



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  
 EDD277569

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 SHELLY MURRAY  
 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
09/24/2007				
BID OPENING DATE: 10/04/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		924-10		
<p>***** ADDENDUM NO. 1 *****</p> <p>THIS ADDENDUM IS BEING ISSUED TO ADDRESS QUESTIONS AND CONCERNS THAT WERE RAISED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 09/19/2007.</p> <p>ATTACHMENTS:</p> <p>1. QUESTIONS AND ANSWERS</p> <p>CONSULTING, EDUCATIONAL</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: .....</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</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'

**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.

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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



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 Department of Administration  
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09/24/2007				

BID OPENING DATE: 10/04/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UCP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 4					
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>.....            SIGNATURE</p> <p>.....            COMPANY</p> <p>.....            DATE</p>						
	REV. 11/96					
***** END OF ADDENDUM NO. 1 *****						

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1. Please describe the functionality you desire when referencing the “online cross tabulation capability”.

We would like to have results automatically queried online throughout the assessment period as needed.

2. Please describe in detail the functionality you desire in securing “Customized reporting capability throughout the assessment period”.

It may be necessary to view results during the assessment period (school year), so they will need to appear in standard report formats.

3. Please expand on the issues of “Text field entries capabilities”.

Adjustments, additions, or corrections may need to be made in text fields during the assessment period.

4. In regard to the training requirements, you have indicated that you may desire eight (8) workshops for (8) eight individual Regional Educations Service Agencies. With that in mind, would you be amenable to combining several of these sessions in order to reduce the actual number of sessions?

No, West Virginia’s educational system is divided regionally and served by eight RESAs. Geographically, the most efficient way to train trainers from each school would be at RESA computer labs. Travel and substitute costs make training in central locations too expensive and time consuming. An online tutor for teachers and students would also be a valuable training tool.

5. Which assessments / courses do you plan to administer to each target student?

Three Health Education assessments: Grades 6, 8 and HS

6. Registration—Does registration within WV DE need to be accomplished before the RFP is complete, or upon notification of being the successful vendor?

Registration refers to the requirement that successful vendors be registered with the state before award can be made. If an unregistered vendor is the apparent successful vendor, they will be notified and required to register immediately (usually within 2-3 days) or their bid could be thrown out.

7. Please clarify and/or confirm the issue of suggested discounts that are listed on the initial pages of this RFQ.

Preference is given to those vendors incorporated within the State of West Virginia. If a vendor takes advantage of the Resident Vendor Preference, depending on if they check 2.5% or 5.0%, that percentage is then added to the out of state vendor’s cost.

1. The RFQ states the vendor should list three references of a project similar in scope and provide three names of appropriate school officials who can indicate success. If the vendor has developed online testing modules similar in scope for customers other than school systems, will that be acceptable?

Yes.

2. What type of evaluations showing success with similar programs is the State looking for?
  - a. Can you provide examples or details of what the evaluations should show?

Capabilities of registering participants (students), working with 40,000+, results immediately after assessments, reporting formats

3. The RFP is very vague with details. Has the state consulted with any person or company to develop the scope of work?

The Office of Technology provided a platform last year to assess 6<sup>th</sup>, 8<sup>th</sup> and HS students and also offered expertise in the development of an online Health Education Assessment Project (HEAP). A contract was awarded this summer by the Office of Healthy Schools to query and create reports on the 2006 HEAP. The first HEAP was conducted in 2003 and state university personnel were contracted to query and analyze the results.

4. Has the state consulted with any person or company in any manner for the idea of this RFP?

If so, who? Yes. The Office of Technology has a contract with Desire2Learn who provided last year's platform for the HEAP. They were invited to submit a bid this year. The SmartTrack presented and provided materials in West Virginia on numerous occasions and we also invited them to submit a bid.

5. In developing the website in electronic format no later than 30 days after award of bid, is the State looking for 100% completion including design, construction, implementation, testing, etc at 30 days?

Yes

- a. Can you expand on what stage is expected at 30 days?

In order to assess as many students as possible, we need to have the modules up and running within 30 days. Teachers must also be trained to administer the HEAP during this period. We will already lose important data due to students currently in Health Education classes will have finished their 6 and 9 week terms.

6. Can you expand on what is expected of the three different assessment modules?

The three modules will be constructed the same way, but with different questions.

