



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:  
**EDD284096**

PAGE:  
**1**

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

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
10/25/2007				

BID OPENING DATE: **11/15/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
<p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE WV DEPARTMENT OF EDUCATION TO PROVIDE AN ON-LINE TESTING PLATFORM FOR CAREER AND TECHNICAL EDUCATION END OF COURSE TESTING AS PER THE ATTACHED SPECIFICATIONS.</p> <p>ATTACHMENTS: SPECIFICATIONS PURCHASING AFFIDAVIT</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON WEDNESDAY, NOVEMBER 7, 2007. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:</p> <p>SHELLY MURRAY            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREET EAST            CHARLESTON, WV 25311            FAX: 304-558-4115            EMAIL: SMURRAY@WVADMIN.GOV</p>						
0001	1	EA		924-20		
EXAMINATION AND TESTING SERVICES (EDUCATIONAL)						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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**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



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VENDOR

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<p><b>EXHIBIT 3</b></p> <p><b>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</b></p> <p><b>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</b></p> <p><b>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</b></p> <p><b>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</b></p> <p><b>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN</b></p>						

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<p>CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR</p>						

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<p>PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST</p>						

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<p>75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;            OR            ( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX</p>						
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<p>COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST</p>						

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***** THIS IS THE END OF RFQ EDD284096 ***** TOTAL: _____						

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**Online Testing Platform for Career and Technical Education  
End-of-Course Testing  
Request for Quote**

The West Virginia Department of Education (WVDE), Division of Technical and Adult Education Services conducts a statewide, online end-of-course testing program for approximately 120 courses two times per year. During each testing window approximately 22,500 tests are administered. Test results are used and data analysis is conducted at several layers of administration from the classroom level to the statewide aggregate level at the WVDE.

The WVDE will purchase online assessment services from a vendor that will be able to meet the following mandatory specifications:

**Part 1: System Requirements**

The online assessment system must include the following elements:

1. **Hosted system** – The online assessment system is to be a vendor-hosted system with adequate bandwidth to support West Virginia CTE online testing with an expected load of 45,000 assessments annually.
2. **Compatibility** -- The online assessment system is to be compatible with PC platforms and support Internet Explorer 5 through 7 and Firefox 1.2 through 2.0. As new browser versions are released, the system provider shall indicate the date support for the new version will be available.
3. **Hardware System** -- The assessment system shall operate on, at a minimum, a Pentium II 450.

**Part 2: Student Interface and Features**

1. **Passwords** – Each student shall log in with a unique password as assigned by the WVDE's mainframe West Virginia Education Information System (WVEIS).
2. **Secure Log-in** – The secure log-in shall assure that students complete only assigned assessments and receive grades for, and only for, their work.
3. **Student Interface** – After logging into the online assessment system, students shall be able to access only assessments assigned to them. Upon selecting the appropriate assessment, students
  - a. Shall view each assessment item individually.
  - b. Shall view the entire exam in numerical order in a scrolling window.
  - c. Shall skip items and return to skipped items later in the testing period.

- d. Shall mark an item for review. Items marked for review can be easily located later in the testing period.
  - e. Shall change answers to items at anytime in the testing period.
  - f. Shall access full pages of scenario information via a link in the assessment system. Scenario information, such as electrical schematics or codes, is related to several items can be accessed as a reference. This information can also be used in the item structure, requiring students to find designated errors in the supplemental information.
  - g. Shall be warned if items are left unanswered prior to submitting the assessment for grading.
  - h. Shall submit the assessment for grading.
  - i. Shall view a clock that counts down the time remaining in a timed assessment.
  - j. Shall access a built-in four-function calculator (as assigned to specific assessments).
  - k. Shall receive immediate feedback on their performance. A number correct out of the number possible shall appear onscreen immediately after students submit the exam for grading.
  - l. Shall receive standards performance feedback. A summary of the student's performance on the State Content Standards and Objectives (CSOs) correlated to the assessment shall appear onscreen immediately after students submit the exam for grading.
4. **Instructions** – An instruction page shall be in the student interface and shall appear after students log in. The instruction page shall be editable.

