



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
 LDPHONE8

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
12/06/2007				
BID OPENING DATE: 12/13/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		915-77		
ADDENDUM NO. 1 ATTACHED ARE QUESTION AND RESPONSES RECEIVED PRIOR TO THE 11/19/07 DEADLINE NO OTHER CHANGES TELEPHONE SERVICES, LOCAL AND LONG DISTANCE ***** THIS IS THE END OF RFQ LDPHONE8 ***** 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 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

LDPHONE8
QUESTIONS AND ANSWERS

1	Q	Can the State explain how the 2.5% vendor preference works. If a vendor is granted a 2.5% preference is that vendor's total cost evaluation submitted reduced 2.5%?
	A	2.5% is added to the out-of-state vendors and then a comparison is done.
2	Q	Are the T-1s (at no additional cost) mentioned in Question 3 (Dedicated Facilities) part of the T-1's listed below in Question 4.
	A	No There are two different types of T1's that are to be provided to the state at no additional cost. 1) The T-1's at the egress points 2) T-1's that support users traffic of 50,000 MOU/month. Please refer to Dedicated Facilities Section.
3	Q	Will the State accept more than one pricing option?
	A	Yes, however the vendor with the lowest total cost based on the Cost Evaluation Price Quote will be considered the successful vendor pending that all mandatory requirements are met.
4	Q	Can the State explain why pricing for T-1's with less than 50,000 MOU is required if the Switched and Dedicated rates are the same? Qwest does not believe there is any benefit to the user of using a T-1 if the Switched and Dedicated rates are the same.
	A	If an agency with less than 50,000 MOU/month chooses to have a dedicated T1, we need to provide a price to the agency, in order for them to make a business decision.
5	Q	Can the State give a little insight to the approximate number or locations of the T-1's that would use less than 50,000 MOU/month? It may be a challenge for the vendors to provide aggressive T-1 pricing with unknown number and locations of those T-1's.
	A	No, please refer to Dedicated Facilities section # 3 and #4
6	Q	Would the State consider not including the price of the T-1 in the cost evaluation?. A vendor could provide a lower cost per minute for the Long Distance rates but not win because of their cost of the T-1's which may or may not be used. Qwest believes the state should look at the entire cost for the year if the cost of T-1's are to be included.
	A	No, the State needs to know the cost of a T-1. Refer to Dedicated Facilities section # 4.
7	Q	Can any or all of the RFP be provided in an editable format (Microsoft Word or an unlocked .PDF)?
	A	Purchasing policy is to provide the RFP in PDF format so that they can be sure that nothing has been changed. We can provide the cost sheets in Excel format but it is understood that the PDF version is the official version.