



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
HHR80031

PAGE
1

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

RFQ COPY
TYPE NAME/ADDRESS HERE

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HEALTH AND HUMAN RESOURCES
ADMINISTRATION AND FINANCE
BUILDING 3, ROOM 447
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305 304-558-2996

DATE PRINTED 11/05/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 11/27/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3						
1. THE ATTACHED RESPONSE IS PROVIDED BY THE CURRENT VENDOR IN RESPONSE TO QUESTIONS ADDRESSED IN ADDENDUM NO. 2.						
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.						
REQUISITION NO.: HHR80031						
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)

4

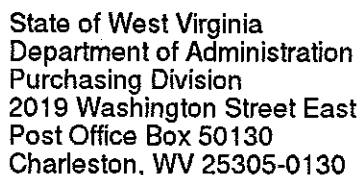
1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful 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



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HHR80031

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OFTHE 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.. <div style="text-align: right;">..... SIGNATURE COMPANY DATE</div> REV. 11/96 END OF ADDENDUM NO. 3					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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Upon reviewing the questions and answers provided via Addendum #2 for RFP #HHR80031, JPMorgan Chase as the incumbent EBT vendor is providing the missing details to the State of West Virginia so they can be shared with all other potential bidders for Questions #8 and #10.

Question #8 asks for details on the number of EBT only retailer phone lines that are paid by the contractor

The response to Question #8 is: 24 phone lines are currently being paid for by the incumbent EBT contractor

Question #10 asks for details on the total number of transactions versus the number of EBT only transactions that have been performed for the past six months.

The details to respond to Question #10 are contained in the attached Excel spreadsheet. The spreadsheet provides a breakdown, by transaction type, on the number of transactions performed and the associated dollar value for the period January through June 2007

January 2007	
Total # of All Food Stamp Transactions	845,195
Total \$ of All Food Stamp Transactions	\$22,961,370.69
Total # of EBT-Only Food Stamp Transactions	284,039
Total \$ of EBT-Only Food Stamp Transactions	\$4,075,541.04
Percentage of FS Transactions done on EBT-Only Equipment	34%
Total # of All Cash Transactions	37,178
Total \$ of All Cash Transactions	\$2,527,766.40
Total # of EBT-Only Cash Transactions	8,564
Total \$ of EBT-Only Cash Transactions	\$219,943.78
Percentage of Cash Transactions done on EBT-Only Equipment	23%

February 2007	
Total # of All Food Stamp Transactions	762,734
Total \$ of All Food Stamp Transactions	\$22,334,343.57
Total # of EBT-Only Food Stamp Transactions	247,586
Total \$ of EBT-Only Food Stamp Transactions	\$3,823,167.24
Percentage of FS Transactions done on EBT-Only Equipment	32%
Total # of All Cash Transactions	33,488
Total \$ of All Cash Transactions	\$2,445,073.88
Total # of EBT-Only Cash Transactions	7,488
Total \$ of EBT-Only Cash Transactions	\$206,108.16
Percentage of Cash Transactions done on EBT-Only Equipment	22%

March 2007	
Total # of All Food Stamp Transactions	866,250
Total \$ of All Food Stamp Transactions	\$23,109,092.29
Total # of EBT-Only Food Stamp Transactions	296,001
Total \$ of EBT-Only Food Stamp Transactions	\$4,019,075.02
Percentage of FS Transactions done on EBT-Only Equipment	34%
Total # of All Cash Transactions	35,832
Total \$ of All Cash Transactions	\$2,468,371.79
Total # of EBT-Only Cash Transactions	8,167
Total \$ of EBT-Only Cash Transactions	\$207,853.28
Percentage of Cash Transactions done on EBT-Only Equipment	23%

April 2007	
Total # of All Food Stamp Transactions	857,711
Total \$ of All Food Stamp Transactions	\$22,920,089.51
Total # of EBT-Only Food Stamp Transactions	287,133
Total \$ of EBT-Only Food Stamp Transactions	\$3,852,663.50
Percentage of FS Transactions done on EBT-Only Equipment	33%
Total # of All Cash Transactions	35,885
Total \$ of All Cash Transactions	\$2,462,703.12
Total # of EBT-Only Cash Transactions	8,093
Total \$ of EBT-Only Cash Transactions	\$205,106.63
Percentage of Cash Transactions done on EBT-Only Equipment	23%

May 2007	
Total # of All Food Stamp Transactions	904,751
Total \$ of All Food Stamp Transactions	\$22,917,029.84
Total # of EBT-Only Food Stamp Transactions	320,900
Total \$ of EBT-Only Food Stamp Transactions	\$4,080,843.75
Percentage of FS Transactions done on EBT-Only Equipment	35%
Total # of All Cash Transactions	36,367
Total \$ of All Cash Transactions	\$2,527,726.35
Total # of EBT-Only Cash Transactions	8,523
Total \$ of EBT-Only Cash Transactions	\$221,872.67
Percentage of Cash Transactions done on EBT-Only Equipment	23%

June 2007	
Total # of All Food Stamp Transactions	882,476
Total \$ of All Food Stamp Transactions	\$22,657,613.70
Total # of EBT-Only Food Stamp Transactions	311,990
Total \$ of EBT-Only Food Stamp Transactions	\$3,996,796.33
Percentage of FS Transactions done on EBT-Only Equipment	35%
Total # of All Cash Transactions	35,034
Total \$ of All Cash Transactions	\$2,437,809.72
Total # of EBT-Only Cash Transactions	8,059
Total \$ of EBT-Only Cash Transactions	\$206,253.30
Percentage of Cash Transactions done on EBT-Only Equipment	23%