### **Part 3: Administrator Interface and Features**

The administrator interface shall manage the entire online assessment system. The administrator interface shall include:

1. **Multiple Administrators** – Assessment administrators are needed at the state, county, building, and classroom level. The system shall support up to 2,000 administrators spanned across these various levels. Each level requires a different set of permissions and abilities within the administrative management system. The system shall be configurable to only include the desired options/features for each level of administrator.

2. **Administrator Demographics** – Each administrator shall be assigned identifying demographics that restrict his/her access to the information within the assessment system. An administrator may only view data that shares the same demographic information. For example, a student has a teacher ID as a demographic. Only the teacher with the same teacher ID may view that student’s information. A building level system administrator can view all data with that building ID, a county system administrator can view all data with the county/district ID, and a state system administrator can view all information in the system. Further, an administrator at any of these levels can be further restricted to not see all of the information within that demographic breakdown. A building administrator may only be able to enroll students in exams but not be able to review final test scores.
3. **Administrator Import** – All teachers, secretaries, principals, building administrators, district staff members, and state staff members who have been granted administrative privileges in the online assessment system and the corresponding demographics shall be imported into the system from an Excel file or a CSV file.
4. **Administrator Additions** – An administrator shall have permission to create additional administrators with the same (or fewer) permissions.
5. **Administrator Passwords** – All administrator passwords shall be emailed or electronically distributed.
6. **Student Enrollment and Information** – All student information shall be imported into the online assessment system via a CSV file exported from the WVEIS database. The system shall include custom demographic information for each student, including but not limited to: identification number, first name, last name, course code, school ID, district ID, and teacher ID. System administrators shall be able to add additional demographics at any time.
  - a. Building and classroom system administrators shall have the ability to enroll students in the system and in specific assessments. At this level of access, students shall be imported or manually added. Demographics shall be included during the import or manual entry.
  - b. Building and classroom system administrators shall have the ability to edit an existing roster of students and make changes as necessary to reflect current enrollment.
  - c. The host company will also have the ability to enroll students in the system and in specific assessments. At this level of access, students shall

be imported or manually added. Demographics shall be included during the import or manual entry.

7. **Student Demographics Information Updates** – As students progress through the CTE programs, their demographic information shall be updated. All existing demographic information shall be historically tied to the student performance at that level.
8. **Student Passwords** – Student passwords shall be available to any system administrator in a CSV file or via a login report. The login report shall generate an alphabetical, block format list of student login information, including the online assessment system URL, organization name, student first name, student last name, and the password. The format of the report shall enable individual cards to be cut from the page and distributed directly to students. The login report shall be filtered by demographics, start date, enrollment date, student name, or assessment.
 

Student passwords may be assigned by the state (such as student identification numbers). If no password is designated for a student, the online assessment system shall auto-generate a unique password for the student.
9. **Results** – All imported and updated student enrollment data results shall be exported into a CSV file and communicated to WVEIS. In the event that the West Virginia State Department of Education has difficulty exporting the data results the host company will provide the CSV file within 10 days.
10. **Standards** – Standards shall be structured as Content Standard–Objective. All items in the assessment system shall to be correlated to an objective in this structure.
11. **Blueprint** – All items in the assessment system shall be correlated to a CSO testing blueprint provided by the WVDE.
12. **Assessment Items** – In the initial year of use, all items shall be multiple choice with a stem and up to 10 distractors. Additional resource material used to extrapolate an answer shall be appended to the item via a link. In the student interface, students shall toggle between the assessment item and the external resource material.
13. **Additional Assessment Items** – Additional item types shall be used. These types include:
  - a. **Multiple Choice with Graphic.** A verbal multiple choice item shall include graphic information. Graphics are interpreted as anything other than text that can be uploaded to the system – images, tables, charts, and so forth. Graphics shall be presented as part of the stem or as options.

