



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:
 DMV80029

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 BUYER 44
 304-558-2306

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF MOTOR VEHICLES

1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/22/2007				
BID OPENING DATE: 11/08/2007		BID OPENING TIME 01:30 PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 3 ***** ADDENDUM ISSUED TO DISTRIBUTE VENDOR Q/A OMITTED BY AGENCY IN ADDENDUM #2. PLEASE REVIEW THE ATTACHED FOUR (4) PAGES. BID DATE HAS BEEN EXTENDED FROM 11/06/07 TO 11/08/07. BID OPENING TIME REMAINS 1:30 PM. ***** NO OTHER CHANGES *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

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

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

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

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

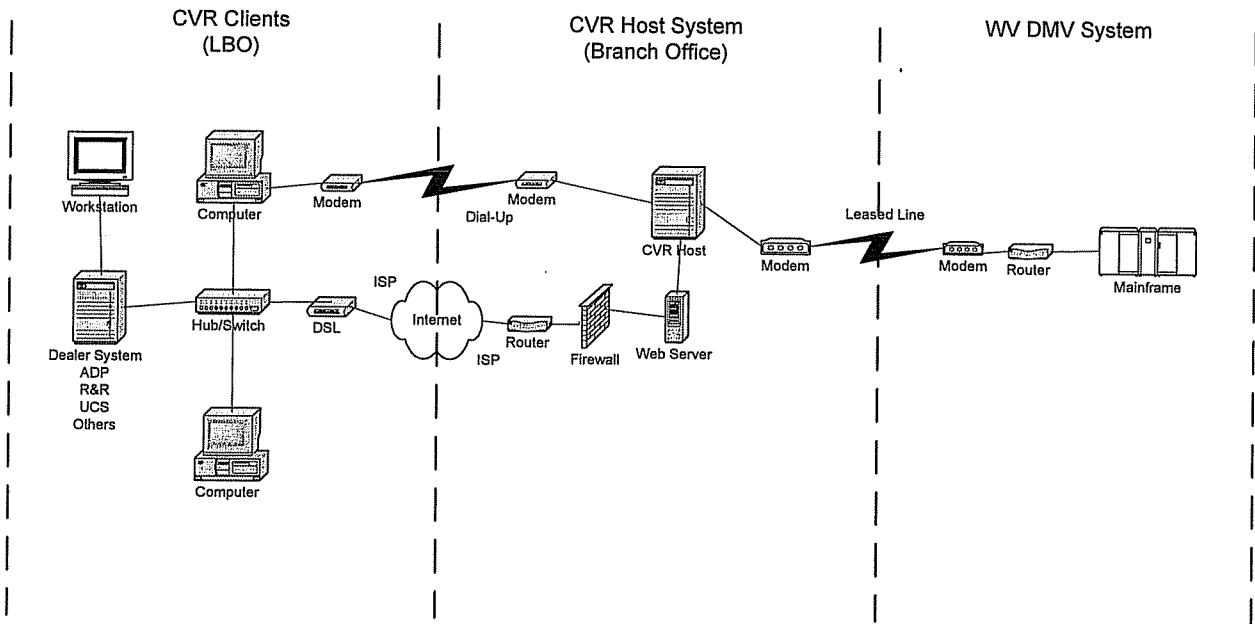
Q1 Reference 2.3 State Server Interface:

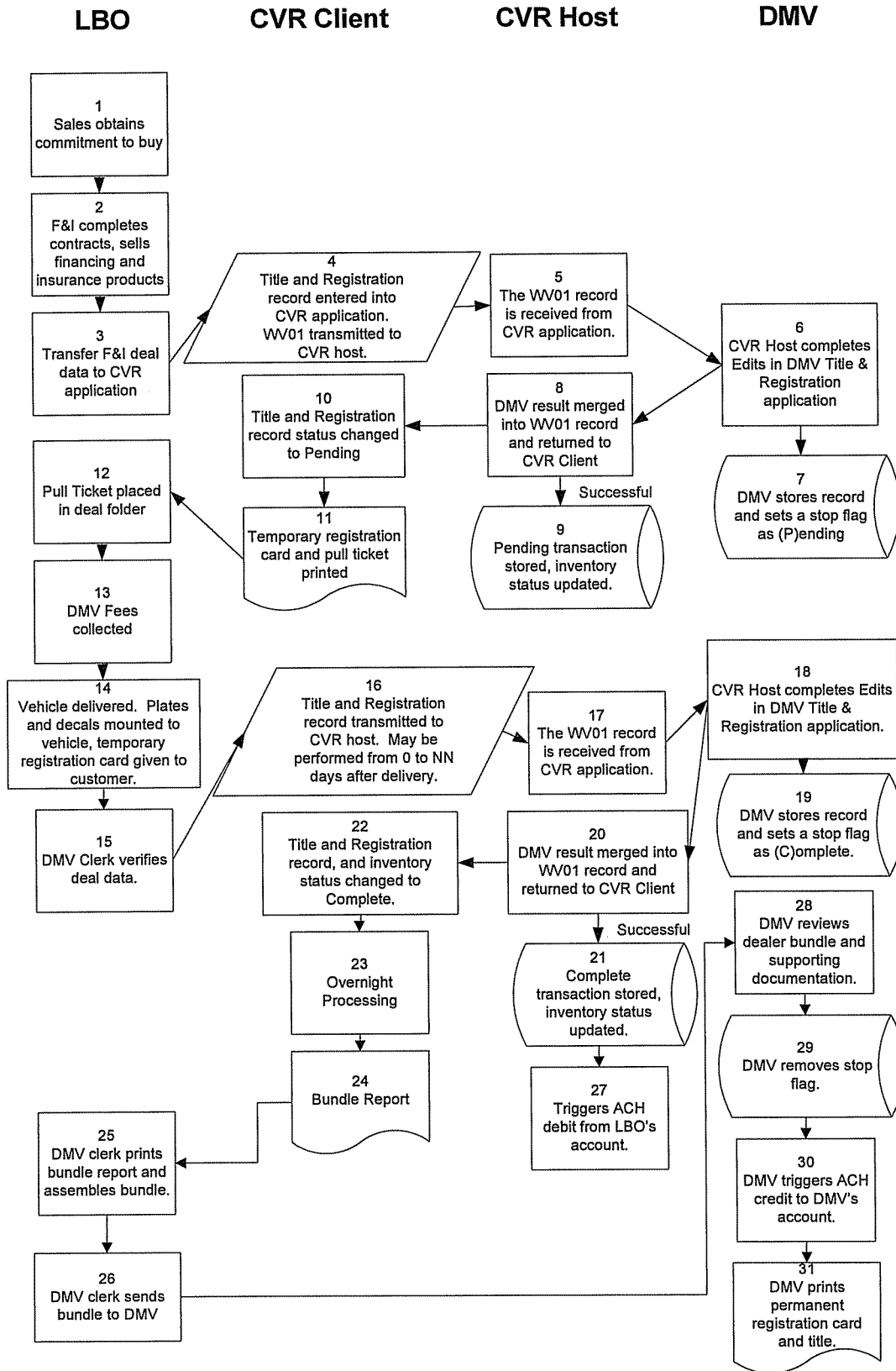
Computerized Vehicle Registration (CVR) is currently a business partner with the WVDMMV and provides automotive dealers with the ability to register new and used vehicles, perform inquiries, add lien holder data and update this information with the WVDMMV. It would be our intention to expand this program and integrate both EVR (electronic vehicle registrations) and automated temporary tags and offer client sites a single solution for both applications, contained within one system. In addition to meeting the states requirements contained within the temp RFP this will provide the end user with a simple user friendly application. I have detailed our current connectivity to the WVDMMV, which we would imply add our temp tag solution if acceptable?