7. The RFP asks for onsite registration capability. Is this supposed to read 'online registration capability?'

No

- a. Can you explain what you intend by 'onsite registration capability?'

It is necessary (security and validity) for students to register "on site," meaning in a school computer lab or classroom monitored by the teacher. They will register "online," but also only "onsite" with passwords provided by the teacher.

8. The RFP asks for password protection. What part of the product should be password protected?

Password entry will need to be provided for state, district, school and teachers, however, we will be needing advice on how to protect the integrity of the assessments. Students must not be able to enter the website anywhere except monitored classrooms.

- a. Is this the only level of security being considered?

We will be needing advice from the vendor on other security issues.

9. By online cross tabulation capability, is the State requesting a way to grade or compare the assessments with a pre-developed database of responses?

Yes.

10. What level of customization is required for the 'customized reporting capacity throughout the assessment period?'

We may need to fine-tune the reports as needed throughout the assessment period.

11. In referring to 'text field entries capability' is the State asking for the ability to complete pre-formatted forms, or the ability to create new forms and text fields?

Complete pre-formatted forms.

12. Where do the eight workshops to train school/district administrators need to take place?

At each of the eight Regional Education Service Agency buildings. These organizations addresses are available from the Department's website at the following address: [http://wvde.state.wv.us/ed\\_directory/#resa](http://wvde.state.wv.us/ed_directory/#resa)

- a. Should the vendor supply all materials, facilities, etc?

Yes.

- b. Does the vendor need to travel?

Yes.

Can this be an online workshop?

No, but an online tutor would be useful.

- c. Is there a requirement of how long this workshop should be?

No, but it shouldn't take more than a couple of hours at each site.

13. Please explain what provision of on-site training when requested means?

If it is determined that schools are in need of further training, we will request them from the vendor.

14. The RFP states the vendor should provide toll-free or online customer assistance. Are there certain hours when this is to be provided?

During the school day.

- a. Does the vendor have the option to provide either/or toll-free or online assistance?

No. Teachers must have access to toll-free and online assistance at any time during the school day.

- b. Does the vendor have to provide both toll-free or online assistance?

Yes

15. The RFP states the vendor will only bill for completed assessment. How many assessments will be given?

We have estimated there could be 40,000 – 60,000 students taking the assessments.

- a. Who is in charge of giving the assessments?

Health Education teachers or teachers designated by the school administrator.

- b. How often are the assessments given?

During the entire school year

16. The assessment states the contract term is one year with two option years. What is the basis of determination if the two option years will be awarded?

Evidence of a successful first year as well as future budget constraints

17. It is difficult to determine a 'per student cost' without knowing a guaranteed number of students. Otherwise, the vendor will have to assume all cost for one student. Will the State guarantee a minimum amount of students to complete the assessments?

No.

18. Will the State extend the question deadline, as additional questions may arise from the responses generated from the first set of questions?

No. (Shelly, you may want to modify or qualify this response.)

19. Where is the application to be hosted?

On the vendor's server

1. Under the Vendor Qualifications section, the first item calls for references for projects similar in scope, and the second item calls for similar information from "school officials". Is it correct to assume that the former refers to state level references and the latter to local school references?

Yes.

2. Also, the third items requests copies of "evaluations" from similar programs. What forms of evaluations are acceptable and/or desired?

Any form of evaluation is acceptable, including letters of reference.

1. The General Requirements section states that the project includes "the development of the website in electronic format no later than 30 days after award of bid." Does this mean the entire site design and programming must be completed in 30 days, or does it just mean that site design must be complete and running on a web server but that more time is allowed for developing the online assessments that will run within the site?

We need to be ready for students to take the assessments within 30 days.

2. How many onsite training sessions (beyond the 8 RESA workshops) are likely to occur?

Only one training session to train trainers will be necessary at each RESA.

3. For what period of time will toll-free or online support be required to be available under this project?

HEAP will be administered during the entire school year, therefore, telephone and online support need to be available for teachers during the entire period.

4. The Bid Submission section asks for a "per student" rate and states in the scope that vendors will only bill for the completed assessment. How will the amount billed be determined?

By completed assessments.



Can we assume the 60,000 student maximum mentioned in the scope or will the billing amount be determined by the actual number of students taking the assessment times the per student rate?

The amount billed will be the actual number of students taking the assessment times the student rate.