- b. **Fill-in-the-Blank.** Fill-in-the-blank items shall consist of a statement that omits a key piece of information. The blank shall be a single word or a phrase. Students shall be required to key in the information exactly in order to receive a correct score.
  - c. **Scenario – Verbal.** Scenarios, or prompts, shall be created that apply to a series of items or a group of items. A verbal scenario is a paragraph or sentence of pure text. Any item type shall be related to a scenario.
  - d. **Scenario – Graphic.** A graphic scenario shall include a graphic (image, table, chart, and so forth) that relates to the entire body of items within the scenario. Text shall optionally accompany the graphic.
  - e. **Scenario – Video.** A video scenario shall include a streamed video (with audio) that relates to the entire body of items within the scenario. Text shall optionally accompany the video. If the video is rendered with closed-captioning, the captioning shall appear in the system.
  - f. **Performance – Simulation.** A simulated performance item shall occur in a simulated environment. These items shall be created with coordination with the program provider.
  - g. **Performance – Rubric-based.** Rubrics shall enable administrators to assess students' performance on required tasks on a specified piece of equipment. An evaluator shall observe the performance and record the results on the rubric form. The rubric form shall include rigid grading requirements, and shall be based on a pass/fail scale or a Likert scale of the state's choosing. The results of the performance shall be recorded in the online system management system for tracking and certification purposes.
  - h. **Matching.** Matching shall consist of 2 or more stems (such as a word, phrase or image) with an equal or greater number of options. Each stem shall only have one correct answer from the list of options, but each option shall be chosen for more than one stem.
  - i. **Essay.** Essay items shall present the item and then provide a text entry field for the student's response. All responses shall be graded by an administrator. The responses shall be returned with separate comments to the student or can be assigned a grade.
- 14. Item Import** – All existing state assessment items shall be imported into the online assessment system and shall be built into exams to match the original state assessments.

- 15. Item Addition** – New items shall be added to the item bank at any time. When items are created, items shall be previewed. Formatting such as bold, italics, and underscore shall be added to any item.
- 16. Assessment Types** – In the initial year of operation, all assessments shall be static, 50-item exams based on specific standards.
- 17. Additional Assessment Types** – Additional assessment types shall be employed. Those types include:
- a. Random Items.** Each assessment shall be constructed from a set number of completely random items in the item bank.
  - b. Random Items from a Standard Set.** Each assessment shall be constructed from a set number of items randomly pulled from a specific standard set.
  - c. Specific Items.** Each assessment shall be constructed from a set number of specific items chosen from either a standard set or from the entire item bank.
  - d. Set vs. Random Item Order.** The items in an assessment shall be presented to participants in a specific order, or items shall be presented in a random order. With a random order, all participants shall receive the same items, but each assessment shall be randomly ordered.
- 18. Additional Assessment Features** – Additional features for assessments shall include:
- a. Multiple Choice Option Order.** With any multiple choice item with three or more options, the options shall appear in either random order or always in the order in which they were created. Any item created with two possible options (true/false, yes/no, on/off) shall appear to the student with the options in reverse alphabetical order.
  - b. Calculator.** Assessments shall include a built-in four-function calculator.
  - c. Mandated grade scale.** Assessments shall include a built-in, customizable grade scale. This grade scale shall be unique to individual assessments or global to the entire system. The grade scale shall be based on percentages and include a cut score. Each grade level shall include a minimum percentage and an alphabetic label such as A, B, C, D, F, Pass, or Fail.
  - d. Show score.** Assessments shall display immediate results upon submission.

