



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
 ENCRYPT08

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 JO ANN ADKINS
 304-558-8802

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/30/2007				

BID OPENING DATE: 12/19/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 1*****						
1. QUESTIONS AND ANSWERS. (2 PAGES)						
2. EXHIBIT 10 - ADDENDUM ACKNOWLEDGEMENT						
REQUISITION NO: ENCRYPT08						
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.....						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. 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.						

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
 Post Office Box 50130
 Charleston, WV 25305-0130

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ADDRESS CORRESPONDENCE TO ATTENTION OF
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RECEIVED

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 AND POLITICAL SUBDIVISIONS
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11/30/2007				

BID OPENING DATE: 12/19/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				SIGNATURE		
				COMPANY		
				DATE		
REV. 11/96						
*****END OF ADDENDUM NO. 1*****						

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'

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QUESTIONS AND ANSWERS

1	Q	Is there anyway I can have an extension on submitting questions back to you as I need to have our attorneys review some of this information and make comments?
	A	Currently, written questions are to be accepted through the end of the day Wednesday, November 28. We will extend that date to December 3 by the end of the day but we will not extend the bid opening date.
2	Q	Are the vendor responses due on 12/19/2007? If so, by what time is it due (i.e., by 5:00 p.m. EST on the 19 th ?
	A	The bid opening is 12/19/2007 at 1:30 p.m. Bids must be received and time stamped as received prior to 1:30 p.m. Under no circumstances will late bids be considered.
3	Q	What does the bid opening time of 1:30 p.m. mean?
	A	See response to #2 above.
4	Q	Since this is a PDF format that is write protected, how can I insert my answers into the document?
	A	On pages 4 and 5, you need to show whether you qualify for an in-state Vendor Preference. On page 6, you need to identify yourself and provide a signature. On page 8, you need to provide a fax number and a contact name. On page 11, you need to put in your pricing. On pages 12, 13 and 14, you need to provide signatures. In each instance, there is a blank so that you can fill in your responses by hand.
5	Q	On page 7 at the very bottom, it stated When responding to RFQ, insert name and address in space above labeled "Vendor". Since the document is a PDF, I cannot enter this information so how do I complete this request?
	A	There is room for you to write in your name and address.
6	Q	I don't understand the conditions of the Vendor Preference Certificate. Our company does not have any employees in the State of West Virginia so does that disqualify us?
	A	The Vendor Preference is a 2 ½% or 5% discount provided for in-state vendors. As an out-of-state vendor, you are not eligible for this discount but it does not disqualify you from bidding on the RFQ.
7	Q	Under the heading, "Request for quotation SWC-Encryption, page 9, paragraph 4, there is a reference to Section? 5A-3-19. What is the symbol before the 5 as it looks like a double letter S to me.
	A	That is the symbol for Section. This is a reference to that section of West Virginia State Code.

9	Q	Under General Terms & Conditions, under Instructions to Bidders, question 1, it states to sue the quotation forms provided by the Purchasing Division. I see the pricing section on page 11, but again, since this is a PDF, I cannot enter any information into this document. Would it be possible for you to send me this form in an Excel spreadsheet for me to complete for you?
	A	No. You can enter your pricing on the blank form by hand.
10	Q	I am concerned with the inclusion of this: "The product bid must be in the Leaders Quadrant of the Gartner Magic Quadrant for Mobile Data Protection 2007 (page 9). My company is the only American owned and developed technology; none of the "Gartner" listed companies are American. Can you have an addendum written?
	A	We are mandating that the product be in Gartner's Leaders Quadrant.
11	Q	Do you use a standard laptop manufacture such as Dell, IBM Lenovo, etc?
	A	Although the current contract is with Lenovo, many of the agencies have other name brands.