age (who have not had chickenpox or have not been previously vaccinated) need 1 dose.

Children 13 years of age or older (who have not had chickenpox or have been previously vaccinated) need 2 doses given 4-8 weeks apart.

Were you or your child born in a country where Hepatitis B is a common disease? If so, your child should be vaccinated against Hepatitis B right away, no matter his or her age. Don't wait until your child reaches a certain age. Your child is at risk for this disease and needs protection now. Talk to your doctor.

Talk to your health care provider about whether your child needs other vaccines: Hepatitis A, Influenza, Lyme disease, or Pneumococcal Polysaccharide vaccine. Certain children are at risk for these diseases and need to be immunized against them.

For additional information about vaccines, including precautions and contraindications for immunization and vaccine shortages, please visit the National Immunization Program Website at [www.cdc.gov/nip](http://www.cdc.gov/nip) or call the National Immunization Program Hotline at 800-232-2522 (English) or 800-232-0233 (Spanish) or 800-243-7889 (teletypewriter). Materials were adapted from the CDC Immunization Program.

STATE OF WEST VIRGINIA  
Purchasing Division

029

**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 exceeds 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](http://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: \_\_\_\_\_