- e. **Timed.** Assessments shall be assigned a length up to 24 hours. At the conclusion of the time, participants shall be automatically locked out of the assessment. Assessments shall also be untimed, which enables a proctor to determine the testing window or provides students an unlimited testing window.
  - f. **Accessibility** -- The proposed testing system must have the capability to audibly play back items and distracters without a prerecorded audio file. The system must play back only the visual aspects inherent in the test item. This will include text and image descriptions within item stems and distracters. The audible playback capability can be enabled or disabled. Capacity for font enlargement must also be provided.
- 19. Practice Assessments** -- Assessments shall be categorized as live, which is scored and tracked, or as a sample, in which no results are saved to the database but a number correct/number possible score is displayed for the student at the end. Sample assessments shall be used as practice exams and shall be used to familiarize participants with the testing environment.
- 20. Print Versions** – Print versions with answer keys for each assessment shall be generated from the online assessment system. Print versions shall not be required for any assessment built with random items.
- 21. Assessment Administration Needs** – The administration of assessments shall require the following abilities:
- a. Enroll participants from CSV files.
  - b. Enroll participants manually.
  - c. Enroll participants in assessments and edit that enrollment information.
  - d. Access results by student, teacher, building, county, or state breakdowns.
  - e. Create custom demographics.
  - f. Modify demographics.
  - g. Access assessments.
  - h. Edit assessments.
  - i. Print assessments.
  - j. Adjust remaining time in a timed assessment, while the assessment is in progress. This is a need in anticipation of special student needs, power outages, illnesses, or emergencies requiring the evacuation of the testing center.



- 22. Reports** – A variety of data reports shall be required. Those reports include:
- a. Student raw scores, individually, by teacher, by course, by building, by county, and by state breakdowns.
  - b. Assessment statistics, including number of students, dates test was administered, mean, median, mode, standard deviation, range, interquartile range, and score distribution presented graphically.
  - c. Correlation reports indicating how many items are in the item bank for each content area, standard, or objective.
  - d. An item analysis, including the total number of correct responses and incorrect responses. A breakdown includes the number of times each distractor was selected.
  - e. Standards performance, listing each content area, standard, or objective (or a combination thereof). Testing dates for specific assessments, as well as specific participants, shall be selected as filters for the report. The report shall list the number of correct, incorrect, and unattempted items per objective. It shall also include the percentage correct of each objective for the entire assessment. The standard performance report shall be broken down individually, by teacher, by course, by building, by county, and by state.
  - f. Student information, such as any demographic recorded in the system, password, enrollment date, or start date.
  - g. Aggregated and disaggregated assessment data.
  - h. Completer status reports shall track students throughout the long-term use of the system and show scores on each assessment in a given career pathway. The assessment system shall accept scores from previous testing systems or paper-based systems. The scores shall be manually entered. The previous system scores shall be included on the completer status report.
- 23. Report Filters** – All data reports shall be filtered by demographics, start date, enrollment date, student name, or assessment as applicable. Summary reports shall not require reference date or name filters.
- 24. Access to Reports** – Reports shall be generated by the various system administrators and shall be available as soon as the last student submits the exam.
- 25. Grade Book** -- The grade book shall accept system assessments, Scantron assessment results, and external assessments. Scantron and external assessments

shall be entered as a “score only” assessment. Scantron assessments shall accept an answer key and import answers if the features are supported by the Scantron system. Student scores shall be reported individually by assessment or multiple assessments shall be grouped together into one final score.

- 26. Certification** -- The administrator shall be able to select multiple assessments to comprise a certification. An administrator report shall show progress towards that certification. When certification is achieved, administrators shall generate a printed certificate to award to students.
- 27. Assessment Locks** – Assessments shall be able to be locked so that no student may access an assessment until the state-determined testing period.
- 28. Student Locks** – Administrators shall be able to lock a student accounts individually. A locked account shall prohibit a student from accessing the assessment without permission.
- 29. Logo incorporation** – State or program logos shall be incorporated on the student and administrator interfaces.

#### **Part 4: Support and Training**

- 30. Technical Support** – The assessment system provider shall provide technical support to all administrators of the online assessment system.
- 31. Online Training** -- Detailed online training regarding entering items, building assessments, importing existing data, importing administrators or students, exporting results, running reports shall be provided for all appropriate administrators.
- 32. Onsite Training** – The assessment system provider will provide initial onsite training to test administrators at the state and local level and will provide necessary training to appropriate state administrators who will operate the system.

#### **Vendor Qualifications**

Qualified bidders must meet the following criteria:

1. Organizations bidding on this project must have completed at least two years of documented experience with large scale, online educational testing systems over the last five years. Documented evidence of such experience shall be included in the vendor’s bid. Failure to provide this evidence will cause the vendors bid to be disqualified.

