



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

# Request for Quotation

RFO NUMBER  
**DNR90132**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**FRANK WHITTAKER**  
**304-558-2316**

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

VENDOR

SHIP TO

**DIVISION OF NATURAL RESOURCES**  
**PROCUREMENT OFFICE**  
**CAPITOL COMPLEX**  
**BUILDING 3, ROOM 630**  
**CHARLESTON, WV**  
**25305**                      **304-558-3397**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>05/28/2008</b>				

BID OPENING DATE: **06/11/2008**                      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM NO. 1</b>						
<p><b>THIS ADDENDUM IS ISSUED TO REPLACE THE SPECIFICATIONS FOR RFP DNR90132 WITH THE ATTACHED REVISED SPECIFICATIONS.</b></p> <p><b>BID OPENING IS CHANGED FROM: 06/04/08 AT 1:30 PM TO: 06/11/08 AT 1:30 PM</b></p>						

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 may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

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

**SIGNED BID TO:**

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



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  
**DNR90132**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**FRANK WHITTAKER**  
**304-558-2316**

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

VENDOR

SHIP TO

**DIVISION OF NATURAL RESOURCES**  
**PROCUREMENT OFFICE**  
**CAPITOL COMPLEX**  
**BUILDING 3, ROOM 630**  
**CHARLESTON, WV**  
**25305**                      **304-558-3397**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>05/28/2008</b>				

BID OPENING DATE: **06/11/2008**                      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>0001</b>	<b>1</b>	<b>LS</b>		<b>966-50</b>		
	<b>EDITORIAL AND DESIGN SERVICES</b>					
<b>***** THIS IS THE END OF RFQ    DNR90132 ***** TOTAL:</b>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	<b>ADDRESS CHANGES TO BE NOTED ABOVE</b>

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

# REQUEST FOR PROPOSAL

Division of Natural Resources

## 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 Commerce, Division of Natural Resources, hereinafter referred to as "Agency", to provide editorial, layout and design services for "Wonderful West Virginia" magazine. 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 mission or purpose of the project is to obtain quality editorial, design and layout services for "Wonderful West Virginia" magazine. Normal publication is monthly with occasional special issues. The regular magazine consists of 32 pages plus cover, four pages. The size is 8 1/2" x 11" full printed inside pages on 70 lb. Fortune gloss and 80 lb., cover gloss paper. The printing is four color process throughout with fifth and sixth color at the editor's discretion. Post card inserts 15" x 5 3/4" printed two sides; one color on 90 lb. white index with two perforations will be in each issue. Final issue notices will be bound with 11" x 17" 90 lb. White index sheet of paper, printed two sides, two color. From time to time, the editor may be required to design one or more flyers to be inserted or blown in designated issues of the magazine. Size 11" x 17" folded once to 8 1/2 " x 11", process color, two (2) sides to be bound at the centerfold of the magazine. Additional eight-page signatures may be required for some issues. Printing process is sheet-fed offset lithography with binding saddle stitched, 11" way with two long crown 5/8" stitches.

### 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:

Frank Whittaker, Senior Buyer  
 Purchasing Division  
 2019 Washington Street, East  
 P.O. Box 50130  
 Charleston, WV 25305-0130  
 Fax: (304) 558-4115

**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 provisions included in Section 4 require a response, and they describe the minimum response 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. Section 3 contains mandatory deliverables required upon contract execution. The vendor, by signing and submitting a response to this RFP, agrees to all mandatory deliverables described herein.

**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 original technical and cost  
plus (3) convenience copies 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: Frank Whittaker  
Req#: DNR90124  
Opening Date: \_\_\_\_\_  
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.

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 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.....xx/xx/xx
- Vendor's Written Questions Submission Deadline. ....xx/xx/xx
- Response to Questions.....xx/xx/xx
- Mandatory Prebid Conference .....xx/xx/xx
- Addendum Issued .....xx/xx/xx
- Bid Opening Date .....xx/xx/xx
- Oral Presentation .....xx/xx/xx

1.17 **Mandatory Prebid Conference:**

A mandatory prebid conference shall be conducted on the date specified above at 1:00 p.m. Said conference will be held at State Capitol Complex, Building 3, Room 674, Charleston, West Virginia on\_\_\_\_\_. **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.** Samples of "Wonderful West Virginia" magazine will be available at the prebid conference.

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. This form is required for all purchases exceeding \$5,000.

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.

1.19.1 *Conflict of Interest:*

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 \_\_\_\_\_ and shall extend for the period of one (1) year, 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 two (2) one 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 \$1,000.00 **per day**, for failure to **meet specified deadlines that cause delay in publication of the magazine, if the vendor is found to be at fault**. 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.

## **PART 2 OPERATING ENVIRONMENT**

### **2.1 Location:**

West Virginia Division of Natural Resources "Wonderful West Virginia" magazine office is located in the WV State Capitol Complex, Building 3, Room 662, 1900 Kanawha Boulevard, East, Charleston, WV 25305. The successful bidder will work closely with the magazine staff and the Chief of Administration Section of the Division of Natural Resources.

