



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
 EHS80367

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

PRIORITY

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 09/10/2007	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 09/20/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. PLEASE SIGN AND RETURN ADDENDUM ACKNOWLEDGEMENT WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. END OF ADDENDUM NO. 1						
EXHIBIT 10						
REQUISITION NO.: EHS80367						
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						
NO. 4						
NO. 5						

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.

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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<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> <p>REV. 11/96</p>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		655-78		
REQUEST FOR INFORMATION - IDENTIFICATION CARD SYSTEM						
***** THIS IS THE END OF RFQ EHS80367 ***** TOTAL:						

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**Addendum
EHS80367**

Vendor Question #1 (8/24/07): *I understand that this RFI/RFQ is mainly for the purposes of gathering information for the RFP, but I did have one question that I was hoping you could answer for me. The RFQ calls for cards and readers that will report back to a software database for the OEHS employees. These readers will need to be portable to take offsite to different locations when necessary, but also be required to electronically transfer card read information to be transferred to the database. My question is do you envision this transfer of information happening in real time so that attendance can be tracked at the time they sign-in or can this information be stored in the reader and then be dumped into the database via a PDA or Laptop at a later time? Our main concern is the online vs. offline capability of our readers once they are portable and are not connected directly with the database. Any information that you can share would be helpful.*

OEHS Response to Question #1: We envision the information be stored in the reader and then be downloaded into the database at a later time. The data should include a time-stamp component so that we know when the card was swiped, but on-line real-time data transfer is not necessary.

Vendor Question #2 (8/31/07): *Are the 6 locations networked? Where are these locations?*

OEHS Response to Question #2: Five of the locations will be at OEHS district offices (Beckley, Kearneysville, Philippi, St. Albans, Wheeling), and will likely have network capabilities. However, when using card readers at courses taught at larger training sites elsewhere, there may not be network hook-up available. We will need to be able to store the electronic information on the card reader for later network hook-up and data transfer.

Vendor Question #3 (8/31/07): *Is there high speed internet access at each of the locations?*

OEHS Response to Question #3: Internet access, high-speed or otherwise, is probably not available at every location. OEHS wants to be able to store information until later when high-speed internet access is possible to facilitate downloading to network.

Vendor Question #4 (8/31/07): *Are the readers at these 6 locations to be permanently mounted, or do they want these readers to collect all the information for a week, and then bring the reader back to the main office to be added to the database?*

**Addendum
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OEHS Response to Question #4: No. OEHS will not want the readers permanently mounted. Data could be transmitted over an internet connection from an office or brought back to the central office for later processing into the appropriate database.

Vendor Question #5 (9/4/07): Do you want the readers permanently mounted at each of the 6 locations?

OEHS Response to Question #5: Same as response to Question #4.

Vendor Question #6 (9/4/07): Do you need to print on both sides of the cards?

OEHS Response to Question #6: No.

Vendor Question #7 (9/4/07): If any network drops need to be added, who do you want to do them?

OEHS Response to Question #7: Network drops will not need added. If there is not a network drop available on-site for the reader, we will download information from the reader later at a location with network access.

Vendor Question #8 (9/4/07): Would you like a Maintenance Contract? If so, for how long?

OEHS Response to Question #8: We will want a maintenance contract for a minimum of 4 years, possibly longer.

Vendor Question #9 (9/6/07): Will there be a central database?

OEHS Response to Question #9: Yes, it exists already.

Vendor Question #10 (9/6/07): What kind of database will it be?

OEHS Response to Question #10: The central database is a Microsoft Access database called Safe Water Operator Certification System (SWOC) maintained on OEHS' computer server in Charleston, West Virginia.

Vendor Question #11 (9/6/07): What type of access will the mobile units have to the database? LAN, WAN, VPH, etc.?

**Addendum
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OEHS Response to Question #11: None, data will be stored on a local PC or laptop and then exported via a media format to an internet FTP site for temporary storage or downloaded directly from an OEHS local PC or laptop computer. From the FTP site or OEHS computer, the data will be transferred to the SWOC database via a developed computer software package under the guidance of DHHR/OEHS personnel.

Vendor Question #12 (9/6/07): *Can the mobile units synch with PCs at each location?*

OEHS Response to Question #12: Yes, the PC will store the operator information from the readers, with a site person adding any additional information concerning the course hours, location of course, date of course, etc.