2. Organizations bidding on this project must have the capacity and expertise to operate a testing system of the scope described in this RFQ. Vendors must provide documented evidence of their capacity to meet these requirements.
3. Vendors must complete and return with their bid, the attached checklist. This checklist will serve as documentation of the vendor's assurance that each of the mandatory requirements has either been met or will be completed upon award of the purchase order.

### **Vendor's Bid Response**

The bid amount will be based on a per-test-administered basis including all expenses anticipated to be incurred by the vendor to meet the requirements of the project. This includes, but is not limited to, travel, lodging, meals and document production. Indirect costs are not allowed and if desired, must be accounted for in the per-test-administered rate. The vendor is required to answer each item (either affirmatively or negatively) on the attached checklist as well as complete the following bid cost sheet as their response to this RFQ.

### **Estimates**

To facilitate evaluation of bids, the following hypothetical project\* has been developed. Please determine the appropriate rates and extend all costs to arrive at a grand total which will be the basis for evaluating each vendor's bid.

Please note that this hypothetical event will establish the rates at which you are agreeing to perform all services under this RFQ. The actual quantities to be ordered may vary and will be determined after award of the contract.

BID COST SHEET

Vendor Name: \_\_\_\_\_

Cost to administer online assessments to students

45,000 assessments\* x \_\_\_\_\_ per assessment rate \_\_\_\_\_

TOTAL RFQ PRICE \_\_\_\_\_

<b>Part 1: Mandatory System Requirements (check one response for each item)</b>
---------------------------------------------------------------------------------

1.  Yes, the pricing on this proposal includes all costs (including access to adequate bandwidth) associated with the hosting of all hardware and software by our organization to support an expected load of 45,000 assessments per year.  
 No, our organization is unable to meet the necessary hardware or software requirements.
  
2.  Yes, our product meets the various compatibility requirements outlined in the RFQ.  
 No, our product is not compatible with each of the platforms indicated in the RFQ.
  
3.  Yes, our product will operate on at least a Pentium II 450 and higher machine.  
 No, our product will not operate on a minimum of a Pentium II 450.

<b>Part 2: Student Interface Requirements (check one response for each item)</b>
----------------------------------------------------------------------------------

1.  Yes, our system will control student access through the use of an externally generated unique password.  
 No, our system will not allow for externally generated passwords to restrict access to student data.
  
2.  Yes, our login will provide adequate security to assure that only the student logging in will have access to the system.  
 No, security measures on our product cannot assure that only the student logging in is restricted access to the materials.
  
3.  Yes, all student interface features listed (items a through l) are capabilities which our assessment system currently can accommodate.  
 No, some of the features listed (items a through l) are not currently available on our assessment system.
  
4.  Yes, our product has appropriate instruction pages which allow for editing.  
 No, editable instructional pages are not a feature of our product.

<b>Part 3: Administrator Interface Requirements (check one response for each item)</b>
----------------------------------------------------------------------------------------

1.  Yes, our product allows for multiple administrators of varying levels which may be configured by the end users in the quantities described in the RFQ.  
 No, our product cannot handle either the capacity desired in the RFQ, or the roles cannot be configured by the end user.

2.  Yes, our product has the capacity to restrict administrator access to information as described in the RFQ.  
 No, our product does not meet the administrator access requirements described in the RFQ.
3.  Yes, our product has the capability to import the necessary administrator information via either Excel or CSV file.  
 No, our product cannot import the necessary administrator information as described in the RFQ.
4.  Yes, our product will allow administrators to create additional administrator logins with privileges which do not exceed those of the originating administrator.  
 No, our product will not currently allow for administrators to create other administration with the restrictions listed in the RFQ.
5.  Yes, our product will allow for password distribution via email or other electronic distribution method.  
 No, passwords cannot currently be distributed via email or other electronic means.
6.  Yes, student information can be imported into our product via CSV file export in accordance with the various requirements listed (items a through c) in the RFQ. Additionally, product may be modified to allow addition of new demographics as future needs arise.  
 No, either import via CSV file is not currently a feature or future modification are not allowable with our product.
7.  Yes, our product constantly updates a student's demographic information as the student progresses through the various stages of the product.  
 No, demographic information of a student cannot be updated as the student progresses through the product.
8.  Yes, our product can generate the various password report requirements described in this section of the RFQ.  
 No, our product cannot perform one or more of the password requirements listed.
9.  Yes, student enrollment data can be exported via CSV directly to the WVEIS system or delivered via other electronic means to the WVDOE.  
 No, student enrollment data is not exportable to the WVDOE in a manner described in the RFQ.