### **2.2 Background:**

The Division of Natural Resources publishes a premier quality "showpiece" magazine, "Wonderful West Virginia." Issues are printed on a monthly schedule with occasional special issues. The design and editing portion of the magazine have been privatized since March of 1997.

From time to time, on behalf of the West Virginia Division of Natural Resources, an additional special issue of "Wonderful West Virginia" magazine may be written, created, produced, edited and designed by the West Virginia Department of Commerce's Marketing and Communications Office that will be outside the terms and conditions of this contract.

## **PART 3 PROCUREMENT SPECIFICATIONS**

### **3.1 General Requirements:**

Vendor must provide quality editorial and design/layout services for "Wonderful West Virginia" magazine, a premier quality "showpiece" magazine. Vendor shall be required to work closely with magazine staff, the Chief of Administration Section of the Division of Natural Resources and be available to meet with the printer for press checks, in order to adhere to tight production time deadlines and provide typesetting and proofreading services. Vendor shall have a backup plan in place, in order to assure that printing and distribution deadlines are met. Vendor may subcontract a portion of this contract, but must list subcontractors in their proposal for approval by the State of West Virginia. No changes in subcontractors may be made without the express written consent of the Director of State Purchasing. Vendor as prime contractor shall be solely responsible for all work performed under any contract resulting from this RFP. Vendors shall have experience in all editorial functions of at least the frequency of a monthly magazine, including, but not limited to, layout, design, securing writers and stories, editing, proofreading, securing photographs and photographers.

## 3.2 Scope of Work:

### 3.2.1 Editorial/Design Services

The successful vendor shall provide quality editorial, design and layout services for the "Wonderful West Virginia" magazine. Normal publication is monthly with occasional special issues. From time to time, on behalf of the West Virginia Division of Natural Resources, an additional special issue of "Wonderful West Virginia" magazine may be written, created, produced, edited and designed by the West Virginia Department of Commerce's Marketing and Communications Office that will be outside the terms and conditions of this contract. The regular magazine consists of 32 pages plus cover, four pages. The size is 8 ½" x 11" full printed inside pages on 70 lb. Fortune gloss and 80 lb. cover gloss paper. The printing is four color process throughout with fifth and sixth color at the editor's discretion. Post card inserts 15" x 5 ¾" printed two sides; one color on 90 lb. white index with two perforations will be in each issue. Final issue notices will be bound with 11" x 17" 90 lb. White index sheet of paper, printed two sides, two color. From time to time, the editor may be required to design one or more flyers to be inserted or blown in designated issues of the magazine. Size 11" x 17" folded once to 8 ½" x 11", process color, two (2) sides to be bound at the centerfold of the magazine. Additional eight-page signatures may be required for some issues. Printing process is sheet-fed offset lithography with binding saddle stitched, 11" way with two long crown 5/8" stitches.

**Mandatory**

### 3.2.2 Printer Requires - Color transparencies, photographs, digital photography, artwork, etc.

The editor or design firm will provide the printer with vertical frame digital photographs in CMYK measuring at least 9 x 12 inches at 300 dpi and horizontal frame digital photographs in CMYK measuring at least 11 x 17 inches at 300 dpi, and artwork scanned at 1200 dpi.

The editor or design firm will then provide a complete layout on DVD. Editor will check digital proofs and indicate corrections necessary by the printer. Printer produces digital dylux proof to be checked by the editor prior to going to print. Successful vendor must be available to meet with the printer for press check. If errors are found at this point the successful vendor shall be responsible for any charges for new plates. The DNR publisher or his or her designee shall have final approval of each issue. **Mandatory**

### 3.2.3 Stories/Articles

Vendor shall be responsible for obtaining stories/articles relevant to the State of West Virginia and the mission statement of the agency for the magazine that would be of interest to subscribers and comparable to past issues, as well as photographs (color, black and white and infrared), artwork, etc. to enhance them. Note: (DNR will not be responsible for additional costs of purchasing stories/articles, photographs and artwork). Vendor shall perform proofreading, editing, layout and design of magazine and have the ability to perform this task manually if necessary. Vendor's equipment must be Macintosh compatible, Quark XPress highest current version, or InDesign highest current version desktop publishing program, postscript level 3 output in rip trapping and

computer to plate only. **Mandatory**

### 3.3 **Special Terms and Conditions:**

Publication of the magazine must be completed under a very tight schedule in order to have magazines delivered to subscribers in a timely manner. The schedule is as follows:

