



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  
**EHS80365**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**ROBERTA WAGNER**  
**304-558-0067**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BPH ENVIRO HLTH SERVICES  
 CAPITOL AND WASHINGTON STREETS  
 1 DAVIS SQUARE, SUITE 200  
 CHARLESTON, WV  
 25301-1798      304-558-2981

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/09/2007				

BID OPENING DATE: **07/19/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2 1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. END OF ADDENDUM NO. 2						
0001	1	EA		952-90		
EDUCATIONAL TRAINING COURSES FOR PUBLIC WATER SYSTEM						

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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*1. Question: In Deliverable #2, Section B, Subsection 1, it states that produced material will include text, images, video and user interactions. What is the expectation for video? How many minutes? How many different locations? On camera interviews?*

Answer(s):

Video Expectations: A minimum of one video per lesson must be developed. A hot spot must be used to activate the video when selected to run.

Duration: Up to five minutes per video.

Locations: Two different locations

On Camera Interviews: Vendor can use on camera interviews, but it is not required.

*2. Question: The deliverables section of the RFQ states the successful vendor should include state specific information in the training programs. Can you expand on that statement to reflect if state specific information if something the state will provide, or the vendor should develop?*

Answer: OEHS will meet with successful vendor to review and provide state specific information. The vendor will then use this information to develop the state specific section for the online training program.

*3. Question: Does the State currently manage a database of water operator information (i.e. test scores, contact information, renewal dates, etc.)? If so, would that database need to be migrated into a new database that stores information from the testing program that is to be developed?*

Answer: OEHS does manage a database of water operator information. However, that database does not need to be migrated into a new database that stores information from the testing program.

*4. Question: The RFQ states all content in West Virginia's Water Help System is to be searchable. Does this include .pdf files, or other documents that may be hosted in the Water Help System, or only the content displayed on Water Help System site?*

Answer: Contract preference shall be in a browser format for these types of files.

*5. Question: Are water operators currently required to pay any fees upon taking a test?*

Answer: No fees will be required for taking the tests.

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6. Question: *If fees are required, should the vendor include e-commerce features within the software in order to capture online payments?*

Answer: See answer to question five.

7. Question: *How is performance defined/determined in "Section II - F. Create a means of tracking user performance within Basics Course by lesson, section, then topic or activity?" Are we showing mastery of the subject by time spent, percentage of course progress or by assessments alone?*

Answer: Each user's performance will be tracked with the following information:

- Name
- Time spent on each lesson
- Number of quiz attempts at the end of each lesson
  - i. When a question is missed on a quiz, the user will be prompted to chose another answer. When more than 3 questions are answered incorrectly, the user will have to restart the quiz.

Each lesson will have a quiz associated with it to demonstrate a mastery of subject by informal assessment. The quiz will include multiple choice questions based on the current lesson and require a passing score before proceeding to the next section. Quizzes will not be available until lesson information is reviewed. Once all lessons and quizzes have been taken in sequence, the final course test will become available. The final course test will require a passing score (>70% or at least 18/25 correct) to successfully complete for certificate. The number of final test attempts shall also be recorded.

8. Question: *For clarification, does the statement in "Section III – B. Host as an executable program on the vendor's website" mean the West Virginia Water Help System will be a solution hosted on the successful vendor's network?*

Answer: Yes

9. Question: *Is there an existing required standards document for the interface as referenced in Section III – A. & C., which was previously used for the development of the OEHS web site?*

Answer: Yes. OEHS will provide successful vendor a standards document.

10. Question: *Due to file and course size issues, can a DVD be used instead of a CD-ROM?*

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Answer: No

*11. Question: Is there a requirement for user tracking on courses completed from the CD-ROM version?*

Answer: No

*12. Question: The evaluation factors for this procurement are past performance, capability, technical approach and cost. Can you please assign each factor a percentage of importance based out of a total of 100%?*

Answer: No - Conformity to specifications and price are the only factors used in the evaluation process.

*13. Question: Within the Help System, does OEHS desire that the US EPA and WV-related documents be displayed in their native format or in a browser? Please clarify Section I - "to store training content material (both general and state specific) using XML/Macromedia Flash technologies."*

Answer: Contract preference shall be in a browser format. Under I B 1. Create a separate WV specific data and resources files to be kept in a separate folder within the Water Help System, which may be in their native format but in addition, all information must be displayed in a browser that is easily searchable based on content (simple to complex hierarchy), index (alphabetically), and search window (key word). The separate folder for specific information is so that OEHS can easily update this information as state regulations change.

XML/Macromedia Flash software or equal software shall be used to help develop the Water Help System.

*14. Question: With quizzes and assessments evaluating user performance for providing certification, is there a validity process for test questions to protect the successful vendor from any liability?*

Answer: Test and quiz questions will be validated by our West Virginia Water Operator Exam Review Committee.

*15. Question: Under Section II - B. 2., what is the definition of "hot-spot" in the statement "hot-spot activities?"*

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Answer: An area of a graphics object, or a section of text, that activates a function when selected. Hot spots are particularly common in multimedia applications, where selecting a hot spot can make the application display a picture, run a video, or open a new window of information.

*16. Question: Under Section I – B. 2., there is a requirement for supplying OEHS with WV-specific data and resources on CD-ROMs. Is this different from the requirement in Section V. Deliverable #5? If so, what is the quantity required?*

Answer: Yes – a copy of the WV - specific data and resources will be provided to OEHS in a CD-ROM format.

*17. Question: On the Cost Sheet, Deliverable #7 and Deliverable #8 are asked to be quoted for maintenance and monthly usage reports for a 12 month period each. Is this accurate? Based on the deliverable schedule, the system would not be launched until 9 months after the contract award. Therefore, only 3 months would be available for maintenance and monthly usage reporting. Please clarify.*

Answer: Yes – A price quote for a 12-month period (Price per month X 12 months) is required for the vendor quotation cost sheet for deliverable #7 and #8. Invoices associated with deliverables #7 and #8, will have to be in arrears for services provided in the previous month and when the work was performed.

# PURCHASING CONTINUATION SHEET

Buyer: <u>RW #22</u>	Page: <u>006</u>	Req. or P.O. No.: <u>EHS80365</u>
Spending Unit:		

Vendor:

Requisition No.: EHS80365

### ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum No.'s:**

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) may be cause for rejection of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date