10.  Yes, items in the assessment system correlate to objectives in the structure described in the RFQ.  
 No, items in the assessment system cannot be correlated in a manner consistent with the RFQ.
11.  Yes, all items in the assessment system will be correlated to the WVDOE's blueprint subsequent to award of the contract.  
 No, items in the assessment system will not be correlated in accordance with the RFQ.
12.  Yes, during the initial year, the assessment items will be in conformity with the format and capabilities outlined in the RFQ.  
 No, assessment items will not be in conformity with the RFQ requirements.
13.  Yes, any additional item types shall be in conformity of the types described in the RFQ (items a through i).  
 No, items will not be restricted to conform with the types listed in the RFQ (items a through i).
14.  Yes, other state assessment items can be imported into the product in the same style of existing assessments.  
 No, other state assessment items cannot be imported into the product.
15.  Yes, the product allows for addition of items with editing capability.  
 No, the product will not allow addition of items with editing capability.
16.  Yes, the product can be modified to match the requirements of the RFQ.  
 No, the product will not match the requirements of the RFQ.
17.  Yes, additional assessment types may be added to the product in conformity with the rules described as items a through d.  
 No, additional assessment types either cannot be added or do not conform to the rules described as items a through d.
18.  Yes, additional assessment features included in the product allow for conformity with items described as items a through f.  
 No, additional assessment features do not conform with the items described as items a through f.
19.  Yes, practice assessments meet the requirements of the RFQ.  
 No, practice assessments do not meet the requirements of the RFQ.

20.  Yes, the product generates printed answer keys for each assessment, excepting randomly generated items.  
 No, the product does not produce printed answer keys in conformity with the RFQ.
21.  Yes, the product will allow for the various abilities (listed as items a through j) required of the administration needs.  
 No, the product cannot meet all of the listed requirements (items a through j).
22.  Yes, the product generates each of the reports listed as items a through h.  
 No, the product cannot general all the reports listed as items a through h.
23.  Yes, report filtering and sorting capabilities conform with the requirements of the RFQ.  
 No, report filtering and sorting capabilities of our product do not meet the requirements of the RFQ.
24.  Yes, access to reports shall be in conformity with the RFQ requirements.  
 No, the product does not allow access to reports in conformity with the RFQ requirements.
25.  Yes, grade book capabilities of the product accept import from Scantron in conformity with the RFQ.  
 No, the product is unable to meet the various grade book capabilities required by the RFQ.
26.  Yes, the product is able to build certifications as a result of combining various assessments, show progression towards meeting that certification and generate certificates upon completion of certification.  
 No, the product does not have the capability to meet the requirements of this section of the RFQ.
27.  Yes, the product will prevent access to the assessments until specified times, determined by the end users in advance  
 No, the product is unable to prevent access before certain pre-determined date and time parameters.
28.  Yes, the product will allow administrators to lock individual student accounts.  
 No, the product does not have the capability to lock out individual student accounts.



29.  Yes, the product will allow for modification or addition of logos approved by the end users.  
 No, the product will not allow for the use of logos established by the end users.

**Part 4: Support and Training Requirements (check one response for each item)**

1.  Yes, our bid includes technical support operations to all system administrators.  
 No, the bid submitted does not include technical supports services to system administrators.
2.  Yes, our bid includes the cost of any online training provided for administrators of the system.  
 No, the bid submitted does not include online training provided to system administrators.
3.  Yes, our bid includes the cost of initial onsite training to both state and local level administrators responsible for the system's operation.  
 No, the bid submitted does not include initial onsite training costs for both state and local level administrators who will be responsible for the operation of the system.

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_