A1. State Server Interface- The interface with the current CVT system would be acceptable. At the present time the system allows the dealer to issue a hard plate to the customer, this would be optional for dealers who do not wish to issue hard plates and also be limited by the Division's approval of certain classes of dealers. The costs for the current CVR process is more than the amount the Division will allow under the new RFP. The hard plate will still be available for a customer who selects it. Temp. tags and transfers will be mandatory in the new temp. tag process.

1 Network Connectivity

The following chart depicts the current network connectivity of the WV EVR system. The connectivity includes links between the CVR clients, CVR host and the DMV system. The CVR client can use either the Internet or a dial-up asynchronous connection in order to connect to the CVR host. CVR host will connect to the DMV using TCP/IP over a private point-to-point leased line. The TN3270 protocol is being utilized.





Q2. Reference 3.1 Temporary Tag Cost:

Will the WVDMV continue to charge \$3 per temp tag issued and will that be the dollar amount that will be sent back to the DMV per transaction?

A2. The \$3.00 temp tag fee will be included in the transaction fee that has to fall under the \$10.00 amount. The \$3.00 fee will be paid to the DMV when a dealer places an order for temp. tags.

Q3. Reference Temporary Tag Specifications:

- a. **3.2.19** Does this require that the printer supported solution be able to print on a full sized license plate blank or can a separate smaller sticker be printed with the required information and adhered to a temporary plate?
This will be the vendor's choice as to what solution they propose, doesn't have to print on a blank.
- b. **3.2.21/3.2/22** What would be the required relationship with the West Virginia Correctional industries? Currently we generate EVR registrations on a blank sheet of paper, would that remain the same? Is it the intention of the state to provide blank temp tags thru the correctional facility and have the vendor generate an adhesive decal/sticker to attach?
Whatever solution is proposed has to involve Prison Industries as we are required to get plates from them, it might involve printing or it could just be providing blank cardboard or using existing temp. plates.
- c. **3.2.23** Does any of the temp tag information fields have distance visibility requirements?
No, as long as the plate numbers are visible to law enforcement.
- d. **3.4.1** Is it a requirement for the end user to authenticate every time that user sends a transaction?
Yes
- e. **3.4.8** Does this mean the final registration as well as policing the 60 time limit is the responsibility of the entity that issues the temp tag?
The Division should receive a report, the Division will then compose a letter to the dealer, but the vendor's system will have to track the sixty day requirement.
- f. **3.5.1** The preferred 6-8 month development and rollout schedule (12 months max) does not leave much time for creation. Will the vendor be able to use blank temp tags and temp reg cards that are already designed and ready for use or will the vendor be required to create those also?
During the roll out, the dealers will use existing temp. tags until the installation is complete. DMV will provide those through Prison Industries.

- g. **3.5.3** This section discusses vendor roll out and references section **3.4.1** which relates to password authentication? Please clarify.
DMV believes this should be section 3.5.1

Q4. Reference 3.2.11.2 Option B:

Please provide definition of “turnkey solution” as described in this section?

A4. Vendor will provide total solution for the production and issuance of the temp. tag, collection of monies, generation of reports, inventory, and provide printers to all the dealers in Option A. Vendor will also have to offer a solution for the dealers who do not have a computer. Option B, the vendor will provide everything included in Option A with the exception of the printers and temporary plate. In option B, Prison Industries will provide the temp. tag, vendor will provide the software solution to capture all the data that would be needed in option A.

Q5. Reference 1.19.16 Record Retention (access and confidentiality):

For the required timeframe for access to archives, is it 10 calendar days or 10 business days?

A5. Ten (10) business days.