



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
 EDD277722

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
10/17/2007				

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS BEING ISSUED TO ADDRESS QUESTIONS THAT WERE SUBMITTED PRIOR TO THE QUESTION DEADLINE OF 10/16/2007.						
ATTACHMENTS: QUESTIONS AND ANSWERS						
BID OPENING DATE REMAINS: 10/30/2007						
0001	1	EA		924-10		
CONSULTING, EDUCATIONAL						
EXHIBIT 10						
REQUISITION NO.:						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1						
NO. 2						
NO. 3						

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



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
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DEPARTMENT OF EDUCATION

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

DATE PRINTED 10/17/2007	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 10/30/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 4					
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH 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. 2 -----						

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**Responses to questions submitted by vendors
RFP for
Evaluation Services for the WV Department of Education EETT project**

1. Is the funding for the evaluation from the state EETT set-aside, from LEA EETT funds, or from another source?

Funding for the evaluation is from LEA ETTT funds.

2. Is there a budget range and/or limit for the project?

The budget information for this project is unavailable.

3. Approximately how much did WV receive in EETT funds for 2007-08? How much is allocated for the competitive grants?

The budget information for this project is unavailable.

4. Regarding prior approval for subcontractors, we're assuming this means that, if we are awarded the contract, we would seek approval at that point for any subcontractors?

Is the vendor referring to **1.18.9 Subcontracts/Joint Ventures** which states "*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*"?

If so, the assumption is correct. Any work outlined in the scope of work for the resultant contract from this RFP would require prior approval from the State for any subsequent subcontracting of said work.

5. Regarding 3.2.D.1- Is the requirement that the vendor have been a "principal researcher/evaluator" on an ESETP project, or that the individual researcher(s) involved have evaluated at ESETP project? The Vendor has not evaluated an ESETP project, but one of our evaluators worked on the NC ESETP project.

The requirement is that the vendor was a principal researcher/evaluator on an ESETP project. Refer to **3.2.D.1** Vendor *must* submit evidence of participation as a principal researcher/evaluator on National Federal Evaluation projects for EETT known as **ESETP** (Evaluating State Educational Technology Program) evaluation projects.

Responses to questions submitted by vendors
RFP for
Evaluation Services for the WV Department of Education EETT project

1. What is the budget range for this work?

The budget information for this project is unavailable.

2. Is the vendor expected to analyze test data for all grades tested (3-8, 10)?

The analysis of test data for any or all grades tested will depend upon the vendor's methodology and work plan for meeting the project goals. The vendor should describe the process of analyzing student achievement data and provide justification for the analysis as described. The number of grades and volume of data analyzed is dependent on the vendor's proposed solution.

3. Is the vendor expected to submit an interim report in addition to the final report?

The submission of an interim report along with a final report will depend upon the vendor's methodology and work plan for meeting the project goals. The vendor should describe the process for preparing draft and final reports and the process for reporting status of Technology Model Schools. The number or reports (Quarterly, Interim, Final, etc.) is dependent of the vendor's proposed solution.

**Responses to questions submitted by vendors
RFP for
Evaluation Services for the WV Department of Education EETT project**

1. Once an evaluator is chosen by your division, how soon thereafter do you anticipate a contract will be established with the vendor-evaluator? Our concern is that we would like to propose a pre/post design for survey data. However, to do so, the evaluator would need to begin working immediately to administer a pre-survey before the winter holidays arrive. Therefore, we would like to establish realistic deadlines given the administrative processes involved in you contracting formally with the vendor/evaluator.

The timeline for establishment of a contract is unknown. All responses to RFP #EDD277722 will be evaluated following the steps outlined in the RFP. The time to complete the steps outlined cannot be determined.

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.

2. Section 3.2.C.1 reads, "Vendor must demonstrate that the Vendor would be prepared to undertake and successfully complete the required tasks within the school calendar year (August-July)." We certainly would like to complete all data analyses within the schools by the close of the school year. However, since you

allude in the RFP to year-long contracts being established, and the contract will be established no earlier than November 2007, can we schedule for the completed evaluation report to be submitted after July 2008?

The times outlined in the RFP are the proposed timelines. The Vendor should respond to Section 3.2.C.1 with a proposed timeline of implementation that the Vendor has personnel and resources to meet and according to the Vendor's project plan. However, timelines for actual implementation in the schools will be established upon contract award.

3. Section 3.2.D – Qualifications alludes to verifiable documentation. Can you be a little more specific as to what is verifiable? For example, would copies of emails and/or copies of evaluation reports be sufficient? Obviously, we would be glad to provide contact information for clients served.

Verifiable evidence may be from various sources. Copies of evaluation reports would be verifiable evidence. The Vendor may include contact information for clients served if the Vendor desires.

4. We understand that Appendix B – Costs must be used to report the costs associated with the proposal. Is it acceptable to reproduce this spreadsheet in MS Excel for the purposes of preparing a hard copy of the proposal, or do you require vendors to use the actual physical cost sheet with figures manually typed in?

It is acceptable to reproduce the Cost Sheet in MS Excel. The Vendor should make certain that the Excel spreadsheet uses the same order and same information as Appendix B – Costs.

Remember that all cost information must be included in the Bidder's COST proposal and is NOT to be included in the written technical proposal. Inclusion of cost information in the written technical proposal may result in disqualification of the bidder's proposal from further consideration.

The cost proposal must comply with the requirements presented in this section and throughout the RFP. The state reserves the right to review all aspects of the cost proposal for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry norms.

- *Related travel, telephone and other ancillary costs must be incorporated as an integral component into the vendor's fee. Such costs will not be reimbursed separately and are the sole responsibility of the vendor.*
- *The costs quoted in the vendor's proposal must remain firm and are not subject to any price increases during the initial contract period. The successful vendor will pass on any price reduction announced. The vendor's proposal will be evaluated as it is upon submission (proposal due date and time).*

Cost Sheets (Appendix B)

ALL costs associated with this procurement must be listed on the Cost Sheet(s) supplied in Appendix B of this RFP. The cost tables are to show the straight purchase costs stated in firm dollar amounts. Indicating additional costs by the use of phrases such as "plus expenses" or "costs to be determined" is not acceptable and shall be deemed as non-responsive.

All items and costs are to adhere to the RFP specifications and to the items proposed in the bidder's proposal response.

It is the Vendor's responsibility to ensure that all cost items are included in their cost sheet if they chose to reproduce it. Failure to do so could result in disqualification of their bid.

5. Would our evaluation team have access to WesTest data, and at which level(s)? Would WesTest data be available at any of the following levels of unit of analysis: 1) County; 2) Schools; 3) Teacher; 4) Student?

Statewide assessment data from 2005, 2006, and 2007 for students in grades 3 and higher will be provided by WVDE to the contract Vendor. The unit level for WesTest data will be at the county and school level.

6. Would our evaluation team have access to the new classroom assessments being developed for the 21st Century Learning frameworks in the state of West Virginia so we may integrate them into our evaluation design?

It is not clear to what classroom assessments the Vendor is referring nor is it clear that any plans for newly developed classroom assessments would be available in time for this contract execution. The Vendor may propose analysis of classroom assessment data but would need to identify the source of such data.