#### **Monthly Editorial Schedule for *Wonderful West Virginia* magazine**

1. First set of black and white proofs to DNR between the 26<sup>th</sup> and 28<sup>th</sup> of the month. Expected turnaround in 2-3 days from the date of receipt.
2. Corrections made by editorial vendor in 5-6 days. (7<sup>th</sup> to 8<sup>th</sup> of the month)
3. Corrected proofs sent by Fedex to printer by editorial vendor on or about the 8<sup>th</sup> of the month.
4. Ads due to editorial vendor by the 1<sup>st</sup> of the month 2 months prior to publication date.
5. First set of Epson color proofs prepared by printer's office within 4 working days of receipt of files. (12<sup>th</sup> of the month)
6. Epson color proofs overnighted to DNR by the 13<sup>th</sup> of the month. Printer will not send anything that has a hole in it. (Cover can be run as separate proof.) DNR turnaround is 2 – 3 days.
7. DNR sends Epson color proofs to editorial vendor by the 16<sup>th</sup> of the month.
8. Editorial vendor forwards color proofs with corrections to printer on the 17<sup>th</sup> or 18<sup>th</sup> of the month.
9. Editorial vendor goes to printer's office on or about the 19<sup>th</sup> to adjust colors in the photos.
10. A digital dylux is prepared on the 22<sup>nd</sup> of the month and sent to editorial vendor.
11. Editorial vendor signs off on digital dylux and returns to printer by 23<sup>rd</sup> of the month.
12. Printer plates and runs magazine on 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> of the month.
13. Printer sends printed pages to bindery office for folding, gathering, stitching, and trimming on the 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup> of the month.
14. Printer sends magazine for labeling on the 30<sup>th</sup> of the month.
15. Magazine is mailed on or about the 1<sup>st</sup> or 2<sup>nd</sup> of the month.

If the vendor is at fault for delay in printing schedule, for failure to meet specified deadlines liquidated damages will be assessed as per 3.4.15. Vendor must clearly describe methodology to be used to assure compliance with this schedule. **Mandatory**

3.3.1 *Bid and Performance Bonds:* N/A

3.3.2 *Insurance Requirements:* N/A

3.3.3 *License Requirements:* N/A

3.3.4 *Litigation Bond:* N/A



## PART 4 PROPOSAL FORMAT

### 4.1 Vendor's Proposal Format:

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.

#### **Section I - Vendor Understanding of the Scope of Work and Experience (30 Points Possible)**

The vendor should provide a statement describing their understanding of the scope of work to be performed under this contract and a description of the methodology they plan to use to accomplish the goals of the RFP. Vendor should clearly state past experience specifically related to the type of services requested under scope of work to be performed under any contract resulting from this RFP, including but not limited to education and similar work performed. The vendor should include a list of equipment that will be utilized to complete the scope of work. Emphasis should be placed on current and/or prior experience as editor/designer for a monthly or more frequent natural resources magazine. A list of writers and photographers the vendor has worked with in the past should be included. Lastly, the vendor should describe their understanding of the DNR mission statement and how they will incorporate this into the publication of the magazine: **Division of Natural Resources – Mission Statement: The Division of Natural Resources (DNR) is committed to providing a comprehensive program for the exploration, conservation, development, protection, enjoyment, and use of the state's renewable resources and to preserve and protect natural areas of unique or exceptional scenic, scientific, cultural, archaeological, or historic significance and to provide outdoor recreational opportunities. Mandatory**

#### **Section II – Vendor Staff Experience and/or Subcontractor's Staff Experience (30 Points Possible)**

Vendor **should** provide a list of staff and/or subcontractor staff that will be used in performance of this contract, stating the expertise and education and experience each would bring to the contract. Emphasis should be placed on experience in proofreading, securing stories, photographs, editing/design and layout of published magazines, books, etc.

#### **Section III - Vendor's Samples of Publications (10 Points Possible)**

Vendor should submit samples of similar publications as "Wonderful West Virginia" where they have been the primary contractor for editorial/design and layout services. Quality of stories/articles, layout/design, photographs, as well as the type of publication

will be taken into consideration.

**Section IV – Cost (30 Points Possible)**

Vendor should give a per issue cost for editorial/design services for standard 32 page with cover 4 pages and list a cost for each additional page required .IE, special inserts, eight page signatures.

If applicable, sign and submit the attached Resident Vendor Preference Certificate with the proposal.

**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. Vendor Understanding of the Scope of Work And Experience	(30) Points Possible
II. Vendor Staff Experience and/or Subcontractor's Staff Experience	(30) Points Possible
III. Vendor's Samples of Publications	(10) Points Possible
IV. Cost	(30) Points Possible
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:

$$\frac{\text{Lowest price of all proposals}}{\text{Price of Proposal being evaluated}} \times (?)30 = \text{Price Score}$$

**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**

(Cost proposal forms/bid sheets are to be on a separate page so that they may be filled out and submitted independently from the technical proposal. Below are examples.)

Total all-inclusive fee for editorial/design services for "Wonderful West Virginia" magazine per standard issue.

\$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_

For cost evaluation purposes, please price additional signatures, 4 page cover signature and 8 page inside signature.

4 Page Signature \_\_\_\_\_ x 1 = \$ \_\_\_\_\_  
8 Page Signature \_\_\_\_\_ x 1 = \$ \_\_\_\_\_

Cost per issue for "Special issue" of Wonderful West Virginia Magazine  
Additional issue in addition to the 12  
Standard issues referenced above

\$ \_\_\_\_\_ x 1 = \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_  
**(30 points possible)**

The above quantities for additional pages, signature pages, and additional issues are for evaluation purposes only. Actual quantity purchased may vary based on the agency's needs. Unit prices shown above shall remain firm for the life of the contract.