



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
LAB2991

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUTCH CHITTUM 304-558-8806

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

SHIP TO	DIVISION OF LABOR 1900 KANAWHA BOULEVARD EAST
	CHARLESTON, WV 25305 304-558-7890

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/11/2007				

BID OPENING DATE: 07/24/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #1						
TO ANSWER QUESTIONS WHICH HAVE BEEN SUBMITTED, AS PER THE ATTACHED.						
BID OPENING DATE AND TIME REMAIN THE SAME.						
NO OTHER CHANGES.						
0001	1	LS		924-20		
LICENSING EXAMINATIONS						
***** THIS IS THE END OF RFQ LAB2991 ***** TOTAL:						

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

QUESTIONS FROM VENDOR

1) It is assumed that the unit price for the exams that we are to include on the pricing sheet shall include all fees related to the test administration, or are the vendors permitted to charge other fees such as bank fees, expedited registration fees, late fees, walk-in fees, same-day scoring fees?

Bank fee. Some vendors may charge 3-4% more for candidates when they register by credit card to cover the bank processing fee. If you can charge this on top of the exam fee, you could seemingly lower your bid several percentage points. Since most processing these days comes via credit cards, this could add up.

Expedited Registration Fee. You current vendor charges up to \$25 to take a registration from a candidate by any other means other than by mail. For instance, if the candidate calls on the phone, or faxes in the registration, they'll be hit for this expedited registration fee. Otherwise, they require 2 week advanced registration by mail.

Late fee. If a candidate seeks to register after the registration deadline, the current vendor will still accept the registration, but it charges an extra \$25 per exam to accept a registration after the cut-off date.

Walk-in Fee. Sometimes candidates wish to show up at a testing center on an unscheduled basis in order to use any available testing seat which makes sense. However, in the several years that the current vendor has maintained a full-time office in Charleston, it has only allowed "registered" testing one day per week. Since the site doesn't hold that many seats, it means that candidates are often waiting several weeks to even get a scheduled seat. But, the current vendor does open up its office several other days per week to allow "walk-in" testing. For this service the current vendor charges candidates \$25 per exam (in addition to the exam fees) to allow them to take the test on the "non-scheduled" testing days when the office is open anyway.

Same day scoring fee. The current process for the incumbent vendor is to mail the candidates their score reports within 10 days. However, the current vendor will provide the candidate with a score report at the testing center IF the candidate pays an extra \$15 per exam. The on-site score report has value in that it allows the candidate to take this document to the State's office and to secure a license without having to wait the 10 days to receive the scores otherwise.

2) In section 2.3.12.6, it says that candidates need to be provided their scores onsite, but that providing them a photo-bearing score report is something that can wait 10 days, is that correct? Or is the vendor responsible for having printing capabilities on-site to provide score reports on-site.

3) Just wanted to clarify that the prices quoted need to be final prices, including all taxes. Is that correct?

RESPONSES FROM DIVISION OF LABOR

- 1) The unit price for the exams is to include all fees related to the test administration, except walk-in fees. A vendor cannot charge bank fees, expedited registration fees, late fees, or same day scoring fees. A vendor may charge a walk-in fee.

- 2) The vendor must provide each candidate a **written notice** of their score on the day tested. The vendor has 10 days to provide each candidate a photograph-bearing score report.
- 3) The prices quoted need to include all taxes.

PURCHASING CONTINUATION SHEET

Buyer: BC-44	Page 4	Req. or P.O. No.: LAB2991
Spending Unit: DIVISION OF LABOR		

Requisition No.: LAB2991

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